Southeast Community College is a public two-year institution located in southeast Nebraska. The College offers its educational services at three campuses in Beatrice, Lincoln and Milford, and at Continuing Education centers located in each of the fifteen counties served by the College. SCC was created in 1973 by enactment of state law that authorized a system of six locally governed and locally supported Nebraska community college areas.

The major educational emphasis of the College is career/technical programs that prepare students for careers or further education. SCC also offers a college transfer program for students who wish to complete the first two years of a four-year degree and transfer those credits to a senior institution. The College provides Continuing Education in a variety of fields including Professional Growth and Customized Training Services for business and industry.

We hope you will use this catalog to learn about the quality educational opportunities and excellent continuing education classes offered at our campuses. You will also read about the lifelong learning classes and seminars available in communities throughout our fifteen-county district in southeast Nebraska. We believe you will find a program or class that is just right for you.

Southeast Community College is what a community college should be. Classes are small and student-centered. Outstanding faculty focus on excellence in teaching to help students prepare for successful careers and transfer to four-year institutions. Dedicated staff members provide students with career counseling, financial aid information, career placement and many other support services. SCC provides this remarkable array of educational opportunities at an affordable cost.

Southeast Community College welcomes students of all races and nationalities, women and men, people with disabilities and students of all ages in its programs and activities. SCC values diversity as an important part of the educational process, and continues to seek students, faculty and staff who bring a variety of life experiences and viewpoints to the College.

We look forward to working with you to achieve your goals at SCC!
Southeast Community College values the opportunity to provide quality applied technology and academic educational opportunities for the students, businesses and communities of our district. To achieve that purpose, Southeast Community College will:

- Continue to value local governance
- Value diversity
- Be affordable and accessible
- Develop and maintain partnerships
- Provide responsive delivery systems
- Respond to emerging technology
- Promote continuous improvement
- Promote student learning through the provision of quality instruction and curriculum
- Embrace lifelong learning
- Maximize and utilize resources efficiently
- Be accountable
- Encourage a positive environment
- Promote recruitment and retention
- Be communicative
- Be fiscally responsible
About

Location

The College includes three campuses and more than 20 off-campus sites in 15 counties. Our Beatrice campus is located in a city of 12,805 and our Milford campus is at home in a community of 2,071. Our Lincoln campus is located in the capital city of 232,362. Each location offers individual benefits—from rural friendliness and small city energy to metropolitan ambience.

In addition to our campus locations, SCC serves 15 counties located in southeast Nebraska with courses operated through the College Continuing Education division. Counties included in the SCC service area are Saunders, York, Seward, Lancaster, Otoe, Fillmore, Saline, Thayer, Jefferson, Gage, Johnson, Nemaha, Pawnee and Richardson.

The general College Administrative Offices are located at 301 S. 68th Street Place in Lincoln. They provide the central coordination for the College, serving as the administrative unit for the SCC campuses and 15-county service area.

Enrollment

The College enrolls approximately 16,064 full-time and part-time credit students on its three campuses. Another 17,385 students take advantage of non-credit courses annually.

Calendar

SCC operates on a quarter calendar system with terms that start in January, March, July and October. Shorter summer sessions are also available.

Technical & Career Education

Students may choose from applied technology programs grouped into nine divisions:
1) Agriculture/Laboratory Science;
2) Business;
3) Construction;
4) Electronic/Computer;
5) Family and Consumer Science;
6) Health;
7) Manufacturing;
8) Mass Media/Communication; and
9) Transportation.

Job opportunities in each area are growing as the demands for employees with technical knowledge and skills increase. Business and industry advisory groups provide suggestions on standards, trends, emerging technology and course content.

Academic Transfer Education

SCC offers the first two years of college course work for transfer to four-year colleges and universities. Students enrolled in the Academic Transfer program may earn an associate of arts or an associate of science degree. Transfer of credits has become easier since the approval of the Nebraska Transfer Initiative in 1995. Students who begin their college careers at SCC and transfer credits to a four-year college graduate at rates comparable to those who began their college work at a four-year institution.

Awards

SCC awards the following to students who successfully complete a required program of study:
• Associate of Applied Science Degree
• Associate of Arts Degree
• Associate of Science Degree
• Diploma
• Certificate
Continuing Education
Both credit and non-credit courses are offered to individuals, businesses and communities throughout the SCC service area. Continuing Education focus areas are:
• Adult Guided Studies–GED, English as a Second Language and citizenship classes
• Agriculture–classes in farm and financial management and marketing
• Business–a wide variety of classes from keyboarding to real estate appraiser/licensure, small business management, and microcomputer classes for business and home
• Computer–software and certification classes
• Driver Education and Safety
• Family and Consumer Science–training for school food service supervisors and child care professionals
• Health–updates (CEUs) for nurses, nursing assistants, emergency medical technicians and many other classes
• Personal enrichment–many types of classes in arts, crafts, floristry, recreation and fitness, woodworking, travel and much more
• Industrial, Technical and Vocational Trades–training in automotive, boiler operation, custodial maintenance, electrical, machine tool and more
• Community Services–many types of classes offered in communities throughout southeast Nebraska
• Professional Development Customized Training–classes in all areas tailored to meet the needs of business and industry, scheduled at convenient times and places

Distance Education
SCC makes education more accessible and convenient by offering a wide variety of off-campus educational opportunities.
Students can earn college credit through online courses via the Internet or through interactive TV classes offered at over 50 high school locations in our 15-county area. (Please see chapter six for more information on SCC’s Distance learning opportunities.)

Student Activities
Each campus offers students opportunities to build leadership skills and friendships in organizations such as Student Senate and Phi Theta Kappa, the national community college scholastic honor society. Students may also participate in career-specific groups, such as the Licensed Practical Nurses Association of Nebraska, and student chapters of such or ganizations as the Society of Manufacturing Engineers.
In addition to career-related and scholastic groups, the Beatrice campus offers intercollegiate sports including men’s and women’s basketball, men’s golf, and women’s volleyball. SCC-Beatrice also provides a variety of other activities including art, theatre, and vocal and instrumental music.
Each campus offers intramural sports and wellness centers where students can use exercise equipment and participate in aerobic and fitness activities.

Housing
SCC campuses in Beatrice and Milford offer residence hall living for single students. The Milford campus also has housing for married couples and single parents. The Lincoln campus maintains rental listings, city maps, and prices to assist students with their living arrangements.

Placement
An average of 90% of SCC graduates regularly report placement in training related positions or in continued education following graduation. Most career program graduates receive multiple job offers, many before they graduate. Career graduates are entitled to lifetime job placement services. In response to College surveys, employers report high satisfaction with the preparation and work habits of SCC graduates.

Instruction
SCC instructors are highly qualified. Academic instructors have completed master’s degrees in their teaching fields. Some instructors have earned doctorates or have completed hours toward their doctoral degrees. Technical instructors have both formal and vocational education.

Services
SCC provides students with a wide variety of services, such as academic advising, disability services, financial aid, tutoring, TRIO Student Support Services, and TRIO Upward Bound. Students also have access to cafeterias, ample parking, housing (Beatrice and Milford), and a child development center in Lincoln. The College provides libraries, computer labs with Internet access, and placement services. These services support classroom experiences and help make a college education more accessible to prospective students.

Student Diversity
Southeast Community College values diversity and seeks to recruit and retain students from a variety of cultures, races and ethnic groups. The College values the heritage and viewpoint each student brings to the campuses and classrooms. SCC offers activities, services and recognitions celebrating diversity.
Support programs are offered for students of a variety of races and cultures as well as single parents and persons who are entering nontraditional careers. SCC also welcomes students with disabilities and complies with the Americans with Disabilities Act (ADA).
College programs and activities are based on the principle that all students have the right to obtain an education in a college environment free from all forms of discrimination and harassment.
The campus offers the Academic Transfer program as well as career/technical programs including: Agriculture Business & Management Technology, Business Administration, Business Information Technology (formerly Office Technology), Criminal Justice, Mass Media, Nebraska Law Enforcement, Pharmacy Technician, and Practical Nursing.

Adams Hall: One-Stop Community Resource Center
Agriculture Center: The Agriculture Center, a model land and animal laboratory for the Agriculture Business and Management program, is located one mile south of the main campus, and includes the new Swine Finishing Center.
Carter Building: Student Housing located off-campus, for qualified students with families.
Ford Hall: Classrooms for: Ag Equipment, Ag Mechanics, Crops, Horticulture and Ag Business
Hoover Hall: Pharmacy Technician, TRIO Student Support Services, TRIO Upward Bound, Residence Hall
Jackson Hall: ABE/GED, Career Advising Center, Testing & Assessment
Classrooms for: Broadcasting, Business Administration, Business Information Technology, Distance Learning, Journalism, Practical Nursing, Photography.
Kennedy Center: Administration, Admissions, Advising, Athletics, Bookstore, Cashier, Computer Lab, Continuing Education, Financial Aid, Learning Resource Center, Placement, Registration, Retention, Student Center, Snack Bar, Student Services
Classrooms for: Languages, Life Sciences, Math/Physics, Social Sciences
Roosevelt Hall: Residence Hall
Truman Center: Gymnasium, Theatre, Wellness Center.
Classrooms for: Art, Theatre, Speech, Music
Washington Hall: Residence Hall
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

SCC-Milford Campus

SCC-Milford Campus
600 State Street
Milford, NE 68405-8498

SCC-Milford campus is located on 53.5 acres in Milford, Nebraska.

For a tour of the SCC-Milford Campus:
1-800-933-7223, ext. 8243
or visit us at www.southeast.edu

SCC-Milford enjoys a long history as Nebraska's premier technical college established in 1941.

Cornhusker Hall: Residence Hall

ETC - Eicher Technical Center:
Admissions, Business Of fice, Cashier, Computer Lab, Campus Administration, Financial Aid, Learning Resource Center, Registration, Retention, Student Lounge, Student Services, TRIO Student Support Services

Classrooms for: Architectural-Engineering Technology; Auto Collision Repair Technology; Automotive Technology; Building Construction Technology; Business Administration; Computer Programming Technology; DaimlerChrysler (CAP) College Automotive Program; Deere Construction and Forestry Equipment Tech; Diesel Technology-Farm; Diesel Technology-Truck; Electrical & Electromechanical Technology; Electronic Servicing & Electronic Engineering Technology; Ford (ASSET) - Automotive Student Service Educational Training; General Motors (ASEP) - Automotive Service Education Program; Graphic Design; John Deere Parts; John Deere Tech; Land Surveying/Civil Engineering Technology; Machine Tool Technology; Manufacturing Engineering Technology; Nondestructive Testing Technology; Parts Marketing & Management; and Welding Technology

G. Alan Dunlap Center: Cafeteria, Bookstore, Conference Rooms

HVAC: Classrooms for: Heating, Ventilation, Air Conditioning, and Refrigeration Technology

ITC: Industry Training Center

John Deere Building: Classrooms for: Deere Construction and Forestry Equipment Tech; John Deere Parts, John Deere Tech

Lowell A. Welsh Center: Legacy Room, Gymnasium, Heritage Room, Student Center

Nebraska Hall: Residence Hall

Pioneer Complex: Residence Halls

Placement & Assessment Center: Assessment, Career Advising, Placement
SCC-Lincoln Campus
8800 O Street
Lincoln, NE 68520

The Lincoln Campus is located on the east edge of the capital city and houses a 320,000 sq. ft. facility on a 117 acre site.

For a tour of the SCC-Lincoln Campus and downtown Energy Square location: 1-800-642-4075, ext. 2600 or visit us at www.southeast.edu

Variety and flexibility are the hallmarks of programs at the SCC-Lincoln Campus, 8800 O Street.

SCC-Lincoln offers the Academic Transfer program as well as career/technical programs including: Associate Degree Nursing; Automotive Technology; Business Administration; Business Information Technology (formerly Office Technology); Computer Aided Design Drafting; Criminal Justice; Dental Assisting; Early Childhood Education; Electronic Servicing & Electronic Engineering Technology; Laboratory Science Technology; Fire Protection Technology; Food Service/Hospitality; Human Services; Machine Tool Technology; Medical Assisting; Medical Laboratory Technology; Microcomputer Technology; Motorcycle, ATV & Personal Watercraft Technology; Nebraska Law Enforcement; Practical Nursing; Professional Truck Driver Training; Radiologic Technology; Respiratory Care; Surgical Technology; Visual Publications; and Welding Technology.
SCC-Lincoln Campus
Energy Square Location

1111 O Street
Lincoln, NE 68508-3614

The Lincoln Campus has a downtown location on the first floor of the Energy Square Building.

The downtown location offers **Academic Transfer** classes.

402-323-3441

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**SCC-Lincoln ESQ location offers convenience in downtown Lincoln, at 1111 O Street.**

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**SCC - ENERGY SQUARE LOCATION**

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**Suite 112:**
Academic Transfer Office;
Lincoln Campus-Energy Square Office, Information

**Room 100F:**
Chemistry Laboratory

**Room 103:**
Distance Learning

**Room 104:**
ABE/GED

**Rooms 100C, 100D, 100E, 101, 102, 104-111, 113A, 113B, 113E:**
General Classrooms

**Room 113C & 113D:**
Professional Development Customized Training for Business & Industry

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**ESQ Students:** There are discount parking MAGNETIC STRIPS available. Tickets are sold at CITY OF LINCOLN PARKING OFFICE, 317 S. 12th Street, Suite 101. 402-441-6472, 7:30 am-5:30 pm. You must bring your student ID and CURRENT TERM class schedule.

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**NCEE - (Located off-campus) Nebraska Center for Excellence in Electronics:** 4740 Discovery Drive, Lincoln NE

Classrooms for: Professional Development Customized Training Services for business and industry.
The *Continuing Education Center* is used for a variety of purposes including special classes and seminars in personal development and Professional Development Customized Training programs for business and industry.

The College Food Service/Hospitality program uses the first floor of the Center as a satellite training laboratory.

The College Administration (SCC–Area Office) is located on the fifth floor of the building.

The *Entrepreneurship Center* is used for nursing, business related offerings, and entrepreneur incubator businesses.

**CEC 2nd floor: (Street Level)**
- Auditorium, Commons Area, Reception Desk, Vending Machines
- Offices for Continuing Education Directors of Professional Development - Customized Training Services for Business and Industry

**ENTR 2nd floor: (main entrance at Street Level)**
- Commons Area, Reception Desk, Vending Machines
- Offices for Entrepreneurship focus, Food Service/Event Schedule Coordinator, Workforce Development
- Classrooms and Computer Lab
- Access between CEC and ENTR buildings is allowed through double doors.

**ENTR 1st floor: (west side entrance at street level)**
- Classrooms for Basic Nursing Assistant, Food Service/Hospitality, Business, and Entrepreneur Incubator Businesses.
- Access between CEC and ENTR buildings is allowed through double doors.

**CEC 1st floor: (Basement Level) Kitchen**
- Classrooms for: Continuing Education and Food Service/Hospitality
CEC 3rd floor: Classrooms for Workshops, Seminars, and Conferences

ENTR 3rd floor:
Classrooms
Offices for Junior Achievement
Entrepreneur Incubator Businesses

Access between CEC and ENTR buildings is allowed through double doors.

CEC 5th floor: SCC-Area Office
Offices for College Administration including:
- Administrative Services
- Affirmative Action / Equity / Diversity
- Educational Foundation
- Human Resources
- Public Information

ENTR 5th floor:
Offices for Business Resources
- Community Development Resources
- Nebraska Business Development Center
- SCORE (Service Corps of Retired Executives)

Access between CEC and ENTR buildings is not allowed through alarmed doors.

CEC 4th floor: Offices for Continuing Education
Dean, Director of Business, Director of Personal Enrichment and Leisure
Classrooms for: Continuing Education
Computer Labs
ENTR 4th floor:
Offices for Lincoln Public Schools Entrepreneurship

Access between CEC and ENTR buildings is not allowed through alarmed doors.
ENROLLMENT

To have a successful college career at SCC, admissions representatives and career advisors are available to help you decide on a program of study. To further assist you, please schedule a visit to the campuses to see our exceptional instructional labs and classrooms and to visit with instructors for first-hand information about the programs.

- Admission Requirements
- Application for Admission
- Steps for Admission to Programs of Study
- Readmission Steps
- Pre-admission Advising and Testing
- Nebraska Residency Requirements
- Advanced Standing
- International Students
- Undeclared Students
- Registration Procedures
- Prerequisites
  > including Criminal Background Check
- Student Status
- Licensure Requirements
- Drop/Add/Withdrawal
**ADMISSION REQUIREMENTS**

All students who are accepted for admission to a program of study must demonstrate the "ability to benefit" from instruction by having graduated from an accredited or approved high school or college, or having completed the requirements for a GED certificate. The student who has not graduated from high school or who does not have a GED certificate must take an independently administered assessment test and must achieve specified test scores in order to demonstrate an "ability to benefit." This is required by federal regulation governing Title IV programs. The ASSET/COMPASS assessment used by Southeast Community College is one of these tests approved by the U.S. Department of Education to determine a student’s ability to benefit. Transcript requirements may be waived under certain circumstances. Contact the College Admissions Office for more information.

Any persons 16 years of age or older who are not enrolled in a regular secondary school program is eligible to enroll in Southeast Community College classes provided they meet any stated class prerequisites. Eligible high school students in good standing may enroll in college credit classes with written permission from their high school principal or counselor. Students under 16 years of age will not be accepted for admission into programs of study. Students under 16 may enroll in credit classes with special permission from the College campus Dean of Student Services. Contact an SCC Student Services Office to obtain a permission form.

Students under 16 years of age may enroll in special noncredit classes which are designed for youth and adults who register and attend classes together. Other special enrollment opportunities for students under 16 will be identified in the course description and/or advertisement.

High school students enrolling in distance learning classes must meet all of the College course prerequisites prior to the start of class. Contact the campus Registration and Records Office for additional information.

Some programs offered by the College may require completion of prerequisite courses, physical examinations, and other special requirements such as CPR training or a certified copy of driving record.

Some programs of study will require a criminal background check. (See Prerequisites, this Chapter, and the specific program of study, Chapter 7.)

All special requirements for admission are available in the campus Admissions Offices.

Developmental course work and high school equivalency programs are available at SCC to students who do not meet College admission requirements.

All requests for information regarding admission to any program and all completed application forms should be obtained from and submitted to the Admissions Office of the campus selected by the student. SCC has the right to deny admission or continued enrollment to persons who have misrepresented their credentials or background.

**APPLICATION FOR ADMISSION**

All new students seeking admission to a program of study at SCC must complete an Application for Admission form. Students need to complete only one Application for Admission form to attend classes at any SCC campus location. There is no Application for Admission fee. Application for Admission forms are available in the Student Services Offices on each campus and at www.southeast.edu via the Internet.

**STEPS FOR ADMISSION TO PROGRAMS OF STUDY**

**I. COMPLETE AND SUBMIT AN APPLICATION FORM**

A. APPLICATION FORM

1. All students seeking admission to a program of study at SCC must complete an Application for Admission form indicating the campus to which they are applying.

2. Application for Admission forms are available in the Student Services Offices on each campus and at www.southeast.edu via the Internet.

B. STUDENTS APPLYING FOR ADMISSION TO MORE THAN ONE PROGRAM OF STUDY

1. LIKE PROGRAMS OFFERED ON MORE THAN ONE CAMPUS

   a. For like programs offered on more than one campus (i.e. Welding, LPN, Academic Transfer), a student can be admitted for only one program at one location for a given year and term.

   b. Current students desiring to transfer from their current program of study on one campus to the same program on a different campus must contact the program chair at the second location to determine if an opening is available. If an opening is available, the program chair will grant permission for the student to transfer and register. If an opening is not available, the student must complete the steps for admission to a program of study in order to reserve a place for a future term in the program at the second location.

2. DIFFERENT PROGRAMS IN THE SAME YEAR AND TERM

   a. Unless there is a conflict in scheduling, a student can be admitted into two different programs on the same or different campuses for the same year and term. (Contact the campus Admissions Office for additional information.)

3. DIFFERENT PROGRAMS IN DIFFERENT YEARS AND/OR TERMS

   a. A student can be admitted into two or more different programs in different years and terms. (Contact the campus Admissions Office for additional information.)
C. EFFECTS ON FINANCIAL AID
IF APPLYING FOR ADMISSION TO MORE THAN ONE PROGRAM OF STUDY

1. Students planning/expecting to receive financial aid are subject to federal restrictions that may limit their options. To receive financial aid, Federal regulations require that a student:
   • Be enrolled in a program of study leading to the completion of a diploma or associate degree at SCC
   • Has received aid for no more than one period of time
   • Can receive financial aid only for a limited period of time
   • Make satisfactory progress towards completing a program of study
   • Intends to complete his/her program of study
   • Register only for courses required for the completion of their declared program of study at SCC. (Contact the campus Financial Aid Office for additional information.)

II. SUBMIT TRANSCRIPTS

A. HIGH SCHOOL or GED TRANSCKRIPTS REQUIRED

1. Request that a copy of your high school, GED or College transcript be sent directly to the SCC Admissions Office at the appropriate campus.

2. High school transcripts provide evidence of high school graduation, to document dual credit (high school and college) and credit by participation in Tech Prep. High school transcripts and College transcripts identify specific courses taken in high school and college that may affect the courses that students register for in their SCC college program of study.

3. Prior to entering a program of study, students who have NOT completed a high school diploma or a GED program must demonstrate the ability to benefit from college classes by achieving a minimum score on the SCC placement exam. (Contact the campus Testing and Assessment Office for additional information.)

4. Students must have a high school diploma or GED certificate to receive an Associate Degree, Diploma or Certificate from Southeast Community College.

B. POSTSECONDARY TRANSFER CREDIT

Copies of official transcripts from all postsecondary institutions must be sent directly from the institution to the College Admissions Office at the appropriate campus.

III. COMPLETE AN ASSESSMENT

Applicants for admission will be assessed for readiness in basic reading, written expression, and mathematics to determine whether their skill level is consistent with program requirements. Applicants can request career advising staff for help to determine the entrance requirements for specific programs. Students may be required to complete developmental course work before advancing to certain program courses. Specific information about developmental course work is available through campus admissions and career advising staff.

A. INITIAL ASSESSMENT REQUIRED

All students entering SCC programs MUST demonstrate readiness through at least one of the following basic skill assessments:

1. Achieve appropriate ACT scores in each of the areas of language, reading, and math as required by a specific program. These scores may be sent directly by ACT to SCC or be reported on the high school transcript; OR
2. Provide evidence of three (3) hours or more of transfer credit from an accredited postsecondary institution with a grade of "C" or better in each of the areas of English, math, and a course which indicates reading ability, e.g., social studies, psychology; OR
3. Achieve COMPASS/ASSET placement scores as required by the specific program of study for which the individual is applying. The first COMPASS/ASSET basic skills assessment is available at each campus free of charge. Retests are available for $15.

5. A GED program is available at SCC for students who have not graduated from high school and who do not have a GED certificate. (Contact the campus Testing and Assessment Office for additional information.)

Individuals who present a high school or college transcript indicating that they have taken a class that fully meets a program requirement in English or mathematics, or have achieved the necessary ACT score, do not have to take the COMPASS test to prove they are competent in the skill area. COMPASS testing is required when an individual has taken a course prerequisite in English or mathematics and the course is over 5 years old or the necessary ACT score is over 5 years old.

A student who cannot fulfill any one of these criteria should discuss the alternatives available with a College career adviser.

B. RETESTING

Retesting is possible for individuals who believe their placement test scores do not reflect their current skill levels in reading, written expression and mathematics. If the student has previously taken the COMPASS or ASSET test, a $15.00 retest fee is required (in advance) per testing session regardless of whether the individual is taking the entire test (3 parts) or subtests. If individuals want to take one section at a time, they have 5 business days to complete that testing.

1. Current high school students may test at no charge. High school students may also retest at no charge.

2. Individuals having any test scores older than 5 years will be asked to retake the COMPASS test but will not be charged for retesting. Additional retests are $15.

3. When an SCC instructor in English, writing or math, or an SCC Testing / Assessment Center staff person requests a retest, there will be no fee assessed.

4. Individuals who wish to retake the COMPASS test must have completed additional study in the test area(s) that they did not pass the first time, and be able to demonstrate that additional study to SCC Testing Center staff before they will be allowed to retest. Individuals must wait 30 days between the first and second testing to allow adequate time to study in the problem areas and prepare for the second test. Individuals will not be permitted a second retest (third time of testing) until 30 days after the first retest (second time of testing).
IV. SUBMIT ANY ADDITIONAL INFORMATION REQUIRED FOR YOUR CHOSEN PROGRAM OF STUDY.

Applicants requesting admission to a specific program of study will be notified by the College admissions office of any additional information required by their chosen program of study.

V. STUDENTS WILL RECEIVE WRITTEN NOTIFICATION BY MAIL AS SOON AS POSSIBLE ABOUT THEIR ADMISSION STATUS.

READMISSION STEPS

Former Southeast Community College students who were declared and enrolled in a program of study, and who have not been enrolled for one or more years, must reapply for admission to be eligible to register for program classes. Returning former students must complete an Application for Readmission form and submit the completed application to the appropriate campus Admissions Office. Readmission is subject to available space and current requirements established by the College and the program of study.

PRE-ADMISSION ADVISING AND TESTING

All applicants for admission are provided opportunities for pre-admission basic skills assessment, testing, advising and career planning. Applicants who desire pre-admission basic academic skills testing and/or career advising should contact the appropriate Admissions Office for arrangements. Southeast Community College promotes the philosophy that all applicants should possess certain levels of academic ability in order to succeed in their selected program of study. Applicants required to complete COMPASS/ASSET basic skills testing will be notified by the appropriate campus. Students may be required to complete developmental course work before advancing to certain program courses. Specific information about developmental course work is available through campus admissions and career advising staff.

NEBRASKA RESIDENCY REQUIREMENTS

To be eligible to register at resident tuition rates at Southeast Community College, Nebraska residency must be established according to the provisions of Nebraska revised statute Section 85-502.

An individual will qualify as a resident of the state of Nebraska for tuition purposes at Southeast Community College if the standards set forth in any one of the following eight (8) categories are met:

1. An individual who is a graduate of an accredited Nebraska senior high school, or has previously been enrolled at Southeast Community College as a resident student.
2. An individual who has married a resident of Nebraska.
3. A person of legal age who is dependent for federal income tax purposes on a parent or guardian who has established a home in Nebraska.
4. A minor whose parent(s) or guardian who for a period of six months have established a home in Nebraska where such parent(s) or guardian are habitually present with the bona fide intention of making Nebraska their permanent place of residence.
5. A person of legal age or an emancipated minor who for a period of six months shall have established a home in Nebraska where he/she is habitually present, and shall verify by documentary evidence that he/she intends to make Nebraska his/her permanent residence. (Examples that may satisfy Nebraska residency: voter registration, Nebraska driver’s license, vehicle registration, payroll records, apartment lease agreement.)
6. An individual who is an alien and who for a period of at least two years has established a home in Nebraska where he/she is habitually present with the bona fide intention of becoming a permanent resident alien of the United States and making Nebraska his/her permanent residence.
7. An individual who is a dependent of a permanent full-time staff member of Southeast Community College, the University of Nebraska system, one of the Nebraska state colleges, or one of the other technical community college areas.
8. An individual on active duty with the armed services of the United States who has been assigned a permanent duty station in Nebraska, or a dependent of an individual who is a member of the armed services assigned to a permanent duty station in Nebraska.

Any student who has been classified as a nonresident and believes he/she may qualify as a resident must file a residency application form with the Dean of Student Services before the end of the fourth week of the quarter for which the tuition fee was charged. Residency application forms, as well as further information regarding residency classification, are available from each campus Student Services Office. It is the student’s responsibility to initiate a change for residency status, provide documentation, and schedule an appointment with the Dean of Student Services.

ADVANCED STANDING

The College believes students should be recognized and rewarded for previous educational and occupational experience when that experience results in competence in areas normally addressed by the courses and programs of the College. The College has established three methods for students to gain advanced standing:

1. Transfer of Credit
2. Credit by Waiver
3. Credit by Examination

Please refer to the Policy section of this catalog (Chapter 3) for further information on Advanced Standing.

STUDENT STATUS

<table>
<thead>
<tr>
<th></th>
<th>Credit Hours per Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full time</td>
<td>12 or more credit hours per term</td>
</tr>
<tr>
<td>Part time</td>
<td>less than 12 credit hours per term</td>
</tr>
<tr>
<td>3/4 time</td>
<td>9 through 11.5 credit hours per term</td>
</tr>
<tr>
<td>1/2 time</td>
<td>6 through 8.5 credit hours per term</td>
</tr>
<tr>
<td>Less than 1/2</td>
<td>Less than 6 credit hours per term</td>
</tr>
</tbody>
</table>

Contact the campus Registration and Records Office for questions about student status for terms other than quarter (summer sessions, short courses, or others.)
INTERNATIONAL STUDENTS

The following requirements apply for students applying to Southeast Community College requesting an I-20 (F-1 Visa).

1. Completed application for admission.
2. Certified copies of academic records, plus English translations where necessary.
3. International version of TOEFL (Test of English as a Foreign Language) with a total score of 500 or higher if paper based, 173 if computer-based, or 61 for Internet version. Scores must be sent directly to the College by using institutional code 6795.
4. Signed Financial Resource Statement showing resources sufficient to cover course of study and transportation expenses to and from the home country. A minimum of $10,000 for one year is required.

Contact the campus Admissions Office at the campus where you are applying for admission, for specific information assistance and required forms.

F-1 Visa students authorized to attend another college can register for concurrent classes at SCC. Tuition is nonresident rate. Enrollment status is with the school the student is authorized to attend. Check with your authorized school to remain in status.

UNDECLARED STUDENTS

Students may take courses at the College in an undeclared status. There are two categories of undeclared students:

1. those awaiting acceptance into a program of study, and
2. those not planning to pursue a program of study but who are taking credit classes for transfer, job advancement, or other purposes.

Undeclared students may register for classes during general registration. College staff are available for assistance.

REGISTRATION PROCEDURES

It is recommended that prior to registration, students should consult with advisors or instructors. Registration dates are published and available in the Student Services Office prior to each registration period. Additional information will also be made available by faculty and program advisors.

General registration information is distributed each term by the Registration and Records Office on each campus. It is each student’s responsibility to become familiar with registration schedules, deadlines, completion of registration forms, and any required signatures.

Students who are declared in a program of study are allowed to register before general registration.

The College requires a student’s Social Security Number as a condition for enrollment for all students registering for classes at SCC (See Family Educational Rights and Privacy Act - FERPA - College Policies Chapter 3) with the exception of individuals who are documented to be “lawfully admitted aliens.” For those registering students who are documented as “lawfully admitted aliens,” independent of their eligibility to obtain a Social Security Number, an alternate number will be assigned to distinguish their student records from others.

Registration forms are processed by the Registration and Records Office. The Registration and Records Office is responsible for collecting and maintaining all student records and grades, and is in charge of registrations. The Registration and Records Office also receives all drop/add forms.

After registering, payment of tuition and fees must be made to the campus Business Office within the established payment deadline. Failure to meet established payment deadlines will result in debt collection activity. The student is responsible for all unpaid balances. All balances must be paid before a student can register for courses on any SCC campus.

Students may enroll in the "PAY ACTS" monthly payment plan. (See Payment Policy - Financial Planning Chapter 2.)

PREREQUISITES

A student may be prohibited from registering for some programs/courses which have specific program prerequisites if the student fails to meet those program/course prerequisites.

Academic Transfer students - may not register for more than 20 credits in a term unless permission is granted by the Dean of Student Services.

Arranged and Independent Study Classes - Students who register for any arranged classes or independent study classes must report to the instructor for each class on the first day of class, at the beginning of the term. Students who register for any arranged or independent studies classes after the term begins (adding classes with drop/add form) must report within five (5) days, not including Saturdays, Sundays, and holidays, from the Registration and Records Office date on the drop/add form. Failure to report will cause the instructor to void the registration. Once voided, the student cannot re-enroll during the same term.
### Criminal Background Checks (Student)

If a Criminal Background Check (CBC) or a student’s self-disclosure indicates that the student has a criminal history, he or she may be prohibited from participating in designated programs of study.

For purposes of this procedure a student has a criminal history if he or she: (a) has been convicted of a crime of felony; (b) has pled guilty to a criminal offense; (c) has entered a plea of no contest to a criminal offense; (d) has entered into a program of pre-trial diversion; or (e) if criminal charges are pending.

The existence of a criminal history will not automatically disqualify a student from participating in a designated program of study. A criminal history which involves one or more felony offenses will generally be disqualifying.

A criminal history which involves only misdemeanor offenses will generally be disqualifying only if the offense(s) involve a crime of violence; sexual assault; the abuse of a child, elderly person with a disability, or person under the care of the student in any type of medical or mental health setting; the unlawful use, possession or sale of narcotics or controlled substances; or if the offenses are so numerous or of such a character to indicate that the student may pose a threat to the employees, clients, or property of the designated program or the College.

Subject to the foregoing, the following criteria will be considered in determining whether an affected student will be permitted to participate in a designated program:

1. The date, nature and number of arrests and convictions;
2. The relationship which the arrest or conviction bears to the duties and responsibilities of the affected student in a clinical setting;
3. Successful efforts toward rehabilitation;
4. Rules and regulations of the clinical program;
5. Whether the criminal history is likely to prevent the student from obtaining necessary licensing or other credentials needed to obtain employment in his or her chosen field; and
6. Other criteria which are determined by College administrators to be relevant.

A CBC will be conducted for all students declared in the following programs:

- Criminal Justice
- Dental Assisting
- Early Childhood Education
- Human Services
- Medical Assisting
- Medical Laboratory Technology
- NonDestructive Testing
- Nursing (PN and ADN)
- Radiology Technology
- Respiratory Care
- Surgical Technology

or taking classes in

- Basic Nursing Assistant
- Emergency Medical Technology
- Health Information Management
- Paramedics

Any student not continuously enrolled in the College will be required to have an additional CBC conducted. The CBC will be completed only once, if no more than one year elapses in enrollment. After the initial CBC, students will complete a self-disclosure statement annually.

### LICENSURE REQUIREMENTS

Licensure is a requirement for employment after graduation from several College programs. Specific licensure requirements may be obtained from the agency or authority responsible for issuing licensure. The College does not grant licensure or ensure an individual's eligibility to obtain licensure after graduation. It is each student's responsibility to know and understand these requirements.
**DROP/ADD/Withdrawal**

Student Initiated Drop or Withdrawal

Students may initiate a drop or withdrawal from a class(es), prior to the deadline for dropping classes (see "Deadline for Dropping Class/es" below).

To drop or withdraw from classes, a student must submit an "Official Drop/Add Form For Credit Classes" to the Registration and Records Office which is located in the Student Services Office.

**Failure to Attend Classes or Notification by Telephone Does Not Constitute a Drop or Withdrawal.** Students must submit an official drop form prior to the refund deadline to be eligible for a tuition refund. Failure to attend classes does not absolve the student from making complete payment for all tuition and fees associated with the student's registration.

**Important Deadline Dates**

The date on which 12.499% of time has elapsed since the first day of the class, will be

1. the last date a student is allowed to register for a class for that term.
2. the last date a student can drop a class to get a refund of tuition for that term
3. the date that all instructors are required to report students who have never attended class ("No Show" Students)

"No Show" students will be removed from the class rosters.

**Specific Deadline Dates for Each Term Will Be Posted in Student Services at Each Campus Location.**

**Calendar Days/Automatic Computer Calculations**

Calendar Days: All days are included in the computation of calendar days including Saturdays, Sundays, holidays, and weekdays.

Automatic Computer Calculations:

Percent of time elapsed is automatically calculated by the College computer and based on calendar days from the first day of class.

**"No Show" Students**

1. Under federal rules, the College cannot pay financial aid to students who never attend class. Financial Aid will not be distributed to students who have been reported as never having attended class ("No Show" students).

2. "No Show" students will be billed and held responsible for full payment of the tuition and fees for the classes they are registered for because the "no show" student did not drop the class with an "Official Drop/Add Form For Credit Classes" within the designated refund period. (See "Student Initiated Drop or Withdrawal")

3. All students with a “hold” on their account (including “No Show” Students) will not be allowed to register for classes for the next term until the account is paid in full.

**Last Date a Student is Allowed to Start a Class**

If a student is registered for a class, the instructor must allow the student to start class prior to 12.499% of the time elapsed.

After 12.50% of the time has elapsed since the first day of class, the instructor may allow a student to start a class "ONLY" with special permission from the Program Chair and Division Dean.

All 12.499% and 12.500% time elapsed calculations are based on calendar days, including Saturdays, Sundays, holidays, and weekdays, from the first day of the class.

Specific dates will be posted at the Student Services office on each campus.

**A Student is Entitled to a Refund Computed on the Following Formula and Tables:**

<table>
<thead>
<tr>
<th>% Elapsed</th>
<th>% of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.000 - 12.499</td>
<td>100</td>
</tr>
<tr>
<td>12.5 and over</td>
<td>0</td>
</tr>
</tbody>
</table>

**Adding Courses After Initial Registration**

To add a course(s) PRIOR to 12.499% of the time elapsed since the first day of the start of class including Saturdays, Sundays, holidays, and weekdays, a student must do the following:

1. Complete an "Official Drop/Add Form For Credit Classes"

2. Have the course instructor or program designee sign the form to approve the student adding the course

3. Submit the form to the Campus Registration and Records Office no later than 12.499% of the time elapsed since the first day of the start of class including Saturdays, Sundays, holidays, and weekdays.

Courses that vary in length from the regular term dates identified in the schedule will follow the same procedures as listed above. Courses that vary in length can be added within the first 12.499% of the time elapsed since the first day of the start of class including Saturdays, Sundays, holidays, and weekdays.

To add a course or courses AFTER the first 12.499% of time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays, a student must do the following:

1. Complete an "Official Drop/Add Form For Credit Classes"

2. Have BOTH the Program Chair and Division Dean for the course sign the form, approving the student’s adding the course.

3. Submit the form to the Campus Registration and Records Office.
Some courses are taught on an individualized basis and offer continuous enrollment if space is available. If those courses are added after 12.499% of the time elapsed since the first day of the start of class, the signature of both the Program Chair and Division Dean are required prior to being submitted to the Campus Registration and Records Office.

**LAST DATE A STUDENT IS ALLOWED TO DROP A CREDIT CLASS AND GET A REFUND.**

The student is entitled to a 100% refund for any credit class officially dropped prior to 12.499% of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays.

"NO" refund is allowed after 12.500% of time has elapsed since the first day of the start of class, including Saturdays, Sundays, holidays, and weekdays. A student's transcript will not show any registration data if the student drops or withdraws prior to 12.499% of the time elapsed since the first day of the start of class including Saturdays, Sundays, holidays, and weekdays.

Refunds are not automatic. To obtain a refund or adjustment on your account you must submit an "Official Drop/Add Form For Credit Classes" prior to the deadline for dropping and receiving a refund. Refunds will not be granted after these deadlines.

Refunds for classes cancelled by the College are automatically processed and students are not required to submit a drop or withdrawal form for any classes cancelled by the College.

Refund checks are mailed to the student’s current address. Refund checks usually take 2–3 weeks to process after notification. Please do not contact the College to inquire about a refund prior to the third week deadline.

Please refer to the Financial Planning section for further information on tuition and refunds.

To determine a student’s eligibility for a refund, all 12.499% and 12.500% time elapsed calculations are automatically calculated by the College computer and based on calendar days from the first day of the start of class including Saturdays, Sundays, holidays, and weekdays.

**LAST DATE A STUDENT IS ALLOWED TO DROP A NONCREDIT CLASS AND GET A REFUND.**

The student is entitled to a 100% refund for any noncredit class if the class is dropped the day before class begins. If a student drops a class the day class begins or after, there will be no refund.

**DEADLINE FOR DROPPING CLASS(ES) AND RECEIVING A GRADE OF "W"**

The deadline for dropping a class and receiving a grade of "W" is 75% of the elapsed time of the term. Student initiated drop or withdrawals which occur between the 12.499% of the time elapsed since the first day of the class and prior to the 75% drop deadline will receive a grade of "W".

Students may request an administrative approved withdrawal (awarding of a grade of "W") after the 75% deadline for dropping classes, only if extenuating circumstances exist. Personal problems such as illness, job change, a move out of town, may be considered by individual instructors and approved by the Division Dean. Withdrawals will not be processed for nonattendance. Nonattendance after the deadline for dropping usually results in the student receiving an unsatisfactory grade. "U".

**Course Repeat Procedure**

Students may not take an academic/vocational course more than two times, whether to improve a passing grade or to repeat a course in which the grade was "W", "I", "U", "AU", without prior approval. Prior to a student registering for a course for the third time, a plan of action (repeat course form) must be completed and approved by the student’s adviser and Program Chair of the course.

Declared students must meet with a program adviser. Undeclared students must meet with a career adviser. If a student retakes an academic/vocational course, the highest grade earned will be used in the computation of the cumulative GPA and for satisfying degree requirements. Any request to take a course more than three times must be documented and presented to the Program Chair and Division Dean for their approval. Appeals to this policy must follow the established grievance policy and procedures. The Vice President for Instruction’s decision shall be final on this matter. (Other Federal/Program Guidelines may supercede this policy.)

Note: Financial Aid recipients can receive aid for a class twice. The third time the student must pay for the course on their own.
The cost of a quality education at Southeast Community College is very affordable. However, to determine if you will need assistance, please visit with our financial aid staff. Loans, scholarships, grants and work study programs are all available to qualified persons. Remember, the key to obtaining financial assistance is to apply early.

- Financial Aid Programs
- Scholarships
- Other Sources of Assistance
- Applying for Financial Aid
- Awarding of Financial Aid
- Grants / Loans
- Title IV Refund Information
- Return of Federal Financial Aid Funds (Title IV Refunds)
- Procedures Used in Calculating and Returning Title IV Funds
- Tuition Refund Policy
- Withdrawals
- Cafeteria / Residence Halls Contract Refund Policy
- Payment Policy
- Debts
- FACTS Monthly Payment Plan
- Other Charges
- 2007–2008 Tuition and Fees/Housing Fees
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

FINANCIAL AID PROGRAMS

Southeast Community College (SCC) believes that qualified students who wish to attend the College should not be prevented from doing so for financial reasons. Although the Department of Education expects students and families to have primary responsibility for funding their education, the College will make every effort to assist those who need help. Through extensive financial aid programs we seek to put educational costs within the reach of every prospective student enrolled in an eligible program at the College.

More than 70% of the student body receives some form of financial assistance. Financial assistance is given through scholarships, grants, loans, and part-time employment. The amount is determined on the basis of need and/or scholastic achievement. “Demonstrated financial need” is defined as the difference between the amount it costs to attend the College and the amount the Department of Education says the student or student’s family can reasonably contribute towards those costs.

Costs include education-related expenses such as tuition and fees, books and supplies, room and board, transportation and personal expenses.

SCC participates in FEDERAL AND STATE financial aid programs, as well as INSTITUTIONAL FINANCIAL AID. Students are advised to complete necessary forms early, by the posted “Priority Filing deadline dates,” to avoid delays in receipt of a financial aid award. Aid is awarded on a first-come, first-served basis.

Priority filing deadline dates are as follows.

April 1 ....... for summer term
July 1 ............... for fall term
October 1 .......... for winter term
January 1 ........... for spring term

Southeast Community College participates in the following financial aid programs:

FEDERAL FINANCIAL AID

FEDERAL PELL GRANT
The Federal Pell Grant is a grant from the federal government that does not have to be paid back. The Pell grant may only be awarded to undergraduate, degree seeking students who have not already obtained a bachelor's degree. The award amount is based on a student's financial need as determined by the FAFSA application.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FEDERAL SEOG)
Federal SEOG awards are made to undergraduate students with exceptional financial need. SCC has a limited amount of funds to award to eligible students. Eligible Federal Pell Grant recipients with the lowest EFC's are considered first for available Federal SEOG funds. Awards vary from $25 to $200 per term.

Academic Competitiveness Grant (ACG)
The Academic Competitiveness Grant (ACG) is a Federally-funded/need-based grant for undergraduate students who graduated from High School after January 1, 2005. The Academic Competitiveness Grant is a grant to full-time students that have completed rigorous high school coursework as well as meeting other criteria. Students must be seeking a qualified 2-year degree, and maintain a cumulative 3.0 GPA.

FEDERAL WORK-STUDY PROGRAM (FWS)
Southeast Community College participates in the Federal Work-Study Program. FWS funds are awarded to students on the basis of financial need. Students seeking Federal Work-Study need to complete and return a Work-Study Application for consideration. Forms can be picked up at the Financial Aid Office on the campus where you will be completing your program of study.

FEDERAL STAFFORD LOAN
The Federal Stafford Loan program enables students to borrow from a bank, credit union or other participating lender. The loan amount is limited to the cost of education minus expected family contribution (EFC), and in some instances minus other financial aid the borrower is expected to receive for the loan period.

Dependent first year students may borrow a maximum of $3,500 per school year.
Dependent second year students may borrow a maximum of $4,500 per school year (subject to other restrictions per federal regulations). Independent first year students may borrow a maximum of $7,500 per school year. Independent second year students may have a loan limit of $8,500.

FEDERAL PARENT LOAN (PLUS)
The Federal PLUS is for parent borrowers of dependent students and provides additional funds for educational expenses. Federal PLUS loans enable parents with good credit histories to borrow for each dependent child who is enrolled at least halftime. Federal PLUS loans are made by a lender such as a bank, credit union or savings and loan association.

Applicants do not have to show financial need, but must under go a credit analysis. Repayment begins within 60 calendar days of disbursement, and deferments are available under certain conditions. Federal PLUS loans cannot exceed the College’s estimate of the cost of education minus other financial aid.

NEBRASKA STATE FINANCIAL AID

NEBRASKA STATE GRANT (NSG)
NSG funds are awarded to Nebraska residents on the basis of financial need eligibility. Students apply by completing the Free Application for Federal Student Aid (FAFSA). Eligibility is determined by state guidelines. Awards vary from $25 to $100 per term.
INSTITUTIONAL FINANCIAL AID

SCC TUITION GRANT (TGA)

The SCC Tuition Grant is a waiver of tuition or a portion thereof for one or more terms, and not a cash award. Students apply by completing the Free Application for Federal Student Aid (FAFSA). This institutional grant is awarded on the basis of financial need.

SCHOLARSHIPS

The Southeast Community College scholarship program was established to promote and encourage interest in education for students planning to enroll, to reduce the student's financial obligation and to recognize outstanding academic achievement in course work already completed at SCC. Scholarships are considered "gift aid" and do not require repayment unless the donor has clearly indicated repayment procedures in the scholarship announcement.

Scholarships are awarded on the basis of academic achievement and/or financial need. Applicants are evaluated on criteria specified by the scholarship donor. Selection is made by one of the SCC campus Scholarship Committees or the scholarship donor. Students applying for scholarships awarded on the basis of financial need must file a Free Application for Federal Student Aid (FAFSA).

Scholarships are added to the student’s aid package. In case of a student withdrawal, unused funds are returned to the appropriate fund. Scholarships available include scholarships which promote diversity, the SCC Educational Foundation Scholarships for high school seniors, and various campus scholarships donated by business, professional or organizations and individuals. For more information and a listing of available scholarships by campus, contact the campus Financial Aid Office.

TO APPLY FOR SCC SCHOLARSHIPS

Students currently attending classes at SCC that have successfully completed one or more quarters of their program of study or a minimum of 15 credit hours by the application deadline date may apply for academic and need based scholarships.

Deadline dates are April 15 for Summer/Fall awards and November 1 for Winter/Spring awards.

The on-line application is accessible through the SCC website at www.southeast.edu 30 calendar days prior to the deadline date. Access closes automatically at midnight. Applicants are considered for all scholarships being offered each round.

High School Seniors planning to attend SCC may complete the Southeast Community College Educational Foundation Scholarship form on-line through the SCC website www.southeast.edu between the dates of December 1 and February 1 of their senior year. Access closes automatically at midnight on the February 1 deadline date.

In addition to completing the on-line scholarship application, high school seniors must forward a copy of their high school transcript to the SCC Area Scholarship Coordinator, 600 State Street, Milford Nebraska, 68405-8498.

OTHER SOURCES OF ASSISTANCE

Financial aid for educational expenses is also available from the:

- Veterans’ Administration
- Nebraska National Guard
- Army and Navy Reserves
- Bureau of Indian Affairs
- Professional Development
- Vocational Rehabilitation
- Nebraska Department of Labor

Contact the respective agency for information.

FINANCIAL AID AWARDS

Southeast Community College issues an on-line Financial Aid Award letter which informs students of the financial aid they are eligible to receive. Priority filing deadline dates have been established to prevent delays in processing Financial Aid Awards. Review of documents received begins immediately. Complete information will be processed and an on-line Financial Aid Award letter will be generated indicating financial aid eligibility for the academic year.

APPLYING FOR VETERANS’ BENEFITS

Students applying for veterans’ benefits need to complete an "Application for Veterans’ Educational Benefits." These forms are available from the Veterans Administration or SCC. The completed application, along with other required documents, should be submitted to SCC approximately two months prior to enrollment. If the student previously attended another college or school, an academic transcript from each school must also be submitted to SCC within 30 calendar days after initial enrollment for review. Transcripts are required even if no credits were earned. Students receiving veterans’ benefits cannot count audited courses in determining course load. Soon after enrollment, SCC will certify the student’s credit hour load. This certification initiates the payment process, and students should receive their first payment in six weeks.

Payment is mailed directly to the student’s home address.
SATISFACTORY ACADEMIC PROGRESS (SAP)

All students receiving FEDERAL financial aid and/or VETERANS' BENEFITS are subject to certain policies regarding eligibility and satisfactory academic progress toward an educational goal. Failure to make satisfactory progress could result in the student being placed on financial aid probation or termination. Detailed information on specific satisfactory progress policies and requirements is provided to all students who participate in federal financial aid and veterans' benefit programs.

MINIMUM STANDARDS FOR MAINTAINING SATISFACTORY ACADEMIC PROGRESS (SAP):
1. must have a cumulative GPA of 2.0 or higher
2. must pass at least 66% of the credit hours attempted by the census date (the 10th day of the quarter)
3. must not exceed 150% of the minimum number of credit hours required for completion of the student's specific program of study

SCC FINANCIAL AID OFFICES

Beatrice
4771 W. Scott Road, Beatrice, NE 68310
1-800-233-5027 ext. 1212 or 402-228-8212.

Lincoln
8800 O Street, Lincoln, NE 68520
1-800-475-5222, 800-303-3745

Milford
600 State Street, Milford, NE 68405
1-800-933-7223 ext. 8250 or 402-761-8250.

Applying for Financial Aid

To insure timely receipt of a Financial Aid Award, specific steps must be followed. We recommend completion of both Steps 1 and 2 below at the same time. Also, meeting the priority filing deadlines will insure timely processing of aid.

1. Be accepted for Admission to SCC.
   Students must be accepted for admission to the College and must enroll in an eligible program of study.

2. Complete the Free Application for Federal Student Aid (FAFSA) form.
   The Financial Aid Office encourages completion of the FAFSA online. Access to the FAFSA link online can be obtained by going directly to www.fafsa.ed.gov on the Internet.
   Paper applications (FAFSA) are available through the Financial Aid Office or your high school guidance office. Carefully complete all questions, not leaving any blank, and submit it as early as possible.

Important:
It is very important to list the Title IV Code for Southeast Community College on the FAFSA form.

Title IV code for SCC = 007591

PROCESSING TIME FOR THE FAFSA WILL BE APPROXIMATELY THREE TO SIX WEEKS.

The U.S. Department of Education will mail the student a Student Aid Report (SAR), or E-mail a notice if the student applied online, when processing is complete. This form should be reviewed for accuracy upon receipt. At the same time the SAR is received by the student, all schools listed to receive processed FAFSA results will be sent information electronically (called an ISIR).

In some cases, the College will be required to verify the information reported on the FAFSA.

The student whose application is selected for verification will be sent a letter requesting (1) copies of the student’s / spouse’s / and/or parent’s signed federal income tax, if applicable, and (2) the completion of a Verification Worksheet.

Students having previously attended SCC must be in compliance with Satisfactory Academic Progress (SAP) policies, to be eligible to receive financial aid.

The SCC Financial Aid Office Staff is available to assist students with completing the FAFSA. Students can also make an appointment with EducationQuest.

EducationQuest is open Monday through Friday, 8:30 am to 5:00 pm. To schedule an appointment with EducationQuest, call the location nearest you.

KEARNEY
3712 Second Ave., Kearney, NE 68847
308-234-6310, 800-666-3721

LINCOLN
1300 O Street, Lincoln, NE 68508
402-475-5222, 800-303-3745

OMAHA
Rockbrook Village
(108th & W. Center Road)
11031 Elm Street, Omaha, NE 68144
402-391-4033, 888-357-6300

(If you wish to have the information on the FAFSA sent to other colleges, check with your high school counselor, your public library or Financial Aid Offices for other Title IV School Codes.)

3. New students wanting to be considered for a STAFFORD STUDENT LOAN, complete a Master Promissory Note (MPN) New borrowers must also complete an Entrance Interview. The MPN and the Entrance Interview can be completed online by visiting the Financial Aid Office’s web site.

Note: A student must be enrolled for at least six (6) credit hours per quarter to be eligible for a student loan. Failure to maintain enrollment can result in the return of loan proceeds and future ineligibility for receipt of loan proceeds.
4. Students interested in FEDERAL WORK-STUDY need to complete and return a Work-Study Application form, available in the SCC Financial Aid Office. 
Note: A student must be enrolled for at least six (6) credit hours per quarter to be eligible for the Work-Study Program.

RETURN OF TITLE IV REFUND INFORMATION

A recipient of Federal Title IV financial aid, who withdraws from school during a payment period or period of enrollment in which the student began attendance, will have the amount of Title IV funds he/she did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance. The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the student's last date of attendance divided by the total calendar days in the payment period or period of enrollment.

The percentage is multiplied by the amount of Title IV financial aid for the payment period or period of enrollment for which Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment and must be returned is the complement of the amount earned.

The amount of Title IV financial aid earned and the amount of Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the payment period or period of enrollment upon which the calculation was based.

A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student last attended after completing 60% of the payment period or period of enrollment.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, the student (or parent, if a Federal Plus loan) must return or repay, as appropriate, the remaining grant and loan funds. The College Business Office will notify the student if repayment is required and will provide the student with instructions for repayment. The student will not qualify for further federal aid until the repayment is satisfied.

INSTITUTIONAL TUITION REFUND POLICY

Federal regulations require that an institution’s refund/repayment policy be available to all students. The following information is provided in compliance with federal regulation 34CFR682.606 (a) (2). Students who discontinue their studies may receive a prorated refund of tuition.

The amount of time the student attends as a percent of the total course length will be the method of the computation.

THE DROP DATE WILL BE THE DATE THE STUDENT PROVIDES THE COLLEGE ‘REGISTRATION AND RECORDS OFFICE’ WITH AN OFFICIAL WRITTEN REQUEST TO DROP/WITHDRAW.

Telephone calls to the Registration and Records Office requesting to drop / withdraw from a class, or failure of the student to attend a class do not constitute an official drop/withdrawal.

A student’s failure to attend classes does not dismiss a student’s responsibility to pay unpaid account balances owed to the College on courses not officially dropped. Official "Drop" forms are available at the campus Registration and Records Office.

The College Business Office will apply any eligible financial aid transmitted to the student’s account toward tuition, fees, and applicable book charges incurred by the student.

If a balance owed remains, it is the responsibility of the student to pay this balance before they would be allowed to register for future courses at Southeast Community College. If a credit balance remains after all charges have been addressed, a credit refund check for the balance will be mailed to the student by the College Business Office with 2-3 weeks.

A student is entitled to a refund computed on the following formula and tables:

All days are included in the computation including: Saturdays, Sundays, holidays and weekdays.

<table>
<thead>
<tr>
<th>CREDIT CLASSES</th>
<th>% elapsed</th>
<th>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.000 - 12.499</td>
<td>.000 - 12.499</td>
<td>.000 - 12.499</td>
</tr>
<tr>
<td>12.5 and over</td>
<td>.125 and over</td>
<td>.125 and over</td>
</tr>
</tbody>
</table>

Student activity fees are refundable only if a student drops before the first day of class. Students who receive federal financial aid may be subject to further refund calculations. Any refund due may need to be returned to a federal aid program. (See Return of Federal Financial Aid Funds (Title IV Refunds) Information.)

NON-CREDIT CLASSES

100% refund if dropped the day before class starts or earlier. 0% refund if the class is dropped the day the class starts or later.
OFFICIAL WITHDRAWALS

When a student officially withdraws from all classes, before the end of the sixth week of classes, for the term in which Title IV federal financial aid is awarded, the campus Financial Aid Office must calculate how much of a student’s financial aid must be returned to the U.S. Department of Education and/or to a Stafford/Plus loan lender. Students called to non-training active military duty should provide documentation to the campus Dean of Student Services.

UNOFFICIAL WITHDRAWALS

A student who receives all "U" grades or a combination of all "U", "W", or "NP" grades is considered to have UNOFFICIALLY withdrawn from classes. A student receiving Title IV financial aid funds who drops out without notifying the College is considered to have made an unofficial withdrawal. Students who make unofficial withdrawals are considered to have withdrawn at the MIDPOINT of the term, unless the College documents a date later than the midpoint of the term.

The College will use 50% for unofficial withdrawals as the unearned percentage to determine the amount of federal funds that must be returned. The Financial Aid Office will perform the following steps to determine the amount of Title IV federal funds to be returned:

Step 1: Determine how much Title IV financial aid the student is entitled to use or the amount "earned" by attending classes.

The date that the student officially drops all classes is the official date that is used to calculate the percentage of time the student was enrolled in the term and how much aid the student was entitled to receive or "earned."

The amount of financial aid includes funds actually disbursed plus funds that had been authorized but not yet disbursed by the date the student withdrew. If the student withdraws prior to the Pell census date (the 10th day of the quarter), the only Title IV federal aid which may have been disbursed would have been Stafford loans the student received.

If the student withdraws prior to the 10th day (and the student was eligible for a Pell Grant), the Pell fund may be used to pay a portion of institutional costs UNLESS the student withdraws during the 100% tuition refund period.

Step 2: Determine how much of the Title IV federal aid must be returned to the U.S. Department of Education and/or the student/parent loan lender.

The "earned" percentage is subtracted from 100% to determine the "unearned" amount of Title IV federal aid.

Step 3: Determine who must return the unearned aid.

This may be the College, the student, or in some cases, both the College and the student. The unearned percentage is also used to determine, if necessary, how much the College must return of the federal funds which were received as payment for tuition, fees, books, room and board, and other approved institutional charges. The difference between the Total Unearned Title IV aid and the amount of Unearned Aid due from the school is the amount of Unearned Title IV aid due from the student. ONCE IT IS DETERMINED HOW MUCH TITLE IV AID MUST BE RETURNED, THE FEDERAL FUNDS MUST BE RETURNED IN THE ORDER SPECIFIED BY THE LAW. THIS PRIORITY ORDER IS AS FOLLOWS:

- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- PLUS Loan
- Pell Grant
- SEOG Grant

NOTE: Federal Work Study earnings are exempt from the calculations.

CAFETERIA / RESIDENCE HALLS CONTRACT REFUND POLICY

1. Termination: If a student wishes to terminate a cafeteria (Milford) or residence hall contract (Beatrice or Milford), he or she must secure approval of termination before a refund can be made. Refunds are made only upon written request and after satisfactory completion of formal checkout procedures. Detailed information regarding refunds of housing deposits or fees can be found in the housing contract or by contacting the housing office.

2. Disciplinary action: No refund will be made if a student is suspended from the residence hall and/or cafeteria due to disciplinary action.

3. Residence hall refunds for those who pay, enter and drop from College will follow a specific refund schedule.

During the first week (5 days, not including Saturdays, Sundays, and holidays,) 100% will be refunded. During the second week (6-10 days, not including Saturdays, Sundays, and holidays,) 80% will be refunded. During the third and fourth week (11-20 days, not including Saturdays, Sundays, and holidays,) 60% will be refunded. After the fourth week, there will be no refund. Residents moving out for reasons not stipulated in the housing contract terms or in the HALL handbook also forfeit their deposits.

4. Cafeteria refunds will follow a prorated schedule.
PAYMENT POLICY

Full payment of tuition, student services fees, and room and board charges are due to the campus Business Office no later than the beginning of a term, or according to established campus payment deadlines. Payment is due immediately for class registrations that occur after the beginning of the term. Nonpayment of tuition and fees may affect enrollment status. SCC accepts VISA, Mastercard and Discover credit cards for payment.

For more information on Payment Options, please see the College Website’s Payment Options page.

DEBTS

ALL FINANCIAL OBLIGATIONS TO THE COLLEGE MUST BE PAID BEFORE A STUDENT MAY REGISTER FOR ANY NEW TERM AND BEFORE TRANSCRIPTS, AWARDS AND CREDENTIALS MAY BE RELEASED. Financial obligations include (but are not limited to) tuition and fees, college loans, library and parking fines. The College will charge $30.00 for every insufficient funds check.

FACTS MONTHLY PAYMENT PLAN

Students may enroll in the "FACTS" monthly payment plan. "FACTS" provides an option for budgeting tuition and other educational expenses. Contact the campus Business Office for a "FACTS" brochure which includes a copy of the Automatic Tuition Payment Agreement.

OTHER CHARGES

Students should expect costs for books, tools, supplies, uniforms, travel and other items. Costs will vary depending on the requirements of each program and the needs of the individual. There are cost estimate sheets available for programs of study. Contact your campus Student Services Office for more information.
Tuition, Fees, and Housing at Southeast Community College

Tuition and fees must be paid by the first day of class. The following tuition and fees rates are effective July 1, 2007–June 30, 2008:

### TUITION RATES

<table>
<thead>
<tr>
<th>Resident Type</th>
<th>All credit hours taken (per credit hour/per term)</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nebraska</td>
<td>All credit hours taken</td>
<td>$45</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>All credit hours taken</td>
<td>$55</td>
</tr>
</tbody>
</table>

### GENERAL FEES

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Services Fee for Beatrice/Lincoln/Milford</td>
<td>$1</td>
</tr>
<tr>
<td></td>
<td>Graduation fee (nonrefundable)</td>
<td>$25</td>
</tr>
</tbody>
</table>

### HOUSING FEES

#### Beatrice campus

**Beatrice Campus Housing Costs**

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Description</th>
<th>Per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>(refundable damage/surety deposit)</td>
<td>$100</td>
</tr>
</tbody>
</table>

**Roosevelt and Washington Halls** (apartment style)

- 2-4 per room-per student: $937

**Hoover Hall** (residence hall)

- 2 per room-per student: $937
- 3 or more per room-per student: $705

#### Milford campus

**Milford Campus Residence Hall Costs**

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Description</th>
<th>Per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>(refundable damage/surety deposit)</td>
<td>$100</td>
</tr>
</tbody>
</table>

**Nebraska and Cornhusker Residence Halls** (men’s residence halls)

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 per room</td>
<td>per student (dorm style-Nebraska Hall with commons area)</td>
<td>$1,093</td>
</tr>
<tr>
<td>2 per room</td>
<td>per student (Nebraska and Cornhusker Halls)</td>
<td>$1,227</td>
</tr>
<tr>
<td>3 per room</td>
<td>per student (Nebraska and Cornhusker Halls)</td>
<td>$1,076</td>
</tr>
<tr>
<td>4 per room</td>
<td>per student (Nebraska Hall)</td>
<td>$983</td>
</tr>
</tbody>
</table>

**Pioneer Hall Complex** (apartment style)

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeteria</td>
<td>and apartment (per quarter) (4 per unit-per student)</td>
<td>$1,342</td>
</tr>
<tr>
<td>Board only</td>
<td>- cafeteria rates per quarter (14 meals per week)</td>
<td>$707</td>
</tr>
<tr>
<td>Housing only</td>
<td>- apartment housing per quarter (4 per unit-per student)</td>
<td>$635</td>
</tr>
<tr>
<td>Married/Single Parent Student Housing</td>
<td>- per month</td>
<td>$638</td>
</tr>
</tbody>
</table>

Note: Individual programs may require an additional expenditure for such items as tools, special uniforms, insurance or other costs. Contact the campus Student Services Office for information regarding the costs of a specific program.
COLLEGE POLICIES

College policies are vital to each student while pursuing an educational experience. SCC strives to make your college career as smooth as possible and encourages you to acquaint yourself with the College policies listed in this chapter.

- Attendance
- Graduation
- Quality Assurance
- Health, Safety, and Security
- Safety Procedures and Practices
- Equity & Diversity
- Grades & Records
- Grades/Transcripts
- Advanced Standing
- Conduct Expectations
ATTENDANCE

Attendance Policy

Regular, punctual attendance is required in all credit courses. Each instructor will inform students by means of a written syllabus of attendance requirements at the first class meeting. Any class or lab session missed, regardless of cause, reduces the opportunity for learning and may affect achievement. Students are responsible for all instruction missed, regardless of the reason for the absence. The student will be held responsible for notifying the instructor of any anticipated absences. The instructor has the prerogative to decide whether the student will be permitted to make up work missed during the absence.

The College reserves the right and has the responsibility to obtain a doctor's release when it is determined that a student's absence has been the result of a serious medical problem that might jeopardize the health of the student or other students. Programs involving clinical or off-campus assignments may require telephone notice of all absences. The College has no leave of absence policy for students.

Reserve and Guard Training

The College recognizes the need for military reserve and National Guard training and will cooperate with the military in arranging for such absences. The College strongly recommends that military reserve and National Guard training be completed during the summer break. Absences during the regular term usually cause hardships, since a great amount of classroom time is lost. Some laboratory and practicum experiences are impossible to accomplish either ahead of schedule or away from the campus. Please contact the Dean of Student Services if there is a conflict with school and military training. The College will assist you in requesting a change in your annual training to minimize conflict with your College classes.

GRADUATION

Graduation Awards / Honors

Southeast Community College awards the following:

• Associate of Applied Science Degree (A.A.S.): Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed program or course of study.

• Associate of Arts Degree (A.A.): Awarded upon successful completion of a minimum of 90 quarter credit hours of a prescribed program of study. This degree is usually awarded to a student who completes the first two years of the Academic Transfer program.

• Associate of Science Degree (A.S.): Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed program or course of study in the Academic Transfer Program.

• Diploma: Awarded upon successful completion of a minimum of 45 quarter credit hours and the requirements of a prescribed program or course of study.

• Certificate: Awarded for successful completion of a prescribed course of study that requires fewer credit hours than a diploma program.

Graduation with Distinction: A student must have completed 45 quarter credit hours, and attained a cumulative 3.75 GPA to graduate "With Distinction", and a 4.0 cumulative GPA to graduate "With High Distinction."

Graduation Rates

Graduation completion rates are available at the campus Student Services Office upon request.

Graduation Requirements

All students are required to meet certain requirements before they are permitted to graduate from any program at Southeast Community College. The number of credit hours required for graduation is based on specific program credit hour requirements.

Students must meet all the following criteria to be approved for graduation:

1. A student must meet all graduation requirements for a program of study and all other campus graduation requirements.

2. The minimal Cumulative Grade Point Average (CGPA) for graduation purposes is 2.0. Exemplary circumstances, involving GPA or other requirements, may be considered by the Vice President for Instruction.

3. Students who have been continuously enrolled in a program of study will be permitted to graduate under the program requirements in effect at the time of their initial enrollment (except, students will be required to complete curriculum and course changes implemented after a student starts his/her program as long as the change does not extend the student's time to complete the program) or students may elect to satisfy revised graduation requirements approved and initiated during their continuous enrollment. Students who have not maintained continuous enrollment, and who are applying for graduation under the catalog of their initial enrollment, must secure approval from the division dean.

4. Students will not be eligible for graduation if a grade of "U" (Unsatisfactory), "I" (Incomplete), or "NP" (No Pass) in a required course remains on the student’s transcript.

5. Students must be free of any financial responsibility to the College prior to graduation.

6. All students must complete an Application for Graduation form and submit the required fee with the application to the campus Registration and Records Office by the end of the second week of the term in which they expect to graduate. Graduation fees are not refundable. Forms may be obtained in the campus Student Services Office.

7. To receive a second degree, the student must meet all requirements of the College and the program in which the second degree will be obtained.

8. A minimum of one-third of the credit hours required for a degree must be completed at Southeast Community College for SCC to be the degree granting institution.

9. Certain programs of study may require specific assessment activities as a graduation requirement.
QUALITY ASSURANCE
Assessment of Student Learning and Program Review
Student assessment is a major focus in higher education. The programs at Southeast Community College conduct an ongoing assessment of student learning with an annual report completed each fall. This process is managed by the faculty within each program who assess the instruction, the quality of the program and the student learning that is taking place. Students are assessed as they enter the college/programs, during their studies and as they complete their program of study. Continual modifications are made to enhance the programs for more student learning opportunities.

Program Review is a formal review process completed for the Nebraska Postsecondary Coordinating Commission on a seven-year rotation. The programs utilize advisory committees on an annual basis. These committees consist of employers that are business and industry professionals. The annual review and formal program review provide SCC with assistance in making decisions regarding program content and program changes. (See Advisory Committees - Chapter 9.)

Student Evaluation of Faculty
Students are provided an opportunity to evaluate instructors. The purpose of the instructor evaluations is to help instructors improve instructional methods. Student feedback helps reaffirm good instructional performance. For information regarding student evaluations of faculty contact the appropriate division dean.

Student Representative on the Board of Governors
Southeast Community College students are represented on the SCC Board of Governors through a nonvoting student representative. The student Board member helps present students' issues and enables positive communication among the students, the administration and the Board of Governors. This position is shared by three students, each representing his/her respective campus.

HEALTH, SAFETY, AND SECURITY
Appearance
Reasonable cleanliness and appearance in dress are expected of all students. When and where safety factors are involved, each program should continue to establish those regulations considered in the best interest of the students. Program safety regulations are posted.

Campus Security
Southeast Community College is committed to ensuring the safety and security of students, employees, and visitors on its campuses, in College facilities and at College-sponsored activities and events. The College provides a variety of services and programs designed to promote and support safety and security.

Southeast Community College students, visitors, and employees should report any suspected criminal activity or other emergencies at any SCC location to local law enforcement. Any student who is involved in an incident concerning safety and security should immediately report the incident to the campus Dean of Student Services.


Children on Campus
Children are not to be left unattended in any area of the campus. Children may accompany students and visitors in common areas such as the cafeteria, student center and Student Services areas. Students should not bring children to classes or quiet study areas.

Communicable Disease
Southeast Community College cooperates with county and state health departments in developing procedures for the control of communicable diseases. All procedures conform to the regulations for communicable disease control established by the State Health Department.

Firearms/Weapons Strictly Prohibited
SCC policy prohibits the possession of firearms, fireworks, or concealed weapons such as bowie knife, dirk or knife with dirk blade attachment, brass or iron knuckles, or any other deadly weapon” - Nebraska Revised Statute 28-1202) on College property or at any College-sponsored event. Effective January 1, 2007, Nebraska State Statue 28-1202 makes it unlawful to carry a concealed handgun into a meeting of the governing body of a political subdivision, or collegiate athletic event; school, school grounds, school-owned vehicle, or school-sponsored activity or athletic event. These prohibitions apply to EVERYONE (employees, students, invitees, and visitors) and are enforceable EVERYWHERE (all college property and all college-related events.)

Violations of these prohibitions will result in disciplinary and/or law enforcement action.

General Liability Insurance
The College maintains general liability insurance to cover accidents that occur as a result of faulty equipment or College negligence. However, Southeast Community College is not responsible for accidents that occur on campus as a result of student negligence. Students are urged to maintain private health insurance to assure coverage. Contact the campus Student Services Office for additional information.
Sex Offender Registry

The Nebraska Sex Offender Registration Act (Neb. Rev. Statute 29-4001-29-4115) requires certain classes of sex offenders to register with local law enforcement officials. Registry information regarding Level 3 (high risk) offenders is published in local newspapers and is also available to the public at http://www.nsp.state.ne.us on the Nebraska State Patrol’s website.

1. The Act also requires certain institutions, including colleges and universities, to monitor the presence of Level 2 (moderate risk) sex offenders at their facilities. SCC officials will routinely receive information regarding moderate risk sex offenders residing in counties where our campuses are located. This information is not available to the public, and will only be shared with designated staff responsible for monitoring activities on campus.

2. Upon their enrollment for classes each term at any College facility, all registered sex offenders are hereby required to register with the Dean of Student Services.

Should you have an interest in accessing registry information while on campus, computers are available in the Learning Resource Center at each SCC facility.

To report any persons, activities, or behaviors you deem to be suspicious or questionable, please contact the Dean of Student Services at your campus location.

NOTICE: You are advised to immediately contact law enforcement by dialing 911 to report crimes, or if you feel a reasonable threat to your safety and security.

Illness, Accident and Injury

Southeast Community College reserves the right to call a physician in case of student illness or injury, and to call for ambulance service to deliver a student to the hospital. Judgment of the school officials shall determine such action. Every effort will be made to prevent accidents, but the College incorporates the following statement as part of its understanding with students.

Southeast Community College assumes no liability, expressed or implied, for the results of sickness or accidents involving personal injury to any student whether in connection with the College’s instructional program where conducted, or incidental to other activities on the College’s properties or elsewhere.

Presence & Use of Animals at SCC Facilities and Events

Bona fide service animals may accompany students, employees, and visitors with disabilities to all SCC events, activities, and locations. Local, state, and federal laws regulate the use of service animals at SCC locations and/or events. Animals associated with a college-related program of study (e.g. livestock) or research laboratory activity (e.g. livestock, mice) are covered by these guidelines. Please contact the Dean of Student Services on your campus for the complete administrative guidelines document for clarification and/or additional information regarding the presence and use of animals at SCC locations.

Safety Eyewear

In compliance with Nebraska statute 85-901, students at Southeast Community College are required to obtain and wear appropriate industrial quality eye protective devices while participating in or observing the following courses of instruction in designated areas of campus facilities:

(a) Vocational, technical, industrial arts, chemical, chemical-physical, involving exposure to:

(i) Hot molten metals or other molten materials;
(ii) Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
(iii) Heat treatment, tempering or kiln firing of any metal or other materials;
(iv) Gas or electric arc welding or other forms of welding processes;
(v) Repair or servicing of any vehicle; or
(vi) Caustic or explosive materials;
(b) Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

Unless otherwise required, industrial-quality eye protective devices means devices which meet the standard of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z87.1(1979) as approved by the American National Standards Institute, Inc.

Students are required to use safety eye protection that is marked with ANSI Z87.1 or Z87.2 standards, must have side shield protection at all times when there is a hazard potential from flying objects, molten metal, liquid chemicals, acids, or caustic liquids, chemical gasses or vapors, or potentially injurious light radiation. Non Side Shield eyewear is not acceptable.

Eye wear is available through the campus bookstores.

Safety Procedures and Practices

Good safety procedures and practices are an important part of a student’s education and future employment. Each division at Southeast Community College maintains certain safety standards and expects students to understand and practice those standards.

Emergency Procedures

Students should be aware of the emergency exits and procedures posted throughout the buildings.

Drills and Evacuation

Fire drills may be held periodically during the year. Each instructor will inform students of the exit or exits to be used in an emergency evacuation. The signal to leave the building will be a steady alarm signal. Whenever this occurs students are to immediately exit the building in an orderly manner. Students are to move away from the building to a distance of at least 50 feet and not to block the exits, sidewalks or fire hydrants. Staff will indicate when it is safe to return to the building.

Tornadoes, Severe Storms or Other Emergencies

In case of a severe weather or threat of a tornado, students will be notified by an alarm signal. Students are to follow the instructor’s directions and move in an orderly fashion to a shelter area. When an "all clear" has been sounded, students will be notified and given further instructions. It is the responsibility of the division deans, program chairs and instructors of SCC to properly inform the students of the designated shelter areas. They are:

BEATRICE
- Kennedy Center - Basement, stairs located at the north end
- Adams Hall - Interior walls, restroom
- Hoover Hall - Interior walls, restroom
- Jackson Hall - Interior walls, restroom
- Ag Center - Interior walls
- Roosevelt Hall - Interior walls
- Washington Hall - Interior walls

LINCOLN
Proceed to any interior room away from windows. Remain as close to a wall and as low to the ground as possible.
EQUITY & DIVERSITY

Equal Opportunity and NonDiscrimination Policy

It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Affirmative Action, Equity and Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, fax 402-323-3420, or jsoto@southeast.edu via e-mail.

Reporting Harassment/Discrimination

Southeast Community College believes that it is the right of all students to obtain an education in a college environment free from all forms of discrimination or harassment, including sexual harassment. Any student who believes he/she has been the subject of discrimination or harassment should report the incident to a member of the College’s professional staff or one of the two campus educational equity representatives:

MILFORD

Eicher Technical Center

• Boiler Room – under lower stairs leading to boiler room: two wire cage storerooms, north part of boiler room proper.
• Related Welding Lab – under shipping and receiving: Related Welding lab, Welding restroom and hallway leading into the Nondestructive Testing lab.
• Auto Collision Repair Basement – lower hallway into Auto Collision Repair basement: restroom, classroom, two storerooms and basic Auto Collision Repair lab area.
• Learning Resource Center (LRC) - Basement

Welsh Center

• Dressing room/weight room

Cornhusker Hall

• Under lower stairwells and lower floor area.

BEATRICE

Tom Cardwell, Dean of Student Services
Jan Arnold, Instructor, Academic Education

LINCOLN

Dave Sonenberg, Dean of Student Services
Susana Kash-Brown, Social Services Coordinator

MILFORD

Robin Moore, Dean of Student Services
Marcy Hostetter, Career Adviser, Assessment
Lyle Neal, Campus Director

Racial/Ethnic Harassment

Racial and/or ethnic harassment includes verbal, physical, or written behavior directed toward or relating to an individual or group on the basis of race, ethnicity or racial affiliation and has the purpose or effect of:

1. Creating an intimidating, hostile, or offensive work or educational environment;
2. Interfering with an individual’s work, academic performance, living environment, personal security, or participation in any College-sponsored activities;
3. Threatening an individual’s employment or academic opportunities.

This definition also encompasses and applies to harassment of persons because of their association with or support of members of a specific racial or ethnic group.

While some examples of racial and/or ethnic harassment, such as physical and verbal assaults, are easily identified, more frequent and generalized instances, such as blatant or subtle graffiti and insensitive use of language—including epithets and “humor”—often go unacknowledged and unchallenged. All of the above instances are equally demeaning and violate the spirit of this policy.

Southeast Community College recognizes its legal as well as moral obligation to prevent racial and/or ethnic harassment. Therefore, this policy is consistent with federal and state laws.

• Federal Laws

Pursuant to Title VII of the 1964 Civil Rights Act, employers have a responsibility to maintain a working environment free of racial intimidation and harassment. The Federal Equal Employment Opportunity Commission (EEOC) has long found a violation of Title VII where discrimination evidenced by a deprecatory employment atmosphere has occurred. Unlawful harassment in the workplace is not limited to mere verbal abuse. It may also take the form of discrimination in training, job assignment, promotion, or discipline of minority employees, or because of racial attitudes or association with members of an ethnic group. Further, the EEOC has ruled that an employer is required to take "positive action where positive action" is necessary to redress or eliminate employee intimidation. This principle has been extended by the EEOC to include ethnic jokes and derogatory epithets written on walls, bulletin boards, etc.

• Nebraska Laws and Policies

The declaration of the state policy and purpose in the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. 48-101 (Reissue 1988) states, in part, the following:

"It is the policy of this state to foster the employment of all employable persons in the state on the basis of merit regardless of their race, color, religion, sex, disability, or national origin, and to safeguard their right to obtain and hold employment without discrimination because of their race, color, religion, sex, disability, or national origin. Denying equal opportunity for employment because of race, color, religion, sex, disability, or national origin is contrary to the principles of freedom and is a burden on the objectives of the public policy of this state."

• SCC Policies

Southeast Community College has a longstanding policy on nondiscrimination. The Affirmative Action Plan and College policy for Equal Opportunity and NonDiscrimination constitute a serious commitment to the implementation of that policy.
The College is committed to providing equal opportunity and protection from discrimination for all persons. Further, SCC prohibits all forms of harassment and discrimination in all aspects of its policies, program practices and operations, and in all its conditions for, and relationships with current and prospective employees and students.

Sexual Harassment

Sexual harassment is a form of sex discrimination and is a violation of federal and state laws. It is the responsibility of all SCC employees and students to discourage and refuse sexual overtures and not to engage in behaviors that, because of their nature, have a high probability of being misinterpreted or classified as sexual harassment. All employees, students and visitors are expected to maintain appropriate professional/personal boundaries at all times.

If you believe you have been a victim of sexual harassment:

1. Inform the person responsible for the harassing behavior that such behavior is offensive and must stop. If the behavior continues, a complaint should be filed.
2. Complaints may be brought to the attention of any College employee with whom the complainant feels comfortable, or to one of the two designated educational equity representatives.
3. Any allegation of sexual harassment will be investigated and appropriate action to resolve the complaint will be initiated while protecting the anonymity of all individuals involved.

G R A D E S & R E C O R D S

FERPA

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. The rights accorded students shall apply to all students 18 years of age or older, or no longer dependent upon their parents; students in a postsecondary education program, regardless of their age; and parents of eligible dependent students.

Generally, students have the following rights: to inspect and review their educational records; to receive copies of all or part of their educational records upon request.

All requests for student records and information must be in writing and directed to the campus Student Services Office. Questions relating to the release of records and information should be directed to the campus Student Services Office. Southeast Community College may provide directory lists of graduates to senior institutions that have an articulation agreement with Southeast Community College.

Directory information consisting of the items listed below may be released:

- Name; Major field of study; Dates of attendance; Most recent previous school attended; Degrees and awards received; Honors and awards received; Participation in officially recognized activities; Weight and height of athletic team members; Parking permit number and auto license number. Student’s address and telephone number will be released at the discretion of the Student Services Office.

To avoid having this information released, the student must submit a written request to the campus Student Services Office within ten (10) classroom days, not including Saturdays, Sundays, and holidays, after initial enrollment in the College. After the initial ten-day period, any new request for withholding of directory information shall require a ten (10) classroom day, not including Saturdays, Sundays, and holidays, written notice to the campus Student Services Office to become effective. The College requires a student’s Social Security Number as a condition for enrollment. A student’s Social Security number information constitutes an "educational record" under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to redisclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA. Questions regarding the Family Educational Rights and Privacy Act (FERPA) should be directed to the campus Registration and Records Office.

Retention of Student Records

The official student academic record, the transcript of credit earned, will be retained permanently at the campus. All other documents (except disciplinary records) which are used to create, update and support a student’s file will be retained for five (5) years from the last date of enrollment. All student financial aid records will be retained for three (3) years following the end of the fiscal year in which funds were awarded. All veterans’ records will be retained in the student’s file for five (5) years from the last date of enrollment. All placement records will be retained for three (3) years following the last date of enrollment.

GRADERS / TRANSCRIPTS

Address Change

Students are requested to advise Student Services of any address change to facilitate sending correspondence to the correct address.

End-of-Quarter Grades

Grades are issued within two weeks following the end of the term. Grades become part of the student’s permanent record. It is the student’s responsibility to review his/her grades for accuracy. If there is a question or disagreement with the grade, a student must contact the campus Registration and Records Office.

Grade disputes must be resolved within ten (10) classroom days (not counting Saturdays, Sundays, or holidays) after the start date of the next term. On the 11th classroom day of the next term, the grade is considered to be “permanent.” Students can access their grades on-line with an ID and password. Contact Student Services for more information.

Academic Honors

Dean’s List: To be recognized on the Dean’s List a student must complete at least 6 hours for the term with a minimum GPA of 3.5. (Classes with a grade of “P” [Pass] do not count towards the 6-hour minimum.)

A student is not eligible to be included on the Dean’s List if a “U” (Unsatisfactory) and “I” (Incomplete), or a “NP” (No Pass) remain on his/her grade report for the given term. It is the campus’ prerogative as to whether or not such a Dean’s List is maintained.

Midterm Grades

At midterm all instructors are required to review students’ academic progress. Instructors enter midterm grades for students with unsatisfactory academic progress. It is the students’ responsibility to check mid-term grades on WebAdvisor. The purpose of mid-term grades is to advise the students of unsatisfactory academic progress. It is the
responsible of each student to seek help from a College Career Services Adviser, Retention Specialist, TRIO Student Support personnel, the instructor or any other person the student feels can assist. Midterm grades do not become part of the student’s permanent record.

Grade Changes
If a student questions or is in disagreement with the grade the instructor issued for a class, the student must contact the campus Registration and Records Office. **It is the student’s responsibility to review his/her grades for accuracy.** Grade disputes must be resolved within ten (10) classrooms days (not counting Saturdays, Sundays, or holidays) after the start date of the next term. On the 11th classroom day of the next term, the grade is considered to be “permanent.”

1. A grade reported and recorded as “permanent” may be changed only in the event of an instructor or institutional error.
2. A grade may be removed from the student's cumulative GPA by:
   a. repeating the course and receiving a higher grade. All courses will appear on the transcript in their respective session. The course with the lower grade will be indicated as a repeated course and will not be included in the cumulative GPA.
   b. declaring academic bankruptcy.

Academic Bankruptcy
Academic bankruptcy permits the removal of credit hours and grades for one or two quarters from a student’s grade point average to allow for improvement of the student’s cumulative GPA.

A student may be granted academic bankruptcy only one time. A student must have completed 18 quarter credit hours with a minimum grade point average of 3.00; or 37.5 quarter credit hours with a minimum grade point average of 2.50 following the term(s) for which bankruptcy is sought.

A student may elect to retain courses from the bankrupt term. Any course that is a requirement for graduation from the student's current program of study will be retained and will be included in the student's cumulative GPA.

Courses and grades which are granted academic bankruptcy will remain on the student's official transcript, but will be marked with a # symbol.

Bankrupt credit hours and grades will not count toward graduation or be included in calculating the student's cumulative GPA. Courses which have been considered in granting a previous graduation award may not be bankrupt. Warning – Students who are granted academic bankruptcy may be required to pay back some or all benefits received for those courses and terms for which veterans' benefits or financial aid was received.

A student may be granted academic bankruptcy only one time and it is not reversible.

Issuance of Transcripts
1. SCC issues a transcript on written request by the student.
   a. The request must include the student’s name (at the time of attendance), social security number, approximate dates of attendance, and signature, along with the address where the transcript is to be sent.
   b. Telephone requests will not be honored.
   c. SCC will accept FAX requests for transcripts but cannot return the transcript by FAX.
   d. Walk-in (immediate) transcript service is available at a cost of $5 per request.
2. There is no charge for issuing a transcript (except walk-in (immediate) transcript service at a cost of $5 per request.) However, SCC will not issue a transcript if the student or contracting agency responsible for payment of student tuition has financial obligations to the College.
3. Transcripts may be picked up or mailed as requested after three (3) working days from the date of request.
4. The transcript request will be kept on file in the campus Registration and Records Office.
5. Official transcripts will bear the official seal of the College and be signed by the associate registrar or other appropriate official. Official transcripts directed to the student will be stamped "Issued to Student". All transcripts from an SCC Registration and Records Office are official transcripts.

Transfer Agreements
Southeast Community College maintains special cooperative programs and transfer agreements with many colleges and universities. Through a cooperative program with Peru State College, students with an associate degree from SCC in either a technical or transfer program can transfer to Peru State with junior standing. Many of the required Peru classes are offered at SCC campus locations.

The Nebraska Transfer Initiative provides seamless transition for SCC Academic Transfer graduates. The Initiative is a cooperative effort by Nebraska’s public and private higher education institutions to facilitate the transfer of students who have earned an associate of arts degree into baccalaureate-level programs.

The core of this initiative is a common general education cluster of courses, with the remainder of credit hours required for the associate of arts degree selected by the students in consultation with a transfer adviser or the institution to which they are transferring. This initiative provides a smooth transition with a minimum loss of time and credit when it is accepted by the baccalaureate-granting institution in Nebraska. Effectively, through this initiative, associate and baccalaureate-granting institutions are equal partners in providing for the first two years of a baccalaureate degree.

Essentially, any student who has successfully completed the courses identified in the articulated associate of arts general education core curriculum with an equivalent of a "C" (2.0 on a 4.0 scale) or higher, and is admitted in transfer to a participating institution will be:

1. Granted standing comparable to current students who have completed the same number of equivalent credit courses toward an associate/baccalaureate-level degree; and
2. Able to progress toward an associate/baccalaureate degree completion at a rate comparable to that of students who entered the associate/baccalaureate institution as first-time freshmen.
PX Pass by Examination: The letter grade "PX" is assigned when credit is granted for successful completion of a campus-approved examination or evaluation procedure rather than through course enrollment.

AU Audit: The letter grade "AU" is assigned when a student registers to audit a course. The student pays the regular tuition and fees, which are nonrefundable, for the course but will not receive college credit for the course. The grade "AU" cannot be changed to another grade at a later time without taking the course for college credit.

I Incomplete: The letter grade "I" is a designation assigned when course requirements are not completed due to extenuating circumstances as determined by the course instructor. The "I" is considered a temporary letter grade.

1. For removal of the "I", a "Contract for Removal of Incomplete" must be submitted at the time the Incomplete grade is issued. The deadline for work to be completed is the end of the term immediately following the term in which the Incomplete grade was awarded.

2. The time period of a contract may be extended one additional term with the approval of the division dean. A notice of the extension must be filed with the campus Registration and Records Office.

3. If a student does not initiate and complete a "Contract for Removal of Incomplete," he/she must reregister and complete a "Contract." The highest letter grade has been earned.

4. A student may not drop a course for which he/she has negotiated a "Contract."

5. The student may progress to the next sequential course only if a "Contract" has been negotiated.

6. It is the student’s responsibility to:
   a. initiate contract negotiations
   b. file the contract with the campus Registration and Records Office
   c. fulfill the contract

7. It is the instructor’s responsibility to:
   a. determine if a grade of Incomplete is appropriate
   b. notify the student and the campus Registration and Records Office that an Incomplete has been given to the student
   c. negotiate the contract
   d. file notice of grade change with the campus Registration and Records Office when appropriate to change the "I" grade to a permanent letter grade.

8. If the student thinks the contract is unfair, he/she has the right of appeal beginning at the program level.

W Withdrawal: The letter "W" is assigned when a student withdraws from a course within the college withdrawal deadlines.

U Unsatisfactory: The letter "U" is assigned when a student has not attained the required level of performance in a course. No credit is granted.

TR Transfer Credit: "TR" is assigned to indicate transfer credit from another college.

CW Credit by Waiver: "CW" is assigned for advanced placement credit based on evaluation by the appropriate campus department.

IP In Progress: Currently enrolled classes. Will print with "IP" in the grade column.

BK Bankruptcy: A # symbol will appear on the transcript in front of the grade for the course which has been bankrupt. Bankrupt grades will not count in the cumulative GPA, but will count in the term GPA.

R* Repeat: The highest letter grade received for a course will be used in computing the cumulative grade point average when a course has been repeated. Courses which have been repeated are noted with "same as course number" followed by the term date where the highest grade has been earned. Repeated course grades will continue to be included in the calculation of the term grade point average.
SEMESTER HOUR TO QUARTER HOUR CONVERSION

One quarter = 10 weeks.
Each quarter hour equals 2/3 of a semester hour. This table shows the conversion between semester credit hours, that may have been earned under the previous SCC Beatrice semester system or transferred from another college, and quarter credit hours.

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CREDIT TRANSCRIPT KEY

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<td>Below Average</td>
<td>65-69</td>
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<tr>
<td>D</td>
<td>Permanent</td>
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<td></td>
<td>60-64</td>
</tr>
<tr>
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<td>Permanent</td>
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<td>Unsatisfactory</td>
<td>Below 60</td>
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<td>P</td>
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<td>Pass</td>
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<tr>
<td>NP</td>
<td>Permanent</td>
<td>*</td>
<td>No Pass</td>
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<tr>
<td>I</td>
<td>Temporary</td>
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<td>Incomplete</td>
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*Not included in GPA

Noncredit Transcript Key

Grade Status Description
P Permanent Pass with formal assessment
NG Permanent Completed with no assessment
I Temporary Incomplete
W Permanent Withdraw
NP Permanent No pass

Credit Types

NC Noncredit
PX Pass-Exam

In Progress - currently enrolled classes will print with "IP" in the grade column.
CEU - continuing education units are given for designated noncredit courses. Ten hours of instruction is equivalent to one CEU.

Grade Point Average (GPA)

Grade point average (GPA) is determined by multiplying the honor points earned for each course times the credit hours for the course. The sum total of the honor points earned is then divided by the total number of credits attempted.

EX: Math 4.5 cr. hrs. (B grade) - 4.5 x 3.0 = 13.5 pts.
Comp 2.0 cr. hrs. (A grade) - 2.0 x 4.0 = 8.0 pts.
6.5 total cr. hrs. = 21.5 total pts.

(21.5 points) divided by (6.5 credit hours) = 3.30 (GPA earned for these two classes.)

(See the Credit Transcript Key)
### Advanced Standing

The three methods the College has established for students to gain advanced standing are: transfer credit, credit by waiver and credit by examination. To be granted advanced standing credit:

1. A student must be accepted for admission to a College degree program.
2. A minimum of one-third (1/3) of the credit hours required for a degree must be completed at Southeast Community College, the degree granting institution.
3. Up to two-thirds (2/3) of the credit hours required for a program study may be waived through the three methods established for advanced standing; (credit by transfer, waiver, and examination).

**Up to two-thirds (2/3) of the credits for advanced standing may be transfer credits.**

Credit hours granted by waiver or examination or by any combination of waiver and examination may be awarded up to limits established by each department but may not exceed one-third (1/3) of the total credit hours required for a program award.

**Please refer to the specifications listed in each of the following three (3) advanced standing methods.**

### Transfer Credit

Transfer credit from other accredited postsecondary institutions may be awarded for advanced standing. Transfer credit may or may not apply to SCC programs. Determination will be made by the division dean regarding graduation or satisfaction of program requirements with transfer credit.

SCC recognizes course work completed at military schools, through active duty, National Guard or Reserves. Credits may be applied to military courses with the approval of the appropriate campus division. The Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council for Education, is used as a guideline. Courses for which credit is granted by transfer will be recorded with a "TR" grade and will not be included in calculating a student’s grade point average.

### Credit by Waiver

To apply for Credit by Waiver the applicant must be accepted for admission to a College degree program. Students requesting advanced standing credit by Waiver must complete an application for Credit by Waiver and supply supportive documents such as competency tests, proficiency certificates or training records.

Credit granted by Waiver and Examination or any combination of Waiver and Examination may be awarded up to limits established by each department of the College but not exceeding one-third (1/3) of the total credit hours required for a program award. The application must be submitted for evaluation to the campus department responsible for teaching the course. Upon successful completion of the evaluation, the application and evaluation will be submitted to the campus Registration and Records Office for recording credit on the student’s transcript.

Courses in which credit is granted by waiver will be recorded on the transcript with a "CW" grade and will not be included in calculating a student’s grade point average. Credit granted by waiver is subject to evaluation by other institutions and may not be accepted for transfer credit.

#### Tech Prep Advanced Placement

Tech Prep is a partnership between high schools and SCC. This partnership helps prepare high school students for technical careers. Pathways of courses to prepare students for college level work are laid out. Tech Prep Advanced Placement means the student may apply for Credit by Waiver (See Advanced Standing section) for approved courses taken at the high school level and avoid duplication in classes. In order to receive Tech Prep Advanced Placement, a student must:

- **Enroll in SCC within one year of high school graduation or as soon as a program waiting list allows following high school graduation.**
- **Obtain a grade of "B" or better in the high school articulated course.**
- **Complete and submit a Cr edit by Waiver form available from the Registrar’s Office with all appropriate signatures.**

Some Advanced Placement agreements require the student to take the next course in the sequence of the program at the College and obtain a grade of "C" or better in order for the credit for the previous course to be placed on the transcript.

### Credit by Examination

Some courses may be completed by examination. Testing devices and evaluation procedures will vary according to the course, division requirements and the amount of credit being advanced. To apply for Credit by Examination, the applicant must have been accepted for admission to a College degree program.

Applications for Credit by Examination are obtained from the campus Registration and Records Office and submitted to the division responsible for teaching the course. An application for Credit by Examination must be completed and submitted to the campus Registration and Records Office for all credit granted as "PX" (Passed by Examination) on the transcript. No grade points will be awarded, and the Credit by Examination will not be included in the cumulative grade point average. Copies of the certification will be returned to the student and the department in which the student is enrolled.

Credit granted by Waiver and Examination or any combination of Waiver and Examination may be awarded up to limits established by each department of the College but not exceeding one-third (1/3) of the total credit hours required for a program award. Applicants for Credit by Examination must pay 50 percent (50%) of the current per credit hour tuition rate for each credit hour attempted by examination, prior to the examination.

#### College Level Examination Program (CLEP)

Southeast Community College administers the College Level Examination Program (CLEP) at the Lincoln Campus, 8800 O Street in the Testing/Assessment Center. Each program has established a list of courses for which CLEP scores will be accepted for credit by examination. Minimum CLEP scores vary from exam to exam; therefore, students should request a list of these minimum scores. Credits granted through a CLEP exam will not apply towards load requirements for extraordinary activities, veteran’s benefits or scholastic honors. Only Southeast Community College students may have CLEP scores recorded on their SCC transcripts. Acceptable CLEP credits are recorded as PX (Pass by Examination).

Students interested in CLEP testing should contact the Testing/Assessment Center (402-437-2626) for information and testing arrangements. CLEP subject exams cost approximately $70 per examination. Some colleges do not accept CLEP credits as transfer credits. Transfer students should carefully investigate minimum CLEP scores established by other colleges.
ACADEMIC PROBATION

Students who have earned a minimum of 12 credits (with grades A, B, C, D, or U) are covered under these standards.

ACADEMIC PROBATION AND SUSPENSION

Southeast Community College believes that students should demonstrate consistent progress toward their stated academic goals. In an effort to assist our students in meeting graduation requirements, the College has developed the following minimum academic standards. Students who have earned a minimum of 12 credits (with grades A, B, C, D, or U) are covered under these standards.

ACADEMIC PROBATION

Students who receive a cumulative grade point average (CGPA) of less than 2.00 at the end of a term will automatically be placed on academic probation.

- These students will be notified of their academic probationary status by a letter from the campus Dean of Student Services.
- Upon such notification, these students should immediately see their program chair/adviser to determine the course of action to be taken and to determine the procedure necessary to be removed from academic probation.
- Students who raise their CGPA to a 2.00 or higher by the end of the probationary term will automatically be removed from academic probation.

ACADEMIC SUSPENSION

Students who have been on Academic Probation will automatically be placed on Academic Suspension if their cumulative and term GPA are below 2.00. Students will be notified of their academic suspension status by a registered letter from the campus Dean of Student Services.

OPTIONS FOR STUDENTS ON ACADEMIC SUSPENSION

Students who are placed on academic suspension are not eligible to enroll or to attend any credit classes at any Southeast Community College location. Academic suspensions are automatically removed after the end of the term for which the suspension was issued. A term is defined as a quarter. Short sessions do not qualify as terms.

Students who have extenuating circumstances may appeal suspensions by notifying the Dean of Student Services personnel. Programs and divisions which establish standards that differ from College standards stated herein will be responsible for notifying affected students of these standards and the students’ academic standing as well as maintaining program/division records with respect to these students.

ITEMS OF PUBLIC DISPLAY

Southeast Community College does not condone the public display of items (e.g., posters, t-shirt designs, paintings, etc.) which are intended and/or deemed racist, sexist, indecent, illegal, inciting, or oppressive in nature. Such materials are disruptive to the learning environment or do not promote an atmosphere of positive encouragement and mutual respect for others. Persons in violation of this expectation will be asked to remove items of this nature, and be subject to disciplinary action.

TESTING CENTER CHEATING POLICY

1. A student caught cheating in the Testing Center will have the test confiscated immediately.
2. The instructor will be notified as soon as possible by the Testing Center.
3. The instructor will address the situation as it is outlined in the course syllabus.
4. The student will be suspended from use of the Testing Center, for that class, until written notification is received by the Testing Center. The written notification will be from the instructor and must request reinstatement of Testing Center use for that student.
5. If that student is caught cheating a second time, whether or not it occurs for the same class, that student will be barred from using the Testing Center.
Student Conduct

All students enrolled at SCC are expected to conduct themselves as good citizens of an educational community. Students are expected to obey the laws and regulations of the nation, state, and community, and policies of the College.

Students may be dismissed from a program of study or from the College when violations occur. Due process is intended and provided; however, immediate suspension or dismissal may be the first course of action when violations are of a serious nature.

Categories of student misconduct which are not compatible with Southeast Community College’s standards:

1. Cheating and plagiarism, knowingly furnishing false information to the College, forgery, alteration or misuse of College documents or records. (See Academic Integrity)
2. Disruption or obstruction of teaching, research, administration, disciplinary procedures or other College activities or public service functions.
3. Physical, mental, or verbal abuse to others or self on College owned or controlled property or at College sponsored or supervised functions or conduct which threatens or endangers the health and safety of such persons. This abuse includes all forms of harassment and discrimination.
4. Participating in or inciting a riot or an unauthorized or disorderly assembly.
5. Seizing, holding, commandeering or damaging any property or facility of the College, or threatening to do so.
6. Refusing to depart from any property or facility belonging to or being used by the College upon a reasonable request of an authorized College official.
7. Unlawful possession, use, distribution, or under the influence of illicit drugs, alcohol or controlled substance on College owned or controlled property or at any College sponsored event.
8. Obstructing the free movement of persons or vehicles on College premises or at College activities.
9. Possession of dangerous chemicals, explosives, firearms or items used as a weapon on College owned or controlled property or at College sponsored or supervised functions without prior authorization from College officials.
10. Littering, defacing, destroying, vandalizing or damaging property owned or being used by the College.
11. Removing College property or property assigned to the College without authorization.
12. Unauthorized entry onto College property or property under the control of the College.
13. Unauthorized use of College equipment or facilities.
14. Violating campus parking and/or driving regulations.
15. Violating College policies, rules or regulations.
16. Discrimination or harassment on the basis of race, color, religion, sex, age, marital status, national origin, ancestry, veteran status or disability.
17. Disorderly conduct or lewd, indecent or obscene conduct on College owned or controlled property or at College sponsored or College supervised functions.
18. Theft of property, money, or other items deemed College/student possessions/property.

STUDENT RIGHTS & RESPONSIBILITIES

The following statements of rights and responsibilities clarify those rights which a student may expect to enjoy as a member of the student body of the College, and the obligations and responsibilities which admission to the College places upon the student.

A. The submission of an application for admission to the College represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules and regulations of SCC, the Southeast Area administration and the SCC Board of Governors. Acceptance of the application, in turn, represents the extension of a privilege to participate in educational programs and activities; and to remain a student so long as the academic and behavior standards of the College are met.

B. Each individual student is guaranteed the privilege of exercising his/her rights without fear or prejudice. Such rights include the following:

1. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on campus shall be provided by the College.
2. No disciplinary action may be imposed upon any student without due process.
3. Free inquiry, expressions and assembly are guaranteed to all students provided their actions do not interfere with the rights of others, interfere with the teaching-learning process or the normal operation of the school.
4. Academic evaluation of student performances shall be neither arbitrary nor capricious.
5. Students, faculty and staff of the College have the right to expect personal safety, protection of property and the continuity of the educational process.

C. Students have the right to inspect and review their educational records. They have the right to a hearing to challenge the contents of their records and the right to receive copies of all or parts of their records. These rights are in accordance with the Family Rights & Privacy Act, state laws, and campus rules and regulations.

D. All students have the right of due process in filing and resolving grievances concerning abridgement of rights (See Hearing Procedures.)
Disciplinary Procedures

Definitions

Disciplinary action: Action taken by a College staff member in response to a student violation, misapplication, or non-application of a College rule or policy.

Days: Shall be defined as days that the College is in session (excluding Saturdays, Sundays, and holidays.)

1. When a student is suspected of violating a rule or regulation he or she will be immediately made aware of these suspicions. The rule or regulation that may have been violated and the evidence supporting the complaint should be thoroughly discussed with the student. The purpose of this discussion is to determine the seriousness of the misconduct and to determine the appropriate response (sanction). The following sanctions are options which may be considered and rendered:

A. Warning - An oral or written statement to a student alleging that he/she is violating or has violated College rules or regulations and may be subject to more severe disciplinary action.

B. Restitution - Required payment for damage or misappropriation of property. This obligation may be satisfied by payment of money or other appropriate services. Failure to make restitution could result in a more severe sanction.

C. Probation - A written reprimand for alleged violation of specific rules or regulations. The probation notice will specify a period of time for which specific privileges may be withheld or for which the student has the opportunity to exhibit corrective behavior. Violation of any College rule or regulation during the probation period may be cause for additional disciplinary action. Students who violate policies, rules or regulations are generally granted warning and sometimes probation prior to suspension or dismissal from the College. HOWEVER, SUSPENSION OR DISMISSAL MAY BE THE FIRST ACTION TAKEN WHEN THE MISCONDUCT IS SERIOUS AND SUCH ACTION IS DEEMED APPROPRIATE.

D. Suspension - Exclusion from attending classes and all student activities. The student will be excluded for a definite period of time not to exceed one year. The letter of suspension will state the terms of the exclusion and the conditions for readmission to the College. The Dean of Student Services is responsible for administering suspensions and dismissals.

E. Dismissal - Termination of student status. Readmission to the College shall not be granted.

Disciplinary Hearing

Students who are considered for disciplinary suspension or dismissal are entitled to a disciplinary hearing. They will receive a written notice from the Dean of Student Services which outlines the misconduct and the reasons which would justify suspension or dismissal from the College. The notice will inform the student of the option of a disciplinary hearing. The student must indicate a desire for a hearing within 5 days of receipt of the letter from the Dean. The hearing must be held within five days of the receipt (from the student) of notice that he or she desires a hearing. This notice will include the location, time, and date of the hearing. The disciplinary hearing committee and hearing format will be the same as that used by the process for student grievances. (See "Hearing Procedures for Student Grievances").

1. The results of disciplinary hearings will be submitted in writing to students within 5 days of the hearing.

2. Students who violate rules or regulations are generally granted warnings and sometimes probation prior to suspension or dismissal from the College. HOWEVER, SUSPENSION OR DISMISSAL MAY BE THE FIRST ACTION TAKEN WHEN THE MISCONDUCT IS SERIOUS AND SUCH ACTION IS DEEMED APPROPRIATE. Students who are scheduled for a disciplinary hearing will generally be allowed to continue attending classes until the hearing is completed EXCEPT when such continued attendance presents a volatile situation and attendance is not recommended until the hearing is completed.

3. All students have the right to appeal action(s) taken against them. Appeals shall be submitted to the Campus Director. In order to provide an orderly procedure with due process and justice, the following procedures will be required:

A. A written notice of appeal must be submitted by the student to the Campus Director within five (5) days of the disciplinary action.

B. A hearing before the Campus Director will be provided when requested by the student. Appeal decisions will be made solely by the Campus Director. All requests for an appeal hearing will be honored within 20 days of the request.

C. Use of legal counsel - Appeal hearings are not intended to be a judicial type adversary procedure, but simply a fair and ample opportunity for both sides to present facts. Neither party will be allowed the presence or use of legal counsel at any stage of the appeal process unless the student is concurrently facing criminal charges generated by the same incident. In this case, the student would be allowed the right of passive assistance of counsel in the hearing and appeals procedure, but the legal counsel may not speak in behalf of the student, nor in his/her stead. If in this instance the student utilizes legal counsel, the College also retains the right to have legal counsel present.

D. A record of the hearing will be kept by the College. Copies may be requested by the student. Written decisions will be given following appeal hearings.

E. The student shall be advised of appeal procedures.

F. The decision of the Campus Director may be appealed in writing to the College President within five (5) days following the receipt of the decision.

G. Only matters involving a student’s suspension, expulsion or termination may be appealed to the Board of Governors.
Hearing Procedures for Student Grievances

All students have the right of due process in filing and resolving grievances concerning abridgement of rights, including, but not limited to:

- Disciplinary action
- Student scholastic progress
- Grades
- Financial aid
- Actions or activities of the College
- Americans with Disabilities Act (ADA) Reasonable Accommodations

1This policy shall also apply to grievances arising from objection to or dissatisfaction with actions taken by Southeast Community College with regard to requests for reasonable accommodation.

2The Americans with Disabilities Act and Section 504 of the Rehabilitation Act require Southeast Community College to provide reasonable accommodations to qualified individuals with a disability to facilitate effective participation in courses or activities offered by the College. Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, "no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs or activities of a public entity [such as Southeast Community College], or be subjected to discrimination by any such entity."

ADA/504 Grievance - Is defined as an allegation by a student that at least one of the following has occurred. The student has: a) experienced disparate treatment; b) has been discriminated against because of a disability; or c) there has been a failure to provide a requested accommodation.

Essential Functions: The fundamental competencies or knowledge each student is expected to comprehend or demonstrate as part of mastery of course content.

Otherwise Qualified: A student with a disability is considered otherwise qualified if she/he meets the technical and academic standards requisite for admission into the institution’s program.

Reasonable Accommodation: Reasonable accommodations are changes or adjustments to a school site, program or practice that makes it possible for an otherwise qualified student to perform essential functions or effectively participate in a course.

Remedies: Remedies under this grievance procedure are corrective steps, measures to provide a reasonable accommodation or reverse the effects of any discrimination and to ensure proper ongoing treatment.

Grievances Involving Suspension OR Expulsion

In grievances involving suspension or expulsion from school or College activities, the student who is pursuing resolution of either an informal or formal grievance will be allowed to continue to attend classes and College-sponsored events and activities until the grievance is resolved. However, the student will not be permitted to attend classes or participate in College-sponsored events and activities if the campus Dean of Student Services has determined that the student’s presence presents:

- A volatile or hostile situation which would endanger the safety or welfare of SCC employees, students or others;
- Escalates the grievance being considered.

Students needing reasonable accommodations to access or participate in the grievance process should contact the Dean of Student Services at their campus location for additional information and assistance.

Student Grievance

Section 1: Purpose

The purpose of this procedure is to secure, at the lowest level possible, equitable and timely solutions to problems that may arise. Both formal and informal means to resolve student grievances are available.

Section 2: Definitions

Grievance: A grievance is defined to mean an allegation by a student that there has been a violation, misapplication or non-application of College rule or policy.

Grievant: A student who files a grievance.

Disciplinary action: Action taken by a College staff member in response to a student violation, misapplication, or non-application of a College rule or policy.

Days: Shall be defined as days that the College is in session (excluding Saturdays, Sundays, and holidays.)

Board of Governors: Refers to the Board of Governors of Southeast Community College.

Grievances may be processed on either an informal or formal procedure

Section 3: Informal Procedure

An attempt should be made by both parties to resolve the grievance immediately and at the lowest level of involvement.

The grievance must

a. be raised by the student within five (5) days from the date the grievant could have reasonably gained knowledge thereof, but in no event, more than twenty (20) days from the occurrence giving rise to the grievance.

b. the student must talk to the instructor, the program chair, the division dean, and the involved support staff.

c. if the problem is not resolved at this level, the formal grievance procedure may be initiated.

Students are encouraged to seek resolution of the grievance through the informal procedure.

Section 4: Formal Procedure

The formal grievance procedure is available to all students of the College in an attempt to provide equitable solutions to concerns and problems that may arise. The formal grievance must be raised within five (5) days from the date of the resolution of the informal grievance.

Step 1. If the informal grievance procedures have not satisfied the grievant, a formal grievance form may be submitted to the campus Dean of Student Services.
Step 1.1 Requesting and Completing a Grievance Form

- To formally submit a grievance, a grievance form must be completed.
- Formal grievance forms may be obtained from the campus Dean of Student Services Office.
- The completed form must be filed with the campus Dean of Student Services.

The completed form must include the following information:

- The grievant’s name, address and phone number
- A full description of the problem
- The remedy requested
- Whether the grievant desires to appear in person at the appeal hearing to review the grievance.
- Name of faculty, staff, or SCC students who will serve as witnesses at the grievance hearing for the student.

Step 1.2 The campus Dean of Student Services will confirm that the student did try to resolve the grievance through the informal process.

Step 1.3 The campus Dean of Student Services, will, within five (5) days, or a mutually agreed upon date, call together the Campus Student Grievance Committee. The campus Dean of Student Services or the dean’s designated substitute will serve as chairperson of the Campus Grievance Committee.

Grievance/Hearing Committee

The campus Dean of Student Services shall be responsible for appointing members to the grievance / hearing committee each term. A grievance / hearing committee may include, but is not limited to:

- The Campus Dean of Student Services (grievance committee chair)
- Program chair
- Instructional staff
- Student Senate representative
- Support staff
- Administrative staff
- Other individuals deemed appropriate and/or necessary as determined by the Dean of Student Services

A quorum will consist of at least five (5) committee members. Grievance and hearing meetings are intended to have neither an adversary nor a legalistic approach, but a fair opportunity to present the facts of the situation.

Step 2. The Campus Student Grievance Committee shall meet within five (5) days of the date the complaint is received by the campus Dean of Student Services to review evidence from both sides, and prepare a written response to the grievant. The following guidelines will serve as a basis for committee meetings and hearings:

Grievance Hearing Guidelines

1. The student may request to appear in person to review the complaint. Such a request must be indicated on the formal grievance form.
2. The instructor, the program chair, the division dean, and the involved support staff who the student has filed a grievance against will be invited, as witnesses, to present their facts and information relating to the student-filed grievance.
3. Committee members, the student and witnesses will receive copies of the formal grievance when deemed appropriate.
4. The student will be notified in writing of the date, time and place of the hearing.
5. Hearings are not open to the public, or to College staff not specifically invited by the involved parties to participate in the hearing.
6. Witnesses will be excused after their statements are given and questioning has ended.
7. Conformity to technical rules or judicial procedures is not required. The chairperson may make any procedural rulings necessary to expedite the hearing, to exclude unreliable or prejudicial evidence, and to safeguard the confidentiality of statements and evidence given at the hearing. Specific procedures will be explained by the committee chairperson prior to the beginning of the meeting or hearing.
8. The student may have witnesses and an adviser of his/her choice, who have specific knowledge of the grievable situation, to be selected from faculty, staff or student body of the College. (See Sect 6: Use of Legal Counsel for exception to these guidelines.) In no instance will another person be permitted to speak independently for the student or in his/her stead.
9. Students are responsible for notification of their selected advisors and/or witnesses, and they are responsible to inform the committee chairperson prior to the hearing of selected advisors’ and/or witnesses’ intentions to attend the hearing.
10. If the student fails to appear at a scheduled hearing, and has not requested a continuance with reasonable basis for continuance, the committee will proceed on the basis of available evidence.
11. An audio recording will be made of the testimony presented.
12. The chairperson may expel or exclude from the meeting or hearing any persons who fail to comply with the procedures or rulings of the chairperson.
13. After hearing the testimony of the student and witnesses concerning the grievance or alleged misconduct, the committee members will discuss the case in closed session.

14. The committee shall review and consider the information presented and consult with appropriate College staff. After review and consideration, the committee may decide to:
   a.) uphold the action taken;
   b.) grant the remedy requested; or
   c.) select an alternative solution.

15. A decision requires a simple majority vote of the committee members present.

16. Within 5 days that the College is in session, excluding Saturdays, Sundays and holidays, from the date that the hearing was conducted, a written response shall be prepared and sent to the student. The response shall include:
   a. result of the grievance hearing
   b. directing the student to the current College Catalog/Handbook for the next step in the grievance appeal process
   c. the name, address, and contact information for the next step in the appeal process.

The response will be delivered to the student via either:
   a. Registered Mail with Return Receipt Requested OR
   b. Delivered in person to the student with the student signing their signature acknowledging receipt of the response.

17. Copies of the decision/response to the student shall be sent to those against whom the grievance was filed, the Vice President for Student Services, grievance committee members, campus director, college Vice President that the domain of the grievance pertained to (instruction, technology, student services)

18. The Dean of Student Services who chaired the grievance hearing shall retain and file all grievance evidence in the Dean of Student Services' Office.

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**Step 3. Appeal to the Vice President/Campus Director**

If the student is not satisfied with the decision of the Campus Student Grievance Committee, the student may file, with the Campus Director, a written request for an appeal hearing with the College Vice President responsible for the issue addressed in the grievance, as identified by the committee. The request must be filed within five (5) days of receiving the committee’s decision.

1. The appropriate College Vice President will hold the appeal hearing request within twenty (20) days of the date the request was received.

**Step 4. Appeal to the College President**

If the decision of the appropriate College Vice President is not satisfactory to the grievant, the grievant may request in writing within five (5) days an appeal hearing with the College President on the findings and decision of the appropriate College Vice President. The College President will hold the appeal hearing request within twenty (20) days of the date the request was received.

**Step 5. Appeal to the Board of Governors**

Only matters involving a student’s suspension, expulsion or dismissal may be appealed to the Board of Governors.

1. If the grievant is not satisfied with the decision of the President, he/she may request a hearing within five (5) days before the Board of Governors.

2. The request must be made in writing.

3. The hearing before the Board of Governors will be held as scheduled by the Board Chair. The Board will hold the appeal hearing request within twenty (20) days of the date the request was received.

**Step 6. External Avenues for Redress**

In the event the grievant is not satisfied with the decision of the College, the grievance can be submitted to agencies, organizations or judicial bodies external to the College. The student may have legal counsel for this procedure.

**Section 5: Withdrawal**

A grievance may be withdrawn by the student at any time during this process.

**Section 6: Use of Legal Counsel**

Hearings are not intended to be a judicial-type adversary procedure, but simply a fair and ample opportunity for both sides to present facts. Neither party will be allowed the presence or use of legal counsel at any stage of the procedure unless the student is concurrently facing criminal charges generated by the same incident. In this case, the student would be allowed the right of passive assistance of counsel in the hearing and appeals procedure, but the legal counsel may not speak in behalf of the student, nor in his/her stead. If, in this instance, the student utilizes legal counsel, the College also retains the right to have legal counsel present in a similarly passive role.

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**COPYRIGHT RESTRICTIONS**

The copyright law of the United States (Title 17, U.S. Code) governs the reproduction of copyrighted materials, including publications, computer software and audiovisual materials. It is the responsibility of the students when using SCC equipment, such as photocopy machines and computers, to adhere to these guidelines.

**DISCRIMINATION**

Students who believe they have been discriminated against should contact the College's Affirmative Action / Equity / Diversity Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu via E-mail.
**DRUG, ALCOHOL AND CONTROLLED SUBSTANCE POLICY**

Southeast Community College’s standards of conduct clearly prohibit the unlawful possession, use, or distribution of illicit drugs, alcohol or controlled substances by students and employees on its property, or as part of any of its officially recognized activities. The laws of the State of Nebraska pertaining to the possession and use of illicit drugs, alcoholic beverages and controlled substances on public property shall be followed. It shall be a violation of the drug, alcohol and controlled substance policy for students or employees to purchase, manufacture, possess, consume or sell such items on SCC campuses, or to be under the influence of drugs, alcohol or controlled substances while on campus.

When cause exists as determined by staff, a student suspected of being under the influence of drugs, alcohol or controlled substance while on campus or at a College activity may be requested to submit to a drug/alcohol test. Arrangements for and expense of such tests will be borne by the College.

Student violations of the standards as stated in the previous paragraph may result in any one or a combination of the following disciplinary sanctions:

- Warning
- Disciplinary probation
- Suspension
- Referral to an appropriate drug/alcohol/controlled substance treatment program
- Referral to law enforcement agencies
- Any other action considered necessary by College officials

Students’ rights shall be protected in accordance with due process. Students accused of violating the drug/alcohol/controlled substance policy as established shall have the right to a hearing and appeal as defined within the College grievance policies and procedures.

**Drug and Alcohol Testing Procedures for Students**

The purpose of these procedures is to help ensure compliance with the College’s Drug-Free Environment Policy E-2i.

**Testing Requirements:** The results of any test performed on the body fluid or breath specimen of a student, as directed by the College, to determine the presence of drugs or alcohol shall not be used to deny any continued enrollment or administrative action unless the following requirements are met:

1. A positive finding of drugs by preliminary screening procedures has been subsequently confirmed by a gas chromatography mass spectrometry or other scientific testing technique which has been, or may be, approved by the Nebraska Department of Health; and

2. A positive finding of alcohol by a preliminary screening procedure is subsequently confirmed by either:
   a. gas chromatography with a flame ionization detector or other scientific technique which has been, or may be, approved by the Nebraska Department of Health; or
   b. a breath-testing device operated by a breath-testing device operator.

**Types of Tests:** The College will conduct drug and alcohol tests in circumstances where reasonable cause exists. Arrangements for and expense of such tests will be borne by the College.

**Reasonable Cause:** When cause exists as determined by staff, a student suspected of being under the influence of drugs, alcohol or controlled substance while on campus or at a College activity may be requested to submit to a drug/alcohol test. The staff shall report the fact to the campus Dean of Student Services (or designated representative). If the Dean of Student Services (or designated representative) concurs that reasonable cause exists to believe that a student is under the influence of drugs, alcohol or controlled substance, then the student shall be requested to submit a test of his or her urine for the purpose of determining the presence of illegal drugs. An evidential-breath-test device will be used to determine alcohol content. The testing shall be performed under the supervision of the campus Dean of Student Services, or by such other persons as may be designated by him/her.

The student shall also be requested to execute a consent form authorizing the analysis of his or her urine for the purpose of determining the presence of illegal drugs and/or breath tests to determine alcohol content. The form shall authorize the release of the written results of such tests to the College. The refusal of a student to give a urine specimen, breath-sample test or to execute a consent form when requested to do so shall be grounds for dismissal.

Reasonable grounds for requesting that a student must submit to testing and execute a consent form shall be deemed to exist when the student manifests physical or physiological symptoms or reactions commonly caused by the use of alcoholic beverages or controlled substance, such as the odor of alcohol on the breath, slurred or thick speech, apparent loss of coordination or unsteady gait, or uncharacteristic emotional behavior. Reasonable grounds shall also be deemed to exist whenever a student is involved in an accident while enrolled which results in an injury to himself or herself or any other person, or which causes damage to College property or the property of another individual in excess of $1,000.

The Vice President for Student Services and the campus Dean of Student Services shall be notified when a student has been directed by the College to follow the College’s Drug and Alcohol Testing procedures.
Refusal to Test: Refusal to submit to the types of drug and alcohol tests employed by the College will be grounds for dismissal from the College. A refusal to test is defined to be conduct which would obstruct the proper administration of a test. A delay in providing the urine or breath specimen could be considered a refusal. If a student cannot provide a sufficient urine specimen or adequate breath, he/she will be evaluated by a physician of the College’s choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen (either urine or breath), it will be considered a refusal to test. In that circumstance, the student will be subject to dismissal.

Drug Urinalysis: Drug testing will be performed through urinalysis. Urinalysis will test for presence of drugs and/or metabolites of the following controlled substances:

1) marijuana, 2) cocaine, 3) opiates, 4) amphetamines, and 5) phencyclidine (PCP). The urinalysis procedure starts with the collection of a urine sample. Urine specimens will be submitted to and all confirmatory tests shall be performed by a clinic, hospital or laboratory which is licensed pursuant to the federal Clinical Laboratories Improvement Act of 1967, 42 U.S.C. 263a, or which is accredited by the College of American Pathologists for testing. As part of the collection process, the specimen provided would be split into two vials: a primary vial and a secondary vial. A certified laboratory will perform initial screening on all primary vials. In the event that the primary specimen test is positive, a confirmation test of that specimen will be performed before being reported by the laboratory to the Medical Review Officer (MRO) as a positive. A written record of the chain of custody of the specimen shall be maintained from the time of the collection of the specimen until the specimen is no longer required.

All laboratory results will be reported by the laboratory to a MRO designated by the College. Negative test results shall be reported by the MRO to the College. Before reporting a positive test to the College, the MRO will attempt to contact the student to discuss the test results. If the MRO is unable to contact the student directly, the MRO will contact the College management official, designated in advance by the College, who shall in turn, contact the student and direct the student to contact the MRO. Upon being so directed, the student shall contact the MRO immediately or, if after the MRO’s customary business hours, then at the start of the next business day. In the MRO’s sole discretion, a determination will be made as to whether a result is positive or negative.

An individual testing positive may make a request of the MRO to have the secondary vial tested. The student may request that the secondary vial be tested by a different certified lab than the one which tested the primary specimen. The individual making the request for the test of the second specimen must prepay all costs associated with the test. Requests for testing of a second specimen is timely if it is made to the MRO within 72 hours of the individual being notified by College of a positive test result.

All specimens, which result in a finding of drugs or alcohol, shall be refrigerated and preserved in a sufficient quantity for retesting for a period of at least 180 calendar days.

Alcohol Tests: The College will perform alcohol tests using an evidential breath-testing device. The College will utilize the evidential breath-testing device provided by a vendor or agent. Students shall report to the site of the evidential breath-testing device as directed by the College. The evidential breath-testing device will be operated by the breath alcohol technician.

The student shall follow all instructions given by the breath alcohol technician. Students with tests indicating breath alcohol concentration in excess of U.S. Department of Transportation "DOT Regulations" are considered to have engaged in conduct prohibited by this procedure which may result in disciplinary action up to and including dismissal.

Counseling: The College understands the importance of providing information concerning the locations of available drug counseling, rehabilitation, and student assistance programs. Accordingly, any student who wishes to receive information regarding counseling and rehabilitation may request such information from the Student Services Office.

Confidentiality: The results of any urinalysis conducted under this procedure shall be made available to the student, the Vice President for Student Services, and the campus Dean of Student Services. The results of such tests shall not otherwise be divulged to any other person except when necessary for the conduct of the College’s student affairs. The College shall not be precluded, however, from divulging such test results upon request to agencies of local, state, or federal government; in any administrative or judicial proceeding wherein the results of such a test are relevant to the issues involved; or when the College is required to divulge such test results by subpoena.
STUDENT SERVICES

Southeast Community College is a full service educational institution. The College provides a wide range of student services including: career exploration, academic and vocational advising, help with adjustment to college life, services to students with disabilities, placement services to assist students in locating part-time and full-time employment, referrals to tutoring, and clubs and social activities.

• Academic Support
  Career Advising Services

• Affirmative Action/Equity/Diversity

• Campus and Student Life

• Clubs and Organizations

• On-Campus Policies and Services
**Academic Support**

**CAREER ADVISING SERVICES**

Career advising services are available to students, alumni and the general public. The planning process includes assistance in matching students to potential careers that merge values, interests and abilities and help in researching academic and career paths.

The Career Advising Center at each campus can provide the following services:

**Academic Advising**

Most academic advising is provided by campus faculty, program chairs or deans. Advisors discuss requirements of the programs and offer guidance to students in planning a schedule which fits individual needs. Each campus Career Advising Center offers academic advising to undeclared students or students who are contemplating changing majors.

**Alumni**

The Alumni Offices of Southeast Community College cultivate ongoing relationships with alumni. The College invites alumni to open houses, homecoming and other College events and publishes newsletters highlighting College events, programs and opportunities.

**Disability Services**

Southeast Community College provides services for students with disabilities. Students who are requesting an accommodation based on a documented disability are advised to make the request known as soon as possible to ensure timely service. Failure to do so may result in delayed admission and/or accessibility to College programs and services. Information regarding accommodations for students with disabilities is available from:

**BEATRICE**
Career Advising Center, Jackson Hall

**LINCOLN**
Career Advising Center, Learning Resource Center (LRC)

**MILFORD**
Placement & Assessment Center

The Lincoln campus also has a TDD (Telecommunication Device for the Deaf). The phone number is 402-437-2702. Contact the Student Services Office for more information.

**Employment**

Current SCC students interested in current off-campus employment opportunities should contact the Placement Office on their campus. (see Placement Services)

**Non-Traditional Students**

Career Advising Services assist older students, single parents or students entering gender nontraditional programs to be successful.

**Personal Counseling**

Personal counseling or therapy is not available through the Career Advising Centers in Beatrice, Lincoln, or Milford. Students are welcome to visit with SCC advisors about personal concerns to ascertain whether a referral to outside professional mental health services is advisable. Staff will assist students to locate professional resources appropriate to their needs.

**Placement Services**

Placement services include:

- career advising
- posting of job listings
- job referrals
- resume assistance
- interviewing techniques
- on-campus interviews
- career fairs

**Lifetime Placement Services**

SCC graduates are offered lifetime placement services to assist in their search for continuing employment.

**Testing and Assessment**

Students who wish to take certain college level English and mathematics classes must offer evidence that they are academically ready to be successful in these courses. SCC administers the ASSET/COMPASS tests on site at each campus to evaluate initial academic readiness. The test administration is provided at no charge but retesting costs $15. Contact the Career Advising Center on each campus for details. (See "Steps for Admission to a Program of Study" section III B.)

**Test Proctoring**

There will be a $15 test-proctoring fee per test for students taking a test from another school. Contact the campus Testing Center for information and scheduling.

**TRIO Student Support Services**

TRIO Student Support Services is a federally funded program that helps first-generation, low income, and students with disabilities with demonstrated academic need to overcome class, social and cultural barriers to higher education. The goal of the program is to increase retention, graduation and transfer rates from two-year to four-year institutions of eligible students. TRIO/SSS is available to 160 SCC students who have applied and have been accepted each year.

To qualify students must meet at least one of the following criteria:

- Be a first-generation student (neither parent is a four-year college graduate)
- Be within the Federal TRIO Program low-income guidelines
- Be a qualified individual with a documented disability
- Demonstrate academic need, as evidenced by one of the following:
  - College entrance scores (COMPASS, ASSET, ACT) indicating academic need
  - High school grade point average of 2.00 or less
  - College grade point average of 2.00 or less
  - Enrollment in developmental courses
  - Early evidence from college performance indicating academic risk
  - Individual assessment made by counselor or referral

As a TRIO/SSS student, you will be assigned an academic counselor to help you succeed in college.

- You and your counselor will jointly develop an Individual Success Plan.
- You will have access to intensive academic advising, personal
counseling, mentoring, laptop computers, the textbook lending programs, and assistance with transferring to four-year colleges.

- You will benefit from personal assistance in applying for and managing financial aid, as well as TRIO/SSS grant aid to those that qualify.
- You will participate in guided career exploration and job shadowing.
- You will enjoy taking part in special off-campus cultural activities, leadership and campus visits with other TRIO/SSS students.
- Special topics in SSS workshops:
  - Study skills
  - Stress management
  - Leadership
  - Time management
  - Recognizing and developing your strengths
  - Money management
  - Emotional intelligence
  - Developing a resume

For more information visit the TRIO Student Support Services offices on your campus.

Beatrice – Hoover Hall
Lincoln – Media Center, H1
ESQ – by appointment only
Milford – Eicher Technical Center-100Q

TRIO Upward Bound

TRIO Upward Bound is a grant funded program awarded to Southeast Community College by the U.S. Department of Education. The goals of Upward Bound are to help academically at-risk students in grades 9 through 12 stay in school, graduate and prepare to enter and succeed in college. The program targets low income, first generation students for assistance. First generation students are those whose parents have not graduated from a four-year college.

The SCC Upward Bound program began September 1, 2003 and is located on the Beatrice Campus. The College is partnering with three southeast Nebraska high schools to serve 50 eligible students. Participating high schools are Beatrice, Fairbury, and Southern (Wymore-Blue Springs).

The SCC Upward Bound program provides intensive support to participants including ongoing advising, counseling, tutoring, supplemental education, skills development, career and college exploration and a five-week summer instructional program. Upward Bound participants who graduate from high school continue to be advised through a bridge-to-college program.

For more information visit The Upward Bound staff - Hoover Hall.

Tutoring Services

Career Advising Services provides free tutorial services in many subject areas to students taking credit classes. Tutoring services depend on the availability of tutors. See the locations listed below to obtain information about tutoring availability, times, and locations.

BEATRICE
Student Retention / Multicultural Recruitment Office

LINCOLN
Multi-Academic Center (MAC) located in the Learning Resource Center (LRC) Room L1 and the Academic Transfer Office, Suite 100 at the downtown Energy Square (ESQ) location. Tutors are professional staff and qualified SCC students.

MILFORD
Math tutor is available for students on the second floor of the Eicher Technical Center, Monday through Thursday, 4-5 pm. Some programs have peer tutors. Check with your program chairperson or instructor for tutor availability, times, and locations.

Affirmative Action/Equity/Diversity

Equal Opportunity and Non-discrimination Policy

It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Affirmative Action, Equity and Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu via e-mail.

(For more information see College Policies - Chapter 3.)

Student Diversity

Southeast Community College seeks to recruit and retain students from a variety of cultures, races and ethnic groups. The College values the heritage and differences each student brings to the campuses and classrooms. SCC offers activities, services and recognitions celebrating diversity.

Southeast Community College believes that it is the right of all students to obtain an education in a college environment free from all forms of discrimination or harassment, including sexual and racial harassment. Any student who believes he or she has been the subject of discrimination or harassment should report the incident to a member of the College’s professional staff or administration. Assistance is also available directly from the Affirmative Action/Equity/Diversity Office located in the Area Office.
programs and services will be announced by 5 a.m. A bulletin board is located in the student center for student use. Announcements for posting must be approved by the student activities coordinator and posted on this bulletin board.

Cancellations - Only the Campus Director or a designated representative can authorize the cancellation of College programs and activities. Announcements of cancellation to the news media are made when it is determined that hazardous driving conditions exist. All announcements for posting must be approved by the student activities coordinator and posted on this bulletin board.

IN MILFORD

Posted Announcements - Information concerning College matters is posted daily in each program area and on bulletin boards located throughout the building. A bulletin board is located in the student center for student use. All announcements for posting must be approved by the student activities coordinator and posted on this bulletin board.

IN LINCOLN

Posted Announcements - Information concerning College matters is posted daily in each program area and on first floor bulletin boards of the Eicher Technical Center. A bulletin board for students to advertise items for sale is available on the second floor. All announcements and notices posted must be approved by the Student Services Office and hung on only bulletin boards.

Public Address System - Announcements of extreme importance are broadcast over the College P.A. system at 7:55 a.m. Emergency announcements are made when necessary.

Cancellations - When classes are cancelled, every effort is made to contact the media by 6 a.m. or earlier. The following media are notified if classes are cancelled:

Television:
- Channel 10-11 KOLN-KGIN TV (Lincoln)
- Channel 8 KLKN TV (Lincoln)

Radio:

IN LINCOLN

Intramural Athletics

Each campus of Southeast Community College offers intramural sports / recreational activities for any full- or part-time student enrolled in credit division courses. Intramural sports are arranged by the Intramural Athletics office and may include flag football, basketball, volleyball, softball, golf, tennis and racquetball. Each campus also has tennis courts and a gymnasium available for student use. For additional information about the intramurals on campus, contact the Student Services Office on campus.

BOOKSTORE

The College operates and manages a campus bookstore on each campus. A full range of new and used textbooks, supplies, educational aids, gift items and personal items is available. The bookstore offers a buy back program for used textbooks, generally at the end of the term. Bookstore hours are compatible with most class schedules. The bookstore accepts cash, checks, MasterCard, VISA, and Discover credit cards. Books are also available online at www.sccbookstore.com via the Internet.

BUS SERVICE

The Lincoln campus is served by the Lincoln Transportation System. Bus service is provided at the main entrance (east) of the building. For bus schedules and information about pickup and delivery points, contact the Lincoln Transportation System.

ATHLETICS

Intercollegiate Athletics

The Beatrice campus is a member of the Nebraska Community College Athletic Conference and the National Junior College Athletic Association. SCC-Beatrice competes at the intercollegiate level in men’s basketball, women’s basketball, men’s golf and women’s volleyball. The campus mascot is SCC Storm.

To compete in intercollegiate athletics, students must maintain the required scholastic level and conduct themselves on and off campus in a manner which brings credit to themselves, to teammates and to the College.

Intramural Athletics

Each campus of Southeast Community College offers intramural sports / recreational activities for any full- or part-time student enrolled in credit division courses. Intramural sports are arranged by the Intramural Athletics office and may include flag football, basketball, volleyball, softball, golf, tennis and racquetball. Each campus also has tennis courts and a gymnasium available for student use. For additional information about the intramurals on campus, contact the Student Services Office on campus.

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BUS SERVICE

The Lincoln campus is served by the Lincoln Transportation System. Bus service is provided at the main entrance (east) of the building. For bus schedules and information about pickup and delivery points, contact the Lincoln Transportation System.
CAFETERIA/FOOD SERVICE

The College provides food service on each campus. Vending machines are also available.

BEATRICE

The campus operates a snack bar located in Kennedy Center. It is open to students, staff, and the general public and serves breakfast, lunch, and snacks Monday through Friday.

Students eating in the snack bar are requested to be considerate of others. Reasonable cleanliness and appearance in dress are expected. Snack bar customers are to bus their own dishes and leave the table clean for the next person.

Vending machines and microwave are also available in the snack bar area. Catering service is available by special arrangements.

LINCOLN

The campus operates a cafeteria located in the main hallway near the front entrance and is open to SCC students, personnel and the general public. The cafeteria serves breakfast and lunch, and a snack menu throughout the afternoon and evening hours.

Vending machines and a microwave are also available in the cafeteria area. Catering service is available by special arrangements.

All cafeteria customers are to bus their own dishes and leave the table clean for the next person.

Students are asked to use the Student Center to study or socialize during the busiest dining time–9:45 a.m.–1 p.m.

MILFORD

Contract food service is provided at the campus cafeteria. Non-contract meals for visitors and guests are also available. The cafeteria is closed on Friday evenings and on weekends.

The cafeteria is located in the G. Alan Dunlap Center. All students living in Nebraska and Cornhusker residence halls must contract to eat meals in the cafeteria. Room and board contracts are signed for each term. Contracts are considered to be in effect until expired or terminated. A registered, full-time student whose course of study requires the majority of time to be spent off campus during meal time, may request a waiver of this cafeteria contract from the Dean of Student Services.

Cafeteria contracts are available for students living off campus.

Students eating in the cafeteria are requested to be considerate of others. Cafeteria customers are to bus their own dishes and leave the table clean for the next person. Reasonable cleanliness and appearance in dress are expected, and it is requested that shoes be worn, shirts buttoned and dirty gym clothes covered with a jacket or shirt.

The cafeteria is operated by a private contractor, and is managed by their personnel. The manager has the right to refuse service to individuals who ignore or fail to comply with established standards of good health, conduct, appearance and dress.

A cafeteria committee comprised of students, the manager and the Dean of Student Services, meets regularly to discuss mutual problems. All comments and concerns about the cafeteria are handled through this committee. Special meetings are called when needed.

The cafeteria contract is on a declining balance. When you purchase food, the amount will be subtracted from your account. You cannot carry over credit to the next term.

CALENDAR

The Student Activities Office prepares a calendar of activities and events scheduled on campus. The calendars are available to students free of charge from the Student Activities Office.

A College calendar with each campus beginning, ending, registration, and graduation dates is available on the College website, www.southeast.edu.

CHILD CARE

The Beatrice campus provides information to those needing day care services. Contact Student Services for more information.

The Child Development Center located on the Lincoln campus provides SCC-Lincoln students with first-priority status for developmental child care. A professional staff provides care and education for the center’s children. Since children are enrolled on a first-come, first-served basis according to age groups, early contact is advised.

Services are available for children aged six weeks to 12 years. Hours allow flexibility for students’ schedules.

Additional information may be obtained by contacting the Child Development Center director on the Lincoln campus.

The Milford campus assists those needing day care services to locate services available in the community. Contact Student Services for more information.

The U.S. Department of Education CCAMPIS grant provides a limited number of scholarships for eligible students for the following child care services.

Beatrice Campus:

A part-time preschool program is available in Adams Hall for eligible students. The program accepts children ages 3-5. Space is limited. Applications are available in the TRIO Office or the Parents of All Ages Office.

Lincoln Campus:

Summer Day-camps are available June-August for children ages 6-11.

Adventure Mini-Camps for K-5th grade children are available during the school year for specified days that the Lincoln Public Schools are not in session. Applications for both programs are available in the Child Development Center, Room C-1.

STUDENT AMBASSADORS

Student Ambassadors is designed for students to experience and assist with campus public relations activities. The ambassadors serve as tour guides, admissions assistants and goodwill ambassadors for the College. If you are interested in becoming an ambassador, contact Student Services.

STUDENT CENTERS

Southeast Community College provides campus student centers where students meet to relax, socialize with other students, or participate in scheduled activities. Each student center provides a lounge area, snack area, TV, video games, vending machines, and wireless internet access. The hours of each campus student center are posted.

WELLNESS/FITNESS CENTER

Each campus has a wellness/fitness center that provides, free to students, the use of exercise equipment that is designed to help students achieve a healthy lifestyle.

STUDENT FEES

The Student Services’ fee is used to finance Student activities, programs and events which include intramurals, sports, social and cultural activities, student senate, tutorial services, and wellness. All part-time and full-time credit students are charged a Student Services fee.
Each term. The student Senate is responsible for budgeting this fee. The furnishings and equipment in the student center are examples of the use of this fee.

**STUDENT SENATE**

Student Senate is the student governing body of the campus participating in the administration of student affairs. The Senate acts in an advisory capacity and represents students in the planning and decision-making process. The president of Student Senate is a nonvoting member of the Southeast Community College governing board.

**STUDENT I.D. CARDS**

Free photo identification cards (IDs) are available for each student for use on campus in the LRC, Business Office, bookstore, entry to College activities, etc. Photo IDs are not transferable. A $5.00 fee is charged to replace lost cards. Photo times will be announced and taken at the following locations.

**BEATRICE**

Learning Resource Center (LRC)

**LINCOLN**

Information Desk or Student Activities Office (section “O” by the gym)

Please note: At the beginning of each term that students will be on campus, students need to bring a copy of their current class schedule and their ID card to the Student Activities Office or Information Desk. A sticker will be placed on the back of the ID card, validating its use for that term.

**MILFORD**

Assessment Center

**STUDENT ORGANIZATIONS**

Southeast Community College believes that an important part of an educational program for students includes the opportunity to participate in extracurricular activities. Each campus provides an organized activities program for students. The goal is to encourage the social, cultural and/or physical development of students. Leadership and participation in activities are looked upon favorably by future employers. Students gain a sense of satisfaction and accomplishment as well.

**Student Organization Guidelines**

Southeast Community College recognizes student organizations which will contribute to the intellectual development of students. In order for a student or organization to gain recognition from the College, it must have an approved constitution, a faculty member as advisor and be approved by the Student Senate and the campus administration. For the process of establishing a new organization, information about a specific organization or how you can join, contact the student activities coordinator.

**Clubs & Organizations**

**BEATRICE**

**AGRICULTURE CLUB:** The Agriculture program has a club with several “interest areas” for members. It includes divisions for Agribusiness, Agronomy, Crops judging, horticulture. See listings below...

AGRIBUSINESS - Agribusiness students develop leadership skills by participating in activities which improve their qualifications for professional employment. The members and officers of the Agribusiness Club will learn the skill of “involvement” which is highly sought by employers who seek to motivate their current workforce and increase productivity.

AGRONOMY - Agronomy students learn research, crop judging. Members participate in the annual NACTA Crops Judging contests and sponsor students in the annual fall Collegiate Crop Judging Contest in Kansas City and Chicago. Invaluable experience is gained in grain grading, seed analysis, identification and general agronomic knowledge by participating on these teams.

HORTICULTURE - Horticulture students participate in activities such as community landscaping projects, the annual bedding plant sale, and the annual golf tournament. Students are able to further their professional development by improving their leadership and teamwork skills. Members will participate in various conferences and trade shows related to their field of study such as the NLNA (Nebraska Nursery & Landscape Association), and GCSAA (Golf Course Superintendents Association of America) annual conference and trade show.

LIVESTOCK JUDGING - Students learn leadership skills and gain an opportunity to participate in college level livestock judging competitions. Students will have an opportunity to travel and compete in contests throughout the Midwest including Louisville, Kansas City and Denver. To compete at livestock judging contests students must pass an intro to Livestock Evaluation and Advanced Livestock Evaluation classes. These courses are required to become a club member. Expenses for travel are raised by the club through various activities. College scholarships are available to members of the Livestock Judging Club.

RODEO / HORSE SHOW - Students gain leadership skills and have opportunities to participate in inter collegiate Rodeo and Intercollegiate Horse Show Association events. Membership is open to all SCC students.

**RODEO / HORSE SHOW** - This club provides opportunities for students to become more culturally sensitive to and aware of multicultural and human relations issues. The organization provides an avenue for students to gain skills to set and meet goals, improve their coping skills, increase their knowledge and skills on how to make the system work, and to experience greater involvement in the College.

**PHI BETA LAMBDA** - This group is a national business honorary for College business students. It is the college level equivalent of Future Business Leaders of America. Phi Beta Lambda promotes interest in business administration; accounting and secretarial education and helps members gain self-confidence and develop leadership skills.
PHI THETA KAPPA-ETA ALPHA CHAPTER—This national two-year college honorary organization is comparable to Phi Beta Kappa at a four-year college. It is open to students who have a cumulative grade point average of 3.5 or higher on a 4.0 scale. Students participate in an induction ceremony and must develop an “honors theme” each year. Members are involved as volunteers in a variety of campus and community service projects. They are also eligible to apply for transfer scholarships to four-year institutions. SCC-Beatrice has a thriving chapter composed of about 60 members.

PERFORMING ARTS—BEATRICE COLLEGE CHORUS—The College Chorus performs a variety of musical styles in concerts on campus and for organizations in the community. Every other year the group performs overseas, joining with the theatre students on a Fine Arts tour to another country. Student participants receive one hour of college credit.

SHOWCASE SINGERS—The Showcase Singers is an auditioned small performance ensemble that performs a wide variety of choreographed music. Student participants receive two hours of college credit while providing entertainment opportunities to several communities throughout the state.

THEATRE—Theatre production classes are open to all interested students. Theatre students rehearse and perform two productions each school year. During the fall term, the students perform a musical and in the spring, they present a drama or comedy. The students have begun an overseas program to view universal types of theatre on a Fine Arts tour scheduled for every other year as a joint venture with the College Chorus.

COLLEGE/COMMUNITY BAND—This band is composed of SCC-Beatrice students, faculty, staff, and community members. The group presents fall, spring and holiday concerts that typically consist of light classical music. Auditions for group membership are not required. Student participants receive one hour of college credit.

LINCOLN

AMERICAN WELDING SOCIETY—The SCC Chapter is designed to advance the science and technology of welding and promote the educational opportunities for student members.

CAMPUS CRUSADE FOR CHRIST—This interdenominational, primarily student, Christian or ganization seeking to provide a spiritual environment to study and discuss the Bible, worship, pray, encourage, and provide opportunities for Christian fellowship.

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS (IAAP) STUDENT CHAPTER—This organization is an affiliate program of the professional organization, International Association of Administrative Professionals. Membership is open to any student enrolled in at least one course in a business curriculum. It’s purpose is to provide information, support and networking to students who are interested in a business-related profession, more specifically in an administrative professional vocation. Members will be encouraged to participate in monthly meetings, educational programs, and community service projects throughout the school year. The program is designed to provide students an additional opportunity for educational and leadership training, community involvement, and personal and professional camaraderie.

KAPPA BETA DELTA—The purpose of this society shall be to encourage and recognize scholarship and accomplishment among students of business, management, and administration; and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to human kind. It is organized exclusively for charitable and educational purposes.

KALEIDOSCOPE ALLIANCE—This group works to create a positive environment for gay, lesbian, bisexual, transgendered and questioning students at SCC by increasing community awareness and understanding the needs of the GLBTQ community.

LICENSED PRACTICAL NURSES ASSOCIATION (LPNAN)-LPNAN is an organization for LPN students that provides members with leadership training and orientation to professional organizations. It serves as a network with other students throughout the state of Nebraska.

LINEUX USER GROUP—This group provides support for Linux and its applications, connects Linux users in the area, and exposes others to alternative computing solutions they may not be aware of.

NATIONAL STUDENT NURSES’ ASSOCIATION (NSNA)—The SCC chapter assumes responsibility for contributing to nursing education in order to provide for the highest quality health care; to provide programs representative of fundamental and current professional interests and concerns, and to aid in the development of the whole person, the professional role and the responsibility for the health care of people in all walks of life.

PHI THETA KAPPA (PTK)—ALPHA PI LAMBDA CHAPTER—This group is an affiliate of Phi Theta Kappa International designed to promote scholarship, develop leadership and service, and to cultivate fellowship among qualified students of the College.

MULTI ETHNIC STUDENT ORGANIZATION (MSEO)—This club provides opportunities for students to become more culturally sensitive to and aware of multicultural and human relations issues. The organization provides an avenue for students to gain skills to set and meet goals, improve their coping skills, increase their knowledge and skills on how to make the system work, and to experience greater involvement in the College.

NEBRASKA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)—The purposes of the SCC student section of NAEYC Chapter of the Nebraska AYEY, Inc., shall be charitable and educational and, include but not be limited to serving and acting on behalf of the needs, rights, and well-being of all area young children and their families, with special emphasis on developmental and educational services and resources and fostering the growth and development of the membership in their work with, and on behalf of, young adults.

NEBRASKA SOCIETY FOR CLINICAL LABORATORY SCIENCE (NSCLS)—The society will work with the American Society for Clinical Laboratory Science in providing the opportunity to increase knowledge in scientific depth and in the advancement of the profession through continuing education. The goals of the society are: To assure patients and their physicians as well as those persons concerned with health and research; the highest quality laboratory services that modern science can provide. To encourage intelligent and capable individuals to enter the educational path that leads to service in this profession. To promote programs of continuing education, research and development. To encourage devotion to professional service.

ROTORACT—The purpose of this group is to promote service above self, foster leadership and responsible citizenship, encourage high ethical standards in business and promote international understanding and peace.

SkillsUSA—This club is an affiliate of the National SkillsUSA, an organization that prepares America’s high performance workers. SkillsUSA is designed to provide quality education experiences in leadership, teamwork and character development. It builds and reinforces self-confidence, work attitudes and communication skills and emphasizes high ethical standards, superior work skills and lifelong education.

STUDENTS IN FREE ENTERPRISE (SIFE)—This organization has a mission to provide members the best opportunity to make a difference and develop leadership teamwork and communication skills through learning, practicing and teaching the principles of free enterprise.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

SURGICAL TECH STUDENT ASSOCIATION—This organization has a purpose to establish and promote an atmosphere conducive to optimum learning and career preparation based on a sense of tradition, camaraderie and teamwork encompassing all students currently enrolled in the Surgical Technology program.

ZETA THETA TAU—Fire Society of SCC—Their purpose is to promote Fire Societies as well as fellowship on campus. They will promote good will and harmonious relationship among student organizations and civic and university communities. The group provides programs and activities, both educational and social, for all members to help improve their functioning and to provide common experiences that encourage cooperation and unity at SCC.

MILFORD

AMERICAN SOCIETY FOR NONDESTRUCTIVE TESTING—This group is an affiliate of the ASNT and open to all NDT students. ASNT is designed for the advancement of the scientific, engineering and technical knowledge of NDT through planned group activities.

AMERICAN WELDING SOCIETY—This group is an affiliate of the American Welding Society and open to all Welding Technology students.

ASSOCIATED GENERAL CONTRACTORS—This group is a student chapter of the Associated General Contractors, Nebraska Building Chapter and is open to students enrolled in Heating, Ventilation, Air Conditioning, & Refrigeration; Architecture; Land Surveying / Civil Engineering, and Building Construction Technology. AGC is designed to promote the educational aspects of the construction industry and work towards professional development in all areas.

ASSOCIATION OF INFORMATION TECHNOLOGY PROFESSIONALS (AITP) – STUDENT CHAPTER—This group is an affiliate of the Cornhusker chapter of AITP in Lincoln and open to all Computer Programming Technology students. AITP is designed to provide opportunities for professional association membership; provide opportunities to learn more about information processing; and to open an exchange of information with people in the data processing community. The group meets monthly.

NATIONAL ASSOCIATION OF HOME BUILDERS—This group is a student chapter of the National Home Builders Association sponsored by the Lincoln Home Builders Association and is open to students enrolled in any of the construction technology programs. NAHB is designed to enhance educational opportunities for students interested in careers related to residential/light commercial construction remodeling and provides professional growth beyond the classroom environment. The Milford Campus chapter was selected the nation's "outstanding chapter" for 1990, chosen over Texas A & M and Purdue University, who placed second and third respectively.

MULTI ETHNIC STUDENT ORGANIZATION (MESO)—This club provides opportunities for students to become more culturally sensitive to and aware of multicultural and human relations issues. The organization provides an avenue for students to gain skills to set and meet goals, improve their coping skills, increase their knowledge and skills on how to make the system work, and to experience greater involvement in the College.

RESIDENCE HALL ASSOCIATION
The residence halls are governed in part by the Residence Hall Association (RHA) which consists of representatives elected from each residence hall. RHA responsibilities are to plan activities, bring issues of concern to the director and administration, and advise the director on housing policy changes. Residence hall representatives are elected at the beginning of each term.

SkillsUSA—This club provides opportunities for students to become more culturally sensitive to and aware of multicultural and human relations issues. SkillsUSA is designed to provide quality education experiences in leadership, teamwork and character development. It builds and reinforces self-confidence, work attitudes and communication skills and emphasizes high-ethical standards, superior work skills and life-long education.

SOCIETY OF MANUFACTURING ENGINEERS S218—This group is an affiliate of the Lincoln Senior Chapter 222 open to Manufacturing Engineering & CAD and Machine Tool & CAD/CAM and students in other programs related to manufacturing. The organization is designed to promote higher levels of understanding in areas related to manufacturing, to provide an opportunity for professional association membership, and to allow students opportunities for professional development in the world of manufacturing.

COLLEGE COLORS
The College’s colors are blue and white.
• Pornography
Viewing pornography on SCC public-access computers, such as those in hallways, computer labs or the Learning Resource Center is considered sexual harassment and is prohibited for students and staff. If a class assignment requires any type of research on pornography, students must provide written authorization from the course instructor to the LRC or computer lab staff. Staff will then direct authorized students to a secured location for researching the subject.

• Prohibited Internet Usage
(Applies to all computers used by students at Southeast Community College):
1. Any receipt, retransmission or destruction of software or data must observe copyright laws, license restrictions and SCC policies. Sharing copyrighted material such as MP3’s and software is strictly prohibited.
2. Copying College-owned or licensed software or data for personal or external use without prior approval.
3. Attempting to modify College-owned or licensed software or data without prior approval.
4. Use of the SCC Internet connection for gambling, viewing/downloading/distributing pornography, or other illegal activities.
5. Attempting to damage or disrupt operation of computing equipment, data communications equipment or data communications lines. Attempting to create or launch viruses or other malicious programs designed to interfere with the SCC or State of Nebraska computing resources including the Internet access system.
6. In-room connections may not be altered or extended beyond their intended use. No more than one device should be connected to each active network port. Network hubs are prohibited.
7. In-room connections may not be used to provide access to the Internet or SCC resources to individuals not formally affiliated with the College.
8. Any attempt to capture transmissions on the network not addressed to your location is prohibited. In other words, “sniffing” – the digital equivalent of wire-tapping – is not allowed.
9. You may not use the network to attempt to gain access to any data, software or services, without explicit permission of the owner.
10. You may not attempt to conceal or misrepresent your or another’s identity through the use of your network connections. Examples: Never attempt to send electronic mail under an assumed name. Never share your login password with another individual.
11. SCC computing resources, including your in-room connections, may not be used for personal profit, business ventures, or for any political purpose. In particular, these resources may not be used to support or oppose the candidacy of any person for political office, or to support or oppose any ballot question.
12. The network is a shared resource. Excessive use of network resources that interferes or inhibits the use of the network or Internet access of others is prohibited. This includes but is not limited to applications that use a large amount of bandwidth (for example, Quake, Half-life, downloading MP3’s and MPEGs). Sending out mass e-mails and/or spamming is also prohibited. Academic use of the network is top priority.
13. Electronic communications over the network may not be used to send messages that are fraudulent, harassing, obscene, threatening, or other messages that are a violation of applicable federal, state or other law or College policy.
14. Class Assignment Exception to Computer Usage Restriction:
In the rare instance that an instructor may include viewing pornography as part of a legitimate research assignment for a class, the following rules must be followed prior to using college-owned computers or college-owned Internet connection to conduct such research.
• The instructor must provide each student with the specific assignment in writing. This document serves to authorize a student to access Internet sites that would otherwise be prohibited.
• To access the restricted sites on a college-owned computer or college-owned Internet connection, the student must first clear such access with the LRC staff or the computer lab attendant in the area where the computer is located. Students must provide the LRC staff their name, SCC ID number, and term of the course.
• The student who is expected to use a computer for these purposes must do so in a discrete location to minimize incidental viewing of restricted sites and materials by others in the immediate area.

NOTE: Failure to comply with these expectations may result in disciplinary action, which may include being suspended or expelled from the College.

• Computer Use Violations
Suspected or alleged violation of this policy should be reported immediately.

SCC COMPUTER HELPDESK
402-437-2447 or 1-800-642-4075 ext. 2447
helpdesk@southeast.edu

Administrators have the authority to temporarily suspend network access to a computer that is believed to have been the source of a violation.
Attempts will be made to contact users prior to the suspension of a computer’s network access. An incident report will be filed and appropriate action taken.
Abuse of network and computing privileges is subject to disciplinary action.
The appropriate SCC authorities, beginning with the VP for Technology, will handle violations of this Acceptable Use Policy. Disciplinary actions as a result of violations may include the following:
• Loss of access privileges
• SCC judicial sanctions as defined within the code of student conduct
• Monetary reimbursement to the College or other appropriate sources if responsible for malicious damage to the College network of information systems.
• Expulsion or suspension from SCC
• Prosecution under applicable civil or criminal laws

The SCC Residence Services and Information Technology Services reserves the right to modify, change and revise this document as necessary without permission or consent of the users.

A "Residence Hall Computer Use Policy" agreement must be signed and returned to the dorm manager before Information Technology will provide Internet service to the student’s room.

COPYRIGHT LAW
The copyright law of the United States (Title 17, U.S. Code) governs the reproduction of copyrighted materials, including publications, computer software and audiovisual materials. It is the responsibility of the student when using SCC equipment such as photocopiers, machines and computers, to adhere to these guidelines. For more information on copyright law, visit the LRC.
DEBTS
All financial obligations to the College must be paid before a student may register for any new term and before transcripts, awards and credentials may be released. Financial obligations include (but are not limited to) tuition and fees, college loans, library and parking fines. The College will charge $30.00 for every insufficient funds check.

ELECTRONIC DEVICES
In the classroom the use of cell phones and personal electronic devices (e.g., laptop computers, Palm Pilots/organizers, Game Boys/portable video games, iPods, MP3 players, etc.) that are not pre-authorized by the instructor for instructional purposes is prohibited. Violation of this expectation may lead to formal disciplinary action. (See also “Cell Phones” and “Telephones”.)

EMPLOYMENT
Students interested in current off-campus employment opportunities should contact the Placement Office.

FACILITIES USE
College facilities are available for use by recognized student groups if scheduled and supervised in accordance with campus rules and regulations. Requests and approvals for use of College facilities are processed by the Campus Director’s Office or designee. The College reserves the right to require any or organization requesting use of College facilities to provide proof of adequate liability insurance which includes Southeast Community College as an additional named insured.

FAX

BEATRICE
A FAX machine is available for student use at the Switchboard. There is a cost of $1 per page for each page sent or received. The number is 402-228-2218.

LINCOLN
A FAX machine is available for student use in the Student Activities Office. There is a cost of $1 per page for each page sent or received. The number is 402-437-2633.

MILFORD
A FAX machine is available for student use at the Switchboard. There is a cost of $1 per page for each page sent or received. The number is 402-761-2324.

FIRST AID
BEATRICE
First Aid kits are available throughout the Beatrice campus including in residential housing units. College personnel reserve the right to call an ambulance whenever they deem necessary. The College requires all injuries to staff, students, and visitors to be reported to the College Administrative Offices.

LINCOLN
The campus first aid station is located in the Wellness Center, room O-3. Every injury, however slight, should be reported. First aid kits are located throughout the campus.

MILFORD
The campus first aid center is located in the Business Office in the Eicher Technical Center. Every injury should be reported regardless of whether medical attention is needed. The College makes every effort to provide emergency first aid. First aid kits are located throughout the campus. Contact your instructor or residence hall counselor for assistance.

FOOD AND DRINKS
Students are not permitted to eat food or drink beverages in the instructional classrooms, laboratories or the Learning Resource Centers. Snacks, drinks, and other refreshments are to be consumed in designated areas only. The College currently allows bottled water in all College facilities except in designated areas where doing so may cause potential damage to equipment or health and safety concerns. Appropriate signs designate where bottled water is prohibited.

BEATRICE
Food and beverages are allowed in the student center snack bar.

LINCOLN
Food and beverages are allowed in the cafeteria and student center. The Campus Director must approve special arrangements for food service in non-designated areas.

MILFORD
Food and beverages are allowed in the student lounge, cafeteria, and snack bar.

SMOKING AND CHEWING TOBACCO
The College subscribes to the Nebraska Clean Indoor Air Act. Smoking and chewing tobacco are not allowed in any of the SCC buildings or in any College vehicles. Smoking and non-smoking areas on the campuses conform to state law and are clearly marked. Spitting chewing tobacco is not permitted within the College facilities.

HOUSING
The College provides on-campus housing at the Milford and Beatrice campuses. The College is not responsible for personal items which may be stolen or damaged. Students should carry personal property insurance for their belongings.

Residence Hall Assistants
Resident Assistants are live-in positions in student housing designed for exceptionally mature students who have the interest, skills, and time necessary to perform assigned duties and assist in the development of the SCC Residential Life Program. Resident Assistants are presented with unique opportunities for personal development and are trained in the areas of peer advising and referral, interpersonal communication, programming, team building, community development, and administration. Selected each spring, Resident Assistants are appointed for the following academic year.

BEATRICE
Beatrice has traditional housing and apartment-style housing available. Priority for the newer, apartment-style housing is given to second year students in good standing. All apartment-style units have a kitchenette. For student convenience, all residence halls at Beatrice have local telephone service, cable TV and Internet access in each room. Housing on campus is available for single men and women. There is no food (Board) plan available on the Beatrice campus, but the Snack Bar is open Monday through Friday.

(For information on housing costs, see Tuition & Fees information—Chapter 2 Financial Planning.)

Beatrice campus maintains of-campus housing for Parents of All Ages program participants.

Housing Visitation Policy
Visitors are welcome on the SCC Beatrice campus as long as they obey campus visitation policies and other campus and college rules and regulations. Visitors to the Beatrice campus after 10:30 p.m. must check in by calling (228-8131) or stopping by the RA office (located in Hoover Hall) and providing the following information: visitor name, hosting resident name and room number, and make model & license number of vehicle (if the visitor has parked on campus). Not complying with the visitor policy is a violation of the housing policies and (in addition to sanctions levied against the resident) visitors may be asked to leave. Residents are responsible for the actions of their visitors while they are on campus.
LINCOLN
Lincoln campus does not provide student housing, but it will provide information for students seeking housing which includes apartment and home listings, city locator maps, prices and general information on independent living. Please contact the Student Services Office for more information.

MILFORD
Milford residence halls have local telephone service, cable TV, and Internet access. Housing is available for men, women, married couples and single parents. Housing contracts are signed prior to the beginning of each term on the Milford campus.

(For information on housing costs, see Tuition & Fees information - Chapter 2 Financial Planning.)

LAW ENFORCEMENT CONTACT
In situations deemed to be non-emergency or not requiring special considerations (e.g., safety and security), the following procedures will be followed for routine law enforcement contacts at any SCC facility:

Initial Point of Contact - The initial point of contact for all law enforcement representatives will be the Campus Director (or designee) in the Campus Office. The Campus Director (or designee) will assume responsibility for assessing the law enforcement request, determining appropriate next steps, and documenting relevant details of the law enforcement contact.

Student Contact Request - If a duly authorized law enforcement representative on official business requests interaction with a SCC student, the Campus Director (or designee) will contact and involve the Dean of Student Services, who will coordinate and assist to effectuate the law enforcement contact with the student at a place, time, and in a manner that is deemed to be prudent and appropriate.

Privacy/Confidentiality - Law enforcement contacts of the nature described above do not obviate the College’s responsibility to safeguard information and files that students or employees reasonably expect to be private/confidential (e.g., student records protected under FERPA, or employee personnel files).

LEARNING RESOURCE CENTERS (LRC) - LIBRARY AND MEDIA SERVICES
The Learning Resource Centers (LRCs) of Southeast Community College provide an optimal learning environment and a variety of resource materials. Local collections exist to support the needs of students and staff on campus and serve the whole college. The LRC collections are also available via remote access. Check with the LRC on your campus for information about remote access.

Loan policies vary at each location and overdue/replacement fees may be charged for the cost of overdue and/or replacing the materials. A hold will be placed on registration and transcripts until all charges are paid and/or cleared. A valid Student Identification Card is required to check out materials.

Media services vary with each campus. Lamination and transparencies are available through the LRC. Visit with LRC staff on your campus to find out the exact services offered.

Hours of service vary per campus. Schedules have been set to offer convenient access to services and collections during the school day. Remote access allows students and staff to research material even when the LRC is closed. Students are encouraged to visit the campus LRC and learn more about the collections and services offered.

LOST AND FOUND

BEATRICE
Lost and found items may be reclaimed at the receptionist’s desk in the Administration Office.

LINCOLN
The campus lost and found is located in the Student Services Office, room E-1. Report lost items and turn in found items to this location. Unclaimed items are donated to charity at the end of each term.

MILFORD
The lost and found department is located in the Student Services Office in the Eicher Technical Center. Items found should be turned in, and items lost should be reported. Unclaimed items will be donated to charity.

MAKEUP TESTING

LINCOLN
The campus Testing Center is located in room L-3. The center provides makeup testing services for students who cannot attend their regularly scheduled testing date due to circumstances beyond their control. It also provides distance learning class testing. The instructor will complete and attach a "Makeup Test" cover slip to each test submitted. The following procedures are implemented to ensure proper authorization for testing and identification of each examinee:

1. All tests must have a makeup test form properly completed and attached.
2. Students referred for testing must know the title or name of the test, know the instructor's name, and present a picture ID or positive identification by SCC personnel.
3. It is very important that the test be available in the testing center once permission has been given for the student to test.
4. Students will have a maximum of two (2) weeks from their date of return to complete a makeup test. Tests not completed will be returned to the instructor and will become ineligible for utilization in the testing center.
5. Instructors are responsible for picking up the completed tests.

Note: Reviewing previous tests in preparation for current tests is not appropriate in the testing center.

MAIL

BEATRICE
Incoming - Mail for residents of student housing is placed in an assigned mailbox. The address for resident students is:

Student’s Name
C/o SCC-Student Housing
Residence Hall name, and Box #
4771 W. Scott Rd., Beatrice, NE 68310-7042

Outgoing - A mailbox for outgoing mail is located in the Kennedy Center near the Administrative Office and in the mail room in Hoover Hall.
LINCOLN
Lincoln campus does not have incoming mail for students. An outgoing mail box is available in the campus Bookstore and stamps may be purchased there.

MILFORD
Incoming - Postal boxes for residence hall residents are located in Cornhusker Hall. Resident students are requested to use the following residence address:

Name__________________________________________
Southeast Community College-Milford ____________________________
Hall, Room # ______
611 State Street
Milford, NE 68405-8498
Outgoing - A mailbox for outgoing mail is located on campus by the Eicher Technical Center on the north side of the LRC.

MESSAGES
The campus will attempt to notify a student if an emergency message is received. However, the College cannot assume liability or responsibility for messages not successfully delivered. Non-emergency message service is not available.

NEWSPAPERS
BEATRICE
The Storm Warning is a weekly bulletin of current events and news that is produced by the student activities coordinator and is distributed on campus each Monday. Students may work on the campus newspaper, The Challenge, in a variety of capacities if they have experience from high school, another college, or a commercial newspaper. Positions are open for reporters, photographers, and page layout designers who are familiar with Pagemaker software. Students receive one hour of college credit.

MILFORD
Other publications (newsletters, newspapers, brochures, pamphlets) distributed on campus must have the approval of the Campus Director.

MILFORD
The Daily Announcements is a bulletin of current events and news that is distributed throughout the campus at designated locations. The Milford Campus newspaper, The Technician, is published once each term by the student activities coordinator. Campus news and activities make up the articles with the programs in one department featured each term.

NOTARY
BEATRICE
A notary public is located in the Administrative Office in the Kennedy Center. This service is free to students and employees of the College.

LINCOLN
Notary service is available free of charge in the following locations:
• Business Occupations T100
• Continuing Education Office J2
• Testing Center L3
• Financial Aid E1
• Campus Director’s Office F1

MILFORD
Notary service is available free of charge in the Student Services Office and the Business Office.

PARKING AND DRIVING
Parked is available to students on each campus. Some parking spaces are reserved and designated for persons with disabilities. Parking in these designated areas requires a special permit. Driving or parking is not permitted on grassy surfaces or other non-established driving or parking areas except as expressly permitted by posted signs.

Contact the Student Services Office for information on Restricted Parking Spaces, Administrative Guidelines, and procedures. Milford and Beatrice campuses require a parking permit sticker for the campus parking lots. Contact your campus’ Student Services Office for more information. Each campus encourages owners to lock their cars.

The College is not responsible for damages to a car while parked on college property. Students are responsible for having insurance coverage on their vehicles. Campus speed limits and all state and local traffic regulations must be observed. Driving against the normal flow of traffic is not allowed.

BEATRICE
Driving
1. The speed limit on the Beatrice Campus is 20 miles per hour.
2. All federal, state and local traffic regulations are in effect on campus. Driving against the normal flow of traffic is not allowed.

PARKING/PERMITS
1. All faculty, staff and enrolled students who use the parking lots are required to display a parking permit. Permits are issued to students at registration.
2. Student parking is located in the lots south of the residence halls, west of Hoover, and the area in the lot east of Kennedy Center not designated "handicapped" and "visitor".
3. Residential student parking is designated in the lot west of Hoover Hall.
4. No vehicle is permitted to occupy more than one stall. Please park between the lines. Improper parking will result in a citation and fine.
5. Students using parking lots with angled parking stalls are not permitted to move ahead into a stall that faces against the flow of traffic. Students parking against the flow of traffic will be ticketed.
6. General student parking is not allowed in the following designated areas and will result in a citation and fine:
   • visitor parking
   • handicapped parking (without visible permit)
   • designated NO PARKING or restricted zones
   • service entrances
   • Family Resource Center lot west of Adams Hall

FINES
1. Parking fines may be paid at the Business Office located in the Kennedy Center. Hours are 8 a.m. - 5 p.m., Monday through Friday.
2. Failure to pay fines will result in the following:
   • Fine will increase as noted on the citation.
   • Student may not register for next term.
   • Transcripts will not be issued.
3. Students who have repeated parking violations and unpaid fines will be subject to having their vehicle towed at their expense plus the expense of the violation.

Other Regulations
1. Major repair of vehicles on campus is discouraged. Inoperable vehicles will be towed at owner’s expense if allowed to remain on campus property an unreasonable length of time.
2. For your safety, keep your car doors locked and do not leave valuables in your car.

Snow Removal Parking Regulations
1. Hoover/Jackson parking lot: The snow will first be removed from the west end of the Hoover parking lot. The day after it snows, all Hoover and Jackson residents will be required to move their vehicles to the west end of the lot by 10:30 a.m., after the snow has been removed.
2. Roosevelt/Kennedy Center parking lot: The day after it snows, all Roosevelt residents will be required to move their vehicles to the Truman Center parking lot by 10:30 a.m., after the snow has been removed.

Vehicles not moved will be ticketed and, if necessary, towed at the owner’s expense.

LINCOLN
Driving
1. While driving on campus, each student is expected to follow all state, local and College driving regulations.
2. Campus speed limits for all motorized vehicles are 20 m.p.h. unless otherwise posted.

Parking
1. Students may park in any parking lot unless otherwise posted.
2. A parking area for motorcycles is designated in both the south and north parking lots.
3. Bike racks are available on the north, south, and east sides of the campus building.
4. General student parking is not allowed in the following designated areas:
   a) Reserved for SCC Board of Governors
   b) Handicapped Parking (without visible special permit)
   c) On campus streets, drives or service drives.
5. Vehicles left overnight without prior approval are subject to being towed. To obtain approval call the physical plant, 402-437-2570.

Violation Fees
Illegally parked vehicles will be ticketed and violators will be required to pay parking fines according to the fine schedule. Repeat of fenders’ vehicles may be towed away at the owner’s expense. Parking ticket fines must be paid prior to the deadline stated on the ticket and are payable at the Cashier’s Office in Student Services, room E-1. Failure to pay fines according to campus rules and regulations will result in disciplinary action.

Handicapped Parking Permits
Handicapped parking permits are available at the city clerk’s office located in the City/County Building, 550 S. 10 S. t. For either a permanent or temporary permit a doctor’s statement stating need will be required. The fee for either permit is $5.

SCC Temporary Permit
A temporary handicap permit valid only on the SCC-Lincoln campus may be obtained at the Physical Plant Office. A doctor’s statement stating need is required. No fee required. Call 437-2570.

Downtown Energy Square ESQ Parking
Students attending classes at the Energy Square location in Lincoln may purchase magnetic strips for reduced parking rates. Contact the ESQ Academic Education Office at 402-323-3441 for more information.

MILFORD
Parking Permits
1. All students are required to register the vehicles they will be driving on campus. All vehicles parked on campus must have a valid permanent or temporary parking permit.
2. Permits are available on the day of class registration or from the parking office in the Physical Plant Building Hours: 7:30am–Noon and 1–4:15 pm
3. Parking permits are valid for the student’s enrollment period.
4. One vehicle permit and one motorcycle permit are allowed to each student at no cost. A $6 fee is charged for additional permits.
5. Temporary permits are available and valid for ten school days. They must be visible before parking on campus.

Driving
1. While driving on campus, each student is expected to follow the regulations and traffic policies established by the College, and all state and local traffic regulations.
2. The speed limit on campus is 15 miles/hour.

Parking
1. Student parking lots are located west of the residence halls. This is the only area for student parking.
2. Motorcycle parking, staff parking, production parking, visitor parking, cafeteria staff parking and handicap parking areas are designated by signs. Student parking is not allowed in designated areas without a visual permit.
3. Faculty overflow parking is in the student lot only. Vehicles will be ticketed in all other areas.
4. Visitor overflow parking is in the student lot.
5. Staff loading and unloading materials must have permission from the Physical Plant Office and must park in designated area immediately after loading or unloading.

Visitor Parking
Visitor parking is reserved parking for visitors: prospective students, class speakers, companies and business interviewing, seminar and workshop participants, and training center participants. Staff and students are not allowed to park in the visitors’ lot. All training center and seminar or workshop participants must display a visitors “Guest Permit” or be ticketed.

Violation Fees
1. Improper parking in student parking - $5 fine; Winter parking violations - $15.
2. All other parking violations - $15 fine.
3. Students who have repeated violations will be subject to towing or booting of their vehicle at their expense plus the expense of the parking violation. Towing charges will be paid by the violator to the tow service. Booting charges of $20 will be paid to the Parking Office.
4. Persons receiving parking tickets who have not paid their fines within 5 school days will be sent a letter from the Campus Parking Office, stating that the fine will be doubled.
5. Fines are paid to the Parking Office located in the Physical Plant Building.
6. Persons who have acquired a parking permit may receive a replacement permit if identifiable remnants of the original permit are presented to the Campus Parking Office. Persons unable to comply with this requirement must submit an acceptable statement that the original permit has been destroyed and is not available. All violations incurred on the old permit will be charged to the original permit holder.
Appeals
1. Violations may be appealed to the Parking Violations Appeals Team which meets the first and third Friday of each month at 9:45 a.m. in the Physical Plant Conference Room.
2. The Parking Violation Appeals team may uphold or dismiss the violation. Any violation fee paid prior to adjudication by the team will be refunded through normal College processes should the violation be reduced or dismissed.

Parking Violations Appeals Team
1. The Parking Violations Appeals Team will consist of the following: two students and one staff representative selected by the Dean of Student Services.
2. The Parking Violations Appeals Team will meet the first and third Friday of each month at 9:45 a.m. in the Physical Plant Conference Room.
3. A Parking Appeals Form must be completed and turned in to the Parking Office prior to 4 p.m. of the 5th class day (first day begins the date the violation was received.) A copy of the violation must accompany this form for the appeal to be accepted.
4. Upon returning this properly completed form with violation notice attached, the appeal will be forwarded to the Parking Violations Appeals Team.
5. The student or staff filing the appeal must attend a hearing before the Parking Violations Appeals Team within 15 class days from the date of the violation or be assessed the fine.

Other Regulations
1. Outdoor repair of automobiles on or off the student parking lot is discouraged.
2. Inoperable vehicles will be towed at owner's expense if on campus property an unreasonable length of time.
3. Major mechanical work is not allowed on campus or in parking areas.
4. For your safety, we suggest you keep your car doors locked. Do not leave valuables in your car. Purchase and installation of smooth "Theft Proof" lock knobs are advised.
5. Responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not an acceptable excuse for violation of parking regulations.
6. Operation of snowmobiles on all College property is prohibited.
7. All vehicles must be removed from campus over the winter and summer breaks.

Winter Parking (Nov. 1 - March 31)
1. All student vehicles parked overnight (10 p.m. to 7 a.m.) are to be parked in the designated Winter Parking Area - sections B, C, and D in student parking, or the crushed rock area.
2. No vehicles are to remain in the faculty/staff parking lot overnight. Faculty and staff who are off-campus overnight with a College vehicle are to park their personal vehicles in the parking area to the east of the Physical Plant Building.
3. Production vehicles, where the work is completed and being held for payment and pickup, are to be parked in the enclosed production storage area or if space is not available, parked west of the Physical Plant Building. Other production vehicles parked along the Welsh Street are to be parked to the east end of the street.
4. Vehicles left overnight in undesignated student parking areas and faculty/staff parking lots will be ticketed and subject to being towed at the owner's expense.

Tools
The majority of the tools and equipment used by students in the programs are supplied by the College. However, students may want to purchase their own tools and equipment. Students in some programs are required to purchase hand tools. Students will want to own an electronic calculator.

Detailed tool lists for each program are available in the bookstore and/or the Student Services Office. Instructional staff in individual programs will offer guidance to enable students to purchase the most serviceable tools for the money. Tool companies visit the school throughout the school year and those dates are announced. Students should carry insurance for their personally-owned equipment.

Photocopy
Copy machines are available in each campus LRC for student use; some copiers are coin-operated. Copyright restrictions apply. For more information on copyright law, please contact the LRC staff.

Telephones
Pay phones are available in each campus building for student use. Office telephones on campus are for the use of College personnel.

TDD (Telecommunication Device for the Deaf) - The Lincoln campus has a TDD located in the main hallway by the "M" section. (See also "Cell Phones" and "Electronic Devices".)
CONTINUING EDUCATION

Southeast Community College offers a wide variety of credit and noncredit continuing education classes, workshops and seminars in Beatrice, Lincoln, Milford and throughout the 15 counties of southeast Nebraska. These educational activities provide instruction in areas that allow individuals to upgrade their present job skills, train for new careers, develop recreational and cultural interests, prepare for high school completion tests, improve basic education skills, or earn non-program college credit.

Customized Training for Business & Industry is provided by the College to assist companies and organizations challenged by cultural, technological, demographic, and economic trends and conditions. Continuing Education classes are made available in cooperation with many local public and private entities such as public schools, hospitals, nursing homes, libraries, senior citizen centers, civic organizations, businesses, industries and churches. Advisory committees help the College determine needs, suggest classes, seek talent and promote continuing education programs.

- ABE/GED/ESL/Citizenship
- Agriculture
- Business
- Community Services
- Computer Training
- Family and Consumer Science
- Health
- Industrial & Technical Trades
- Personal Enrichment & Leisure
- Professional Growth and Customized Training Services
- Transportation
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

ADULT GUIDED STUDIES

Adult Basic Education
Southeast Community College provides Adult Basic Education classes as a free service to out-of-school and under educated persons, 16 years and older. The classes provide individualized instruction in basic skills including reading, writing, mathematics, and consumer education. Classes are offered at a number of locations in the 15-county area. Both daytime and evening hours are available. Instructors provide individual help as students proceed toward their goals.

General Educational Development (GED)
Adults and out-of-school youth, 16 years and older, who want to prepare for the General Educational Development (GED) tests to qualify for the Nebraska High School diploma may attend classes in several area locations. Students attend classes where individualized instruction is provided for the five GED tests covering writing skills, social studies, science, interpreting literature and the arts, and math.

English As a Second Language (ESL)
A variety of credit and noncredit English As a Second Language (ESL) classes are offered at SCC for individuals wanting to improve their ability to speak, understand, and write the English language. The SCC-ESL program consists of eight levels that include conversational English, pronunciation improvement, and two levels of college preparation ESL credit classes. Level 1 (beginning) ESL classes are offered free of charge. Refugees and asylees who have been in the U.S.A. less than five years may qualify for federally funded employment-oriented ESL classes. Levels 2-8 noncredit classes are available and are tuition based. Advanced credit ESL classes are available for those individuals who wish to enter SCC programs.

Citizenship
Citizenship education prepares foreign-born persons to take the United States naturalization test. Instruction includes principles of U.S. government, civics and history.

Computer Skills
- Access
- AS/400
- Cisco
- Excel
- Internet
- PowerPoint
- Quickbooks
- Web Page Design
- Windows
- Word

Technical Skills
- Air Conditioning
- AutoCAD
- Basic Math
- Blueprint Reading
- Circuit Analysis
- CNC Programming
- Coordinate Measuring
- Digital Electronics
- Electric Motor Controls
- Electrical Code
- Electronics
- Gas Codes
- GDT
- Hydraulics
- Machining
- Mechanical Reasoning
- Metrics
- Nondestructive Testing
- PL Controller’s
- Plumbing
- Plumbing Codes
- Pneumatics
- Precision Measuring
- Pump Maintenance
- Refrigeration
- Soldering
- Troubleshooting
- Welding
- Welding Certification

Supervisory Skills
- Assertiveness Training
- Business Writing
- Coaching
- Communications
- Conflict Management
- Delegation
- Employee Development
- Goal Setting/Planning
- Leadership
- Performance Appraisals
- Problem Solving
- Team Building Skills
- Train the Trainer

Regulatory Compliance
- Affirmative Action
- Americans with Disabilities Act
- Drug Free Work Place
- Equal Employment Opportunity
- Hazardous Materials
- OSHA
- Safety

Intercultural
- Diversity
- English As a Second Language
- Spanish for Supervisors

Business-Related Skills
- Basic Math
- Business Writing
- Career Planning and Development
- Customer Services
- Phone Etiquette
- Team Building Skills
- Work Place Literacy

Management Development
- Hiring and Firing
- ISO9000

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**Agriculture**

**Farm Business Management Program**

The Farm Business Management program provides farmers and ranchers training in farm business record-keeping the opportunity to develop and understand a year-end analysis to aid in making management decisions. The program includes instruction, individual conferences, on-site farm conferences if necessary, and a year-end analysis of the business. There are beginning and advanced classes.

**Marketing Techniques for Agriculture Commodities**

The Marketing Techniques for Agricultural Commodities class is an intensive program that will enable each participant to develop and implement a marketing plan for their agricultural commodity, considering personal financial situations, government programs, local and regional cash markets, and the futures and options markets. Major class units include: offensive and defensive marketing plans; understanding technical and fundamental marketing terms; strategies used in the options markets; and a review of financial analysis and financial planning.

**Gold Medal Management Program**

The Gold Medal Management program is designed to instruct borrowers in financial and production management. Specific topics include: identify and write family and business goals; prepare and complete a balance sheet and an income statement; develop a family and business cash flow budget; construct specific enterprise records that permit enterprise analysis; and identify and define the level of risks related to production, marketing, technology, and the financial areas of the family business. This program was specifically designed to meet the needs of individuals who have borrowed from the Farm Service Agency. Other classes have been designed to assist farmers and ranchers understand money management and cash flow, tax planning and preparation, and the utilization of computer software programs that assist in making agricultural decisions.

**Business**

**Gold Medal Management Program**

A variety of noncredit business-related classes are offered through the Continuing Education Division. Classes include a wide selection of computer software classes, real estate and appraiser classes approved for licensure purposes by the state, small business workshops, leadership development and management related workshops, and personal investing classes.

**SCORE**

Small business owners can receive free management consulting, information, and technical assistance from SCORE (Service Corps of Retired Executives). SCORE can consult with you on a confidential, one-on-one basis regarding areas such as accounting, finance, sales, marketing, data analysis, personnel, and technical assistance. SCORE also maintains a resource library stocked with useful information for anyone starting, buying, or operating a small business.

**Computer Training**


**Family & Consumer Science**

Continuing Education is dedicated to helping individuals and families identify and obtain certain competencies that will enhance their life skills, improve home environments and the quality of personal and family life. Courses are designed to meet the needs of persons who wish to upgrade job skills and knowledge, prepare for useful employment, and personal improvements. These basic concepts comprise the subject matter areas in the fields of child development, family relations, and foods/nutrition. Special activities include training school food service supervisors, in-service training for Child Care Providers, single parent workshops, and culinary updates for family and consumer science teachers.

**Food Service Training**

Food Service Training Certificate Courses

These courses are designed to educate both Health Care and School Food Service workers about the many aspects of working and managing a food service facility. This set of classes has been approved by the Dietary Managers Association. Student membership is available. Successful completion of all the courses and precepted field experience makes the graduate eligible for active membership in the Dietary Managers Association and eligible to take the credentialing exam to become a CDM, CFPP.

School Food Service workers may apply to the American School Food Service Association to become a Certified Manager after completion of this course and the Healthy Edge 2000 class. Food service employees may find individual courses beneficial to all members of the food service team. All classes are taught for college credit and may be applied towards further degrees in the Food Service / Hospitality Program on the SCC-Lincoln Campus.
HEALTH
SCC offers training programs and courses for adults who wish to become health care providers, who need to upgrade their skills, or who are required to maintain their professional licensure by acquiring Continuing Education Units (CEUs). SCC is approved by the Nebraska Department of Health as a training agency for EMT’s and nursing assistants. The College is also an approved training agency by the American Heart Association.

The Continuing Education Division offers numerous credit, noncredit, and CEU programs such as continuing education for nurses, nursing assistants, surgical technicians, radiology technicians, nursing home administrators, counselors, and childbirth education classes. Many short-term programs prepare students to seek employment as EMT’s, nursing assistants, and care staff members (CSM/medication aides). Many programs are co-sponsored with health care facilities, professional associations, and voluntary health agencies.

Continuing education classes are also offered to meet consumer needs for healthy living skills such as stress management, nutrition, and family relationships.

PERSONAL ENRICHMENT
A variety of leisure classes are designed for personal enrichment. The Personal Enrichment Division is divided into areas such as: Animal Care, Arts / Crafts / Hobbies, Audio/Video, Communication, Dance, Floristry, History, Horticulture, Languages, Music, Needlework, Party Planning, Personal Development, Recreation, Sports and Fitness, Science, Sewing, and Woodworking. Each area provides a variety of courses available to public each term.

PROFESSIONAL DEVELOPMENT
Customized Training Services for Business and Industry
To meet your organization’s specific training needs, the Continuing Education Division can deliver cost-effective training at your on-site location. All training programs can be custom-designed to meet your specific training needs and will allow you maximum input on content and flexibility of scheduling. Our staff is experienced in assisting or organizations in determine employee training needs and interest.

Seminars/Classes
Professional Development–Customized Training Services can assist in finding the program that will provide training, retraining or upgrading employees' skills through a variety of seminars and classes including: management, team development, microcomputer training, office skills training, small business management, adult basic skills, retail classes, and technical training.

Economic Development
At the request of area Chambers of Commerce or economic development councils, Professional Development staff can make presentations or gather information to encourage businesses to settle in southeast Nebraska. SCC stays abreast of legislative activity, working with businesses, local governments, and other interested parties on upcoming action that could affect economic development.

WorkKeys
Together, Nebraska business and education systems face a tremendous challenge: to close the gap between the levels of job skills needed in today’s workplace and the actual skill levels possessed by today’s employees. In addition, future employees must be prepared—not with narrow skills appropriate only to jobs which may disappear or change radically within five or ten years, but with transferable skills that will enable them to adapt to the constantly changing workplace. Increasingly, new jobs will require individuals to possess strong interpersonal, communication, and problem-solving workplace skills.

The WorkKeys system from American College Testing (ACT) is an effective network of information services designed to help bridge this skills gap. By providing individuals with reliable information regarding their own workplace skill levels and the skill levels required by jobs, WorkKeys empowers individuals to make informed career decisions.

HOME IMPROVEMENT
This area includes a variety of classes designed to meet the educational, occupational, and recreational needs of area residents related to the fields of Furniture Repair, Home Construction, House and Home, and Sprinkler Repair.

INDUSTRIAL, TECHNICAL, & VOCATIONAL TRADES
Credit and noncredit classes, seminars and workshops are conducted to meet the educational, occupational, and recreational needs of area residents related to fields of Auto Body, Automotive, Boiler Operation, Custodial Maintenance, Electrical, Forklift, Industrial Maintenance, Machine Tool, Motorcycle, Plumbing, Refrigeration & Air Conditioning, Small Engines, Welding.
DISTANCE EDUCATION

Southeast Community College is an iTunes University, striving to bring the best education possible through technologies of today and tomorrow.

Check us out at iTunes.southeast.edu as we continue to strive to offer exciting ways to use technology to enhance education at SCC. You can download podcasts about SCC and about distance learning.

SCC is pleased to offer high quality courses in a variety of non-traditional mediums to students. Distance Education serves students who need ways to access quality education and professional development at nontraditional times, in nontraditional places and with nontraditional formats. Distance learning courses use the same curriculum and meet the same standards as those offered on SCC’s three campuses. Several state of the art teaching technologies are used in the delivery of the distance learning courses. SCC offers credit courses comprised of fiber-optics, Internet, and off-campus courses.

• Distance Learning Academy

• Online/Internet
  • online.southeast.edu

• Cooperatively Offered Programs
  • Early Childhood Education
  • Library Technical Assistant Program
  • Medical Coding (Health Information Management Services)

• Fiber Optics

• Off-Campus Courses
**DISTANCE LEARNING ACADEMY**

The SCC Distance Learning Academy allows students to take classes online while remaining in their communities and regions. At the same time SCC works with their local community colleges and local hospitals to ensure that the general education component of the plan is in place.

Students are admitted to the Radiologic Technology, Surgical Technology or Respiratory Care program. Students will complete core education classes in areas such as composition and math at their local community colleges or through the Distance Learning Academy. They will begin their health care provider programs with SCC instructors who teach the courses online. The online classroom allows instructors and students to engage in discussion and interactions through modern technology. Depending on the agreements reached with local hospitals the online portion of the program can serve students anywhere in the nation or world.

The local hospitals or clinics provide the clinical laboratory setting and an instructor for students who are required to complete their program requirements of clinical (practicum) education.

In addition to completing graduation requirements for the program, clinical training allows students to gain greater familiarity with local health care facilities and staff. The investment is based on the likelihood that the medical technologists educated right in their own communities or regions are very likely to remain there to work in local hospitals and clinics.

SCC faculty in the three programs are committed to placing 80% or more of the graduates of the medical programs right in the community and regional medical facilities and in other less urban areas where they are needed so much.

Southeast Community College’s Radiologic Technology distance program is the only one in the United States to have earned AMA approval.

SCC will work with your local hospital or clinic to develop a plan for addressing your needs, including whether or not SCC can assist you.

One issue will be to determine whether there are sufficient procedures in your surgery, respiratory care, and/or radiology departments to provide the necessary clinical settings for students.

Contact Bob Morgan, Director, Distance Learning Academy at 402-228-8272 or 800-233-5027 x1272 or e-mail bmorgan@southeast.edu for more information.

**WEB-BASED ONLINE/INTERNET**

SCC Online addresses the changing nature of work, home life, and learning with the creative use of educational technology. You are at the gates of our virtual campus, a campus that extends SCC’s educational programs to learners around the globe.

SCC Online is much more than a collection of courses available through the Web because our online program provides a complete academic environment. It draws on the expertise of SCC’s faculty, it provides learner support that ranges from advising to online registration, and it offers access to a wide range of resources including the College’s Library System. You have an opportunity to do homework with others in your class, to join in collaborative discussions led by the instructor, and to participate in a wide range of educational activities—all thanks to a cyberspace journey of just a few seconds.

**SCC Programs currently provided via the Internet include:**
- Business Administration
- Business Information Technology
- Dental Assisting
- Food Service Certifications
- Practical Nursing
- Radiologic Technology
- Respiratory Care
- Surgical Technology
- As well as a full complement of Academic Transfer and general education courses.

**COORDINATELY OFFERED PROGRAMS**

Early Childhood Education

Early Childhood Education is being offered online as a joint venture between Southeast Community College and the other five community colleges in Nebraska. Career possibilities are in the areas of preschool teachers, infant and toddler caregivers, and before-and-after-school activity coordinators for school age children in Head Start programs. For more information please contact the Program Chair of the Early Childhood Education program.

Library Technical Assistant

Nebraska’s six community colleges, in partnership with the Nebraska Library Commission and the University of Nebraska-Omaha, offer a library technical assistant associates of arts degree throughout the state. All eight library science courses required for this program are offered online and can be taken as the student works with SCC to complete general studies and elective courses at any of the three SCC campuses or online. For more information please contact Mike Pegram via e-mail at cpegram@southeast.edu or 402-437-2788, or 800-642-4074 x2788.

Medical Coding (Health Information Management Services)

Central Community College, in cooperation with Southeast Community College, provides students the opportunity to enter the occupation of Medical Coding. This program allows students to maintain residency in their hometown area. Students who pursue an education in Medical Coding will complete the program’s general education courses and support level courses through Southeast Community College. The Medical Coding courses are taken from Central Community College via the Internet.

**FIBER OPTICS**

The fiber optics system is a fully interactive distance learning system, using fiber optic cable between sites to transmit video, audio, and data signals.

Academic and career/technical course offerings are available through this system. Both day and evening courses are available. Southeast Nebraska Distance Learning Consortium (SN DLC) is a fiber optic system in southeast Nebraska that includes four SCC locations (Beatrice, Lincoln, Milford, Energy Square), Peru State College, Educational Service Units (ESU) 3, 4, 5, and 6, and more than 50 public school districts.

**OFF CAMPUS COURSES**

Off campus courses are conducted within the College Area, but not at one of the SCC campuses. Credit classes meet the approved curriculum, meet the same criteria and have the same course number as a campus class and are taught by an instructor approved by the College. Some credit courses may have prerequisites or minimum required scores on an assessment test prior to registration. ASSET, COMPASS, and ACT/SAT scores are frequently used to determine placement. Courses are frequently held at local high school facilities.
PROGRAMS OF STUDY

- Academic Transfer
- Agriculture Business & Management Technology
- Architectural-Engineering Technology
- Associate Degree Nursing
- Auto Collision Repair Technology
- Automotive Technology
- Building Construction Technology
- Business Administration
- Business Information Technology
- Computer Aided Design Drafting
- Computer Programming Technology
- Construction Electrician - IBEW Option (see Electronic Servicing pages)
- Criminal Justice
- DaimlerChrysler (CAP) - College Automotive Program
- Deere Construction & Forestry Equipment Tech
- Dental Assisting
- Diesel Technology - Farm
- Diesel Technology - Truck
- Early Childhood Education
- Electrical & Electromechanical Technology
- Electronic Servicing & Electronic Engineering Technology
- Fire Protection Technology
- Food Service/Hospitality
- Ford (ASSET) - Automotive Student Service Educational Training Program
- General Motors (ASEP) - Automotive Service Educational Program
- Graphic Design
- Heating, Ventilation, Air Conditioning & Refrigeration Technology
- Human Services
- John Deere Parts
- John Deere Tech
- Laboratory Science Technology
- Land Surveying/Civil Engineering Technology
- Machine Tool Technology
- Manufacturing Engineering Technology
- Mass Media
- Medical Assisting
- Medical Laboratory Technology
- Microcomputer Technology
- Motorcycle, ATV, & Personal Watercraft Technology
- Nebraska Law Enforcement
- Nondestructive Testing Technology
- Parts Marketing & Management
- Pharmacy Technician
- Practical Nursing
- Professional Truck Driver Training
- Radiologic Technology
- Respiratory Care
- Surgical Technology
- Visual Publications
- Welding Technology
<table>
<thead>
<tr>
<th>Program Name</th>
<th>Length of Program</th>
<th>Location Offered</th>
<th>Awards Offered</th>
<th>Starting Terms</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACADEMIC TRANSFER</td>
<td>18-24 months</td>
<td>B/L</td>
<td>AA/AS</td>
<td>All terms</td>
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<td>CRIMINAL JUSTICE</td>
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<td>B/L</td>
<td>AAS</td>
<td>All terms</td>
</tr>
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<td>NEBRASKA LAW ENFORCEMENT</td>
<td>18-24</td>
<td>B/L</td>
<td>AAS</td>
<td>All terms</td>
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**AGRICULTURE/LABORATORY SCIENCE TECHNOLOGY DIVISION**

<table>
<thead>
<tr>
<th>Agriculture Business &amp; Management Technology</th>
<th>24</th>
<th>B</th>
<th>AAS</th>
<th>All terms</th>
</tr>
</thead>
</table>

With Focus Areas in
- Agribusiness (AAS)
- Horticulture (AAS)
- Crops (AAS)
- Livestock (AAS)
- Diversified Agriculture (AAS)
- Biotechnology (AAS)
- Golf Turfgrass Management (AAS)

**LABORATORY SCIENCE TECHNOLOGY**

| 18 | L | AAS/Dip | All terms |

**BUSINESS DIVISION**

| 18 | B / L / M | AAS/Dip/Cert | All terms |

**BUSINESS ADMINISTRATION**

With Focus Areas in
- Accounting (AAS)
- Entrepreneurship (AAS)
- General Business (AAS)
- Marketing (AAS)
- Nursing Home Administration / Assisted Living (AAS)
- Information Systems (AAS)

**BUSINESS INFORMATION TECHNOLOGY**

| 18 | B / L | AAS/Dip/Cert | All terms |

With Focus Areas in
- General Office (Cert / Dip)
- Microsoft Office (Cert)
- Medical Transcription (Dip)
- Administrative Office (AAS)
- Legal Office (AAS)
- Medical Office (AAS)

**CONSTRUCTION DIVISION**

| 18 | M | AAS | Winter, Summer |

**ARCHITECTURAL-ENGINEERING TECHNOLOGY**

| 18 | M | AAS | Spring, Fall |

**BUILDING CONSTRUCTION TECHNOLOGY**

| 24 | L | AAS | All terms |

**COMPUTER AIDED DESIGN DRAFTING**

| 18 | L | AAS | Call Adms |

**FIRE PROTECTION TECHNOLOGY**

| 18 | L | AAS | Call Adms |

**HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY**

| 18 | M | AAS | Winter, Summer |

**LAND SURVEYING/CIVIL ENGINEERING TECHNOLOGY**

| 18 | M | AAS | Call Adms |

**ELECTRONIC/COMPUTER DIVISION**

| 18 | M | AAS | Winter, Summer |

**COMPUTER PROGRAMMING TECHNOLOGY**

**CONSTRUCTION ELECTRICIAN - IBEW OPTION**

| 18 | M | AAS | Call Adms |

**ELECTRICAL & ELECTROMECHANICAL TECHNOLOGY**

With Focus Area in
- Construction Electrician (Dip)

| 18 | M | AAS/Dip | Winter, Summer |

**ELECTRONIC SERVICING & ELECTRONIC ENGINEERING TECHNOLOGY**

With Focus Areas in
- EST General Technician (AAS)
- EST Military Electronics (AAS)
- EET Computers & Networking (AAS)
- EET Industrial Control (AAS)

| 18-24 | L/M | AAS | L-All; M-Win, Sum |

**MICROCOMPUTER TECHNOLOGY**

With Focus Areas in
- Network Manager (AAS)
- PC Support Specialist (AAS)
- Microcomputer Programmer (AAS)
- Web Applications Programmer (AAS)

| 18-24 | L | AAS/Cert | All terms |

**FAMILY & CONSUMER SCIENCE DIVISION**

| 18-24 | L | AAS/Dip/Cert | All terms |

**EARLY CHILDHOOD EDUCATION**

With Focus Areas in
- In-Home Child Care (Cert)
- Child Care Professional (Dip)

**FOOD SERVICE/HOSPITALITY**

With Focus Areas in
- Food Service Management
- Dietetic Technician
- Culinary Arts
- Lodging

Awards: AA = Associate of Arts
AS = Associate of Science
AAS = Associate of Applied Science
Dip = Diploma
Cert = Certificate

Call Adms = Call the Admissions Office on the campus where you want to attend for the next starting term.

Locations: B = Beatrice, L = Lincoln, M = Milford. Length of Program is the expected time to graduate based on full-time attendance.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
<table>
<thead>
<tr>
<th>Program Name</th>
<th>Length of Program</th>
<th>Location Offered</th>
<th>Awards Offered</th>
<th>Starting Terms</th>
</tr>
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<tbody>
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<td>HEALTH DIVISION</td>
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<td>ASSOCIATE DEGREE NURSING</td>
<td>21 months</td>
<td>L</td>
<td>AAS</td>
<td>Winter, Summer</td>
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<tr>
<td>DENTAL ASSISTING</td>
<td>12 months</td>
<td>L</td>
<td>Dip</td>
<td>Spring, Fall</td>
</tr>
<tr>
<td>HUMAN SERVICES</td>
<td>24 months</td>
<td>L</td>
<td>AAS</td>
<td>All terms</td>
</tr>
<tr>
<td>MEDICAL ASSISTING</td>
<td>12 months</td>
<td>L</td>
<td>Dip</td>
<td>Spring, Fall</td>
</tr>
<tr>
<td>MEDICAL LABORATORY TECHNOLOGY</td>
<td>24 months</td>
<td>L</td>
<td>AAS</td>
<td>Summer</td>
</tr>
<tr>
<td>PHARMACY TECHNICIAN</td>
<td>12 months</td>
<td>B</td>
<td>Dip</td>
<td>Summer</td>
</tr>
<tr>
<td>PRACTICAL NURSING</td>
<td>12 months</td>
<td>B/L</td>
<td>Dip</td>
<td>Call Adms</td>
</tr>
<tr>
<td>RADIOLOGIC TECHNOLOGY</td>
<td>24 months</td>
<td>L</td>
<td>AAS</td>
<td>Winter, Summer</td>
</tr>
<tr>
<td>RESPIRATORY CARE</td>
<td>24 months</td>
<td>L</td>
<td>AAS</td>
<td>Summer</td>
</tr>
<tr>
<td>SURGICAL TECHNOLOGY</td>
<td>18 months</td>
<td>L</td>
<td>AAS</td>
<td>Call Adms</td>
</tr>
<tr>
<td>MANUFACTURING DIVISION</td>
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<td></td>
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<tr>
<td>MACHINE TOOL TECHNOLOGY</td>
<td>18 months</td>
<td>L/M</td>
<td>AAS/Dip</td>
<td>M-Summer, Winter</td>
</tr>
<tr>
<td>MANUFACTURING ENGINEERING TECHNOLOGY</td>
<td>18 months</td>
<td>M</td>
<td>AAS</td>
<td>Winter, Summer</td>
</tr>
<tr>
<td>NONDESTRUCTIVE TESTING TECHNOLOGY</td>
<td>18 months</td>
<td>M</td>
<td>AAS</td>
<td>Winter, Summer</td>
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<tr>
<td>WELDING TECHNOLOGY</td>
<td>18 months</td>
<td>L/M</td>
<td>AAS/Dip/Cert</td>
<td>All terms</td>
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<tr>
<td>MASS MEDIA/COMMUNICATION DIVISION</td>
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<tr>
<td>GRAPHIC DESIGN</td>
<td>18 months</td>
<td>M</td>
<td>AAS</td>
<td>Call Adms</td>
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<tr>
<td>MASS MEDIA</td>
<td>18-24 months</td>
<td>B</td>
<td>AAS</td>
<td>Fall</td>
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<tr>
<td>VISUAL PUBLICATIONS</td>
<td>18 months</td>
<td>L</td>
<td>AAS/Dip/Cert</td>
<td>Call Adms</td>
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<tr>
<td>TRANSPORTATION DIVISION</td>
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<tr>
<td>AUTO COLLISION REPAIR TECHNOLOGY</td>
<td>18 months</td>
<td>M</td>
<td>AAS</td>
<td>Winter, Summer</td>
</tr>
<tr>
<td>AUTOMOTIVE TECHNOLOGY</td>
<td>18 months</td>
<td>L/M</td>
<td>AAS</td>
<td>L-Win, Sum M-All</td>
</tr>
<tr>
<td>DAIMLERCHRYSLER (CAP)</td>
<td>21 months</td>
<td>M</td>
<td>AAS</td>
<td>Call Adms</td>
</tr>
<tr>
<td>DEERE CONSTRUCTION &amp; FORESTRY EQUIPMENT TECH</td>
<td>21 months</td>
<td>M</td>
<td>AAS</td>
<td>Call Adms</td>
</tr>
<tr>
<td>DIESEL TECHNOLOGY-FARM</td>
<td>18 months</td>
<td>M</td>
<td>AAS</td>
<td>Winter, Summer</td>
</tr>
<tr>
<td>DIESEL TECHNOLOGY-TRUCK</td>
<td>18 months</td>
<td>M</td>
<td>AAS</td>
<td>Winter, Summer</td>
</tr>
<tr>
<td>FORD (ASSET)</td>
<td>21 months</td>
<td>M</td>
<td>AAS</td>
<td>Call Adms</td>
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<tr>
<td>GENERAL MOTORS (ASEP)</td>
<td>21 months</td>
<td>M</td>
<td>AAS</td>
<td>Call Adms</td>
</tr>
<tr>
<td>JOHN DEERE PARTS</td>
<td>18 months</td>
<td>M</td>
<td>AAS</td>
<td>Call Adms</td>
</tr>
<tr>
<td>JOHN DEERE TECH</td>
<td>21 months</td>
<td>M</td>
<td>AAS</td>
<td>Call Adms</td>
</tr>
<tr>
<td>MOTORCYCLE, ATV, &amp; PERSONAL WATERCRAFT TECHNOLOGY</td>
<td>12 months</td>
<td>L</td>
<td>Dip</td>
<td>Winter, Summer</td>
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<tr>
<td>PARTS MARKETING &amp; MANAGEMENT</td>
<td>15 months</td>
<td>M</td>
<td>AAS/Dip</td>
<td>Fall</td>
</tr>
<tr>
<td>PROFESSIONAL TRUCK DRIVER TRAINING</td>
<td>3 months</td>
<td>L</td>
<td>Cert</td>
<td>All terms</td>
</tr>
</tbody>
</table>

Awards: AA=Associate of Arts, AS=Associate of Science, AAS=Associate of Applied Science, Dip=Diploma, Cert=Certificate
Call Adms = Call the Admissions Office on the campus where you want to attend for the next starting term.
Locations: B=Beatrice, L=Lincoln, M=Millford. Length of Program is the expected time to graduate based on full-time attendance.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
## General Education Requirements

### Role/Mission of General Education

General Education at Southeast Community College enhances the development of the whole person, increases knowledge beyond specific occupational skills, and encourages flexibility. The college provides opportunities for academic, occupational, personal, and social growth. General Education broadens students’ horizons and helps them become contributing citizens of a diverse and changing world.

Every Program of Study requires students to take General Education classes as well as Program Core classes. To complete an associate of applied science, associate of arts or associate of science degree at Southeast Community College, a student must successfully complete a minimum of 22.5 quarter credits selected from the general education core areas. Oral Communication and Written Communication areas are required for every associate program and one course from three of the other five areas. A certificate program must complete one course from the core areas, and a diploma program must complete one course in two core areas. One exception is the Professional Truck Driver Training Certificate. Students should work with their advisers to select the most appropriate general education courses for their program of study. Transfer students should work closely with the college to which they plan to transfer.

(Please note: ORAL and WRITTEN COMMUNICATION General Education Requirements are required for all Associate Degrees.)

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Credits Needed</th>
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<tbody>
<tr>
<td>BIOS1140</td>
<td>Human Anatomy &amp; Lab</td>
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<tr>
<td>BIOS1210</td>
<td>Human Anatomy &amp; Physiology I</td>
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<tr>
<td>BIOS1220</td>
<td>Human Anatomy &amp; Physiology II</td>
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<tr>
<td>BIOS2130</td>
<td>Human Physiology</td>
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<tr>
<td>CHEM1050</td>
<td>Chemistry and the Citizen</td>
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<tr>
<td>CHEM1090</td>
<td>General Chemistry I</td>
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<tr>
<td>FSDT1350</td>
<td>Introduction to Nutrition</td>
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<tr>
<td>GEOL1010</td>
<td>Physical Geology</td>
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<tr>
<td>GEOL1060</td>
<td>Environmental Geology</td>
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<tr>
<td>PHYS1017</td>
<td>Technical Physics</td>
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<tr>
<td>PHYS1030</td>
<td>Astronomy</td>
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<tr>
<td>PHYS1110</td>
<td>Survey of Physical Science</td>
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<tr>
<td>PHYS1150</td>
<td>Descriptive Physics</td>
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<tr>
<td>PHYS1410</td>
<td>General Physics I</td>
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<td>College Physics I</td>
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<td>ANTH1120</td>
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<td>HIST1000</td>
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<tr>
<td>HIST1010</td>
<td>Western Tradition II</td>
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<tr>
<td>HIST1820</td>
<td>Survey of Asian History</td>
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<tr>
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<td>HIST2020</td>
<td>American History II</td>
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<td>HIST2100</td>
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<td>HIST2110</td>
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<td>SOCI1020</td>
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<td>SOCI2150</td>
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<td>ARTS2650</td>
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<td>ARTS2750</td>
<td>Women in Art</td>
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<td>GERM1010</td>
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<td>HUMS1100</td>
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<td>HUMS1200</td>
<td>20th Century Arts &amp; Ideas</td>
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<td>Introduction To Music</td>
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<td>PHIL1150</td>
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<td>PHIL2610</td>
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<td>SPAN1010</td>
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<td></td>
</tr>
</tbody>
</table>

See PAGE 68 for a complete list of General Education Courses.
Academic Transfer

The Academic Transfer Program enables students to complete the first two years of general education credit or to take specific academic courses for transfer. Academic Transfer courses are carefully designed to meet transfer specifications, and SCC instructors are qualified professional educators in their subject areas. The result is that SCC students are consistently well prepared for success in their transfer colleges.

Students who successfully complete a two-year Academic Transfer Program may earn an Associate of Arts or an Associate of Science degree from Southeast Community College. The associate degree validates an ability to successfully complete college level studies and may expand student options for further study and for career advancement.

For further information about this program, please contact:

Academic Advisers
Mary Bartels-Lincoln
402-437-2802, 800-642-4075 x2802
mbartels@southeast.edu
Mike Pegram-Lincoln
402-437-2788, 800-642-4075 x2788
cpegram@southeast.edu
Michele Richards-Lincoln
402-437-2602, 800-642-4075 x2602
mrichard@southeast.edu

Humanities
Nancy Hagler-Vujovic, Co-Chair-Beatrice
402-228-8268, 800-233-5027 x1268
Amara Baron, Co-Chair-Lincoln
402-323-3451
Carolee Bieter, Co-Chair-Lincoln
402-437-2476, 800-642-4075 x2476

Math/Science/Chemistry
Bob Eddy, Math/Sci./Chem.Chair-Beatrice
402-228-8243, 800-233-5027 x1243
Sandep Holay, Math Chair-Lincoln
402-323-3444
Steven Bassett, Science Chair-Lincoln
402-437-2487, 800-642-4075 x2487

Social Studies
Jan Arnold, Co-Chair-Beatrice
402-228-8229, 800-233-5027 x1229
Dan Johnson, Co-Chair-Beatrice
402-228-8232, 800-233-5027 x1232
Rose Seger, Chair-Lincoln
402-437-2464, 800-642-4075 x2464
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214
Lincoln 402-437-2600, 800-642-4075 x2600

ACADEMIC TRANSFER

Beatrice and Lincoln Campuses

ASSOCIATE OF ARTS DEGREE OR ASSOCIATE OF SCIENCE DEGREE

Prepares students for transfer to a senior college/university

To receive an A.A. or A.S. degree from either the Beatrice or Lincoln Campus, a student must meet the requirements stated in this catalog. Mathematics classes numbered below 1150 and other classes numbered below 1000 do not meet graduation requirements and will not transfer to other colleges.

• It is the student’s responsibility to know the requirements for the desired degree. The Vice-President for Instruction must approve any deviation from the curriculum printed in this catalog.

• Four-year colleges and universities have their own requirements for a bachelor’s degree. Students who plan to transfer to a senior college or university should consult early with an adviser to determine their curriculum.

• A student who lacks a high school diploma or GED is enrolled in the academic transfer courses may take a maximum of 24 credit hours. Enrolling in further academic transfer courses will require a high school diploma or GED.

Competency in the basic skills – reading, writing and computation

These competencies are essential if you are to function effectively in transfer classes. You must meet the following minimum requirements to enroll in academic transfer courses.

1. Minimum proficiency in reading and writing, either at the original entrance assessment, subsequent assessment or in courses that address these competencies prior to enrollment in courses requiring these competencies.

2. Minimum proficiency in computational or algebraic skills, either at the original entrance assessment, subsequent assessment or in courses that address these competencies prior to enrollment in mathematics courses requiring these skills

Mathematics, English and Reading Placement Policy: Students presenting proof of passing (a grade of C [P] or better) the prerequisite course are exempt from the readiness requirement. Otherwise, readiness is established by having a current, satisfactory score on the college placement exam (Compass/Asset/ACT).

For further information about this program, please contact:

Academic Advisers
Mary Bartels-Lincoln
402-437-2802, 800-642-4075 x2802
mbartels@southeast.edu
Mike Pegram-Lincoln
402-437-2788, 800-642-4075 x2788
cpegram@southeast.edu
Michele Richards-Lincoln
402-437-2602, 800-642-4075 x2602
mrichard@southeast.edu

Humanities
Nancy Hagler-Vujovic, Co-Chair-Beatrice
402-228-8268, 800-233-5027 x1268
Amara Baron, Co-Chair-Lincoln
402-323-3451
Carolee Bieter, Co-Chair-Lincoln
402-437-2476, 800-642-4075 x2476

Math/Science/Chemistry
Bob Eddy, Math/Sci./Chem.Chair-Beatrice
402-228-8243, 800-233-5027 x1243
Sandep Holay, Math Chair-Lincoln
402-323-3444
Steven Bassett, Science Chair-Lincoln
402-437-2487, 800-642-4075 x2487

Social Studies
Jan Arnold, Co-Chair-Beatrice
402-228-8229, 800-233-5027 x1229
Dan Johnson, Co-Chair-Beatrice
402-228-8232, 800-233-5027 x1232
Rose Seger, Chair-Lincoln
402-437-2464, 800-642-4075 x2464
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214
Lincoln 402-437-2600, 800-642-4075 x2600

ACADEMIC TRANSFER

Associate of Arts Degree (A.A.)

The associate of arts degree is for students who plan to complete their first two years of a bachelor’s degree at Southeast Community College before transferring to a college or university. Students are encouraged to meet with their adviser and receiving college or university to determine a program of transfer courses that will meet the requirement for the student’s field of study. Not all courses will be available at all campuses.

Credit Hours Required for Graduation:

AA Degree ........................... 90.0

COURSE# COURSE TITLE CREDIT HRS
A. Written Communication ** 9.0
ENGL1010 *Composition I or
ENGL1015 *Composition and Literature and
ENGL1020 *Composition II or
ENGL2560 *Technical Writing or
OFFTT1101 *Business Communications
B. Speech ** 4.5
(Specify from the following)
SPCH1090 Fund of Human Communication
SPCH1110 Public Speaking
SPCH2810 Business & Professional Communication
C. Mathematics/Logic ** 4.5
(Specify from the following)
MATH1150 *College Algebra
MATH1180 *Elementary Statistics
MATH1200 *Trigonometry
MATH1300 *Precalculus
MATH1400 *Applied Calculus
MATH1600 *Calculus & Analytical Geometry I
MATH2030 *Contemporary Mathematics
PHIL1110 *Introduction to Modern Logic
D. Natural Science with lab ** 10.5
(Specify from Biological Science and one class from Physical Science. At least one course must have a lab.)

BIOL8101 General Biology
BIOL8110 Biology of Microorganisms
BIOL8140 Human Anatomy
BIOL8120 Human Anatomy & Physiology
BIOL8230 Human Physiology
FSDT1350 Basic Nutrition

PHYSICAL SCIENCE
CHEM1050 *Chemistry and the Citizen
CHEM1090 *General Chemistry I
GEOG1350 Physical Geography

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
GEOL1010 Physical Geology
GEOL1060 Environmental Geology
LBST1101/1112 Applied Chemistry I/Lab and Applied Chemistry II/Lab
PHYS1030 *Astronomy
PHYS1100 Survey of Physical Science
PHYS1150 *Descriptive Physics
PHYS1410 *General Physics I
PHYS2100 *College Physics I

E. Humanities
1. Literature or Philosophy
   (One class from the following)
   ENGL1510 *Introduction to Creative Writing
   ENGL2150 *Introduction to Women's Literature
   MUSC2720 Music History & Literature I
   MUSC1610 Music Theory I
   PHYS1100 Survey of Physical Science
   PHYS1410 *General Physics I
   PHYS2100 *College Physics I
   PHIL1230 *Ethics
   PHIL2610/REL26210 *Comparative Religions
   PHIL1210 *Introduction to Shakespeare
   PHIL1100 *Introduction to Women’s Literature
   PHIL1410 *Philosophy
   PHIL1500 *Creative & Critical Thinking
   PHIL2130 *Introduction to Ethics
   PHIL2110 *Creative & Critical Thinking
   PHIL2120 *Introduction to Ethics

2. Take one class in any two different fields below:
   ARTS1010 Introduction to Visual Arts (Art Appreciation)
   ARTS1050 Introduction to Art History and Criticism I
   ARTS1060 Introduction to Art History and Criticism II
   ARTS1110 Beginning Drawing I
   ARTS1210 *Design & Composition
   ARTS1330 Beginning Ceramics I
   ARTS2510 Beginning Painting I
   ARTS2650 Native American Art
   ARTS2660 *American Art
   BRDC1710 Survey of Electronic Media
   BRDC2780 Public Relations Strategies & Techniques
   ENGL1510 *Introduction to Creative Writing
   ENGL2150 *Introduction to Women's Literature
   ENGL2160 *Children’s Literature
   ENGL2165 Adolescent Literature
   ENGL2440 *African American Literature
   ENGL2450 *Native American Literature
   ENGL2460 *Latino/a & Latin American Literature
   ENGL2470 *American Literature
   ENGL2520 *Fiction Writing
   ENGL2530 *Poetry Writing
   PHIL1100 *Introduction to Philosophy
   PHIL1410 *Philosophy
   PHIL1500 *Creative & Critical Thinking
   PHIL2130 *Ethics
   PHIL2610/REL26210 *Comparative Religions

F. Social Sciences
   (One class from the following)
   ANTH2320 Introduction to Archaeology
   ARTS1330 Beginning Ceramics I
   BRDC1710 Survey of Electronic Media
   BRDC2780 Public Relations Strategies & Techniques
   GEOG1400 Intro to Human Geography
   GEOG2100 Intro to Human Geography
   HIST1000 Western American History
   HIST1010 Western Tradition II
   HIST1020 American History I
   HIST1030 World History since 1500
   HIST2100 World History since 1500
   HIST2960 Survey of African American History
   HIST2990 Survey of African American History
   PSYC1250 Interpersonal Relations
   PSYC1810 Introduction to Psychology
   PSYC2870 *Psychology of the Personality
   PSYC2880 *Social Psychology
   PSYC2890 *Child Psychology
   PSYC2900 *Adolescent Psychology
   PSYC2910 Intro to Counseling
   PSYC2960 *Life-span Human Development
   PSYC2970 *Introduction to Psychological Research
   PSYC2980 *Abnormal Psychology
   PSOC1010 Introduction to Sociology
   PSOC1020 Diversity in Society
   PSOC2000 *Women in Contemporary Society
   PSOC2100 *Social Problems
   PSOC2125 Issues of Unity & Diversity
   PSOC2125 *Marriage and the Family
   PSOC2150 Intercultural Communication

G. Race, Ethnicity & Gender
   (One class from the following)
   ARTS2650 Native American Art
   ARTS2750 Women in Art
   ENGL2150 *Introduction to Women’s Literature
   ENGL2240 *African American Literature
   ENGL2450 *Native American Literature
   ENGL2460 *Latino/a and Latin American Literature
   ENGL2470 *American Literature
   ENGL2520 *Fiction Writing
   ENGL2530 *Poetry Writing
   PHIL1100 *Introduction to Philosophy
   PHIL1410 *Philosophy
   PHIL1500 *Creative & Critical Thinking
   PHIL2130 *Ethics
   PHIL2610/REL26210 *Comparative Religions
   PHIL1210 *Introduction to Shakespeare
   PHIL1100 *Introduction to Women’s Literature
   PHIL1410 *Philosophy
   PHIL1500 *Creative & Critical Thinking
   PHIL2130 *Introduction to Ethics
   PHIL2120 *Introduction to Ethics

PAGE 70  See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
ENGR2100 Freshman Multidisciplinary Design
ENGR2102 MATLAB Programming and Problem Solving
ENGR2160 Introduction to Circuits and Electronics
ENGR2202 Engineering Statics
FSDT1350 Basic Nutrition
GEOG1400 Intro to Human Geography
GEOG420 World Regional Geography
GEOG5100 Physical Geography
HIST100 Western Tradition I
HIST101 Western Tradition II
HIST110 Survey of Russian History
HIST210 Introduction to Health
HIST210 American History I
HIST220 American History II
HIST2200 World History to 1500
HIST2210 World History since 1500
HIST2210 Introduction to Health
HMR5140 Social Services - Long Term Care Facilities
JOUR1820 *News Writing & Reporting
JOUR1840/1880/2840/2880 *Publications Production
JOUR2970 *Communication Internship
LIBR1010 Introduction to Library and Information Resources
LIBR1110 *Introduction of Library and Information Environments
LIBR1210 *Public Services in Library and Information Sciences
LIBR1510 *Reference Services in Library and Information Environments
LIBR2160 *Introduction to Children and Young Adult Services
LIBR2200 *Introduction to Library Collection Management
LIBR2400 *Introduction to Technical Services - Cataloging
LIBR2940 *Library Science Capstone Practicum
MATH2000 Calculus & Analytic Geometry III
MATH2200 *Differential Equations
MEDA1101 Medical Terminology I
MEDA1201 Medical Terminology II
MEDA1406 Basic Pharmacology
MUSC1015/1020,1020,2030/2040 Individual Instruction in Voice
MUSC1220/1220,2210,2210,2220/2230 Individual Instruction in Brass
MUSC1240/1240,2240/2250,2280/2290 Individual Instruction in Woodwinds
MUSC1260/1270/2260/2270 Class Piano I, II, III, IV
MUSC1410/1420,2390/2400,2410/2420 College Chorus
MUSC1430/1440,2430,2440 Vocal Ensemble: Showcase Singers
MUSC1480/1490,2480/2490,2500/2510 College Band

MUSC1610 Music Theory I
MUSC1620 *Music Theory II
MUSC2250/2350/2450/2550/2580/2590 Individual Instruction in Piano
MUSC2270 Music History & Literature I
MUSC2270 Music History & Literature II
MUSC2275 Introduction to American Music
NURS1306 Pathophysiology
PHED1000 Lifet ime Fitness
PHOT1750 Beginning Photography
PHOT1760 *Creative Photography
PHOT1780 *Color Photography
PHOT2750 *Photography
PHYS1420 *General Physics II
PHYS2020 *College Physics II
POLS1000 American Government
POLS1040 Comparative Politics
POLS1600 Introduction to International Relations
POLS2020 *Introduction to State & Local Government
POLS2300 *Political Parties
PSYC2870 *Psychology of the Personality
PSYC2890 *Social Psychology
PSYC2890 *Child Psychology
PSYC2900 *Adolescent Psychology
PSYC2950 *Introduction to Counseling
PSYC2960 *Lifespan Human Development
PSYC2970 *Introduction to Psychological Research
PSYC2980 *Abnormal Psychology
SIGN1010 *Beginning American Sign Language I
SIGN1020 *Beginning American Sign Language II
SIGN2010 *Second Year American Sign Language I (ASL)
SIGN2020 *Second Year American Sign Language II (ASL)
SOC1040 *Social Problems
SOC12250 *Marriage and the Family
SOC1260 *Parenting
SPCH2050 Oral Performance of Literature
THEA1120 Introduction to Theatre
THEA1140 Basic Acting
THEA1860/2850/2860/2880 Theatre Production

* Course has a pre-requisite or placement test
** A course may meet only one graduation requirement
## Transferring your credits

Southeast Community College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges. Credit is therefore acceptable by most colleges and universities in the United States. Even though most courses listed under the Academic Transfer area at SCC transfer to most colleges and universities, you should consult with your adviser, the Registration and Record's Office in Beatrice and Milford, or Career Services in Lincoln to be sure the courses you take are applicable to the degree you are seeking.

Advisers, Career Services in Lincoln and the Registration and Record's office in Beatrice or Milford will provide the latest information that is available. It is ultimately the student’s responsibility to check with the institution where credit is being transferred.

The following four-year colleges and universities have approved course articulation agreements with Southeast Community College. (See page 129 for the Nebraska Transfer Initiative Articulation MATRIX.)

- Bellevue University
- Clarkson College
- Concordia University-Nebraska
- Dakota College
- Grace University
- Hastings College
- Kansas State University
- Midland Lutheran
- Nebraska Christian College
- Nebraska Wesleyan University
- North Platte College
- Peru State College
- Ricks College
- Shadow Mountain College
- University of Nebraska-Omaha
- University of Nebraska-Lincoln
- University of Nebraska-Kearney
- Peru State College
- Northwest Missouri State University
- Nebraska Wesleyan University
- Nebraska Christian College
- Midland Lutheran
- Grace University
- College of Saint Mary
- Clarkson College
- Chadron State College
- University of South Dakota
- Dakota Wesleyan University
- Doane College
- University of Nebraska Medical Center
- University of Nebraska-Kearney
- Peru State College
- Northwest Missouri State University
- University of Nebraska-Omaha
- Wayne State College
- York College

### University/College Transfer Courses for Specific Majors

Copies of university/college degree requirements are available in the Registration and Records Office in Beatrice and Milford and in Career Services in Lincoln for the following majors:

**Accounting**
- Agricultural Sciences
  - Agronomy
  - Animal Science
  - Plant Science
- Business Administration
- Clothing and Textiles
- Commercial Art
- Computer Science
- Construction Science
- Criminal Justice
- Dietetics
- Early Childhood Education
- Education
  - Art K-12
  - Athletic Training
  - Elementary
  - Exercise Science
  - Industrial Technology Education
  - Middle Grades Education
- Music
- Secondary Education
- Electronics Technology
- Engineering
  - Aerospace
  - Chemical
  - Civil

### Computer
- Electrical
- Engineering Management
- Engineering Mechanics
- Industrial
- Mechanical
- Metallurgical
- Mining
- Natural Resources
- Nuclear
- Petroleum

### Food Science and Technology
- Human Relations
- Information Systems
- Interior Design
- Journalism and Mass Communication
- Advertising
- Broadcasting
- News-Editorial
- Public Relations

### Liberal Arts and Sciences

#### Actuarial Science
- Anthropology
- Astronomy
- Biological Sciences
- Chemistry
- Communication Studies
- Computer Science
- Economics
- English
- Environmental Studies
- Foreign Language
- Geology
- History
- Humanities
- Mathematics
- Philosophy
- Physics
- Political Science
- Psychology
- Sociology
- Spanish
- Speech
- Statistics

#### Library Technician Assistant
- Management
- Marketing
- Medical Technology
- Music
- Natural Resources
- Nursing
- Occupational Therapy
- Pharmacy
- Physical Education
- Pre-Professional Studies
  - Pre-Physician
  - Pre-Medicine
  - Pre-Nursing
  - Pre-Optometry
  - Pre-Pharmacy
  - Pre-Physical Therapy
  - Pre-Physician’s Assistant
  - Pre-Veterinary

#### Social Work
- Textiles, Clothing and Design
- Theater

### Articulated example / suggested courses with the University of Nebraska-Lincoln for BUSINESS FOCUS:

Please work closely with your SCC Academic Adviser. It is ultimately the student’s responsibility to check with the institution where credit is being transferred.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Written Communication</td>
<td>9.0</td>
</tr>
<tr>
<td>ENGL1010</td>
<td>Composition I</td>
<td></td>
</tr>
<tr>
<td>OFFT1110</td>
<td>Business Communications</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Speech Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>SPCH2810</td>
<td>Business &amp; Professional Communication</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Mathematics/Logic (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>MATH1400</td>
<td>Applied Calculus</td>
<td></td>
</tr>
<tr>
<td>MATH1600</td>
<td>Calculus &amp; Analytic Geometry I</td>
<td>(1600 Required for major in Actuarial Science)</td>
</tr>
<tr>
<td>D.</td>
<td>Natural Science with Lab</td>
<td>10.5</td>
</tr>
<tr>
<td>Students must take one Biological Science and one Physical Science. At least one course must have a lab. Biological Science (Select one) Physical Science (Select one)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>Humanities</td>
<td>13.5</td>
</tr>
<tr>
<td>1.</td>
<td>Literature or Philosophy (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>2.</td>
<td>Arts (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>3.</td>
<td>Third Humanities (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>F.</td>
<td>Social Sciences</td>
<td>18.0</td>
</tr>
<tr>
<td>1.</td>
<td>Social/Behavioral Science (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>2.</td>
<td>Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>3.</td>
<td>Geography/History (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>4.</td>
<td>Fourth Social Science (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>G.</td>
<td>Race, Ethnicity &amp; Gender (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>H.</td>
<td>Other Required Courses</td>
<td>27.0</td>
</tr>
<tr>
<td>ACCT200</td>
<td>Principles of Accounting I</td>
<td></td>
</tr>
<tr>
<td>ACCT210</td>
<td>Principles of Accounting II</td>
<td></td>
</tr>
<tr>
<td>BSAD1090</td>
<td>Business Law I</td>
<td></td>
</tr>
<tr>
<td>BSAD2520</td>
<td>Principles of Marketing</td>
<td></td>
</tr>
<tr>
<td>ECON2120</td>
<td>Microeconomics</td>
<td></td>
</tr>
<tr>
<td>MATH1180</td>
<td>Elementary Statistics</td>
<td></td>
</tr>
<tr>
<td>I.</td>
<td>Recommended Courses for Specific Majors</td>
<td></td>
</tr>
<tr>
<td>AGR1211</td>
<td>Agricultural Marketing</td>
<td></td>
</tr>
<tr>
<td>(Recommended for major in Agribusiness)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BSAD2520</td>
<td>Principles of Management</td>
<td></td>
</tr>
<tr>
<td>(Recommended for major in Business Administration or Management)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH1700</td>
<td>Calculus &amp; Analytic Geometry II</td>
<td>(Required for major in Actuarial Science)</td>
</tr>
<tr>
<td>MATH2900</td>
<td>Calculus &amp; Analytic Geometry III</td>
<td>(Required for major in Actuarial Science)</td>
</tr>
<tr>
<td>J.</td>
<td>Computer Proficiency Requirement</td>
<td></td>
</tr>
<tr>
<td>INFO1005</td>
<td>Microsoft Office Applications</td>
<td></td>
</tr>
<tr>
<td>*This course will meet the computer proficiency requirement of UNL-CBA; however, the hours do not transfer as degree-applicable hours. This requirement may be met at UNL but it must be completed before the student is allowed to enroll in any junior level business courses.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Articulated example of suggested courses with the University of Nebraska-Lincoln (UNL), Peru State College (PSC), Chadron State College (CSC), or the University of Nebraska-Kearney (UNK)

**EARLY CHILDHOOD EDUCATION FOCUS:**
(birth to grade 3)

Please work closely with your SCC Academic Adviser. Suggested courses vary depending on your transfer school. Ultimately, it is the student’s responsibility to check with the institution where credit is being transferred.

### COURSE #  COURSE TITLE  CREDIT HRS

**A. Written Communication**  9.0
See advisor for suggested courses for specific schools.

**B. Speech**  4.5
See advisor for suggested courses for specific schools.

**C. Mathematics/Logic** (Select one)  4.5
See advisor for suggested courses for specific schools.

**D. Natural Science with lab**  10.5
Students must take one Biological Science and one Physical Science. At least one course must have a lab.
See advisor for suggested courses for specific schools.

**E. Humanities**  13.5
UNL requires at least one of the following. PSC, CSC, and UNK require both.

ECED1160 Early Language and Literacy
ECGL2160 Children’s Literature
See advisor for other suggested courses for specific schools.

**F. Social Sciences**  18.0

1. **Social/Behavioral Science** (Select one)
   - PSYCH1310 Introduction to Psychology
   - SOC1101 Introduction to Sociology
   (Recommended for PSC)

2. **Economics/Political Science** (Select one)
   - See advisor for suggested courses for specific schools.

3. **History** (Select one)
   - HIST2010 American History I
   - HIST2020 American History II

4. **Fourth Social Science** (Select one)
   - See advisor for suggested courses for specific schools.

**G. Race, Ethnicity and Gender** (Select one)  4.5
See advisor for suggested courses for specific schools.

**H. Other Required Courses**  39.0-51.0 hrs.
- ECE1050 Early Language and Literacy
- ECE1060 Observation, Assessment & Guidance
- ECE1111 Child Development (All schools)
- ECE1120 Preschool Child Development (All schools)
- ECE1150 Introduction to Early Childhood Education (UNL, PSC, UNK)
- ECE1180 Early Childhood Education (PSC, CSC, UNK)
- ECE2040 Early Language and Literacy
- ECE2050 Early Language and Literacy
- ECE2060 Early Childhood Ed. Curriculum Planning (PSC, CSC, UNK)
- ECE2070 Family & Community Relationships (PSC, CSC, UNK)
- ECE2080 Graduation Seminar (Satisfies Ed. Program admissions requirement)
- EDUC1300 Introduction to Education (UNL)
- HLTH1000 Introduction to Health (UNK)
- PHED1000 Lifetime Fitness (UNL, PSC, CSC)

**LIBRARY TECHNICAL ASSISTANT FOCUS:**

Please work closely with your SCC Academic Adviser. It is ultimately the student’s responsibility to check with the institution where credit is being transferred.

Credit Hours Required for Graduation:
AA Degree with LTA Focus 100.5

### COURSE #  COURSE TITLE  CREDIT HRS

**A. Written Communication**  9.0
See advisor for suggested courses for specific schools.

**B. Speech**  4.5
See advisor for suggested courses for specific schools.

**C. Mathematics/Logic**  4.5
See advisor for suggested courses for specific schools.

**D. Natural Science with lab**  10.5
(One class from Biological Science and one class from Physical Science)

**E. Humanities**  13.5
See advisor for suggested courses for specific schools.

**F. Social Sciences**  18.0
1. **Race, Ethnicity & Gender**  4.5
2. **History** (Select one)
   - See advisor for suggested courses for specific schools.

**H. Electives that fulfill the Associate Degree – Library Technical Assistant Focus**

Requirements: 36.0

*Check with your SCC adviser or your receiving institution.*

LIBR1010 Introduction to Library and Information Resources
LIBR1110 *Administration of Library and Information Environments
LIBR1210 *Public Services in Library and Information Sciences
LIBR1510 *Reference Services in Library and Information Environments
LIBR1610 *Introduction to Children and Young Adult Services
LIBR2200 *Introduction to Library Collection Management
LIBR2400 *Introduction to Technical Services – Cataloging
LIBR2940 *Library Science Capstone Practicum

* Course has a pre-requisite or placement test
** A course may meet only one graduation requirement

**PRE-EDUCATION FOCUS:**
(early childhood, middle, secondary)

This focus allows pre-education students to complete some education and practicum courses as part of the A.A. degree and prepares students for transfer into education programs at Nebraska four-year colleges and universities.

As bachelor’s degree requirements may vary from one college to another, please work closely with your SCC Academic Adviser. It is ultimately the student’s responsibility to check with the institution where credit is being transferred.

### COURSE #  COURSE TITLE  CREDIT HRS

**A. Written Communication**  9.0
See advisor for suggested courses for specific schools.

**B. Speech** (Select one)  4.5
See advisor for suggested courses for specific schools.

**C. Mathematics/Logic** (Select one)  4.5
See advisor for suggested courses for specific schools.

**D. Natural Science with lab**  10.5
See advisor for suggested courses for specific schools.

**E. Humanities**  13.5
See advisor for suggested courses for specific schools.

**F. Social Sciences**  18.0
1. Social/Behavioral Science (Select one)
2. Economics/Political Science (Select one)
3. Geography/History (Select one)
4. Fourth Social Science

**H. Other Required Courses**  44.5
- EDUC1080 Practicum
- EDUC1310 Introduction to Education
- EDUC2160 Children’s Literature or
- EDUC2165 Adolescent Literature
- EDUC2500 Fundamentals of Child Development for Education or
- EDUC2510 Fundamentals of Adolescent Development for Education
- EDUC2590 Instructional Technology
- EDUC2610 Fundamentals of Psychology
- EDUC2970 Professional Practicum I or
- EDUC2971 Professional Practicum 2 or
- ECED1409 PPST Preparation (recommended)
Agriculture Business & Management Technology

What type of job could I get?

A wide range of highly rewarding careers are available for graduates of the Agriculture Business & Management Technology program.

Careers include golf course superintendent, grain elevator manager, livestock genetics sales, crop consultant, landscaper, equipment sales, research technician, crop and livestock production, commercial pesticide application, GPS precision specialist, agronomist, conservationist, and biotechnologist.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $6.92–$24.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in these fields had hourly rates ranging from $6.92–$24.00.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

This program is available only on the Beatrice campus. Students are admitted in every quarter. Students may focus in Agribusiness, Horticulture, Crops, Livestock, or Diversified Agriculture. A Biotechnology focus is also available and classes will be taken at the Beatrice and Lincoln campuses.

For more information contact:
Jeff Jensby, Program Chair
402-228-8206, 800-233-5027 x1206
jjensby@southeast.edu

or the College Admissions Office
Beatrice: 402-228-8214, 800-233-5027 x1214

Agriculture Business & Management Technology

Beatrice Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares student for careers in agribusiness, horticulture, crops, golf turfgrass, livestock, diversified agriculture, and biotechnology.

Credit Hours Required for Graduation:

- Associate of Applied Science Degree:
  - Agribusiness Focus: . . . . . . . . . . . . . . . . . 132.0
  - Horticulture Focus: . . . . . . . . . . . . . . . . . 132.0
  - Crops Focus: . . . . . . . . . . . . . . . . . . . . . . 132.0
  - Golf Turfgrass Management Focus: . . . . . . . . . 132.0
  - Livestock Focus: . . . . . . . . . . . . . . . . . . . . 132.0
  - Diversified Agriculture Focus: . . . . . . . . . . . . 132.0
  - Biotechnology Focus: . . . . . . . . . . . . . . . . . 132.0

Students who wish to pursue an associate of science degree in agriculture should refer to the Academic Transfer program. Due to enrollment demands a registration priority for classes in the AGR1 program will be followed. Please visit with an SCC-Beatrice adviser.

AGRI CORE COURSES:

<table>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
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<td>AGR11177</td>
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</table>

*Horticulture Focus may substitute AGR1177

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas:

- (One class from each of the following areas)
  - ORAL COMMUNICATIONS
  - WRITTEN COMMUNICATIONS
  - THREE CLASSES FROM THE FOLLOWING AREAS
  - MATHEMATICS
  - SCIENCE
  - SOCIAL SCIENCE
  - HUMANITIES
  - COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course(s) meet the program requirements.

How to enroll in this Program of Study:

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
CROPS FOCUS:
AGRI1135 Basic Fertilizer Management 3.0
AGRI1153 Soils & Plant Nutrition 6.0
AGRI2202 Farm & Ranch Management 6.0
AGRI2279 Advanced Ag Technology 4.5
AGRI2219 Pesticide Certification 3.0
AGRI2220 Ag Chemicals & Equipment Application 4.5
AGRI2232 Harvesting Equipment 6.0
AGRI2233 Planting & Tillage Equipment 6.0
AGRI2235 Irrigation & Water Management 6.0
AGRI2267 Advanced Marketing 4.5

Select 9 hours from the following:
HORT1136 Plant Propagation 3.0
HORT1154 Greenhouse Management 3.0
AGRI2212 Ag Machinery Maintenance 3.0
AGRI2240 Range & Forage Management 6.0
HORT1242 Turfgrass Management 4.5
AGRI2222 Agriculture Analysis 3.0
AGRI2223 Harvesting Equipment 6.0
AGRI2233 Planting & Tillage Equipment 6.0
AGRI2240 Range & Forage Management 6.0
AGRI2253 Grain Management 3.0
AGRI2258 Livestock Ultrasonic Technology 3.0
AGRI2267 Advanced Marketing 4.5

Select 9 hours from the following courses:
AGRI1135 Basic Fertilizer Management 3.0
AGRI1258 Introduction to Meats 4.5
AGRI2202 Farm & Ranch Management 6.0
AGRI2223 Principles of Livestock Feeding 3.0
AGRI2232 Harvesting Equipment 6.0
AGRI2233 Planting & Tillage Equipment 6.0
AGRI2240 Range & Forage Management 6.0
AGRI2253 Grain Management 3.0
AGRI2258 Livestock Ultrasonic Technology 3.0
AGRI2267 Advanced Marketing 4.5

DIVERSIFIED AGRICULTURE FOCUS:
AGRI1153 Soils & Plant Nutrition 6.0
AGRI1221 Livestock Nutrition 6.0

Agribusiness Courses - Take a minimum of 6 credits
AGRI2202 Farm & Ranch Management 6.0
AGRI2223 Principles of Livestock Feeding 3.0
AGRI2253 Grain Management 3.0
AGRI2267 Advanced Marketing 4.5
AGRI2274 Individual Marketing/Management Lab 1.5
AGRI2279 Advanced Ag Technology 4.5

Livestock Courses - Take a minimum of 12 credits
AGRI11135 Basic Fertilizer Management 3.0
HORT1136 Plant Propagation 3.0
HORT1154 Greenhouse Management 3.0
HORT1239 Arboriculture 3.0
HORT1242 Turfgrass Management 4.5
AGRI2219 Pesticide Certification 3.0
AGRI2220 Ag Chemicals & Equipment Application 4.5
AGRI2222 Agriculture Analysis 3.0
AGRI2240 Range & Forage Management 6.0
AGRI2265 Irrigation & Water Management 6.0
AGRI2280 Advanced Crops 6.0

Mechanical Courses - Take a minimum of 9 credits
AGRI1116 Electric & Gas Welding 2.0
AGRI1145 Ag Electricity & Welding 2.0
AGRI1195 Advanced Electric & Gas Welding 2.0
AGRI1218 Basic Farm Engines 4.5
AGRI2212 Ag Machinery Maintenance 3.0
HORT1224 Horticulture Equipment Maintenance 3.0
AGRI2232 Harvesting Equipment 6.0
AGRI2233 Planting & Tillage Equipment 6.0

Diversified Agriculture Focus: 51.0 credits
Electives: 6.0
57.0

BIOTECHNOLOGY FOCUS:
Quarters 1 and 2 - Beatrice Campus - Agriculture
Program courses and General Education
Quarter 6, 7, and 8 - Beatrice Campus - Agriculture
Program Courses and Internship.
AGRI1123 Agribusiness Careers 4.5
AGRI1131 Crop & Food Science 4.5
AGRI1141 Livestock Management & Selection 6.0
AGRI1171 Ag Technology 3.0
AGRI1153 Soils & Plant Nutrition 6.0
AGRI2219 Pesticide Certification 3.0
AGRI1205 Enterprise Analysis 4.5
AGRI1211 Agricultural Marketing 4.5
AGRI1216 Agribusiness Management 4.5
AGRI2281 Agribusiness Internship 1.5
AGRI2251 Individualized Laboratory 3.0
AGRI2281 Agribusiness Cooperative Internship 10.5
AGRI2285 Agribusiness Seminar II 1.5
AGRI2291 Ag Business Sales 4.5

Select 15 hours from the following:
HORT1132 Horticulture Plant Identification and Selection 4.5
AGRI1135 Basic Fertilizer Management 3.0
HORT1136 Plant Propagation 3.0
AGRI1143 Introduction to Equine Management 4.5
HORT1154 Greenhouse Management 3.0
AGRI1177 Companion Animals 4.5
AGRI1221 Livestock Nutrition 6.0
AGRI1257 Live Animal Selection & Carcass Evaluation 4.5
AGRI1258 Introduction to Meats 4.5
AGRI2220 Ag Chemicals & Equipment Application 4.5
AGRI2223 Principles of Livestock Feeding 3.0
AGRI2231 Animal Breeding 7.5
AGRI2240 Range & Forage Management 6.0
AGRI2245 Animal Health 6.0
AGRI2253 Grain Management 3.0
AGRI2254 Advanced Swine Production 4.5
AGRI2255 Advanced Sheep Production 4.5
AGRI2256 Advanced Beef Cattle Production 4.5
AGRI2279 Advanced Ag Technology 4.5

LIVE STOCK FOCUS:
AGRI1221 Livestock Nutrition 6.0
AGRI2223 Principles of Livestock Feeding 3.0
AGRI2231 Animal Breeding 7.5
AGRI2245 Animal Health 6.0
AGRI1257 Live Animal Selection & Carcass Evaluation 4.5

Select 18 hours from the following courses:
AGRI1135 Basic Fertilizer Management 3.0
AGRI1258 Introduction to Meats 4.5
AGRI2202 Farm & Ranch Management 6.0
AGRI2223 Principles of Livestock Feeding 3.0
AGRI2232 Harvesting Equipment 6.0
AGRI2233 Planting & Tillage Equipment 6.0
AGRI2240 Range & Forage Management 6.0
AGRI2253 Grain Management 3.0
AGRI2258 Livestock Ultrasonic Technology 3.0
AGRI2267 Advanced Marketing 4.5

Select 9 hours from the following courses:
AGRI11135 Basic Fertilizer Management 3.0
AGRI2202 Farm & Ranch Management 6.0
AGRI2223 Principles of Livestock Feeding 3.0
AGRI2253 Grain Management 3.0
AGRI2258 Livestock Ultrasonic Technology 3.0
AGRI2267 Advanced Marketing 4.5

DIVERSIFIED AGRICULTURE FOCUS:
AGRI1153 Soils & Plant Nutrition 6.0
AGRI1221 Livestock Nutrition 6.0

Agribusiness Courses - Take a minimum of 6 credits
AGRI2202 Farm & Ranch Management 6.0
AGRI2223 Principles of Livestock Feeding 3.0
AGRI2253 Grain Management 3.0
AGRI2267 Advanced Marketing 4.5
AGRI2274 Individual Marketing/Management Lab 1.5
AGRI2279 Advanced Ag Technology 4.5

Livestock Courses - Take a minimum of 12 credits
AGRI11135 Basic Fertilizer Management 3.0
HORT1136 Plant Propagation 3.0
HORT1154 Greenhouse Management 3.0
HORT1239 Arboriculture 3.0
HORT1242 Turfgrass Management 4.5
AGRI2219 Pesticide Certification 3.0
AGRI2220 Ag Chemicals & Equipment Application 4.5
AGRI2222 Agriculture Analysis 3.0
AGRI2240 Range & Forage Management 6.0
AGRI2265 Irrigation & Water Management 6.0
AGRI2280 Advanced Crops 6.0

Mechanical Courses - Take a minimum of 9 credits
AGRI1116 Electric & Gas Welding 2.0
AGRI1145 Ag Electricity & Welding 2.0
AGRI1195 Advanced Electric & Gas Welding 2.0
AGRI1218 Basic Farm Engines 4.5
AGRI2212 Ag Machinery Maintenance 3.0
HORT1224 Horticulture Equipment Maintenance 3.0
AGRI2232 Harvesting Equipment 6.0
AGRI2233 Planting & Tillage Equipment 6.0

Diversified Agriculture Focus: 51.0 credits
Electives: 6.0
57.0

GOLF TURFGRASS MANAGEMENT FOCUS:
AGRI1123 Ag Careers 4.5
AGRI1131 Crop and Food Science 4.5
AGRI1171 Ag Technology 3.0
AGRI12025 Enterprise Analysis 4.5
AGRI2216 Agribusiness Management 4.5
AGRI2224 Agribusiness Internship I 4.5
AGRI2281 Agribusiness Cooperative Internship 10.5
AGRI2285 Agribusiness Seminar II 1.5
AGRI2291 Ag Business Sales 4.5

Total: 42
General Education Requirements 22.5

Core Courses within the focus
AGRI1135 Basic Fertilizers 3.0
HORT1132 Horticulture Plant Identification and Selection 4.5
AGRI1153 Soils and Plant Nutrition 6.0
AGRI2219 Pesticide Certification 3.0
AGRI2220 Ag Chem and Equip Application 4.5
AGRI2265 Irrigation and Water Management 6.0
HORT1242 Turfgrass Management 4.5
HORT2288 Golf Course Management 6.0
HORT1190 Management of Turfgrass Pests 4.5
HORT2214 Horticulture Equipment Maintenance 3.0
HORT2295 Advanced Golf Course Management 8.0

Select 10.5 hours from the following:
HORT1136 Plant Propagation 3.0
HORT1155 Basic Landscape Design 4.5
HORT1239 Arboriculture 3.0
HORT2292 Landscape Maintenance 3.0
AGRI2286 Advanced Ag Technology 4.5
HORT1154 Greenhouse Management 3.0

Golf Turfgrass Management Focus Credits: 67.5
Electives: 3.0
70.5
### PROGRAM ELECTIVES

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**How to enroll in this Program of Study**

1. **Complete an application** for admission.
2. **Submit official high school transcripts**, GED scores, and/or other college transcripts.
3. **Check with an adviser** to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See **PAGE 68** for a complete list of **GENERAL EDUCATION Courses**.
Architectural-Engineering Technology

What type of job could I get?

As a graduate of the Architectural-Engineering Program you will be able to work in a variety of areas, including Architectural and Engineering Offices, as a technician.

Careers include the fields of estimating, heating and plumbing layout and drafting, structural steel and wood detailing, and building contracting. Graduates of this program are trained to be special members of a team that assist both the architect and engineer.

Architectural-Engineering graduates are working throughout the United States. SCC has placed graduates on both the East and West coasts but the majority of the graduates are placed in Nebraska and the surrounding states. Students work in companies of various sizes. Some graduates continue their education in a 4-year college to earn a bachelor's degree.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $12.80–$18.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor (http://www.dol.state.ne.us), workers in this industry are earning an average of $26.29 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

This program is available only on the Milford campus. Students are admitted to the program beginning every 6th quarter.

Students must have completed necessary college-level prerequisite courses. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed a preparatory course in the following general education core areas.

No two courses may be selected from the following areas.

- SOCIAL SCIENCE
- COMPUTER TECHNOLOGY
- SCIENCE
- HUMANITIES

Below is a suggested guide for a full-time student to complete an A.A.S. degree in Architectural-Engineering Technology. Graduates of the program are trained to be a special member of an engineering or architectural team, assisting both the engineer and architect. Students may substitute academic transfer courses for vocational general education courses.

Please note: ALL Architectural prerequisite courses must have the appropriate grade of “C” or above. Corequisite/concurrent classes must be taken during the same quarter, as theory & lab information changes each quarter. All courses, ARCH1103 through ARCH2546 are prerequisites for acceptance into the 6th quarter.

ARCHITECTURAL-ENGINEERING TECHNOLOGY COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>ARCH1103</td>
<td>Materials of Construction</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCH1107</td>
<td>Heating &amp; Air Conditioning Systems I</td>
<td>3.5</td>
</tr>
<tr>
<td>ARCH1115</td>
<td>Light Construction Principles</td>
<td>5.0</td>
</tr>
<tr>
<td>ARCH1150</td>
<td>Computer Aided Drafting I (CAD)</td>
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</tr>
<tr>
<td>ARCH1158</td>
<td>Basic Architectural Drafting</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCH1208</td>
<td>Heating &amp; Air Conditioning Systems II</td>
<td>5.0</td>
</tr>
<tr>
<td>ARCH1210</td>
<td>Elementary Structural Design</td>
<td>4.5</td>
</tr>
<tr>
<td>ARCH1224</td>
<td>Plumbing Systems Drafting</td>
<td>2.5</td>
</tr>
<tr>
<td>ARCH1225</td>
<td>Plumbing Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>ARCH1226</td>
<td>Heating &amp; Air Conditioning Systems Drafting</td>
<td>2.5</td>
</tr>
<tr>
<td>ARCH1240</td>
<td>Computer Aided Drafting II (CAD)</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCH1311</td>
<td>Basic Estimating</td>
<td>5.0</td>
</tr>
<tr>
<td>ARCH1320</td>
<td>Freehand Drawing for Design Detailers</td>
<td>1.0</td>
</tr>
<tr>
<td>ARCH1328</td>
<td>Structural Building Systems I</td>
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<tr>
<td>ARCH1329</td>
<td>Structural Building Systems II</td>
<td>5.0</td>
</tr>
<tr>
<td>ARCH1330</td>
<td>Structural Detailing &amp; Design I</td>
<td>1.5</td>
</tr>
<tr>
<td>ARCH1332</td>
<td>Structural Detailing &amp; Design II</td>
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<td>ARCH1340</td>
<td>Computer Aided Drafting III (CAD)</td>
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<tr>
<td>ARCH1434</td>
<td>Fundamentals of Commercial Architecture</td>
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<tr>
<td>ARCH1436</td>
<td>Commercial Architectural Drafting</td>
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</tr>
<tr>
<td>ARCH1438</td>
<td>Residential Design and Drafting</td>
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<tr>
<td>ARCH2531</td>
<td>Electrical Systems Theory</td>
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<tr>
<td>ARCH2533</td>
<td>Advanced Mechanical Systems Theory</td>
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</tr>
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<td>ARCH2542</td>
<td>Electrical Systems Drafting</td>
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</tr>
<tr>
<td>ARCH2544</td>
<td>Advanced Mechanical Systems Drafting</td>
<td>2.5</td>
</tr>
<tr>
<td>ARCH2546</td>
<td>Site Planning &amp; Surveying</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCH2637</td>
<td>Comprehensive Project Design</td>
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<tr>
<td>ARCH2639</td>
<td>Construction Estimating</td>
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<tr>
<td>ARCH2641</td>
<td>Life Safety Code</td>
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</tr>
<tr>
<td>ARCH2648</td>
<td>Comprehensive Project Drawing</td>
<td>8.0</td>
</tr>
<tr>
<td>ARCH2710</td>
<td>Construction Law</td>
<td>4.5</td>
</tr>
</tbody>
</table>

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS

MATH1080 is a prerequisite for ARCH1210. Students must receive a “C” or better in MATH1080 before enrolling in ARCH1210 or any other class which has MATH1080 as a prerequisite.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed a preparatory course in the following general education core areas.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
ASSOCIATE DEGREE NURSING
Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers as a registered nurse

This program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway Street, New York, NY 10012, 212-812-0390, www.nlnac.org

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 108.0

PROGRAM REQUIREMENTS:
All courses must be completed with a grade of C+ or better before enrolling in Associate Degree Nursing (NURS) core courses. The math and science courses must have been completed within the last 5 years.

Human Anatomy w/Lab 6.0
Biology of Microorganisms w/Lab 6.0
Human Physiology w/Lab 6.0
Chemistry & the Citizen w/Lab 6.0
Intro to Sociology 4.5
College Algebra (or higher) 4.5 33.0

General Education Requirements may be completed prior to enrolling in Associate Degree Nursing (NURS) core courses as well.

SPECIAL PROGRAM REQUIREMENTS FOR ADMISSION TO ASSOCIATE DEGREE NURSING (NURS) CORE COURSES:
1. Complete an application for admission to the Associate Degree Nursing (ADN) program after 33 credit hours have been completed with a grade of C+ or better in the courses taken prior to enrollment in the Nursing (NURS) core courses.
2. Provide the Application for Admission, health statement, and self-advising sheet to the Admissions office.
3. Must have passed the “Basic Nursing Assistant” course and be on “Active Status” in the Nebraska registry before starting NURS 1305 (Nursing Concepts I).
4. Current CPR card for Healthcare Providers is required before starting (NURS) Associate Degree Nursing courses.

OTHER COURSES TO IMPROVE SUCCESS:
• MEDA1101/1102 Medical Terminology I, II
• INFO1010 or BSAD1010 Computer Literacy
• PSYC1250 Interpersonal Relations
• PSYC1810 Introduction to Psychology

A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of $45 will be assessed for this background check.

Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. Contact the State Board of Nursing with questions.

Following is a list of required courses to complete an A.A.S. degree in the ADN program.

ASSOCIATE DEGREE NURSING CORE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS1304</td>
<td>Transition **</td>
<td>1.0</td>
</tr>
<tr>
<td>NURS1206</td>
<td>*Intro to Professional Nursing</td>
<td>2.0</td>
</tr>
<tr>
<td>NURS1305</td>
<td>*Nursing Concepts I</td>
<td>6.0</td>
</tr>
<tr>
<td>NURS1306</td>
<td>*Pathophysiology</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS1307</td>
<td>*Nursing Concepts II</td>
<td>3.0</td>
</tr>
<tr>
<td>NURS2400</td>
<td>*Nursing Assessment</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS2403</td>
<td>*Gerontological Nursing Concepts</td>
<td>3.5</td>
</tr>
<tr>
<td>NURS2404</td>
<td>*Nursing Concepts III</td>
<td>6.0</td>
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<tr>
<td>NURS2501</td>
<td>*Nursing Concepts-Childbearing Family</td>
<td>6.0</td>
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<tr>
<td>NURS2502</td>
<td>*Nursing Concepts-Child Rearing Family</td>
<td>6.0</td>
</tr>
<tr>
<td>NURS2602</td>
<td>*Mental Health Nursing Concepts</td>
<td>6.0</td>
</tr>
<tr>
<td>NURS2603</td>
<td>*Nursing Concepts IV</td>
<td>6.5</td>
</tr>
<tr>
<td>NURS2603</td>
<td>*Nursing Concepts IV</td>
<td>6.5</td>
</tr>
</tbody>
</table>

A minimum 2.5 grade (4.0 system) is required in each course.

**Course has a prerequisite
*Required for LPNs advanced placement students only.

GENERAL EDUCATION REQUIREMENTS:
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

REQUIRED SUPPORT COURSES:
MEDA1404*Basic Pharmacology 2.0
MEDA1407*Medical Calculations 1.0
PSYC2960 Life-span Human Development 4.5

PLEASE NOTE: Licensed Practical Nurse (LPN) Advanced Standing is for those who are working on, or have earned their LPN diploma, and are seeking an RN degree. Please contact the Admissions Office for specific program information and self-advising sheet.

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
5. Obtain a self-advising sheet from the Admissions Office.
Auto Collision Repair Technology

What type of job could I get?
Following graduation the collision repair technology student has opportunities in the following areas:
- Auto Body Repair Technician
- Paint & Prep Technician
- Insurance Appraiser/Estimator
- Frame Technician
- Sales Representative
- Auto Restoration Technician
- Welder

Program graduates are working in small companies and Fortune 500 companies throughout Nebraska and the entire nation. Others have continued their education.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.00–$15.20 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $16.59 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
The Collision Repair Technology program is available only at the Milford campus and admits students for the winter and summer quarters. This program is an introduction to the Collision Repair industry including estimating, metal repair, welding, refinishing, and detailing. Tools are required as part of the Collision Repair Program. For cost estimates please request the program estimated expense form. The Collision Repair Technology students also have the opportunity to work on their own vehicles which gives them the students real world, on the job experiences. Upon completion of the program students will qualify for one year of work experience required by ASE for technician certification.

For more information contact:
Bill Vocasek, Program Chair
402-761-8241, 800-933-7223 x8241
b vocasek@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

AUTO COLLISION REPAIR TECHNOLOGY
Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers in the automotive collision repair industry

This program is accredited by the National Automotive Technicians Educational Foundation (NATEF), 101 Blue Seal Drive, Suite 101, Leesburg, VA 20175, 703-669-6125, www.natef.org

Credit Hours Required for Graduation:
- Associate of Applied Science Degree: 82.5-106.5

The Auto Collision Repair Technology program is ASE certified by the National Automotive Technicians Educational Foundation (NATEF), and was the first Auto Collision Repair program certified in the state of Nebraska. Students gain the entry-level basics of auto collision repair and master the skills required for today’s structural and non-structural body components. This is the only Auto Collision Repair Technology Program in the state of Nebraska to offer I-CAR (Inter-Industry Conference on Auto Collision Repair) Welding Qualification Certification.

AUTO COLLISION REPAIR CORE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>AUTB1150</td>
<td>Tools &amp; Equipment</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTB1155</td>
<td>Collision Repair Theory</td>
<td>7.5</td>
</tr>
<tr>
<td>AUTB1160</td>
<td>Welding Theory</td>
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</tr>
<tr>
<td>AUTB1165</td>
<td>Collision Repair Lab</td>
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<tr>
<td>AUTB1170</td>
<td>Welding Lab</td>
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<td>AUTB1175</td>
<td>Paint Finishes Theory</td>
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</tr>
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<td>AUTB1250</td>
<td>Collision Repair Theory II</td>
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<td>AUTB1255</td>
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<td>AUTB1260</td>
<td>Electrical Repair I</td>
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<td>Paint Finishes Theory II</td>
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<td>Estimating Theory</td>
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<td>Electrical Repair II</td>
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<td>AUTB1365</td>
<td>Refinishing Lab I</td>
<td>5.5</td>
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<td>AUTB1370</td>
<td>Collision Repair Lab III</td>
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<td>AUTB1450</td>
<td>Structural Repair Theory</td>
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<tr>
<td>AUTB1455</td>
<td>Safety Restraints Systems</td>
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<td>AUTB1460</td>
<td>Collision Repair Lab IV</td>
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<td>AUTB1465</td>
<td>Refinishing Lab II</td>
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</tr>
<tr>
<td>AUTB2550</td>
<td>Suspension &amp; Alignment Theory</td>
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<tr>
<td>AUTB2555</td>
<td>Automotive Heating &amp; Air</td>
<td>1.0</td>
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<tr>
<td>AUTB2560</td>
<td>Brake Systems</td>
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<td>AUTB2565</td>
<td>Collision Repair Lab V</td>
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<td>AUTB2650</td>
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<td>BSAD2270</td>
<td>Professional Selling</td>
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<td></td>
<td>Total</td>
<td>82.5</td>
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</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 HOURS
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (6 classes minimum)

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

(Plus three classes from any of the five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

Please note: Students are required to purchase their own tool set. A list of required tools is available with the Program Chairs or the College Admissions Office.

This SCC Program is Affiliated with ASE
Affiliated with ASE

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Automotive Technology
What type of job could I get?
As a technician there are many types of jobs available in the automotive service industry. These include diagnostic and repair of all areas of the vehicle including all aspects of engine repair, transmissions, suspension systems and brakes, electrical/electronics, heating and air conditioning and diagnostics. Students also learn skills to help them in occupations such as service writer, service dispatcher, service manager, and warranty clerk. Students can continue to become parts counter personnel and sales associates. Activities in this field include researching service information using manuals or computer based programs, using an extensive array of hand tools and diagnostic equipment, writing, speaking and basic math skills.

Program graduates are employed in dealerships, independent shops, fleet service facilities and owner/operator shops.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level technicians are earning an average rate of $7.50–$7.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $16.59 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview
This program is available on the Milford and Lincoln campuses. Upon completion of the associate of applied science degree, graduates will have earned one and a half years toward the two year ASE certification.

For more information contact:
Ken Jefferson, Program Chair – Lincoln
402-437-2640, 800-642-4075 x2640
kjefferson@southeast.edu

Rick Morpew, Program Chair – Milford
402-761-8317, 800-933-7223 x8317
rmorpew@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600
Milford 402-761-8243, 800-933-7223 x8243

AUTOMOTIVE TECHNOLOGY
Lincoln and Milford Campuses
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers in the automotive service and repair industry

This program is accredited by the National Automotive Technicians Educational Foundation (NATEF), 101 Blue Seal Drive, Suite 101, Leesburg, VA. 20175, 703-669-6125, www.natef.org

Credit Hours Required for Graduation:
Associate of Applied Science Degree: 128.5-130.0

The Automotive Technology Program is nationally recognized and is certified by the National Automotive Technical Education Foundation (NATEF), and is led by Automotive Service Excellence (ASE) certified instructors. The program provides students the fundamental knowledge and experience needed to become entry level technicians in the automotive industry.

SPECIAL PROGRAM REQUIREMENTS:
A grade of “C” (2.0) or better in all AUTT classes is required to progress through the program.

AUTOMOTIVE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTT1000</td>
<td>Shop Procedures</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTT1010</td>
<td>Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTT1000</td>
<td>Shop Safety &amp; Repair</td>
<td>2.5</td>
</tr>
<tr>
<td>AUTT1003</td>
<td>Drive Trains</td>
<td>3.5</td>
</tr>
<tr>
<td>AUTT1004</td>
<td>Steering &amp; Suspension I</td>
<td>4.5</td>
</tr>
<tr>
<td>AUTT1005</td>
<td>Automotive Brake Systems</td>
<td>7.0</td>
</tr>
<tr>
<td>AUTT1006</td>
<td>Electrical Concepts</td>
<td>6.0</td>
</tr>
<tr>
<td>AUTT1007</td>
<td>Automotive Heating &amp; AC</td>
<td>6.0</td>
</tr>
<tr>
<td>AUTT1008</td>
<td>Automotive Fuel and Control Systems</td>
<td>8.5</td>
</tr>
<tr>
<td>AUTT1203</td>
<td>Manual Transmission/Transaxle Theory</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTT1204</td>
<td>Steering &amp; Suspension II</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTT1206</td>
<td>Automotive Electricity</td>
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</tr>
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<td>AUTT1221</td>
<td>Engine Theory</td>
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</tr>
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<td>AUTT1222</td>
<td>Engine II</td>
<td>11.0</td>
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<tr>
<td>AUTT1306</td>
<td>Automotive Ignition Systems</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTT1406</td>
<td>Automotive Electronics I</td>
<td>3.5</td>
</tr>
<tr>
<td>AUTT1408</td>
<td>Advanced Engine Performance</td>
<td>9.0</td>
</tr>
<tr>
<td>AUTT1506</td>
<td>Automotive Electronics II</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTT1202</td>
<td>Advanced Transmission/Transaxle</td>
<td>12.5</td>
</tr>
<tr>
<td>AUTT2303</td>
<td>Manual Transmission/Transaxle Lab</td>
<td>4.0</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS: 28.5 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (6 classes minimum)

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- SCIENCE
- PHYS1150 Descriptive Physics

(Plus two classes from any of the four areas below)
- MATHEMATICS
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

PLUS ONE ELECTIVE 4.5

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course(s) meet the program requirements.

Please note: Students are required to wear program shirts while in class or laboratory settings. Shirts are available in the SCC Bookstores.

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

This SCC Program is Accredited by NATEF

Affiliated with ASE

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
Building Construction Technology

What type of job could I get?

Graduates of the Building Construction Technology program will have a diverse range of possible employment opportunities. Since the program focuses on concrete/masonry, carpentry, drafting, estimating, cabinet making and house construction, jobs are available in all of these disciplines as well.

Many students focus on a career involving framing or trim, working for residential and light commercial construction contractors. Others may have opportunities in concrete and/or masonry construction with companies ranging in size from small to large.

Most employers are looking for aggressive, motivated and energetic employees who desire to excel and move forward with their careers. Many choices exist that will allow students to grow in that company for a period of time to become responsible and, over time, to develop supervisory skills.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level employees who desire to earn $16.00 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $16.00 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates. To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

The Building Construction Technology program is available only at the Milford campus. This program offers drafting and estimating skills, masonry/concrete and cabinet construction not offered at some construction schools.

Students have an opportunity to participate in the award-winning National Association of Home Builders (NAHB) student chapter or the Associated General Contractors (AGC) student chapter. This affiliation provides an excellent chance to acquire more industry exposure and to help further develop the necessary leadership skills important for employment success.

For more information contact:
Ron Petsch, Program Chair
402-761-8213, 800-933-7223 x8213
rpetsch@southeast.edu

or the College Admissions Office:
Milford 402-761-8243, 800-933-7223 x8243

BUILDING CONSTRUCTION TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in the residential, remodeling, light commercial and other building construction industries

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: . . . . .121.0

Students of the Building Construction Technology program take part in learning activities related to concrete, masonry, carpentry, drafting, estimating, cabinet making, and house construction. A grade of “C”, 70% or above, is required in CNST prerequisite courses for graduation from this program.

BUILDING CONSTRUCTION TECHNOLOGY COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNST1121</td>
<td>Concrete &amp; Masonry Tools &amp; Materials</td>
<td>8.0</td>
</tr>
<tr>
<td>CNST1122</td>
<td>Concrete, Masonry Applications</td>
<td>7.0</td>
</tr>
<tr>
<td>CNST1223</td>
<td>Residential Blueprint Reading</td>
<td>3.0</td>
</tr>
<tr>
<td>CNST1224</td>
<td>Construction Processes &amp; Practices</td>
<td>5.5</td>
</tr>
<tr>
<td>CNST1225</td>
<td>Tools &amp; Materials</td>
<td>7.5</td>
</tr>
<tr>
<td>CNST1326</td>
<td>Residential Construction Drafting Laboratory</td>
<td>2.5</td>
</tr>
<tr>
<td>CNST1327</td>
<td>Residential Construction Drafting Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>CNST1328</td>
<td>Residential Construction Estimating Laboratory</td>
<td>2.5</td>
</tr>
<tr>
<td>CNST1329</td>
<td>Residential Construction Estimating Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>CNST1331</td>
<td>Drafting Aids &amp; Trends</td>
<td>3.0</td>
</tr>
<tr>
<td>CNST1340</td>
<td>Cabinet and Carpentry Laboratory</td>
<td>6.5</td>
</tr>
<tr>
<td>CNST1343</td>
<td>Carpentry Theory</td>
<td>10.0</td>
</tr>
<tr>
<td>CNST2532</td>
<td>Residential Construction Applications</td>
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</tr>
<tr>
<td>CNST2537</td>
<td>Residential Construction Principles</td>
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<tr>
<td>CNST2547</td>
<td>Building Construction Welding</td>
<td>1.5</td>
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<tr>
<td>CNST2634</td>
<td>Commercial Construction Drafting Laboratory</td>
<td>2.0</td>
</tr>
<tr>
<td>CNST2636</td>
<td>Commercial Construction Estimating Laboratory</td>
<td>2.5</td>
</tr>
<tr>
<td>CNST2639</td>
<td>Commercial Construction Drafting Theory</td>
<td>3.5</td>
</tr>
<tr>
<td>CNST2641</td>
<td>Commercial Construction Drafting Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>CNST2643</td>
<td>Fundamentals of Structural Steel</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON1200</td>
<td>Personal Finance</td>
<td>4.5</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
• ORAL COMMUNICATIONS 4.5
• WRITTEN COMMUNICATIONS 4.5
ENGL1000 or higher

(Three classes from the areas below)
• MATHEMATICS 4.5
• SOCIAL SCIENCE 4.5
• COMPUTER TECHNOLOGY 4.5
BSAD1010 Microsoft Application I

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course(s) meet the program requirements.

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
BUSINESS ADMINISTRATION
Beatrice, Lincoln, & Milford

ASSOCIATE OF APPLIED SCIENCE DEGREE
• DIPLOMA
• CERTIFICATE

Prepares students for careers in business

This program is accredited by the Association of Collegiate Business Schools & Programs. 7007 College Blvd, Suite 420, Overland Park, KS 66211, (913) 339-9536, www.acbsp.org

Credit Hours Required for Graduation:
• Certificate: ........................................... 36.0
• Diploma: ........................................... 51.0

• Associate of Applied Science Degree:
  Accounting Focus: ......................................107.0
  Entrepreneurship Focus: .................................109.5
  Marketing Focus: ..........................................110.0
  Information Systems Focus: ...............................109.5–112.0
  General Business Focus: ................................109.5
  Nursing Home Administration Focus: ................109.5

Students may pursue a basic course of study leading to a certificate, diploma or choose from focus areas, which lead to an associate of applied science degree. The focus areas are accounting, entrepreneurship, marketing, general business, information systems, and nursing home administration. Students who wish to pursue an Associate of Science or Associate of Arts degree should refer to the Academic Transfer program. All prerequisite courses must have a grade of "C" or better to continue through the program.

For more information contact:
Sharon Dexter, Co-Chair Beatrice 402-228-8284, 800-233-5027 x1284 sxdexter@southeast.edu
Tony Landenberger, Co-Chair Beatrice 402-228-3468 x1332, 800-233-5027 x1332 tlandenb@southeast.edu
Doug Strope, Co-Chair Lincoln 402-437-2415, 800-642-4075 x2415 dstrope@southeast.edu
Nancy Krumland, Co-Chair Lincoln 402-437-2427, 800-642-4075 x2427 nkrumlan@southeast.edu
Bill Beltz, Program Chair Milford 402-761-8237, 800-933-7223 x8237 bbeltz@southeast.edu
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214
Lincoln 402-437-2600, 800-642-4075 x2600
Milford 402-761-8243, 800-933-7223 x8243

A.A.S. BUSINESS ADMINISTRATION

CORE CLASSES:
• Course has prerequisite.
• Required competency must be met before taking course.

(B=Beatrice, L=Lincoln, M=Milford)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT1200</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT1210</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1020</td>
<td>*Microsoft Applications II</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1090</td>
<td>Business Law I</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT1110</td>
<td>*Business Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2000</td>
<td>*Employment Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD2310</td>
<td>*Business Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD2540</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>ECON2110</td>
<td>*Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>ECON2120</td>
<td>*Microeconomics</td>
<td>4.5</td>
</tr>
</tbody>
</table>

ACCOUNTING FOCUS: (B/L/M)
This business focus provides the practical skills required for entry-level accounting positions. The following courses must be completed for an A.A.S. Degree.

- BSAD1030 | *Co-op Supervised Employment | 5.0 |
- ACCT2050 | *Payroll Accounting | 3.0 |
- ACCT2090 | *Cost Accounting | 4.5 |
- ACCT2100 | Individual Income Tax Procedures | 4.5 |
- ACCT2130 | *Intermediate Accounting I | 4.5 |
- ACCT2230 | *Computerized Accounting | 4.5 |
- BSAD2390 | *Small Business Management | 4.5 |
- ECON1200 | *Personal Finance | 4.5 |

ADVISER APPROVED ELECTIVES:

- ACCT2140 | *Intermediate Accounting II | 4.5 |
- ACCT2110 | *Business Income Tax Procedures | 3.0 |
- ACCT2700 | *ACAT Preparatory Course | 4.5 |
- ACCT2800 | *Applied Accounting Capstone | 3.0 |

JULY 1, 2007–JUNE 30, 2008

BUSINESS ADMINISTRATION

What type of job could I get?
As Business Administration graduates, students in marketing are trained to work in a retail environment, insurance company, or in non-profit organizations. Some positions include Assistant Manager, Sales Associate, Executive Assistant, Human Resources Assistant, Customer Service Associate, and Insurance Agent.

Students in entrepreneurship will be able to create businesses ventures for themselves or take over the family business.

Students in accounting can hold positions as Accounting Clerk, Accounts Receivable Manager, Billing Clerk, Bookkeeper, and Office Assistant.

Students in the Information Systems Focus can hold positions as Business Analyst, working as a liaison with IT and business to design and implement computer systems to support the needs of business.

Students in the General Business Focus can hold positions in the marketing, accounting, and business management fields.

Program graduates are working in small and large companies throughout Nebraska and neighboring states. Other graduates are continuing their education.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $6.20–$24.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $24.04 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview
The program is available at all three campuses in Lincoln, Beatrice, and Milford. Students may focus in General Business, Accounting, Entrepreneurship, or Nursing Home Administration.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
ENTREPRENEURSHIP FOCUS: (B/L/M)
This business focus leads a student toward self discovery and provides a better understanding of who they are and how that relates to entrepreneurship. They will gain a realistic understanding of what is expected as an entrepreneur and gain working knowledge as well as hands-on experience with skills necessary for success in any venture. The following courses must be completed for an A.A.S. Degree:

ACCT2230 *Computerized Accounting 4.5
ENTR1050 Introduction to Entrepreneurship 4.5
ENTR1060 Entrepreneurship Opportunity Analysis 4.5
ENTR2070 Entrepreneurship Taxes and Financial Topics 4.5
ENTR2090 *Entrepreneurship Business Plan 4.5
BSAD2370 Human Resource Management 4.5
BSAD2390 *Small Business Management 4.5

The Capstone course listed below:
ENTR2090 *Entrepreneurship Business Plan 4.5

Choose one class from the two options below:
BSAD2520 Principles of Marketing or 4.5
ENTR2050 Marketing for the Entrepreneur 4.5

MARKETING FOCUS: (B/L/M)
This business focus is designed to develop specific skills in business marketing. The following courses must be completed for an A.A.S. Degree.

BSAD2030 *Co-op Supervised Employment or 4.5
BSAD2365 Leadership Practicum 5.0
BSAD2370 Human Resources Management 4.5
BSAD2390 *Small Business Management 4.5
BSAD2430 Marketing Communications 4.5
ECON1200 ~Personal Finance 4.5 23.0

Choose one class from the two options below:
BSAD2370 Human Resources Management 4.5
BSAD2390 *Small Business Management 4.5

Choose one class from the two options below:
OFFT1680 *Web Page Support 4.5
BSAD2460 Electronic Commerce Marketing 4.5

Choose two electives from the options below:
(Must not have been taken for another category.)
BSAD1100 *Business Law II 4.5
BSAD1230 Visual Merchandising 4.5
BSAD2370 Human Resources Management 4.5
BSAD2390 *Small Business Management 4.5
BSAD2440 Principles of Retailing 4.5
BSAD2460 Electronic Commerce Marketing 4.5
BSAD2470 International Marketing 4.5
BSAD2480 Sports Entertainment Marketing 4.5
OFFT1680 *Web Page Support 4.5
BSAD 2365 Leadership Practicum 5.0

GENERAL BUSINESS FOCUS: (B/L/M)
This business focus is designed for students to customize their courses and skills in a business degree. Choose from the following approved elective courses (40.5 credit hours) in Business Administration, Business Information Technology, and Visual Publications to complete an A.A.S. Degree.

ACCT2050 *Payroll Accounting 3.0
ACCT2090 *Cost Accounting 4.5
ACCT2100 Individual Income Tax Procedures 4.5
ACCT2110 *Business Income Tax Procedures 3.0
ACCT2130 *Intermediate Accounting I 4.5
ACCT2140 *Intermediate Accounting II 4.5
ACCT2230 *Computerized Accounting 4.5
ACCT2700 *ACAT Preparatory Course 4.5
ACCT2800 *Applied Accounting Capstone 4.5
BSAD1100 *Business Law II 4.5
BSAD1230 Visual Merchandising 4.5
BSAD1730 Principles of TQM 2.5
BSAD2030 *Co-op Supervised Employment 5.0
BSAD2270 Professional Selling 4.5
BSAD2365 Leadership Practicum 5.0
BSAD2370 Human Resources Management 4.5
BSAD2390 *Small Business Management 4.5
BSAD2400 Principles of Retailing 4.5
BSAD2430 Marketing Communications 4.5
BSAD2460 Electronic Commerce Marketing 4.5
BSAD2470 International Marketing 4.5
BSAD2480 Sports Entertainment Marketing 4.5
BSAD2520 Principles of Marketing 4.5
ECON1200 ~Personal Finance 4.5
ENTR2050 Introduction to Entrepreneurship 4.5
ENTR2060 Entrepreneurship Business Plan 4.5
ENTR2070 Entrepreneurship Taxes and Financial Topics 4.5

ENTR2090 *Entrepreneurship Business Plan 4.5
OFFT1680 *Web Page Support 4.5
OFFT2040 Computer Input Technologies 4.5
VPUB1110 Publishing Concepts 4.5
VPUB1111 Platform Manipulation 4.5
VPUB1112 Elements of Design 4.5
(any other OFFT, VPUB or INFO courses with advisor approval) 9.0

Choose from the following approved elective courses (40.5 credit hours) in Business Administration, Business Information Technology, and Visual Publications to complete an A.A.S. Degree.

BSAD2365 Leadership Practicum 5.0

NURSING HOME ADMINISTRATION FOCUS: (B/L/M)
This business focus area allows an individual to work toward licensure in Nursing Home Administration. This person is responsible for planning, organizing, directing, and controlling the operation of a nursing home, a home for the aged or infirm, or an integrated system. Other job opportunities include: Managing Assisted Living Facilities, Director of Senior Center, and Aging Services.

BSAD2370 Human Resources Management 4.5
BSAD2390 Principles of Marketing 4.5
ECON1200 ~Personal Finance 4.5
HMRS2541 Social Services-Long-Term Care Facility 4.5
HMRS2542 Financial Management for Long-Term Care 4.5
HMRS2544 Patient Care and Services 4.5
HMRS2547 Administration for Long-Term Care Facilities 4.5
HMRS2549 Rules, Regulations, and Standards Relating to the Operation of a Personal Care Facility 4.5
HMRS2550 Introduction to Assisted Living 4.5 40.5

In addition to having an associate degree and the five core educational requirements for nursing home administration, the student/candidate must complete a 640 hour administrator in training (AIT) or mentoring program through and determined by the State of Nebraska. Lastly, the student/candidate will need to pass the NAB (National Association of Boards of Examiners for Long-Term Care Administration) exam. There will be additional fees that will need to be paid to the State of Nebraska and NAB.

Please note: The Nursing Home Administration and Assisted Living classes are also offered through the Human Services program. For more information, please contact: Theresa Parker, Nursing Home Administration and Assisted Living Adviser 402-437-2750, 800-642-4075 x2750 tparker@southeast.edu

* Course has prerequisite.
~ Required competency must be met before taking course.

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
INFORMATION SYSTEMS FOCUS: (M/L)
This business focus would prepare an individual to research design and implement computer based or automated business systems. This person would be responsible for researching and gathering business requirements, designing and prototyping application interfaces, reports and documentation. Other job opportunities include: Business Systems Analyst, Software or Application Developer, System Application Specialist and Quality Assurance. Students will need to complete the following courses and then choose one option to complete an A.A.S Degree.

INFO1151 *Computer Fundamentals 4.5
INFO1214 *Program Design and Problem Solving 4.5
INFO1217 *Database Management 5.0
INFO1314 *Java 4.5
OR INFO2664 *Visual Basic 4.5
INFO1325 *Internet Scripting 3.0
INFO1414 *Advanced Java 4.5
OR INFO2664 *Advanced Visual Basic 4.5
INFO1431 *Web Page Fundamentals 3.0
INFO1314 Java 4.5
INFO1414 *Web Programming 3.0

OPTION 1 SYSTEMS INFRASTRUCTURE
INFO1287 *Operating Systems 5.0
INFO1381 *Data Communications & Networking 4.5
ELEC2760 *Networking Infrastructure 3.0

OPTION 2 SYSTEM Z (ENTERPRISE SERVER)
INFO1221 *Introduction to the MVS Environment 2.0
INFO1428 *COBOL 8.0
INFO2678 *DB2 Database Applications & SQL 3.5

OPTION 3 SYSTEM I (MID-RANGE AS/400)
INFO1337 *Introduction to the iSeries 3.5
INFO1458 *RPG IV 8.0

OPTION 4 WEB APPLICATIONS
BSAD2520 Principles of Marketing 4.5
INFO1511 Advanced Database Concepts 3.0
INFO1521 *Web Graphics 2.0
INFO2514 *Java Server Programming 4.5

Please note: All INFO courses are also offered through the Computer Programming Technology or Microcomputer Technology programs.

For more information please contact:
Computer Programming
Beth Stutzman, Program Chair
402-761-8395, 800-933-7223 x8395
bstutzman@southeast.edu

or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

For more information contact:
Microcomputer Technology
Linda Bettinger, Program Co-Chair
(402) 437-2490, 800-642-4075 x2490
lbettinger@southeast.edu

Jo Schuster, Program Co-Chair
(402) 437-2490, 800-642-4075 x2492
jschuste@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
ENGL1010 –Composition I 4.5
BSAD1010 –Microsoft Applications I 4.5
(One class from each area)
• MATHEMATICS
• SOCIAL SCIENCE
No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

BUSINESS ADMINISTRATION DIPLOMA:
The Diploma in Business Administration is designed to provide a general, but comprehensive study in the basic skills needed for students to obtain entry-level jobs.

DIPLOMA CORE COURSES:
ACCT1200 –Principles of Accounting I 4.5
BSAD1010 –Microsoft Applications I 4.5
BSAD1020 –Microsoft Applications II 4.5
BSAD1050 Introduction to Business 4.5
BSAD2310 –Business Ethics 3.0
BSAD2540 Principles of Management 4.5
OFFT1110 –Business Communications 4.5
OFFT2000 *Employment Techniques 3.0

ADVISOR APPROVED BSAD ELECTIVES: 9.0
Total: 42.0

DIPLOMA GENERAL EDUCATION REQUIREMENTS: 9.0 HOURS
• WRITTEN COMMUNICATIONS
ENGL1010 –Composition I 4.5
• MATHEMATICS
4.5
Total: 51.0

* Course has prerequisite.
~ Required competency must be met before taking course.

BUSINESS ADMINISTRATION CERTIFICATE (B/L/M)
This certificate in Business Administration is designed to provide a comprehensive study in entrepreneurship and the basic skills needed to start a business venture.

CERTIFICATE CORE COURSES:
ENTR1050 Introduction to Entrepreneurship 4.5
ENTR1060 Entrepreneurship Opportunity Analysis 4.5
ENTR2090 *Entrepreneurship Business Plan 4.5
ENTR2050 Marketing for the Entrepreneur 4.5
ENTR2060 Entrepreneurship Legal Issues 4.5
ENTR2070 Entrepreneurship Taxes and Financial Topics 4.5
BSAD2540 Principles of Management 4.5
General Education Elective 4.5
Total: 36.0

SPECIAL PROGRAM REQUIREMENTS:
Students who wish to pursue their education in Business Administration must complete the regular College admission requirements and the following special requirements:
1. Students will need previous accounting work experience or course work in accounting, which can be validated from high school and/or college transcripts.
2. Students will need to demonstrate keyboarding skills of at least 30 words per minute minimum.

Students who cannot validate competencies in accounting and keyboarding may take courses in these areas at SCC; credit earned in the courses listed below will not count towards graduation.

• Office Accounting I (OFFT1310)
• Beginning Keyboarding I (OFFT1010)
• Beginning Keyboarding II (OFFT1020)

JULY 1, 2007–JUNE 30, 2008

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
Business Information Technology

What type of job could I get?
As a valuable professional in an administrative and information support position, you are eligible for a variety of careers such as administrative assistant, office manager, general office clerk, medical transcriptionist, legal or finance assistant, medical office assistant, executive assistant, desktop publisher, customer service assistant, receptionist, computer operator, or various other related positions. Graduates are equipped with knowledge of cutting-edge technology and software, a professional attitude, and enhanced skills in the office environment.

You can expect to use additional office skills on the job as well as new technology such as speech recognition, digital handwriting tablets, and PDAs. Soft skills such as teaming, ethics, attitude, and professional work habits and responsibilities are also covered.

Program graduates are working in small and large companies throughout southeast Nebraska and neighboring states. Other graduates are continuing their education.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $7.00–$15.20 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $12.55 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay, please contact the Program Chair.

SCC Program overview
The program is available on the Lincoln and Beatrice campuses. Students may choose a focus concentrating on general office or Microsoft Office skills, a diploma focusing on general office or medical transcription skills, or a certificate focusing on general office or medical transcription skills.

For more information contact:
Sharon Dexter, Program Co-Chair-Beatrice
402-228-8284, 800-233-5027 x1284
dexter@southeast.edu
Toni Landenberger, Program Co-Chair-Beatrice
402-228-3468 x1332, 800-233-5027 x1332
mlandenb@southeast.edu
Karen Hemmens, Program Chair-Lincoln
402-437-2424, 800-642-4075 x2426
khemmens@southeast.edu
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214
Lincoln 402-437-2600, 800-642-4075 x2600

BUSINESS INFORMATION TECHNOLOGY

Beatrice and Lincoln Campuses

• ASSOCIATE OF APPLIED SCIENCE DEGREE
• DIPLOMA
• CERTIFICATE

Prepares students for careers in office professions

Credit Hours Required for Graduation:
• Certificate:
  - General Office Focus: ........................ 40.0
  - Microsoft Office Focus: ..................... 40.5

• Diploma:
  - General Office Focus: ..................... 80.0
  - Medical Transcription Focus: ............ 84.0

• Associate of Applied Science Degree:
  - Administrative Office Focus: ............ 119.0
  - Legal Office Focus: ..................... 117.5
  - Medical Office Focus: .................... 118.0

This program offers students generalized training in office professions as well as course work in three focus areas: administrative, legal, and medical. With appropriate elective courses, students completing requirements for an associate of applied science degree in will be prepared to take the Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) examination awarded through the International Association of Administrative Professionals (IAAP). All course prerequisites must be passed with a "C" or better to continue through the program.

SPECIAL PROGRAM REQUIREMENTS:
Students who wish to pursue their education in Business Information Technology must complete the college admissions requirements and the special program requirements:

1. Students will complete the pre-admission COMPASS test administered by SCC. This test will help determine the skills students currently have in math, writing, and reading comprehension. Scores from this test will be used to place students in appropriate math and writing courses as well as any developmental reading program that may be necessary. Developmental courses include the following:
   - ENGL0850 Reading Strategies I
   - ENGL0880 Reading Strategies II
   - ENGL0950 Writing Skills
   - ENGL0980 Basic Writing
   - MATH0900 Math Fundamentals
   - MATH0950 Beginning Algebra

Your adviser will assist you in interpreting placement scores and determining if you are required to take the prescribed developmental courses.

2. Students’ high school or college transcripts must validate successful completion of an accounting course. Two semesters of high school accounting or one semester/quarter of college accounting must have been completed with a B average or better.

Students who cannot validate previous accounting course work will be required to take OFFT1310 Office Accounting.

3. Prerequisite competencies required in the program include a typing/keyboarding skill of a minimum of 30 words per minute with three or fewer errors on a three-minute timing. Students who do not meet this requirement will complete Beginning Keyboarding I (OFFT1010) and/or Beginning Keyboarding II (OFFT1020).

4. If your adviser determines that you must take developmental or prerequisite courses, they will be taken during the first part of the program. The credit hours earned in these classes will not count toward graduation requirements.

PREREQUISITE COURSES OR EQUIVALENTS
(Credit not counted toward graduation requirements)
(Course numbers preceded by an asterisk (*) have prerequisites.)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFT1010</td>
<td>Beginning Keyboarding I</td>
<td>2.0</td>
</tr>
<tr>
<td>OFFT1020</td>
<td>Beginning Keyboarding II</td>
<td>2.0</td>
</tr>
<tr>
<td>OFFT1310</td>
<td>Office Accounting</td>
<td>4.5</td>
</tr>
</tbody>
</table>

AAS BUSINESS INFORMATION TECHNOLOGY CORE COURSES:

OFFT1110 Business Communications 4.5
*OFFT1160 Keyboarding III 4.5
*OFFT1170 Keyboarding IV 3.0
*OFFT1710 Word Applications I 4.5
*OFFT1720 Word Applications II 4.5
*OFFT2000 Employment Techniques 3.0
*OFFT2020 Co-op Supervised Employment 5.0
*OFFT2040 Computer Input Technologies 4.5
*OFFT2090 Applied Transcription Skills 4.5
*OFFT2340 Records and Information Management 4.5
*OFFT2410 Administrative Procedures I 4.5
*OFFT2420 Administrative Procedures II 4.5
*OFFT2460 Office Simulation 4.5
*OFFT2600 Emerging Business Technologies 4.5

30.5

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
ADMINISTRATIVE FOCUS COURSES:
BSAD1050 Introduction to Business (Bea) or
*OFFT2430 Administrative Office Management (Linc) 4.5
*ACCT1200 Principles of Accounting I 4.5
*OFFT1170 Keyboard IV 3.0
*OFFT1710 Word Applications I 4.5
*OFFT2200 Employment Techniques 3.0
*OFFT2020 Co-op Supervised Employment 5.0
*OFFT2090 Applied Transcription Skills 4.5
Choose from two focuses: General Office Focus or Medical Transcription Focus.

LEGAL FOCUS COURSES:
BSAD1050 Introduction to Business (Bea) or
*OFFT2430 Administrative Office Management (Linc) 4.5
*ACCT1200 Principles of Accounting I 4.5
BSAD1090 Business Law I 4.5
*BSAD2130 Business Ethics 3.0
*OFFT1200 WordPerfect for Windows 4.5
*OFFT2210 Legal Processes I 4.5
*OFFT2220 Legal Processes II 4.5
36.0

MEDICAL FOCUS COURSES:
BSAD1050 Introduction to Business (Bea) or
*OFFT2430 Administrative Office Management (Linc) 4.5
*ACCT1200 Principles of Accounting I 4.5
*BIOS1000 Structure and Function of the Human Body or 6.0
BIOS1210 Anatomy and Physiology (Bea) 6.0
MEDA1101 Medical Terminology I (Linc) and 2.0
*MEDA1201 Medical Terminology II (Linc) or 3.0
OFFT1120 Medical Terminology (Bea) 4.5
*MEDA1203 Medical Law, Ethics, and Bioethics (Linc) 3.0
*MEDA1404 Medical Diseases (Linc) 3.0
*OFFT2120 Insurance for the Medical Office (Bea) or 4.5
*MEDA1405 Insurance for the Medical Office (Linc) 4.5
*OFFT2130 Medical Machine Transcription 4.5
*OFFT2440 Medical Office Procedures 4.5
36.0

AAS GENERAL EDUCATION REQUIREMENTS:
To complete an associate of applied science degree for this program, a student must complete 22.5 credit hours in the following general education core areas.

COMPUTER TECHNOLOGY
BSAD1010 Microsoft Applications I 4.5
WRITTEN COMMUNICATIONS
ENGL1010 Composition I 4.5

MATHMATICS
MATH1040 Business Math or higher 4.5

SOCIAL SCIENCE
PSYC1250 Interpersonal Relations 4.5

MICROSOFT OFFICE FOCUS: 4.5
*OFFT1110 Business Communications 4.5
*OFFT1160 Keyboarding III 4.5
*OFFT1710 Word Applications I 4.5
*OFFT2000 Employment Techniques 3.0
MATH1040 Business Math 4.5
ENGL1010 Composition I 4.5

CERTIFICATE
Choose from two focuses: General Office Focus or Medical Office Focus.

REQUIRED GENERAL EDUCATION CERTIFICATE COURSE:
BSAD1010 Microsoft Applications I 4.5

How to enroll in this Program of Study:
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Computer Aided Design Drafting

What type of job could I get?

Computer Aided Design Drafters are responsible for the dynamic new designs of most structures and consumer products available today. In engineering and architectural offices across the country, designers have many responsibilities that will employ their abilities to think “outside the box” as they create solutions to today’s design challenges.

Computer Aided Design Drafting graduates are employed by both large and small businesses, and by government agencies. Areas of employment include commercial architecture, electronics, and design engineering of consumer products.

What skills will I use on the job?

Computer Aided Design Drafters are professional people in volved in the process of creating solutions to technical engineering design problems. They work in a specialized environment as communicators and must exhibit good written and verbal skills along with the use of high levels of math and physics to create new industrial, commercial and business products.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level hourly rates ranged from $10.00–$15.18 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $16.28 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates. To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

The program is available only on the Lincoln campus and admits new students every quarter. Students must earn a course grade of “C” or better in all prerequisite and program courses to continue to the next course.

For more information contact:
Dan Masters, Program Chair 402-437-2650, 800-642-4075 x2650 dmasters@southeast.edu

or the College Admissions Office Lincoln 402-437-2600, 800-642-4075 x2600

**Computer Aided Design Drafting**

**Lincoln Campus**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepares students for employment in a wide range of industries as a Computer Aided Design Drafter.

**Credit Hours Required for Graduation:**

Associate of Applied Science Degree: 120.5

Computer Aided Design Drafting is communication through the use of two-dimensional representation and creation of 3-D designs. Students take courses that prepare them for employment in a variety of exciting and rewarding areas of computer aided design. Students take courses using computer-aided-drafting software in the first three quarters as a prerequisite for advanced computer aided drafting courses. Computer design labs are designed to give students hands-on training in an atmosphere commonly found in industry. With the use of 3-dimensional rapid prototyping plotters students produce solid ABS plastic parts. This simulates the activities. Design Drafters would be involved in working with many companies. Please note: Students may substitute academic transfer courses for vocational courses in some general education courses.

**CORE COURSES:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAF1100</td>
<td>Drafting Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF1220</td>
<td>3-D Solid Modeling</td>
<td>5.0</td>
</tr>
<tr>
<td>DRAF1310</td>
<td>3-D Visualization</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF1330</td>
<td>Solid Works</td>
<td>5.0</td>
</tr>
<tr>
<td>DRAF1340</td>
<td>Strength of Materials</td>
<td>4.0</td>
</tr>
<tr>
<td>DRAF1400</td>
<td>Architectural Design with Revit</td>
<td>5.0</td>
</tr>
<tr>
<td>DRAF2100</td>
<td>Principles &amp; Materials of Construction</td>
<td>4.5</td>
</tr>
<tr>
<td>DRAF2110</td>
<td>Architectural Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2120</td>
<td>Building Structures</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2130</td>
<td>Industrial Plastics</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2140</td>
<td>Building Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2150</td>
<td>Structural Steel Design with SDS/2</td>
<td>5.0</td>
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<tr>
<td>DRAF2160</td>
<td>Commercial Construction</td>
<td>3.0</td>
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<tr>
<td>DRAF2180</td>
<td>Professional Practice-Architectural</td>
<td>4.0</td>
</tr>
<tr>
<td>DRAF2200</td>
<td>Geometric Dimensioning &amp; Tolerancing</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2210</td>
<td>Engineering Processes</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2250</td>
<td>Plastic Part Design</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2220</td>
<td>Flat Pattern Layout</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2230</td>
<td>Design Concepts</td>
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<tr>
<td>DRAF2240</td>
<td>Consumer Product Design</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2260</td>
<td>Jigs &amp; Fixture-Design</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2340</td>
<td>Topographic/Civil Drafting</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2520</td>
<td>Electronic Drafting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACFS2020</td>
<td>Career Development</td>
<td>2.5</td>
</tr>
</tbody>
</table>

**DRAFTING TECHNICAL ELECTIVES:** 9.0 HOURS

Students must get approval from their advisor and select from this list of Drafting Technical Electives.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAF2190</td>
<td>Construction For Americans with Disabilities</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2600</td>
<td>Special Projects</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2620</td>
<td>Co-op Education Drafting I</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2621</td>
<td>Co-op Education Drafting II</td>
<td>3.0</td>
</tr>
<tr>
<td>MACH1172</td>
<td>Machine Tool Lab I</td>
<td>6.5</td>
</tr>
<tr>
<td>MACH1222</td>
<td>Machine Tool Lab II</td>
<td>7.0</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION REQUIREMENTS:** 24.0 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)

**ORAL COMMUNICATIONS**

**WRITTEN COMMUNICATIONS**

**MATHEMATICS**

**SCIENCE**

**COMPUTER TECHNOLOGY**

**GENERAL EDUCATION ELECTIVES:** 4.5 HOURS

**BIOIS1140** | Human Anatomy & Lab | 4.5 |
| BSAD1090 | Business Law I | 4.0 |
| CHEM1090 | General Chemistry I | 4.5 |
| ECON1200 | Personal Finance | 4.0 |
| ECON2110 | Macroeconomics | 4.5 |
| ECON2120 | Microeconomics | 4.5 |
| HIST2010 | American History I | 4.0 |
| HIST2020 | American History II | 4.0 |
| POLS1000 | American Government | 4.0 |
| POLS1610 | Introduction To International Relations | 4.0 |
| SOCI1020 | Diversity in Society | 4.0 |
| HUMS1100 | Introduction To Humanities | 4.0 |
| PHIL1150 | Critical and Creative Thinking | 4.0 |
| SIGN1010 | American Sign Language I | 4.0 |

**How to enroll in this Program of Study**

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
5. Students must take an entry evaluation test for the Basic Computer Aided Drafting course (DRAF1120). Students must have a test score of B+ or better or take the DRAF1120 course for placement into the CADD program.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
Computer Programming Technology

What type of job could I get?

Computer Programming Technology offers courses based on three major IBM computing platforms: microcomputer (PC), mainframe (zSeries) and the midrange (iSeries).

The microcomputer (PC) courses include Visual Basic, Java, HTML, JavaScript, Java Servlets, embedded SQL and JSP’s as well as Microsoft Office products.

These courses will provide the programming skills needed to develop, implement and maintain web-based applications.

The mainframe (zSeries) courses include CICS, TSO/ISPF, embedded DB2/SQL, COBOL and CICS. Students are also responsible for creating a working business system. Student groups interview area businesses, then design and code a business system. Students experience the project team environment common in business system development.

The midrange (iSeries) curriculum focuses on the RPG IV progr amming language. Students create interactive applications that utilize subfile processing. Students will also gain experience using Control Language, DDS, SEU, PDM, DPU, CLP and SDA.

Students in the Computer Programming Technology program will have hands-on experience on all three platforms and will develop an understanding of how these platforms work together in a multi-platform environment typically found in business and industry today.

Computer Programming Technology will prepare students for attaining employment in a competitive Information Technology market. Students will be able to choose companies based on their experience with a single platform or on experience with a multi-platform environment.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $12.05–$21.20 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $27.63 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

Credit Hours Required for Graduation:

• Associate of Applied Science Degree: 129.0

COMPUTER PROGRAMMING TECHNOLOGY CORE COURSES:

Not listed in curriculum sequence order.

<table>
<thead>
<tr>
<th>COURSE#</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO10117</td>
<td>Microcomputer Applications Solving</td>
<td>2.0</td>
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<tr>
<td>INFO1151</td>
<td>Computer Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1214</td>
<td>Program Design and Problem Solving</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1217</td>
<td>Database Management</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO1221</td>
<td>Introduction to MVS Environment</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO1287</td>
<td>Operating Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO1314</td>
<td>Java</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1325</td>
<td>Internet Scripting</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1337</td>
<td>Introduction to the iSeries</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1381</td>
<td>Data Communications &amp; Networking</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1414</td>
<td>Advanced Java</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1428</td>
<td>COBOL</td>
<td>8.0</td>
</tr>
<tr>
<td>INFO1431</td>
<td>Web Page Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1458</td>
<td>RPG IV</td>
<td>8.0</td>
</tr>
<tr>
<td>INFO2514</td>
<td>Java Server Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2528</td>
<td>Advanced COBOL</td>
<td>7.5</td>
</tr>
<tr>
<td>INFO2548</td>
<td>Customer Information Control</td>
<td></td>
</tr>
<tr>
<td>INFO2558</td>
<td>System Programming</td>
<td>8.0</td>
</tr>
<tr>
<td>INFO2558</td>
<td>System Analysis &amp; Design</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO2564</td>
<td>Visual Basic</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2638</td>
<td>Computer Programming Projects</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO2664</td>
<td>Advanced Visual Basic</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2678</td>
<td>DB2 Database Applications &amp; SQL</td>
<td>3.5</td>
</tr>
<tr>
<td>ACF52020</td>
<td>Career Development</td>
<td>2.5</td>
</tr>
</tbody>
</table>

106.5

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

Please note: A grade of “C” or better is required in all prerequisite courses.

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

• Oral Communications
• Written Communications
• Mathematics

MATH1040 Business Math (or higher) 4.5

(Two classes from three areas below)

• Science
• Social Science
• Humanities

SCC Program overview

Students will be able to complete the program in 18 months and will graduate from Computer Programming Technology with an associate of applied science degree. Students not only have the option of employment but may transfer credit to a four-year institution to complete a bachelor’s degree. This program is available only at the Milford campus.

For more information contact:
Beth Stutzman, Program Chair 402-761-8395, 800-933-7223 x8395 bstutzma@southeast.edu or the College Admissions Office Milford 402-761-8243, 800-933-7223 x8243

How to enroll in this Program of Study

1. Complete an application for admission.

2. Submit official high school transcripts, GED scores, and/or other college transcripts.

3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.

4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
Criminal Justice

What type of job could I get?

Graduates of the Criminal Justice program will find employment in law enforcement in the state, county, or city level. Some job titles are ballistics expert, communications officer, crime lab technician, crime prevention specialist, K-9, animal control officer, railroad police, corrections officer, bailiff, investigator, and patrol officer. Positions are available in private, corporate, computer, and physical security. This program will also provide advanced placement in a bachelor’s degree program. Most federal programs require a bachelor’s degree.

How much can I earn?

According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $15.11 per hour.

The starting pay for graduates can vary depending on job, agency, and location. Typically, the larger the agency and community, the greater the starting salary. For more information, please contact the program chair.

SCC Program overview

This program provides a track for students who typically wish to work in fields of criminal justice other than law enforcement. This is a new program at Southeast Community College that began in the Fall 2006 term. Although it is new to SCC, other community colleges in Nebraska have been very successful with this degree program.

For more information contact:
Don Jenkins, Program Chair–Lincoln
402-323-3459 or 800-642-4075 x3459

Tom Young, Instructor – Beatrice
402-228-8238 or 800-233-5027 x1238

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214
Lincoln 402-437-2600, 800-642-4075 x2600

Criminal Justice
Lincoln and Beatrice Campuses

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as an integral part of a law enforcement team

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: ... .90.0

CRIMINAL JUSTICE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIM1010</td>
<td>Introduction to Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM1020</td>
<td>Introduction to Corrections</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM1030</td>
<td>Courts and the Judicial Process</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM1050</td>
<td>Introduction to Forensic Science</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM1140</td>
<td>Reporting Techniques for Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2000</td>
<td>Criminal Law</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2030</td>
<td>Police and Society</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2100</td>
<td>Juvenile Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2150</td>
<td>Contemporary Issues in Criminal Justice</td>
<td>4.5</td>
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<tr>
<td>CRIM2200</td>
<td>Criminology</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2250</td>
<td>Ethics in Criminal Justice</td>
<td>4.5</td>
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<tr>
<td>CRIM2260</td>
<td>Criminal Investigation</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2310</td>
<td>Rules of Evidence</td>
<td>4.5</td>
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<tr>
<td>CRIM2860</td>
<td>Criminal Justice Internship</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Adviser approved Electives 4.5

(67.5)

General Education Requirements: 22.5 Hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (5 classes minimum)

(One class from each of the following areas)
• ORAL COMMUNICATIONS
  • WRITTEN COMMUNICATIONS
  ENGL1010 COMPOSITION I (required)

(Plus three classes from the five areas below)
• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program advisor to ensure that the course/s meet the program requirements.

Special Program Requirement:
A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of $45 will be assessed for this background check.

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
DaimlerChrysler CAP College Automotive Program

This program is offered jointly by DaimlerChrysler and Southeast Community College in cooperation with DaimlerChrysler dealers.

As a student in this program you will be required to have a sponsoring DaimlerChrysler dealer.

What type of job could I get?

This automotive program trains students to become entry level technicians in a DaimlerChrysler dealership.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry-level wage rates ranged from $8.00–$16.85 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $16.59 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

This program has provided a positive relationship between Southeast Community College and industry.

The CAP runs seven quarters. During the first, third, fifth, and seventh quarters the students are on campus studying such things as electronics, engine repair, transmission repair, and heating and air conditioning. During the second, fourth, and sixth quarters the students are at the dealership on coop gaining experience working with a mentor master technician, in the subjects they studied the previous quarter when they were on campus.

This earns while you learn approach to mastering the different automotive systems has proven to be beneficial to both the students and dealers.

For more information contact:
Rick Morphew, Program Chair 402-761-8317, 800-933-7223 x8317 rmorphew@southeast.edu

or the College Admissions Office Milford 402-761-8243, 800-933-7223 x8243

DAIMLERCHRYSLER CAP

(CAP)

COLLEGE AUTOMOTIVE PROGRAM

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as service technicians in DaimlerChrysler dealerships

This program is accredited by the National Automotive Technicians Educational Foundation (NATEF), 101 Blue Seal Drive, Suite 101, Leesburg, VA 20175, 703-669-6125, www.natef.org

Credit Hours Required for Graduation:

• Associate of Applied Science Degree: .......................... .144.0-145.5

DAIMLERCHRYSLER (CAP)

COURSES:

Course offerings and prerequisites will be determined by the program. A grade of "C" (2.0) or better in all CAP classes is required to progress through the program.

COURSE# COURSE TITLE CREDIT HRS
CAP P1110 DaimlerChrysler Shop Orientation 1.5
CAP P1170 DaimlerChrysler Shop Safety and Repair 1.5
CAP P1171 DaimlerChrysler Welding 1.0
CAP P1173 DaimlerChrysler Fundamentals 2.0
CAP P1175 DaimlerChrysler Electrical & Electronic Principles 12.0
CAP P1177 DaimlerChrysler Brake System 4.0
CAP P1168 Dealer Cooperative Experience 12.0
CAP P11360 DaimlerChrysler Electronic Fuel Systems 9.0
CAP P11362 DaimlerChrysler Body Electrical and Electronics 6.0
CAP P11364 DaimlerChrysler Advanced Diagnosability Diagnosis 7.0
CAP P11468 Dealer Cooperative Experience 12.0
CAP P2528 DaimlerChrysler Steering & Suspension Systems 4.5
CAP P2530 DaimlerChrysler HVAC Systems 5.5
CAP P2531 DaimlerChrysler Engine Repair 8.5
CAP P2668 Dealer Cooperative Experience 12.0
CAP P2740 DaimlerChrysler Manual Transmission, Transaxles, Clutch and Transfer Case 7.0
CAP P2741 DaimlerChrysler Rear Axle Service 2.0
CAP P2742 DaimlerChrysler Diesel Fuel and Emission System 2.0
CAP P2748 DaimlerChrysler Automatic Transmissions & Transaxles 9.0
CAP P2749 DaimlerChrysler New Product Update 2.0

GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (5 classes minimum)

One class from each of the following areas

• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS

Plus three classes from any of the five areas below

• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

Please note: Students are required to purchase their own tool set. A list of required tools is available with the Program Chairs or the College Admissions Office.

This SCC Program is Affiliated with ASE

Accredited by NATEF

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Deere Construction & Forestry Equipment Tech

This program is offered jointly by Deere Construction & Forestry Equipment and Southeast Community College in cooperation with Deere Construction & Forestry Equipment dealers.

As a student in this program you will be required to have a sponsoring Deere Construction & Forestry Equipment dealer. Students are expected to continue employment at the dealership after graduation.

What type of job could I get?

As a Deere Construction & Forestry Equipment technician, you will have a variety of responsibilities. Some of your activities will include servicing of the engine, power train, hydraulic, electrical and electronic systems, and air conditioning diagnosis and repair. You can also expect to be inolved in some field service work.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $13.70–$17.30 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $17.32 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

This program is located on the Milford Campus. New students are admitted every two years. In addition to meeting general requirements of Southeast Community College, students are tested to evaluate potential for success in the Deere Construction & Forestry Equipment program. Selected applicants must secure a Deere Construction & Forestry Equipment dealership sponsor for off-campus training.

For more information contact:
William A. August, Program Chair
402-761-8281, 800-933-7223 x8281
baugust@southeast.edu

or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in Deere Construction & Forestry Equipment dealerships

Credit Hours Required for Graduation:

• Associate of Applied Science Degree: 138.5-140.0

The program prepares students to be entry-level service technicians with Deere Construction & Forestry dealerships. Graduates typically continue employment with their sponsoring dealership. Each student spends four quarters on campus and three quarters working in a sponsoring Deere Construction & Forestry dealership. John Deere UniversityLevels 1 & 2 Construction & Forestry Equipment classes must be successfully completed to qualify for graduation. These classes are assigned during the student’s seventh quarter of training.

DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH COURSES:

Course offerings and prerequisites will be determined by the program. A grade of “C” (2.0) or better in all JDCE classes is required to progress through the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>JDCE1130</td>
<td>Deere Orientation and Safety</td>
<td>4.0</td>
</tr>
<tr>
<td>JDCE1131</td>
<td>Deere Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>JDCE1132</td>
<td>Deere Welding I</td>
<td>1.5</td>
</tr>
<tr>
<td>JDCE1133</td>
<td>Deere Heating, Ventilation, &amp; Air Conditioning</td>
<td>2.5</td>
</tr>
<tr>
<td>JDCE1134</td>
<td>Deere Electrical/Electronics I</td>
<td>9.0</td>
</tr>
<tr>
<td>JDCE1270</td>
<td>Dealer Cooperative Education</td>
<td>12.0</td>
</tr>
<tr>
<td>JDCE1340</td>
<td>Deere Theory of Engine Operation</td>
<td>2.5</td>
</tr>
<tr>
<td>JDCE1341</td>
<td>Deere Diesel and Gasoline Fuel Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>JDCE1342</td>
<td>Deere Engine Repair</td>
<td>8.0</td>
</tr>
<tr>
<td>JDCE1343</td>
<td>Deere Electrical/Electronics II</td>
<td>3.0</td>
</tr>
<tr>
<td>JDCE1470</td>
<td>Dealer Cooperative Education</td>
<td>12.0</td>
</tr>
<tr>
<td>JDCE2550</td>
<td>Deere Mechanical Power Trains</td>
<td>7.0</td>
</tr>
<tr>
<td>JDCE2551</td>
<td>Deere Hydraulics</td>
<td>6.0</td>
</tr>
<tr>
<td>JDCE2552</td>
<td>Deere Hydrostatic Drives</td>
<td>6.0</td>
</tr>
<tr>
<td>JDCE2553</td>
<td>Deere Welding II</td>
<td>1.0</td>
</tr>
<tr>
<td>JDCE2670</td>
<td>Dealer Cooperative Education</td>
<td>12.0</td>
</tr>
<tr>
<td>JDCE2760</td>
<td>Deere Back Hoes/ Landscape Loaders</td>
<td>3.5</td>
</tr>
<tr>
<td>JDCE2761</td>
<td>Deere Excavators</td>
<td>3.5</td>
</tr>
<tr>
<td>JDCE2762</td>
<td>Deere Crawler Dozers/Loaders</td>
<td>3.5</td>
</tr>
<tr>
<td>JDCE2763</td>
<td>Deere Motor Graders</td>
<td>3.0</td>
</tr>
<tr>
<td>JDCE2764</td>
<td>Deere Four Wheel Drive Loaders</td>
<td>3.5</td>
</tr>
<tr>
<td>JDCE2765</td>
<td>Deere Forklifts, Skid Steer Loaders</td>
<td>1.0</td>
</tr>
<tr>
<td>JDCE2766</td>
<td>Deere Scrapers/Articulated Truck</td>
<td>3.5</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (5 classes minimum)

(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
(Plus three classes from any of the five areas below)
• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

Please note: Students are required to purchase their own tool set. A list of required tools is available with the Program Chairs or the College Admissions Office.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Dental Assisting
What type of job could I get?

Dental Assistants perform a variety of laboratory, clinical, and office responsibilities. Dental Assistants work with dentists to provide dental treatment to patients and help the patients be as comfortable as possible during the dental treatment. During the dental procedure, they keep the patient’s mouth clean with suction devices and other devices, and prepare materials for making impressions. They also assist with oral surgery and restorations, and they expose and process radiographs as directed by a dentist. Other skills used by dental assistants include:

- coronal polishing of teeth
- sterilizing and disinfecting dental equipment and instruments
- preparing tray setups for dental procedures
- providing post-operative instructions and care to patients pertaining to oral health practices;
- and exposing and developing x-rays

In some offices, dental assistants may also manage the entire dental office, arrange and confirm appointments, greet patients, keep treatment records, schedule appointments, receive payments, file insurance forms and order dental supplies and materials.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $10.58–$15.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $12.76 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview

The program is available only at the Lincoln campus.

For more information contact:
Susan Asher, Program Chair
402-437-2740, 800-642-4075 x2740
sasher@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

DENTAL ASSISTING
Lincoln Campus

DIPLOMA

Prepares student for careers in chairside dental assisting and dental office management

This program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611, 312-440-2500, www.adac.org

Credit Hours Required for Graduation:

- Diploma: .......................... 75.5

The Dental Assisting program provides opportunities to develop specialized skills in dental health education, chairside assisting, laboratory procedures, and business office operating procedures. The program provides clinical experiences at the University of Nebraska Medical Center-College of Dentistry, the Veterans Administration Dental Clinic, the Lincoln/Lancaster-County Dental Clinic, the People's Health Clinic and in private dental offices. Graduates of the program are eligible to take the chairside certification examination of the Dental Assisting National Board, Inc., www.danb.org.

All (DENT) courses must be passed at the 70% (C+) or above. All General Education courses must be passed at the 70% (C) or above.

DENTAL ASSISTING COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DENT1103</td>
<td>Oral Sciences I</td>
<td>3.0</td>
</tr>
<tr>
<td>DENT1110</td>
<td>Preclinical Concepts</td>
<td>6.5</td>
</tr>
<tr>
<td>DENT1210</td>
<td>Oral Sciences II</td>
<td>4.0</td>
</tr>
<tr>
<td>DENT1211</td>
<td>Dental Assisting Foundations I</td>
<td>4.5</td>
</tr>
<tr>
<td>DENT1212</td>
<td>Oral Hygiene</td>
<td>2.0</td>
</tr>
<tr>
<td>DENT1214</td>
<td>Clinical Concepts</td>
<td>3.5</td>
</tr>
<tr>
<td>DENT1311</td>
<td>Dental Assisting Foundations II</td>
<td>4.5</td>
</tr>
<tr>
<td>DENT1312</td>
<td>Dental Materials I</td>
<td>3.0</td>
</tr>
<tr>
<td>DENT1313</td>
<td>Oral Radiography I</td>
<td>4.0</td>
</tr>
<tr>
<td>DENT1314</td>
<td>Clinical Education I</td>
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<tr>
<td>DENT1410</td>
<td>Practice Management Skills</td>
<td>3.0</td>
</tr>
<tr>
<td>DENT1411</td>
<td>Dental Assisting Foundations III</td>
<td>4.0</td>
</tr>
<tr>
<td>DENT1412</td>
<td>Dental Materials II</td>
<td>3.0</td>
</tr>
<tr>
<td>DENT1413</td>
<td>Oral Radiography II</td>
<td>2.0</td>
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<td>DENT1414</td>
<td>Clinical Education II</td>
<td>6.5</td>
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<tr>
<td>FSRT1350</td>
<td>Basic Nutrition</td>
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<tr>
<td>MEA1101</td>
<td>Medical Terminology I</td>
<td>2.0</td>
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<tr>
<td>MEDA1101</td>
<td>Medical Terminology II</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1201</td>
<td>Medical Terminology III</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1301</td>
<td>Medical Terminology IV</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Special Program Requirement:

A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of $45 will be assessed for this background check.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

GENERAL EDUCATION REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC1250</td>
<td>Interpersonal Relations</td>
</tr>
<tr>
<td>PSYC1810</td>
<td>Introduction to Psychology</td>
</tr>
<tr>
<td>SPCH1110</td>
<td>Public Speaking</td>
</tr>
</tbody>
</table>

*Clinical track courses

NOTE: This program is offered online annually, starting in the fall quarter.

GENERAL EDUCATION REQUIREMENTS:

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
Diesel Technology - Farm

What type of job could I get?

As a Farm Equipment dealership technician, you will have a variety of responsibilities. Some of your activities will include engine, power train, hydraulic system, electrical & electronic, and air conditioning diagnosis and repair. You can also expect to work on tillage, planting, spraying, and harvesting equipment. Field service work is also part of the technician’s job.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.25–$16.85 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $12.43 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

This program is located on the Milford Campus. New students are admitted twice a year in the winter and summer quarters. In addition to meeting general requirements of Southeast Community College, students are tested to evaluate potential for success in the Diesel Technology-Farm program. Graduates are awarded an associate of applied science degree.

For more information contact:
William A. August, Program Chair
402-761-8281, 800-933-7223 x8281
baugust@southeast.edu

or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

DIESEL TECHNOLOGY - FARM

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in the repair and service of farm equipment

Credit Hours Required for Graduation:

• Associate of Applied Science Degree: 122.0-123.5

The Diesel Technology-Farm program provides students with skills to become entry-level technicians in the farm equipment industry. Training is provided on a variety of farm equipment makes and models.

DIESEL TECHNOLOGY - FARM COURSES:

Course offerings and prerequisites will be determined by the program. A grade of “C” (2.0) or better in all DESL classes is required to progress through the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>DESL1120</td>
<td>Basic Electrical</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL1121</td>
<td>Cranking Motors &amp; Ignition Systems</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL1122</td>
<td>Charging Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1123</td>
<td>Power Trains I</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL1126</td>
<td>Hand &amp; Precision Measuring Tools</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1160</td>
<td>Oxyacetylene and Arc Welding</td>
<td>2.0</td>
</tr>
<tr>
<td>DESL1225</td>
<td>Theory of Engine Operation</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1227</td>
<td>Theory of Fuel System Operation</td>
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<tr>
<td>DESL1228</td>
<td>Valve Trains</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1230</td>
<td>Diesel Engine Overhaul &amp; Inspection</td>
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<tr>
<td>DESL1235</td>
<td>Diesel &amp; LPG Fuel Systems I</td>
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<td>DESL1331</td>
<td>Basic Cab Air Conditioning</td>
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<tr>
<td>DESL1349</td>
<td>Diesel Fuel Injection Systems II</td>
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<tr>
<td>DESL1351</td>
<td>Mobile Hydraulics</td>
<td>8.5</td>
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<tr>
<td>DESL1362</td>
<td>Diesel Fuel Injection Systems Laboratory</td>
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<tr>
<td>DESL1453</td>
<td>Post-Cooperative Education Seminar</td>
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<td>DESL1468</td>
<td>Cooperative Education</td>
<td>10.0</td>
</tr>
<tr>
<td>DESL2536</td>
<td>Farm Equipment Diesel Engine Tune-Up &amp; Diagnosis</td>
<td>2.0</td>
</tr>
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<td>DESL2564</td>
<td>Farm Equipment Electricity</td>
<td>8.5</td>
</tr>
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<td>DESL2566</td>
<td>Farm Equipment Power Trains</td>
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<tr>
<td>DESL2567</td>
<td>Advanced Air Conditioning</td>
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<tr>
<td>DESL2602</td>
<td>Planting Equipment</td>
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</tr>
<tr>
<td>DESL2603</td>
<td>Harvesting Equipment</td>
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</tr>
<tr>
<td>DESL2604</td>
<td>Tillage &amp; Spraying Equipment</td>
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<tr>
<td></td>
<td></td>
<td>98.5</td>
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</table>

GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (Five classes minimum)

(One class from each of the following areas)

• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
(Plus three classes from any of the five areas below)

• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course(s) meet the program requirements.

Please note: Students are required to purchase their own tool set. A list of required tools is available with the Program Chairs or the College Admissions Office.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
**Diesel Technology-Truck**

What type of job could I get?

As a Diesel Truck technician, you will have a variety of responsibilities. Some of your activities will include engine, power train, electrical and electronic, mobile hydraulic, and air conditioning system diagnosis and repair plus preventative maintenance and inspection. You can also expect to work on steering and suspension systems, truck and trailer alignment, and truck air brakes.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $10.15–$15.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $18.06 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with commission or a bonus structure, which are not included in these rates. To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

**SCC Program overview**

This program is located on the Milford Campus. New students are admitted twice a year in the winter and summer quarters. In addition to meeting general requirements of Southeast Community College, students are tested to evaluate potential for success in the Diesel Technology-Truck program. Graduates are awarded an associate of applied science degree.

For more information contact: William A. August, Program Chair 402-761-8281, 800-933-7223 x8281 baugust@southeast.edu

or the College Admissions Office, Milford 402-761-8243, 800-933-7223 x8243

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**DIESEL TECHNOLOGY-TRUCK**

**Milford Campus**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepares students for careers in diesel truck service.

This program is accredited by the National Automotive Technicians Educational Foundation (NATEF) and is led by ASE certified instructors. The program provides students with skills to become entry-level technicians in the diesel truck service industry.

**Credit Hours Required for Graduation:**

- Associate of Applied Science Degree: 123.5-125.0

The Diesel Technology program is certified by the National Automotive Technician Educational Foundation (NATEF) and is led by ASE certified instructors. The program provides students with skills to become entry-level technicians in the diesel truck service industry.

**DIESEL TECHNOLOGY - TRUCK COURSES:**

Course offerings and prerequisites will be determined by the program. A grade of “C” (2.0) or better in all DESL classes is required to progress through the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESL1201</td>
<td>Electrical Systems I</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL1211</td>
<td>Batteries &amp; Cranking Motors</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL1221</td>
<td>Electronic Ignition &amp; Charging Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1231</td>
<td>Power Trains I</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL1241</td>
<td>Diesel Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>DESL1261</td>
<td>Hand &amp; Precision Measuring Tools</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL2251</td>
<td>Theory of Engine Operation</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL2271</td>
<td>Theory of Fuel System Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL2281</td>
<td>Valve Trains</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL2301</td>
<td>Engine Overhaul &amp; Inspection</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL2312</td>
<td>Diesel and Gas Fuel Injection</td>
<td>4.0</td>
</tr>
<tr>
<td>DESL2351</td>
<td>Electrical/Electronic Systems I</td>
<td>4.0</td>
</tr>
<tr>
<td>DESL3451</td>
<td>Conventional Transmissions and Clutches</td>
<td>6.5</td>
</tr>
<tr>
<td>DESL3471</td>
<td>Truck Final Drives</td>
<td>4.0</td>
</tr>
<tr>
<td>DESL3481</td>
<td>Preventative Maintenance and Inspection</td>
<td>5.5</td>
</tr>
<tr>
<td>DESL4341</td>
<td>Air Brakes</td>
<td>4.5</td>
</tr>
<tr>
<td>DESL4351</td>
<td>Steering &amp; Suspensions</td>
<td>5.0</td>
</tr>
<tr>
<td>DESL4361</td>
<td>Hydraulic Brakes</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL4381</td>
<td>Basic Hydraulics</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL4541</td>
<td>Heating &amp; Air Conditioning I</td>
<td>3.5</td>
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<tr>
<td>DESL6302</td>
<td>Heating &amp; Air Conditioning II</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL6432</td>
<td>Automatic Truck Transmissions</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL6452</td>
<td>Electrical Systems III</td>
<td>6.0</td>
</tr>
<tr>
<td>DESL6482</td>
<td>Electronic Diesel Engine Diagnosis &amp; Tune-Up</td>
<td>5.5</td>
</tr>
<tr>
<td>DESL5412</td>
<td>Post-Cooperative Education Seminar</td>
<td>2.0</td>
</tr>
<tr>
<td>DESL5582</td>
<td>Cooperative Education</td>
<td>10.0</td>
</tr>
</tbody>
</table>

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (five classes minimum)

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

(Plus three classes from any of the five areas below)

- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

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**How to enroll in this Program of Study**

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Early Childhood Education

What type of job could I get?

Career possibilities for graduates of the Early Childhood Education program include preschool teacher, infant and toddler caregiver, before and after-school activity coordinator for school age children in Head Start programs. Other careers include: professional nanny, paraprofessional in public or private elementary schools, child care administrator, family support worker, corporate/public/private child care provider, child care home provider, and other careers related to working with children and families.

Program graduates are working in various early care and education positions throughout Nebraska and in other states. They have earned their education at four-year colleges and universities. See also our Academic Transfer program with an early childhood education focus.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry-level wage rates ranged from $8.00–$20.85 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor (“Abuse Registry Form.” A non-refundable fee of $45 for the criminal background check will be added to the cost of the course. If the criminal background check indicates a criminal history, students may be prohibited from working with children or adults will be declared Early Childhood Program.

SPECIAL PROGRAM REQUIREMENTS:

Students will be taking classes or practicums where they will be working directly with children or adults will be required to pass a background check and complete First Aid/CPR certification. Persons must also be declared Early Childhood Education Program students in order to register for any lab, practicum or co-op course that requires First Aid/CPR certification. Upon enrollment in ECED1220 Pre-Practicum, students will be required to complete an “Authorization and Disclosure Form,” and “Abuse Registry Form.” A non-refundable fee of $45 for the criminal background check will be added to the cost of the course. If the criminal background check indicates a criminal history, students may be prohibited from working with children or adults will be declared Early Childhood Program.

ECED REQUIRED CORE COURSES:

(for diploma and associate of applied science degree)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>ECED1110</td>
<td>Infant and Toddler Development</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1120</td>
<td>Preschool Child Development</td>
<td>3.0</td>
</tr>
<tr>
<td>ECED1250</td>
<td>School Age Child Development</td>
<td>3.0</td>
</tr>
<tr>
<td>ECED1060</td>
<td>Observation, Assessment &amp; Guidance</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1260</td>
<td>Early Childhood Health, Safety &amp; Nutrition</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1270</td>
<td>Integrated Curriculum; ages 3-8</td>
<td>6.0</td>
</tr>
<tr>
<td>ECED1475</td>
<td>Professional In-Home Care</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1560</td>
<td>Comprehensive Family Child Care Practicum</td>
<td>1.5</td>
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<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ECED1570</td>
<td>Comprehensive Professional Nanny Practicum</td>
<td>1.5</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS: 9.0

(ONE CLASS FROM EACH OF THE FOLLOWING AREAS)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SOCIAL SCIENCE

DIPLOMA - CHILD CARE

PROFESSIONAL FOCUS:

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

A.A.S. DEGREE COURSES:

- ECED2060 Early Childhood Education Curriculum Planning 4.5
- ECED1340 How Children Learn 3.0
- ECED2450 Administration of Early Childhood Programs 4.5
- ECED1565 Child Care Head Teacher Practicum or 8.0
  Practicum 1.5
- ECED1560 Early Childhood Education Professional Lab 7.0
- ECED2575 Advanced Practicum or 7.0
  Practicum 1.5
- ECED2675 Advanced Co-op 7.0
  Practicum 1.5

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
Electrical Technology
What type of Job can I get?
This program prepares the student for designing, installing, maintaining and upgrading advanced electrical control systems. This also prepares the student to be successful in residential, commercial, and industrial construction environments.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $11.50–$20.45 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $21.33 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview
Students are admitted in the summer and winter quarters. Approximately half of the training time will take place in a laboratory setting where students will apply classroom theory.

Electromechanical Technology
What type of job could I get?
This program focuses in the area of design, installation, maintenance and upgrade of industrial automated systems.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $13.30–$20.95 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $21.33 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview
Students focus on electrical principles, manufacturing processes, welding, electrical and mechanical repair of machinery, hydraulics, electric motors and generators, and many other components and processes directly related to electromechanical technology.

For more information on either program contact:
Ken Reinsch, Program Chair
402-761-8235, 800-933-7223 x 8258
kreinsch@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x 8243

JULY 1, 2007–JUNE 30, 2008

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
Electronic Servicing and Electronic Engineering Technology

What type of job could I get?

Electronic Servicing Technology—General Technician focus

This focus places emphasis on the installation, configuration, repair or installation of commercial and consumer electronic products such as computer systems, video and audio systems, AM/FM broadcast, two-way radio communication systems, avionics, security systems and telephone systems.

Typical jobs obtainable by graduates include car stereo installer/repairer, audio technician, video technician, home theater installer/repairer, radio or television broadcast engineer, studio technician, two-way radio installer/repairer, telephone technician, avionics technician, security systems installer/repairer and many more.

Electronic Servicing Technology—Military Electronics Focus

This focus is for military personnel who have performed the repair and maintenance of various types of electronic equipment during duty. Using that prior military training as the core for this AAS degree, students can take additional educational requirements to prepare for entry and advanced level employment in a wide array of electronic careers.

Electronic Engineering Technology:

Electronic Servicing—General Technician focus graduates can take advanced electronic training in two focus areas.

Computers and Networking Focus:

This focus prepares technicians to install, configure and repair various computer systems and computer networks. Typical jobs obtainable by graduates include network administrator, network technician, computer PC support technician, technical manager, engineering assistant, and many more.

Industrial Controls Focus:

This focus prepares technicians to install, configure and repair various industrial control systems and vision systems. Typical jobs obtainable by graduates include field service technician, robotics technician, industrial automation technician, engineering assistant, electronic systems designer, telemetry technician, technical manager, and more.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $12.00–$24.25 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $22.34 per hour.

Credit Hours Required for Graduation:

Electronic Servicing:
- General Technician Focus: 137.0
- Military Electronics Focus: 107.0

Electronic Engineering Technology:
- Computers & Networking Focus: 179.0
- Industrial Control Focus: 179.0

ELECTRONIC SERVICING—MILITARY ELECTRONICS FOCUS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC2099</td>
<td>Military Service Electronics Training</td>
<td>60.0</td>
</tr>
<tr>
<td>Technical Electives</td>
<td>22.5</td>
<td></td>
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<tr>
<td>General Education Requirements</td>
<td>22.5</td>
<td></td>
</tr>
<tr>
<td>Computer Requirement</td>
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<td></td>
</tr>
</tbody>
</table>

The student, with approval of the program chair, will complete a set of SCC ELEC courses. The student and program chair will select courses that will enhance technical expertise.

ELECTRONIC SERVICING—GENERAL TECHNICIAN FOCUS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>ELEC1131</td>
<td>DC Principles</td>
<td>13.0</td>
</tr>
<tr>
<td>ELEC1217</td>
<td>AC Principles</td>
<td>13.0</td>
</tr>
<tr>
<td>ELEC1227</td>
<td>Digital I</td>
<td>6.5</td>
</tr>
<tr>
<td>ELEC1317</td>
<td>Active Devices</td>
<td>13.0</td>
</tr>
<tr>
<td>ELEC1362</td>
<td>Electronic Drafting</td>
<td>1.0</td>
</tr>
<tr>
<td>ELEC1422</td>
<td>Analog Circuits</td>
<td>10.0</td>
</tr>
<tr>
<td>ELEC1452</td>
<td>Power Supply Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ELEC1452</td>
<td>Audio Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ELEC1482</td>
<td>Digital II</td>
<td>6.5</td>
</tr>
<tr>
<td>ELEC2522</td>
<td>Voice Communication Circuits</td>
<td>13.0</td>
</tr>
<tr>
<td>ELEC2527</td>
<td>Microprocessors</td>
<td>6.5</td>
</tr>
<tr>
<td>ELEC2542</td>
<td>Telephony Systems</td>
<td>2.0</td>
</tr>
<tr>
<td>ELEC2662</td>
<td>Antennas &amp; Transmission Lines</td>
<td>2.0</td>
</tr>
<tr>
<td>ELEC2622</td>
<td>Video Display Systems</td>
<td>13.0</td>
</tr>
</tbody>
</table>

INFO2564 Visual Basic or
INFO1314 Java
ACFS2020 Career Development

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

Classes are offered on the Lincoln campus during the day and night and on the Milford campus during the day.

For more information contact:
John Fiedler, Program Chair/Lincoln
402-437-2659, 800-642-4075 x2659
jfiedler@southeast.edu

Alan Brunckow, Program Chair/Milford
402-761-8259, 800-933-7223 x8259
abrunckow@southeast.edu

Military Electronics Focus
Early Fosley, Electronic/Computer Division Dean
402-437-2639, 800-642-4075 x2639
Lincoln 402-761-8266, 800-933-7223 x8266
Milford 402-437-2600, 800-642-4075 x2600

ELECTRONIC SERVICING—GENERAL TECHNICIAN FOCUS:

REQUIRED AAS DEGREE COURSES:

1. If applicants have deficiencies or lack a college-level prerequisite course, the COMPASS assessment test may be required to determine if the applicant has sufficiently high and current ACT scores or has successfully completed necessary college-level prerequisite courses.

2. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

General Education Requirements:

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses.
4. Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course's meet the program requirements.

How to enroll in this Program of Study

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

- SOCIAL SCIENCE
- HUMANITIES

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course's meet the program requirements.
ELECTRONIC ENGINEERING TECHNOLOGY:
Students must complete the Electronic Servicing courses before progressing in the program.

ELECTRONIC ENGINEERING TECHNOLOGY
REQUIRED AAS DEGREE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>ELEC2760</td>
<td>Networking Infrastructure</td>
<td>3.5</td>
</tr>
<tr>
<td>ELEC2761</td>
<td>Router Implementation</td>
<td>3.5</td>
</tr>
<tr>
<td>ELEC2743</td>
<td>Microcontroller Interfacing &amp; Programming</td>
<td>7.5</td>
</tr>
<tr>
<td>ELEC2753</td>
<td>PC Operating Systems &amp; Hardware (Milf)</td>
<td>7.0</td>
</tr>
<tr>
<td>INFO2664</td>
<td>Advanced Visual Basic or</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1414</td>
<td>Advanced Java</td>
<td>26.0</td>
</tr>
</tbody>
</table>

COMPUTERS & NETWORKING FOCUS:
This specialization prepares individuals for a variety of positions in the Computers & Networking field. The positions include computer systems specialists, network administrators, telecommunication technicians, computer network infrastructure technicians, as well as engineering assistants.

<table>
<thead>
<tr>
<th>COURSE#</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>ELEC2823</td>
<td>Network Operating Systems &amp; Administration/Milf</td>
<td>10.0</td>
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<tr>
<td>ELEC2860</td>
<td>Advanced Routing &amp; Switching</td>
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<tr>
<td>ELEC2861</td>
<td>Wide Area Networking</td>
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</table>

INDUSTRIAL CONTROL FOCUS:
(MILFORD ONLY)
This specialization prepares individuals for a variety of positions in the Industrial Control field. The positions include robotic field service technicians, security systems installation and maintenance technicians, as well as engineering assistants.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>ELEC2672</td>
<td>Electronic Control Systems/Mil</td>
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<tr>
<td>ELEC2853</td>
<td>Hydraulics &amp; Pneumatics/Mil</td>
<td>2.5</td>
</tr>
<tr>
<td>ELEC2863</td>
<td>PLC’s in Automation Systems/Mil</td>
<td>6.5</td>
</tr>
<tr>
<td>ELEC2883</td>
<td>Robotics and Automation Systems/Mil</td>
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CONSTRUCTION ELECTRICIAN – IBEW OPTION
ASSOCIATE OF APPLIED SCIENCE DEGREE
For members of the International Brotherhood of Electrical Workers (IBEW - Local 265)
Prepares students for a career in the commercial and residential electrical construction industry.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: . . . .117.5

COMBINATION THEORY/LABORATORY CLASSES ONE PER YEAR, AS FOLLOWS:

<table>
<thead>
<tr>
<th>COURSE#</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>ELET1714</td>
<td>DC Circuits and Blueprint Reading</td>
<td>14</td>
</tr>
<tr>
<td>ELET1719</td>
<td>AC Circuits and Wire Sizing</td>
<td>14</td>
</tr>
<tr>
<td>ELET1724</td>
<td>Electronic Devices and Electrical Grounding</td>
<td>14</td>
</tr>
<tr>
<td>ELET1729</td>
<td>Logic Circuits and Electrical Motors</td>
<td>14</td>
</tr>
<tr>
<td>ELET1734</td>
<td>Process Controllers and Special Electrical Circuits</td>
<td>70.0</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS:
22.5 hours
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas:
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
(Three classes from five areas below)
• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY
No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

ON THE JOB OR COOPERATIVE TRAINING:
One course of 200 clock hours per year. Skills checklist, as shown on syllabi, verified to SCC by IBEW. Supervision by IBEW members. Location of the OJT site varies with the demands of the Electrical industry.

ELET1715 Electrical Wiring Applications I 5
ELET1720 Electrical Wiring Applications II 5
ELET1725 Electrical Wiring Applications III 5
ELET1730 Electrical Wiring Applications IV 5
ELET1735 Electrical Wiring Applications V 5

For more information contact:
IBEW Option Administration:
Earl Fosler, Electronic/Computer Division Dean
402-761-8265, 800-933-7223 x8266
402-437-2639, 800-642-4075 x2639
efosler@southeast.edu

Ken Reinsch, Electrical Technology Program Chair
402-761-8258, 800-933-7223 x8258
kreinsch@southeast.edu

Roy Lamb, Director of Training
Joint Apprenticeship and Training Committee (JATC)
402-423-4519

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600
Milford 402-761-8243, 800-933-7223 x8243

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
**Fire Protection Technology**

**What type of job could I get?**

Graduates of the Fire Protection Technology program find employment or gain advancement in fire departments, state and federal fire agencies, ambulance services, fire protection equipment companies, and the insurance industry.

Program graduates are working in small and large departments, agencies and companies throughout Nebraska and neighboring states. Other graduates are continuing their education.

**What skills will I use on the job?**

SCC’s Fire Protection Technology program graduates are eligible to be certified as Nationally Registered Emergency Medical Technician Basic, Nebraska State Firefighter I, Nebraska State Fire Instructor I, Hazardous Materials First Responder, Operations and Iowa State as Firefighter II.

**How much can I earn?**

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $10.00–$18.00 per hour. (Note that career fire departments generally work a 56 or 72 hour work week depending on the platoon system they are operating under). These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $18.86 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

**SCC Program overview**

The program is available at the Lincoln campus. Classes are also offered in Grand Island in cooperation with Central Community College.

**For more information contact:** Greg Burroughs, Program Chair 402-437-2654, 800-642-4075 x2654 gburroughs@southeast.edu

or the College Admissions Office Lincoln 402-437-2600, 800-642-4075 x2600

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**FIRE PROTECTION TECHNOLOGY**

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in fire science

**Credit Hours Required for Graduation:**

- Associate of Applied Science Degree: .100.0

The Fire Protection Technology program offers comprehensive instruction in building construction as related to the fire protection field, fire department management, hazardous materials, fire prevention fundamentals, investigation, public education, Firefighter I and other areas.

**REQUIRED AAS DEGREE COURSES:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE1100</td>
<td>Principles of Emergency Services</td>
<td>4.5</td>
</tr>
<tr>
<td>FIRE1113</td>
<td>Instructor I</td>
<td>4.5</td>
</tr>
<tr>
<td>FIRE1120</td>
<td>Building Construction</td>
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</tr>
<tr>
<td>FIRE1123</td>
<td>Public Fire Education</td>
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<td>FIRE1131</td>
<td>Fire Protection Hydraulics</td>
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<td>FIRE1241</td>
<td>Introduction to Fire Investigation</td>
<td>4.0</td>
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<tr>
<td>FIRE1245</td>
<td>Fire Inspector I</td>
<td>4.5</td>
</tr>
<tr>
<td>FIRE1247</td>
<td>Firefighter I</td>
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<td>FIRE1249</td>
<td>Firefighter II</td>
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<tr>
<td>FIRE2251</td>
<td>Hazardous Materials</td>
<td>6.0</td>
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<tr>
<td>FIRE2252</td>
<td>Fire Detection &amp; Suppression Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>FIRE2262</td>
<td>Firefighting Operations</td>
<td>4.5</td>
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<tr>
<td>EMTL1301</td>
<td>EMT-Basic I</td>
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<tr>
<td>EMTL1302</td>
<td>EMT-Basic II</td>
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**FIRE PROTECTION ELECTIVES**

<table>
<thead>
<tr>
<th>COURSE</th>
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</tr>
</thead>
<tbody>
<tr>
<td>FIRE1111</td>
<td>Fire Administration I</td>
</tr>
<tr>
<td>FIRE1116</td>
<td>Fire Officer IA</td>
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<tr>
<td>FIRE1117</td>
<td>Fire Officer I</td>
</tr>
<tr>
<td>FIRE1118</td>
<td>Fire Officer IB</td>
</tr>
<tr>
<td>FIRE1119</td>
<td>Fire Officer II</td>
</tr>
<tr>
<td>FIRE1135</td>
<td>Fire Apparatus Driver Operator</td>
</tr>
<tr>
<td>FIRE1171</td>
<td>Independent Study</td>
</tr>
<tr>
<td>FIRE2263</td>
<td>Firefighter Safety and Survival</td>
</tr>
<tr>
<td>FIRE2265</td>
<td>Firefighting Tactics and Strategy</td>
</tr>
</tbody>
</table>

All (FIRE) courses must be passed with a 70% (C) or above to graduate from this program.

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**GENERAL EDUCATION REQUIREMENTS:** 22.5 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SOCIAL SCIENCE
- SCIENCE or HUMANITIES

No two classes may be selected from the same area. Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

**ELECTIVES:** 5.0

Electives* may include but are not limited to:

- ACFS2020 Career Development 2.5
- BSAD1050 Introduction to Business Administration 4.5
- SIGN1010 American Sign Language I 3.0
- FIRE1111 Fire Administration I 4.5
- FIRE1116 Fire Officer IA 3.0
- FIRE1117 Fire Officer I 6.0
- FIRE1118 Fire Officer IB 3.0
- FIRE1119 Fire Officer II 4.0
- FIRE1135 Fire Apparatus Driver Operator 4.5
- FIRE1171 Independent Study 3.0
- FIRE2263 Firefighter Safety and Survival 4.0
- FIRE2265 Firefighting Tactics and Strategy 4.5
- FSJT1360 Lifetme Fitness 2.0
- SPAN1010 Elementary Spanish I 7.5

*Program advisers may determine course offerings and availability. Contact the program for additional details.

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**How to enroll in this Program of Study**

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
FOOD SERVICE/HOSPITALITY

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA • CERTIFICATE

Prepares students for careers in food service management, culinary arts, dietetic technology, and provides updates for current food service professionals

Credit Hours Required for Graduation:
- Associate of Applied Science Degree: 112.0
- Diploma: 120.0
- Certificate: 44.5

- Dietetic Technician Focus
- Culinary Arts Focus
- Lodging Focus
- Food Service Management Focus

A.A.S. DEGREE REQUIREMENTS:
To receive an associate of applied science degree in the Food Service/Hospitality Program, students must complete the following requirements:
- Food Service/Hospitality Core Classes: 48.0 hours
- General Education Requirements: 24.0 hours
- AAS degree Focus area: 40.0 hours

FOOD SERVICE/HOSPITALITY CORE CLASSES:

COURSE # COURSE TITLE CREDIT HRS
FSDT1100 Introduction to the Food Service/Hospitality Industry 1.5
+FSDT1101 Sanitation & Safety 4.5
+FSDT1104 Quantity Food Preparation I 2.0
+FSDT1105 Quantity Food Preparation I Lab 2.0
+FSDT1109 Food Service Concepts 1.5
+FSDT1110 Quantity Food Preparation II 2.0
+FSDT1111 Quantity Food Preparation II Lab 2.0
+FSDT1114 Meal Service I 1.5
+FSDT1115 Meal Service I Lab 0.5
+FSDT1118 Food Purchasing 4.0
+FSDT1119 Food Purchasing Practices 1.5
+FSDT1126 Food Production I 3.0
+FSDT1127 Food Production I Lab 2.0
+FSDT1130 Food Service Strategies 3.0
+FSDT1131 Food Service Strategies Lab 1.5
+FSDT1138 Food Cost Control 4.0
FSDT1135 Basic Nutrition 4.5
FSDT1160 Lifet ime Fitness 2.0
FSDT2140 Food Production II 5.0

48.0

FOOD SERVICE MANAGEMENT FOCUS:

COURSE # COURSE TITLE CREDIT HRS
FSDT1122 Beverage Selection and Management 2.0
FSDT1150 Selection of Meat Products 3.0
FSDT2142 Meal Service II 2.0
FSDT2154 Food Service Hospitality Seminar I 1.0
FSDT2160 Food Service Co-op or Hospitality Co-op 5.5
FSDT2180 Practicum 5.5
FSDT2182 Advanced Food Prep I 2.0
FSDT2183 Advanced Food Prep I Lab 1.0
FSDT2164 Advanced Food Prep II 2.0
FSDT2165 Advanced Food Prep II Lab 1.0
FSDT2181 Professional Baking 2.0
FSDT2220 Buffet Decorating & Catering 1.0
FSDT2211 Buffet Decorating & Catering Lab 1.0
FSDT2222 International Cuisine 3.0
FSDT2224 Restaurant Fundamentals 3.0
FSDT2226 Culinary Nutrition 2.0
FSDT2228 Garde Manager 2.0
FSDT2230 Advanced Pastry 2.0
FSDT2146 Equipment and Layout 3.0

10.0

How to enroll in this Program of Study:
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
Dietetic Technician Focus:
The Dietetic Technician Focus is accredited by the Commission on Accreditation for Dietetics Education, 120 So. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800-877-1600.

Upon graduation all students will be mailed a verification statement indicating completion of program requirements. Graduates of this focus are eligible to take the registration exam and apply for membership in the American Dietetic Association.

Course # Course Title Credit Hrs
+FSDT1304 Diet Therapy I 1.5
+FSDT1305 Diet Therapy I Practicum .5
+FSDT1306 Nutrition II 3.0
+FSDT1309 Nutrition II Practicum 1.0
FSDT1312 Diet Therapy II 2.0
FSDT1313 Diet Therapy II Practicum 1.0
FSDT2318 Diet Therapy III 2.0
FSDT2319 Diet Therapy III Practicum 1.0
FSDT2324 Dietetic Technician Practicum 5.5
FSDT2326 Dietetic Technician Seminar 2.0
FSDT2330 Nutrition III 3.0
FSDT2346 Equipment and Layout 3.0
BIOS2130 Human Physiology or Human Body 6.0
MEDA1101 Medical Terminology I 2.0
Additional Electives 6.2
Total 40.0

Lodging Focus:
FSDT1404 Lodging and Hospitality 3.0
FSDT1406 Tourism and Hospitality 3.0
FSDT2154 Food Service/Hospitality Seminar I 1.0
FSDT2160 Coop Education 3.0
FSDT2402 Fundamentals of Event Planning 3.0
ACCT2100 Principles of Accounting 4.5
BSAD2540 Principles of Management 4.5
Suggested Food Service/Hospitality Electives 7.0
FSDT1122 Beverage Selection 2.0
FSDT2142 Meal Service II 2.0
FSDT2146 Equipment and Layout 3.0
Suggested Business Electives 9.0
BSAD2100 Business Law I 4.5
BSAD2270 Professional Selling 4.5
BSAD2370 Human Resource Management 4.5
BSAD2520 Principles of Marketing 4.5
BSAD2530 Marketing Communications 4.5
ECON2110 Macroeconomics 4.5
ENTR1050 Intro To Entrepreneurship 4.5
ENTR1060 Entrepreneurship Opp Analysis 4.5
ENTR2070 Entrepreneurship and Financial Topics 4.5
ENTR2090 Entrepreneurship Business Plan 4.5

General Education Requirements: 18.0 Hours
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

One class from each of the following areas:
• Oral Communications
• Written Communications
• Mathematics
• Social Science

Food Service/Hospitality Certificate:
Dietetic Technician Certificate: . . . 40.0 hours
Culinary Arts Certificate: . . . . . . 40.0 hours
Lodging Focus Certificate: . . . . . . 40.0 hours
Food Service Management Certificate: . . . 40.0 hours
• Required certificate courses-Food Service/Hospitality Core Courses plus one General Education class.

Food Service/Hospitality Diploma: 72.0 credit hours
+ Required diploma courses-Food Service/Hospitality Core Courses plus two General Education classes and additional FSDT classes to equal 72.0 hours.

Food Service Training Certificate:
Food Service Training Certificate classes are offered online as well as in the typical classroom setting through the SCC Continuing Education Division.

The Food Service Training Course has been granted approval from Dietary Managers Association, 406 Surrey Woods Drive, St. Charles, Ill. 60174, 800-223-1908. Successful completion of all courses and precepted field experience make the graduate eligible for active membership in Dietary Managers Association and eligible to take the credentialing exam to become a CDM, CFPP. The classes meet the requirements of the School Nutrition Association for certified managers.

Continuing Education Food Service Training Certificate Courses:

Food Service/Hospitality Core Courses:

Course # Course Title Credit Hrs
FSDT1870 Sanitation & Safety 1.5
FSDT1872 Food Preparation Techniques 1.0
FSDT1876 Introduction to Food Service 1.0
FSDT1879 Protein & Starch Cookery Lab 5.0
FSDT1881 Yeast & Quick Breads Lab 5.0
FSDT1883 Fruits, Vegetables & Salads Lab 5.0
FSDT1885 Desserts Lab 5.0
FSDT1886 Basic Nutrition & Menu Planning 2.0
FSDT1887 School Food Service 1.0
FSDT1888 Principles of Diet Therapy & Nutrition Assessment 2.0
FSDT1896 Management Skills I 1.5
FSDT1898 Management Skills II 2.0

These continuing education Food Service Training Certificate courses transfer into the Food Service/Hospitality associate degree program for FSDT1108 Food Service Concepts; FSDT1105 Quantity Food Prep I Lab; FSDT1111 Quantity Food Prep II Lab; and five elective hours.

For more information contact:
Lois Cockerham, Continuing Education 402-437-2467, 800-828-0072 x2467
lcockerham@southeast.edu

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Ford ASSET - Automotive Student Service Educational Training Program

The Automotive Student Service Educational Training Program (ASSET) is offered jointly by Ford Motor Company and SCC in cooperation with Ford or Lincoln-Mercury or Mazda dealers. Students must secure a Ford or Lincoln-Mercury or Mazda dealer to sponsor them during training.

What type of job could I get?

This program trains students to become entry level technicians in a Ford or Lincoln-Mercury dealership.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level technicians in a Ford or Lincoln-Mercury dealership.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

Ford ASSET is recognized as the premier program in the global automotive industry for the training and placement of new manufacture-specific service technicians.

This alliance was created so that a new generation of service technicians would be available. Ford Motor Company provides current vehicles, components, state-of-the-art diagnostic equipment and instructional materials. Students gain knowledge of the entire operation of the vehicle and receive advanced diagnostic training to keep them current with industry progress.

Students spend four quarters as full-time students on the Milford Campus and three quarters working in a Ford or Lincoln-Mercury or Mazda dealership. Instructors follow a curriculum designed by an advisory committee including SCC, Ford Motor Company and F ord or Lincoln-Mercury or Mazda dealerships.

Special Program Requirements

Students are required to purchase a basic tool set during the first quarter. A required tool list and more information can be acquired by contacting the program.

For more information contact:
Rick Morphew, Program Chair
402-761-8317, 800-933-7223 x8317
rmorphew@southeast.edu

or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

FORD (ASSET) AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING PROGRAM

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as service technicians in Ford or Lincoln-Mercury or Mazda dealerships.

This program is accredited by the National Automotive Technicians Educational Foundation (NATEF), 101 Blue Seal Drive, Suite 101, Leesburg, VA 20175, 703-669-6125, www.natef.org

Credit Hours Required for Graduation:

- Associate of Applied Science Degree: 145.0-146.5

FORD - AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING A.A.S. DEGREE:

Course offerings and prerequisites will be determined by the program. A grade of "C" (2.0) or better in all ASST classes is required to progress through the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASS1110</td>
<td>Ford Shop Orientation</td>
<td>1.5</td>
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<tr>
<td>ASS1170</td>
<td>Ford Shop Safety &amp; Repair</td>
<td>1.5</td>
</tr>
<tr>
<td>ASS1171</td>
<td>Ford Welding</td>
<td>1.0</td>
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<tr>
<td>ASS1173</td>
<td>Ford Fundamentals</td>
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<tr>
<td>ASS1175</td>
<td>Ford Electrical &amp; Electronic Principles</td>
<td>12.0</td>
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<tr>
<td>ASS1178</td>
<td>Ford Brake Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>ASS1268</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>ASS1360</td>
<td>Engine Performance Theory &amp; Operation</td>
<td>10.0</td>
</tr>
<tr>
<td>ASS1362</td>
<td>Ford Climate Control</td>
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<tr>
<td>ASS1363</td>
<td>Ford Engine Repair</td>
<td>7.5</td>
</tr>
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<td>ASS1468</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
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<tr>
<td>ASS1250</td>
<td>Manual Transmission, Transaxles, Clutches, and Transfer Cases</td>
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<td>ASS1251</td>
<td>Ford Diesel Fuel &amp; Emission Systems</td>
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<tr>
<td>ASS1253</td>
<td>Ford Rear Axle &amp; Driveline</td>
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<td>ASS1258</td>
<td>Engine Performance Diagnosis &amp; Testing</td>
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<td>ASS1268</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
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<tr>
<td>ASS1278</td>
<td>Ford Steering &amp; Suspension Systems</td>
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<td>ASS1274</td>
<td>Ford Body Electrical &amp; Electronics</td>
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<td>ASS1278</td>
<td>Ford Automatic Transmissions &amp; Transaxles</td>
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</tr>
<tr>
<td>ASS1274</td>
<td>Ford New Product Update</td>
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GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (5 classes minimum)

- (One class from each of the following areas)
  - ORAL COMMUNICATIONS
  - WRITTEN COMMUNICATIONS
  - MATHEMATICS
  - SCIENCE
  - SOCIAL SCIENCE
  - HUMANITIES
  - COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program advisor to ensure that the course(s) meet the program requirements.

Please note: Students are required to purchase their own tool set. A list of required tools is available with the Program Chairs or the College Admissions Office.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
**GENERAL MOTORS (ASEP) AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM**

**Milford Campus**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepares students for careers in the automotive careers in a General Motors dealership.

This program is accredited by the National Automotive Technicians Educational Foundation (NATEF), 101 Blue Seal Drive, Suite 101, Leesburg, VA 20175, 703-669-6125, www.natef.org

The competencies embedded into the curriculum of this program will satisfy the requirements currently in place for the graduates to be eligible to continue on to the hands-on components and then the final assessments necessary to become a General Motors World Class Technician.

**Credit Hours Required for Graduation:**

- Associate of Applied Science Degree: 143.0-144.5

**ASEP - AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM A.A.S DEGREE COURSES:**

Course offerings and prerequisites will be determined by the program. A grade of “C” (2.0) or better in all ASEP classes is required to progress through the program.

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tr>
<td>ASEP1170</td>
<td>GM Shop Orientation &amp; Safety</td>
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<td>ASEP1171</td>
<td>GM Welding</td>
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<td>ASEP1173</td>
<td>GM Fundamentals</td>
<td>3.0</td>
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<tr>
<td>ASEP1175</td>
<td>GM Electrical and Electronic Principles</td>
<td>12.0</td>
</tr>
<tr>
<td>ASEP1177</td>
<td>GM Brake Systems</td>
<td>4.0</td>
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<tr>
<td>ASEP1268</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>ASEP1360</td>
<td>GM Powertrain Electronic Systems</td>
<td>6.5</td>
</tr>
<tr>
<td>ASEP1363</td>
<td>GM Engine Repair</td>
<td>9.5</td>
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<tr>
<td>ASEP1379</td>
<td>GM Heating &amp; Air Conditioning</td>
<td>5.0</td>
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<td>ASEP1468</td>
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<td>12.0</td>
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<tr>
<td>ASEP2528</td>
<td>GM Steering and Suspension Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>ASEP2529</td>
<td>GM Manual Transmission, Transaxles, Clutch &amp; Transfer Case</td>
<td>7.0</td>
</tr>
<tr>
<td>ASEP2537</td>
<td>GM Rear Axle Service</td>
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</tr>
<tr>
<td>ASEP2538</td>
<td>GM Advanced Powertrain Electronic Systems</td>
<td>3.5</td>
</tr>
<tr>
<td>ASEP2561</td>
<td>GM Diesel Fuel &amp; Emission Control System</td>
<td>2.0</td>
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<tr>
<td>ASEP2668</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>ASEP2743</td>
<td>GM Powertrain Electronic Systems &amp; Driveability Diagnostics</td>
<td>5.5</td>
</tr>
<tr>
<td>ASEP2747</td>
<td>GM Body Electrical &amp; Electronics</td>
<td>6.0</td>
</tr>
<tr>
<td>ASEP2748</td>
<td>GM Automatic Transmission &amp; Transaxles</td>
<td>9.0</td>
</tr>
<tr>
<td>ASEP2749</td>
<td>GM New Product Update</td>
<td>2.0</td>
</tr>
</tbody>
</table>

**Please note:** Students are required to purchase their own tool set. A list of required tools is available with the Program Chairs or the College Admissions Office.

**GENERAL EDUCATION REQUIREMENTS:** 22.5-24.0 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (5 classes minimum)

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ORAL COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>WRITTEN COMMUNICATIONS</td>
<td>3</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>3</td>
</tr>
<tr>
<td>SOCIAL SCIENCE</td>
<td>3</td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>3</td>
</tr>
<tr>
<td>COMPUTER TECHNOLOGY</td>
<td>3</td>
</tr>
</tbody>
</table>

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

This SCC Program is Affiliated with ASE

**Certified by NATEF**

---

**General Motors ASEP - Automotive Service Educational Program**

The Automotive Service Educational Program (ASEP) is offered jointly by General Motors and Southeast Community College in cooperation with GM dealers.

Students must secure a General Motors dealer to sponsor them during training.

**What type of Job could I get?**

Graduates receive an associate of applied science degree and are offered employment in a General Motors dealership as a service technician, specialty technician, or service writer.

**How much can I earn?**

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.00-$15.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $16.59 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

**SCC Program overview**

Students spend four quarters as a full-time student on the Milford campus and the remaining three quarters working in a General Motors dealership.

Through a carefully constructed program of classroom and experience-based education, students gain knowledge of engine fundamentals, electrical and electronic principles, fuel systems, brakes, steering and suspension systems, body computer systems, transmissions, heating and air conditioning systems. Students have access to new products and equipment necessary for proper and accurate diagnosis of current GM systems. They also receive regular updates on all new GM products to stay current with industry progress.

**Special Program Requirements**

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired by contacting the program.

**For more information contact:**

Rick Morphew, Program Chair
402-761-8317, 800-933-7223 x8317
rmorphew@southeast.edu

or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

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**How to enroll in this Program of Study**

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

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See PAGE 68 for a complete list of **GENERAL EDUCATION** Courses.
Graphic Design

Graphic design includes the process of combining words and pictures to communicate a message. Graphic designers are visual communication problem solvers.

What kind of job could I get?

Students are prepared for careers as designers and art directors in advertising agencies, layout designers at newspapers, publication designers, designers for printers, billboard/sign designers, catalog designers, package designers, web designers and virtually any other business that has a need to create visual communication.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $10.00–$22.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $16.28 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

Special program requirements

Graphic Design is offered on the Milford campus. A group of 18 students is accepted into the program every 18 months. Students are selected on the basis of an assessment of skill, aptitude, interest, aptitude, test scores, grades and a workshop, portfolio and personal interview at the College. Applicants must submit a portfolio of 8 to 12 original, recent works of art at the workshop.

Students learn the technical skills and fundamental conceptual theories and techniques needed to produce compelling visual communication messages. Students work in the graphic design lab, at individual work stations, and use Macintosh computers. Students will become proficient at using all the standard software common to the graphic design industry.

Most design work is executed with a computer, however, the thinking/visualization process is still done by drawing. Students will draw, research, study, and make oral and written presentations. They will work individually and in teams simulating a real-world business environment. Students will apply design skill and knowledge using typography, illustrations, photography, copywriting and other processes to create designs. Finished assignments become part of students’ professional portfolios.

GRAPHIC DESIGN

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in graphic design

Credit Hours Required for Graduation:
Associate of Applied Science Degree: 139.0

GRAPHIC DESIGN AAS DEGREE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EIGT1120</td>
<td>Drawing/Illustration I</td>
<td>6.0</td>
</tr>
<tr>
<td>EIGT1122</td>
<td>Introduction to Graphic Design</td>
<td>4.5</td>
</tr>
<tr>
<td>EIGT1126</td>
<td>Typography I</td>
<td>4.5</td>
</tr>
<tr>
<td>EIGT1136</td>
<td>Computer Graphics I</td>
<td>6.0</td>
</tr>
<tr>
<td>EIGT1230</td>
<td>Typography II</td>
<td>4.5</td>
</tr>
<tr>
<td>EIGT1234</td>
<td>Computer Graphics II</td>
<td>6.0</td>
</tr>
<tr>
<td>EIGT1238</td>
<td>Drawing/Illustration II</td>
<td>6.0</td>
</tr>
<tr>
<td>EIGT1240</td>
<td>Publication Design</td>
<td>4.5</td>
</tr>
<tr>
<td>EIGT1348</td>
<td>Computer Graphics III</td>
<td>6.0</td>
</tr>
<tr>
<td>EIGT1354</td>
<td>Color Theory</td>
<td>6.0</td>
</tr>
<tr>
<td>EIGT1356</td>
<td>Photography &amp; Digital Imaging</td>
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</tr>
<tr>
<td>EIGT1460</td>
<td>Environmental &amp; Package Design</td>
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<tr>
<td>EIGT1465</td>
<td>Corporate Identity Design</td>
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<tr>
<td>EIGT1485</td>
<td>Web Design I</td>
<td>6.0</td>
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<tr>
<td>EIGT2567</td>
<td>Web Design II</td>
<td>6.0</td>
</tr>
<tr>
<td>EIGT2575</td>
<td>Graphic Design Portfolio I</td>
<td>7.5</td>
</tr>
<tr>
<td>EIGT2585</td>
<td>Print Reproduction Processes</td>
<td>4.5</td>
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<tr>
<td>EIGT2662</td>
<td>Web Design III</td>
<td>6.0</td>
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<tr>
<td>EIGT2664</td>
<td>Graphic Design Portfolio II</td>
<td>8.0</td>
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<tr>
<td>EIGT2799</td>
<td>Directed Independent Study in Graphic Design</td>
<td>1.0-5.0</td>
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<tr>
<td>EIGT2800</td>
<td>Graphic Design Internship</td>
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<tr>
<td>BSAD2520</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>117.5</td>
</tr>
</tbody>
</table>

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

For more information contact:
Merrill Peterson, Program Chair
402-761-8282, 800-933-7223 x8282
mpeterso@southeast.edu

or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in design, installation and servicing temperature control systems

Credit Hours Required for Graduation:

• Associate of Applied Science Degree: ....133.0

HVAC/R REQUIRED COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>HVAC1109</td>
<td>Electrical Fundamentals</td>
<td>4.0</td>
</tr>
<tr>
<td>HVAC1131</td>
<td>Refrigeration Theory I</td>
<td>5.0</td>
</tr>
<tr>
<td>HVAC1132</td>
<td>Piping Practices</td>
<td>3.0</td>
</tr>
<tr>
<td>HVAC1133</td>
<td>Plumbing Theory/Print Reading</td>
<td>5.0</td>
</tr>
<tr>
<td>HVAC1226</td>
<td>Refrigeration Lab I</td>
<td>6.0</td>
</tr>
<tr>
<td>HVAC1230</td>
<td>Electrical Principles &amp; Practices</td>
<td>2.0</td>
</tr>
<tr>
<td>HVAC1234</td>
<td>Plumbing Code</td>
<td>5.0</td>
</tr>
<tr>
<td>HVAC1237</td>
<td>Refrigeration Theory II</td>
<td>5.0</td>
</tr>
<tr>
<td>HVAC1251</td>
<td>Hydronic Theory</td>
<td>4.0</td>
</tr>
<tr>
<td>HVAC1330</td>
<td>Residential HVAC Systems &amp; Controls I</td>
<td>4.0</td>
</tr>
<tr>
<td>HVAC1331</td>
<td>Manual J/Manual D</td>
<td>6.0</td>
</tr>
<tr>
<td>HVAC1336</td>
<td>Sheet Metal Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>HVAC1343</td>
<td>Refrigeration Theory III</td>
<td>5.0</td>
</tr>
<tr>
<td>HVAC1363</td>
<td>Heat Pump Principles</td>
<td>5.0</td>
</tr>
<tr>
<td>HVAC1434</td>
<td>Refrigeration Lab II</td>
<td>3.0</td>
</tr>
<tr>
<td>HVAC1435</td>
<td>HVAC Welding Practices</td>
<td>1.5</td>
</tr>
<tr>
<td>HVAC1440</td>
<td>Mechanical Code</td>
<td>2.0</td>
</tr>
<tr>
<td>HVAC1447</td>
<td>Commercial HVAC Fundamental &amp; Practices I</td>
<td>5.0</td>
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<tr>
<td>HVAC1450</td>
<td>EPA Refrigerant Certification</td>
<td>2.0</td>
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<tr>
<td>HVAC1452</td>
<td>Residential Install Lab</td>
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<td>HVAC1461</td>
<td>Residential HVAC Systems &amp; Controls II</td>
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<tr>
<td>HVAC2500</td>
<td>Cooperative Education</td>
<td>10.0</td>
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<tr>
<td>HVAC2510</td>
<td>Post Cooperative Education</td>
<td>2.0</td>
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<tr>
<td>HVAC2600</td>
<td>HVAC/R Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>HVAC2610</td>
<td>Troubleshooting Techniques Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>HVAC2649</td>
<td>Commercial HVAC Fundamental &amp; Practices II</td>
<td>5.0</td>
</tr>
<tr>
<td>HVAC2650</td>
<td>Troubleshooting Techniques</td>
<td>4.0</td>
</tr>
<tr>
<td>INFO1000</td>
<td>Computer Essentials</td>
<td>1.0</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS: 24.0 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- SCIENCE

PHYS1150 DESCRIPTIVE PHYSICS
(Two classes from four areas below)
- MATHEMATICS
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Human Services

What type of job could I get?

Graduates are qualified to work in a variety of areas including mental health, developmental disabilities, alcohol and drug counseling, Nursing Home Administration, Assisted Living Manager, Social Services and Activities worker, and many areas related to youth.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $7.00−$14.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $14.41 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

This program is available only at the Lincoln campus, though clinical placements for Human Services students are available in a variety of communities.

For more information contact:
David Lamb, Program Chair
402-437-2748, 800-642-4075 x2748
dlamb@southeast.edu

Carrie Rocco Healy, Clinical Education Coordinator
402-437-2746, 800-642-4075 x2746
chealy@southeast.edu

Rebecca Shacklett, Alcohol and Drug Adviser
402-437-2745, 800-642-4075 x2745
rshacklett@southeast.edu

Theresa Parker, Nursing Home Administration and Assisted Living Adviser
402-437-2750, 800-642-4075 x2750
tparker@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

HUMAN SERVICES

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in mental health, developmental disabilities, alcohol and drug counseling, Nursing Home Administration, and youth.

This program is accredited by the Council for Standards in Human Services Education, John Heares, President, Harrisburg Area Community College, Human Services Program, One HACC Drive, Harrisburg, PA 12118-2965, (717) 780-2518

Credit Hours Required for Graduation:

Associate of Applied Science Degree: ........127.5

HUMAN SERVICES CORE COURSES:

COURSE #  COURSE TITLE  CREDIT HRS
HMR1101 Human Services Concepts 4.5
HMR1404 Introduction to Social Work 4.5
HMR1102 Counseling Theories and Techniques 4.5
HMR1201 Health Foundations (CNA/EMT/Nurse may credit HMR1201 by waiver) 4.5
HMR1320 Multicultural Competency 4.5
HMR1357 Multicultural Counseling 4.5
HMR1403 Assessment, Case Planning/Management & Professional Ethics for A & D or HMR1405 Case Management & Ethics for Human Services 4.5
PSYC2960 Lifespan Human Development 4.5
PSYC2980 Abnormal Psychology 4.5

REQUIRED CLINICAL COURSES:

COURSE #  COURSE TITLE  CREDIT HRS
+HMR1109 Pre-Clinical Education I 4.0
+HMR1110 Clinical Education I 4.0
+HMR1210 Clinical Education II 5.0
HMR1310 Clinical Education III or +HMR1311 Clinical Education Alcohol/Drug Counseling I 5.0
HMR1410 Clinical Education IV or +HMR1411 Clinical Education Alcohol/Drug Counseling II 5.0
HMR2510 Clinical Education V or +HMR2511 Clinical Education Alcohol/Drug Counseling III 5.0
HMR2610 Clinical Education VI or +HMR2611 Clinical Education Alcohol/Drug Counseling IV 5.0

ADDITIONAL DEGREE COURSES:

ADVISER APPROVED ELECTIVES 27.0
Electives 9.0
General Education Requirements 22.5

127.5

* Meets Nebraska requirements for activities worker in long term care facilities.

HUMAN SERVICES FOCUS COURSES:

COURSES:

(select 27.0 credits (6 courses) from the following list)

COURSE #  COURSE TITLE  CREDIT HRS
HMR1202 Behavior Therapy 4.5
HMR1302 Crisis Intervention 4.5
HMR1402 Group Theory and Process 4.5
HMR2360 Women's Issues in Human Services 4.5
HMR2363 Death, Dying, Grieving, & Loss 4.5
HMR2351 Developmental Disabilities 4.5
HMR2354 Intellectual Disabilities 4.5
HMR2516 Co-Dependency & Dysfunctional Families 4.5
+HMR2357 Medical & Psychosocial Aspects of Alcohol/Drug Use, Abuse & Addiction 4.5
+HMR2524 Clinical Treatment Issues in Chemical Dependency 4.5
HMR2521 Applied Behavior Analysis 4.5
HMR2523 Human Sexuality 4.5
HMR2524 Advanced Counseling 4.5
HMR2550 Introduction to Assisted Living 4.5

Special Program Requirement:

A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of $45 will be assessed for this background check.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
ELECTIVES:
Any of the previous “HS Focus Courses” not used as part of the 27.0 credits may be used as electives. The program also offers elective courses, or a student may choose from any College credit course or a combination of all three. Other courses offered through Human Services that can be used as electives include:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>HMRS1355</td>
<td>Strategies for Relaxation</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS2361</td>
<td>Domestic Violence</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS2362</td>
<td>Child Abuse</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS2364</td>
<td>Adult Survivors of Childhood</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Sexual Abuse</td>
<td></td>
</tr>
<tr>
<td>HMRS2365</td>
<td>Mental Illness &amp; Family Issues</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS2505</td>
<td>Non-aversive Intervention for</td>
<td>2.5</td>
</tr>
<tr>
<td></td>
<td>Problem Behaviors</td>
<td></td>
</tr>
<tr>
<td>HMRS2710</td>
<td>Clinical Education VII</td>
<td>5.0</td>
</tr>
<tr>
<td>HMRS2711</td>
<td>Clinical Education for Alcohol/Drug Counseling V</td>
<td>6.0</td>
</tr>
<tr>
<td>HMRS2811</td>
<td>Clinical Education for Alcohol/Drug Counseling VI</td>
<td>6.0</td>
</tr>
</tbody>
</table>

Total Electives: 9.0

GENERAL EDUCATION REQUIREMENTS:
22.5 hours
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS 4.5
- WRITTEN COMMUNICATIONS 4.5
- SOCIAL SCIENCE

PSYC1810 Introduction to Psychology 4.5
(Two classes from the areas below) 9.0
- MATHEMATICS
- SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area. Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

FOR STUDENTS INTERESTED IN PURSUING NURSING HOME ADMINISTRATION
Nursing Home Administration (NHA) and Assisted Living courses are also offered through the BUSINESS ADMINISTRATION program. Students would receive a degree in Business Administration with a focus in Nursing Home Administration. After earning an associate of applied science degree, students would need to pass and complete:

1. The five “• Approved Nursing Home Administration licensure courses” in the Adviser Approved Electives listing
2. 640 hours of Administrator-in-Training (AIT) or another mentoring program (through and determined by the State of Nebraska.)
3. The NAB (National Association Boards of Examiners for Long Term Care Administration) exam.

For more information, please contact: Theresa Parker, NHA Adviser 402-437-2750, 800-642-4075 x2750 tparker@southeast.edu

FOR STUDENTS INTERESTED IN PURSUING ALCOHOL & DRUG (A & D) COUNSELING:
Advanced standing is available for those individuals seeking an educational program approved to offer training for State of Nebraska licensure as a provisional alcohol and drug counselor. Prospective students with degrees in related health and human services fields may apply for advanced standing.

Students would be required to complete extra courses for Provisional A & D licensure:
1. A minimum of 300 clinical hours of clinical performance with a LADAC counselor. (At least 10 hours in each of the 12 core competencies/functions.
2. Hours supervised at 1:10 ratio by supervisor.
3-9. HMRS1102, HMRS1357, PSYC2960 (not online), HMRS1402, HMRS1403, HMRS2517, and HMRS2518.

For more information, please contact: Rebecca Shacklett, Alcohol and Drug Adviser 402-437-2745, 800-642-4075 x2745 rshacklett@southeast.edu

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
JOHN DEERE PARTS

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in John Deere dealerships in parts counter operations and management

Credit Hours Required for Graduation:

• Associate of Applied Science Degree: 117.0

The John Deere Parts program prepares students to be entry level parts department personnel for John Deere dealers. This program is offered jointly by SCC and the John Deere Co. in cooperation with John Deere dealers. Upon completion of the program, graduates typically continue employment at a sponsoring John Deere dealership. Each student spends four quarters on campus and two quarters working in a sponsoring John Deere dealership.

JOHN DEERE PARTS COURSES:

Course offerings and prerequisites will be determined by the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>JDAP1140</td>
<td>Product Knowledge I</td>
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</tr>
<tr>
<td>JDAP1141</td>
<td>Shipping &amp; Receiving</td>
<td>1.5</td>
</tr>
<tr>
<td>JDAP1142</td>
<td>John Deere Merchandise</td>
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GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (5 classes minimum)

(One class from each of the following areas)

• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS

(Plus three classes from any of the five areas below)

• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
JOHN DEERE TECH
Milford Campus
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers in John Deere dealerships

Credit Hours Required for Graduation:
Associate of Applied Science Degree: 157.5-159.0

JOHN DEERE TECH COURSES:
Course offerings and prerequisites will be determined by the program. A grade of “C” (2.0) or better in all JDAT classes is required to progress through the program.

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<tr>
<td>JDAT2750</td>
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GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 HOURS
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (5 classes minimum)

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

(Plus three classes from any of the five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

Please note: Students are required to purchase their own tool set. A list of required tools is available with the Program Chairs or the College Admissions Office.

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

JOHN DEERE TECH
Milford Campus

JOHN DEERE TECH COURSES:
Course offerings and prerequisites will be determined by the program. A grade of “C” (2.0) or better in all JDAT classes is required to progress through the program.

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<th>COURSE #</th>
<th>COURSE TITLE</th>
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SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

John Deere Tech
The John Deere Tech program is offered jointly by John Deere and Southeast Community College in cooperation with John Deere dealers. This model program was the first of its kind in the United States.

As a student in this program you will be required to have a sponsoring John Deere dealer. Students are expected to continue employment as the dealership after graduation.

What type of job could I get?
As a John Deere dealership technician, you will have a variety of responsibilities. Some of your activities will include engine, power train, hydraulic system, electrical & electronic, and air conditioning diagnosis and repair. You can also expect to work on tillage, planting, spraying, and harvesting equipment.

How much can I earn?
During your training you will work for two quarters in your sponsoring dealership.

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.00–$13.95 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $12.43 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCE Program overview
This program is located on the Milford Campus. New students are admitted once a year. In addition to meeting general requirements of Southeast Community College, students are tested to evaluate potential for success in the John Deere Tech program. Selected applicants must secure a John Deere dealership sponsor for off-campus training.

For more information contact:
William A. August, Program Chair
402-761-8281, 800-933-7223 x8281
baugust@southeast.edu

or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Laboratory Science Technology

In the Labor atory Science Technology program, students obtain a science background for application to a variety of laboratory positions. Specific examples of materials tested include soil, biological samples, pharmaceutical formulations, water and wastewater.

What type of job could I get?

Laboratory Technician graduates work in a variety of laboratories, including quality assurance, analytical chemistry, biochemistry, biotechnology, microbiology, water treatment, and wastewater treatment.

How much can I earn?

 SCC graduates reported in the most recent Placement Report that entry level wage rates averaged $11.67 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $16.67 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

The program is highly regarded in the industry and has been approved by the American Chemical Society through its Chemical Technology Program Approval Service.

Laboratory Science graduates may earn a diploma in four quarters of full-time study or an associate degree in six quarters, full-time. Qualified students are able to enter the program during any quarter on either a full-time or part-time basis.

A Biotechnology focus is available through the Agriculture Business & Management Technology program on the Beatrice campus and requires eight quarters, full-time, to graduate. Students take classes on the Beatrice campus for quarters one and two, and take the Laboratory Science classes for quarters three, four, and five, and complete their coursework on the Beatrice campus for quarters six, seven, and eight.

For more information contact:
Don Mumm, Program Chair
402-437-2486, 800-642-4075 x2486
dmumm@southeast.edu

or the College Admissions Office
Beatrice 402-228-6214, 800-233-5027 x1214
Lincoln 402-437-2600, 800-642-4075 x2600

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE - DIPLOMA

Prepares students for positions as laboratory technicians in areas of chemistry, biological sciences, water and wastewater systems.

This program is accredited by the American Chemical Society, 1155 Sixteenth Street, NW, Washington, DC, 20036, 800-227-5558.

Credit Hours Required for Graduation:
• Diploma: ................................. 69.0
• Associate of Applied Science Degree: ...104.0

REQUIRED LBST COURSES:

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GENERAL EDUCATION REQUIREMENTS: 24.0 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
• MATHEMATICS
  MATH1100 Intermediate Algebra or higher 4.5
  PHYS1150 Descriptive Physics 6.0
  SOCIAL SCIENCE
  No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

ADDITIONAL REQUIREMENTS: 11.0 HOURS

In addition, students will need to complete 1-1 credit hours from the following courses. Please select the courses with a program adviser.

• Microcomputer Electives 5.0
• Biology Elective 3.0
• Adviser Approved Elective 3.0

*Core classes required for a diploma.

For more information, please contact:
Jeff Jensby, Program Chair
402-228-8206, 800-233-5027 x206
jjensby@southeast.edu

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
LAND SURVEYING/CIVIL ENGINEERING TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for employment opportunities as land surveyors, civil drafters and construction material inspectors

Credit Hours Required for Graduation:

Associate of Applied Science Degree: . . . . . .126.5

REQUIRED LSCE COURSES:

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</table>

Please note: It is optional for students to purchase their own laptop, software, and accessories. A list of recommended products are available with the Program Chair or the College Admissions Office.

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
  - MATH1080 Applied Algebra & Trigonometry (or higher)
- COMPUTER TECHNOLOGY
- SOCIAL SCIENCE

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

For more information contact:

Dale Mueller, Program Chair
402-761-8255, 800-933-7223 x8255
dmueller@southeast.edu

or the College Admissions Office

Milford 402-761-8243, 800-933-7223 x8243
### Machine Tool Technology

**What type of job could I get?**

As a tool maker, die maker, mold maker, precision machinist, machine builder, CNC programmer or CNC operator, you will have a wide variety of work and responsibilities. Some of your activities may include precision machine operation, CNC programming, quality assurance, tool & fixture design, trouble shooting, and maintenance.

Program graduates are working in small and large companies throughout Nebraska and neighboring states. Other graduates are continuing their education.

**How much can I earn?**

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $11.00–$18.44 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $19.21 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

**SCC Program overview**

The program is available at both the Lincoln and Milford campuses. Students may focus in Tool & Die Making, Die Making, and Mold Making.

For more information contact:
Scott Kahler, Program Chair-Milford
(402) 761-8354, 800-933-7223 x8354
skahler@southeast.edu

John Gabelhouse, Program Chair-Lincoln
(402) 437-2667, 800-642-4075 x2667
jgabelho@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600
Milford 402-761-8243, 800-933-7223 x8243

### Machine Tool Technology

**Lincoln and Milford Campuses**

**Diploma • Associate of Applied Science Degree**

Prepares students for careers as a skilled machinist and a specialist in die making, mold making, and tool & die making.

**Credit Hours Required for Graduation:**

- Diploma: 80.5
- Associate of Applied Science Degree: 122.0
  - Die Maker Focus
  - Mold Maker Focus
  - Tool and Die Maker Focus

**Required Mach Diploma Courses:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH110</td>
<td>Orientation</td>
<td>0.5</td>
</tr>
<tr>
<td>MACH1121</td>
<td>Machining Processes</td>
<td>5.0</td>
</tr>
<tr>
<td>MACH1156</td>
<td>Blueprint Reading &amp; Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>MACH1172</td>
<td>Machine Tool Lab I</td>
<td>6.5</td>
</tr>
<tr>
<td>MACH1222</td>
<td>Machine Tool Lab II</td>
<td>7.0</td>
</tr>
<tr>
<td>MACH1225</td>
<td>Materials of Industry</td>
<td>5.0</td>
</tr>
<tr>
<td>MACH1241</td>
<td>Machinery’s Handbook</td>
<td>5.0</td>
</tr>
<tr>
<td>MACH1250</td>
<td>Computer Aided Drafting</td>
<td>3.0</td>
</tr>
<tr>
<td>MACH1324</td>
<td>Machine Tool Lab III</td>
<td>7.0</td>
</tr>
<tr>
<td>MACH1349</td>
<td>Basic CNC</td>
<td>7.5</td>
</tr>
<tr>
<td>MACH1370</td>
<td>Applied Trigonometry</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH1428</td>
<td>Machine Tool Lab IV</td>
<td>5.5</td>
</tr>
<tr>
<td>MACH1451</td>
<td>Advanced CNC</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH1453</td>
<td>CNC Lathe</td>
<td>3.5</td>
</tr>
<tr>
<td>MACH1454</td>
<td>CAM</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>71.5</td>
</tr>
</tbody>
</table>

**Mach A.A.S. Degree Requirements:**

Not all courses may be available at each SCC campus.

**Die Maker Focus: (Milford)**

- MACH2530 Die Design I 2.0
- MACH2532 Die Making Lab I 7.0
- MACH2547 Die Theory 5.0
- MACH2634 Die Design II 2.0
- MACH2636 Die Making Lab II 7.0
- MACH2535 Mold Theory 5.0
  - 28.0

**Mold Maker Focus: (Milford)**

- MACH2535 Mold Theory 5.0
- MACH2537 Injection Mold Design I 2.0
- MACH2538 Mold Making Lab I 7.0
- MACH2547 Die Theory 5.0
- MACH2640 Injection Mold Design II 2.0
- MACH2642 Mold Making Lab II 7.0
  - 28.0

---

**Tool and Die Maker Focus: (Lincoln)**

- WELD1174 Machine Tool Welding 1.5
- MACH2245 Introduction to Molding 3.0
- MACH2246 Jigs and Fixtures 6.0
- MACH2256 Die Construction 7.0
- MACH2258 Quality Control 3.0
- MACH2266 Advanced Die Construction 2.5
  - 28.0

**General Education Requirements: 22.5 Hours**

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

- One class from each of the following areas
  - Oral Communications
  - Written Communications
  - Mathematics
  - Two classes from the areas below
    - Science
    - Social Science
    - Humanities
    - Computer Technology

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

To complete the diploma, a total of nine (9.0) general education credit hours must be fulfilled. This includes MATH1050 plus one other general education course from Oral or Written Communications.

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See PAGE 68 for a complete list of General Education Courses.
Manufacturing Engineering Technology
What type of job could I get?
As a member of an engineering team, your job might be described by titles such as product designer, engineer, engineering coordinator, draftsperson, drafting specialist, field test technician, industrial engineer, manufacturing engineer, and quality assurance technician.

The school has a very active student chapter S218 of the Society of Manufacturing Engineers. This helps the students to make contacts with local industries and potential employers. Many of our graduates have continued their education once they are on the job and have achieved four year degrees and beyond.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level SCC graduates reported in the most and beyond.

Many of our graduates have continued their education once they are on the job and have achieved four year degrees and beyond.

The Manufacturing Engineering Technology program trains students to become members of an engineering team. They provide technical assistance throughout the design and manufacturing process. The progra includes extensive practice in traditional and computer-aided drafting, layout and design of fabricated products, the study of materials used in manufacturing, and plant layout. Materials handling, manufacturing processes, and the use of machines are also included. Further study takes you into quality control, time and motion efficiency, tool and product design, and mold design.

The Manufacturing Engineering Technology program is only available at the Milford campus.

For more information contact:
George H. Matzen, Program Chair
(402) 761-8299, 800-933-7223 x8299
gmatzen@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

MANUFACTURING ENGINEERING TECHNOLOGY
Milford Campus
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for manufacturing or engineering careers in drafting, layout and design of products

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: . . . . .149.0 Graduates of the program are trained to be members of an engineering team. They will work with everyone, from the engineers to the individuals in the shop, to design and build their company’s products.

The Manufacturing Engineering Technology program is fully certified at the Design Drafter level by the American Design Drafting Association (www.adda.org). Students in the program are eligible in their sixth quarter to take the Certified Manufacturing Technologist exam offered by the Society of Manufacturing Engineers (www.sme.org).

Please note: A grade of “C” or better is required in all prerequisite courses.

MANUFACTURING ENGINEERING TECHNOLOGY AAS DEGREE REQUIREMENTS:

| COURSE # | COURSE TITLE                                      | CREDIT HRS |
| -------- | ------------------------------------------------- | ------------
| MFGT1125 | Materials of Industry                            | 5.0          |
| MFGT1144 | Industrial Drafting I                            | 8.5          |
| MACH1241 | Machinery’s Handbook                             | 5.0          |
| MFGT1250 | Industrial Drafting II                           | 5.5          |
| MFGT1333 | Applied Hydraulic & Pneumatics                   | 7.0          |
| MFGT1350 | Computer Aided Drafting                          | 4.5          |
| MACH1354 | Elementary Tool Design                           | 6.5          |
| MFGT1362 | Plant Layout & Materials Handling                | 3.5          |
| MACH1370 | Applied Trigonometry                             | 4.5          |
| MFGT1413 | Electrical Fundamentals                          | 5.0          |
| MFGT1421 | Manufacturing Processes I                        | 5.0          |
| MFGT1429 | CNC Machines                                     | 3.5          |
| MFGT1456 | Manufacturing Processes II                       | 4.5          |
| MFGT1458 | Electrical Drafting                              | 4.5          |
| MFGT2549 | Quality Assurance & SPC                         | 5.0          |
| MFGT2551 | Time & Motion Study                              | 5.0          |
| MFGT2559 | Advanced Geometric Dimensioning & Tolerancing    | 5.0          |
| MFGT2566 | Tool & Product Design                            | 4.0          |
| MFGT2635 | Plastics: Design & Engineering                   | 5.0          |
| MFGT2643 | Strength of Materials                            | 5.0          |
| MFGT2668 | Design and Production Problems                   | 3.5          |
| MFGT2670 | Advanced CAD/CAE Autodesk Inventor               | 5.5          |
| MFGT2672 | Mechanisms                                       | 5.0          |
| MFGT2680 | Solid Works                                      | 1.5          |

Total: 119.5

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
• ORAL COMMUNICATIONS
  SPCH1110 Public Speaking (recommended)
• WRITTEN COMMUNICATIONS
  ENGL1000 Written Communications (recomm.)
• MATHEMATICS
  MATH1050 Thinking Mathematically (or higher)
  (Prerequisite for MFGT1333, 1413, 2549, 2672, & MACH1370.)
• SCIENCE
  PHYS1017 Technical Physics or
  PHYS1150 Descriptive Physics
  (Prerequisite for MFGT2566, 2668.)
• COMPUTER TECHNOLOGY
  BSAD1010 Microsoft Applications I or
  INFO1010 Computer Literacy
  (Prerequisite for MFGT2670)

To complete the AAS degree, students are also required to take:
OFFT1110 Business Communications 4.5
ACFS2020 Career Development 2.5

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

PAGE 114
See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
Mass Media

What type of job could I get?
The primary emphasis of the program is to prepare graduates for entry level positions in radio broadcasting or community newspapers. Those positions could be in radio news, radio production, radio advertising sales, sports-play-by-play, or on-air DJ work. In print journalism, positions could include covering local news, local sports, newspaper photography, page set-up and design, or news editing responsibilities.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level wage rates averaged $11.75 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $16.62 per hour.
The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.
To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
The Mass Media Program is only available at the Beatrice Campus. Students can choose from the broadcasting focus which provides a solid background in radio or the communication focus that allows the student to acquire skills in photography, production, writing and public relations.

For more information contact:
Jerry Fritz, Program Chair
(402) 228-3468, 800-233-5027 x1354
jfritz@southeast.edu
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214

Mass Media
Beatrice Campus
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for a career in broadcasting or communication or transfer to a senior institution

Credit Hours Required for Graduation:
• Associate of Applied Science Degree . . . . . . .93.0

MASS MEDIA REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BRDC1710</td>
<td>Survey of Electronic Media</td>
<td>4.5</td>
</tr>
<tr>
<td>BRDC1860</td>
<td>Radio Workshop</td>
<td>4.5</td>
</tr>
<tr>
<td>BRDC2100</td>
<td>Broadcast Media Production</td>
<td>4.5</td>
</tr>
<tr>
<td>BRDC2760</td>
<td>Broadcast Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BRDC2830</td>
<td>Communication Law &amp; Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>BRDC2860</td>
<td>Radio Workshop</td>
<td>4.5</td>
</tr>
<tr>
<td>BRDC2780</td>
<td>Public Relation Strategies &amp; Techniques</td>
<td>4.5</td>
</tr>
<tr>
<td>BRDC2970</td>
<td>Broadcast Internship</td>
<td>4.5</td>
</tr>
<tr>
<td>JOUR1810</td>
<td>Introduction to Mass Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>JOUR1820</td>
<td>News Writing &amp; Reporting</td>
<td>4.5</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS: 48.0 HOURS
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

• ORAL COMMUNICATIONS 4.5
• WRITTEN COMMUNICATIONS 4.5
ENGL1010 Composition I (prerequisite to ENGL1020) 4.5
• MATHEMATICS 4.5
MATH1150 College Algebra (or higher) 12.0
• SCIENCE 4.5
• SOCIAL SCIENCE 4.5
• HUMANITIES 9.0
• COMPUTER TECHNOLOGY 4.5

No two classes may be selected from the same area.

In addition students must complete the following course.
ENGL1020 Composition II 4.5

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

Please note for students who wish to continue on to a 4-year institution: It is the student’s responsibility to check with the receiving institution where credit will be transferred. Even though most courses listed under the Academic Transfer area at SCC transfer to most colleges and universities, you should consult with your adviser, the Registrar’s office in Beatrice and Milford or Career Services in Lincoln to be sure the courses you take are applicable to the degree you are seeking. Copies of some university/college degree requirements are available in the Registrar’s office in Beatrice and Milford and in Career Services in Lincoln.

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
Medical Assisting
Medical assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrists, chiropractors, optometrists and other specialties running smoothly. They answer the telephone, schedule appointments, work with billing and insurance agencies, prepare patients for examination, and assist the physician. Clinical duties vary according to state law but may include blood draws, dressing change, vital signs and administration of medication as directed by the physician. Program graduates are working in clinics and physicians' offices throughout Nebraska or continuing their education.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.00–$13.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $11.56 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
This program is available on the Lincoln campus. Students are admitted to the program in the spring and fall quarters.

Special program requirements
1. Students must complete a health statement before acceptance into the Medical Assisting program.
2. Students may be requested by clinical sites to submit to and pass drug testing and to a reasonable background investigation, including a criminal background check.
3. Students must pass all required courses for the program with a "C+" or better to continue through the program.
4. All students must have a Current CPR card - Module C, prior to enrolling in fourth quarter classes.
5. MEDA1301 and MEDT1301, MEDT1161, MEDT1171, MEDT1181 & MEDT1191 must be taken and passed concurrently or all must be repeated.

Students entering the program must have keyboarding skills of 30 words per minute with three or fewer errors. Testing is available in the SCC T estimating Center.

Medical Assisting program
Students entering the program must have keyboarding skills of 30 words per minute with three or fewer errors. Medical Assisting program.

MEDICAL ASSISTING
Lincoln Campus

DIPLOMA
Prepares students for a career in medical assisting, including patient care, laboratory procedures, and medical office administration.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahp.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350.

Credit Hours Required for Graduation:
• Diploma: .............................................79.0

To complete a diploma in the Medical Assisting program, courses are generally taken in the following order.

MEDICAL ASSISTING COURSES

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS1000</td>
<td>Structure and Function of the Human Body</td>
<td>6.0</td>
</tr>
<tr>
<td>MEDA1101</td>
<td>Medical Terminology I</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1102</td>
<td>Administrative Medical Assisting</td>
<td>2.0</td>
</tr>
<tr>
<td>OFFT1710</td>
<td>Word Applications I</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDA1204</td>
<td>First Aid</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1201</td>
<td>Medical Terminology II</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1202</td>
<td>Communication in Allied Health</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDA1203</td>
<td>Medical Law, Ethics &amp; Bioethics for the Medical Office Employee</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1205</td>
<td>Exam Room I</td>
<td>2.5</td>
</tr>
<tr>
<td>MEDA1406</td>
<td>Basic Pharmacology</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1407</td>
<td>Medical Calculations</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDA1301</td>
<td>Exam Room II</td>
<td>7.5</td>
</tr>
<tr>
<td>MEDT1161</td>
<td>Basic Urinalysis &amp; Microbiology for the Office Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT1171</td>
<td>Basic Urinalysis &amp; Microbiology Laboratory</td>
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</tr>
<tr>
<td>MEDT1181</td>
<td>Basic Hematology for the Office Laboratory</td>
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</tr>
<tr>
<td>MEDT1191</td>
<td>Basic Hematology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>OFFT2440</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2560</td>
<td>Computerized Medical Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1401</td>
<td>*Clinical Education</td>
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<tr>
<td>MEDA1402</td>
<td>Senior Clinical Seminar</td>
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<tr>
<td>MEDA1404</td>
<td>Medical Diseases</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1405</td>
<td>Insurance for the Medical Office</td>
<td>4.5</td>
</tr>
</tbody>
</table>
| *Please note: Immediately prior to or enrollment in MEDA1401, students must pass the following block of courses together: MEDA1301, MEDT1301, MEDT1161, MEDT1171, MEDT1181 & MEDT1191. If a student has to repeat MEDA1401, the same block of courses must be repeated prior to enrollment.*

For more information contact:
Jeanette Goodwin, Program Chair
402-437-2756, 800-642-4075 x2756
jgoodwin@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

PLEASE NOTE: Felony convictions may prevent a graduate from acquiring certification. Contact the American Association of Medical Assistants (AAMA) Certifying Board for more information.

GENERAL EDUCATION REQUIREMENTS: 9.0 HOURS
To complete a diploma for this program, a student must complete additional credit hours in the following general education core areas:

- WRITTEN COMMUNICATIONS
  - ENGL1010 Composition I 4.5
  - COMPUTER TECHNOLOGY
    - BSAD1010 Microsoft Applications I 4.5

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course's meet the program requirements.

MEDICAL ASSISTING
Associate Degree: Southeast Community College, in cooperation with Central Community College, provides the opportunity for students to receive an associate degree in Medical Assisting.

MEDICAL CODING / HEALTH INFORMATION TECHNOLOGY
Southeast Community College, in cooperation with Central Community College, provides the opportunity for students to receive a degree in Health Information Technology or a diploma in Medical Coding.

If interested, contact Linda Delgado at 402-437-2753, ldelgado@southeast.edu or the Admissions Office on the Lincoln Campus.

Special Program Requirement:
A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of $45 will be assessed for this background check.

How to enroll in this Program of Study:
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Medical Laboratory Technology

What type of job could I get?

The Medical Laboratory Technician performs general tests in all clinical laboratory areas: blood banking, chemistry, hematology, immunology and microbiology. A Medical Laboratory Technician performs tests that aid in the diagnosis and treatment of disease.

Program graduates attain employment in a variety of settings, such as hospitals, clinics, physician offices, private and public health institutions, pharmaceutical laboratories, and animal clinics. Graduates work in small and large facilities throughout Nebraska and neighboring states. Many continue their education and earn a bachelor's degree in Clinical Laboratory Science/Medical Technology.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $13.00–$18.98 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $19.69 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

The program is available at the Lincoln campus. The program includes principles and technical instruction in the areas of hematology, clinical chemistry, clinical microbiology, immunohematology, (blood banking), immunology/serology, parasitology, urinalysis, and clinical microscopy. Students obtain additional laboratory experiences and learning opportunities within hospital and clinic laboratories.

Students are admitted into the program in the summer quarter. The program can be completed in eight full-time quarters. Students may also choose a three-year option in which to complete the program. A graduate of the program is eligible to take national certification examinations offered by the American Society for Clinical Laboratory Science (ASCP) and/or National Credentialing Agency for Laboratory Personnel (NCA), and may also transfer these two years of credit to the University of Nebraska Medical Center Division of Clinical Laboratory Sciences.

For more information contact:
Janis Bible, Program Chair
402-437-2760, 800-642-4075 x2760
jbible@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as technicians in medical laboratories, performing clinical laboratory tests to obtain test results used by a physician.

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 8410 W. Bryn Mawr Ave., Ste. 670, Chicago, IL 60631, 773-714-8880, www.naacls.org

Credit Hours Required for Graduation:

• Associate of Applied Science Degree: …..125.0

MEDICAL LABORATORY TECHNOLOGY REQUIREMENTS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
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<td>Procedures in Phlebotomy</td>
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<td>MEDT1301</td>
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<td>MEDT2571</td>
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<td>MEDT2581</td>
<td>Hemostasis</td>
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<td>MEDT2681</td>
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OPTIONAL:

MEDT2710 Clinical Project I | 1.0 - 3.0
MEDT2810 Clinical Project II | 1.0 - 3.0

GENERAL EDUCATION REQUIREMENTS: 24.0 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)

*ENGL101 Composition I 4.5
*ENGL201 Composition II 4.5
*MATH1150 College Algebra or higher 4.5
*SPCH1090 Fundamentals of Human Communication or
*SPCH1110 Public Speaking 4.5
*SOC1101 Introduction to Sociology 4.5
*SPCH1110 Science 4.5
*SCIENCE 6.0

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program advisor to ensure that the course/s meet the program requirements.

*Recommended for transfer to 4-year institution. UNMC Articulation Agreement.

ADVANCED PLACEMENT:

Students with previous college credit may apply for advanced placement pending evaluation of transcripts and availability of class space.

SPECIAL PROGRAM REQUIREMENTS:

A minimum grade of C is required in all courses. A health statement including a tuberculosis skin test and/or a chest x-ray, and immunizations, is required before acceptance into the program.

A cardiopulmonary resuscitation (CPR) card and a repeat skin test for tuberculosis and/or a chest x-ray are required prior to Clinical Education I.

Students may be requested by clinical sites to submit to and pass drug testing and/or fingerprinting. The student is responsible for the cost associated with drug testing and/or fingerprinting.

Special Program Requirement: A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of $45 will be assessed for this background check.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advising to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
**Microcomputer Technology**

**What type of job could I get?**

The **Network Manager focus** trains students to set up, maintain, and manage microcomputer networks. Graduates of this specialization often find positions providing network support under the supervision of a network administrator.

The **PC Support focus** offers training for technical support and help desk positions. Graduates of this specialization may work as the main computer resource technician in a company or may work as a member of a team providing help desk support.

The **Microcomputer Programmer focus** provides intensive training in microcomputer languages such as Java and Visual Basic which are predominant in business and industry.

The **Web Applications Programmer focus** offers training for those programmers behind the scenes of a web site. Students learn programming languages along with web development technologies, such as Javascript and PHP.

**How much can I earn?**

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged $13.40 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $18.08 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates. To obtain an updated rate of pay or information contact the College Admissions Office or the College Admissions Office.

**SCC Program overview**

The Microcomputer Technology program is of fered both day and evening on Lincoln Campus. Students in the Microcomputer Technology program complete an associate of applied science degree. There are four areas of career emphasis: Network Manager, PC Support Specialist, Microcomputer Programmer, and Web Applications Programmer. A certificate is also available for anyone wishing to add basic computer training to already existing skills.

**For more information contact:**

Linda Bettinger, Program Co-chair
(402) 437-2490, 800-642-4075 x2490
lbetting@southeast.edu

Jo Schuster, Program Co-chair
(402) 437-2492, 800-642-4075 x2492
jschuster@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

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**Lincoln Campus**

- **ASSOCIATE OF APPLIED SCIENCE DEGREE**
- **CERTIFICATE**

Prepares students for careers in the microcomputer field.

**Credit Hours Required for Graduation:**

- Associate of Applied Science Degree: . . . . .120.0
- Network Manager
- PC Support Specialist
- Microcomputer Programmer
- Web Applications Programmer

**Certificate: . . . . . . . . . . . . . . . . . . . . .32.0

**CERTIFICATE REQUIREMENTS:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>INFO1121</td>
<td>Microsoft Word &amp; PowerPoint</td>
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<tr>
<td>INFO1131</td>
<td>Microsoft Excel</td>
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<td>INFO1151</td>
<td>Computer Fundamentals</td>
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<tr>
<td>INFO1161</td>
<td>Windows Operating Systems</td>
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<tr>
<td>INFO1211</td>
<td>Microsoft Access</td>
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<tr>
<td>INFO1311</td>
<td>Database Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1371</td>
<td>Hardware Installation &amp; Testing</td>
<td>3.0</td>
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<tr>
<td>INFO1381</td>
<td>Data Communications &amp; Networking</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1431</td>
<td>Web Page Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH1040</td>
<td>Business Math (or higher level MATH class)</td>
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**AA S DEGREE CORE COURSES:**

The following core courses must be completed to meet the requirements for all four specializations in the Microcomputer Technology AAS degree - Network Manager, Microcomputer Programmer, PC Support Specialist, and Web Applications Programmer.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
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<tr>
<td>INFO1121</td>
<td>Microsoft Word &amp; PowerPoint</td>
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<td>INFO1131</td>
<td>Microsoft Excel</td>
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<td>INFO1151</td>
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<td>INFO1161</td>
<td>Windows Operating Systems</td>
<td>4.5</td>
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<tr>
<td>INFO1211</td>
<td>Microsoft Access</td>
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<tr>
<td>INFO1214</td>
<td>Program Design &amp; Problem Solving</td>
<td>4.5</td>
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<tr>
<td>INFO1311</td>
<td>Database Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1381</td>
<td>Data Communications &amp; Networking</td>
<td>4.5</td>
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<tr>
<td>INFO1391</td>
<td>TCP/IP</td>
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<td>INFO1431</td>
<td>Web Page Fundamentals</td>
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<tr>
<td>INFO1441</td>
<td>Advanced Windows XP Professional</td>
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<td>INFO1491</td>
<td>Network Security Fundamentals</td>
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<tr>
<td>INFO2531</td>
<td>UNIX Operating System</td>
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<td>INFO2543</td>
<td>Workplace Communication Skills</td>
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<td>INFO2611</td>
<td>Microcomputer Practicum or OffF2000</td>
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</tr>
<tr>
<td>OFFT1110</td>
<td>Business Communications</td>
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**NETWORK MANAGER:**

- INFO1371 Hardware Installation & Maintenance | 3.0
- INFO1463 Advanced Hardware Troubleshooting | 3.0
- INFO1495 Novell Network Administration | 4.5
- INFO2585 Windows 2003 Server Administration | 4.5
- INFO2631 Linux Network Administration | 4.5
- INFO2695 Advanced Windows 2003 Server | 3.0
- ELECT2760 Networking Infrastructure | 3.5
- ELECT2761 Router Implementation | 3.5
- ELECT2860 Advanced Routing & Switching | 3.0
- ELECT2861 Wide Area Networking | 3.0

**BUSINESS SUPPORT ELECTIVE**

CHOOSE FROM: 4.5

- INFO1314 Java (4.5)
- INFO1325 Internet Scripting (3.0)
- INFO1511 Advanced Database Concepts (3.0)
- INFO1515 Database Administration (3.0)
- INFO1525 Web Server Scripting (4.5)
- INFO1541 Social & Ethical Issues in Information Technology (2.0)
- INFO2564 Visual Basic (4.5)
- INFO2581 Linux Network Systems (3.0)
- INFO2591 Advanced Network Security (3.0)

**TECHNICAL ELECTIVES**

CHOOSE FROM: 8.0

- CHOOSE FROM: 8.0

- BSAD1050 Introduction to Business Management
- BSAD2540 Principles of Management
- BSAD2520 Principles of Marketing
- OFFT1310 Office Accounting

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How to enroll in this Program of Study:

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a pre-requisite plan.
### PC Support Specialist:
- **INFO1371**: Hardware Installation & Maintenance (3.0)
- **INFO1443**: Help Desk Concepts (2.0)
- **INFO1463**: Advanced Hardware Troubleshooting (3.0)
- **INFO1493**: Advanced Microsoft Access (2.0)
- **INFO1501**: Integrated Applications (3.0)
- **INFO1511**: Advanced Database Concepts (3.0)
- **INFO2513**: Troubleshooting Techniques (2.0)
- **INFO2585**: Windows 2003 Server Administration (4.5)
- **INFO2670**: Desktop Support (4.5)

### Technical Electives
**CHOOSE FROM:**
- **ELEC2760**: Networking Infrastructure (3.5)
- **ELEC2761**: Router Implementation (3.5)
- **ELEC2860**: Advanced Routing & Switching (3.0)
- **ELEC2861**: Wide Area Networking (3.0)
- **INFO1325**: Internet Scripting (3.0)
- **INFO1495**: Novell Network Administration (4.5)
- **INFO1515**: Database Administration (3.0)
- **INFO1521**: Web Graphics (2.0)
- **INFO1541**: Social & Ethical Issues in Information Technology (2.0)
- **INFO2654**: C++ (4.5)
- **INFO2658**: Visual Basic (4.5)
- **INFO2664**: Advanced Visual Basic (4.5)
- **INFO2694**: Programming Project (3.0)
- **INFO2698**: Programmer Portfolio Development 1.0

### Microsoft Programmer:
- **INFO1314**: Java (4.5)
- **INFO1414**: Advanced Java or
- **INFO1515**: Advanced Database Administration (3.0)
- **INFO2514**: Java Server Programming (4.5)
- **INFO2564**: Visual Basic (4.5)
- **INFO2594**: Programming Project Design 1.5
- **INFO2664**: Advanced Visual Basic (4.5)
- **INFO2674**: ASP.NET Using Visual Basic (4.5)
- **INFO2694**: Programming Project (3.0)
- **INFO2698**: Programmer Portfolio Development 1.0

### Business Support Elective
**CHOOSE FROM:**
- **BSAD1050**: Introduction to Business (4.5)
- **BSAD2520**: Principles of Marketing (4.5)
- **OFFT1310**: Office Accounting (4.5)

### Technical Electives
**CHOOSE FROM:**
- **BSAD1050**: Introduction to Business (4.5)
- **BSAD2520**: Principles of Marketing (4.5)
- **OFFT1310**: Office Accounting (4.5)

### Technical Electives
**CHOOSE FROM:**
- **INFO1325**: Internet Scripting (3.0)
- **INFO1371**: Hardware Installation & Maintenance (3.0)
- **INFO1511**: Advanced Database Concepts (3.0)
- **INFO1521**: Web Graphics (2.0)
- **INFO1522**: Web Layout (2.0)
- **INFO1525**: Java Server Scripting (4.5)
- **INFO1541**: Social & Ethical Issues in Information Technology (2.0)
- **INFO2554**: C++ (4.5)

### Web Applications Programmer:
- **INFO1314**: Java (4.5)
- **INFO1414**: Advanced Java or
- **INFO1515**: Database Administration (3.0)
- **INFO1511**: Advanced Database Concepts (3.0)
- **INFO1522**: Web Layout (2.0)
- **INFO1525**: Web Server Scripting (4.5)
- **INFO2514**: Java Server Programming or
- **INFO2564**: Visual Basic (4.5)
- **INFO2694**: Programming Project (4.5)
- **INFO2698**: Programmer Portfolio Development 1.0
- **BSAD2520**: Principles of Marketing (4.5)

### Technical Electives
**CHOOSE FROM:**
- **INFO1371**: Hardware Installation & Maintenance (3.0)
- **INFO1414**: Advanced Java or
- **INFO1515**: Database Administration (3.0)
- **INFO1521**: Web Graphics (2.0)
- **INFO1541**: Social & Ethical Issues in Information Technology (2.0)
- **INFO2514**: Java Server Programming or
- **INFO2674**: ASP.NET Using Visual Basic (4.5)
- **INFO2554**: C++ (4.5)
- **INFO2664**: Advanced Visual Basic (4.5)
- **INFO2694**: Programming Project (3.0)
- **INFO2698**: Programmer Portfolio Development 1.0
- **BSAD2520**: Principles of Marketing (4.5)

### General Education Requirements: 22.5 Hours
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.
- **ORAL COMMUNICATIONS**
  - **CHOOSE ONE**:
    - SPCH1090 Fundamentals of Human Communication
    - SPCH1100 Public Speaking
    - SPCH2810 Business & Professional Communication
- **WRITTEN COMMUNICATIONS**
  - **CHOOSE ONE**:
    - ENGL1010 Composition I
    - ENGL1015 Composition & Literature
- **MATHEMATICS**
  - **CHOOSE ONE**
    - MATH1040 Business Math (or higher level MATH class)
- **SOCIAL SCIENCE**
  - **CHOOSE ONE**
    - PSYC1250 Interpersonal Relations
    - PSYC1810 Introduction to Psychology
    - SOC1011 Introduction to Sociology
    - SOC1020 Diversity in Society
    - SOC2150 Issues in Unity and Diversity
- **HUMANITIES**
  - **CHOOSE ONE**
    - Introduction to Psychology
    - PSYC1250 Interpersonal Relations
    - PSYC1810 Introduction to Psychology
    - SOC1011 Introduction to Sociology
    - SOC1020 Diversity in Society
    - SOC2150 Issues in Unity and Diversity

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

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**How to enroll in this Program of Study**

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Motorcycle, ATV, and Personal Watercraft Technology

What type of job could I get?

As a technician there are many types of jobs available in the Motorcycle, ATV & Personal Watercraft service industry. These include diagnosis and repair of all areas of the vehicle including engine and transmission repair, suspension and brake systems, electrical/electronics and diagnostics. Students also learn skills essential to becoming a parts counter person and sales associate. Activities in this area include researching service information using manuals or computer based programs, using an extensive array of hand tools and diagnostic equipment, writing, speaking and basic math skills.

Program graduates are employed in dealerships, independent shops, and owner/operator shops.

How much can I earn?

S.C.C. graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.00–$13.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $14.11 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview

This program is available on the Lincoln campus with classes beginning in January and July. For more information contact:

For more information contact:
Ken Jefferson, Program Chair – Lincoln
(402) 437-2640, 800-642-4075 x2640
kjeffers@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

**MOTORCYCLE, ATV, AND PERSONAL WATERCRAFT TECHNOLOGY**

**Lincoln Campus**

**DIPLOMA**

Prepares students for careers in repair and maintenance of motorcycles, All-Terrain-Vehicles and personal watercraft

**Credit Hours Required for Graduation:**
• Diploma: .......................... 89.0

**REQUIRED DIPLOMA COURSES:**

Course offerings and prerequisites will be determined by the program.

<table>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>MSTT1000</td>
<td>Shop Procedures &amp; Hand Tools</td>
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<tr>
<td>MSTT1112</td>
<td>Basic Engine Theory</td>
<td>5.5</td>
</tr>
<tr>
<td>MSTT1120</td>
<td>Wheels &amp; Tires</td>
<td>3.0</td>
</tr>
<tr>
<td>MSTT1122</td>
<td>Frames, Suspensions, &amp; Brakes</td>
<td>3.5</td>
</tr>
<tr>
<td>MSTT1125</td>
<td>Electrical Concepts</td>
<td>6.0</td>
</tr>
<tr>
<td>MSTT1131</td>
<td>Electrical Circuits</td>
<td>10.0</td>
</tr>
<tr>
<td>MSTT1132</td>
<td>Fuel &amp; Ignition Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>MSTT1133</td>
<td>Tune Up &amp; Rideability</td>
<td>7.5</td>
</tr>
<tr>
<td>MSTT1138</td>
<td>Personal Watercraft</td>
<td>3.0</td>
</tr>
<tr>
<td>MSTT1140</td>
<td>Transmissions and Final Drives</td>
<td>3.5</td>
</tr>
<tr>
<td>MSTT1141</td>
<td>Engine Rebuild and Overhaul</td>
<td>4.0</td>
</tr>
<tr>
<td>MSTT1145</td>
<td>Engine Machine Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>MSTT1146</td>
<td>Rideability and Electrical Update or</td>
<td>6.0</td>
</tr>
<tr>
<td>MSTT1147</td>
<td>Rideability and Electrical Update with Coop</td>
<td>6.0</td>
</tr>
<tr>
<td>WELD1187</td>
<td>Motorcycle Welding</td>
<td>4.0</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION REQUIREMENTS: 19.5 HOURS**

To complete a diploma for this program, a student must complete additional credit hours in the following general education core areas. (4 classes minimum)

(One class from each of the following areas)

• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
• SCIENCE

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS1150</td>
<td>Descriptive Physics or</td>
<td>6.0</td>
</tr>
</tbody>
</table>

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

**Please note:** Students are required to purchase their own tool set. A list of required tools is available with the Program Chairs or the College Admissions Office.

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**How to enroll in this Program of Study**

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Nebraska Law Enforcement
What type of job could I get?

Graduates of the Nebraska Law Enforcement program will find employment in law enforcement at the state, county or city level. This program will also provide advanced placement in a bachelor’s degree program. A bachelor’s degree is a qualification for law enforcement positions with the federal government.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $12.00–$15.01 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $15.11 per hour.

The hourly rate will vary by employer and location. Many employers provide some type of fringe benefits.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

Program Overview

This program provides a track for students at the six community colleges who want to pursue a career in law enforcement. This track includes criminal justice courses with common learning objectives identified by the colleges and the Nebraska Law Enforcement Training Center (NLET-C) in Grand Island. As a result of the common learning objectives and courses, the students will complete an abbreviated certification program at the NLET-C designated as an internship. Upon graduation, students will receive an AAS degree and certification as law enforcement officers in the state of Nebraska.

Program graduates are working in large and small law enforcement agencies. Nebraska Law Enforcement Certification is honored by other states for purposes of employment.

For more information contact:
Michele Richards, Academic Adviser-Lincoln
402-437-2602, 800-642-4075 x2602
mrichard@southeast.edu

Tom Young, Instructor-Beatrice
402-228-8238, 800-233-5072 x1238
tyoung@southeast.edu

Don Jenkins, Instructor-Lincoln
402-437-2539, 800-642-4075 x2539
djenkins@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5072 x1214
Lincoln 402-437-2600, 800-642-4075 x2600

Nebraska Law Enforcement
Training Center:
3600 North Academy Road,
Grand Island, NE 68801
www.nletc.state.ne.us

Thanks to the NLET-C for permission to use the NLET-C logo.

Nebraska Law Enforcement
Associate of Applied Science Degree

Prepares students for careers in city and county law enforcement agencies in Nebraska

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 93.0

Required Nebraska Law Enforcement Courses:
Course offerings and prerequisites will be determined by the program. A grade of "C+" or higher is required in all CRIM classes to progress through the program.

ADMISSIONS TO NLET-C AND PHYSICAL TRAINING:

Students enrolling in the NE Law Enforcement program should be aware of the admission requirements for acceptance at the Nebraska Law Enforcement Training Center for the twelve credit hour internship to complete requirements for the associate of applied science degree. Students must meet the following stipulations as part of the application process at the Training Center.

The following course requirements should be completed prior to admission into the program:

CRIM1030 Courts & The Judicial Process
CRIM1000 Introduction to Criminal Justice
CRIM2030 Police and Society
CRIM2100 Juvenile Justice
CRIM2150 Social Issues in Criminal Justice
CRIM2200 Criminology
CRIM2260 Criminal Investigation
CRIM2310 Rules of Evidence

JULY 1, 2007–JUNE 30, 2008

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
(Three classes from five areas below)
• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Physical Education (aerobic & anaerobic) 6.0
Adviser Approved Electives 7.5

INTERNSHIP AT LAW ENFORCEMENT TRAINING CENTER:

CRIM2940 Law Enforcement Internship (Nine Weeks) 12.0

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course's meet the program requirements.

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
What type of job could I get?  
Types of positions that NDT personnel can obtain include technicians, local, state and federal inspectors, sales and marketing employees, engineers, research and development workers, as well as contractors and business owners.

How much can I earn?  
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $15.00–$20.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $16.59 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.  

SCC Program overview  
The Nondestructive Testing Technology program is located on the Milford campus and is one of approximately six such programs in the United States that offer an associate of applied science degree. Developed in cooperation with the many industries it serves, the program trains technicians who are in high demand in a wide variety of industries, including aircraft and aerospace, power generation and utilities, chemical and petrochemical, defense and military, and transportation.

For more information contact:  
Randy Walbridge, Program Chair  
(402) 761-8346, 800-933-7223 x8346  
rwalbrid@southeast.edu

or the College Admissions Office  
Milford 402-761-8243, 800-933-7223 x8243

### Nondestructive Testing Technology

#### Milford Campus

**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
Prepares students for product testing, consulting and inspecting careers in engineering and quality assurance areas of industry.

#### Credit Hours Required for Graduation:

- Associate of Applied Science Degree: 146.0

The Nondestructive Testing Technology program trains students to examine products and materials for flaws without damaging the products. This program is one of the few nondestructive testing programs in the United States. Listed below are the courses necessary for a full-time student to complete an AAS degree in Nondestructive Testing Technology. A grade of “C” or better is required in all prerequisite courses.

#### REQUIRED NDTT COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDTT1121</td>
<td>Visual Inspection Methods</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT1133</td>
<td>Manufacturing Processes</td>
<td>10.0</td>
</tr>
<tr>
<td>NDTT1138</td>
<td>Welding Processes</td>
<td>3.0</td>
</tr>
<tr>
<td>NDTT1164</td>
<td>Blueprint Reading &amp; CAD</td>
<td>5.0</td>
</tr>
<tr>
<td>NDTT1236</td>
<td>Electrical &amp; Electronic Fundamentals</td>
<td>5.0</td>
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<tr>
<td>NDTT1255</td>
<td>NDT Methods</td>
<td>10.0</td>
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<tr>
<td>NDTT1263</td>
<td>Metallurgy</td>
<td>6.5</td>
</tr>
<tr>
<td>NDTT1356</td>
<td>Liquid Penetrant</td>
<td>3.0</td>
</tr>
<tr>
<td>NDTT1360</td>
<td>Ultrasonics I</td>
<td>7.5</td>
</tr>
<tr>
<td>NDTT1450</td>
<td>Eddy Current I</td>
<td>2.5</td>
</tr>
<tr>
<td>NDTT1458</td>
<td>Magnetic Particle</td>
<td>4.0</td>
</tr>
<tr>
<td>NDTT1464</td>
<td>Radiography I</td>
<td>9.0</td>
</tr>
<tr>
<td>NDTT1470</td>
<td>Radiation Safety &amp; Administration</td>
<td>5.0</td>
</tr>
<tr>
<td>NDTT2040</td>
<td>NDTT Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT2569</td>
<td>Radiography II &amp; Film Interpretation</td>
<td>8.0</td>
</tr>
<tr>
<td>NDTT2570</td>
<td>Eddy Current II</td>
<td>10.0</td>
</tr>
<tr>
<td>NDTT2652</td>
<td>Ultrasonics II</td>
<td>8.0</td>
</tr>
<tr>
<td>NDTT2675</td>
<td>Computer Applications in NDT</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT2679</td>
<td>Code Interpretation &amp; Procedure</td>
<td>4.5</td>
</tr>
</tbody>
</table>

#### GENERAL EDUCATION REQUIREMENTS:  22.5 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

- Oral Communications
- Written Communications
- Mathematics

Two classes from four areas below:

- Science
- Social Science
- Humanities
- Computer Technology

No two classes may be selected from the same area.

In addition students must complete the following courses.

- BSAD2540 Principles of Management 4.5
- PHYS1017 Technical Physics 4.5

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

Special Program Requirement:  
A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may or may not be granted un-escorted access to Radioactive material use and storage. If a CBC designates un-escorted access, the student will only be allowed escorted access for the remainder of the program. A non-refundable fee of $45 will be assessed for this background check.

#### How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
**Parts Marketing & Management**

**What type of job could I get?**

You can work as a parts manager, warranty manager, service manager, service writer, or general manager. You can also own your business, or work as a factory representative, counter sales person, a merchandising or advance representative, or managing and supervising business of fice employees. Some of your activities may include inventory control, computerized businesses systems and electronic cataloging, purchasing products, sales and marketing. The paid internship offers the students opportunities to establish vital contacts with individuals in the field for full-time employment.

Parts Marketing & Management graduates are working in careers in sales and service to customers in automotive, agriculture, aviation, industrial, construction, warehousing, or any other business that sells products. Many graduates continue their education in business, marketing, and supervision.

**How much can I earn?**

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.00–$16.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $13.87 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

**SCC Program overview**

The program is available only at the Milford campus. Students focus in automotive, agriculture, and retail business, and in district management.

For more information contact:
Dennis Medinger, Program Chair
402-761-8293, 800-933-7223 x8293
dmedinge@southeast.edu

or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

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**Parts Marketing & Management**

**Milford Campus**

**ASSOCIATE OF APPLIED SCIENCE DEGREE: DIPLOMA**

Prepares students for careers in sales and service to customers in automotive, agriculture, aviation, construction, or any other business that sells products.

**Credit Hours Required for Graduation:**

- Diploma: 88.5
- Associate of Applied Science: 110.5

Admission to the Parts Marketing & Management Program begins in the fall term but students may enroll early and begin taking General Education or the other required non-PDSM classes before fall.

**Parts Marketing and Management Requirements:**

Course offerings and prerequisites will be determined by the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>PDSM1120</td>
<td>Nomenclature I</td>
<td>12.0</td>
</tr>
<tr>
<td>PDSM1131</td>
<td>Aftermarket Catalogs &amp; Obsolescence</td>
<td>5.5</td>
</tr>
<tr>
<td>PDSM1221</td>
<td>Nomenclature II</td>
<td>4.0</td>
</tr>
<tr>
<td>PDSM1222</td>
<td>Dealership Cataloging &amp; Obsolescence II</td>
<td>6.0</td>
</tr>
<tr>
<td>PDSM1223</td>
<td>Warranty Policies, Tools, &amp; Equipment</td>
<td>3.0</td>
</tr>
<tr>
<td>PDSM1226</td>
<td>Counter Sales &amp; Operations</td>
<td>2.0</td>
</tr>
<tr>
<td>PDSM1321</td>
<td>Parts Management &amp; Advanced Counter Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>PDSM1325</td>
<td>Merchandising &amp; Advertising</td>
<td>4.0</td>
</tr>
<tr>
<td>PDSM1327</td>
<td>Customer Sales &amp; Relations</td>
<td>3.5</td>
</tr>
<tr>
<td>PDSM1339</td>
<td>Computer Electronic Cataloging</td>
<td>6.0</td>
</tr>
<tr>
<td>PDSM1428</td>
<td>Cooperative Education</td>
<td>12.0</td>
</tr>
<tr>
<td>OFFT1310</td>
<td>Office Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2270</td>
<td>Professional Selling</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2400</td>
<td>Principles of Retailing</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2520</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2540</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>PSYC1250</td>
<td>Interpersonal Relations</td>
<td>4.5</td>
</tr>
</tbody>
</table>

88.0

**General Education Requirements: 22.5 Hours**

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (5 classes minimum)

- **One class from each of the following areas**
  - ORAL COMMUNICATIONS
  - WRITTEN COMMUNICATIONS
  - MATHEMATICS
  - SCIENCE
  - SOCIAL SCIENCE
  - HUMANITIES
  - COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course选定 meet the program requirements.

This SCC Program is **Affiliated with ASE**

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**How to enroll in this Program of Study**

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
PHARMACY TECHNOLOGIST

Pharmacy Technician

What type of job could I get?

The duties of pharmacy technicians can be quite varied depending on the work setting. Technicians may assist the licensed pharmacist in filling prescriptions by counting tablets, packaging, labeling, receiving prescriptions, ordering, inventory control, mixing IVs, completing insurance claims, and many other activities.

Pharmacy technicians are employed anywhere a licensed pharmacist works, such as an acute care hospital, long-term care, home health, mail order and retail pharmacy services.

Job outlook is “hot” according to the Workforce Development website.

How much can I earn?

Workforce Development data states that the average wage for a pharmacy technician in Nebraska is $11.78. The Occupational Outlook Handbook for 2006-2007 reports earnings between $7.96 and $16.61 per hour, with 50% earning between $9.40 and $13.85 per hour. CC Benefits Occupational Information reports and a verage hourly wage for Nebraska at $13.00 per hour. Many employers provide some type of fringe benefits and 24/7 flexibility for scheduling working hours.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview

This program is only available on the Beatrice Campus, but will be offered online in the future. The program is 12 months, or four quarters in length.

For more information contact:
Karen Mouw, Program Chair
402-228-3468, 800-233-5027 x1214
kmouw@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214

PHARMACY TECHNOLOGIST

Beatrice Campus

DIPLOMA

Prepares students for careers in direct pharmacy services in any setting where pharmacists work.

This program is pursuing accreditation through the American Society of Health-Systems Pharmacists, 7272 Wisconsin Ave., Bethesda, MD 20814. 301-657-3000 www.ashp.org

Credit Hours Required for Graduation:

*Diploma: 62.5

The Pharmacy Technician Program provides opportunities to learn skills to deliver direct pharmacy services to clients and to be introduced to the entire pharmacy industry. The program will provide hands-on experience in the acute care, long-term care, and retail pharmacy settings. Graduates of the program are eligible to take the national certification exam for pharmacy technicians through the Pharmacy Technician Certification Board.

All Pharmacy Technician courses must be passed with 70% (C) or above. General Education courses must be passed with 75% (C+) or above to progress in the program. All Pharmacy Technician courses must be passed with 70% (C) or above.

PHARMACY TECHNOLOGIST COURSES

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHRM1101</td>
<td>Pharmacy Law &amp; Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>PHRM1202</td>
<td>Pharmacy Operations II</td>
<td>4.5</td>
</tr>
<tr>
<td>PHRM1222</td>
<td>Pharmacy Operator I</td>
<td>4.5</td>
</tr>
<tr>
<td>PHRM1232</td>
<td>Pharmacy Operations I</td>
<td>4.5</td>
</tr>
<tr>
<td>PHRM1240</td>
<td>Pharmacy Law &amp; Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>PHRM1250</td>
<td>Pharmacy Clinical Education</td>
<td>8.0</td>
</tr>
<tr>
<td>MEDA1101</td>
<td>Medical Terminology I</td>
<td>2.0</td>
</tr>
<tr>
<td>BIOS1000</td>
<td>Structure &amp; Function of the Human Body</td>
<td>6.0</td>
</tr>
<tr>
<td>MEDA1202</td>
<td>Communication in Allied Health</td>
<td>4.5</td>
</tr>
<tr>
<td>PHRM1202</td>
<td>Pharmacology/Pharmaceutical Products II</td>
<td>4.5</td>
</tr>
<tr>
<td>PHRM1222</td>
<td>Pharmacy II</td>
<td>4.5</td>
</tr>
<tr>
<td>PHRM1232</td>
<td>Pharmacy Operations II</td>
<td>4.5</td>
</tr>
</tbody>
</table>

SPECIAL PROGRAM REQUIREMENTS:

Students must have computer skills, health statement, current CPR—healthcare provider, hepatitis immunization. A criminal background check and an Adult and Child Abuse Check will be done on all students. The student is charged a student fee for these checks.

Special Program Requirement:

A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of $45 will be assessed for this background check.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Practical Nursing
What type of job could I get?
Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) and become licensed practical nurses (LPNs) by successfully passing the exam. After licensure, LPNs work in a variety of settings including hospitals, long-term care, clinics, and home health care. The Associate Degree Nursing program at SCC permits advanced admission for LPN graduates.

Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. Contact the State Board of Nursing with questions.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.00–$17.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $15.50 per hour.
The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.
To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview
This program is offered on the Beatrice and Lincoln campuses and teaches students the concepts, principles, skills, and attitudes needed to become practical nurses who can work with patients throughout the life-span. Students will gain knowledge in medical-surgical, maternal-child, and geriatric nursing. Faculty facilitate clinical experience in area health care agencies.

Satellite Sites
This program is also offered in Falls City and Geneva, Nebraska on a part-time basis. Total time needed to complete the program is approximately 2 years.

Learning by doing - clinical experience
Students will have hands-on clinical experience in a variety of health care facilities. SCC instructors provide close supervision and guidance in the clinical settings.
Student clinical assignments will be based on facility availability. This requires some assignments to be performed at nearby towns and some evening hours.

PRACTICAL NURSING
Beatrice and Lincoln Campuses
DIPLOMA
Prepares students for a career as a licensed practical nurse.
This program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway Street, New York, NY 10006, 212-363-5555, www.nlnac.org

Credit Hours Required for Graduation:
• Diploma ............................................. 75.5

PRACTICAL NURSING DIPLOMA COURSES:
All program nursing courses must be taken in sequence.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BION1000</strong></td>
<td>Structure and Function of the Human Body</td>
<td>6.0</td>
</tr>
<tr>
<td>LPNS1155</td>
<td>Transition to Practical Nursing</td>
<td>8.0</td>
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<td><strong>LPNS1158</strong></td>
<td>Growth and Development</td>
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<td>LPNS1156</td>
<td>Foundations of Practical Nursing I</td>
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<td>LPNS1157</td>
<td>Foundations of Practical Nursing II</td>
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<td>*LPNS1176</td>
<td>Pharmacology</td>
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<td>LPNS1178</td>
<td>PN Across the Life Span I</td>
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<td>LPNS1180</td>
<td>PN Across the Life Span III</td>
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<tr>
<td>LPNS1181</td>
<td>PN Across the Life Span IV</td>
<td>9.0</td>
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</tbody>
</table>

Courses marked (***) may be taken prior to entering the program.
**Students planning to continue into an RN program should select alternate courses that will apply to both programs. To continue into an RN program students should take Anatomy and Physiology courses with lab.

SPECIAL PROGRAM REQUIREMENTS:
1. Must have taken a basic nursing assistant course and be on the Nebraska Registry for nursing assistants
2. Specific immunizations and current CPR-Healthcare Provider level
3. A “C” must be achieved in all courses to progress in the program.
4. Anatomy and Physiology courses must be taken within 5 years of admission.

GENERAL EDUCATION REQUIREMENTS:
9.0 HOURS
To complete a diploma for this program, a student must complete additional credit hours in the following general education core areas.

(One class from the following area)
• WRITTEN COMMUNICATIONS 4.5
ENGL1000 Written Communications or ENGL1010 Composition I
In addition the student must also take FSDT1130 Nutrition 4.5

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

OTHER COURSES TO IMPROVE SUCCESS IN THE PROGRAM:
Math, Medical Terminology, Computer Literacy, Human Relations, First Aid.

Special Program Requirement:
A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of $45 will be assessed for this background check.

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Contact the program to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

For more information contact:
Crystal Higgins, Program Chair-Beatrice
402-228-8264, 800-233-5027 x2164
chiggins@southeast.edu

Mary Trumble, Program Chair-Lincoln
402-437-2765, 800-642-4075 x2765
mtrumble@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214
Lincoln 402-437-2600, 800-642-4075 x2600

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
Professional Truck Driver Training

What type of job could I get?
As a Professional Truck Driver you will be employed either as a long distance over the road driver or a local driver. Most of the companies who employ graduates of the program are long distance carriers. Some local positions are available, but tend to be seasonal.

Persons considering this occupation need to understand that long distance driving is a demanding lifestyle change. You will sometimes be away from home for long periods of time.

Program graduates are working for or trucking companies in Southeast Nebraska and throughout the United States.

How much can I earn?
Most long distance carriers pay their drivers by the mile. The range in entry-level salary rates, reported by recent graduates in the SCC Annual Graduate Placement Report, was $30,000 to $35,000 dollars based on mileage and range.

Drivers for local trucking companies are paid by the hour, with wages ranging between $9.00 to $14.00 per hour. These rates reflect the starting rates for graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $15.52 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
This program is available only at the Lincoln Campus. On campus housing is not available. Graduates will obtain a Class A Commercial Drivers License.

Students perfect their driving skills on the private Southeast Community college backing range and perimeter road, before progressing to highway driving.

For more information contact:
Cliff Sawyer, Program Chair
(402) 437-2685, 800-642-4075 x2685
csawyer@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

Professional Truck Driver Training

Lincoln Campus

CERTIFICATE
Prepares students for careers in over-the-road truck driving in both intrastate and interstate commerce

Credit Hours Required for Graduation:
• Certificate: ..............................18.0

The Professional Truck Driver Training program prepares students for a career in over-the-road truck driving in both intrastate and interstate commerce.

This is a 10.5-week (one quarter) intensive truck driving course. Students learn to operate articulated vans and flat beds. Training includes driving on the city streets and rural roads, two-lane and interstate highways.

SCHEDULING:
First shift 7 a.m. to 1:30 p.m.
Second shift 15 days of: Classroom, 7 a.m. - 1:30 p.m.
36 days of: Driving, 1:30 - 8 p.m.

Students are assigned to either first or second shift by the program.

Below is the guide for a student to complete an award in Professional Truck Driver Training.

COURSE # COURSE TITLE CREDIT HRS
TRUK1110 Professional Truck Driver Training I 7.0
TRUK1120 Professional Truck Driver Training II 11.0

SPECIAL REQUIREMENTS OF THIS PROGRAM PRIOR TO START OF CLASS:
1. Valid motor vehicle operator’s license.
2. Copy of driving record for the past three years from the Department of Motor Vehicles.
3. Physically qualified under Department of Transportation regulations. Physician to complete a D.O.T. form.
4. Minimum age of 18 years.*
5. Drug screen required.
6. Acceptance into the program may be contingent on the quality of the driving record, results of the drug screen, and results of the D.O.T. physical.

All reviews will be made by the program.

*Employment opportunities require the applicant to be at least 21 years old to work in Interstate Commerce, and at least 23 years old for insurance requirements with some commercial carriers.
Radiologic Technology
What type of job could I get?
Graduates attain employment in a variety of settings, such as hospitals, clinics, doctors’ offices, and private/governmental institutions. Graduates are eligible to work in any state in the nation once they have earned their board certification and attained necessary state licensure.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.00–$30.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $18.84 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview
The Radiologic Technology program teaches the safe use of radiation to produce images of the human body for diagnostic purposes. Students will acquire the knowledge and skills required for critical thinking, problem solving, and effective communication in the Radiologic Technology field, and learn how to practice within the ethical, professional, and legal boundaries required. Program graduates can earn an associate of applied science degree after eight quarters of full time study, become eligible to take the national examination of the American Registry of Radiologic Technologists (ARRT), and apply for state licensure. Individuals who have been convicted of, or plead guilty to, a felony or misdemeanor may not be eligible to sit for the ARRT exam and work as a Medical Radiographer. The student may file a pre-application with the ARRT in order to obtain a ruling on the impact of their eligibility for examination.

The Radiologic Technology program offers Lincoln classroom instruction and web-based courses. The clinical courses are supervised and held at pre-approved accredited medical centers. Students are responsible for their own transportation and will rotate between rural and metropolitan hospitals, long-term care facilities, and various clinics.

RADIOLOGIC TECHNOLOGY
Lincoln Campus
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers in performing diagnostic imaging procedures
This program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606, 312-704-5300, www.jrcert.org

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: . . . .120.0

PROGRAM PREREQUISITES:
Program prerequisites must be completed prior to entering the program (unless student meets Advanced Standing requirements – see section on Advanced Standing). General education requirements may be completed prior to program entry as well. Students must be accepted into the program before any RADT classes are taken.

The RADT program begins in the summer and winter quarters. All required Program Prerequisite courses must be completed with a minimum grade of C+ (75%) PRIOR to entry into the Program. All Radiography Program courses must also be completed with a minimum grade of C+ (75%). If a student receives less than a C+ in any Radiography Program course, the student is dismissed and may recycle into the program, within one year, if there is an opening in the program that term.

All math and science prerequisite courses must be completed within the past five years prior to program application. All prerequisite or general education courses may be taken at SCC or at any accredited college or university and must meet SCC requirements for course transfer. Interested students must complete an application for admission to the program when beginning prerequisite courses.

For more information contact:
Kelly Findley, Program Coordinator Co-Chair
kfindley@southeast.edu
402-437-2777 or 800-642-4075, x2777
Beverly Harvey, Distance Learning Coordinator / Co-Chair
bharvey@southeast.edu
402-437-2275 Program, 800-642-4075, x2275
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

JULY 1, 2007–JUNE 30, 2008

ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers in performing diagnostic imaging procedures

This program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606, 312-704-5300, www.jrcert.org

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: . . . .120.0

PROGRAM PREREQUISITES:
Program prerequisites must be completed prior to entering the program (unless student meets Advanced Standing requirements – see section on Advanced Standing). General education requirements may be completed prior to program entry as well. Students must be accepted into the program before any RADT classes are taken.

The RADT program begins in the summer and winter quarters. All required Program Prerequisite courses must be completed with a minimum grade of C+ (75%) PRIOR to entry into the Program. All Radiography Program courses must also be completed with a minimum grade of C+ (75%). If a student receives less than a C+ in any Radiography Program course, the student is dismissed and may recycle into the program, within one year, if there is an opening in the program that term.

All math and science prerequisite courses must be completed within the past five years prior to program application. All prerequisite or general education courses may be taken at SCC or at any accredited college or university and must meet SCC requirements for course transfer. Interested students must complete an application for admission to the program when beginning prerequisite courses.

For more information contact:
Kelly Findley, Program Coordinator Co-Chair
kfindley@southeast.edu
402-437-2777 or 800-642-4075, x2777
Beverly Harvey, Distance Learning Coordinator / Co-Chair
bharvey@southeast.edu
402-437-2275 Program, 800-642-4075, x2275
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

JULY 1, 2007–JUNE 30, 2008
GENERAL EDUCATION REQUIREMENTS: 4.5 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core area.

• ORAL COMMUNICATIONS

Students are encouraged but not required to complete the Oral Communications requirement prior to beginning the program.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

SPECIAL PROGRAM REQUIREMENTS:
1. CPR for Health Care Providers (or Professional Rescuer) certification is required prior to entrance into the program.
2. Health statement with required immunizations prior to entrance into the Program:
   a. Tetanus
   b. MMR (measles, mumps, rubella)
   c. Heptavax (Hepatitis B) Series of 3.
   d. Negative Tuberculosis Skin test (in the event a student has a positive TB skin test a negative TB chest x-ray is required).
3. Criminal Background Check.

ADVANCED STANDING

Advanced standing students may be one of the following:
• Possess a provisional or limited radiographer’s license (or the equivalent of a license for states without licensure law) AND have worked as a limited or provisional radiographer for the past year.
• Have completed a Radiography Program in another country.
• Have completed a Radiography Program and have been unable to pass the ARRT exam.

Advanced standing students may have the Program prerequisites waived but are required to complete all general education courses according to college policy. These courses may be transferred from another accredited institution or they may be taken at SCC during the program; they must be completed by graduation from the Program. Note: Contact Bev Harvey for further clarification.

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
Respiratory Care
What type of job could I get?
Job opportunities are projected to be very good, especially for respiratory therapists with cardiopulmonary care skills or experience working with infants. Employment of respiratory therapists is expected to increase faster than the average for all occupations through the year 2012 because of substantial growth in middle-aged and elderly population—a development that will heighten the incidence of cardiopulmonary disease.
Although hospitals will continue to employ the vast majority of therapists, a growing number can expect to work outside of hospitals in home healthcare services, offices of physicians, outpatient centers, skilled nursing care facilities and patients’ homes.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level wages ranged from $11.51–$20.19 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $21.05 per hour.
The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.
To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview
Students complete a comprehensive curriculum in assessment, treatment, management, diagnostic evaluation and care of patients with lung and heart problems. Supervised clinical practice at local hospitals and health centers gives students experience in common procedures, such as administering medical gases, aerosols and inhaled medications, applying ventilatory support, and testing techniques used in diagnosis, monitoring, and treatment. Clinical practice for the program is provided in cooperation with a variety of healthcare facilities throughout the region.
Upon completion of the program, students receive an associate of applied science degree which at time they are eligible to take the National Board for Respiratory Care Exam and apply for state licensure.
The Respiratory Care program offers Lincoln classroom instruction and web-based courses.

For more information contact:
Charlotte L. Pasco, Program Chair
402-437-2781 or 800-643-4075, x2781
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

Respiratory Care
Lincoln Campus
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for a career as a respiratory care practitioner in a variety of health care settings

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) www.caahep.org on recommendation of the Committee on Accreditation for Respiratory Therapy (CoARC), 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835, www.coarc.com

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: ......122.0

PROGRAM PREREQUISITES:
(May be transferred or earned at SCC. These courses must be completed before entry to the program. Contact a program adviser for specific courses.)
• Human Anatomy & Physiology with Lab
• Microbiology with lab
• Computer course
• Physics & Lab
• Chemistry & Lab
• Medical Terminology I
• Biomedical Ethics

A program prerequisite may fulfill general education requirements.

NOTE: All required Program Prerequisite courses must be completed with a grade of C+ or better prior to entry into the program. If a student receives less than a C+ in two or more courses, he/she must reapply to the program; and program entry is based on available space and successful completion of all prerequisites.

RESPIRATORY CARE COURSES:
Student must complete the following RESP courses.

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>RESP1111</td>
<td>Respiratory Physiology</td>
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<td>RESP1112</td>
<td>Respiratory Care Procedures I</td>
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<td>RESP1113</td>
<td>Respiratory Pharmacology</td>
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<td>RESP1114</td>
<td>Patient Care Principles</td>
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<td>RESP1121</td>
<td>Cardiopulmonary Pathology</td>
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<td>RESP1122</td>
<td>Respiratory Care Procedures II</td>
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<td>RESP1126</td>
<td>Respiratory Care Professions I</td>
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<td>RESP1129</td>
<td>Clinical Education II</td>
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<td>RESP1131</td>
<td>Cardiopulmonary Diagnostics</td>
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<td>RESP1132</td>
<td>Mechanical Ventilation</td>
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<td>RESP1139</td>
<td>Clinical Education III</td>
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<td>RESP1143</td>
<td>Neonatal &amp; Pediatric</td>
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<td>RESP1144</td>
<td>Rehab/Home Care</td>
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<td>RESP1148</td>
<td>Critical Care Management &amp; Lab</td>
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<td>RESP1149</td>
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<td>RESP2251</td>
<td>Cardiovascular Physiology</td>
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<td>RESP2255</td>
<td>Respiratory Care Professions II</td>
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<td>RESP2257</td>
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<td>RESP2263</td>
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<td>Clinical Simulations Lab</td>
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<td>RESP2268</td>
<td>Seminar Review</td>
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<td>RESP2269</td>
<td>Clinical Education V</td>
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Special Program Requirement:
A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of $45 will be assessed for this background check.

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

JULY 1, 2007–JUNE 30, 2008

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.
(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
• MATHEMATICS
• SOCIAL SCIENCE
(One class from one of the areas below)
• SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.
Surgical Technology

What Type of Job could I get?

Surgical Technologists are highly skilled and uniquely prepared in their role as a valuable and integral part of the surgical team. Surgical Technologists perform a wide variety of tasks in the operating room. Surgical Technologists anticipate the needs of the surgical team, hand instruments and assist the surgeon by holding retractors, cutting sutures, suctioning the wound, adjusting lights, and applying dressings. Additional responsibilities are to operate the sterilizer, set up the room in preparation for the procedure, care and handling of instruments after the procedure, and to gather supplies, instrument sets, and equipment for the next day's procedures.

Program graduates work in large and small hospitals, outpatient surgery facilities, and doctors' offices throughout Nebraska and surrounding states.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $10.00–$19.86 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $15.45 per hour.

Areas that mandate certification will dictate higher wages. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview

The program is available at the Lincoln Campus and is also offered via web-based delivery. Online students can work in conjunction with the local community college in their area to complete the General Education courses and program requirements.

New program students enter every third quarter. Contact the college Admissions department for entry dates.

National Certification Examination will be administered before graduation. Upon verification of graduation by the Program Chair, each student passing the National Certification Examination will receive the official certification certificate from the NBSTS A (National Board of Surgical Technologists and Surgical Assistants). The exam is administered through Prometric Testing Centers and proctored by Sylvan Learning Center.

Surgical Technology

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students to function as a professional surgical technologist on a surgical team

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) www.caahep.org ARC-ST, 6 West Dry Creek Circle, Suite 210, Littleton, CO 80120-831, 303-694-9262

Credit Hours Required for Graduation:

• Associate of Applied Science Degree: . . . . . . .04.0

All General Education Requirements and additional required courses must be completed with a grade of C or better before enrolling in SURT1600.

GENERAL EDUCATION REQUIREMENTS: 39.0 HOURS

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)

• ORAL COMMUNICATIONS 4.5
• WRITTEN COMMUNICATIONS 4.5
• MATHEMATICS 4.5
• SOCIAL SCIENCE 4.5

REQUIRED COURSES:

BIOS1140 Human Anatomy with Lab 6.0
BIOS2130 Human Physiology with Lab 6.0
BIOS1110 Biology of Microorganisms with Lab 6.0

ADDITIONAL REQUIRED COURSES:

MEDA1101 Medical Terminology 2.0
MEDA1407 Medical Calculations 1.0

Students wishing to take advanced level or alternate courses to meet the College's General Education Requirements should contact their program advisor to ensure that the course(s) meet the program requirements.

For more information contact:
Kathleen Uribe, Program Chair
(402) 437-2785, 800-642-4075 x2785
kuribe@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

SPECIAL PROGRAM REQUIREMENTS:

1. A current CPR card and TB test are required prior to entering the clinical portion of the program and required to remain current throughout the program.
2. All SURT courses, unless otherwise specified on the class syllabus, must be passed with a C+ (75%) grade or higher.

Special Program Requirement:
A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of $45 will be assessed for this background check.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Visual Publications
What type of Job could I get?
As a Visual Publicist you will create illustrations, designs and layouts with specialized computer software. You will learn how to design projects for print and for the web. Projects include posters, brochures, booklets, and web sites. Graduates work in mark eting and promotions departments designing projects for the printing industry and the Internet. Jobs include graphic creation, web construction, digital preflight, digital video production and printing press operation.

Program graduates are working in small and large companies throughout southeast Nebraska and neighboring states and/or continuing their education.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $6.50–$10.80 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $15.02 per hour.
The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
The Visual Publications program emphasizes skills in digital layout, digital media manipulation and creation, web construction and digital pre-flight.

The program is available only at the Lincoln campus. Certificates are available in Digital Publishing or Offset Printing.

For more information contact:
Mike Keating, Program Chair
(402) 437-2675, 800-642-4075 x2785
mkeating@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course(s) meet the program requirements.

DIGITAL PUBLISHING DIPLOMA:
VPUB1110 Publishing Concepts 4.5
VPUB1111 Platform Manipulation 4.5
VPUB1112 Elements of Design 4.5
VPUB1121 Photoshop I 4.5
VPUB1122 Page Layout I 4.5
VPUB1132 Page Layout II 4.5
VPUB1134 Web Design I 4.5
VPUB2242 Computer Illustration I 4.5
OFFT2000 Employment Techniques 3.0
39.0

GENERAL EDUCATION REQUIREMENTS:
WRITTEN COMMUNICATIONS 4.5
MATHEMATICS 4.5
SOCIAL SCIENCE 4.5
9.0

CERTIFICATE:
DIGITAL PUBLISHING FOCUS:
VPUB1110 Publishing Concepts 4.5
VPUB1111 Platform Manipulation 4.5
VPUB1121 Photoshop I 4.5
VPUB1122 Page Layout I 4.5
VPUB1132 Page Layout II 4.5
VPUB1134 Web Design I 4.5
27.0

GENERAL EDUCATION REQUIREMENTS:
WRITTEN COMMUNICATIONS 4.5

CERTIFICATE:
OFFSET PRINTING FOCUS:
VPUB1110 Publishing Concepts 4.5
VPUB1111 Platform Manipulation 4.5
VPUB1120 Design to Production 5.0
VPUB1133 Creative Troubleshooting 2.0
VPUB2260 Design Fieldwork 4.5
OFFT2000 Employment Techniques 3.0
23.5

GENERAL EDUCATION REQUIREMENTS:
MATHEMATICS 4.5

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Welding Technology
What type of job could I get?
Graduates work in a wide variety of positions that include welding technicians, welding specialists, production welders, welding fitters, supervisors, inspectors, welding machine operators and sales representatives. Some of the welding and cutting processes utilized include shielded metal arc, gas metal arc, gas tungsten arc, flux cored arc, submerged arc, plasma arc and oxy-fuel. Blueprint reading, layout, inspection and quality control skills are also widely utilized.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.00–$23.00 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
The program is available on the Lincoln and Milford campuses and includes classroom instruction and extensive hands-on training. The program meets AWS, API and ASME standards. The curriculum focuses on current welding practices and procedures, metallurgy, destructive and nondestructive testing, inspection and principles of fabrication.

For more information contact:
Duane Parrish, Program Chair-Lincoln
(402) 437-2690, 800-642-4075 x2690
dparrish@southeast.edu

Shannon Hansen, Program Chair-Milford
(402) 761-8226, 800-933-7223 x8226
shansen@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600
Milford 402-761-8243, 800-933-7223 x8243

WELD TECHNICAL ELECTIVES: 12.0
WELD1120 SMAW Lab III 5.0
WELD1252 GMAW (SS & AL) 4.0
WELD1273 Special Welding Applications 3.0
WELD2550 Post-Cooperative Education 2.0
WELD2551 Cooperative Education 10.0

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
• MATHEMATICS

(Two classes from four areas below)
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

CERTIFICATE:
Requires 31.5 credit hours of weld core courses, and MATH1050, see program adviser.

DIPLOMA:
Requires 68.0 credit hours of weld core courses, MATH1050 and one additional General Education course, see program adviser.

AAS DEGREE:
Requires 86.5 credit hours of weld core courses, 12.0 credit hours of weld technical electives, MATH1050 or higher and four General Education courses, see program adviser.

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an adviser to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See PAGE 68 for a complete list of GENERAL EDUCATION Courses.
COURSE DESCRIPTIONS

On the following pages are the descriptions (alphabetical by prefix) for credit courses offered at Southeast Community College.

Each course is identified with a lettered prefix, and a course number, followed by the course title and campus where class is taught, class hours, lab/clinical/co-op/practicum hours (when applicable) and credit hours.

Following that is any prerequisite needed before taking the course and a brief description.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2100</td>
<td>Introduction to Literature</td>
<td>B/L</td>
<td>45</td>
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<td>4.5</td>
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</tbody>
</table>

Prerequisite: ENGL1010 or permission of instructor. Introduction to the major genres and conventions associated with literature. Includes fiction, poetry, drama, and memoir. By employing critical reading/thinking skills and analytical and creative writing skills, students will understand literature more fully. Exposure to a range of authors representing a variety of cultural and ethnic backgrounds.

*Please note that those courses with a zero (0) as the first digit of the course number are designated as developmental and may not be used to fulfill degree requirements. Example ENGL 0810.
<table>
<thead>
<tr>
<th>SCC PROGRAM CREDIT COURSE PREFIXES</th>
<th>SCC CREDIT COURSE PREFIXES</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACS (see Continuing Education)</td>
<td>FIRE Fire Protection Technology</td>
</tr>
<tr>
<td>ACCT Accounting</td>
<td>FSDT Food Service/Hospitality</td>
</tr>
<tr>
<td>ACFS Academic Foundation</td>
<td>GEOG Geography</td>
</tr>
<tr>
<td>AGRI Agriculture Business &amp; Management</td>
<td>GEOL Geology</td>
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<tr>
<td>ANTH Anthropology</td>
<td>GERM German</td>
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<tr>
<td>ARCH Architectural-Engineering Technology</td>
<td>GLOS Global Studies</td>
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<tr>
<td>ARTS Art</td>
<td>HIMS Health Information Medical Services (Medical Coding)</td>
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<tr>
<td>ASEP General Motors ASEP - Automotive Service Educational Program</td>
<td>HIST History</td>
</tr>
<tr>
<td>ASST Ford ASSET - Automotive Student Service Educational Training Program</td>
<td>HLTH Health</td>
</tr>
<tr>
<td>AUTB Auto Collision Repair Technology</td>
<td>HMRS Human Services</td>
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<tr>
<td>AUTT Automotive Technology</td>
<td>HORT Horticulture</td>
</tr>
<tr>
<td>BIOS Bioscience</td>
<td>HUMS Humanities</td>
</tr>
<tr>
<td>BRDC Broadcasting</td>
<td>HVAC Heating, Ventilation, Air Conditioning, &amp; Refrigeration Technology</td>
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<tr>
<td>BSAD Business Administration</td>
<td>INFO Computer Programming Technology, Microcomputer Technology</td>
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<tr>
<td>CAPP DaimlerChrysler CAP College Automotive Program</td>
<td>JDAP John Deere Parts</td>
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<tr>
<td>CHEM Chemistry</td>
<td>JDAT John Deere Tech</td>
</tr>
<tr>
<td>CNST Building Construction Technology</td>
<td>JDCE Deere Construction &amp; Forestry Equipment Tech</td>
</tr>
<tr>
<td>CRIM Criminal Justice</td>
<td>JOUR Journalism</td>
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<tr>
<td>DENT Dental Assisting</td>
<td>LBST Laboratory Science Technology</td>
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<tr>
<td>DESL Diesel Technology</td>
<td>LIBR Library Science</td>
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<tr>
<td>DRAF Computer Aided Design Drafting</td>
<td>LPNS Practical Nursing</td>
</tr>
<tr>
<td>ECED Early Childhood Education</td>
<td>LSCE Land Surveying/Civil Engineering Technology</td>
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<tr>
<td>ECON Economics</td>
<td>MACH Machine Tool Technology</td>
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<tr>
<td>EDUC Education</td>
<td>MATH Math</td>
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<tr>
<td>EIGT Graphic Design</td>
<td>MEDA Medical Assisting</td>
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<tr>
<td>ELEC Electrical Technology</td>
<td>MEDT Medical Laboratory Technology</td>
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<tr>
<td>ELET Construction Electrician-IBEW Option</td>
<td>MFGT Manufacturing Engineering Technology</td>
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<tr>
<td>EMTL (see Continuing Education)</td>
<td>MSTT Motorcycle, ATV, &amp; Personal Watercraft Technology</td>
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<tr>
<td>ENGL English</td>
<td>MUSC Music</td>
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<tr>
<td>ENGR Engineering</td>
<td>NDDT Nondestructive Testing Technology</td>
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<tr>
<td>ENTR Entrepreneurship</td>
<td>NURS Associate Degree Nursing</td>
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<tr>
<td>ESLX (see Continuing Education)</td>
<td>OFFT Business Information Technology</td>
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<td></td>
<td>PDSM Parts Marketing &amp; Management</td>
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<td>PHED Physical Education</td>
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<td>PHIL Philosophy</td>
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<td>PHOT Photography</td>
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<td>PHRM Pharmacy Technician</td>
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<td>PHYS Physical Sciences</td>
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<td>POLS Political Science</td>
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<tr>
<td></td>
<td>PSYC Psychology</td>
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<td></td>
<td>RADT Radiologic Technology</td>
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<td></td>
<td>RELS Religious Studies</td>
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<td>RESP Respiratory Care</td>
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<td>SIGN Sign Language</td>
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<td>SOCI Sociology</td>
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<td>SPAN Spanish</td>
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<td>SPCH Speech</td>
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<td>SRTS Surgical Technology</td>
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<td>THEA Theatre</td>
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<td></td>
<td>TRUK Professional Truck Driver Training</td>
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<td></td>
<td>VPUB Visual Publications</td>
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<tr>
<td></td>
<td>WELD Welding Technology</td>
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<thead>
<tr>
<th>CONTINUING EDUCATION CREDIT COURSES</th>
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<tbody>
<tr>
<td>AACS Area Community Services</td>
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<tr>
<td>EMTL Emergency Medical Services</td>
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<tr>
<td>ESLX English As a Second Language</td>
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<tr>
<td>NURA Nursing Assistant</td>
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<tr>
<td>RADT Radiography</td>
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<tr>
<td>Core Area</td>
<td>English</td>
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<tr>
<td>Community College Course</td>
<td>ENGL 1010 English Composition</td>
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<tr>
<td>RECIPIENT INSTITUTION</td>
<td>ARTS 1010 Intro to Visual Arts</td>
</tr>
<tr>
<td></td>
<td>THEA 1010 Introduction to Theatre</td>
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<tr>
<td></td>
<td>BSAD 2520 Principles of Marketing</td>
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<tr>
<td></td>
<td>ACCT 1200 Principles of Accounting</td>
</tr>
</tbody>
</table>

| RECIPIENT INSTITUTION | ARTS 1010 Intro to Visual Arts | 3 Cr. Hrs. | MUSC 1010 Introduction to Music | 3 Cr. Hrs. |
| | THEA 1010 Introduction to Theatre | 3 Cr. Hrs. | BSAD 1050 Introduction to Business | |
| | BSAD 2520 Principles of Marketing | | BSAD 2540 Principles of Management | |
| | ACCT 1200 Principles of Accounting | | ACCT 1210 Principles of Accounting II | |

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<thead>
<tr>
<th>RECEIVING INSTITUTION</th>
<th>ENGLISH</th>
<th>SPEECH</th>
<th>FINE ARTS</th>
<th>BUSINESS</th>
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<tr>
<td>Bellevue University</td>
<td>EN 101</td>
<td>CA 103</td>
<td>Art Elective</td>
<td>No Equivalent Course</td>
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<td>BA 101</td>
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<tr>
<td>Chadron State College</td>
<td>ENG 135</td>
<td>SP 135</td>
<td>No Equivalent Course</td>
<td>MUS 235</td>
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<tr>
<td>Clarkson College</td>
<td>EN 101</td>
<td>CA 120</td>
<td>No Equivalent Course</td>
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<tr>
<td>College of Saint Mary</td>
<td>ENG 101</td>
<td>CAC 310</td>
<td>ART 200</td>
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<tr>
<td>Concordia University</td>
<td>ENG 102</td>
<td>CTA 103</td>
<td>ART 101</td>
<td>MU 101</td>
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<tr>
<td>Doane College</td>
<td>ENG 101</td>
<td>CMS 210</td>
<td>ART 204</td>
<td>FAR 103</td>
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<tr>
<td>Grace University</td>
<td>EN 101, 102</td>
<td>SP 120</td>
<td>No Equivalent Course</td>
<td>MU 211</td>
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<tr>
<td>Hastings College</td>
<td>ENG 100</td>
<td>SPH 100</td>
<td>ART 200</td>
<td>MU 200 (2 cr)</td>
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<td>Midland Lutheran</td>
<td>ENG 101</td>
<td>SPE 110</td>
<td>ART 120</td>
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<tr>
<td>Nebraska Wesleyan University</td>
<td>ENG 001</td>
<td>COMM 001</td>
<td>Fulfill Fine Arts Require.</td>
<td>MUSIC 013</td>
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<td>Peru State College</td>
<td>English 101</td>
<td>Speech 152</td>
<td>Art 206</td>
<td>MUSC 211</td>
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<tr>
<td>Union College</td>
<td>ENGL 111</td>
<td>COMM 105</td>
<td>ART 104</td>
<td>BUAD Dynamics of Business</td>
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<td>UNK</td>
<td>ENG 101</td>
<td>SPCH 100</td>
<td>ART 120</td>
<td>MUS 100</td>
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<td>UNL</td>
<td>ENGL 150</td>
<td>COMM 209</td>
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<td>UNO</td>
<td>ENGL 1150</td>
<td>SPCH 1110</td>
<td>ART 1010</td>
<td>MUS 1090</td>
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<td>Wayne State</td>
<td>ENG 102</td>
<td>CNA 100</td>
<td>ART 100</td>
<td>MUS100</td>
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<td>York College</td>
<td>ENG 113</td>
<td>COM 113</td>
<td>ART 203</td>
<td>MUS 203</td>
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<tr>
<td>Core Area</td>
<td>History 3.0 Semester Hours</td>
<td>Humanities 3.0 Semester Hours</td>
<td>Diversity</td>
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<td>Community College Course</td>
<td>HIST 2010&lt;br&gt;American History 3 Cr. Hrs.</td>
<td>HIST 2020&lt;br&gt;American History 3 Cr. Hrs.</td>
<td>PHIL 1010&lt;br&gt;Intro to Philosophy 3 Cr. Hrs.</td>
<td>ENGL 2100&lt;br&gt;Intro to Literature 3 Cr. Hrs.</td>
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<td>Receiving Institution</td>
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### Course Listing

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<td>AGRI1124</td>
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<td>AGRI1131</td>
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<td>AGRI1135</td>
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<td>AGRI1141</td>
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<td>ACCT2140</td>
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<td>ACCT2170</td>
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<td>ACCT2180</td>
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**ACCT  • Accounting**

**ACCT1120 • Principles of Accounting I**

- **Prerequisite:** ACCT1210.
- This course is designed to cover introductory knowledge of accounting principles, concepts, and practices. Included topics are the balance sheet, the income statement, the statement of owners equity, the statement of cash flows, worksheets, journals, ledgers, accruals, and adjusting and closing entries, internal controls, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business.

**ACCT11201 • Principles of Accounting II**

- **Prerequisite:** ACCT1210.
- This course is a continuation of ACCT1200. Principles of Accounting II includes accounting f, or businesses organized as corpor, ations, cash flow statements, accounting f, or manufacturing businesses, preparing and using accounting data for management decision making, and analyzing and interpreting financial statements.

**ACCT2050 • Payroll Accounting**

- **Prerequisite:** ACCT1200 and ACCT1210 or by instructor permission.
- Comprehensive course in pay roll accounting principles and practices. Includes the ev olution of payroll laws and regulations, computation of wages and salaries and related withholdings as well as the filing of pay roll reports. From the financial accounting perspective it will cover the analysis and journalizing of various payroll transactions.

**ACCT2090 • Cost Accounting**

- **Prerequisite:** ACCT1210.
- Overview of the basic concepts and objectives of cost accounting f, or a manuf, acturing concern. Elements of the job order system is presented in-depth with emphasis on controlling materials, labor, and factory overhead. A business simulation is utilized.

**ACCT2110 • Individual Income Tax Procedures**

- **Prerequisite:** ACCT2100 by permission.
- This course is designed to provide students with a comprehensive review of accounting principles, intermediate accounting, managerial accounting, tax preparation, and business law. It is also designed as a review course f, or the prospective examinee of the ACA T Comprehensive Examination for Accreditation in Accountancy.

**ACCT2140 • Intermediate Accounting II**

- **Prerequisite:** ACCT2100.
- Operational assets, intangibles, stockholders’ equity, and long-term debt sections of the balance sheet. Current and contro, versal topics such as pension plans, leases, stock options and deferred taxes.

**ACCT2230 • Computerized Accounting**

- **Prerequisite:** ACCT2100 and BSAD1090 or by instructor permission.
- Accounting software integrates accounts payable, accounts receivable, payroll, general ledger activities and the accounting cycle is completed using accounting software. Spreadsheets are also used to create financial statements. Instruction on 10-key will also be provided.

**ACCT2270 • ACAT Preparatory Course**

- **Prerequisite:** ACCT2100, ACCT2110, and BSAD1090.
- Upper level standing for an Accounting major.

**ACCT2280 • Applied Accounting Capstone**

- **Prerequisite:** ACCT1210 and ACCT2230.
- This course is designed as a capstone experience before entering the workplace. Students will maintain, both manually and electronically, a complete set of books and related financial statements through the accounting cycle. Students will use prepared financial statements to solve problems and make informed financial decisions, and effectively communicate this information to others in the form of reports and presentations. Students will pr, actice and demonstr, ate their interpersonal relationship, “soft” skills as they relate to the workplace.

**ACFS  • Academic Foundations**

**ACFS0840 • Collegiate Study Skills**

- **Prerequisite:** ACCT1210 and ACCT2230.
- A general information course to help students develop effective study, research, and test preparation. Includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students class and work schedules. Excellent course for students returning to school who are needing to upgrade skills in the use of computers for school work. Graded pass/no pass.

**ACFS0860 • Learning Strategies**

- **Prerequisite:** ACCT1210.
- Self-paced and individually pro, gr, ammed approach to learning and applying st, udent needs to succeed in college. Designed for students who need help in improving skills such as time management, note-taking, test-taking, memory-building, and studying/reading textbooks.

**ACFS0880 • Student Success**

- **Prerequisite:** ACCT1210.
- Using a combination of group and individualized instruction and support, students will learn how to read textbooks better, how to take notes, and how to do better on tests. Students will also learn time-management and study-improvement skills.

**AGRI  • Agriculture Business & Management**

**AGRI1116 • Electric & Gas Welding**

- **Prerequisite:** ACCT1210 by permission.
- This course will help students become successful in life and the workplace through learning and enhancing personal dev, elopment and communication skills; at the same time preparing them for college and workplace.

**AGRI1124 • Agribusiness Careers**

- **Prerequisite:** ACCT1200 and ACCT1210 or by instructor permission.
- Overview of occupations in the field of agribusiness. In-depth exploration of several broad occupational areas and personal interview of at least two agribusiness management level employers.

**AGRI1131 • Crop & Food Science**

- **Prerequisite:** ACCT1210 and ACCT2230.
- Principles and practices of production of the major agronomic crops of the high plains. Methods of evaluating soil fertility, prescribing and formulating fertilizer blends, and calibrating and operation of application equipment. Foms of fertilizer, uses, and plant processes and operations.
### Course Schedule

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<td>AGRI1145</td>
<td>Agricultural Electricity &amp; Welding</td>
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<td>AGRI1153</td>
<td>Soils &amp; Plant Nutrition</td>
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<td>AGRI1171</td>
<td>Ag Technology</td>
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<td>AGRI1177</td>
<td>Companion Animals</td>
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<td>AGRI1195</td>
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<td>AGRI1205</td>
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<td>AGRI1211</td>
<td>Agriculture Marketing</td>
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<td>Individualized Laboratory</td>
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<td>AGRI1257</td>
<td>Live Animal Selection &amp; Carcass Evaluation</td>
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<td>Ag Chemicals &amp; Application</td>
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<td>AGRI1221</td>
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**Prerequisites:**
- AGRI1141 or instructor permission.
- AGRI1113 or AGRI1223.
- AGRI1141 or permission.
- AGRI1113 or AGRI1141.
- AGRI1257 or AGRI1223.
- AGRI1141 or permission. (continued)
- AGRI1113 or AGRI1141.
- AGRI1141 or co-enrolled.
- AGRI1131 or AGRI1141.
- AGRI1141 or permission.
- AGRI1131 or AGRI1141.
- AGRI1141 or permission.

**Courses offered Hours Hours Hours**

**Course #** | **Course Title** | **Location offered** | **Class Hours** | **Lab Hours** | **Credit Hours**
---|---|---|---|---|---
B | 10 | 86 | 2 |
B | 42 | 54 | 6 |
B | 21 | 27 | 3 |
B | 45 | 3 | 4.5 |
B | 15 | 30 | 2 |
B | 45 | 3 | 4.5 |
B | 45 | 3 | 4.5 |
B | 45 | 3 | 4.5 |
B | 60 | 36 | 6 |
B | 90 | 3 | |
B | 45 | 3 | 4.5 |
B | 45 | 3 | 4.5 |
B | 8 | 22 | 1.5 |
B | 51 | 45 | 6 |
B | 45 | 3 | 4.5 |
B | 6 | 90 | 3 |
B | 28 | 20 | 3 |
B | 23 | 73 | 4.5 |
B | 21 | 27 | 3 |
B | 23 | 25 | 3 |
B | 30 | 3 | |
B | 66 | 30 | 7.5 |
B | 42 | 54 | 6 |
B | 42 | 54 | 6 |
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<td>Grain Management</td>
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<td>Methods of cereal grain crop storage. Maintenance of grain quality in farm and agribusiness stor age facilities. Operation and adjustment of grain drying and handling equipment.</td>
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<td>AGR12254</td>
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<td>Study of profitable swine production. Consolidates swine production, marketing, meat processing and sales to consumers of pork products.</td>
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<td>Study of profitable sheep production. I sues facing sheep producers and lamb feeders as a national industry working toward common goals.</td>
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<td>AGR12256</td>
<td>Advanced Beef Cattle Production</td>
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<td>Study of beef cattle and the interrelationship in the beef production chain.</td>
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<tr>
<td>AGR12258</td>
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<td>Prerequisites: AGR1223 and AGR1257.</td>
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<td>Principles and technology of the use of ultrasound and supporting computer analysis software as it pertains to livestock.</td>
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<td>AGR12265</td>
<td>Irrigation &amp; Water Management</td>
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<td>Principles of irrigation, soil, water and plant relationships, and operation of irrigation equipment. Irrigation scheduling, chemigation, and management of water to prevent erosion and maintain surface and groundwater quality.</td>
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<td>AGR12267</td>
<td>Advanced Marketing</td>
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<td>Prerequisite: AGR1121.</td>
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<td>Study and application of option contr acts in a market plan in conjunction with other market alternatives. Use of indicators through fundamental and technical analysis of pricing and timing to market ag commodities.</td>
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<td>AGR12272</td>
<td>Advanced Live Animal &amp; Carcass Selection</td>
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<td>AGR12274</td>
<td>Individual Marketing / Management Laboratory</td>
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<td>Prerequisite: AGR1127.</td>
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<td></td>
<td>Firsthand experience in identifying a management or marketing problem, gathering resources, and developing alternative solutions. Use of computer technology and other management tools.</td>
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<tr>
<td>AGR12279</td>
<td>Advanced Ag Technology</td>
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<td>Prerequisite: AGR1117 or permission.</td>
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<td>Study and application of decision making techniques and forecasting through the use of microcomputer spreadsheet software, data management software, graphic presentations, and integration of decision making procedures.</td>
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<td>AGR1280</td>
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<tr>
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<td>Prerequisites: AGR1131, AGR1135, AGR1153.</td>
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<tr>
<td></td>
<td>Study of crop production, including the major elements of growth and development, seed formation, fertilization, insect and disease control of crops grown on the high plains.</td>
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<tr>
<td>AGR1281</td>
<td>Agribusiness Cooperative Internship I</td>
<td>B - 420</td>
<td>10.5</td>
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<tr>
<td></td>
<td>Prerequisite: Must have completed AGR1224 or instructor permission.</td>
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<tr>
<td></td>
<td>Instructor supervised on-the-job training to gain experience in an agribusiness occupation. Apply skills and principles learned and acquire additional skills for growth and advancement.</td>
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<tr>
<td>AGR1285</td>
<td>Agribusiness Cooperative Internship II</td>
<td>B 15</td>
<td>1.5</td>
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</tr>
<tr>
<td></td>
<td>Prerequisites: Must register for AGR1281 and have completed eight (8) weeks of the internship, or instructor permission.</td>
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<tr>
<td></td>
<td>Evaluation of the co-operative experience. Preparation for employment.</td>
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<tr>
<td>AGR1291</td>
<td>Agribusiness Sales</td>
<td>B 45</td>
<td>3</td>
<td>4.5</td>
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<tr>
<td></td>
<td>Prerequisite: Completed 60 credit hours or permission.</td>
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<tr>
<td></td>
<td>Exploration of agribusiness sales. Functions and role of sales representative. Productive relationships between consumers and sales representatives.</td>
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</table>

**ANTH • Anthropology**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
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<tr>
<td>ANTH1120</td>
<td>General Anthropology</td>
<td>B/L 45</td>
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<tr>
<td></td>
<td>Prerequisites: AGR1158 and MATH1080.</td>
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<tr>
<td></td>
<td>A survey of the study of the races, their characteristics, customs, social relationships and work; the cultural and linguistic diversity of living people.</td>
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<tr>
<td>ANTH2320</td>
<td>Introduction to Archaeology</td>
<td>B/L 45</td>
<td>45</td>
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<tr>
<td></td>
<td>Prerequisites: AGR1158 and MATH1080.</td>
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<tr>
<td></td>
<td>Integrated overview of archaeology, including methods used by archaeologists to study the past as well as what has been learned about human prehistory through archaeology. Topics include but are not limited to, the history of archaeology and anthropology, cultural and public resources management, dating methods, Geographical Information Systems, remote sensing, human ecology, signs and symbols, the rise and fall of civilizations, religion, and ideology.</td>
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**ARCH • Architectural-Engineering Technology**

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<tr>
<th>Course #</th>
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<th>Location offered</th>
<th>Class Hours</th>
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<tbody>
<tr>
<td>ARCH1103</td>
<td>Materials of Construction</td>
<td>M 30</td>
<td>3</td>
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</tr>
<tr>
<td></td>
<td>Prerequisites: AGR1103.</td>
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<tr>
<td></td>
<td>Fundamental aspects of modern construction materials. Manufacturing, sizes, and application of materials.</td>
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<tr>
<td>ARCH1107</td>
<td>Heating &amp; Air Conditioning Systems I</td>
<td>M 30 20</td>
<td>3.5</td>
<td></td>
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<tr>
<td></td>
<td>Methods of calculating heat loss and heat gain for residential buildings according to ACCA Manual J.</td>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
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<tbody>
<tr>
<td>ARCH1115</td>
<td>Light Construction Principles</td>
<td>M 50</td>
<td>5</td>
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<tr>
<td></td>
<td>Prerequisites: AGR1158.</td>
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<tr>
<td></td>
<td>Methods of light construction on wood frame and masonry structures. Theory of architectural drafting with emphasis on framing, line work and the procedures related to producing architectural working drawings.</td>
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<tr>
<td>ARCH1150</td>
<td>Computer Aided Drafting I (CAD)</td>
<td>M 20</td>
<td>2</td>
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<tr>
<td></td>
<td>Prerequisite: ARCH1115.</td>
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<td></td>
<td>Fundamentals of Computer Aided Drafting using the current AutoCAD program. Instruction on computer operating systems, AutoCAD menus, AutoCAD settings and drawing setup - Draw and Edit commands, AutoCAD coordinate systems.</td>
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<tr>
<td>ARCH1158</td>
<td>Basic Architectural Drafting</td>
<td>M 100</td>
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<tr>
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<td>Prerequisite: ARCH1115.</td>
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<td></td>
<td>Techniques and fundamental skills of architectural drafting. Lettering, line work and basic technical drawing. Schedules, details, framing drawings and construction assembly methods used by drafters.</td>
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<tr>
<td>ARCH1208</td>
<td>Heating &amp; Air Conditioning Systems II</td>
<td>M 50</td>
<td>5</td>
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<tr>
<td></td>
<td>Prerequisites: AGR1107, AGR11158 and MATH1080.</td>
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<td></td>
<td>Concurrent with: ARCH1122.</td>
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<td></td>
<td>Methods of sizing residential duct work systems according to ACCA Manual D. Equipment selection is also covered.</td>
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<tr>
<td>ARCH1210</td>
<td>Elementary Structural Design</td>
<td>M 45</td>
<td>4.5</td>
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<td></td>
<td>Prerequisite: MATH1080.</td>
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<td></td>
<td>Basic structural design. Study of mathematics and trigonometry used in determining strength of materials. Wood, concrete, and steel reactions to varying loads.</td>
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<tr>
<td>ARCH1224</td>
<td>Plumbing Systems Drafting</td>
<td>M 80</td>
<td>2.5</td>
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<tr>
<td></td>
<td>Prerequisites: AGR1158 and MATH1080.</td>
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<td></td>
<td>Production of drawings of waste, vent and water piping systems that are acceptable to industry standards.</td>
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<tr>
<td>ARCH1225</td>
<td>Plumbing Systems</td>
<td>M 50</td>
<td>5</td>
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<td>Prerequisites: AGR1158 and MATH1080.</td>
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<td></td>
<td>Concurrent with: ARCH1124.</td>
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<td></td>
<td>Methods of design, layout and sizing of waste, vent, and water piping systems as required on commercial building projects.</td>
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<tr>
<td>ARCH1226</td>
<td>Heating &amp; Air Conditioning Systems Drafting</td>
<td>M 70</td>
<td>2.5</td>
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<td></td>
<td>Prerequisites: AGR1107, AGR11158 and MATH1080.</td>
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<td></td>
<td>Concurrent with: ARCH1208.</td>
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<td></td>
<td>Methods of drawing duct work systems for residential and commercial buildings using calculations from course ARCH1208 as a guide.</td>
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<tr>
<td>ARCH1240</td>
<td>Computer Aided Drafting II (CAD)</td>
<td>M 25</td>
<td>25</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisites: ARCH1115, ARCH1150, ARCH1158, MATH1080.</td>
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<td></td>
<td>Continuation of ARCH1150, Computer Aided Drafting I. Exercises in drawings, including drafting setup, layer setup, dimensioning setup, sheet setup, dimensioning, plotting setup and plotting.</td>
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</tbody>
</table>
ARCH1331 Basic Estimating
Prerequisites: ARCH1103, ARCH1115, ARCH1158, and ARCH1210.
Methods of performing a quantitative survey of a residential building project. Residential construction techniques.

ARCH1320 Freehand Drawing for Design Details
Techniques of freehand drafting for construction work. How to express ideas graphically to assure correct interpretation.

ARCH1328 Structural Building Systems
Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1330.
Concepts of heavy structural systems. Structural building steel and detailing.

ARCH1329 Structural Building Systems II
Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1332.
Methods of graphically representing structures. Drafting and detailing structural steel systems. All drawings will be computer generated.

ARCH1330 Structural Detailing & Design I
Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1332.
Concepts of heavy structural systems. Reinforced concrete, commercial and industrial wood applications.

ARCH1332 Structural Detailing & Design II
Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1332.
Methods of graphically representing structures. Drafting and detailing concrete and wood structural systems. All drawings will be CAD generated.

ARCH1340 Computer Aided Drafting III (CAD)
Prerequisite: ARCH1240. Exercises in drafting floor plans, elevations, sections, details, using the current drafting software.

ARCH1434 Fundamentals of Commercial Architecture
Prerequisites: ARCH1329, ARCH1328, ARCH1330, and ARCH1240. Co-requisite: ARCH1329.
Study of construction methods for commercial buildings. Techniques of industry in developing working drawings and writing specifications for a commercial building.

ARCH1436 Commercial Architectural Drafting
Prerequisites: ARCH1320, ARCH1328, ARCH1329, ARCH1330, ARCH1332, and ARCH1340. Co-requisite: ARCH1445.
Project: Production of architectural and structural working drawings for a small commercial building.

ARCH1438 Residential Design & Drafting
Prerequisites: ARCH1320, ARCH1328, ARCH1329, ARCH1330, ARCH1332, and ARCH1340. Advanced study of residential architectural drafting. Drafting a complete set of plans from an original design of a new residence including site, floor plans, framing plans, sections, elevations, and room finishing schedules; building, wall, all, and stairway sections; construction details and exterior and interior elevations.

ARCH2531 Electrical Systems Theory
Prerequisite: MATH1080. Concurrent with ARCH2542.
Techniques for calculating lighting levels, lighting requirements and circuiting loads required for the building trades.

ARCH2533 Advanced Mechanical Systems Theory
Prerequisite: ARCH2180. Concurrent with ARCH2544.
Methods of calculating heat loss and heat gain of a commercial structure and the layout and sizing of duct work systems.

ARCH2542 Electrical Systems Drafting
Prerequisite: ARCH2531. Practice in drafting power and lighting systems for commercial buildings using ARCH2523 as a guide.

ARCH2544 Advanced Mechanical Systems Drafting
Prerequisite: ARCH2120 and ARCH1340. Co-requisite: ARCH2533. Concurrent with ARCH2553.
Practice in design of duct work systems required in building using information from ARCH2553 as a guide for the required duct work.

ARCH2546 Site Planning & Surveying
Prerequisite: ARCH1340 and MATH1080. Concurrent with ARCH2545.
Basic surveying. Practice in running lev els and a topographic survey. Survey to aid in a site plan.

ARCH2637 Comprehensive Project
Prerequisites: ARCH1434, ARCH1436, and ARCH2546. Preparation of a full set of working drawings from information accumulated from ARCH2546 and ARCH2637. Speed is an important factor as the student applies the accumulated knowledge of the five previous quarters. Minimum of "C" grade for graduation.

ARCH2710 Construction Law
Introductory legal overview of the major aspects of contemporary construction law applicable to architects, contractors, and/or subcontractor. Legal, financial, and accounting problems experienced within the day-to-day work environment. Minimum of "C" grade for graduation.

ARTS1010 Introduction to Visual Arts (Art Appreciation)
An appreciation of the visual arts from a historical perspective. Includes an overview of the creative process, the evolution of art, and art as it relates to society.

ARTS1050 Introduction to Art History and Criticism I
A survey of major works of art in all media from Prehistory through the end of the Middle Ages. Artistic styles will be discussed in relation to contemporary history, society and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context.

ARTS1060 Introduction to Art History and Criticism II
A survey of major works of art in all media from the Renaissance to the present. Artistic styles will be discussed in relation to contemporary history, society and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context.

ARTS1110 Beginning Drawing I
Introduction to the use of drawing instruments. Emphasis on developing sound drawing abilities.

ARTS1120 Beginning Drawing II
Introduction to the use of drawing instruments. Emphasis on developing sound drawing abilities.

ARTS2100 Design & Composition
Methods of performing material takeoff and pricing materials for commercial construction. The building used for estimating will be drawn by the student in ARCH2648. Minimum of "C" grade for graduation.

ARCH2248 Comprehensive Project Drafting
Prerequisites: ARCH1434, ARCH1436, and ARCH2546. Concurrent with ARCH2637. Preparation of a full set of working drawings from information accumulated from ARCH2546 and ARCH2637. Speed is an important factor as the student applies the accumulated knowledge of the five previous quarters. Minimum of "C" grade for graduation.

ARCH2648 Comprehensive Project Drafting
Prerequisites: ARCH1434, ARCH1436, and ARCH2546. Preparation of a full set of working drawings from information accumulated from ARCH2546 and ARCH2637. Speed is an important factor as the student applies the accumulated knowledge of the five previous quarters. Minimum of "C" grade for graduation.

ARCH2641 Life Safety Code
Prerequisites: ARCH1343, ARCH1345, and ARCH2546. Concurrent with ARCH1343.
Introduction to the International Building Code (IRC). Occupancy classifications and the use of fire protection components and features of fire protection are covered. Minimum of "C" grade for graduation.

ARCH2642 Advanced Mechanical Systems Drafting
Prerequisite: ARCH2531. Practice in drafting power and lighting systems for commercial buildings using ARCH2523 as a guide.

ARCH2644 Advanced Mechanical Systems Drafting
Prerequisite: ARCH2120 and ARCH1340. Co-requisite: ARCH2533. Concurrent with ARCH2553.
Practice in design of duct work systems required in building using information from ARCH2553 as a guide for the required duct work.

ARCH2646 Site Planning & Surveying
Prerequisite: ARCH1340 and MATH1080. Concurrent with ARCH2545.
Basic surveying. Practice in running levels and a topographic survey to aid in a site plan. Computerized determination of lot measurements, areas of lots, earthwork excavation quantities, and contours prepare the student for the site plan for the sixth quarter project.

ARCH2637 Comprehensive Project
Prerequisites: ARCH1430 through ARCH2546. Concurrent with ARCH2648.
Logical sequence of steps involved in design of a building following the design and planning of a nearby structure. Instructor and guest consultants provide criteria of the project for the class. An appreciation of the visual arts from a historical perspective. Includes an overview of the creative process, the evolution of art, and art as it relates to society.

ARCH2648 Comprehensive Project Drafting
Prerequisites: ARCH1434, ARCH1436, and ARCH2546. Preparation of a full set of working drawings from information accumulated from ARCH2546 and ARCH2637. Speed is an important factor as the student applies the accumulated knowledge of the five previous quarters. Minimum of "C" grade for graduation.

ARCH2641 Life Safety Code
Prerequisites: ARCH1343, ARCH1345, and ARCH2546. Concurrent with ARCH1343.
Introduction to the International Building Code (IRC). Occupancy classifications and the use of fire protection components and features of fire protection are covered. Minimum of "C" grade for graduation.

ARCH2642 Advanced Mechanical Systems Drafting
Prerequisite: ARCH2531. Practice in drafting power and lighting systems for commercial buildings using ARCH2523 as a guide.
<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
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<tr>
<td>ARTS1330</td>
<td>Beginning Ceramics I</td>
<td>B</td>
<td>15</td>
<td>60</td>
<td>4.5</td>
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<tr>
<td></td>
<td>Introduction to the construction of pottery and</td>
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<td></td>
<td>sculptural clay forms. Hand building, wheel-</td>
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<td></td>
<td>throwing, and glaze application.</td>
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<td>ARTS1340</td>
<td>Beginning Ceramics II</td>
<td>B</td>
<td>15</td>
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<td>Continuation of Beginning Ceramics I with an</td>
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<td></td>
<td>emphasis on advanced studio problems, techniques,</td>
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<td>materials and creative solutions.</td>
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<td>ARTS2210</td>
<td>Beginning Graphic Design</td>
<td>B</td>
<td>15</td>
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<td>Prerequisite: ARTS1110 and ARTS1120 or permission.</td>
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<td></td>
<td>Introduction to graphic art and the foundations</td>
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<td>of visual communication. History, principles of</td>
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<td>design and layout, methods, materials and</td>
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<td>applications.</td>
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<td>ARTS2510</td>
<td>Beginning Painting I</td>
<td>B</td>
<td>15</td>
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<tr>
<td></td>
<td>Introduction to painting. Emphasis on basic</td>
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<td></td>
<td>techniques and composition. Subjects: still</td>
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<td>life, landscape. Materials: alkyds or acrylics.</td>
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<tr>
<td>ARTS2520</td>
<td>Beginning Painting II</td>
<td>B</td>
<td>15</td>
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<tr>
<td></td>
<td>Prerequisite: ARTS2510. Emphasis on advanced</td>
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<td>studio problems, materials, techniques, and</td>
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<tr>
<td>ARTS2650</td>
<td>Introduction to Native American Art</td>
<td>B/L</td>
<td>45 - 4</td>
<td>4.5</td>
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<td></td>
<td>Survey of Native American art of North America</td>
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<td>from prehistory to the present, emphasizing the</td>
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<td>art of indigenous peoples as a fine art form.</td>
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<td>History, cultural environment, special issues,</td>
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<td>art methods and materials.</td>
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<tr>
<td>ARTS2750</td>
<td>Women In Art</td>
<td>B/L</td>
<td>45 - 4</td>
<td>4.5</td>
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<td>Survey of the lives and achievements of women</td>
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<td>artists from prehistory to the present in Europe</td>
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<td>and America. History, cultural environment, and</td>
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<td>special issues.</td>
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ASEP • General Motors Automotive Service Educational Program (ASEP)

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ASEP1175</td>
<td>GM Electrical &amp; Electronic Principles</td>
<td>B</td>
<td>110</td>
<td>40</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Specialized Electronics Training Part 1: Principles and concepts of GM electrical systems. Study of operation and testing of battery, charging and starting systems, ignition systems, body wiring and components for power windows, seats and door locks, windshield wipers, cruise control and theft deterrent systems.</td>
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<tr>
<td>ASEP1177</td>
<td>GM Brake Systems</td>
<td>M</td>
<td>30</td>
<td>30</td>
<td>4</td>
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<tr>
<td></td>
<td>Theory, diagnosis, and repair procedures of disc and drum brake systems on current General Motors vehicles.</td>
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<tr>
<td>ASEP2618</td>
<td>Dealer Cooperative Experience</td>
<td>M</td>
<td>480</td>
<td>12</td>
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<tr>
<td></td>
<td>Prerequisites: ASEP1170, 1171, 1173, 1175, 1177 and 1179.</td>
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<td></td>
<td>Dealer coordinated work experience for the student in accordance with the program schedule. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.</td>
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<tr>
<td>ASEP1360</td>
<td>GM Powertrain Electronic Systems</td>
<td>M</td>
<td>55</td>
<td>35</td>
<td>6.5</td>
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<tr>
<td></td>
<td>Specialized Electronics Training, Part 2. Operation of solid state automotive electrical components. Study of operation of basic computer operation, input and output devices. Also GM Ignition systems, fuel delivery systems, emission control systems and diagnostic routines.</td>
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<tr>
<td>ASEP1363</td>
<td>GM Engine Repair</td>
<td>M</td>
<td>80</td>
<td>50</td>
<td>9.5</td>
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<td></td>
<td>Prerequisite: ASEP1268.</td>
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<td></td>
<td>Study of theory, operation, diagnosis and repair of late model GM air conditioning, heating and ventilation systems. Includes manual and automatic systems. Refrigerant recovery and re-cliping procedures.</td>
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<tr>
<td>ASEP1379</td>
<td>GM Heating &amp; Air Conditioning</td>
<td>M</td>
<td>40</td>
<td>40</td>
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<tr>
<td></td>
<td>Prerequisite: ASEP1268.</td>
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<tr>
<td></td>
<td>Study of theory, operation, diagnosis and repair of late model GM air conditioning, heating and ventilation systems. Includes manual and automatic systems. Refrigerant recovery and re-cliping procedures.</td>
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<tr>
<td>ASEP1468</td>
<td>Dealer Cooperative Experience</td>
<td>M</td>
<td>480</td>
<td>12</td>
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<tr>
<td></td>
<td>Prerequisites: ASEP1360 and ASEP1468, ASEP1379.</td>
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<tr>
<td></td>
<td>Dealer coordinated work experience. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.</td>
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<tr>
<td>ASEP2528</td>
<td>GM Steering &amp; Suspension Systems</td>
<td>M</td>
<td>30</td>
<td>50</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Principles of operation, disassembly procedures, and repair of General Motors steering and suspension systems. Power and manually controlled Integral and R-act and Pinion steering gears. Conventional and McPherson strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, both on and off the vehicle.</td>
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SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
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<tbody>
<tr>
<td>ASEP2529</td>
<td>GM Manual Transmission, Transaxles, Clutch &amp;</td>
<td>M</td>
<td>60</td>
<td>30</td>
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<td></td>
<td>Transfer Case</td>
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<td></td>
<td>Prerequisite: ASEP1468.</td>
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<tr>
<td></td>
<td>Operating principles and service of General Motors manual transmissions and related drive train components. Diagnosis and repair procedures. Includes GM courses: 13002.02 Vibation Correction; 14003.04 All Wheel/ Four Wheel Drive.</td>
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<tr>
<td>ASEP2537</td>
<td>GM Rear Axle Service</td>
<td>M</td>
<td>20</td>
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<td></td>
<td>Prerequisite: ASEP1468.</td>
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<tr>
<td></td>
<td>Operation, diagnosis, and repair of drive shafts,</td>
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<tr>
<td></td>
<td>universal joint axles, axle bearings, seals, and</td>
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<td>differentials used on late model General Motors</td>
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<td></td>
<td>vehicles. (Includes GM course: 14001.00 - Rear Axles and Drive Shafts.)</td>
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<tr>
<td>ASEP2538</td>
<td>GM Advanced Powertrain Electronic Systems</td>
<td>M</td>
<td>20</td>
<td>50</td>
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<td>Prerequisite: ASEP1468.</td>
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<tr>
<td></td>
<td>Theory and operation of GM Diesel Fuel Injection</td>
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<td></td>
<td>Nozzles; operation and repair of the Injector Pump,</td>
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<td></td>
<td>Injector Nozzles, Glow Plug System and Emission</td>
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<td></td>
<td>Control Systems.</td>
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<td>ASEP2611</td>
<td>GM Diesel Fuel &amp; Emission Control System</td>
<td>M</td>
<td>20</td>
<td>10</td>
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<td>Prerequisite: ASEP1468.</td>
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<td>Diagnosis, adjustments and repair procedures using</td>
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<td></td>
<td>electrical meters, oscilloscopes and GM approved</td>
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<td></td>
<td>diagnostic test equipment.</td>
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<tr>
<td>ASEP2743</td>
<td>GM Powertrain Electronic Systems &amp; Drivability</td>
<td>M</td>
<td>40</td>
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<td></td>
<td>Diagnosis</td>
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<td>Prerequisite: ASEP2668.</td>
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<td>Diagnosis, adjustments and repair procedures using</td>
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<td>electrical meters, oscilloscopes and GM approved</td>
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<tr>
<td></td>
<td>diagnostic test equipment.</td>
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<tr>
<td>ASEP2747</td>
<td>GM Body Electrical &amp; Electronics</td>
<td>M</td>
<td>50</td>
<td>30</td>
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<td>Prerequisite: ASEP2668.</td>
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<tr>
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<td>Advanced electrical course covering operation,</td>
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<td>testing, diagnosis and repair of GM computerized</td>
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<td></td>
<td>body electrical and electronic systems.</td>
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<tr>
<td>ASEP2748</td>
<td>GM Automatic Transmission &amp; Transaxles</td>
<td>M</td>
<td>80</td>
<td>40</td>
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<td>Prerequisite: ASEP2668.</td>
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<td>Operation, diagnosis, adjustment, and repair of</td>
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<td>the automatic transmissions used in rear-wheel and</td>
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<td>front-wheel drive General Motors cars. Removal and installation procedures and safety.</td>
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<tr>
<td>ASEP2749</td>
<td>GM New Product Update</td>
<td>M</td>
<td>20</td>
<td>0</td>
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<td></td>
<td>Prerequisite: ASEP2668.</td>
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<tr>
<td></td>
<td>Overview of new product features for current model year. Includes available General Motors New Product information.</td>
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</tbody>
</table>
ASS1110  Ford Shop Orientation  M  15  6  1.5
Introduction to automotive shop procedures and repair. Proper use of hand and power tools. This course deals with many basic elements of administrative repair.

ASS1110  Ford Safety & Repair  M  15  6  1.5
This course deals with shop safety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.

ASS1171  Ford Welding  M  10  8  1
Theory and practice of "GMA W" welding, braze welding, and oxyacetylene cutting. Equipment setup, safety and operation is stressed.

ASS1173  Ford Fundamentals  M  20  10  2
Introduction and use of Ford order service manuals, warranty flat rate manuals, daily time tick ets and repair order completion. Overview of service manuals with emphasis on theory of operation of systems and components, Pre-delivery Inspection and Master Tech Training.

ASS1175  Ford Electrical & Electronic Principles  M  110  40  12
Study of Electronics Training building from electrical principles and concepts through automotive electronics semiconductors to microprocessors. Batteries, charging systems, starting systems and ignition systems principles, operation and testing.

ASS1178  Ford Brake Systems  M  30  30  4
Study of operation, diagnosis, and service of disc, drum, and electronic brake systems on late model Ford vehicles.

ASS1268  Dealer Cooperative Experience  M  - 480  12
Coordinated work experience from Ford dealer in accordance with program schedule. W ork experience supervised by Southeast Community College-Milford and ASSET coordinator.

ASS1363  Ford Engine Repair  M  65  35  7.5

ASS1468  Dealer Cooperative Experience  M  -  480 12
Coordinated work experience from dealer in accordance with the program schedule. W ork experience supervised by Southeast Community College-Milford and ASSET coordinator.

ASS2529  Ford Manual Transmissions, Transaxles, Clutches and Transfer Cases  M  60  30  7
Operating principles and service of Ford manual transmissions and related drive train components. Diagnosis and repair procedures.

ASS2531  Ford Diesel Fuel & Emission Systems  M  35  25  4
Study of operation, diagnosis, and service of diesel electronic and emission systems on late model Ford vehicles.

ASS2537  Ford Rear Axle & Driveline  M  20  10  2
Operation, diagnosis and repair of drive train components, universal joint axles, axle bearings, seals and differentials on late model Ford vehicles.

ASS2538  Ford Engine Performance Diagnosis & Testing  M  60  40  7
Intermediate and advanced electronic engine control diagnosis and testing of ignition, fuel, fuel, computer, emission, and EVA systems. Analysis of OBD II monitors, intermittent problems, I/M testing, and gas emissions using the latest in diagnostic equipment including scopes and scanners.

ASS2668  Dealer Cooperative Experience  M  -  480 12
Coordinated work experience from dealer in accordance with program schedule. W ork experience supervised by Southeast Community College-Milford and ASSET coordinator.

ASS2748  Ford Automatic Transmissions & Transaxles  M  70  40  8

ASS2749  Ford New Product Update  M  20  2
Overview of new product features for current model year. Includes available Ford New Product information.

AUTB1150  Tools and Equipment  M  20  2
Proper identification, selection, usage, maintenance, and cost of tools and equipment used in the collision repair and maintenance program.

AUTB1155  Collision Repair Theory  M  75  7.5
Prerequisites: AUTB1150.
Theory of repair processes using basic hand tools and progressing into use of power tools and filler materials. Theory of metal bending including the study of sheet metal, damage classification, types of damage, and corrective forces used to restore damaged components to original dimensions and contours. The processes involved in repairing minor non-structural automotive body panels as well as automobile body panel alignment. Material safety data sheet information to follow EPA and OSHA standards.

AUTB1160  Welding Theory  M  20  2
Study of welding processes used in the auto collision repair industry including oxyacetylene fusion welding, brazing, S.M.A.W., G.M.A.W., aluminum processes, plasma arc cutting and resistance spot welding. Safety factors and equipment selection, application of the theory of expansion and contraction, and the effects of distortion and its control. Heavy emphasis on the MIG welding and structural spot welding used in structural unibody and non-structural panel replacement because of the heavy use of high strength steels used in the modern automobile following I-CAR (Inter-Industry Conference on Auto Collision Repair) welding certification standards.

AUTB1165  Collision Repair Lab  M  20  105  3.5
Prerequisites: AUTB1155.
Practice in basic metal repair fundamentals as it relates to the repair of non-structural automobile body panels. Repair on non-structural automobile body panels is done to replicate real world repairs. Automobile body panel alignment on vehicles to ensure quality repairs required according to collision repair industry standards.

AUTB1170  Welding Lab  M  30  1
Prerequisites: AUTB1160.
Practical experience in oxyacetylene welding, brazing, MIG welding, aluminum welding, gas and plasma cutting techniques used in collision repair following I-CAR (Inter-Industry Conference on Auto Collision Repair) welding certification standards.

= Course also offered On-line.

= Course also offered On-line.

JULY 1, 2007–JUNE 30, 2008

PAGE 143
AUTB1175 Paint Finishes Theory
M 20 - 2
Study of the sequence of surf ace preparation operations needed to acquire a dur able, high quality, long lasting topcoat. P ain t gun care, troubleshooting and proper usage in applying primer surfaces.

Prerequisites: AUTB1175

AUTB1250 Collision Repair Theory II
M 45 - 4.5
Prerequisites: AUTB1150 through AUTB1175.
Applying of replacing parts, use of materials, and operating hydraulic external pull equipment, Identification and repair procedures f or composites and plastics using the latest repair procedures currently used in the collision repair industry.

AUTB1255 Collision Repair Lab II
M - 210 7
Prerequisites: AUTB1130 through AUTB1175.
Projects will be assigned to students that will include basic metal repair, plastic repair, composite repair, as well as corrosion protection and priming operations with care of vehicle to be taken to ensure customer satisfaction.

AUTB1260 Electrical Repair I
M 15 - 1.5
Prerequisites: AUTB1150.
Theory of the automobile electrical stor age and wiring system. Wiring troubleshooting processes and automotive lighting.

AUTB1350 Paint Finishes Theory II
M 30 - 3
Prerequisites: AUTB1175.
The study of equipment, prepar ation, materials, topcoat selection, and application to an o verall painting operation will be emphasized. Techniques of spot painting repairs to include color matching and application.

AUTB1355 Estimating Theory
M 15 - 1.5
Prerequisites: AUTB1260.
Estimating principles and procedures of cost accounting. Emphasis is based on present da y business practices and operations of the automobile collision repair field.

AUTB1360 Electrical Repair II
M 15 - 1.5
Prerequisites: AUTB1260.
Introduction to proper usage of diagnostic procedures including flow charts, wiring diagr ams, scan tools, digital and analog multimeters. This will include identification of progr ammable electrical, electronic components, including servicing precautions of body electronic and body computers.

AUTB1365 Refinishing Lab I
M - 165 5.5
Prerequisites: AUTB1177 through AUTB1350.
Lab experience will include analyzing condition and type of existing finish and determining the sequence of preparation for a high quality, durable finish. The proper use of various refinishing systems and clear top-coatings to perform overall and spot painting tasks will be covered.

AUTB1370 Collision Repair Lab III
M - 45 1.5
Prerequisites: AUTB1165.
Practical on the job experiences in the proper repair of sheet metal damages on current model v ehicles. Some weld-on and bolt-on panel replacement will be included.

Course # Course Title Location offered Class Hours Lab Hours Credit Hours

AUTB1450 Structural Repair Theory
M 30 - 3
Prerequisites: AUTB1150, AUTB1155.
This course will cover the study of con ventional frame and unitized body construction, body alignment, structural components and how it relates to frame and unitized body construction of modern day vehicles. The proper identification of structur al damages and measurement techniques will be covered. Methods of repair and operation of equipment, safety is stressed at all times.

AUTB1455 Safety Restraint Systems
M 15 - 1.5
Prerequisites: AUTB1260, AUTB1360.
Introduction to active and passive restraint systems, operation and basic troubleshooting of restr aint systems including air bag supplemental rest raint systems.

Course # Course Title Location offered Class Hours Lab Hours Credit Hours

AUTB1460 Collision Repair Lab IV
M - 105 3.5
Prerequisites: AUTB1370.
Assigned training projects will include f orking of structural components and determination of proper repair estimates being ev aluated by the quality of work and the time tak en to complete assigned training projects.

AUTB1465 Refinishing Lab II
M - 120 4
Prerequisites: AUTB1350, AUTB1365.
Advanced practical experiences in spot painting with the concentr ation on correct color matching and problem solving.

AUTB2550 Suspension & Alignment Theory
M 20 - 2
Prerequisites: AUTB1450.
Evolution and theory of front and rear suspension design. T ransaxle and four wheel alignment and its relationship to collision damaged vehicles.

AUTB2555 Automotive Heating & Air Conditioning
M 10 - 1
Operation of the automotive e cooling system and theory of air conditioning systems, and the repair of damaged component after a collision. Refrigerant recovery and recycling is covered.

AUTB2560 Brake Systems
M 15 - 1.5
Introduction to drum, disc, manual, power -assisted braking systems, theory and operation of the anti-lock brake systems.

AUTB2565 Collision Repair Lab V
M - 225 7.5
Prerequisites: AUTB1450 through AUTB2560.
Laboratory on collision repair with comprehensive practice in problem solving in structural analysis and repair of collision damaged v ehicles. Estimating, structural alignment, major body repair, panel replacement, refinishing, glass installation, wheel alignment, mechanical and electrical repairs on a production basis.

AUTB2650 Collision Repair Lab VI
M 15 255 10
Prerequisites: AUTB2565.
Practice in major structur al repair operations including body, frame, unitized construction, major panel replacement, mechanical repairs, electrical repairs, paint refinishing, suspension alignment, all of which is based on a production basis f or allowing damage reports as used in the collision repair industry. Repairs to v ehicles including analysis, through all processes including detailing prior to delivery of the vehicle and will also include delivery to the customer.

AUTT1000 Shop Procedures
L 20 - 2
Introduction to automotive shop procedures and repair. This course deals with the man y basic elements of automotive repair and the proper use of hand and power tools.

AUTT1010 Welding
L/M 10 20 1.5
Theory and practical applications of welding procedures as applied to the automotive field.

AUTT1100 Shop Safety and Repair
L/M 20 20 2.5
This course deals with shop saf ety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair , tube flaring, f asteners, micrometers and other equipment used by the professional automotive technician.

AUTT1103 Drive Trains
L/M 20 45 3.5
Theory and principle of power train operation from the engine to the drive wheels on automotive e systems.

AUTT1104 Steering and Suspensions I
L/M 40 20 4.5
Theory of conventional and power steering gears, wheels & tires, balancing, steering components and two and four wheel alignment.

AUTT1105 Automotive Brake Systems
L/M 50 60 7
Theory, application and principles of oper ation of hydraulic disc and drum automotive brakes. This will include anti-lock brake systems with labor atory exercises in brake diagnosis and repair.

AUTT1106 Electrical Concepts
L/M 15 16
Basic electrical and electronic principles, Ohm’s law, magnetism and electromagnetism as applied to automotive systems are covered. The use of DVM meters along with the pr actical use of them is covered. The design of stor age batteries used in automotive systems is covered.

AUTT1107 Automotive Heating & AC
L/M 40 70 6
Theory and operation of automotive HVAC systems is covered. Laboratory exercises in heating and air conditioning systems, which includes diagnosis, evaluation and repair. Refrigerant recovery and recycling is covered.

AUTT1108 Automotive Fuel and Control Systems
L/M 70 50 8.5
Theory, design and operation of the automotive fuel system are covered. This includes f uel gauges, tanks, pumps and f uel injection components. A study of f uel manufacturing, testing, and f uel reaction as it applies to emission systems is covered. The use of service equipment to diagnose, evaluate and repair components of the f uel system are covered.

AUTT1203 Manual Transmission/ Transaxle Theory
L/M 30 35 4
Theory, diagnosis, evaluation and repair of manual transmissions, clutches, drive lines, transfer cases and 4WD components.
Diagnosis and practical experience of power and conventional steering, 2 and 4 wheel alignment and wheel balancing.

**AUTT1204 Steering and Suspension II**
L/M 10 30 2
Diagnosis and practical experience of power and conventional steering, 2 and 4 wheel alignment and wheel balancing.

**AUTT1206 Automotive Electricity**
L/M 30 15 3.5
Starting and charging systems theory, design and operation are covered. Starting and charging systems diagnosis and repair are also covered.

**AUTT1211 Engine Theory**
L/M 50 - 5
Basic construction, physical principles and operation of two and four cycle engines as applied to single and multiple-cylinder engines. Ignition systems, fuel system, lubrication systems, cooling systems and valve trains are covered.

**AUTT1222 Engine II**
L/M 70 130 11
Advanced automotive engine coursework on removal, disassembly, and machining operations for complete major engine overhaul.

**AUTT1306 Automotive Ignition Systems**
L/M 10 15 1.5
Theory, operation and testing of automotive ignition systems is covered. This will include individual component testing, inspection and repair with the use of DVOM meters.

**AUTT1406 Automotive Electronics I**
L/M 30 15 3.5
This course is an advanced auto electronics course covering the automotive wiring and accessories. Emphasis is placed on procedures, testing, diagnosing and repairing automotive systems.

**AUTT1408 Advanced Engine Performance**
L/M 60 90 9
Advanced engine performance includes fuel injection systems, ignition systems and vehicle driveability. Practical experience is gained through the inspection, service and repair of computer engine control systems using state-of-the-art equipment.

**AUTT1506 Automotive Electronics II**
L/M 30 30 3.0
Advanced interpretation and use of wiring diagrams, electronic component testing and repair. The use of advanced test equipment is covered.

**AUTT2102 Automatic Transmission / Transaxle**
L/M 100 80 12.5
Theory of operation, basic design, components, disassembly diagnosis and reassembly of automatic transmissions/transaxes is covered. Disassembly, reassembly and dyno-testing of transmissions / transaxes.

**AUTT2303 Manual Transmission / Transaxle Lab**
L/M 25 45 4
Diagnosis, evaluation and repair of manual transmissions/transaxes, rear axles, transfer cases, drive lines and front axles.

**Course #** | **Course Title** | **Location** | **Offered** | **Class** | **Hours** | **Lab** | **Hours** | **Credit** | **Hours**
---|---|---|---|---|---|---|---|---|---
BIOS1000 | Structure and Function of Human Body | L 60 - 6
Overview of the normal structure and function of the human body and their interrelationships.

**BIOS1010 General Biology**
B/L 45 30 6
Fundamental processes of cells and organisms, cell structure, genetics, ev olution, classification, diversity, and interaction of organisms at the molecular, cellular, organismic, ecosystem, and biosphere level. Designed for both non-majors and as a foundation for those planning additional work in biology. Includes lab.

**BIOS1090 General Botany**
B/L 45 30 6
Prerequisite: BIOS1010 or equivalent.
Study of the plant kingdom with a study of representative plants from each of the major plant groups. Structure, relationships, economic importance and natural history of major plant groups.

**BIOS1110 Biology of Microorganisms**
B/L 45 30 6
Comparative study of microorganisms, principles and applications. Structure, function, development and control of pathogenic organisms. Laboratory includes isolation, culturing and staining techniques plus identification of unknown organisms.

**BIOS1120 Introduction to Zoology**
B 45 30 6
Prerequisite: BIOS1010 or equivalent.
Survey of the physiology of the animal kingdom. Emphasis on morphology, physiology, developmental biology and diversity of animal life. Laboratory includes observation and dissection of selected specimens.

**BIOS1140 Human Anatomy & Lab**
B 45 30 6
Study and identification of anatomical structures of the human body. Includes a detailed study of: tissues that make up the various body systems, integument, skeletal structures, joints, muscles (origin, insertion, action), peripheral and cranial nerves, brain structures, major blood vessels, heart structures, respiratory, digestive, reproductive, endocrine, and urinary systems. Lab complements the material presented in lecture. Utilize the knowledge in a laboratory setting by studying with a "hands-on" approach using models, dissected tissues, and pictures. Lecture concurrent with lab.

**BIOS2120 Human Anatomy & Physiology I**
B 45 30 6
Introduction to anatomy and physiology for students in biological and health related programs. Relationships between structure and function. Chemical, cellular and tissue levels of organization. Introduction to principal systems of the human body. Structure and function of the integumentary skeletal, muscular and nervous systems of the body. Important body systems and their interrelationships.

**BRDC1710 Survey of Electronic Media**
B 45 - 4.5
An historical overview of electronic media with an emphasis on broadcasting theory, processes, effects and social responsibility.

**BRDC1860 Radio Workshop**
Prerequisite: By permission only.
Participation in on-air or off-air production work at the College radio station. May be taken twice for credit.

**BRDC2100 Broadcast Media Production**
B 15 90 4.5
Prerequisite: BRDC1710 or permission.
An introduction to the principles, practices, equipment utilized to produce broadcast quality advertising spots, public service announcements, news and interviews.

**BRDC2760 Broadcast Management**
B 45 - 4.5
Prerequisite: Mass Media Majors only.
Principles of broadcast management. A discussion of management techniques and concepts as they relate to broadcast operations, programming decisions and personnel operations.

**BRDC2780 Public Relations, Strategies & Techniques**
B 45 - 4.5
Study of strategies, problems, and procedures in public relations. Practice in solving public relations problems. Preparation of public relations material.

**BRDC2830 Communication Law & Ethics**
B 45 - 4.5
Prerequisite: BRDC1710, JOUR1810, or permission.
A study of the theories, freedoms, legal aspects and responsibilities of the mass media. Emphasis is placed on the First Amendment as it relates to broadcasting.
BRDC2860 Radio Workshop
Prerequisite: By permission only and a “C” or better in BRDC1100 and BRDC1860.
Second workshop opportunity. Credit given to students who actively participate in on-air or off-air production work at the College radio station.

BRDC2970 Radio Internship
Prerequisite: By permission only.
This course is open only to those pursuing an A.A.S. degree. Students will be placed in a job situation to gain firsthand knowledge and experience in the field of radio. Placement may be in any field of radio: advertising, announcing, continuity production.

Note:
Business Information Technology — see OFFT

BSAD • Business Administration

BSAD1010 Microsoft Applications I
Prerequisite: Keyboarding skills and prior computer experience recommended.
Use of Windows operating system to learn about My Computer and Windows Explorer to manage folders and files. Use of a popular Internet browser to explore the World Wide Web and work with electronic mail. Use of Microsoft Office suite to learn basic computer skills and integration of the word processing application MS Word and the spreadsheet application MS Excel.

BSAD1020 Microsoft Applications II
Prerequisite: BSAD1010.
Continues efficient use of Windows Explorer and electronic mail. Use of Microsoft Office suite to continue integration, to learn basic/intermediate features of the MS Office PowerPoint presentation application and the MS Access database application, and to learn intermediate/advanced features of the MS Excel spreadsheet application.

BSAD1050 Introduction to Business
An introductory study and overview of the role of business in society as well as a discussion of the various disciplines of business including an overview of business organization, management, marketing, human resource management, and finance. Also, a study and discussion of various strategies for success in specific public and private firms as well as small businesses. Business vocabulary usage, understanding and interpreting business news and information.

BSAD1090 Business Law I
Introduction to the history and origins of the legal system. All facets of the course are related to business, including ethics and business crimes, contract law relative to dispute settlement, torts, sales contracts under the U.C.C. and agency.

BSAD1100 Business Law II
Prerequisite: BSAD1090.
Continuation of Business Law I. Study of business law relationships including personal and real property, wills and estates, landlord/tenant law, sales, commercial paper, business organization, credit transactions, and government regulation.

BSAD1230 Visual Merchandising
Fundamentals of planning promotional activities and store design. Art and design principles f or use in window and in-store display. Lab includes construction of window displays and props, signage, and flat panel techniques.

BSAD1730 Principles of TQM
Introductory course covering the rationale for a continuous improvement process, the use of analytical and statistical data to make decisions, and the basic TQM tools used to gather and report data.

BSAD2030 Co-op Supervised Employment
Prerequisites: OFFT2000.
Practical work experience for the development of marketable skills for employment in the selected specialization. The course is under the guidance of the cooperative education coordinator. Open to Business Administration students only.

BSAD2270 Professional Selling
Development of selling principles and concepts used in a wide variety of selling situations including specialty, wholesale and retail. Necessary personality traits, ethics, and negotiation techniques required for successful selling are stressed and applied through the use of sales presentations and demonstrations.

BSAD2310 Business Ethics
Prerequisite: Writing/English Competency met.
Study of different perspectives of ethics and impact on organizations and individuals. Current ethical issues as they relate to business.

BSAD2365 Leadership Practicum
Prerequisites: Faculty Permission
This course pro vides students with hands-on experience in leadership, managerial decision-making, and professional communication including project management, team building, training, development, and cultural competencies and social responsibility. Students will learn to plan, f acilitate, organize events and resources, lead, delegate, and motivate others. It is an inter-active course that integrates all aspects of formal business education and training through service learning in collaboration with the international student organization, Students in Free Enterprise (SIFE). Students will be required to take e a significant leadership role in SIFE and contribute to the annual written report and visual presentation f or SIFE competition as part of this upper division credit class.

BSAD2370 Human Resources Management
Study of functions of personnel; recruiting selection, assessment, re-muneration, training, union relations. Emphasis on negotiations, communications, ADA, EEOC, leadership, and the legality of hiring and firing.

BSAD2390 Small Business Management
Prerequisites: ACC2110, BSAD1010 and math competency met or instructor permission.
How to plan, organize, operate, and fund a small business. Creation of a business plan for either a retail, service, franchise or manufacturing operation. Entrepreneurial personality, buying or starting a business from scratch, evaluating franchising opportunities, and planning small business operation.

BSAD2400 Principles of Retailing
Introduction to retailing principles in major retail areas. Policies and practices, marketing and business systems of small and large retailers are studied.

BSAD2430 Marketing Communications
Focus on planning for the optimal use of all communication elements: advertising, personal selling, public relations. Combination of these elements must be tightly interwoven for successful management of brand equity, coordinating all aspects to achieve the same goals.

BSAD2460 Electronic Commerce Marketing
Application and management techniques in utilizing electronic commerce in the workplace. Strategies for businesses that may initiate or reassess the overall effectiveness and value of the digital elements of doing business to their overall corporate goals. Ethical and societal implications of e-commerce on the marketplace, customer base and employee commitment.

BSAD2470 International Marketing
Focus on theory and strategy involved in the effective development and implementation of marketing strategies in the global business arena. Emphasis on managerial aspects of import and export marketing and of US products and services relating to the following areas: demand, competition, economics, social-cultural, political, legal, and technology. Special attention placed on the following details: culture, consumer behavior, distribution and trade agreements.

BSAD2480 Sports Entertainment Marketing
Develop skills based on concepts and theories that are unique to the Sports Marketing arena. Examine basic principles of marketing in the sports environment. Structure pro vides students with hands-on experience in leadership, managerial decision-making, and professional communication including project management, team building, training, development, cultural competencies and social responsibility. Students will learn to plan, facilitate, organize events and resources, lead, delegate, and motivate others. It is an inter-active course that integrates all aspects of formal business education and training through service learning in collaboration with the international student organization, Students in Free Enterprise (SIFE). Students will be required to take a significant leadership role in SIFE and contribute to the annual written report and visual presentation f or SIFE competition as part of this upper division credit class.

BSAD2520 Principles of Marketing
A study of the development of a constructive marketing program including consumer behavior, product, pricing, distribution, and promotional strategies.

BSAD2540 Principles of Management
Introduction to management theory and practice for supervisors of employees or managers of organizations. Functions of planning, organizing, directing, controlling and supervising. New and rapidly developing areas of management.
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Credits</th>
<th>Course Title</th>
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**CHEM • Chemistry**

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<td>CHEM2510</td>
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**Prerequisites**:
- MATH1100
- MATH1100
- MATH1100
- MATH1100
- MATH1100
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- MATH1100
- CHEM1090
- CHEM1090

**Offered**: Summer session. Designed for students who do not have background necessary for success in college chemistry. Formula writing, naming compounds, balancing equations, chemical computations. Graded pass/no pass. Does not fulfill science requirement for A.A. or A.S. degree.

**CHEM1100 General Chemistry II**

**Prerequisites**: CHEM1090 with a grade of “C” or better. A continuation of CHEM1090. Topics include chemical equilibrium and kinetics, acids and bases, solubility, product, electrochemistry and oxidation-reduction and qualitative analyses of ions. Brief introduction to organic and biochemistry.

**CHEM2510 Organic Chemistry I**

**Prerequisite**: CHEM1100.

The chemistry of compounds of carbon, hydrogen, oxygen, and other elements. Alkanes; alkynes; petroleum products; alcohol; ethers; acids, fats, and oils; aldehydes and ketones; amino acids and proteins; carbohydrates; and applications to biochemistry.
## Course Listing

### SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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<tr>
<th>Course #</th>
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### Notes
- Computer Aided Design Drafting — see DRAF
- Computer Programming & Microcomputer Technology — see INFO
- Course also offered On-line.

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### Course Descriptions

- **CNST1121 Concrete & Masonry Tools & Material Reading**
  - Theory designed to acquaint the student with materials and techniques for planning, estimating, and drafting construction drawings. Includes foundations, masonry, and concrete structures emphasizing the best practices in concrete and form work.

- **CNST1122 Concrete & Masonry Applications**
  - Laboratory application in proper use of concrete and masonry tools and materials. Experience in block laying, fireplace construction, concrete forming, and reinforcing and finishing. Safety habits.

- **CNST1123 Residential Blueprint Reading**
  - Introduction to blueprint reading, residential drawings, reproduction processes of drawings, scale reading, terms, abbreviations, symbols and basic drafting. Estimating procedures for some aspects of construction are covered. The course emphasizes layout and design of a basic residential floor plan with reading specifications and understanding of the International Dwelling Code Book. The student completes a preliminary floor plan with schedules to be utilized in CNST1226, C Residential Construction Drafting Lab. Concludes with CNST1225, Tools and Materials.

- **CNST1124 Construction Processes & Practices**
  - Introduction to hand tools, construction safety, machine woodworking, modern pr actices and processes used in the building construction industry. Carpentry techniques, competency in blueprint reading, proper layout practices, parts cutting and assembly procedures.

- **CNST1225 Tools & Materials**
  - Prerequisite: MATH1050 and CNST1223.
  - Introduction to care, use and maintenance of hand tools, portable power and stationary tool equipment. New construction industry tools, materials and concepts. Origin, manufacturing processes, and characteristics and application of materials used in residential and light commercial construction.

- **CNST1236 Residential Construction Drafting Laboratory**
  - Prerequisite: CNST1225.

- **CNST1237 Residential Construction Drafting Theory**
  - Prerequisite: CNST1225.
  - Architectural drafting for beginners including drafting and detailing techniques, lettering, standard symbols and drafting equipment. Concepts for floor and window schedule. Floor plans, basement/foundation plan, stair calculations and construction details.

- **CNST1238 Residential Construction Estimating Laboratory**
  - Prerequisite: CNST1223 and BSAD1010.
  - Application of skills acquired in CNST1329. Using standardized forms and information, student develops lists of construction materials and prices for residential construction. Emphasis on accuracy, organization, and completeness.

- **CNST1239 Residential Construction Estimating Theory**
  - Prerequisite: CNST1223.
  - Concepts of estimating quantities of residential construction materials. Interpretation of residential construction drawings and an introduction to quantity survey techniques and formulas. Decision making and materials estimate organization.

- **CNST1327 Residential Construction Drafting Theory**
  - Prerequisite: CNST1327.
  - Introduction to iron and steel making, structural systems, and procedures. Requirements of the International Residential Code for residential and small commercial structures. Preliminary information provided by instructor, but student bears more responsibility for planning design than in earlier drafting courses. Use of the International Residential Code for floor plan design and the relationship of drawings and information for a set of construction drawings is included. Fundamentals of computer-aided drafting using SoftPlan. Draw, edit and print a house plan.

- **CNST1328 Residential Construction Estimating Theory**
  - Prerequisite: CNST1328.
  - Laboratory for drawing and representation of commercial structures. Preliminary information provided by instructor, but student bears more responsibility for planning design than in earlier drafting courses. Use of the International Residential Code for floor plan design and the relationship of drawings and information for a set of construction drawings is included. Fundamentals of computer-aided drafting using SoftPlan. Draw, edit and print a house plan.

- **CNST1329 Residential Construction Estimating Theory**
  - Prerequisite: CNST1329.
  - Fundamentals of commercial blueprint reading, introduction to the metric system, Lero Lettering and Green Build basics.

- **CNST1430 Cabintery & Carpentry Laboratory**
  - Prerequisites: CNST1225, CNST1226 and CNST1227. Companion course to CNST1433.
  - Application of classroom instruction to job situations through the use of mock-up training aids, cabinets and other projects.

- **CNST1433 Carpentry Theory**
  - Prerequisite: CNST1225. Co-requisites: CNST1430.
  - Fundamentals of carpentry, emphasizing the process of home building through the study of blueprints and construction and foundation references. Site layout, foundations, framing, roofing, exterior trim, interior trim and cabinet making. Emphasis on safety techniques.

- **CNST2532 Residential Construction Applications**
  - Prerequisites: CNST1430 and CNST1433. CPR and First Aid Certification training required.
  - Application of theory and technical courses to practical situations including residential framing, exterior finish, interior trim, cabinet making, and roofing. Primary project is a frame residence which provides experiences in all aspects of framing through exterior and interior trim work. Includes short information briefing daily.

- **CNST2533 Residential Construction Principles**
  - Prerequisites: CNST1430 and CNST1433.
  - Laboratory for drawing and representation of commercial structures. Preliminary information provided by instructor, but student bears more responsibility for planning design than in earlier drafting courses. Use of the International Residential Code for floor plan design and the relationship of drawings and information for a set of construction drawings is included. Fundamentals of computer-aided drafting using SoftPlan. Draw, edit and print a house plan.

- **CNST2627 Building Construction Welding**
  - Theory and practice of shield metal arc welding and oxyacetylene torch cutting. Emphasis on safety, equipment setup and operation as it applies to the construction industry.

- **CNST2634 Commercial Construction Drafting Laboratory**
  - Prerequisite: CNST1326.
  - Laboratory for drawing and representation of commercial structures. Preliminary information provided by instructor, but student bears more responsibility for planning design than in earlier drafting courses. Use of the International Residential Code for floor plan design and the relationship of drawings and information for a set of construction drawings is included. Fundamentals of computer-aided drafting using SoftPlan. Draw, edit and print a house plan.

- **CNST2636 Commercial Construction Estimating Laboratory**
  - Prerequisite: CNST1328.
  - Laboratory for creation of commercial materials estimate using the procedures described in CNST2641. The R.S. Means Company format, estimating forms and procedures used. Emphasis on creativity, accuracy, and completeness.

- **CNST2639 Commercial Construction Drafting Theory**
  - Prerequisite: CNST1327 and ENGL1000 or higher.

- **CNST2641 Commercial Construction Estimating Theory**
  - Prerequisite: CNST1329.
  - Procedures and methods of estimating commercial structures as defined by the R.S. Means estimating system. Quantity survey and cost analysis forms and procedures.

- **CNST2643 Fundamentals of Structural Steel**
  - Prerequisites: CNST1337 and CNST1338.
  - Introduction to iron and steel making, structural shapes, design and sizing of steel structural systems, joints, beams and columns.
CRIM1010 Introduction to Criminal Justice

This course provides an overview of the history, development, and philosophical debates surrounding crime and justice within a democratic society. It examines the criminal justice system with emphasis on the police, the courts, and the corrections agencies.

CRIM1020 Introduction to Corrections

This course outlines corrections in a systematic process showing the evolving changes within institutional and community-based corrections. Topics include, but are not limited to, the history of corrections, the influence of social thought and philosophy on the development of corrections, the rights of the incarcerated inmate, and the duties of the correctional officer.

CRIM1030 Courts & the Judicial Process

This course surveys the United States judicial system. Topics include, but are not limited to, legal and constitutional concepts, institutions and processes. Coverage includes adult and civil courts.

CRIM1050 Introduction to Forensic Science

This course will provide an overview of forensic science. The topics covered will include an introduction to forensic science and the collection of evidence.

CRIM1140 Reporting Techniques for Criminal Justice

Prerequisite: ENGL1010 or ENGL1015 or equivalent. This course will provide an introduction to the language, concepts, and traditions of ethics as they relate to the functional areas of criminal justice.

CRIM2150 Social Issues in Criminal Justice

Examinations the relationships between law enforcement agencies and the complex social issues as, but not limited to: domestic violence, child abuse, elder abuse, gangs, and drugs.

CRIM2200 Criminology

Examines crime and criminology from a broad social perspective. Emphasizes the nature and causes of crimes, investigation and prosecution, and treatment and prevention.

CRIM2250 Ethics in Criminal Justice

Examines contemporary and historical theories that enhance today’s ethical practices and dilemmas. Provides an introduction to the language, concepts, and traditions of ethics as they relate to the functional areas of criminal justice.

CRIM2260 Criminal Investigation

Introduces criminal investigation procedures. Reviews the historical development and investigative processes related to law enforcement functions. Topics include, but are not limited to: police policies and procedures, evidence collection, and the identification of evidence.

CRIM2280 Criminal Justice Internship

Prerequisite: Successful completion of previous CRIM courses. This course entails a series of planned and supervised activities in actual work situations. The employment must be directly related to the student’s program of study. A total of 180 contact hours are required for this course.

CRIM2940 Law Enforcement Internship

Provides instruction in basic law enforcement techniques at the Nebraska Law Enforcement Training Center. Topics include, but are not limited to: courtroom performance, traffic enforcement, civil process, techniques of arrest, firearms training, and criminal investigation applications.

Please Note: Acceptance to the course is based on successful completion of previous CRIM courses.

DENT1110 Preclinical Concepts

Prerequisite: Currently enrolled in the clinical track phase of the program. Screening course for Dental Assisting Foundations I course DENT211. Introduction to the history of dentistry, the profossional and ethical responsibilities of the dental assistant in the practice of dental assisting, professional terminology, state and national regulations governing dentistry, education of the dental team, and the process of national certification (CDAC). Basic skills in dental health care work protocol, patient care, communication with any other population, equipment and instrument identification, high velocity evacuation, four-handed instrument exchange, manipulation of temporary cement, and occupational exposure protocol techniques.

DENT1210 Oral Sciences II

Prerequisites: DENT1103, DENT1110, FSDT1150, and MEDA1101. Thorough study of anatomical concepts pertaining to the structures of the face and oral cavity including histology, embryology, and oral morphology.

DENT1211 Dental Assisting Foundations I

Prerequisites: DENT1103, DENT1110, FSDT1150 or FSDT1350, and MEDA1101. Continuation of basic skills, manipulation of specific types of dental materials, rubber dam placement, assembly of matrix retainers, basic treatment setups, techniques for control of disease-producing blood-borne pathogens, personal protection, standard precautions, and hazard protection as required by OSHA guidelines for health care providers. Laboratory experiences occur at the UNMC College of Dentistry and at SCC Lincoln Campus.

DENT1212 Oral Hygiene

Prerequisites: DENT1103, DENT1110, FSDT1150, and MEDA1101. Application of oral hygiene principles to personal care hygiene. Includes instruction for children, adults, and edentulous persons in oral health care, including dietary needs.

DENT1214 Clinical Concepts

Prerequisites: DENT1103, DENT1110, FSDT1150, and MEDA1101. Recognition and management of medical and dental emergencies in the dental office, assisting with dental examination data gathering, or patient and overview of pharmacology and pain control.

DENT1311 Dental Assisting Foundations II

Prerequisites: DENT2110, DENT2111, DENT2114, and DENT3112. Emphasis on the principles and techniques of chairside dentistry (including coronal polish) for the dental assistant. Emphasis on dental laboratory techniques, and clinic assepsis with further development in skill, efficiency, and consistency.

DENT1312 Dental Materials I

Prerequisites: DENT1103, DENT1110, FSDT1150 or FSDT1350, and MEDA1101. Introduction to specific types of dental materials; labor atory projects pertaining to diagnostic impressions; and casts on a manikin and human patient.
DENT1313 Oral Radiography I

L 30 30 4
Prerequisites: DENT1210, DENT1211, DENT1214, and DENT1314.

Extensive study in oral radiography pertaining to the oral cavity. Laboratory emphasis on DXTTR manikin.

DENT1314 Clinical Education I

L 15 150 6.5
Prerequisites: DENT1210, DENT1211, DENT1214, and DENT1312.

Clinical education is scheduled throughout quarters two, three and four. Under supervision, students will work with patients and application of acquired skills and principles studied in the classroom and laboratory settings.

DENT1410 Practice Management Skills

L 20 30 3
Prerequisites: DENT1412, DENT1311, and DENT1314.

Principles of dental of fices procedures, resume writing, letter of application, and in ventry control. State-of-the-art dental software are program utilized throughout the entire course.

DENT1411 Dental Assisting Foundations III

L 35 15 4
Prerequisites: DENT1412, DENT1311, and DENT1314.

Principles and techniques associated with the specialties in dentistry.

DENT1412 Dental Materials II

L 15 45 3
Prerequisites: DENT1210, DENT1211, DENT1214, and DENT1312.

Continuation of Dental Materials I course with laboratory emphasis on human patient diagnostic impressions, casts and other specific labor atory projects.

DENT1413 Oral Radiography II

L 10 30 2
Prerequisites: DENT1412, DENT1311, DENT1313, and DENT1314.

Laboratory projects pertaining to human patient radiographic exposures intrinsically with emphasis on quality control and infection control.

DENT1414 Clinical Education II

L 15 150 6.5
Prerequisites: DENT1412, DENT1311, DENT1313, and DENT1314.

Adaptation to a variety of new clinical environments, with further development in highly specialized technical skills.

DESL • Diesel Technology FARM

DESL1120 Basic Electrical-Farm

M 20 20 2.5
Basic electrical principles and applications of magnetic, electromagnetism, and the use of three basic electrical meters. Circuit theory excercis es in three basic types of circuits, using OHM’s Law and basic math skills. Design, construction, saf ety operation and testing of lead acid storage batteries.

DESL1121 Cranking Motors & Ignition Systems-Farm

M 28 30 3.5
Prerequisite: DESL1120.

Principles, operation and testing of bat tery ignition systems, motor v ehicle cranking motors, switches and drives.

DESL1122 Charging Systems-Farm

M 20 32 3
Prerequisite: DESL1120.

Principles of operation, and procedures for testing and repair of AC and DC t ype generator charging systems.

DESL1123 Power Trains I-Farm

M 30 22 3.5
Prerequisite: DESL1122.

Theory of power transmission from engine to rear wheels. Includes engine measurements and performance, levers, gears, chains, clutches, transmissions, planetary gears, driv e lines, differentials, rear axles, and disassembly inspection, adjustments and reassembly of standard transmissions and differentials.

DESL1160 Oxyacetylene & Arc Welding-Farm

M 10 30 2
Theory and practice of oxyacetylene brazing and cutting, including proper operation of equipment. Principles and applications of SMA W (stick) in the flat, horizontal position.

DESL1225 Theory of Engine Operation-Farm

M 26 22 3
Prerequisites: DESL1220 through DESL1160.

Physical principles, operation, and construction of two and f our stroke cycles, single and multiple cylinder engines. Ignition timing of four stroke cycle engines to f actory specifications; balance, compression, and cylinder leakage tests; t ypes of internal combustion engine cooling systems, components and coolants.

DESL1227 Theory of Fuel System Operation-Farm

M 25 15 3
Operational theory, construction, testing, and repair methods for spark ignition f uel system components. LPG and gasoline fuel systems, as well as air induction and exhaust systems, and the relationship of valve timing, ignition and injection timing to normal combustion. Physical and chemical properties of distillate fuels used in Diesel, LPG and gasoline powered engines. Normal and abnormal combustion theory related to f uel production, testing, storage, handling and engine design methods.

DESL1228 Valve Trains-Farm

M 22 33 3
Prerequisites: DESL1120 and DESL1160.

Theory, construction, and operation of engine valve trains. Valves, valve seats, casings, cam followers, valve springs, rock er arm assemblies, push rods and related parts. V alve timing and adjustments will be judged for proficiency by actual engine operation. Basic procedure and operation of valve and seat reconditioning is perf ormed and proficiency evaluated.

DESL1230 Diesel Engine Overhaul & Inspection-Farm

M 34 42 4
Prerequisites: DESL1120 and DESL1160.

Experience in the operation and service methods for the following engine components: crankshafts, connecting rods, pistons, cylinder liners, bearing and crankcase assemblies. Crankcase lubricants, lubrication, and filter ation systems. Laboratory in disassembly, inspection, measurements, reassembly, and adjustments perf ormed on agricultural diesel engines.

DESL1311 Basic Cab Air Conditioning-Farm

M 26 14 2.5
Prerequisites: DESL1120 through DESL1253.

Study of the theory of operation and repair of air conditioning, heating, and ventilation systems used on today’s farm equipment.

DESL1349 Diesel Fuel Injection Systems II-Farm

M 54 - 5
Prerequisites: DESL1120 through DESL1253.

Study of diesel f uel injection systems including theory of R osa Master, CAV, American Bosch, Robert Bosch, and Caterpillar sleeve metering fuel injection systems. Fuel injection nozzles and nozzle holders.

DESL1351 Mobile Hydraulics-Farm

M 60 88 8.5
Prerequisites: DESL1120 through DESL1253.

Principles and application of theory, design, construction, fluid flow, and testing of hydraulic systems including pumps, actuators, reservoirs, and accumulators, lines, fitting, filters and fluids.

DESL1362 Diesel Fuel Injection Systems Laboratory-Farm

M 70 2
Prerequisites: DESL1120 through DESL1253.

Laboratory experience in servicing and troubleshooting Roosa Master, CAV, American Bosch, Robert Bosch, Caterpillar sleeve metering fuel injection systems, f uel injection nozzles and nozzle holders.

DESL1453 Post- Cooperative Education Seminar-Farm

M 20 - 2
Prerequisites: DESL1120 through DESL1362.

DESL1468 Cooperative Education-Farm

M - 400 10
Prerequisites: DESL1120 through DESL1362.

On-the-job experience in a diesel repair shop or dealership. Application of skills and knowledge acquired in previous quarters. Meeting with supervising instructor three times throughout the quarter.
### Course Information

**Course #** | **Course Title** | **Location offered** | **Class Hours** | **Lab Hours** | **Credit Hours**
---|---|---|---|---|---
DESL2536 | Farm Equipment Diesel Engine Tune-Up & Diagnosis-Farm | M 11 35 2 |  |  | 
**Prerequisites:** DESL1120 through DESL1362. Advanced study of diesel engines. Troubleshooting, cylinder head repair, and dynamometer testing of farm equipment diesel engines. Student projects in repair, testing, and adjustment of f arm equipment diesel engines.

DESL2564 | Farm Equipment Electricity- Farm | M 56 93 8.5 |  |  | 
**Prerequisites:** DESL1120 through DESL1362. Advanced study in electrical and electronics. Theory design, construction, troubleshooting, repair , and testing of f arm equipment. C r anking motors, solenoid switches, alternator, regulators and related accessories. Diodes, tr ansistors, and microprocessors. Lab experiences on components.

DESL2566 | Farm Equipment Power Trains-Farm | M 23 54 3.5 |  |  | 
**Prerequisites:** DESL1120 through DESL1362. Advanced study of power tr ains. Theory, design, construction, troubleshooting, repair, and testing of farm engine power tr ains. Particularly those transmissions classified as "on-the-go" shift t ypes. Farm equipment clutch systems. Lab projects on components.

DESL2567 | Advanced Air Conditioning-Farm | M 6 22 1 |  |  | 
**Prerequisites:** DESL1120 through DESL1362. Review of Cab Air Conditioning f undamentals and service procedures. Diagnosing, system ev aluation, repairing, and recharging exercises in the lab.

DESL2602 | Planting Equipment-Farm | M 50 77 7.5 |  |  | 
**Prerequisites:** DESL1120 through DESL1362. Theory, design, principles of operation, set up and adjustment, troubleshooting and repair of planting equipment. Row crop planters and gr ain drills. Electronic monitoring systems. Set up, operation, calibration, and troubleshooting of spr ajing equipment.

DESL2603 | Harvesting Equipment-Farm | M 50 70 7 |  |  | 
**Prerequisites:** DESL1120 through DESL1362. Theory, design, principles of operation, set up, and adjustment, troubleshooting, and repair of harvesting equipment including combines and ha y and forage equipment. Electronic monitoring systems.

DESL2604 | Tillage & Spraying Equipment- Farm | M 21 32 3 |  |  | 
**Prerequisites:** DESL1120 through DESL1362. Theory, design, principles of operation, set up, and adjustment, troubleshooting, and repair of tillage equipment. Spraying equipment theory, design, principles of operation, adjustment, troubleshooting and repair is included.

**DESL • Diesel Technology TRUCK**

### Diesel Technology TRUCK Courses

**Course #** | **Course Title** | **Location offered** | **Class Hours** | **Lab Hours** | **Credit Hours**
---|---|---|---|---|---
DESL1201 | Electrical Systems I-Truck | M 23 18 2.5 |  |  | 
Basic electrical and electronic principles and applications of magnetism, electromagnetism, and the practice of electrical measurements with analog and digital meters.

DESL1211 | Batteries & Cranking Motors-Truck | M 24 29 2.5 |  |  | 
**Prerequisite:** DESL1201. Purpose, theory, construction, operation, and testing of lead acid bat teries. Theory of cr anking motor operation and its application to modern cranking systems. Lab activities include component and circuit testing with analog and digital meters. Review of conventional ignition systems.

DESL1221 | Electronic Ignition & Charging Systems-Truck | M 22 34 3 |  |  | 
**Prerequisite:** DESL1201. Theory, operation, and testing of electronic ignition systems. Theory of AC type charging systems and their application to modern alternators. Lab work in charging system diagnosis, proper disassembly procedures, alternator component testing, reassembly, and complete system testing with results compared to specifications.

DESL1231 | Power Trains I-Truck | M 30 26 3.5 |  |  | 
**Prerequisite:** DESL1261. Theory of power tr ansmission from engine to rear wheels. Engine measurements and perf ormance, levers, gears, chains, clutches, tr ansmissions, planetary gears, drive lines, differentials, rear axles, and disassembly, inspection, adjustments and r eassembly of standard tr ansmissions and differentials.

DESL1241 | Diesel Fueling-Truck | M 19 18 1.5 |  |  | 
Instruction in gas metal arc welding (MIG), oxy acetylene braise welding and cutting, equipment set up, safety and operation is stressed.

DESL1261 | Hand & Precision Measuring Tools-Truck | M 20 46 3.5 |  |  | 
Proper use and care of power and hand tools. Micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extr actors, thread restoration, tube flaring, fit tings, and f asteners. Students project utilizing hand tools and measuring instruments.

DESL2251 | Theory of Engine Operation-Truck | M 25 15 3 |  |  | 
**Prerequisites:** DESL1201, DESL1211, DESL2251, and DESL1261. Basic physical operation and construction of two and four stroke cycle engines. Ignition timing of four stroke cycle engines to factory specifications balance, compression, and cylinder leakage tests; type of internal combustion engine cooling systems, components and coolants.

DESL2271 | Theory of Fuel System Operation-Truck | M 10 3 |  |  | 
**Prerequisites:** DESL1201, DESL1211, DESL2251, and DESL1261. Study of f uel fundamentals, testing, octane and diesel engines including a discussion of the pros and cons. Theory of fuel system operation, construction, and operation of fuel tanks, fuel gauges, fuel lift pumps, air and f uel filtering systems, f uel lines and intake/exhaust manifold systems. Includes theory construction, and operation of heat ex changers. Theory, construction, operation, servicing, and troubleshooting of turbochargers is covered.

DESL2281 | Valve Trains-Truck | M 21 34 3 |  |  | 
**Prerequisites:** DESL1201, DESL1211, DESL2211, DESL1261 and DESL2251. Basic theory, construction and operation of engine valve trains. Valves, valve seats, camshafts, cam followers, valve springs, rock er arm assemblies, push rods, and related parts. V alve timing and adjustments will be judged for proficiency by actual engine operation. Basic procedure and operation of valve and seat reconditioning is performed and proficiency evaluated.

DESL2301 | Engine Overhaul & Inspection-Truck | M 30 25 3.5 |  |  | 
**Prerequisites:** DESL1201, DESL1211, DESL2211, DESL1261 and DESL2251. Design, construction, operation, and servicing of the following engine components; cr anshafts, pistons, piston rings, connecting rods, and bearings. It also covers lubricants, lubrication systems, and filtr ation systems. Activities include disassembly, inspection, measurements, reassembly, and adjustments. Performance exhibited by assembly and adjustments of engine.

DESL2321 | Diesel & Gas Fuel Injection-Truck | M 35 20 4 |  |  | 
**Prerequisite:** DESL2271. Theory of operation and construction of gasoline, diesel fuel injection system nozzles and injectors. Electronic injectors are covered. Lab work consists of testing and service procedures f or nozzles/injectors. Theory of operation and service procedures for emission control devices used on diesel and gasoline applications included.

DESL2351 | Electronic/Electrical Systems I-Truck | M 35 18 4 |  |  | 
**Prerequisites:** DESL1201, DESL1211, DESL2211, DESL1261, and DESL2251. Theory of operation, troubleshooting, diagnosis, and repair of truck cab/chassis and trailer wiring/lighting systems. Instruments, gauges, and electrical accessories are also covered. Engine/vehicle electronic sensors and computers included.

DESL3451 | Conventional Transmissions & Clutches-Truck | M 40 85 6.5 |  |  | 
**Prerequisites:** All first and second quarter classes. Lecture, demonstration and labor atory course encompassing the principles, design, construction, operation, repair and adjustment of f v e through eighteen speed manual shift tr ansmissions. Clutch removal, troubleshooting, rep air, installation and adjustment plus PT O installation and adjustment are also covered.

DESL3471 | Truck Final Drives-Truck | M 30 40 4 |  |  | 
**Prerequisites:** All first and second quarter classes. Lecture, demonstration and labor atory course encompassing the principles, design, construction, and repair of truck final drives and related components. Phasing and angularity of drivelines is covered along with operation, inspection and replacement of U-joints.

DESL3481 | Preventative Maintenance & Inspection-Truck | M 30 75 5.5 |  |  | 
**Prerequisites:** All first and second quarter classes. Lecture, demonstration, and laboratory course for the entry level technician designed to introduce the student to correct procedures and pr actices of vehicle preventative maintenance and inspection.
DESL 4341 Air Brakes-Truck  
M 30 45 4.5  
Prerequisites: All first and second quarter classes. Principles, components, operation, service, repair, adjustment and troubleshooting of the air brake system used on today’s trucks, including safety, brake balance and anti-lock brakes.

DESL 4351 Steering and Suspension-Truck  
M 30 60 5  
Prerequisites: All first, second and third quarter classes. Principles, components, operation, service, repair, adjustment and troubleshooting of the steering and suspension system used on today’s trucks and trailer alignment, use of equipment and shop safety.

DESL 4361 Hydraulic Brakes-Truck  
M 20 30 3  
Prerequisite: All first, second and third quarter classes. Principles, components, operation, service, repair, adjustment and troubleshooting of the hydraulic brake system used on today’s trucks, including safety, brake balance and anti-lock brakes.

DESL 4381 Basic Hydraulics-Truck  
M 20 15 2.5  
Principles and application of theory design, construction, and testing of hydraulic systems including pumps, actuators, reservoirs, accumulators, lines, fittings, filters and fluid flow.

DESL 4451 Heating and Air Conditioning I-Truck  
M 30 20 3.5  
Principles and application of theory design, construction, components, operation, service, repair, adjustment and troubleshooting of the air conditioning and heating systems used on today’s trucks, use of equipment and shop safety.

DESL 5412 Post-Cooperative Education/ Seminar-Truck  
M 20 2  
Prerequisites: DESL 201 through DESL 4451 and DESL 5511, DESL 6542, DESL 6543, and DESL 6549 + DESL 5852. Evaluation of the on-the-job training to share experiences, ideas, and prepare for full-time employment upon graduation.

DESL 5582 Cooperative Education-Truck  
M 400 10  
Prerequisites: DESL 201 through DESL 4451 and DESL 5511, DESL 6542, DESL 6543, & DESL 6548. On-the-job experience in a diesel repair shop. Practice of skills and knowledge acquired in previous quarters.

DESL 6302 Heating & Air Conditioning II-Truck  
M 15 35 2.5  
Prerequisites: DESL 201 through DESL 4451. Study of advanced mobile air conditioning to include heat exchange, diagnosis, evacuating, charging, leak testing, adjusting and proper handling of required service tools in the laboratory.

DESL 6432 Automatic Truck Transmissions-Truck  
M 25 35 3.5  
Prerequisites: DESL 201 through DESL 4451. Principles, design, and construction of Allison automatic truck transmissions. Lab work in disassembly, inspection, reassembly, adjustment, repair, and testing of the automatic transmission.

DESL 6452 Electrical Systems III-Truck  
M 40 60 6.0  
Prerequisites: DESL 201 through DESL 4451. Electrical principles and concepts, semiconductors and microprocessors. The use of digital multimeters and wire revealing, including weather pack service techniques. Bench and on vehicle diagnostic procedures for present and future diesel electronic systems.

DESL 6482 Electronic Diesel Engine Diagnostics & Tune-Up-Truck  
M 50 5.5  
Prerequisites: DESL 201 through DESL 4451. Lecture, demonstration and laboratory course designed to give students an introduction to the electronic heavy duty diesel engine. Includes tune-up and troubleshooting the electronic engine, setting customer specific parameters, progressive shifting to include the operation and adjustment of the engine brake system.

DRAF • Computer Aided Design Drafting

DRAF 1110 Design Drafting Concepts  
L 30 3  
A study of the application of communication and documentation of basic design skills using industry accepted standards and practices.

DRAF 1120 Basic Computer Aided Drafting  
L 45 15 5  
Prerequisite: Students must take an entry evaluation test and pass with a B+ or better for placement into the Computer Aided Design Drafting program. Introductory two-dimensional drafting as used in Architectural, Electrical/Electronic, Mechanical, Structural, Piping. Menus, display y, coordinates, draw, edit, save, plot, file management, draw set up, lettering, line types.

DRAF 1220 3-D Solid Modeling  
L 45 15 5  
Prerequisite: DRAF 1110 and DRAF 1210. Use of solid primitives, surfaces, objects. Application of attributes and data base information within drawings. 3-D design as used in Architectural, Electrical/Electronic, Mechanical, Structural. Piping. Menus, display y, coordinates, draw, edit, save, plot, file management, draw set up, lettering, line types.

DRAF 1310 3-D Visualization  
L 15 45 3  
Prerequisite: DRAF 1330 and DRAF 1220. Using computer aided design f or the creation of illustrations for display and/or print incorporating color, texture, and spatial organization of ideas.

DRAF 1330 Solid Works  
L 45 15 5  
Prerequisite: DRAF 1110 and DRAF 1220. Using Solid Works software students create designs to produce parts, assemblies and drawings of 3D and 2D products. Design of products follows typical designs from local companies.

DRAF 1340 Strength of Materials  
L 44 4  
Prerequisite: DRAF 1110 and MATH 1008 or higher. Theories of forces acting on bodies. Moments of forces, formulas for stresses in materials and structural members.

DRAF 1400 Architectural Design with Revit  
L 45 15 5  
Prerequisites: DRAF 1220, DRAF 2400. Using Revit Building software are to create Building Information Models and using tools f or parametric building design and documentation.
DRAF2200  Geometric Dimensioning & Tolerancing  
L 30  3  
Prerequisite: DRAF1110 and DRAF1220.  
Application of the rules and symbols for G.D.T.  
(Required course for DRAF2210.)  

DRAF2210  Engineering Processes  
L 15  45  3  
Prerequisite: DRAF2200 and DRAF2130.  
Application of engineering responsibility to the  
manufacturing, quality assurance, and marketing of  
consumer products. Building 3-D f unctional  
parts using a 3-D rapid prototyping plotter.  

DRAF2215  Plastics Part Design  
L 15  45  3  
Prerequisite: DRAF1330, DRAF2200, DRAF2130.  
Application of current engineering to solving  
plastics part design problems from the "Need  
Recognition" stage through product  
implementation.  

DRAF2220  Flat Pattern Layout  
L 15  45  3  
Prerequisites: DRAF1330 and DRAF2200.  
Study of flat pattern developments used for  
consumer products, product packaging, and  
sheet metal design applications.  

DRAF2230  Design Concepts  
L 30  -  3  
Prerequisite: DRAF2210.  
A study of the Design process requires resolution of  
constraints arising from technical, aesthetic, human  
and business concerns where the designer uses  
creativity, imagination and technical knowledge to  
satisfy these requirements and create products to  
satisfy human needs  

DRAF2240  Consumer Products-Design  
L 15  45  3  
Prerequisite: DRAF2230.  
Application of the steps used in the design process.  
Developing designs to solve typical consumer  
product design problems. Research current product  
history and cost related to the manufacture of  
products.  

DRAF2260  Jig & Fixture-Design  
L 15  45  3  
Prerequisite: DRAF2210.  
Study of the design and economics of work holding  
devices. Design layout for product relationship to  
fixture use.  

DRAF2440  Topographic/Civil Drafting  
L 15  45  3  
Prerequisite: DRAF1110 and DRAF1120.  
Methods used in drafting maps including symbols,  
the procedure of plotting traverses, and the drawing of  
property boundaries from a legal description.  
Introduction in reading, interpreting and plot  
ting information from a surveyor's field book. Or  
drawing roadways, cross sections and plan & profiles,  
and subdivision plats.  

DRAF2520  Electronic Drafting  
L 15  45  3  
Prerequisite: DRAF1110 and DRAF1120.  
The use of electronic symbols to create block  
diagrams and schematic diagrams of electronic  
circuits. Drawing highway cable designs and cabinet  
and panel layouts.  

DRAF2600  Special Projects  
L 15  45  3  
Prerequisite: Permission of Program Chair.  
Study of a special area in dr afting or completion of  
a special drafting project not previously covered in  
the curriculum.  

DRAF2620  Co-op Education I-Drafting  
L 200  3  
Prerequisite: Permission of Program Chair.  
Training in a work situation. Guidance from the  
structor/coordinator and the tra ining supervisor.  
Individualized, specific, written objectives which  
have been approved by the College. During the co-  
op period, the student will at tend a mandatory  
related class each week.  

DRAF2621  Co-op Education II -Drafting  
L 200  3  
Prerequisite: Permission of Program Chair and  
DRAF2620.  
A continuation of the DRAF2620 course giving  
students an extended opportunity to experience a  
work situation.  

ECED • Early Childhood Education  

ECED1050  Expressive Arts  
L 45  -  4.5  
This course focuses on the selection, construction  
and use of materials, activities and experiences that  
encourage the young child's creativity and aesthetic  
appreciation through the visual arts, music, body  
movement, and dramatic play. Curriculum designed  
for 3-8 year olds. Grade of "C" or better required  
for ECED1565.  

ECED1060  Observation, Assessment and  
Guidance  
L 45  -  4.5  
This course introduces a variety of observation,  
assessment and guidance techniques used in an  
early childhood education setting through birth  
and age 8. Grade of "C" or better required for  
ECED1565 and ECED1240.  

ECED1110  Infant and Toddler  
Development  
L 45  -  4.5  
This course focuses on the development and  
development of children in the prenatal period to  
the age of two. Planning curriculum for  
appropriate activities for children. Grade of "C" or  
better is required to pass.  

ECED1112  Advanced Infant and Toddler  
Concepts  
L 30  -  3  
Pre-requisite: ECED1110.  
A continued and in-depth study and application of  
typical growth and development of the infant from  
birth through age two. Observation and  
appropriate practices and curriculum are examined.  
Required for Coop students working in an Infant/Toddler setting.  

ECED1120  Preschool Child Development  
L 30  -  3  
This course focuses on the development of the  
child ages 3 through 5 years, in the domains of  
physical growth and motor skills, cognitive and  
language, and social/ emotional development. Grade of "C" or better required for  
ECED1565.  

ECED1150  Introduction to Early Childhood Education  
L 45  -  4.5  
An overview of early childhood education, history,  
and the philosophies of various programs, diversity,  
inclusion, licensing standards, current  
legislation, professionalism and advocacy are examined.  

ECED1160  Early Language and Literacy  
L 45  -  4.5  
This course focuses on the development of literacy  
and language skills for children from birth through age 8.  
Students will plan and implement developmentally  
appropriate literacy and language activities. Grade of "C" or better required for  
ECED1565.  

ECED1220  Pre-Practicum  
L 15  -  1.5  
This course is for pre or co-requisite for first ECED  
practicum.  

ECED1221  Infant / Toddler Practicum  
L 90  -  3  
Pre-Co-requisite: ECED1110. Enrolled in  
ECED1220 if this is the first practicum.  
This course is designed to provide an understanding of the developmental stages of children six weeks through age two by participating in hands-on learning experiences in selected child care settings.  

ECED1224  Preschool Math, Science and  
Social Studies Curriculum  
L 30  -  3  
Planning and implementing developmentally  
appropriate activities for children. Grade of "C" or better required for  
ECED1565.  

ECED1230  School Age Child Development  
L 30  -  3  
This course focuses on the development of the  
child ages 5-12 in various domains of physical growth  
and motor skills, cognition and language, and social/ emotional  
development. Grade of "C" or better required for  
ECED1565.  

= Course also offered On-line.
**Course #** | **Course Title** | **Location offered** | **Class Hours** | **Lab Hours** | **Credit Hours**
---| ---| ---| ---| ---| ---
ECED1240 | Preschool/School Age Practicum | L - | 90 | 3
Pre/co-requisites: ECED1120, 1230, 1060. Co-enrolled in ECED1220 if this is the first practicum.
This course is designed to provide an understanding of the developmental stages of children from three to eight years of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for children 3-8 years of age are also presented. Students are required to complete a minimum of 30 clock hours of practicum experience. Attendance at discussion/orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student. Grade of "C" or better required for all ECED majors.

ECED1260 | Early Childhood Health, Safety, and Nutrition | L 45 - | 4.5 | 5 - .5 | .5
Defines interrelationship of safety, nutritional planning & health and how environmental factors affect young lives. Grade of "C" or better required for ECED1565.

ECED1270 | Integrated Curriculum; Ages 3-8 years | L 30 | 90 | 6
Prerequisite: ECED110, ECED1220, ECED1230, ECED1260. This course will combine the learning domains of language and literacy, math/science/social studies and expressive arts along with the fundamental elements of curriculum design to provide an application based learning experience of children’s learning experiences and instructor curriculum design. Grade of "C" or better required for ECED majors.

ECED1340 | How Children Learn | L 30 - | 3 | 5 - .5
Theory, methods, and planning techniques for teaching the young child in relation to thinking patterns and learning styles.

ECED1401 | Displays in the Early Childhood Classroom | L 5 - | 5 | 4.5
Selection, construction and use of materials, activities and experiences that encourage age appropriate displays and bulletin board design, curriculum designed for three to eight-year-olds.

ECED1402 | Effective Technology in the Early Childhood Classroom | L 5 - | 5 | 4.5
Introducing students to skills and techniques of incorporating computers and other forms of technology into the classroom.

ECED1403 | Developing a Professional Portfolio for the Early Childhood Educator | L 5 - | 5 | 4.5
Focuses on assisting the early childhood educator begin the process of developing and assembling a professional / professional portfolio to be used throughout their professional career.

ECED1404 | Understanding Diversity in the Early Childhood Classroom | L 5 - | 5 | 4.5
Focuses on developing a culture and ethnic awareness for early childhood educators as they respond sensitively to diversity in the classroom.

ECED1405 | Portfolio Assessment in the Early Childhood Classroom | L 5 - | 5 | 4.5
Focuses on helping the early childhood educator understand the importance of this alternative method of assessment and ways to incorporate it into the classroom curriculum and environment.

ECED1406 | Effective Transitions in the Early Childhood Classroom | L 5 - | 5 | 4.5
Fun and effective ways to make transitions work in an early childhood setting.

ECED1407 | Creative Group Times in the Early Childhood Classroom | L 5 - | 5 | 4.5
This course focuses on the awareness of using creative techniques during group times in early childhood settings infant through age eight.

ECED1408 | Effective Home Visits for the Early Childhood Educator | L 10 - | 10 | 4.5
Focuses on how to establish a stronger relationship with parents by planning and conducting effective, successful home visits.

ECED1409 | PPST Preparation | L 10 - | 10 | 1
This course is designed to help you prepare for the Pre-Professional Skills Test. It will include an overview of the Praxis format, various testing strategies, test myths and facts, and a prep/test post analysis.

ECED1475 | Professional In-home Care | L 45 - | 4.5 | 5 - .5
Skills and requirements specifically for the person working in a home setting as a professional nanny or a family child care provider. Discussion of business plans, development of a parent handbook, selection of employee agencies, contract negotiations and interviewing of prospective clients and employers. Activity planning and scheduling for children of diverse ages and abilities. A grade of "B" or better is required for the In-Home Child Care Professional Focus.

ECED1560 | Comprehensive Family Child Care Practicum | L 45 - | 4.5 | 5 - .5
Open only to declared ECED students.
Prerequisites: Program permission required and an overall GPA of 2.5 or above. Current First Aid/CPR certification. A grade of "B" or better. A grade of "B" or better required.

ECED1565 | Child Care Head Teacher Practicum | L 30 - | 30 | 8
Open only to declared ECED students.
Prerequisites: Program Permission. Overall GPA of 2.5 or above. Current first aid/CPR certification.

ECED1570 | Independent Study | L 15 - | 15 | .5
Allows students to attend approved workshops and/or seminars and work with a faculty advisor to develop an individualized plan of study.

ECED1575 | In-Home Child Care Professional Practicum | L 10 - | 10 | 6
Pre-requisite: Program Permission. Open only to students graduating with the In-Home Child Care Professional diploma or with program permission. Must have taken or be taking ECED1475. A grade of 2.5 or above. Current first aid/CPR certification.

ECED1665 | Child Care Head Teacher Coop | L 30 - | 30 | 200 | 8
Pre-requisite: Program permission required to register. Open only to declared students graduating with the Child Care Professional Diploma. Prerequisites: Overall GPA of 2.5 or above. Current First Aid/CPR certification. A grade of "B" or better. A grade of "B" or better required.

ECED1675 | In-Home Child Care Professional Coop | L 10 - | 10 | 200 | 6
Pre-requisite: Program permission required to register. Must have taken or be taking ECED1475. Open only to declared students graduating with the In-Home Child Care Professional diploma. Prerequisites: ECED1221, 1240, 1240, 1160, 1160, 1221 and 1240 with a grade of "C" or above. A grade of "B" or better to meet graduation requirements. Practical work experience as a teacher in a licensed site. The site must meet the following by the end of the semester: 30 seminar/lecture hours will be arranged with the instructor / supervisor.

ECED1700 | Independent Study | L 15 - | 15 | .5
Allows students to attend approved workshops and/or seminars and work with a faculty advisor to develop an individualized plan of study.
ECED2457 Advanced Child Care Administration Concepts

Prerequisite: ECED2450
A continuation of more in-depth administrative principles designed for students pursuing a management/supervisory position. This class will focus on the application and practice of the administrative duties and skills presented at an awareness level in ECED2450.

ECED2501 Early Childhood Education Professional Lab

Prerequisite: Program permission required to register. ECED1565 with a "B" or better. Must be taken or taken in conjunction with ECED2450.
An intensive, inclusive lab experience in a variety of settings. Application of all skills needed for working in a comprehensive child care setting. Discussion and presentation of child development topics and student's lab experiences. A grade of "C" or better is required. 20 seminar/lecture hours scheduled.

ECED2575 Advanced Practicum

Prerequisite: Program Permission required to register.
Prerequisites: ECED2501 with a "B" or better, ECED2070 and four of the five General Ed. core classes. Overall GPA of 2.5 or above. Current first aid/CPR certification. A grade of B or better required to meet graduation requirements.
Advanced practicum experiences as an intern in a variety of child care settings. Preparation and discussion of child development topics and student's practicum experiences. 10 seminar/lecture hours arranged with instructor/supervisor.

ECED2607 Individualized Practicum

Practicum experiences designed to meet individual and program needs. A grade of B or better is required.

ECED2675 Advanced Coop

Prerequisite: Program Permission required to register.
Prerequisites: ECED2501 with a "B" or better, ECED2150 and three of the four General Ed. core classes. Open only to declared students graduating with a "B" or better.

ECED2800 Early Childhood Education Graduation Seminar

Pre-requisite: Program Permission. Open only to students graduating at the end of the current quarter. Designed for graduating Early Childhood Education students to complete and present their final project and professional portfolio in preparation for the workplace. Students will develop and present their personal philosophy of education and research current issues in education. A grade of B or better is required.

ECO • Economics

ECON1200 Personal Finance

Prerequisite: Math competency met.
Survey of principles and methods of managing personal finance resources. An introduction to how economic concepts and financial decisions impact personal financial decisions. Topics include: economic concepts, banking, saving and investing, credit, major purchases (home/auto), risk management (home, life, health, auto), tax strategies, retirement and estate planning.

ECON2110 Macroeconomics

It is recommended that students have a strong college level math and accounting background before taking this class.
A study of the "big ideas" of macroeconomics such as GDP, inflation, unemployment, labor productivity, and rational economic decision making using the marginal principle and diminishing returns. A look at public policy decisions using Keynesian fiscal and monetary policies, globalization and the economic challenges facing our economy.

ECON2120 Microeconomics

It is strongly recommended to complete Macroeconomics ECON2110, and have a strong college level math and accounting background before taking this class.
A study of basic economic principles such as elasticity of demand, consumer choice, profit maximization, types of competition and asymmetric markets. A microeconomic focus on the behavior of individual households and firms.

EDUC • Education

EDUC1080 Professional Practicum Experience I

Prerequisite: Concurrent enrollment: EDUC1310.
Guided participation and observation in the schools. Trends in teaching, certification, the professional role of the teacher and other issues in teacher education. Includes on-campus class 1.5 hours each week and 3 hours per week in a school classroom. Graded pass/no pass.

EDUC1310 Introduction to Education

Overview of the field of education. Encourages critical thinking about the role of education in society, the role of the teacher and educational practices in schools.

EDUC2160 Children's Literature

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.
Survey of the various genres of children's literature with an emphasis on methods of critically evaluating, analyzing, and sharing with other students.

EDUC2165 Adolescent Literature

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.
Survey of the various genres of adolescent literature. Emphasis on methods of evaluating both traditional and recent selections and the inter/inter-disciplinary uses of young adult literature.

EDUC2500 Fundamentals of Child Development for Education

Prerequisite: EPSE2000 or INTD1110 or permission of instructor.
Fundamental concepts and principles of child development with reference to cognitive and social/emotional development from infancy to early childhood. Biocultural forces which affect behavior and development in children in relation to educational practice.

EDUC2510 Fundamentals of Adolescent Development for Education

Prerequisite: EPSE2000 or INTD1110 or permission of instructor.
Fundamental concepts and principles of human development with reference to cognitive and social/emotional development from late childhood to early adulthood. Biocultural forces which affect behavior and development in adolescents as they relate to educational practice.
### SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EDUC2590</td>
<td>Instructional Technology</td>
<td>M 45 - 4.5</td>
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<td>EDUC2610</td>
<td>Fundamentals of Psychology</td>
<td>B/L 45 - 4.5</td>
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<td>EDUC2970</td>
<td>Professional Practicum Experiences II</td>
<td>B/L 15 30 2.5</td>
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<td>EDUC2971</td>
<td>Professional Practicum Experiences III</td>
<td>B/L 15 30 2.5</td>
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<tr>
<td>EIGT1120</td>
<td>Drawing/Illustration I</td>
<td>M 40 60 6</td>
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<tr>
<td>EIGT1122</td>
<td>Introduction to Graphic Design</td>
<td>M 40 10 4.5</td>
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<td>EIGT1126</td>
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<td>EIGT1240</td>
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<td>M 40 15 4.5</td>
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<td>Color Theory</td>
<td>M 40 60 6</td>
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<tr>
<td>EIGT1356</td>
<td>Photography &amp; Digital Imaging</td>
<td>M 40 60 6</td>
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<tr>
<td>EIGT1460</td>
<td>Environmental &amp; Package Design</td>
<td>M 40 60 6</td>
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<td>EIGT1465</td>
<td>Corporate Identity Design</td>
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<td>EIGT1485</td>
<td>Web Design I</td>
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<td>EIGT2567</td>
<td>Web Design II</td>
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<td>EIGT2575</td>
<td>Graphic Design Portfolio I</td>
<td>M 40 105 7.5</td>
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<tr>
<td>EIGT2585</td>
<td>Print Reproduction Processes</td>
<td>M 40 15 4.5</td>
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</tbody>
</table>

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**EIGT1120 Drawing/Illustration I**
- **Prerequisite:** Program Permission
  - This course provides a foundation in basic aesthetic and technical principles. Students will learn how to establish a professional working relationship with the industry. In addition to lecture and research, students will take field trips to multiple industry work sites to observe the variety of processes that exist within the graphic arts industry.

**EIGT1234 Computer Graphics II**
- **Prerequisite:** Program Permission
  - This course focuses on digital illustration and image manipulation. Students will learn to use Adobe Photoshop and Illustrator learning methods for handling raster-based and vector-based images. Projects will include photo retouch, photo correction, compositing, illustration, logo creation, informational graphics and charts. Students will continue to build skills with QuarkXPress.

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**EIGT1356 Photography & Digital Imaging**
- **Prerequisite:** Program Permission
  - This course is an introduction to photography as a craft. Students will learn how to use Photoshop as an image manipulation tool. The course builds upon the manipulation tool.

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**EIGT1460 Environmental & Package Design**
- **Prerequisite:** Program Permission
  - In this course students will learn to use the environmental sign to explore the aesthetics of sign and symbol. Students will learn to create and analyze visual communication. Production / technical requirements will be examined. Students will explore the creative potential for application of a diverse range of mediums and materials. An emphasis will be placed on function and craft (execution).

---

**EIGT1465 Corporate Identity Design**
- **Prerequisite:** Program Permission
  - In this course students will learn to analyze existing identity and explore the history of corporate identity. Branding strategy will be explored as it relates to identity. Students will create identity revision/updates and create new identity systems based on specific branding requirements. Students will examine current identity requirements and will write a graphic standards and application manual for identity designs they create. An emphasis will be placed on use of appropriate type as well as visual aesthetics, shape/form, color and integration of these elements.

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**EIGT2567 Web Design II**
- **Prerequisite:** Program Permission
  - Web Design II introduces the development of actual websites. Fundamental concepts such as planning, management, content organization, visual design approach and navigation. Emphasis is placed on using functional methods that meet clear and concise application and technical requirements.

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**EIGT2575 Graphic Design Portfolio I**
- **Prerequisite:** Program Permission
  - In this course students will begin to explore on an individualized basis the development of a personal portfolio with emphasis on demonstrating software skills as well as typographic, layout and image making skills. Portfolio development will focus on self promotion and development of a portfolio of work. This portfolio will include all the skills and knowledge acquired in the previous quarters.
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EIGT2662</td>
<td>Web Design III</td>
<td>M 40 60 6</td>
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<td></td>
<td>Prerequisite: Program Permission</td>
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<td>Students will focus on attention on producing a visually compelling and skillfully created portfolio website for presenting themselves, and their work, to prospective employers. Each site must be fully functional and posted. The successful creation of a personal graphic design web site is a requirement for graduation.</td>
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<tr>
<td>EIGT2664</td>
<td>Graphic Design Portfolio II</td>
<td>M 40 120 8</td>
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<td>Prerequisite: Program Permission</td>
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<td>In this course students will on an individualized basis complete the dev elopment of a personal portfolio with an emphasis on demonstr ation of typographic, layout and image making skills. Portfolio development will focus on self promotion and development of a second full ad campaign. Along with completion of a portfolio, a personal sales/marketing presentation kit and resume will be required.</td>
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<tr>
<td>EIGT2799</td>
<td>Directed Independent Study in Graphic Design</td>
<td>- 1-5</td>
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<td>Must have permission of instructor and division dean. Credit hours vary.</td>
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<tr>
<td>EIGT2800</td>
<td>Graphic Design Internship</td>
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<td>Prerequisite: Program Permission</td>
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<td></td>
<td>Practical graphic design work experience for the development of marketable employment skills. The course is under the guidance of the graphic design faculty.</td>
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**ELEC**

**Electrical Technology, Electromechanical Technology, Electronic Servicing and Electronic Engineering Technology**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ELEC1317</td>
<td>Active Devices</td>
<td>L/M 100 100 13</td>
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<td></td>
<td>Prerequisite: ELEC1217</td>
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<td></td>
<td>Introduction to diodes, transistors, FETs, SCR s and TRUs which make up complete electronic circuits. Device analysis, basic circuit design, and common troubleshooting practice for these devices.</td>
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<tr>
<td>ELEC1336</td>
<td>CAD &amp; Electrical Estimating</td>
<td>M 20 30 3</td>
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<td>Prerequisite: ELEC1217</td>
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<tr>
<td></td>
<td>Introduction to computer based drafting systems for electrical applications followed by the design of electrical distribution system and computerized cost estimating.</td>
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<tr>
<td>ELEC1337</td>
<td>Sketching &amp; CAD</td>
<td>M 20 30 3</td>
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<td>Electromechanical students will learn the fundamentals of freehand sketching and computer based drafting for maintenance purposes.</td>
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<tr>
<td>ELEC1344</td>
<td>Motor Controls</td>
<td>M 20 30 3</td>
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<td>Prerequisite: ELEC1217</td>
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<tr>
<td></td>
<td>Practices in the operation, application, wiring, and troubleshooting of AC electrical control systems.</td>
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<tr>
<td>ELEC1356</td>
<td>Fluid Power</td>
<td>M 60 40 7</td>
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<td></td>
<td>Prerequisite: MATH1080 and PHYS1017</td>
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<td>Study of fluid power (hydraulic and pneumatic) systems. Circuitry and various components, their design, operation, application, and maintenance.</td>
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<tr>
<td>ELEC1362</td>
<td>Electronic Drafting</td>
<td>L/M 10 10 1</td>
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<td>Prerequisite: Prior computer coursework or experience.</td>
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<td></td>
<td>Introduction to computer based drafting systems for electronics applications.</td>
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<tr>
<td>ELEC1365</td>
<td>Residential &amp; Commercial Wiring</td>
<td>M 150 100 18</td>
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<td>Prerequisite: ELEC1217</td>
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<td>Practical experience in the construction of residential wiring systems. Design, layout and estimating of a residential electrical system based on the National Electrical Code (NEC).</td>
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<tr>
<td>ELEC1376</td>
<td>Welding</td>
<td>M 20 30 3</td>
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<td></td>
<td>Fundamentals of oxyacetylene equipment, OA cutting, brazing, and silicon soldering. Arc welding theory and lab practice with emphasis on maintenance welding. Safe operation of equipment and application emphasized.</td>
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<td>ELEC1422</td>
<td>Analog Circuits</td>
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<td>Prerequisite: ELEC1317</td>
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<td>Theory and lab experience in design, testing, troubleshooting, and repair of multistage, small signal and power amplifiers using discrete and integrated circuits for linear amplifier circuits and oscillator applications. Principles of audio, IF, and RF amplifiers are addressed.</td>
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<tr>
<td>ELEC1432</td>
<td>Power Supply Systems</td>
<td>L/M 25 25 3</td>
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<tr>
<td></td>
<td>Prerequisite: ELEC1317</td>
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<tr>
<td></td>
<td>Operational theory of voltage regulating supplies and related system components. Troubleshooting techniques and test specifications will be covered and reinforced through lab applications.</td>
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<tr>
<td>ELEC1436</td>
<td>Power Transmission &amp; Lubricants</td>
<td>L/M 50 5</td>
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<tr>
<td></td>
<td>Prerequisite: MACH1121 and MFGT4156</td>
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<td></td>
<td>Fundamentals of power transmission equipment including belt drive, chain drive, couplings, bearings, lubrication, and open and enclosed gearing.</td>
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</table>

**ELEC1446**

Industrial Machines & Mechanical Systems

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC1356</td>
<td>Structural &amp; Frictional Analysts</td>
<td>M 40 7</td>
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<tr>
<td></td>
<td>Prerequisite: ELEC1217</td>
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<td></td>
<td>Troubleshooting and repair of mechanical equipment. Bending, installing conduits, and repair of clutches and brakes.</td>
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<tr>
<td>ELEC1452</td>
<td>Audio Systems</td>
<td>L/M 25 25 3</td>
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</tr>
<tr>
<td></td>
<td>Prerequisites: ELEC1217 and ELEC1317</td>
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<tr>
<td></td>
<td>Operational theory of audio systems and components. Trouble-shooting techniques and test specifications will be covered and reinforced through lab applications.</td>
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**ELEC1464**

Transformers, Three-Phase System

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC127</td>
<td>Study of transformers including three-phase use with balanced and unbalanced loads. Troubleshooting techniques and performance characteristics of one-phase motors.</td>
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<tr>
<td>ELEC1474</td>
<td>Predictive Maintenance Principles</td>
<td>M 40 10 4</td>
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<td></td>
<td>Prerequisite: ELEC1217</td>
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<td></td>
<td>Orientation, planning, and practical application of setting up a predictive maintenance program for inspection, testing, cleaning, lubricating, and adjusting of equipment.</td>
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</table>

**ELEC1476**

Transformers, Three-Phase System

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<th>Course #</th>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ELEC1217</td>
<td>Study of transformers including three-phase use with balanced and unbalanced loads. Troubleshooting techniques and performance characteristics of one-phase motors.</td>
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**ELEC1482**

Digital II

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ELEC1482</td>
<td>Digital II</td>
<td>L/M 50 50 6.5</td>
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<td></td>
<td>Prerequisite: ELEC1217</td>
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<td></td>
<td>Digital registers, counters, multiplexers, encoders, decoders, arithmetic logic circuits, AD and DA converters, and memory. Lab work includes circuit construction and measurement.</td>
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**ELEC1495**

Industrial Wiring

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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ELEC1495</td>
<td>Study of the construction of electrical systems used in the industrial and commercial areas. Circuity required in lighting, controller systems, power distribution (overhead), and service entrance for electrical systems of public and commercial buildings. Study of the National Electrical Code for industrial wiring.</td>
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**ELEC2099**

Military Service Electronics Training

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</thead>
<tbody>
<tr>
<td>ELEC2099</td>
<td>Crosspoint Electronics Technicians and engineers training and experience received at US Government Armed Forces military training centers and deployment sites. SCC does not offer this course at their facilities.</td>
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**ELEC2522**

Voice Communications Circuits

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<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC2522</td>
<td>Circuit theory of home entertainment and industrial communications transceivers. Principles of AM, FM, SSB, and phase modulation techniques and their applications to various voice and data transmission and reception circuits. Proper alignment, testing and suggested troubleshooting techniques are covered.</td>
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**ELEC2527**

Microprocessors

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<th>Course #</th>
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<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>ELEC2527</td>
<td>Introductory course covering instruction set, memory and I/O techniques for microprocessor based machines.</td>
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</table>

= Course also offered On-line.
control systems.

Prerequisites: ELEC2534 and ELEC2564.

ELEC2624 Programmable Logic Controllers

L/M 20 5 2

Prerequisites: ELEC1482 and ELEC1422.

Introduction to basic telephony concepts. Public and private telephone switching systems. Historical and modern perspectives. Local loop, PBX, Telesis wiring. Copper vs. fiber transmission. Voice channel frequency spectrum. Integrated communications systems. FDM vs. TDM.

ELEC2564 Industrial Electronics

M 25 25 3

Prerequisite: ELEC1217. Parallel with ELEC2534.

Introduction to the physical and electrical characteristics of transistors and circuits. Troubleshooting of digital systems such as those encountered in computers, digital communications circuits, and other industrial control applications. Programming and interfacing techniques covered for both microprocessors and microcontrollers.

ELEC2760 Networking Infrastructure

L/M 30 20 3.5

Prerequisite: ELEC1482 or INFO1381.

Introduction course on networking infrastructure which includes switches, hubs, and routers. CCNA1 course materials are utilized.

ELEC2761 Router Implementation

L/M 30 20 3.5

Prerequisite: ELEC2760.

Introduction course on networking infrastructure which includes switches, hubs, and routers. CCNA2 course materials utilized.

ELEC2823 Network Operating Systems & Administration

L/M 80 70 10

Prerequisite: ELEC2755, ELEC2760

Study of current network operating systems and applications installation, configuration and management, including Linux, Windows platform, and Novell Netware. Windows 2000 Server architecture will be studied in detail.

ELEC2853 Hydraulics & Pneumatics

M 25 - 2.5

Prerequisite: ELEC1217 and PHYS1017.

Study of fluid power (hydraulic and pneumatic) systems and devices. Circuits and various components, their design, operation, and applications.

L/M 100 50 13

Prerequisites: ELEC2534, ELEC2564, and ELEC2624.

A study of open and closed loop control systems, AC, DC, and brushless DC motor drives used in industry. Systems including process control, servosystems, and Robotics. With hands-on experience in installation, setup, and troubleshooting.

ELEC2622 Video Display Systems

L/M 100 10 13

Prerequisites: ELEC2322. Theory and repair of televisions, video tape recorders, and other related video equipment. Detailed circuit analysis of television receivers and computer display systems. Advancements in troubleshooting of consumer and industrial grade video products.

ELEC2624 Programmable Logic Controllers II

M 100 100 13

Prerequisites: ELEC2534 and ELEC2564. Program, debug, wiring, and troubleshooting of Programmable Logic Controller (PLC).

ELEC2672 Electronic Control Systems

M 40 10 4

Prerequisites: PHYS1017, ELEC1422 and ELEC2743.

Study of the use of transducers in the control of industrial processes, characteristics of transducers and their associated circuitry, and characteristics of control systems.

ELEC2883 Robotics and Automation Systems

M 20 30 3

Prerequisites: ELEC2672, ELEC2743, and INFO2564; ELEC2863 - concurrent or previous.

Lecture and lab projects featuring an in-depth study of industrial robotic systems and Smart Image Sensor technology. Programming and interfacing.

ELET • Construction Electrician – IBEW Option

ELET1714 DC Circuits and Blueprint Reading

120 60 14

Prerequisite: Successful completion of SCC and IBEW entrance requirements. Co-requisite: ELET1715.

A first course in electricity and electronics. Covers physical and electrical safety principles, DC electrical circuits, magnetism and blue print reading. Includes the interpretation and application of selected articles of the National Electrical Code (NEC).

ELET1715 Electrical Wiring Applications I

200 5

Co-requisite: ELET1714.

On the Job training (OJT) to apply construction electrician principles covered in ELET1714.

ELET1719 AC Circuits and Wire Sizing

120 60 14

Prerequisite: ELET1714. Co-requisite: ELET1720.

Alternating current (AC) circuits are analyzed. Proper use of test equipment is stressed during lab. Study of the NEC is continued. Wiring sizing is introduced.

ELET1720 Electrical Wiring Applications II

- 200 5

Co-requisite: ELET1719.

On the Job training (OJT) to apply construction electrician principles covered in ELET1719.

ELET1724 Electronic Devices and Electrical Grounding

120 60 14

Prerequisite: ELET1719. Co-requisite: ELET1725.

Diodes, transistors, silicon controlled rectifiers, triacs, and other active devices used in amplifiers and switching circuits. NEC article 250 is covered. Proper electrical system grounding is stressed. Electrical load calculations are introduced.

ELET1725 Electrical Wiring Applications III

- 200 5

Co-requisite: ELET1724.

On the Job training (OJT) to apply construction electrician principles covered in ELET1724.

ELET1729 Logic Circuits and Electrical Motors

120 60 14

Prerequisite: ELET1724. Co-requisite: ELET1730.

Logic devices and functions such as AND, OR, NAND, NOR and Boolean algebra are introduced. General principles of AC and DC motors and their control are studied. Power factor and power quality are discussed.

ELET1730 Electrical Wiring Applications IV

- 200 5

Co-requisite: ELET1729.

On the Job training (OJT) to apply construction electrician principles covered in ELET1729.
ENGL • English

Placement in English courses will be determined by a placement examination. Your advisor will register you for the appropriate English course.

**ENGL0250 Spelling Improvement**
B/L/M 15 - 1.5
Self-paced and individually programmed approach toward improving the ability to spell. Students learn to analyze their particular difficulties with spelling and practice various methods to improve spelling and writing vocabulary. Graded pass/no pass.

**ENGL0260 Grammar Review**
B/L/M 15 - 1.5
This class is designed for students previously enrolled in R reading Strategies I who need to continue to work toward the benchmark level of reading skill established by the College. Students who do not reach this benchmark by the end of the term, or students who wish to continue improving their reading skills beyond the benchmark, will register for Reading Strategies II the following term. Graded pass/no pass.

**ENGL0350 Vocabulary Improvement**
B/L/M 15 - 1.5
Self-paced and individually programmed class designed to develop college-level vocabulary through programmed, word-building exercises. Graded pass/no pass.

**ENGL0810 Reading Strategies I**
B/L/M 45 15 4.5
All students required to take reading classes, based on placement scores, will register for Reading Strategies I. This class will develop the basic reading and study skills necessary for success in academic and vocational classes through additional classroom activities as well as individualized, self-paced, computer-based instruction. Students will work toward the benchmark level of reading skill established by the College. Students who do not reach this benchmark by the end of the term, or students who wish to continue improving their reading skills beyond the benchmark, will register for Reading Strategies II the following term. Graded pass/no pass.

**ENGL0820 Reading Strategies II**
B/L/M 45 15 4.5
Prerequisite: Grade of "P" in ENGL0800. This class is designed for students who need to continue to work toward the benchmark level of reading skill established by the College. Students who do not reach this benchmark by the end of the term, or students who wish to continue improving their reading skills beyond the benchmark, will register for Reading Strategies II the following term. Graded pass/no pass.

**ENGL0830 Reading Skills Tune-up**
B/L/M 30 1.5
A developmental reading course to prepare students to succeed in college course work. Course work includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students' class and work schedules. May be taken along with college courses not requiring high levels of reading skill. Graded pass/no pass.

**ENGL0840 Language Skills Tune-up**
B/L/M 30 1.5
A developmental course to upgrade students' language and writing skills to be successful in college courses. Includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students' class and work schedules. Graded pass/no pass.

**ENGL0850 Advanced Reading Strategies**
B/L/M 45 15 4.5
Students who need to continue to work toward the benchmark level of reading skill established by the College and wish to continue to improve their reading skills will register for this class. This class will futher develop college-level reading and study skills necessary for success in academic and vocational classes through traditional classroom activities as well as individualized, self-paced, computer-based instruction. Graded pass/no pass.

**ENGL0890 Speed Reading**
B/L 15 - 1.5
Individualized approach to learning speed reading strategies needed to succeed in college. Designed for students who need help improving their reading speed and comprehension. Graded pass/no pass.

**ENGL0900 Writing Strategies I**
B/L/M 45 15 4.5
This course is designed to help students develop their writing skills. Within the context of their own essays, students learn to plan, write, and revise the structure of their sentences and the expression of their ideas. The integration of thinking, reading, and writing is also emphasized. Graded pass/no pass.

**ENGL0910 Writing Strategies II**
B/L/M 45 15 4.5
Prerequisite: Grade of "P" in ENGL0880 or instructor permission. This class is designed for students previously enrolled in R reading Strategies II who need to continue to work toward the benchmark level of reading skill established by the College. Students who do not reach this benchmark by the end of the term, or students who wish to continue improving their reading skills beyond the benchmark, will register for Reading Strategies II the following term. Graded pass/no pass.

**ENGL0920 Logic Writing**
B/L 15 - 1.5
A developmental English course which prepares students to succeed in college composition. ENGL0920 does not fulfill the composition requirement in any program. Graded pass / no pass.

**ENGL0930 Reading Strategies III**
B/L/M 45 15 4.5
Students who need to continue to work toward the benchmark level of reading skill established by the College and wish to continue to improve their reading skills will register for this class. This class will further develop the reading skills necessary for success in academic and vocational classes through traditional classroom activities as well as individualized, self-paced, computer-based instruction. Graded pass/no pass.

**ENGL0940 Reading Strategies IV**
B/L/M 45 15 4.5
Students who need to continue to work toward the benchmark level of reading skill established by the College and wish to continue to improve their reading skills will register for this class. This class will further develop the reading skills necessary for success in academic and vocational classes through traditional classroom activities as well as individualized, self-paced, computer-based instruction. Graded pass/no pass.

**ENGL0950 Reading Strategies V**
B/L/M 45 15 4.5
Students who need to continue to work toward the benchmark level of reading skill established by the College and wish to continue to improve their reading skills will register for this class. This class will further develop the reading skills necessary for success in academic and vocational classes through traditional classroom activities as well as individualized, self-paced, computer-based instruction. Graded pass/no pass.

**ENGL0960 Writing Strategies II**
B/L/M 45 15 4.5
Prerequisite: Grade of "P" in ENGL0880 or instructor permission. This class is designed for students previously enrolled in R reading Strategies II who need to continue to work toward the benchmark level of reading skill established by the College. Students who do not reach this benchmark by the end of the term, or students who wish to continue improving their reading skills beyond the benchmark, will register for Reading Strategies II the following term. Graded pass/no pass.

**ENGL0970 Writing Strategies III**
B/L/M 45 15 4.5
Prerequisite: Grade of "P" in ENGL0880 or instructor permission. This class is designed for students previously enrolled in R reading Strategies III who need to continue to work toward the benchmark level of reading skill established by the College. Students who do not reach this benchmark by the end of the term, or students who wish to continue improving their reading skills beyond the benchmark, will register for Reading Strategies III the following term. Graded pass/no pass.

**ENGL0980 Writing Strategies IV**
B/L/M 45 15 4.5
Prerequisite: Grade of "P" in ENGL0880 or instructor permission. This class is designed for students previously enrolled in R reading Strategies IV who need to continue to work toward the benchmark level of reading skill established by the College. Students who do not reach this benchmark by the end of the term, or students who wish to continue improving their reading skills beyond the benchmark, will register for Reading Strategies IV the following term. Graded pass/no pass.

**ENGL0990 Writing Strategies V**
B/L/M 45 15 4.5
Prerequisite: Grade of "P" in ENGL0880 or instructor permission. This class is designed for students previously enrolled in R reading Strategies V who need to continue to work toward the benchmark level of reading skill established by the College. Students who do not reach this benchmark by the end of the term, or students who wish to continue improving their reading skills beyond the benchmark, will register for Reading Strategies V the following term. Graded pass/no pass.

**ENGL1000 Writing Strategies VI**
B/L/M 45 15 4.5
Prerequisite: Grade of "P" in ENGL0880 or instructor permission. This class is designed for students previously enrolled in R reading Strategies VI who need to continue to work toward the benchmark level of reading skill established by the College. Students who do not reach this benchmark by the end of the term, or students who wish to continue improving their reading skills beyond the benchmark, will register for Reading Strategies VI the following term. Graded pass/no pass.

**ENGL1010 Composition I**
B/L 45 - 4.5
Prerequisite: Grade of "P" in ENGL0980. ENGL1010 is designed to develop writing skills. Students write short papers and essays based upon their personal experience and/or assigned readings. The course emphasizes the clear written expression of ideas and importance of organization, word choice, logic, and sentence construction. The process of planning, writing, revising, and editing essays for a particular audience is also emphasized.

**ENGL1015 Composition and Literature**
B/L 45 - 4.5
Prerequisite: Grade of "P" in ENGL0980. ENGL1015 focuses on the study and practice of college composition with special emphasis on the study of American and international authors.

**ENGL1020 Composition II**
B/L 45 - 4.5
Prerequisite: Grade of "C" or better in ENGL1010 or ENGL1015 or equivalent. Continuation of ENGL1010 with emphasis on the study of argumentation and literary research techniques and their application.

**ENGL1030 Composition and Literature**
B/L 45 - 4.5
Prerequisite: Grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor. Study and practice of the techniques of creative writing of both fiction and poetry.

**ENGL2050 Modern Fiction**
B/L 45 - 4.5
Prerequisite: Grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor. Exploration of short fiction and novels from 1900 to the present. Consideration of major literary critical theories and trends through the study of both American and international authors.

**JULY 1, 2007–JUNE 30, 2008**

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<tr>
<th>Course #</th>
<th>Course Title</th>
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<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ELET1734</td>
<td>Process Controllers and Special Electrical Circuits</td>
<td>120 60 14</td>
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<tr>
<td>ELET1738</td>
<td>Electrical Wiring</td>
<td>Application pass 5</td>
<td>200 5</td>
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Co-requisite: ELET1734. On the Job training (OJT) to apply construction electrician principles covered in ELET1734.
### ENGL2460 Latino/a & Latin American Literature
- **Prerequisite:** A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.
- Course provides an introduction to the times and art of William Shakespeare through the study of a selection of major plays. Focus is placed on context of his time and society, themes that speak to a modern audience, and making Shakespeare’s language accessible.

### ENGL2520 Fiction Writing
- **Prerequisite:** A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.
- Designed to teach the fundamentals of writing fiction, both theory and application.

### ENGL2530 Poetry Writing
- **Prerequisite:** A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.
- Course provides an introduction to the times and art of William Shakespeare through the study of a selection of major plays. Focus is placed on context of his time and society, themes that speak to a modern audience, and making Shakespeare’s language accessible.

### ENGL2560 Technical Writing
- **Prerequisite:** A grade of "C" or better in ENGL1010, or ENGL1015, equivalent, or permission of instructor.
- Designed to teach the fundamentals of writing poetry, both theory and application.

### ENGR • Engineering

#### ENGR1010 Freshman Multidisciplinary Design
- **Prerequisite:** A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.
- This course is a 4.5-quarter hour course that will introduce students to the engineering problems solving process in the context of several disciplines and develop teamwork and communication skills.

#### ENGR1020 MATLAB Programming and Problem Solving
- **Prerequisite:** A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.
- This course is a 4.5-quarter hour course that teaches structured program and problem solving using MATLAB. The course consists of a sequence of program assignment requiring students to write MATLAB programs and solve engineering problems.

#### ENGR2050 Marketing for the Entrepreneur
- **Prerequisite:** A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.
- The student will evaluate the business skills and weaknesses necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy.

#### ENTR • Entrepreneurship

#### ENTR1050 Introduction to Entrepreneurship
- **Prerequisite:** A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.
- This course provides an introduction to the times and art of William Shakespeare through the study of a selection of major plays. Focus is placed on context of his time and society, themes that speak to a modern audience, and making Shakespeare’s language accessible.

#### ENTR2050 Marketing for the Entrepreneur
- **Prerequisite:** A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.
- The student will explore marketing and financial strategies. The student will learn how to work with an accounting professional, real property (including landlord-tenant), secured transactions, bankruptcy, and the filing process, employment law (including FEPAA, ADA, FMLA), personnel policies and procedures, the hiring process, job descriptions and disciplinary actions.

#### ENTR2060 Entrepreneurship Legal Issues
- **Prerequisite:** A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.
- The student will explore state and local legal issues related to business entities including sole proprietorship, general partnerships, limited partnerships and corporations. Students will review the role of entrepreneurial v enture utilizing innovative and financially responsible marketing strategies. The student will learn how to work with an accounting professional, real property (including landlord-tenant), secured transactions, bankruptcy, and the filing process, employment law (including FEPAA, ADA, FMLA), personnel policies and procedures, the hiring process, job descriptions and disciplinary actions.

#### ENTR2070 Entrepreneurship Taxes and Financial Topics
- **Prerequisite:** A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.
- The student will explore state and local legal issues related to business entities including sole proprietorship, general partnerships, limited partnerships and corporations. Students will review the role of entrepreneurial v enture utilizing innovative and financially responsible marketing strategies. The student will learn how to work with an accounting professional, real property (including landlord-tenant), secured transactions, bankruptcy, and the filing process, employment law (including FEPAA, ADA, FMLA), personnel policies and procedures, the hiring process, job descriptions and disciplinary actions.

#### ENTR2090 Entrepreneurship Business Plan
- **Prerequisite:** A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.
- The student will explore state and local legal issues related to business entities including sole proprietorship, general partnerships, limited partnerships and corporations. Students will review the role of entrepreneurial v enture utilizing innovative and financially responsible marketing strategies. The student will learn how to work with an accounting professional, real property (including landlord-tenant), secured transactions, bankruptcy, and the filing process, employment law (including FEPAA, ADA, FMLA), personnel policies and procedures, the hiring process, job descriptions and disciplinary actions.

### SOUTHEAST COMMUNITY COLLEGE—NEBRASKA
## Course Title and Description

### FIRE1100 Principles of Emergency Services
- **Credit Hours:** 4.5

Provides an overview of fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire strategy and tactics.

### FIRE1111 Fire Administration I
- **Credit Hours:** 4.5

Prerequisite: FIRE1249 or Firefighter II Certificate. Introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

### FIRE1113 Instructor I
- **Credit Hours:** 4.5

Prerequisite: FIRE1249 or Firefighter II Certificate. Principles, procedures, and techniques for teaching. Formulating objectives, making lesson plans and conducting a class. Students who pass this class will be eligible to take the Nebraska Firefighter Instructor Certification test. This class prepares the student to meet the requirements of Fire Service Instructor I per NFPA 1041 Standard for Fire Service Instructor Professional Qualifications.

### FIRE1116 Fire Fighter IA
- **Credit Hours:** 3

Prerequisite: FIRE1113 or FIRE1115, and FIRE1249 or permission. Development of the company level officer charged with the responsibility of commanding an initial response to an incident. Managing/supervising the numerous aspects associated with the daily operations of a fire service organization. Some sections available to members of the Lincoln Fire Department only. This class prepares the student to meet the requirements of Fire Officer I per NFPA A 1021 Standard for Fire Officer Professional Qualifications. FIRE1116 and FIRE1118 are required to meet NFPA 1021.

### FIRE1117 Fire Fighter I
- **Credit Hours:** 6

Prerequisite: FIRE1113 or FIRE1115, and FIRE1249 or permission. Development of the company level officer charged with the responsibility of commanding an initial response to an incident. Managing/supervising the numerous aspects associated with the daily operations of a fire service organization. Some sections available to members of the Lincoln Fire Department only. This class prepares the student to meet the requirements of Fire Officer I per NFPA A 1021 Standard for Fire Officer Professional Qualifications.

### FIRE1118 Fire Fighter IB
- **Credit Hours:** 3

Prerequisite: FIRE1116. Development of the company level officer charged with the responsibility of commanding an initial response to an incident. Managing/supervising the numerous aspects associated with the daily operations of a fire service organization. Some sections available to members of the Lincoln Fire Department only. This class prepares the student to meet the requirements of Fire Officer I per NFPA A 1021 Standard for Fire Officer Professional Qualifications. FIRE1116 and FIRE1118 are required to meet NFPA 1021.

### FIRE1119 Fire Officer II
- **Credit Hours:** 4

Prerequisite: FIRE1117 or Fire Officer I Certification. Administrative and operational aspects associated with the daily routine of a mid-level company officer/supervisor. Addresses many of the highly specialized and complex/technical issues confronted by a first-line to mid-level supervisor during a normal tour of duty. Provides an awareness of exposure to the inner workings and dynamics of a typical fire service organization. Some sections available to members of the Lincoln Fire Department only. This class prepares the student to meet the requirements of Fire Officer II per NFPA A 1021 Standard for Fire Officer Professional Qualifications.

### FIRE1120 Building Construction I
- **Credit Hours:** 4.5

Prerequisite: FIRE1247 or Firefighter I. Study of building construction and design, and their relationship to fire protection. Expectations for specific type of building construction is involved in a fire.

### FIRE1121 Public Fire and Life Safety Educator
- **Credit Hours:** 4.5

Introduction to the coordination and delivery of public fire and life safety education presentations. Prepares students to meet the requirements of Public Fire and Life Safety Educator per NFPA 1035 Standard for Professional Qualifications for Public Fire and Life Safety Educator.

### FIRE1131 Fire Protection Hydraulics
- **Credit Hours:** 72

Prerequisite: FIRE1247 or Firefighter I certificate. Basic hydraulic laws and formulas applied to the fire service. Enables the student to calculate flows to water supply problems, and relate this information to practical field applications.

### FIRE1135 Fire Apparatus Driver Operator
- **Credit Hours:** 4.5

Prerequisite: FIRE1249 or Firefighter II certification. and FIRE1131. Information and skills for the technical, practical, apparatus pumping, and driving requirements of fire or emergency vehicles. Driving topics include state code requirements and emergency vehicle driving. Includes fire apparatus pumping, and driving requirements of fire or emergency vehicles.

### FIRE1171 Independent Study
- **Credit Hours:** 3

Prerequisite: Program chair approval. Study of selected topic in fire protection technology by doing additional research and development in an area of interest.

### FIRE1241 Introduction to Fire Investigation
- **Credit Hours:** 4

Prerequisite: FIRE1247 or Firefighter I Certification. Importance of fire-causation in investigation to the fire service, the firefighter’s role in detecting and preserving evidence. Methods used to determine fire origin.

### FIRE1245 Fire Inspector I
- **Credit Hours:** 4.5

Introduction to NFPA 1 Uniform Fire Code and NFPA 101 Life Safety Code. Covers the history of codes, the need for codes and how to use the code book. This course prepares the student to meet the requirements of Inspector I per NFPA A 1031 Standard for Professional Qualifications for Fire Inspection.

### FIRE1247 Firefighter I
- **Credit Hours:** 8

Prerequisites: Completion ENGL0980 or equivalent placement score; Completion of FIRE1100 or equivalent, and completion of MATH0950 or equivalent placement score. Information and skills to perform basic fire fighting functions on the fire ground. Upon completion, students are eligible to take the Nebraska State Firefighter I Certification test. This class prepares the student to meet the requirements of Firefighter I per NFPA A 1001 Standard for Firefighter Professional Qualifications and Hazardous Materials Awareness per NFPA 472 Standard for Responders to Hazardous Materials Incidents.

### FIRE2251 Hazardous Materials Operations Certification
- **Credit Hours:** 6


### FIRE2262 Firefighting Operations
- **Credit Hours:** 4.5

Prerequisite: FIRE1249 or Firefighter II certificate. Applies Firefighter I and II skills to firefighting company operations. Includes flammable gas fire fighting, vehicle fire fighting, interior and exterior structural fire fighting, flat roof v entilation, pitched roof ventilation, hose lay’s, search and rescue operations, and self-rescue techniques.

### FIRE2263 Firefighter Safety and Survival
- **Credit Hours:** 4

Prerequisite: FIRE1247 or Firefighter II certificate. Course that provides students with the life-saving skills and information necessary to achieve life safety, incident stabilization and search and rescue goals in a safe and effective manner.

### FIRE2265 Firefighting Strategy and Tactics
- **Credit Hours:** 4.5

Prerequisite: FIRE1249 or Firefighter II certificate. Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fireground. Addresses decision making and actions necessary to achieve life safety, incident stabilization and search and rescue goals in a safe and effective manner.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>FSDT1100</td>
<td>Introduction to the Food Service/Hospitality Industry</td>
<td>L</td>
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<tr>
<td>FSDT1111</td>
<td>Basic food service/preparation food science</td>
<td>L</td>
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<tr>
<td>FSDT1104</td>
<td>Nutrition I</td>
<td>L</td>
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<td>Food Service Concepts</td>
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<td>Food Service Strategies</td>
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<td>FSDT1131</td>
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<td>FSDT1308</td>
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<td>FSDT1312</td>
<td>Dietary Therapy II</td>
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<td>Prerequisites: FSDT1350, FSDT1304, FSDT1308.</td>
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<td></td>
<td>Continuation of Dietary Therapy I emphasizing therapeutic nutrition, techniques of the patient interview and diet history, nutrition assessment, enteral and parenteral nutrition, and dietary concerns related to obesity, diabetes, surgery, and trauma and burns.</td>
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<td>FSDT1313</td>
<td>Dietary Therapy II Practicum</td>
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<td>Prerequisite: FSDT1304, Co-requisite: FSDT1312.</td>
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<td></td>
<td>Patient interview, diet history, nutrition screening, meal-intake recording, medical records interpretation, team approach to medical nutrition therapy, enteral and parenteral feedings. Emphasis on long-term care facilities.</td>
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<tr>
<td>FSDT1350</td>
<td>Basic Nutrition</td>
<td>B/L 45 - 4.5</td>
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<td></td>
<td>The study of nutrients, digestion, absorption, metabolism, fitness, consumer concerns, nutrition throughout the life cycle, including cultural influences on food selection. The relation of nutrition in relation to disease is explored.</td>
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<tr>
<td>FSDT1360</td>
<td>Lifetime Fitness</td>
<td>L 20 - 2</td>
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<td></td>
<td>Study of exercise physiology relating to fitness components, nutrition, physical conditioning, stress management and behavor modification. Pre-assessment to determine entrance level of student.</td>
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<td>FSDT1404</td>
<td>Lodging and the Hospitality Industry</td>
<td>L 30 - 3</td>
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<td></td>
<td>Principles and fundamentals of the lodging industry: characteristics and management of hotel / motel / resort properties.</td>
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<tr>
<td>FSDT1406</td>
<td>Tourism and the Hospitality Industry</td>
<td>L 30 - 3</td>
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<td>The components, costs, analysis of economic and social influences on the local, regional and national level in the tourism industry. Special consideration is given to the relationship of tourism and the supporting restaurant and lodging industries.</td>
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<tr>
<td>FSDT2140</td>
<td>Food Production II</td>
<td>L 15 - 105</td>
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<td>Prerequisites: FSDT1126 and FSDT1127.</td>
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<td>This class is a culmination of all classes the students have had until now. Menu research and development, planning a menu systematically, in correct menu form, descriptive copy. The student uses managerial skills they have learned to produce and manage the kitchen and dining room staff for a fine dining experience that is open to the public. Other production areas include positions as Sous Chef, Patissier Chef, Garde Manger and working the dishroom.</td>
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<tr>
<td>FSDT2142</td>
<td>Meal Service II</td>
<td>L 20 - 2</td>
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<td>Merchandising, customer relations, menu planning, menu mechanics and a profile of the industry. Development of a restaurant menu.</td>
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<tr>
<td>FSDT2146</td>
<td>Equipment &amp; Layout</td>
<td>L 30 - 3</td>
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<td></td>
<td>Covers planning a food service operation from the ground up. An overview of the planning and design process, along with layout principles and facility and equipment maintenance. Students design a food service kitchen for a given situation.</td>
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<tr>
<td>FSDT2154</td>
<td>Food Service Hospitality Seminar I</td>
<td>L 10</td>
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<td>Prerequisite: Taken simultaneously with FSDT2160 or FSDT2180 or special permission.</td>
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<td></td>
<td>Presentation and discussion of current food industry topics, goals, job seeking skills and discussion of students’ practicum and cooperator role experience.</td>
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<tr>
<td>FSDT2156</td>
<td>Food Service Seminar II</td>
<td>L 10</td>
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<td>Prerequisite: Taken simultaneously with FSDT2160 or FSDT2180 or special permission.</td>
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<td></td>
<td>Presentation and discussion of current food industry topics, job seeking skills, and discussion of student’s practicum and cooperative work experience.</td>
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<tr>
<td>FSDT2160</td>
<td>Cooperative Education</td>
<td>L - 220 5.5</td>
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<td>Prerequisite: Special permission of program supervisor. Students are assigned to a food service facility at a pay scale agreed to by both student and facility. Experience in planning, organizing, preparing, and managing the production and service of quality food in variable. Individual objectives are established for each student.</td>
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<tr>
<td>FSDT2180</td>
<td>Food Service Practicum</td>
<td>L - 165 4.5</td>
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<td>Prerequisite: Special permission of program supervisor. Students are assigned to work 16 hours per week at a food service facility providing experience in planning, organizing and managing the production and service of quality food in quantity. Individual objectives are established for each student.</td>
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<tr>
<td>FSDT2191</td>
<td>Special Project</td>
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<td>Prerequisite: Permission of program chair and instructor. Selected educational experiences bey ond those included in the regular curriculum. Experience may include—but are not limited to—advanced study in special areas of interest, workshops, menu courses, conventions, lectures, etc.</td>
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<tr>
<td>FSDT2218</td>
<td>Professional Baking</td>
<td>L 10</td>
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<td>Prerequisites: FSDT1104 and FSDT1110.</td>
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<td>American, European and Artesian Breads, laminate doughs, quick breads, yeast cake doughnuts, pies, cake making and assembling, fancy cookies.</td>
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<tr>
<td>FSDT2220</td>
<td>Buffet Decorating &amp; Catering</td>
<td>L 1</td>
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<td>Prerequisites: FSDT1208 and FSDT1214.</td>
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<td>Students will research, plan, prepare, and evluate recipes, menus, and foods made in class for a buffet which is open to the public. Students will prepare rolled-fondant, Austrian-lace techniques, and bread-dough art sculptures.</td>
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<tr>
<td>FSDT2221</td>
<td>Buffet Decorating &amp; Catering Lab</td>
<td>L 30</td>
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<td>Prerequisite: Taken simultaneously with FSDT2220. Preparation of food in buffet decorating and catering.</td>
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<tr>
<td>FSDT2222</td>
<td>International Cuisine</td>
<td>L 20</td>
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<td>Prerequisites: FSDT1104 and FSDT1105.</td>
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<td></td>
<td>Exploration of foods from countries and regions worldwide. History and makeup of these foods and their origins.</td>
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<tr>
<td>FSDT2224</td>
<td>Restaurant Fundamentals</td>
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<td>Prerequisite: FSDT2180.</td>
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<td>Running a restaurant. Work in all capacities in a working restaurant. Job DESCRIPTIONS include kitchen manager, dining room manager, host/hostess, wait staff, cook, garde manager, pastry chef, dishwasher, cashier.</td>
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<tr>
<td>FSDT2226</td>
<td>Culinary Nutrition</td>
<td>L 10</td>
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<td>Prerequisite: FSDT2180.</td>
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<td>The marriage of gourmet cooking and nutrition. Adopting recipes to meet nutritional modifications.</td>
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<tr>
<td>FSDT2230</td>
<td>Advanced Pastries</td>
<td>L 10</td>
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<td>Prerequisites: FSDT208, FSDT2124.</td>
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<td>Students will prepare poached-fruits, vacherins, pavlova, ice cream, par fi, aioli, souffles, baked custards, brulee, Ba variants, sorbets, gr anites, ganache, custard-creams, choux pastry, tuiles, tarts, dessert sauces, and pulsed-sugar.</td>
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<td>FSDT2318</td>
<td>Diet Therapy III</td>
<td>L 20</td>
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<td>Continuation of Diet Therapy II with emphasis on the anatomy and physiology of diet and nutrition in relation to cancer, AIDs, cardiovascular, renal, gastrointestinal, and liver and metabolic disorders.</td>
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<td>Prerequisites: FSDT1104, FSDT1350, FSDT303 and FSDT1312. Co-requisite: FSDT2318.</td>
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<td></td>
<td>Develop skills in counseling patients, continuation of chart interpretation, nutrition screening, case study completion, emphasis on hospital settings.</td>
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<tr>
<td>FSDT2324</td>
<td>Dietetic Technician Practicum</td>
<td>L 165 5.5</td>
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<td>2</td>
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<tr>
<td></td>
<td>Prerequisites: FSDT2318 and FSDT2319.</td>
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<tr>
<td></td>
<td>Gaining additional clinical experience as a member of a health care team, patient counseling, enter al and parental feedings, charting of patient progress, dietary records and procedures, ordering, scheduling, supervision, and special diet preparation.</td>
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<tr>
<td>FSDT2326</td>
<td>Dietetic Technician Seminar</td>
<td>L 20</td>
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<tr>
<td></td>
<td>Prerequisite: Taken simultaneously with FSDT2324. Comprehensive view of the role of the dietetic technician as a member of the health care team with emphasis on legal implications, professional organizations and medical ethics. Presentations of clinical case studies and charting.</td>
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</table>
**GEOG • Geography**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location</th>
<th>offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tr>
<td>GEOG1400</td>
<td>Introduction to Human Geography</td>
<td>B/L</td>
<td>45</td>
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<tr>
<td>GEOG1500</td>
<td>Physical Geography</td>
<td>B/L</td>
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<tr>
<td>GEOG1420</td>
<td>World Regional Geography</td>
<td>B/L</td>
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<tr>
<td>GEOL1010</td>
<td>Physical Geology</td>
<td>B/L</td>
<td>45</td>
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<td>GEOL1060</td>
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<td>45</td>
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**GEOL • Geology**

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<th>Course #</th>
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<th>Class Hours</th>
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<tr>
<td>FSDT2330</td>
<td>Nutrition III</td>
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<td>30</td>
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<td>FSDT2402</td>
<td>Fundamentals of Event Planning</td>
<td>L</td>
<td>30</td>
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<tr>
<td>GERM1010</td>
<td>Elementary German I</td>
<td>L</td>
<td>75</td>
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<td>GERM1020</td>
<td>Beginning German II</td>
<td>L</td>
<td>75</td>
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<tr>
<td>GERM2010</td>
<td>Second Year German I</td>
<td>L</td>
<td>45</td>
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<tr>
<td>GERM2020</td>
<td>Second Year German II</td>
<td>L</td>
<td>45</td>
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<tr>
<td>GLST2980</td>
<td>Global Studies</td>
<td>G</td>
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**HIMS • Health Information Management Services (Medical Coding)**

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<tr>
<th>Course #</th>
<th>Course Title</th>
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<th>Class Hours</th>
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<td>HIMS1100</td>
<td>Disease Process I</td>
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<td>HIMS1101</td>
<td>Disease Process II</td>
<td>L</td>
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<td>HIMS1102</td>
<td>CPT Coding</td>
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**HIST • History**

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<th>Course Title</th>
<th>Location</th>
<th>offered</th>
<th>Class Hours</th>
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<th>Credit Hours</th>
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<tr>
<td>HIST1000</td>
<td>Western Tradition I</td>
<td>B/L</td>
<td>45</td>
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<td>HIST1010</td>
<td>Western Tradition II</td>
<td>B/L</td>
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<tr>
<td>HIST1810</td>
<td>Survey of Russian History</td>
<td>B/L</td>
<td>45</td>
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<td>HIST2010</td>
<td>American History I</td>
<td>B/L</td>
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<td>HIST2020</td>
<td>American History II</td>
<td>B/L</td>
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<tr>
<td>HIST2100</td>
<td>Survey of World History</td>
<td>B/L</td>
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</table>
LIVING, SEIZURE MANAGEMENT AND MEDICATIONS.

HEALTH CONCERNS OF THE HUMAN SERVICES PROFESSION.

COMMUNICATION, EMPLOYEE VALUES, AND SKILLS.

SCREENING COURSE FOR RE-ENTRY INTO CLINICAL EDUCATION.

HMRS1111 PRE-Clinical EDUCATION II

CLINICAL EDUCATION SCHEDULED THROUGHOUT THE YEAR.

PREREQUISITES: HMRS1109 AND PERMISSION.

CLINICAL EDUCATION I.

FIRST AID AND CPR REQUIRED BEFORE PROGRESSING INTO CLINICAL EDUCATION.

PREREQUISITE: HMRS1102.

SCREENING COURSE FOR ENTRY INTO CLINICAL EDUCATION.

HMRS1102 CRISIS INTERVENTION

HMRS1110 CLINICAL EDUCATION III

HMRS1109 PRE-Clinical EDUCATION I

HMRS1111 PRE-Clinical EDUCATION II

HMRS1201 HEALTH FOUNDATIONS

HMRS1202 BEHAVIOR THERAPY

HMRS1210 CLINICAL EDUCATION II

HMRS1302 CRISIS INTERVENTION

HMRS1303 MULTICULTURAL COMPETENCY

HMRS1304 GROUP THEORY & PROCESS

HMRS1305 STRATEGIES FOR RELAXATION

HMRS1310 CLINICAL EDUCATION I

HMRS1311 CLINICAL EDUCATION FOR ALCOHOL/DRUG COUNSELING I

HMRS1312 MULTICULTURAL COMPETENCY

HMRS1313 GROUP THEORY & PROCESS

HMRS1314 Introduction to Social Work

HMRS1401 CASE MANAGEMENT & ETHICS FOR HUMAN SERVICES

HMRS1402 INTRODUCTION TO SOCIAL WORK

HMRS1403 ASSESSMENT, CASE PLANNING / MANAGEMENT & PROFESSIONAL ETHICS FOR A&D

HMRS1410 CLINICAL EDUCATION IV

HMRS1411 CLINICAL EDUCATION FOR ALCOHOL/DRUG COUNSELING II

HMRS1412 Case Management & Ethics for Human Services

HMRS1420 GROUP THEORY & PROCESS

HMRS1430 ASSESSMENT, CASE PLANNING / MANAGEMENT & PROFESSIONAL ETHICS FOR A&D

HMRS2360 Women’s Issues in Human Services

HMRS2361 Domestic Abuse

HMRS2362 Child Abuse

HMRS2363 Death, Dying, Grieving & Loss

HMRS2364 Adult Survivors of Childhood Sexual Abuse

HMRS2365 Mental Illness & Family Issues

Introduction to the human services field including definitions, team planning, community resources, worker roles, and social role valorisation.

Study of functional theories, principles, and techniques of counseling: active listening and problem-solving. Practice in techniques and theories.

Prerequisite: HMRS1102. Screening course for entry into clinical education.

Prerequisites: HMRS1109 and permission.

Prerequisites: HMRS1102 and 1320.

Prerequisites: HMRS1102 or 1320.

Prerequisite: HMRS1102 or basic counseling skills.

Prerequisite: HMRS1102 or permission.

Case work skills of assessment, interview techniques, treatment decisions, case presentation, and referral and follow-up for those in alcohol and drug fields. Use of computers in record keeping. Professional ethics and issues.

Introduction to field of professional social work including roles, philosophy, ethics, values, and competencies. Career expectations and diversity issues.

Case work skills of assessment, interviewing, case presentation, referral, and follow-up. Use of computers in record keeping. Professional ethics and issues. For general human services field.

For course description refer to HMRS1110 Clinical Education I.

HMRS1311 Clinical Education for Alcohol/Drug Counseling I

HMRS1312 Multicultural Counseling

HMRS1313 Group Theory & Process

HMRS1314 Introduction to Social Work

HMRS1401 Case Management & Ethics for Human Services

HMRS1402 Introduction to Social Work

HMRS1410 Clinical Education IV

HMRS1411 Clinical Education for Alcohol/Drug Counseling II

HMRS1412 Case Management & Ethics for Human Services

HMRS1420 Group Theory & Process

HMRS1430 Assessment, Case Planning / Management & Professional Ethics for A&D

HMRS2360 Women’s Issues in Human Services

HMRS2361 Domestic Abuse

HMRS2362 Child Abuse

HMRS2363 Death, Dying, Grieving & Loss

HMRS2364 Adult Survivors of Childhood Sexual Abuse

HMRS2365 Mental Illness & Family Issues

Needs and expectations of women as clients and service providers in human services agencies. Philosophy, socialization, self-image, equity, child care, alcohol and drug, and other addictive disorders, minority women, and health and legal issues.

Recognition of signs of domestic abuse (physical, emotional or sexual), the cycle of violence, and community interventions.

Definitions of child maltreatment (emotional, physical, sexual), cultural factors, recognition of abuse/neglect, family dynamics, reporting obligations, treatment interventions and community resources.

Process of loss and grief from the perspective of the human service professional/ client relationship. Recognizing loss, stages of grieving, support groups, and letting go and going on.

Scope and magnitude of mental illness, specifically schizophrenia, major depressive disorder, and bipolar disorder. Historical review of mental illness, cultural issues, stigma, and discrimination. Specific focus on the symptoms, interventions and treatment as well as effects on the sense of self and the family.

= Course also offered On-line.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HMRS2501</td>
<td>Developmental Disabilities</td>
<td>L 45 - 4.5</td>
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<tr>
<td></td>
<td>Nature, causes, and factors which influence the delivery of services to people with developmental disabilities (mild retardation). Assessment techniques included.</td>
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<tr>
<td>HMRS2502</td>
<td>Activities &amp; Recreation in Human Services</td>
<td>L 45 - 4.5</td>
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<tr>
<td></td>
<td>Selecting and developing recreational and educational activities with clients. Includes computer use.</td>
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<tr>
<td>HMRS2504</td>
<td>Intellectual Disabilities</td>
<td>L 45 - 4.5</td>
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<tr>
<td></td>
<td>Study of the nature, causes, and factors which influence the delivery of services to people who have intellectual disabilities (mental retardation).</td>
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<tr>
<td>HMRS2505</td>
<td>Non-aversive Intervention for Problem Behaviors</td>
<td>L 25 - 2.5</td>
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<tr>
<td></td>
<td>Overview of non-aversive responses to behaviors typically not acceptable to society. Ethical issues. Optional approaches of intervention.</td>
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<tr>
<td>HMRS2510</td>
<td>Clinical Education V</td>
<td>L - 150 5</td>
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<tr>
<td></td>
<td>Prerequisites: HMRS1410 and permission. For course description refer to HMRS1110 Clinical Education I.</td>
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<tr>
<td>HMRS2511</td>
<td>Clinical Education for Alcohol/Drug Counseling III</td>
<td>L - 150 5</td>
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<td></td>
<td>Prerequisites: HMRS1311 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.</td>
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<tr>
<td>HMRS2516</td>
<td>Co-Dependency &amp; Dysfunctional Families</td>
<td>L - 45 - 4.5</td>
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<tr>
<td></td>
<td>Co-dependency and dysfunctional family systems. Evaluation and assessment, treatment, and self-help groups will be discussed.</td>
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<tr>
<td>HMRS2517</td>
<td>Medical &amp; Psychosocial Aspects of Alcohol/Drug Use, Abuse &amp; Addiction</td>
<td>L 45 - 4.5</td>
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<tr>
<td>HMRS2518</td>
<td>Clinical Treatment Issues in Chemical Dependency</td>
<td>L 45 - 4.5</td>
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<td></td>
<td>Prerequisite: HMRS2517 or permission. Study of treatment issues specific to alcohol/drug abuse. Diagnosis, adult children of alcoholics, denial, family disease concepts, cultural dimensions. Treatment issues with adolescents, women, elderly, gay/lesbian/bisexual clients. Treatment modalities, strengths, and weaknesses. Selection of appropriate modality.</td>
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<tr>
<td>HMRS2521</td>
<td>Applied Behavior Analysis</td>
<td>L 45 - 4.5</td>
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<td></td>
<td>Basic principles of behavior modification. Major assumptions and issues of behavior modification, and recent application.</td>
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<tr>
<td>HMRS2523</td>
<td>Human Sexuality</td>
<td>L 45 - 4.5</td>
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<tr>
<td></td>
<td>Introduction to human sexuality and sexual function/dysfunction. Attitudes and values about sexuality.</td>
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<td>HMRS2524</td>
<td>Advanced Counseling</td>
<td>L 45 - 4.5</td>
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<td></td>
<td>Prerequisite: HMRS1102. Integration of theories and techniques which will help students develop a personal style of counseling. Course will provide an overview of some of the major approaches to counseling. A practical application of the material will be presented.</td>
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<td>HMRS2541</td>
<td>Social Services-Long Term Care Facility</td>
<td>L 45 - 4.5</td>
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<td></td>
<td>Study of people in the final life cycle, pre-retirement to death. Psychological, social, and economic needs. Feelings, attitudes, and theories of the elderly will be examined.</td>
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<tr>
<td>HMRS2542</td>
<td>Financial Management for Long Term Care</td>
<td>L 45 - 4.5</td>
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<td></td>
<td>Designed to provide knowledge of accounting principles for long term care facilities including payroll, accounts payable, accounts receivable, budgeting, resident trust funds, operation planning, financial planning, and related regulations.</td>
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<tr>
<td>HMRS2544</td>
<td>Patient Care &amp; Services</td>
<td>L 45 - 4.5</td>
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<td></td>
<td>Physical, psychological, and social aspects of disability; motor and sensory losses; and diseases of the aged.</td>
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<tr>
<td>HMRS2547</td>
<td>Administration for Long Term Care Facilities</td>
<td>L 45 - 4.5</td>
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<td>Study of the functions of a nursing home. Understanding organizational management, governing body, marketing and public relations, financial management, environmental management, personnel, and human resources. Current issues in gerontology and nursing home administration.</td>
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<tr>
<td>HMRS2549</td>
<td>Rules, Regulations, &amp; Standards Relating to the Operation of a Health Care Facility</td>
<td>L 45 - 4.5</td>
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<tr>
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<td>Overview of the history of Long Term Care. Legislation Process, Medicaid, Medicare, Long Term Care Survey and Enf orcement Process, Title 172, Chapter 5 &amp; 106, Title 179, Chapter 12 and HIPAA Regulations.</td>
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<tr>
<td>HMRS2550</td>
<td>Introduction to Assisted Living</td>
<td>L 45 - 4.5</td>
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<td>This course is an introduction to the profession of assisted living provider. It includes an overview of the role of assisted living in long-term care, services provided, social service needs, financial management, administration requirements, gerontology, and the rules, regulations and standards of practice. It is intended to meet the basic education regulatory requirement for Assisted Living Administrators in Nebraska.</td>
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<td>HMRS2611</td>
<td>Clinical Education for Alcohol/Drug Counseling IV</td>
<td>L - 150 5</td>
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<td>Prerequisites: HMRS2511 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.</td>
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<td>HMRS2710</td>
<td>Clinical Education VII</td>
<td>L - 150 5</td>
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<td>Prerequisites: HMRS2511 and permission. For course description refer to HMRS1110, Clinical Education I. Ma y be used as an Elective for additional clinical experience.</td>
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<td>HMRS2711</td>
<td>Clinical Education for Alcohol/Drug Counseling V</td>
<td>L - 180 6</td>
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<td>Prerequisite: HMRS2611 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.</td>
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<tr>
<td>HORT1132</td>
<td>Horticulture Plant Identification &amp; Selection</td>
<td>B 45 3 4.5</td>
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<td></td>
<td>Study and identification of a variety of horticulture plants used in landscape design, greenhouses, and nurseries in the Midwest.</td>
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<tr>
<td>HORT1136</td>
<td>Plant Propagation</td>
<td>B 21 27 3</td>
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<td></td>
<td>Introductory study of plant propagation and reproduction. Areas of focus include vegetative reproduction, cross-pollination and grafting procedures.</td>
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<tr>
<td>HORT1154</td>
<td>Greenhouse Management</td>
<td>B 21 27 3</td>
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<td></td>
<td>Study of greenhouse operation including ventilation, lighting, and temperature control. Focuses on economic considerations of operating and maintaining a greenhouse.</td>
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<tr>
<td>HORT1155</td>
<td>Basic Landscaping</td>
<td>B 45 3 4.5</td>
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<tr>
<td></td>
<td>Prerequisite: HORT1132. Introduction to landscape design and construction using techniques that combine color, plant species, and symmetrical and asymmetrical balance.</td>
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<tr>
<td>HORT1190</td>
<td>Management of Turfgrass Pests</td>
<td>B 45 3 4.5</td>
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<tr>
<td></td>
<td>Study of chemical, biological, and cultural methods of managing weeds, diseases, and insect pests of turfgrass plants.</td>
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<tr>
<td>HORT1239</td>
<td>Arboriculture</td>
<td>B 21 27 3</td>
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<td></td>
<td>Introduction to the biology of trees, and their selection and placement in a landscaping design. Includes general tree maintenance including planting, pruning, fertilizing and damage repair.</td>
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<tr>
<td>HORT1242</td>
<td>Turfgrass Management</td>
<td>B 45 3 4.5</td>
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<td></td>
<td>Basic study of turfgrass species and varieties and the procedures for establishment and maintenance of a turfgrass lawn. Emphasis on fertility; pest control, irrigation requirements and proper mowing procedures.</td>
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### Course Offerings

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<th>Class Hours</th>
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<td>HORT2214</td>
<td>Horticulture Equipment Maintenance</td>
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</tbody>
</table>

#### Notes:
- **B/L** = Course also offered On-line.
- **M** = Course also offered On-line.

### Description
- **HVAC 1109** - Electrical Fundamentals: Study of basic electric for use in the HVAC/CIR trades, including DC fundamentals, focusing on AC electrical theory, understanding AC electrical circuits, interpreting AC electrical wiring schematics, and usage of test instruments.
- **HVAC 1131** - Refrigeration Theory I: Basic refrigeration fundamentals with emphasis on heat, energy, heat transfer, temperature, pressure, refrigerants, refrigerant oils, stratospheric ozone, greenhouse effect, and EPA guidelines.
- **HVAC 1132** - Piping Practices: Study of materials and methods used in the installation and service of refrigeration, air conditioning, and plumbing equipment. Piping, soldering, welding, tube bending and installation procedures performed by student. Industrial safety, hazard communications standards, and material safety data sheets are studied.
- **HVAC 1133** - Plumbing Theory/Print Reading: Introduction to blueprint reading, plumbing tools, materials, and practices for residential applications.
- **HVAC 1134** - Refrigeration Theory III: Basic refrigeration service fundamentals with emphasis on physically constructing, leak checking, evacuating, electrical wiring, start-up and performing system checks on a basic refrigeration system. Assembly of an electrical lab trainer also offered.
- **HVAC 1226** - Refrigeration Laboratory I: Study of controls and their application. This includes series and parallel circuits, electrical symbols and electrical schematics, ohms law, Kirchoff's voltage & current laws, control transformers and motor starter circuits as applied to residential and light commercial air conditioning.
- **HVAC 1230** - Electrical Principles & Practices: Study of controls and their application. This includes series and parallel circuits, electrical symbols and electrical schematics, ohms law, Kirchoff's voltage & current laws, control transformers and motor starter circuits as applied to residential and light commercial air conditioning.
- **HVAC 1237** - Refrigeration Theory II: Study of basic mechanical components used in the operation of basic refrigeration systems.
- **HVAC 1251** - Hydronic Theory: Study of the classifications and descriptions of hydronic systems and the component parts which make up a hydronic heating system including a description of each part, its function and how it is rated.

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HVAC1450  EPA Refrigerant Certification  L  20 - 2  
Study of the EPA HVAC/R requirements and procedures for Type I, II, III, and Universal Certification. Upon completion, each student will be required to pass the Type I and Type II of an EPA approved test. Type III is optional.

HVAC1452  Residential Install Lab  M - 70 2  
Prerequisites: HVAC1324 and 1336. Application of theory and technical courses to practical situations including installation of plumbing, heating, and air conditioning equipment. Primary project is a residence constructed on the College campus.

HVAC1461  Residential HVAC Systems & Controls II  M - 50 5  
Prerequisite: HVAC1330. Study of high efficiency, condensing gas fired furnaces. Includes special control applications and different mechanical devices such as humidifiers, electronic air cleaners, and programmable thermostats. Firing rates, efficiency, measuring, and ventilation installation procedures studied. Solid state controls discussed to the extent practical.

HVAC2500  Cooperative Education  M - 400 10  
Prerequisites: HVAC1440 and HVAC1452. On-the-job experience doing heating, air conditioning, refrigeration, sheet metal, heat pumps or plumbing with employers. Application of skills and knowledge acquired in previous quarters. Meeting with supervising instructor three times throughout the quarter.

HVAC2510  Post-cooperative Education  M - 20 - 2  
Evaluation of the on-the-job training. Preparation for full-time employment. Classroom oral presentation and written report of co-op experience.

HVAC2600  HVAC/R Lab  M 100 3  
Prerequisite: HVAC1461. Lab setting employing the use of residential and light commercial equipment, training panels and interactive computer programs to acquire experience with wiring, function operation, and troubleshooting of heating, ventilating, air conditioning and refrigeration equipment.

HVAC2610  Troubleshooting Techniques Lab  M - 50 1.5  
Prerequisite: HVAC1461. Application of servicing and troubleshooting residential and light commercial HVAC/R equipment, both mechanically and electrically. Emphasis is placed on the "hands-on" use of service instruments from the Carrier Corporate Manual, HVAC/R Servicing Procedures. Additionally, creating electrical ladder (schematics) wiring training panels and troubleshooting fault simulators will be emphasized. Troubleshooting actual units brought into the shop and service calls of a service technician will be included as practical.

HVAC2649  Commercial HVAC Fundamentals & Practices II  M 50 - 5  
Prerequisite: HVAC1447. Theory and practices of commercial air conditioning system operation. An in-depth study of human comfort, psychrometrics and the engineering principles that apply to heating, ventilating and air conditioning (HVAC). The eight basic processes of HVAC are studied via the psychrometric chart.

INFO1000  Computer Essentials  M 10 - 1  
Students will learn how to login to the computer lab and use Windows. Features of Microsoft Windows and the Microsoft Word program are also taught. The main focus of the course is learning the basics of the personal computer. Students will learn to create, edit, and print documents in Microsoft Word.

INFO1005  Microsoft Office Applications  M 60 - 2  
No prerequisite. Basic skills in Microsoft Word, Excel, Access, and PowerPoint designed for transfer to UNL College of Business Administration. Class does not count for general education requirements or for the Microcomputer Technology program. Pass/No Pass only.

INFO1010  Computer Literacy  M 40 - 15 4.5  
No prerequisite. Introduces computer hardware concepts related to system unit, input/output, storage, and communications devices. Additional topics include the Windows Operating System, desktop and file management, use of productivity software, and use of Internet for research and e-mail. Course does not count toward the personal computer technology program course requirements.

INFO1117  Microcomputer Applications  M 45 - 2  
Self-paced, hands-on lab format used to introduce students to Windows, word processing software, presentation software, spreadsheet software, and database software.

INFO1121  Microsoft Word & PowerPoint  L/M 10 15 1.5  
Prerequisite: Prior computer coursework or experience. Introduction to Word and PowerPoint. Basic word processing skills to create, edit, format, and print documents. Create, organize, and view presentations with text and graphics.

INFO1131  Microsoft Excel  L/M 10 15 1.5  
Prerequisite: Prior computer coursework or experience. Practical experience using Excel spreadsheet. Learn basic and intermediate commands to create and format spreadsheet data.

INFO1151  Computer Fundamentals  L/M 45 - 4.5  
Prerequisite: Declared Microcomputer Technology or Computer Programming program students only. Prior computer coursework or experience.

INFO1161  Windows Operating Systems  L 40 - 15 4.5  
Prerequisite: Prior computer coursework or experience. Introduction to features and capabilities of Microsoft Windows, including disk organization, file management, accessories, programs, system customization, and maintenance. MS-DOS commands for file management and batch file creation.

INFO1211  Microsoft Access  L 15 - 15 2  
Prerequisite: Prior computer coursework or experience. Introduction to database creation and manipulation using Microsoft Access. Topics include tables, relationships, forms, reports, and queries.

INFO1214  Program Design and Problem Solving  L/M 40 - 15 4.5  
Prerequisites: INFO1151, INFO1161, and MATH1040. Fundamental concepts of structured programming techniques. Topics include top-down design, hierarchy charts, data flow charts, pseudocode.

INFO1217  Database Management  M 50 - 5  
Introduction to database management systems. Basics of database design and manipulation covered. Topics include relationships, database normalization, integrity constraints, and Microsoft Access DBMS software.

INFO1221  Introduction to the MVS Environment  M 20 - 10 2  
Prerequisite: INFO1214. This course will address the MVS mainframe environment to include the TSO/EZFPF facilities for program development, basic JCL statements, IDCMS and sort utility programs.

INFO1287  Operating Systems  M 50 - 5  
Prerequisite: INFO1151. Introduction to the concepts of various operating systems, their usage, history of development, and particular characteristics. Terminology and case studies in various operating systems covered.

INFO1311  Database Concepts  L 30 - 3  
Prerequisites: INFO1151, INFO1161 and INFO211. Introduction to database management concepts. Topics include database terminology, manipulation, organization, and relationships.

INFO1314  Java  L/M 30 - 45 4.5  
Prerequisite: INFO1214. Introduction to programming using Java.

INFO1325  Internet Scripting  L/M 20 - 30 3  
Prerequisites: INFO1214 and INFO1431. Introduction to the use of Java script in web page development.

INFO1337  Introduction to the iSeries Operating System  M 30 - 3  
Prerequisite: INFO1214. Introduction to the iSeries operating system and Control Language commands. Physical and logical files are illustrated, using SEU, PDM, and DFU. CLP and SDA are also discussed.
INFO1444 Advanced Windows XP Professional

Prerequisite: INFO1381 or ELEC2760.
Implement and use Windows XP Professional advanced features to connect, manage, and troubleshoot Windows XP systems in a workgroup and domain environment.

INFO1443 Help Desk Concepts

Prerequisites: ENGL1010, ENGL1015, INFO1211, INFO1214, and INFO1381.
Terminology, structure, and tools related to help desk operations.

INFO1458 RPG IV

Prerequisite: INFO1337.
Programming of the Series computer using RPG IV (Report Program Generator) language. Applications used in RPG IV illustrate basic input/output, calculations, comparisons, control breaks, tables, arrays, and data base file I/O - using DB2/400. Subfile processing is used for on-line applications.

INFO1463 Advanced Hardware Troubleshooting

Prerequisite: INFO1371.
Diagnose and correct microcomputer hardware problems. Install and test peripheral devices.

INFO1491 Network Security Fundamentals

Prerequisites: INFO1391 and INFO1441.
Examination of information security basics focusing on the threats, trends, and ramifications related to the security practices and procedures on an Enterprise network.

INFO1493 Advanced Microsoft Access

Prerequisite: INFO1211.
Advanced database techniques using Access.

INFO1495 Novell Network Administration

Prerequisites: INFO1371, INFO1391, and INFO1441.
Administration of Novell NetWare. Design and setup of NDS tree, containers, and leaf objects. Managing users, groups, NDS security, and file system security. Setting up print services.

INFO1501 Integrated Applications

Prerequisites: INFO1211, INFO1311, and INFO1421.
Project based course covering advanced topics and integration of word processing, spreadsheet, database, and presentation software.

INFO1511 Advanced Database Concepts

Prerequisite: INFO1311.
Advanced topics in database management. Topics include database relationships, SQL, and additional work with DBMS software.

INFO1515 Database Administration

Prerequisite: INFO1311.
Introduction to the database administration concepts using Microsoft SQL Server. Topics include creating and managing databases, tables, indexes, views, stored procedures, triggers, and user-defined functions. Additional topics include installation issues and management tools.

INFO1521 Web Graphics

Prerequisite: INFO1431.
Techniques for adding graphical information onto a web page using Photoshop and ImageReady.

INFO1522 Web Layout

Prerequisite: INFO1431.
Introduction to Dreamweaver for web page development.

INFO1525 Web Server Scripting

Prerequisites: INFO1314, INFO1325, INFO1511, INFO2531, and INFO2564.
Server-side scripting techniques for web database access.

INFO1541 Social & Ethical Issues in Information Technology

Prerequisites: ENGL1010 or ENGL1015 and the following: INFO1211, INFO1151.
Study of ethical and social implications of computer technology.
INFO2581 Network Security Systems
Prerequisite: INFO1491.
Provides an in-depth exploration of various methods for attacking and defending a network.

INFO2585 Windows 2003 Server Administration
Prerequisites: INFO1371, INFO1391, and INFO1441.
Skills needed for managing a Windows 2003 network including configuring, administering, and troubleshooting user accounts, groups, and network security. Students create, configure, and manage network printing and file and web services in an Active Directory environment.

INFO2591 Advanced Network Security
Prerequisite: INFO2581.
Emphasis on intrusion detection and essential practices, such as developing and implementing a security policy.

INFO2594 Programming Project Design
Prerequisite: INFO2144 and INFO2664.
Use proper techniques to develop and document the design of a complete system project.

INFO2611 Microcomputer Practicum
Prerequisite: Permission of program chair.
Students spend 90 hours at a work site applying microcomputer knowledge and skills in career interest areas. Exact nature of work varies. Individual objectives established for each student.

INFO2631 Linux Network Administration
Prerequisites: INFO1371, INFO1391, and INFO2531.
Skills needed for managing a Linux based network, including installation, using resources, security and setting up users.

INFO2638 Computer Programming Project Design
Prerequisites: INFO2528, INFO2548 and INFO2558.
Projects to apply programming languages and systems design in the creation of the total application of an information system. Student groups work with industry and are responsible for file design, program archiving, operations, documentation, and management output. Formal presentation of the completed system is required.

INFO2664 Advanced Visual Basic
L/M 30 45 4.5
Prerequisites: INFO1311 and INFO2564-Lincoln, INFO2564-Milford.
Advanced programming in Visual Basic.NET stressing object-oriented programming techniques.

INFO2670 Desktop Support
Prerequisite: INFO2513.
Skills and knowledge to support end users in a Microsoft Windows environment.

INFO2674 ASP.NET Using Visual Basic
L 30 45 4.5
Prerequisite: INFO2664.
Object-oriented programming in Visual Basic.NET.

INFO2678 DB2 Database Application & SQL
Prerequisite: INFO1217.
Introductory course of IBM's DB2 Database Management System accessed with SQL (Structured Query Language).

INFO2692 Web Programming Project
L 20 75 4.5
Design, develop, and document web-based programming project which utilized HTML and client/server-side scripting techniques.

INFO2694 Programming Project
L 10 60 3
Prerequisite: INFO2594.
Develop projects applying system design and programming languages in the creation of a total microcomputer application.

INFO2695 Advanced Windows 2003 Server
Prerequisite: INFO2585.
In-depth coverage of planning, implementing, configuring, maintaining, and troubleshooting an Active Directory infrastructure using Windows 2003 Server.

INFO2698 Programmer Portfolio Development
Prerequisite: INFO2523 or INFO2594.
Using previous course training, students develop a capstone portfolio of programs to present to potential employers. Students will be expected to document and defend their portfolio content.

JDAP • John Deere Parts

JDAP1140 Product Knowledge I
M 55 45 7
Study of function, principles of operation, model identification, and life expectancy of John Deere equipment. Emphasis on basic machine systems and harvesting equipment. Basic principles of how the system works, parts identification and function, wear features, commonly replaced parts, and related part sales.

JDAP1141 Shipping & Receiving
M 10 15 1.5
Introduction to filling and shipping orders, including receiving inventory, shipping in venture, arranging transportation; and all documents involved in shipping and receiving. Study and use of the different binning systems, and stock maintenance.

JDAP1142 John Deere Merchandise
M 55 45 7
Introduction to Deere and Company's history, organizational overview, and company/dealer relationship. Major products by factory lines and identification of the top John Deere Merchandise products with features and benefits.

JDAP1143 Concepts of Merchandising
M 30 45 4.5
Study of basic merchandising concepts, product grouping, and special merchandising. Drawing planograms of the merchandising area with different types of merchandising techniques. Key features and special displays to enhance merchandising. Identify hazardous materials in the work place, safety, and proper fork lift operation.

JDAP1147 Product Knowledge II
M 55 45 7
Prerequisites: JDAP1140 through JDAP1143.
This course begins by identifying various types of John Deere equipment used for planting and seeding. Basic principles of the equipment, parts identification and function, wear features, commonly replaced and related part sales. This course is a continuation of the study of parts nomenclature, replacement parts, and product features and benefits.

JDAP1248 References & Electronic Cataloging
M 25 75 5
Prerequisites: JDAP1140 through JDAP1143.
This class provides an introduction to John Deere parts reference information. Included are John Deere reference manuals, parts marking guides, cross reference information, and Electronic Parts Catalog. There will be a continued learning of nomenclature through the use of parts reference materials.

JDAP1249 Counter Sales
M 25 75 5
Prerequisites: JDAP1140 through JDAP1143.
Introduction to the features of parts counter sales, including counter invoicing and work order control. Introduction to PMM (Parts Marketing Management) and basic inventory control procedures. John Deere Parts Department policies and procedures will be explained, demonstrated, and practiced.

JDAP1351 Dealer Cooperative Education
M - 480 12
Prerequisites: JDAP1140 through JDAP1249.
On-the-job experience in a John Deere dealership. Application of skills and concepts learned in previous quarters. Supervised by the SouthEast Community College John Deere P arts cooperative education coordinator.

JDAP2454 Inventory Control & Management
M - 90 9
Prerequisites: JDAP1140 through JDAP1351.
Study of PMM (Parts Marketing and Management), including basic inventory control procedures, parts maintenance, ordering, receiving, parts returns, daily transactions, operating procedures, policy, goals, obsolescence and recording lost sales. Developing the use of order formula codes, critical inventory classification and automatic reclassification to enhance inventory control.

JDAP2455 Product Knowledge III
M 25 75 5
Prerequisites: JDAP1140 through JDAP1351.
Continued in-depth use of John Deere Electronic Parts Catalog system, parts reference manuals, and other reference information. The student will continue to learn product knowledge, parts nomenclature, commonly replaced parts, and product features and benefits.

JDAP2558 Dealer Cooperative Education
M - 480 12
Prerequisites: JDAP1140 through JDAP2455.
On-the-job experience in a John Deere dealership. Application of skills and knowledge learned in previous quarters. Supervised by SouthEast Community College John Deere Parts cooperative education coordinator.
This course deals with basic physical principles, study of new market opportunities using John Deere marketing strategies. Marketing concepts will be learned, such as product, price, promotions, and distribution strategies. Student will develop a twelve month parts marketing plan.

**JDAP2660 Marketing Strategies**

- **Course Title:** Marketing Strategies
- **Location Offered:** M 50 75 7.5
- **Prerequisites:** JDAP1140 through JDAP2558.

**JDAP2662 Parts Marketing & Management**

- **Course Title:** Parts Marketing & Management
- **Location Offered:** M 50 75 7.5
- **Prerequisites:** JDAP1140 through JDAP2558.

Review of basic in-vinentory control procedures, including parts counter operation and service department requisitions using the P arts Marketing Management System. Application of mark ing features of the John Deere computer system and analysis of inventory management reports.

**JDAT • John Deere Tech**

**JDAT1140 John Deere Fundamentals**

- **Course Title:** John Deere Fundamentals
- **Location Offered:** M 45 50 5.5
- **Prerequisites:** JDAT1140 through JDAT1246.

This course provides an introduction to the John Deere product line, manuals, time management, engine classifications, and serial numbers. Warranty, shop tickets, and John Deere service department policy and procedures are explained as well as an introduction to John Deere Service ADVISOR.

**JDAT1142 John Deere Orientation & Safety**

- **Course Title:** John Deere Orientation & Safety
- **Location Offered:** M 30 45 4.5
- **Prerequisites:** JDAT1140 through JDAT1246.

The proper use and care of power and hand tools. Encompasses micrometers, dial indicators, torque wrenches, twist drills, taps , dies, screw extractors, thread restoration, tube fit tings, and f asteners. Safety, product labels and material saf ety data sheets, and handling of hazardous materials will be explained. Safe forklift operation will be covered.

**JDAT1144 John Deere Welding**

- **Course Title:** John Deere Welding
- **Location Offered:** M 10 20 1.5
- **Prerequisites:** JDAT1140 through JDAT1246.

Theory and practice of oxyacetylene braze welding and cutting including proper oper ation of equipment. Principles, saf ety, e ety, procedures, and application of gas metal arc welding (MIG).

**JDAT1146 John Deere Electrical/ Electronics I**

- **Course Title:** John Deere Electrical/ Electronics I
- **Location Offered:** M 84 36 9
- **Prerequisites:** JDAT1140 through JDAT1246.

Basic electrical principles and applications of magnetism, electromagnetism, and the saf ety utilization of electrical test meters are covered. The design, construction, and safe operation and testing of lead acid batteries is part of this class. Principles of operation, testing, and repair of ignition systems, crank ing systems, and charging systems are included.

**JDAT1240 John Deere Theory of Engine Operation**

- **Course Title:** John Deere Theory of Engine Operation
- **Location Offered:** M 40 20 4.5
- **Prerequisites:** JDAT1140 through JDAT1246.

This course deals with basic ph ysical principles, operation, and construction of two and f our stroke cycle engines. It includes ignition timing of f our stroke product line, manuals, time management, and diagnostic test procedures will be pr acticed on spark and compression ignition engines. This course also covers the types of internal combustion engine cooling systems, lubrication systems, air intake systems, and exhaust systems.

**JDAT1242 John Deere Engine Repair**

- **Course Title:** John Deere Engine Repair
- **Location Offered:** M 50 112 8.5
- **Prerequisites:** JDAT1140 through JDAT1246.

Course contains basic theory, construction, and operation of engine valve train and cylinder head. It includes valve timing and adjustments of actual John Deere engines. Basic procedures and operation of valve and seal reconditioning will be performed on cylinder heads. Design, construction, operation, and service methods for the following engine components: c rankshafts, connecting rods, piston assemblies, cylinder liners, bearings, and related engine accessories. Activities include disassembly, inspection, measurements, reassemble, and adjustments performed on John Deere engines.

**JDAT1244 John Deere Fuel Systems**

- **Course Title:** John Deere Fuel Systems
- **Location Offered:** M 30 18 3.5
- **Prerequisites:** JDAT1140 through JDAT1246.

Operation, theory, testing, and repair methods for spark ignition engine fuel system along with normal and abnormal combustion theory. Fuel production, testing, storage, and handling are also covered. The theory of diesel fuel injection system includes injection pump and nozzle components, fuel flow, and fuel filtering systems. Maintenance procedures including proper removal, installation, and timing of fuel injection pumps is also covered.

**JDAT1246 John Deere Tractor Performance**

- **Course Title:** John Deere Tractor Performance
- **Location Offered:** M 20 10 2
- **Prerequisites:** JDAT1140 through JDAT1246.

This course deals with proper performance of John Deere agricultural tractors. Techniques and procedures for determining performance of tractor stall sage and ballast are covered. Engine performance testing, procedures, results, and corrections will be covered.

**JDAT1370 Dealer Cooperative Experience**

- **Course Title:** Dealer Cooperative Experience
- **Location Offered:** M 480 12
- **Prerequisites:** JDAT1140 through JDAT1246.


**JDAT2241 John Deere Row Crop Tractors I**

- **Course Title:** John Deere Row Crop Tractors I
- **Location Offered:** M 20 10 2
- **Prerequisites:** JDAT1140 through JDAT1246.

Theory of power tr alling systems and upc to R134A refrigerant is also covered as well as row crop planters and grain drills. Primary, secondary, and row crop tillage tools will be covered as well as row crop planters and gain drills.
Review of electrical fundamentals and introduction to basic electronics, plus the procedures and use of a digital multimeter in testing electrical circuits is covered. Troubleshooting techniques for circuit diagnosis using electrical schematics is included. The function, operation, and testing of semiconductors and transistors is covered, along with microprocessor operation, including inputs and outputs. Testing of tractor circuits including lighting, safety, instrumentation and gauges is a part of the lab exercises. Electronic monitoring of inputs and outputs. Testing of machine circuits using a digital multimeter in testing electrical circuits. Techniques of circuit diagnosis using electrical schematics. Function, operation, and testing of semiconductors and transistors. Microprocessor operation, including inputs and outputs. Testing of machine circuits including lighting, accessibility, instrumentation, and gauges. Safety is stressed in this course.

JDAT2746 John Deere Harvesting Equipment

Prerequisites: JDAT1140 through JDAT2670.

This course covers the theory, design, principles of operation, and troubleshooting of harvesting equipment. Emphasis will be placed in inspection and repair of all combine operational systems as well as the header systems.

JDAT2748 John Deere Electrical/Electronics III

Prerequisites: JDAT1140 through JDAT2670.

Review of electrical fundamentals and introduction to basic electronics, plus the procedures and use of a digital multimeter in testing electrical circuits is covered. Troubleshooting techniques for circuit diagnosis using electrical schematics is included. The function, operation, and testing of semiconductors and transistors is covered, along with microprocessor operation, including inputs and outputs. Testing of tractor circuits including lighting, safety, instrumentation and gauges is a part of the lab exercises. Electronic monitoring of inputs and outputs. Testing of machine circuits including lighting, accessibility, instrumentation, and gauges. Safety is stressed in this course.

JDAT2500 John Deere Advanced Technologies

Prerequisites: JDAT1140 through JDAT2670.

Operation, theory, testing, and repairs of precision farming tools to include Global Positioning Systems as used for Ag Management Solutions. Included are parallel tracking (guidance systems), yield mapping/monitoring, field documentation (acre counters, fuel consumption, periodical maintenance of machine, etc.), map-based seeding, Accu-depth (tilleage machines), and Crop V eneve (tracing crop from planting to harvest).

JDCE • Deere Construction & Forestry Equipment Tech

JDCCE1130 Deere Orientation & Safety

Introduction to materials, Service ADVISOR, PM PRO, time management, machine classifications, engine classifications, and serial numbers. Warranty, shop tickets, safety, and Deere service department policy and procedures.

JDCCE1311 Deere Fundamentals

Use and care of power and hand tools. Micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread rectoration, tube fittings, and fasteners. Safety and proper operation of pullers and presses.

JDCCE1321 Deere Welding I

Theory and practice of oxyacetylene brazing and cutting including proper operation of equipment. Principles, safety, and procedures, and application of gas metal Arc welding (MIG) on sheet metal.

JDCCE1331 Deere Heating, Ventilation, & Air Conditioning

Theory, operation, inspection, and repair of air conditioning, heating, and ventilation systems. Safety is also stressed.

JDCCE1134 Deere Electrical/Electronics I

Basic electrical principles and applications of magnetism, electromagnetism, and the safe utilization of electronic instruments. Design, construction, and safe operation and testing of lead acid storage batteries. Principles of operation, testing, and repair of cabling systems and charging systems. Ignition system principles of operation are also discussed.

JDCCE1270 Dealer Cooperative Education

Prerequisites: JDCCE1130 through JDCCE1341.

On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College-Milford Campus Deere Construction Equipment instructor.

JDCCE1340 Deere Theory of Engine Operation

Study of basic principles, operation, and construction of two and four-stroke cycle engines. Ignition timing, fuel injection, and engine components. Fuel system components. Reliability of valve timing, ignition, and injection timing to normal combustion. Normal and abnormal combustion theory to fuel production, testing, storage, and handling. Theory of diesel fuel injection systems include pump and nozzle components, fuel flow, and fuel filtering systems. Diesel engine compression ignition theory, combustion chamber design, and maintenance procedures for proper removal, installation, and timing of fuel injection pumps. Safety is stressed.

JDCCE1342 Deere Engine Repair

Basic theory, construction, and operation of engine valve train and cylinder head. Valve timing and adjustments of Deere engines. Design, construction, operation, and troubleshooting of the following engine components: crankshafts, connecting rods, piston assemblies, cylinder liners, bearings, and related engine accessories; Common case lubricants, lubrication systems, and oil filter action systems. Disassembly, inspection, measurements, reassembly, and adjustments performed on Deere diesel engines. Safety is included.

JDCCE1343 Deere Electrical/Electronics II


JDCCE1470 Dealer Cooperative Education

Prerequisites: JDCCE1130 through JDCCE1341.

On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College-Milford Campus Deere Construction Equipment instructor.

JDCCE2550 Deere Mechanical Power Trains

The theory of power transmission from engine to traction wheels. Function and operation of gears, clutches, planetary gears, driveshaft, and differential, and transmissions. Lab exercises will include assembly, inspection, adjustment, and reassembly of clutches, differential, final drive, mechanical front-wheel drive, power takeoffs, mechanical, and power shift transmissions. Safety training will be included.

JDCCE2551 Deere Hydraulics

Principles and application of theory, construction, fluid flow, operation, testing,disassembly, inspection, repair, reassembly, and testing of hydraulic components and systems as used in Deere construction equipment. Safety is stressed.

JDCCE2552 Deere Hydrostatic Drives

Principles and application of theory, construction, fluid flow, operation, testing,disassembly, inspection, repair, reassembly, and testing of hydrostatic components and systems as used in Deere construction equipment. Safety is stressed.

JDCCE2553 Deere Welding II

Principles and application of arc welding in the flat, horizontal, and vertical positions. Practice with Air Carbon, Arc cutting and the study of basic metals and metals properties as applied to Deere construction and Forestry Equipment.

JDCCE2670 Dealer Cooperative Education

Prerequisites: JDCCE1130 through JDCCE2553.

On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College-Milford Campus Deere Construction Equipment instructor.

JDCCE2760 Deere Back Hoes/Landscape Loaders

Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Back Hoes/Landscape Loaders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety is stressed.

JDCCE2761 Deere Excavators

Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Excavators utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be included.

JDCCE2762 Deere Crawler Dozers / Loaders

Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere crawler dozers/loaders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety is stressed.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>JDEC2763</td>
<td>Deere Motor Graders</td>
<td>M 25</td>
<td>16</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>JDEC2764</td>
<td>Deere Four Wheel Drive Loaders</td>
<td>M 30</td>
<td>16</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>JDEC2765</td>
<td>Deere Forklifts, Skid Steer Loaders</td>
<td>M 10</td>
<td>5</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>JDEC2766</td>
<td>Deere Scrapers/Articulated Trucks</td>
<td>M 30</td>
<td>15</td>
<td>3.5</td>
<td></td>
</tr>
</tbody>
</table>

Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere motor graders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety is stressed.

Prerequisites: JOUR1820 and PHOT1750 and by permission only.

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<tr>
<th>Course #</th>
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<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1100</td>
<td>Laboratory Science Orientation</td>
<td>10</td>
<td>-</td>
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</tr>
</tbody>
</table>

Overview of Laboratory Science Technology for new or prospective students. Employment expectations, content of courses, curriculum chronology and other items of concern to new students.

<table>
<thead>
<tr>
<th>Course #</th>
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</tr>
</thead>
<tbody>
<tr>
<td>LBST1101</td>
<td>Applied Chemistry I</td>
<td>L 33</td>
<td>-</td>
<td>3</td>
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</tbody>
</table>

Introductory course in chemistry. Basic chemical concepts. Atomic structure, periodic table, chemical bonding, organic chemistry.

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<tr>
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<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1102</td>
<td>Applied Chemistry II</td>
<td>L 33</td>
<td>-</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Prerequisite: LBST1101 and LBST1111 or equivalent. Continuation of introductory chemistry measurement, stoichiometry, gas laws, solution preparation, chemical equilibrium and acid/base concepts.

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Location offered</th>
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<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1111</td>
<td>Applied Chemistry I Laboratory</td>
<td>L -</td>
<td>33</td>
<td>1.5</td>
<td></td>
</tr>
</tbody>
</table>

Laboratory course to accompany LBST1101. Emphasizes qualitative analysis.

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1112</td>
<td>Applied Chemistry II Laboratory</td>
<td>L -</td>
<td>33</td>
<td>1.5</td>
<td></td>
</tr>
</tbody>
</table>

Laboratory course to accompany LBST1102. Practice of concepts learned in LBST1102.

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1121</td>
<td>Analytical Chemistry for Technicians I</td>
<td>L 33</td>
<td>-</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Prerequisites: LBST1102 and LBST1112 or equivalent. Introduction to classical quantitative chemical analysis emphasizing graviometric and titrimetric analysis. Sampling and sample preparation, statistical data analysis, chemical equilibrium, acid/base and complex ion chemistry and oxidation-reduction.

<table>
<thead>
<tr>
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<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1131</td>
<td>Analytical Chemistry I Laboratory</td>
<td>L -</td>
<td>44</td>
<td>1.5</td>
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</tbody>
</table>

Laboratory course to accompany LBST1121. Practice of concepts learned in LBST1121.

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<tr>
<th>Course #</th>
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<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1161</td>
<td>Organic Chemistry</td>
<td>L 33</td>
<td>-</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Prerequisites: LBST1102 and LBST1112 or equivalent. Organic chemistry emphasizing nomenclature, physical properties, reactions and structure including elementary infrared spectroscopy.

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<tr>
<th>Course #</th>
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<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1171</td>
<td>Organic Chemistry Laboratory</td>
<td>M -</td>
<td>33</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Laboratory course to accompany LBST1161. Practice of concepts learned in LBST1161.

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<thead>
<tr>
<th>Course #</th>
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<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1201</td>
<td>Structure &amp; Function of Organisms</td>
<td>L 33</td>
<td>-</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Introductory biology course stressing basic biological principles, taxonomy, anatomy, physiology and embryology. Fulfills biology Elective requirements.

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<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1205</td>
<td>Introductory Biology</td>
<td>L 33</td>
<td>-</td>
<td>3</td>
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</tbody>
</table>

Basic biology course emphasizing cellular and molecular biology. Cell structure and fuction, the nature of heredity and metabolism.

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<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1208</td>
<td>Ecology</td>
<td>L 33</td>
<td>-</td>
<td>3</td>
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</tbody>
</table>

Basic biology course concerned with the interrelationships among organisms and their environments. Emphasis on the roles of microorganisms. Fulfills biology Elective requirements.

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<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1211</td>
<td>Structure &amp; Function of Organisms Laboratory</td>
<td>-</td>
<td>33</td>
<td>1.5</td>
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</tr>
</tbody>
</table>

Laboratory course to accompany LBST1201. Practice of concepts learned in LBST1201.

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<tr>
<th>Course #</th>
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<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>LBST1215</td>
<td>Introductory Biology Laboratory</td>
<td>-</td>
<td>33</td>
<td>1.5</td>
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</tbody>
</table>

Laboratory course to accompany LBST1205. Practice of concepts learned in LBST1205.

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<tr>
<th>Course #</th>
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<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1221</td>
<td>Introduction to Microbiology</td>
<td>L 22</td>
<td>-</td>
<td>2</td>
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</table>

Prerequisites: LBST1205 and LBST1215 or equivalent. Survey course introducing students to various types of microorganisms. Cell structure, history and growth of microorganisms. Microscopic examination and handling of cultures.

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<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1231</td>
<td>Introduction to Microbiology</td>
<td>L -</td>
<td>44</td>
<td>1.5</td>
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</tbody>
</table>

Laboratory course to accompany LBST1221. Practice of concepts learned in LBST1221.

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<tr>
<th>Course #</th>
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<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1301</td>
<td>Water Quality</td>
<td>L 33</td>
<td>-</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Prerequisite: LBST1102 and LBST1221 or equivalent. Introduction to natural aquatic environments. Physical, biological and chemical characteristics of freshwater in ponds, lakes, reservoirs, and rivers. Addresses water quality issues for water and wastewater treatment. Identification of what constitutes pollution of natural water systems.

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<th>Lab Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>LBST1401</td>
<td>Introduction to Biotechnology</td>
<td>L 10</td>
<td>10</td>
<td>1.5</td>
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</tbody>
</table>

Prerequisite: Declared Agriculture Business & Management Technology or Laboratory Science Technology Students. Explanation of biotechnology, introductory lab exercises and career information.

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</thead>
<tbody>
<tr>
<td>LBST1411</td>
<td>Survey of Biology and Microbiology</td>
<td>L 30</td>
<td>-</td>
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<tr>
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<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1412</td>
<td>Survey of Biology and Microbiology Laboratory</td>
<td>L 30</td>
<td>-</td>
<td>3</td>
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</tr>
</tbody>
</table>

Prerequisite: LBST1401. Co-requisite: LBST1412. Basic laboratory exercises in biology and microbiology including microscopy, handling bacterial cultures, and metabolic testing.
LBST1421 Survey of Chemistry
L 33 - 3.0
A survey course in general, organic, and biochemistry. Topics include elements, compounds, chemical equations, atomic structure, chemical bonding, chemical equilibrium, acids and bases, organic classification and nomenclature, and proteins and carbohydrates.

LBST1422 Survey of Chemistry Laboratory
L 33 - 1.5
Co-requisite: LBST1421. Laboratory course to accompany LBST1421.
Practice of concepts learned in LBST1421.

LBST1431 Biotechnology I
L 20 - 2
Prerequisites: LBST1401, 1411, 1412, 1421, 1422.
Overview of biotechnology with a focus on general biochemistry, the structure and function of biomolecules, and a review of applicable principles of organic chemistry.

LBST1432 Biotechnology I Laboratory
L 20 - 1
Prerequisites: LBST1401, 1411, 1412, 1421, 1422.
Co-requisite: LBST1431.
Laboratory exercises in biotechnology, protein analysis, and elementary nucleic acid analysis.

LBST1441 Water/Wastewater Chemistry and Microbiology
L 30 - 3
Co-requisite: LBST1442.
Survey class dealing with the chemistry, microbiology, and treatment of water and wastewater. Includes water quality parameters and the chemical processes involved in the treatment of water-to-drinking-water quality. Covers the biological and chemical treatment processes involved in wastewater discharged into public waterways. Water quality issues including standards, sampling, and analysis of water and wastewater.

LBST1442 Water/Wastewater Chemistry and Microbiology Laboratory
L 30 - 1.5
Co-requisite: LBST1441.
Practice of concepts learned in LBST1441.

LBST2122 Analytical Chemistry for Technicians II
L 33 - 3
Prerequisites: LBST1121 and LBST1131.
Introduction to instrumental analytical chemistry emphasizing molecular spectroscopy, atomic absorption, flame atomic absorption and emission, and graphite furnace, and ICP techniques. Computerized data acquisition and analysis.

LBST2124 Analytical Chemistry for Technicians III
L 33 - 3
Prerequisites: LBST2122 and LBST1132.
Continuation of the study of instrumental analysis chemistry emphasizing analytical separations and electroanalytical chemistry. Extraction, chromatography, gas chromatography, high performance liquid chromatography, potentiometry and voltammetry. Computerized data handling methods.

LBST2125 Instrumental Analytical Chemistry
L 33 - 3
Prerequisites: LBST1121 and LBST1311.
Introduction to instrumental analytical chemistry emphasizing molecular spectroscopy, atomic absorption, and chemical bonding. A high performance liquid chromatography and potentiometry. Fulfills requirement of Medical Laboratory Technician program only.

LBST2132 Analytical Chemistry Laboratory
L 33 - 1
Laboratory course to accompany LBST2122.
Practice of concepts learned in LBST2122.

LBST2134 Analytical Chemistry III Laboratory
L 33 - 1
Laboratory course to accompany LBST2214.
Practice of concepts learned in LBST2214.

LBST2152 Biochemistry I
L 33 - 3
Prerequisites: LBST1461 and LBST1711 or equivalent; LBST2105 or equivalent.
Examination of the chemistry of life with special emphasis on structure and function of biomolecules such as proteins. Review of organic chemistry. Basic techniques used to isolate and study biomolecules.

LBST2163 Biochemistry II
L 22 - 2
Prerequisites: LBST2162 and LBST2127 or equivalent.
Continuation of Biochemistry I with emphasis on biotechnology, metabolism and chromatographic, and spectroscopic and electrophoretic laboratory methods.

LBST2172 Biochemistry I Laboratory
L 33 - 1
Laboratory course to accompany LBST2162.
Practice of concepts learned in LBST2162.

LBST2173 Biochemistry II Laboratory
L 44 - 1.5
Laboratory course to accompany LBST2163.
Practice of concepts learned in LBST2163.

LBST2261 Sanitation
L 15 15 2
Prerequisites: LBST2212 and LBST231 or equivalent.
Study of cleaning and sanitizing procedures related to industrial settings. Microbial spoilage, food poisoning and other topics related to food microbiology.

LBST2265 Applied Microbiology
L 22 - 2
Prerequisites: LBST2212 and LBST231 or equivalent.
Study of man’s interaction with microorganisms. Immunology, the nature of infectious diseases, resistance to diseases.

LBST2275 Applied Microbiology Laboratory
L 33 - 3
Laboratory course to accompany LBST2265.
Practice of concepts in microbiology, including media preparation, culture techniques, media selection and identification of pathogens.

LBST2302 Water & Wastewater Technology
L 33 - 3
Prerequisite: LBST1301 or permission.
Study of water treatment and design of water/wastewater treatment plants. Basic types of pumps, motors and valves are included as part of the preparation for the state water treatment certification exam.

LBST2303 Water-Wastewater Analysis
L 22 - 2
Prerequisite: LBST2302 or permission.
Standard techniques for water/wastewater analysis. Basic laboratory procedures and techniques. Environmental sample collection and preservation, accuracy, precision, and interpretation of results from analysis.

LBST2331 Water-Wastewater Analysis Laboratory
L 44 - 1.5
Laboratory course to accompany LBST2303.
Practice of concepts learned in LBST2303.

LBST2321 Hazardous Materials
L 33 - 3
Prerequisite: LBST1161.
Introduction to the nature, handling, storage and disposal of hazardous materials. Protection in a laboratory setting. Descriptions of hazardous materials, protective equipment, reading an MSDS, disposal, health effects and transportation of hazardous materials. Review of various legislation governing hazardous materials including Right to Know, SARA, RCRA, CERCLA, and others.

LBST2400 Laboratory Skills Competency
L 10 - 5
Prerequisite: Must be in final quarter of enrollment.
Practical examinations by instructors in the Laboratory Science Technology program. Students tested individually on lab skills: solution preparation, pipetting, titrations, microbiological culture media preparation, sterile technique, instrumentation and safety.

LBST2406 Quality in the Analytical Laboratory
L 10 - 1
Overview of quality assurance practices for laboratory technicians. Topics include elementary statistics, control charts, and good laboratory practices (GLP).

LBST2407 Water and Wastewater Mathematics
L 10 - 1
Prerequisite: LBST2302.
Introduction of the mathematics used for process control of water treatment, wastewater treatment and water delivery systems. Focus on understanding application of the mathematics, student must take LBST2302 first.
### Course # | Course Title | Location offered | Class Hours | Lab Hours | Credit Hours
--- | --- | --- | --- | --- | ---
LBST2431 | Biotechnology II | L | 20 | - | 2
-Prerequisites: LBST1431, LBST1432.
-Co-requisite: LBST2432.
-Special emphasis on industrial-nuclear acid, chemistry, metabolism, and nutrition as it related to biotechnology.

LBST2432 | Biotechnology II Laboratory | L | - | 30 | 1
-Prerequisites: LBST1431, LBST1432.
-Co-requisite: LBST2431.
-Emphasizing nucleic acid chemistry and industrial laboratory techniques in biotechnology.

LBST2441 | Chemistry of Environmental Toxins | L | 20 | - | 2
-Prerequisites: LBST1421, 1422, 1441, 1442, and 2521.
-Co-requisite: LBST2442.
-Detailed examination of toxins in soil and water, including pesticides and fertilizer, with special emphasis on methods of analysis.

LBST2442 | Chemistry of Environmental Toxins Laboratory | L | - | 30 | 1
-Co-requisite: LBST2441.
-Laboratory techniques for extracting and analyzing environmental toxins.

LBST2451 | Bioanalysis | L | 20 | - | 2
-Prerequisites: LBST1421, 1422, 1431, 1432.
-Co-requisite: LBST2452.
-Instrumental analysis of a variety of biologically significant molecules. Laser atomic instrumental techniques such as capillary electrophoresis, high performance liquid chromatography (HPLC), gas chromatography (GC), and atomic absorption spectroscopy (AA) will be covered.

LBST2452 | Bioanalysis Laboratory | L | - | 30 | 1
-Co-requisite: LBST1421, 1422, 1431, 1432.
-Co-requisite: LBST2451.
-Emphasis on preparation of samples for instrumental analysis.

LBST2501/2502 | Practicum Laboratory Methods I & II | L | - | 90 | 3
-Prerequisite: Permission of the program chair.
-Practical, hands-on experience in a local industrial or governmental laboratory. Differentiated from LBST2502 in that student receives no pay but receives three credits for 90 clock hours spent in the laboratory. Credits in LBST2502 may be substituted for credits in this course.

LBST2522 | Cooperative Education | L | 200 | 5
-Prerequisite: Permission of the program chair.
-Time-part employment experience in a laboratory or other appropriate setting. Clock hours, pay and exact nature of work are determined by the employer. Credits in this course can be substituted in full or in part for LBST2501/LBST2502.

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### Course # | Course Title | Location offered | Class Hours | Lab Hours | Credit Hours
--- | --- | --- | --- | --- | ---
LIBR • Library Science | LIBR1010 | Introduction to Library and Information Services | L | 45 | - | 4.5
-Prerequisite: Reading assessment. College level reading skills recommended.
-This course is designed to provide the student with a broad overview of the library profession. Content includes a history of libraries, and introduction to the various types of libraries, procedures and tools.
-Students will be introduced to the vocabulary, literature and professional associations of the field.
-The role of the Library Technician Assistant in library will be examined.

LIBR1210 | Public Services in Library and Information Services | L | 45 | - | 4.5
-Pre/Corequisite: LIBR1010.

LIBR1510 | Reference Services in Library and Information Environments | L | 45 | - | 4.5
-Pre/Corequisite: LIBR1010.

LIBR2200 | Introduction to Library Collection Management | L | 45 | - | 4.5
-Pre/Corequisite: LIBR1010.

LIBR2400 | Introduction to Technical Services- Cataloging | L | 45 | - | 4.5
-Pre/Corequisite: LIBR1010.

LIBR2994 | Library Science Capstone Practicum | L | 45 | - | 4.5
-Prerequisite: Practicum coursework should take place within the final 9 hours of a student’s program.
-This course will provide students with supervised professional experience in a library or information center through which they will develop and demonstrate knowledge and skills gained in the library technical assistant program.

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### Course # | Course Title | Location offered | Class Hours | Lab Hours | Credit Hours
--- | --- | --- | --- | --- | ---
LPNS • Practical Nursing | LPNS1155 | Transition to Practical Nursing | B/L | 60 | 60 | 8
-Prerequisites: Admission to the Practical Nursing program.
-Introduction to the role of the Pr atical Nurse as a member of the healthcare team. The nursing process is used to promote safe health care according to legal, ethical, and holistic principles across the lifespan. Concepts of communication, medical assessment, medical calculations and basic medication administration are introduced.

LPNS1156 | Foundations of Practical Nursing I | B/L | 35 | 75 | 6
-The focus of this course is on basic principles and procedures within the scope of practice for practical nursing. Introductory concepts of geriatric care, death and dying, complications of bedrest, thermoregulation, and administration of parenteral medications are included.

LPNS1157 | Foundations of Practical Nursing II | B/L | 25 | 60 | 4.5
-The focus of this course is on basic principles and procedures within the scope of practice for practical nursing. Introductory concepts of wound care, surgical asepsis, urinary needs, perioperative care, and basic concepts of fluid and electrolytes including IV therapy.

LPNS1158 | Growth and Development | B/L | 30 | - | 3
-Introduction to human development from conception to death. Explores theories of human development including several major theorists. The physical, psychosocial, cognitive, and moral aspects of development and health promotion are explored throughout the lifespan.

LPNS1176 | Pharmacology | B/L | 30 | - | 3
-Prerequisite: BIOS1090 or BIOS1140 & BIOS2130 or BIOS1120.
-Provides an introductory discussion of Pharmacology, drug and patient information, legal standards, drug development, drug actions and classifications across the lifespan.

### Course # | Course Title | Location offered | Class Hours | Lab Hours | Credit Hours
--- | --- | --- | --- | --- | ---
LPNS1178 | Practical Nursing Across the Lifespan I | B/L | 55 | 105 | 9
-The study of patient needs along the wellness/illness continuum incorporating concepts in maternal/child health and medical/surgical nursing within the scope of practice for the practical nurse. Principles of health promotion, prevention, and maintenance are emphasized.

LPNS1179 | Practical Nursing Across the Lifespan II | B/L | 55 | 105 | 9
-A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in maternal child health, medical/surgical nursing within the scope of practice for the practical nurse. Principles of health promotion, prevention, and maintenance are emphasized.

LPNS1180 | Practical Nursing Across the Lifespan III | B/L | 55 | 105 | 9
-A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in maternal child health, medical/surgical nursing within the scope of practice for the practical nurse. Principles of health promotion, prevention, and maintenance are emphasized.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSCE1110</td>
<td>Land Surveyors Math</td>
<td>This is a course to review basic mathematics and learn algebraic, geometric and trigonometric concepts as they apply in the land surveying field. Topics covered include: 1) geometric definitions and calculations of perimeter, area, and volume of various basic and composite figures, 2) solving linear equations and systems of equations, 3) graphing linear and quadratic equations, 4) right triangle trigonometry and solving oblique triangles using the Law of Sines and Cosines.</td>
</tr>
<tr>
<td>LSCE1126</td>
<td>Civil Drafting I</td>
<td>Windows applications related to Computer Aided Drafting using AutoCAD software. Includes CAD drafting commands and file handling procedures are practiced. Continuation of study and application of surveying mathematics.</td>
</tr>
<tr>
<td>LSCE1226</td>
<td>Civil Drafting II</td>
<td>Continuation of LSCE1126 Civil Drafting I. Includes exercises in typical civil drawings. Continuation of study and application of surveying mathematics.</td>
</tr>
<tr>
<td>LSCE1320</td>
<td>Earthwork Inspection Surveying</td>
<td>Study of properties of soils affecting the ability to support structures such as bridges, highways, and building sites. Includes compaction, soil types, basic geology, and density and moisture of soils used in construction. Continuation of study and application of surveying mathematics.</td>
</tr>
<tr>
<td>LSCE1322</td>
<td>Highway Plan Reading</td>
<td>Prerequisites: LSCE1110, and BSAD1010 or INFO1010. Programmed study that teaches the fundamentals of reading and interpreting a complete set of highway plans. Continuation of study and application of surveying mathematics.</td>
</tr>
<tr>
<td>LSCE1323</td>
<td>Route &amp; Construction Surveying</td>
<td>Prerequisites: LSCE1220, LSCE1322, and MATH1080 or higher. Study of circular and vertical curves as employed in construction projects. Areas of surveying and total station equipment and electronic data collected. Unit of study also covers sewer and pipeline networks and principles of hysarics and safety and application of surveying mathematics.</td>
</tr>
<tr>
<td>LSCE1324</td>
<td>Concrete Inspection</td>
<td>Prerequisites: LSCE1230 and MATH1080 or higher. Study based on the fundamentals of concrete and cement. Concrete, and concrete products as applied to the job. Includes estimation of quantities and specifications. Continuation of study and application of surveying mathematics.</td>
</tr>
<tr>
<td>LSCE1326</td>
<td>Civil Drafting III</td>
<td>Prerequisites: LSCE1226 and MATH1080 or higher. Applications of design and layout to sanitary sewage systems. Includes details of design and application of surveying mathematics.</td>
</tr>
<tr>
<td>LSCE1346</td>
<td>Computer Aided Drafting</td>
<td>Prerequisites: LSCE1226 and MATH1080 or higher. Use of AutoCAD to draft civil drawings of subdivision plats, municipal plats, and profile sheets and standard details. Continuation of study and application of surveying mathematics.</td>
</tr>
<tr>
<td>LSCE1392</td>
<td>Pre-Cooperative Education</td>
<td>Continuation of LSCE1226 and LSCE1320, and MATH1080 or higher. Guidelines for the upcoming quarter of cooperative education. Includes interviewing for placement, basic preparation for the on-the-job experience and the explanation of the process used for school supervision and evulsion of the cooperative education experience.</td>
</tr>
<tr>
<td>LSCE1400</td>
<td>Cooperative Education</td>
<td>Prerequisites: LSCE1320, LSCE1324, LSCE1346, LSCE1326, LSCE1392, and ENGL1000/1010. On-the-job experience doing surveying, drafting, or materials testing/inspection with employers. Application of skills and knowledge acquired in previous quarters.</td>
</tr>
</tbody>
</table>
MACH 1110 Orientation  
L/M 5  -  .5 
Orientation to the College philosophy, goals, objectives and rules in the machine tool area.

MACH 1121 Manufacturing Processes  
L/M 50  -  5 
Theory and safe operation of machine and hand tools. Covers metrology, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.

MACH 1156 Blueprint Reading & Drawing  
L/M 20 30 3 
Basic theory and labor atory work in blueprint reading, drafting, equipment utilization, part tolerancing, and geometric constructions. Shape and size description, section views and freehand sketching.

MACH 1172 Machine Tool Lab I  
L/M 25 120 6.5 
Basic operation of the lathe, milling machine, and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.

MACH 1222 Machine Tool Lab II  
L/M 10 190 7 
Prerequisites: MACH1110, MACH121 and MACH1172. Practice using machine tools. Drill press, lathe, milling machine, surf ace grinder and cylindrical grinder.

MACH 1225 Materials of Industry  
L/M 50  -  5 
Introduction to materials (steel, iron, etc.) used in industry. Properties, uses, specifications, availability, heat treatment and tool steel.

MACH 1241 Machinery’s Handbook  
L/M 50  -  5 
Introduction to technical area handbooks and problems of design. Use of Machinery’s Handbook for measurement, circle geometry, allowances and tolerances, keys and keyseats, gearing problems, cutting speeds, and threads and bearing problems.

MACH 1250 Computer Aided Drafting (CAD)  
L/M 20 30 3 
Fundamentals of Computer Aided Drafting using AutoCAD computer aided system. AutoCAD menus, AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting.

MACH 1324 Machine Tool Lab III  
L/M 10 190 7 
Prerequisite: MACH1222. Practice using machine tools. Lathe, milling machine, surface grinder, cylindrical, and cut off grinder. Projects for lab work. Introduction to die and mold construction.

MACH 1349 Basic CNC  
L/M 65 35 7.5 
Basic theory and labor atory work in basic programming, operation and maintenance of CNC machines. Operation and maintenance of Coordinate Measuring Machines (C.M.M.).

MACH 1370 Applied Trigonometry  
L/M 45  -  4.5 
Prerequisite: MATH1050. Use of trigonometry for design and shop problems. Electronic calculator is used for most assigned problems.

MACH 1428 Machine Tool Lab IV  
L/M 10 140 5.5 
Prerequisite: MACH1324. Advanced projects to improve proficiency on machine tools.

MACH 1451 Advanced CNC  
L/M 40 20 4.5 
Prerequisite: MACH1250, MACH1349, and MACH1370. Advanced programming, operation, and setup of CNC machines.

MACH 1453 CNC Lathe  
L/M 30 15 3.5 
Prerequisites: MACH1250, MACH1349, and MACH1370. Fundamentals of manual and conversational programming, operation, and maintenance of the CNC Lathe.

MACH 1454 CAM  
L/M 40 10 4 
Prerequisite: MACH1250. Introduction to the fundamentals of Computer Aided Manufacturing. Various functions and methods of 3D AND 2D CAM programming will be covered.

MACH 1800 Basic Milling Machine I  
L 10 20 1.5 
Prerequisite: MACH1110. Basic milling machine course. Practice in using and identifying the many different kinds of milling machines used today. Selection of proper milling cutters, spindle speeds and table feeds, and workholding devices. Practice in alignment, location of part edge finding and proper use of v anious milling processes.

MACH 1801 Basic Milling Machine II  
L 10 20 1.5 
Prerequisite: MACH1800. Continuation of Basic Milling Machine I. See course description for MACH1800.

MACH 1810 Basic Engine Lathe I  
L 10 20 1.5 
Prerequisite: MACH1800. Basic engine lathe use. Identification of types of engine lathes in use today. Exercises in turning, facing, drilling, boring, taper turning and external threads. Proper speeds and feeds, proper tool bit geometry, and correct setup procedures.

MACH 1811 Basic Engine Lathe II  
L 10 20 1.5 
Prerequisite: MACH1810. Continuation of Basic Engine Lathe I. See course description for MACH1810. 

MACH 2245 Introduction to Molding  
L 30  -  3 
Prerequisites: MACH2256. Basic construction components and operation of plastic molds to include injection molds, transfer molds, compression molds, die casting and molds for rubber are also included.

MACH 2246 Jigs and Fixtures  
L 30 90 6 
Prerequisite: MACH1110 through MACH1454. Introduction to design and construction principles and requirements for manufacturing. Clamping, loading, unloading, location, and materials to be used with commercially available components. Construction of a jig or fixture.

MACH 2256 Die Construction  
L 30 130 7 
Prerequisite: MACH1110 through MACH1454. Introduction to principles of operation, use and design of dies for manufacturing sheet metal parts. Types of dies in use today and associated equipment in metal working industries. A progressive die will be constructed using blueprint provided.

MACH 2258 Quality Control  
L/M 30  -  3 
Prerequisites: MACH1110 through MACH1454. Inspection procedures used to determine product quality. Application of shop methods to produce parts in accordance with basic specifications using a variety of measuring instruments. Statistical Process Control (SPC) will be introduced.

MACH 2266 Advanced Die Construction  
L 20 175 7.5 
Prerequisite: MACH2256. Continuation of MACH2256. Utilizing labor atory equipment to design and make a progressive die and produce 100 pieces to specifications.

MACH 2530 Die Design I  
L/M 10 40 2 
Prerequisite: MACH1110 through MACH1454. Study of the design of piercing andblanking dies. Laboratory work in developing and preparing working drawings for a die which the student will construct during the fifth quarter.

MACH 2532 Die Making Lab I  
L/M 10 190 7 
Prerequisite: MACH1110 through MACH1454. Practical experience in construction of metal dies. Two types of dies are built, one from the student’s own blueprint designed in Die Design I. Use of form ground and wire EDM (electric discharge machine) construction methods.

MACH 2535 Mold Theory  
M 50  -  5 
Prerequisites: MACH1110 through MACH1454. Fundamental processes and basic construction of plastic molds (compression, transfer, and injection), molds for die casting (pressure molding of nonferrous alloys) and rubber molds.

MACH 2537 Injection Mold Design I  
M 10 40 2 
Prerequisites: MACH1110 through MACH1454. Basic principles and design of injection molds, gating methods, and runner systems. Study of mold making materials and standard mold bases and components. Use of basic principles and designs in developing plans for a single cavity mold that will be constructed as a laboratory project.

MACH 2538 Mold Making Lab I  
M 10 190 7 
Prerequisites: MACH1110 through MACH1454. Construction of plastic injection molds, one from the student’s prints designed in the injection mold design class. Construction of two other molds to pre-designed specifications. Construction of some components using CNC lathe and mills.
MATH0900 Geometry

B/L 45 - 4.5
Prerequisite: MATH0950 or equivalent.
Development of spatial awareness and critical thinking skills. Through use of contraction, labs and proofs, discovery of properties of lines, angles, polygons, circles. With the use of Cartesian, coordinate of the relationship between algebra and geometry. Graded pass/no pass.

MATH1040 Business Math

B/L/M 45 - 4.5
Prerequisite: Grade of "P" in MATH0950 or appropriate score on the math placement test.
This course is for the student who needs specific math skills to address business problems and/or applications. Students will learn mathematics as it relates to retail, payroll, financial analysis, interest earned, and money management. Students may use a calculator and computer to solve a variety of applications.

MATH1050 Thinking Mathematically

B/L/M 45 - 4.5
Prerequisite: MATH0950 (Beginning Algebra) or appropriate score on math placement test.
This course is designed to help student think mathematically. It will cover various topics including critical thinking, measurement, geometry, advanced algebra skills, basic trigonometry, statistics and other contemporary topics.

MATH1080 Algebra & Trigonometry

L/M 45 - 4.5
Prerequisite: MATH0950 or equivalent and math placement test.
This course will cover a variety of algebra and trigonometry skills. Topics will include: order of operations; powers; exponents; engineering and scientific notation; polynomials; metric prefixes; and logarithms; factoring; quadratic equation; solving absolute value equations; solving two equations/two unknowns; transposing formulas; solving complex fractions; word problems involving direct and inverse variation; and formulas from geometry involving perimeter, area, volume, Pythagorean Theorem, and right triangle trigonometry including special triangles; oblique triangle formulas and graphing equations of lines. V arious relevant applications will be discussed.

MATH1100 Intermediate Algebra

B/L 45 - 4.5
Prerequisite: MATH0950 or appropriate score on the math placement test.
Review of topics in a second year high school algebra course taught at the college level. Topics include: real numbers, 1st and 2nd degree equations and inequalities, linear systems, polynomials and rational functions, exponents and radicals, functions and relations, exponential and logarithms. May not fulfill the math requirement for the associate of arts or associate of science degrees—check with the transfer institution.

MATH1150 College Algebra

B/L 45 - 4.5
Prerequisite: A grade of "C" or better in MATH1110 or MATH1200 or equivalent.
Continuation of MATH1100. Study of parametric, exponential, logarithmic and trigonometric functions, applications, anti-differentiation and the definite integral. A graphing calculator is required.

MATH1200 Trigonometry

B/L 45 - 4.5
Prerequisite: "C" or better in MATH1150 or appropriate score on the math placement test.
Study of trigonometry. Definitions of trigonometric functions, relations between the functions, identities, use of tables, graphs of the functions, solution of equations and triangles, inverse trigonometric functions, complex numbers and polar coordinates.

MATH1300 Precalculus

B/L 75 - 7.5
Prerequisites: "C" or better in MATH1100 or appropriate placement exam score and one year high school geometry. and two years high school algebra.

MATH1400 Calculus & Analytic Geometry I

B/L 75 - 7.5
Prerequisites: A grade of "C" or better in MATH1150 and MATH1200 or equivalent, or appropriate score on the math placement test.
Review of functions, introduction to limits, differentiation of algebraic, trigonometric and exponential functions, applications, anti-differentiation and the definite integral. A graphing calculator is required.

MATH1600 Calculus & Analytic Geometry II

B/L 75 - 7.5
Prerequisite: A grade of "C" or better in MATH1600 or equivalent.
Continuation of MATH1600. Study of antiderivatives, methods of integration; numerical methods, coordinates and conics, differential equations, Taylor and Fourier approximation.
### Course Title, Location, Hours, Credit Hours

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>MATH2030</td>
<td>Contemporary Mathematics</td>
<td>B/L</td>
<td>45</td>
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<td>4.5</td>
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<tr>
<td></td>
<td>Prerequisites: A grade of “C” or better in MATH100 and one year of geometry and appropriate score on math placement test. Applications of quantitative reasoning and methods to problems and decision making in the areas of management, statistics and social choice. Topics include networks, critical paths, linear programming, sampling, centrality, inference, voting methods, power index, game theory, and fair division problems.</td>
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<tbody>
<tr>
<td>MEDA1203</td>
<td>Medical Law, Ethics &amp; Bioethics for the Medical Office Employee</td>
<td>L</td>
<td>30</td>
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<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: ENGL101. Acceptance into Medical Assisting program or Office Technology program, or permission. Study of medical law, ethics and bioethics for the medical office employee. Business management and general liability for the medical office included.</td>
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<tbody>
<tr>
<td>MEDA1204</td>
<td>First Aid</td>
<td>L</td>
<td>20</td>
<td>2</td>
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<tr>
<td></td>
<td>First aid and emergency care developed by the American College of Emergency Physicians (ACEP).</td>
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<tbody>
<tr>
<td>MEDA1205</td>
<td>Exam Room I</td>
<td>L</td>
<td>20</td>
<td></td>
<td>10 2.5</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: MEDA1101, MEDA1102, LPNS1103 or BIOS1000 or BIOS1140 or BIOS1220. Introduction to the procedures performed at clinical sites. Includes specimen collecting, point-of-care testing, and lab acronyms.</td>
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<tbody>
<tr>
<td>MEDA1301</td>
<td>Exam Room II</td>
<td>L</td>
<td>55</td>
<td>60</td>
<td>7.5</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: MEDA1102, MEDA1201, MEDA1202, MEDA1203, MEDA1204, MEDA1406, MEDA1407, and OFFT1710. Concurrent with MEDT1171, MEDT1161, MEDT1181, and MEDT1191. Provides the knowledge and skills for assisting the physician in the office. Skills included are Vital signs, EKG, injection, and handling of instruments for minor surgery. Introduction to physical therapy and radiology.</td>
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<tbody>
<tr>
<td>MEDA1401</td>
<td>Clinical Education</td>
<td>L</td>
<td>240</td>
<td>8</td>
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</tr>
<tr>
<td></td>
<td>Prerequisites: MEDA1301, MEDT1181, MEDT1171, MEDT1161, MEDT1191, OFFT2550 AND OFFT2440. Practical experience under supervision in physician’s office and clinic.</td>
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<tbody>
<tr>
<td>MEDA1402</td>
<td>Senior Clinical Seminar</td>
<td>L</td>
<td>30</td>
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<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Concurrent with MEDA1401. Informal class for reviewing and critiquing clinical procedures with correlation of classroom theory. Expansion of special procedures and pharmacology. Resume preparation.</td>
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<tr>
<td>MEDA1403</td>
<td>Medical Diseases</td>
<td>L</td>
<td>30</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: MEDA1102 and LPNS1103 or BIOS1000, or BIOS1140, or BIOS1220 or instructor approval. Introduction to etiology, signs and symptoms, diagnosis and treatments of disease as related to the body system. Includes introduction to immunity, infectious diseases, neoplasms, heredity and nutrition as they relate to the disease process.</td>
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<tr>
<td>MEDA1404</td>
<td>Insurance for the Medical Office</td>
<td>L</td>
<td>45</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: MEDA1102 and LPNS1103, or BIOS1000, or BIOS1140, or BIOS1220 or instructor approval. Introduction to procedural al and diagnostic coding methods. Provides knowledge of third party carriers to give a working knowledge of preparing medical insurance claims.</td>
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<tr>
<td>MEDA1405</td>
<td>Basic Pharmacology</td>
<td>L</td>
<td>20</td>
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<td>Prerequisite: LPNS1103 or BIOS1000 or BIOS1210, or BIOS1140. Introduction to legal aspects and go vernment regulations, medication resource material, types of medication, route of administration, actions and effects of drugs and drugs used on various systems,</td>
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MEDIT2101 Medical Laboratory Measurements
L 20 - 2
Prerequisite: MATH1150 and MEDIT101.
Mathematical applications used in the medical laboratory. Use of the Metric system and S.I. units. Laboratory calculations and use of statistical data.
MEDIT1301 Clinical Microbiology I
L 20 - 2
Prerequisites: LBST1221, LBST1231, MEDIT101. Concurrent with MEDIT1321 and MEDIT1311.
Study of routine procedures in clinical microbiology emphasizing the isolation and identification of common pathogenic bacteria.
MEDIT1311 Clinical Microbiology I Laboratory
L - 60 2
Must be taken concurrently with the lecture. Laboratory which accompanies MEDIT1301.
Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
MEDIT1321 Hematology I
L 20 - 2
Prerequisites: MEDIT101 or permission. Concurrent with MEDIT1301 and MEDIT1331.
Study of routine laboratory procedures of the hematology laboratory. Identification of normal cellular constituents of the blood.
MEDIT1331 Hematology I Laboratory
L - 60 2
Must be taken concurrently with the lecture. Laboratory which accompanies MEDIT1321.
Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
MEDIT1401 Clinical Microbiology II
L 20 - 2
Prerequisites: MEDIT101 and MEDIT1311.
Advanced study of clinical microbiology theory and procedures. Culturing, isolating, and identifying microorganisms from human specimens, utilizing microscopic, biochemical and serological techniques. Antibiotic susceptibility testing of pathogenic bacteria.
MEDIT1411 Clinical Microbiology II Laboratory
L - 60 2
Must be taken concurrently with the lecture. Laboratory which accompanies MEDIT1401.
Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
MEDIT1421 Hematology II
L 20 - 2
Prerequisites: MEDIT1321 and MEDIT1331.
Study of advanced hematology procedures, disease states, and the identification of abnormal cellular constituents of the blood.
MEDIT1431 Hematology II Laboratory
L - 60 2
Must be taken concurrently with the lecture. Laboratory which accompanies MEDIT1421.
Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
MEDIT2501 Urinalysis
L 10 - 1
Prerequisites: MEDIT1421 and MEDIT1431.
Study of normal and abnormal chemical and cellular constituents of urine.
MEDIT2511 Urinalysis Laboratory
L - 30 1
Must be taken concurrently with the lecture. Laboratory which accompanies MEDIT2501.
Skills and laboratory techniques corresponding to the theoretical information presented in the lecture listed above.
MEDIT2521 Immunohematology I
L 10 - 1
Prerequisites: MEDIT1421 and MEDIT1431.
Study of the theories and procedures of routine blood bank testing. Blood grouping and antibody detection and identification, the genetics of the clinically important blood groups, and functions of the immune system.
MEDIT2531 Immunohematology I Laboratory
L - 30 1
Must be taken concurrently with the lecture. Laboratory which accompanies MEDIT2521.
Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
MEDIT2541 Clinical Chemistry I
L 25 - 2.5
Prerequisites: LBST1223, LBST1235, and MEDIT1201.
MEDIT2551 Clinical Chemistry I Laboratory
L - 60 2
Must be taken concurrently with the lecture. Laboratory which accompanies MEDIT2541.
Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
MEDIT2561 Immunology
L 20 - 2
Prerequisites: MEDIT1401 and MEDIT1411 or program permission.
Introduction to Immunology. Immune system, antigens, antibodies, complement, and reactions of antigens and antibodies. Relationships to diseases that are immunologically involved.
MEDIT2571 Immunology/Serology Laboratory
L - 10 30 2
Must be taken concurrently with the lecture. Laboratory which accompanies MEDIT2561.
Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
MEDIT2581 Hemostasis Laboratory
L - 10 - 1
Prerequisites: MEDIT1421 and MEDIT1431.
Principles of blood coagulation and basic coagulation procedures.
MEDIT2591 Hemostasis Laboratory
L - 30 1
Lab must be taken concurrently with the lecture. Laboratory which accompanies MEDIT2581.
Skills and laboratory techniques corresponding to the theoretical information presented in the lecture.
MEDIT2601 Parasitology
L 10 - 1
Prerequisites: MEDIT2561 and MEDIT2571.
MEDIT2611 Parasitology Laboratory
L - 30 1
Must be taken concurrently with the lecture. Laboratory which accompanies MEDIT2601.
Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
MEDIT2621 Immunohematology II
L 10 - 1
Prerequisites: MEDIT2521 and MEDIT2531.
Continuation of immunohematology, including theory and application of blood banking practices and procedures. Compatibility testing, transfusion reactions, and special testing procedures.
MEDIT2631 Immunohematology II Laboratory
L - 30 1
Must be taken concurrently with the lecture. Laboratory which accompanies MEDIT2621.
Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
MEDIT2641 Clinical Chemistry II
L 25 - 2.5
Prerequisites: MEDIT2541 and MEDIT2551.
Advanced study in the theory and application of clinical chemistry procedures. Manual and automated testing, disease states and quality control.
MEDIT2651 Clinical Chemistry II Laboratory
L - 60 2
Must be taken concurrently with the lecture. Laboratory which accompanies MEDIT2641.
Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
MEDIT2681 Clinical Education Orientation I
L 20 - 2
Prerequisite: 6th quarter standing.
Introduction to the hospital and clinic laboratory where the students might receive their clinical experiences. Professional ethics, patient confidentiality, laboratory safety, and phlebotomy skills reviewed.
MEDIT2690 Clinical Education I
L - 72 2.5
Co-requisite: MEDIT2681.
Phlebotomy experience and additional learning opportunities within a clinic and/or hospital laboratory. Application of theory and skills acquired in classroom and laboratory courses. Experience with LIS (Laboratory Information Systems).
MEDIT2701 Clinical Education II
L - 330 11
Prerequisite: MEDIT2690.
Continuation of laboratory experience and training opportunities within a hospital and clinic laboratory. Rotation throughout departments of the clinical laboratory. Application of theory and skills acquired in classroom and laboratory courses.
MEDIT2702 Clinical Seminar I
L 20 - 2
Must be taken concurrently with MEDIT2701.
Group interaction, participation, and presentation relating to various aspects of the clinical laboratory.
MEDIT2703 Clinical Education Orientation II
L 20 - 2
Concurrent with MEDIT2701.
Review of clinical laboratory theory and technical skills for Clinical Education II and III. Requirements and clinical rotation schedules are presented.
### Course # | Course Title | Location offered | Class Hours | Lab Hours | Credit Hours
--- | --- | --- | --- | --- | ---
MEDT2710 | Clinical Project I (optional) | L | 30-90 | - | 1-3
**Special papers or projects as suggested by the college or clinical sites.**

MEDT2801 | Clinical Education III | L | 30-90 | 11 | -
**Prerequisite:** MEDT2701.
Continuation of laboratory experience and training opportunities within a hospital and clinical laboratory. Rotation throughout clinical laboratory. Application of theory and skills acquired in classroom and laboratory courses.

MEDT2802 | Clinical Seminar II | L | 20-2 | - | 2
**Must be taken concurrently with MEDT2801.**
Group interaction, participation, and presentation relating to various aspects of the clinical laboratory.

MEDT2810 | Clinical Project II (optional) | L | 30-90-1 | 1-3
**Special papers or projects as suggested by the College or clinical sites.**

### MFGT • Manufacturing Engineering Technology

MFGT1125 | Materials of Industry | M | 50 | - | 5
Introduction to materials (steel, iron, etc.) used in industry. Properties, uses, specifications, availability, and heat treatment. Special attention given to tool steel.

MFGT1144 | Industrial Drafting I | M | 30 | 170 | 8.5
Basic industrial drafting. Drawing instruments, lettering, geometric construction, orthographic projections, dimensioning and sectioning, auxiliary views, gears, cams and splines, and detail and assembly drawings.

MFGT1250 | Industrial Drafting II | M | 20 | 105 | 5.5
**Prerequisite:** MFGT1144.
Continuation of MFGT1144 covering precision dimensioning and tolerancing, pictorial drafting, sheet metal layout, threads and fastening devices, welding symbols and drafter awings, and a team approach to product design.

MFGT1333 | Applied Hydraulics & Pneumatics | M | 60 | 40 | 7
**Prerequisite:** MATH1050. Study of fluid power (hydraulic and pneumatic) systems, circuitry and various components, their design, operation, and application. Study of manufacturing-related systems. Use of standard ANSI symbols.

MFGT1350 | Computer Aided Drafting | M | 30 | 45 | 4.5
**Prerequisite:** MFGT1144.
Fundamentals of Computer Aided Drafting using AutoCAD on IBM microcomputers. Computer operating system, AutoCAD menus, AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting.

MFGT1354 | Elementary Tool Design | M | 50 | 50 | 6.5
**Prerequisites:** MFGT1250 and MFGT1350.
Study of shearing, blanking, piercing, cutting, bending, and forming dies. Study of the parts and components used in these dies. Punch presses and die sets are also covered.

### Course # | Course Title | Location offered | Class Hours | Lab Hours | Credit Hours
--- | --- | --- | --- | --- | ---
MFGT1362 | Plant Layout & Materials Handling | M | 30 | 20 | 3.5
**Prerequisites:** MFGT1250 and MFGT1350.
Study of material handling and storage, handling equipment, and the use of material handling equipment to locate and store manufactured parts.

MFGT1413 | Electrical Fundamentals | M | 50 | - | 5
**Prerequisite:** MATH1050.
Fundamental concepts of electricity, energy, basic electrical fundamentals, and circuits and devices. Application of Ohm's Law, power and efficiency formulas to problems in solving basic circuits. Sources and effects of electric current, magnetism, electromagnetism, generators, and motors.

MFGT1421 | Manufacturing Processes I | M | 50 | - | 5
The theory and safe operation of machine and hand tools. Covers mechanics, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.

MFGT1429 | CNC Machines | M | 30 | 20 | 3.5
**Prerequisites:** MFGT1250 and MFGT1350.
Basic programming of Computer Numerical Control Machines is studied. Preparation and programming with MasterCAM X are covered.

MFGT1456 | Manufacturing Processes II | M | 10 | 40 | 2
**Prerequisites:** MFGT1250 and MFGT1350.
Study of graphical methods of describing industrial electrical controls and control circuits. Elementary or schematic diagrams, connection and block diagrams, and printed circuit or drawings using computer-aided drafting techniques. Use of American Standard Association and National Electrical Component Association Standards.

MFGT1458 | Electrical Drafting | M | 10 | 40 | 2
**Prerequisites:** MFGT1250 and MFGT1350.
Study of electrical equipment used in the control of the quality requirements of manufactured articles. Sampling, inspection techniques, S.P.C., and the use of inspection tools and instruments.

MFGT2549 | Quality Assurance & SPC | M | 50 | - | 5
**Prerequisite:** MATH1050.
Study of statistical techniques used in the control of the quality requirements of manufactured articles. Sampling, inspection techniques, S.P.C., and the use of inspection tools and instruments.

MFGT2551 | Time & Motion Study | M | 50 | - | 5
**Prerequisite:** MFGT1250.
Study of systematic practical and scientifically correct treatment of present-day motion and time study along with the application of economics and productivity as applicable to the manufacturing field.

MFGT2559 | Advanced Geometric Dimensioning & Tolerancing | M | 50 | - | 5
**Prerequisite:** MFGT1250.
Study and application of current methods, symbols, and principles of geometric dimensioning and tolerancing as per ASME 14.5M-1994.

MFGT2566 | Tool & Product Design | M | 10 | 90 | 4
**Prerequisites:** PHYS1017, MACH1370, MFGT1250 and MFGT1350.
Design and development of tools and production equipment. Selection and development of materials and fastening techniques: various dies, plastic and metal molds, patterns, drill jigs, welding fixtures, machining fixtures, and the piece part products of these various tools.

MFGT2635 | Plastics: Design & Engineering | M | 50 | - | 5
**Prerequisite:** MACH1370.
The study of resultant and equilibrium forces, moments, simple stresses, properties of materials, bolted, riveted and welded joints, centroids, and moment of inertia.

MFGT2668 | Design & Production Problems | M | 5 | 85 | 3.5
**Prerequisites:** PHYS1017, MFGT1250, MFGT1350, and MFGT2670.
Analysis of practical designs and production problems. Design of manufacturing and inspection procedures and the necessary equipment needed to manufacture specific products or components. Previously learned skills and concepts applied in the development of economical designs.

MFGT2670 | Advanced CAD/CAE–Autodesk Inventor | M | 35 | 65 | 5.5
**Prerequisites:** BSAI0010A, MFGT1250, MFGT1350.
Course devoted to the needs of the experienced AutoCAD user. Autodesk Inventor software is used extensively for the creation of adaptive parametric solid models and assemblies. Attention is given to the use of dynamic three-dimensional construction, solid modeling, paper space, model space, and customizing of AutoCAD and Inventor environment.

MFGT2672 | Mechanisms | M | 50 | - | 5
**Prerequisites:** MATH1050, MFGT1250, MFGT1350, MACH1370.
Theory and application of cam and gears, analysis of mechanisms and determination of positions, displacements, velocities, and accelerations of parts. Use of graphical solutions. Mechanisms such as couplings, universal joints, clutches, d.r. and e. trains, four bars, slider crank, quick return, toggle, straight line, parallel, and intermittent motion devices.

MFGT2680 | Solid Works | M | 10 | 15 | 1.5
**Prerequisite:** MFGT2670.
This course introduces the advanced user to SolidWorks® software. SolidWorks® software is used extensively for the creation of adaptive parametric solid model parts, assemblies, and drawings to industry standards.

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*Course also offered On-line.*
MSTT • Motorcycle, ATV, and Personal Watercraft Technology

MSTT1100 Shop Procedures & Hand Tools
Effective use of parts and service information resources. Proper use and care of hand and power tools. Safety practices and procedures. Use of precision measuring instruments.

MSTT1112 Basic Engine Theory
Prerequisite MSTT1000
Introduction to basic engine design and components in two-cycle and four-cycle engine operation. Hands-on experience in rebuilding two-cycle and four-cycle engines.

MSTT1113 Metric Measure
Prerequisite MSTT1100
Introduction to metric system (SI). Practice in measurements of area, volume, weight and capacity. Proper use of metric precision measuring equipment.

MSTT1120 Wheels & Tires
Prerequisite MSTT1100
Theory and maintenance of stamped steel, spoked and magnesium wheels. Inspection, service, repair and balance of various tire designs.

MSTT1122 Frames, Suspensions, & Brakes
Prerequisite MSTT1120
Theory of frame geometry and function of the suspensions units. Proper procedures for maintaining and rebuilding of various types of steering heads, forks, shocks, swing arms and suspension components on motorcycles and ATV's. Theory and operation of proper service procedures of drum and disk brakes.

MSTT1125 Electrical Concepts
Basic electrical and electronic principles, Ohm's law, magnetism and electromagnetism as applied to the motorcycle, ATV, and personal watercraft. The proper and effective use of analog and digital meters.

MSTT1131 Electrical Circuits
Prerequisite MSTT1125
Theory of electrical circuits and ignition systems for motorcycles, ATV's and personal watercraft. Troubleshooting and repair of electrical circuits.

MSTT1132 Fuel & Ignition Systems
Introduction to carburetion and fuel injection systems used on motorcycles, ATV's and personal watercraft.

MSTT1133 Tune up & Rideability
Prerequisite MSTT1132
Proper procedures for diagnosis and troubleshooting of engine performance problems. Procedures for adjustment of ignition systems, valve trains and fuel delivery systems.

MSTT1138 Personal Watercraft
Prerequisite MSTT1133
Proper repair and maintenance of various types of personal watercraft with special attention to steering, cooling systems, fuel delivery, and propulsion operation and repair.

MSTT1140 Transmission and Final Drives
Prerequisite MSTT1112
Theory of clutches, gear ratios, drive trains for constant mesh and automatic transmissions as used on motorcycles and ATV's.

MSTT1141 Engine Rebuild and Overhaul
Prerequisite MSTT1145
Disassembly and reassembly procedures of two-cycle and four-cycle motorcycle, ATV, and personal watercraft engines.

MSTT1145 Engine Machine Operations
Prerequisite MSTT1000/MSTT1112
Study and application of machining operations used in the repair and maintenance of two- and four-cycle engines. Boring and honing cylinders, rebuilding crankshafts, grinding valves and valve seats.

MSTT1146 Rideability and Electrical Update
Prerequisite MSTT1133
Advanced electrical update and review covering all systems and diagnosis relating to engine performance and emissions.

MSTT1147 Rideability and Electrical Update with Coop
Prerequisite MSTT1133
Advanced electrical update and review of all systems and diagnosis relating to engine performance and emissions. Lab time is split approximately 50% Coop work experience at a local repair facility.

MUSC • Music

MUSC1100 Introduction to Music
An introduction of musical forms, styles, and composers within a historical perspective. Includes an introduction to music elements as well as a range of music literature.

MUSC1105/1200, 2100/2200, 2300/2400 Individual Instruction in Voice
Individual Instruction in Voice

MUSC1220/1230, 2220/2210, 2230/2230 Individual Instruction in Brass
Individual Instruction in Brass

MUSC1240/1250, 2240/2250, 2280/2290 Individual Instruction in Woodwinds
Individual Instruction in Woodwinds

MUSC1260 Class Piano I
Prerequisite: MUSC1260 or permission of instructor.
Continuation of MUSC1260 Class Piano I. Increasing technical facility and functional skills, playing by ear, and adding improvisation and harmonization skills.

MUSC1410/1420, 2390/2400, 2410/2420 College Chorus
Prerequisite: MUSC1260
Study and performance of standard choral literature for mixed voices. Public appearance both on and off campus required.

MUSC1430, 1440, 2430, 2440 Vocal Ensemble: Showcase Singers
Participation by audition only and permission of instructor.
Select group of singers with performance emphasis on jazz repertoire. Includes several off-campus performances.

MUSC1480/1490, 2480/2490 2500/2510 College Band
Performance of standard band music. Appearance at designated functions both on and off campus are required.

MUSC1610 Music Theory I
Prerequisite: MUSC1610 or permission of instructor.
Introduction to the fundamentals of music, notation, rhythm, meter, scales, keys, intervals, triads, seventh chords, in version and figured bass. Sight singing, dictation and keyboard.

MUSC1620 Music Theory II
Prerequisite: MUSC1610 or permission of instructor.
Study of basic harmonic techniques of the baroque, classical, and romantic periods including chord progressions, cadences, harmonization, completion and composition. Elements of form, such as phrase, period and phrase group. Continued work in sight singing, dictation and keyboarding.

MUSC2260 Class Piano III
Prerequisite: MUSC1270 or permission of instructor.
Preparation of repertoire for performance. Continue working on piano fundamentals, and playing by ear. Additional chords and scales presented.

MUSC2270 Class Piano IV
Prerequisite: MUSC2260 or permission of instructor.
Preparation of solo repertoire as well as accompaniments from vocal/instrumental literature. Improvisation, harmonizing, sight - reading and transposition stressed. Review of scales and chords.
### Course Listing

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<td>MUSC2520/2530, 2540/2550, 2580/2590</td>
<td>Individual Instruction in Piano</td>
<td>B -</td>
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<td>MUSC2650</td>
<td>Nondestructive Testing Technology</td>
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<tr>
<td>NDTT1121</td>
<td>Visual Inspection Method</td>
<td>M 30</td>
<td>45</td>
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<td>NDTT1133</td>
<td>Manufacturing Processes</td>
<td>M 100</td>
<td>10</td>
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<td>NDTT1138</td>
<td>Welding Processes</td>
<td>M 20</td>
<td>30</td>
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<td>NDTT1164</td>
<td>Blueprint Reading &amp; CAD</td>
<td>M 40</td>
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<tr>
<td>NDTT1236</td>
<td>Electrical &amp; Electronic Fundamentals</td>
<td>M 50</td>
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<tr>
<td>NDTT1255</td>
<td>NDT Methods</td>
<td>M 75</td>
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<td>NDTT1263</td>
<td>Metallurgy</td>
<td>M 50</td>
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<td>NDTT1335</td>
<td>Liquid Penetrant</td>
<td>M 20</td>
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<td>Ultrasonics I</td>
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<td>NDTT1450</td>
<td>Eddy Current I</td>
<td>M 20</td>
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<td>NDTT1458</td>
<td>Magnetic Particle</td>
<td>M 30</td>
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<td>NDTT1464</td>
<td>Radiography I</td>
<td>M 60</td>
<td>90</td>
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<td>NDTT1470</td>
<td>Radiation Safety &amp; Administration</td>
<td>M 50</td>
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<td>NDTT2040</td>
<td>NDTT Mathematics</td>
<td>M 45</td>
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<td>NDTT2652</td>
<td>Ultrasonics II</td>
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<td>NDTT2657</td>
<td>Code Interpretation &amp; Procedure Development</td>
<td>M 35</td>
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**Note:** Nebraska Law Enforcement - See CRIM
NURS- Associate Degree Nursing

All prerequisite courses and NURS courses must be passed with a “C+” or better.

NURS1206 Introduction to Professional Nursing

Prerequisites: BIOS1140, BIOS1110, SOC1010, BIOS2130, MATH1150, and CHEM1050.

Overview: The current nursing organizations, development of the nursing profession, and the health-care system. An overall introduction to the philosophy, objectives, and curriculum framework of the Associate Degree program is presented. Caring is introduced as an integral concept of nursing. Dissect role of health/illness continuum, health care delivery, basic nursing needs, professional behavior, communication, legal/ethical issues, and multicultural diversity.

NURS1304 Transition to Associate Degree Nursing

Prerequisites: BIOS1110, BIOS1140, BIOS2130, CHEM1050, ENG1010 or ENG1015, FSDT1350, MEDA1407, MATH1150, PSCY2960, SOC1010.

Required for the licensed practical nurse (licensed in Nebraska) requesting advanced placement into the Associate Degree Nursing program. Oriented toward developing associate degree level nursing skills and functions required of new role of student nurse. An overall introduction to the philosophy, objectives and curriculum framework of the Associate Degree Nursing program is presented. Includes the nursing process and the roles and functions of the associate degree nurse.

NURS1305 Basic Nursing Concepts I

Prerequisites: NURS1206, MEDA1406/1407, PSCY2960, ENG1010 or ENG1015, and FSDT1350.

The nursing process as a method of problem solving is discussed and related to a nursing care plan framework. Emphasis is placed on technical skills and identification of basic human needs as it relates to the nursing process. Nursing techniques taught in the program lab are correlated with scientific principles and applied in the clinical setting. Basic pharmacological principles and drug classification are included when administration is introduced. Clinical experiences are provided to apply nursing techniques, apply nursing process to patient care, and introduce the nurse/client role in a variety of health care settings.

NURS1306 Pathophysiology

Prerequisites: BIOS1140, BIOS2130, CHEM1050, and BIOS1110.

This course is designed for students pursuing a career in nursing or other health-related fields. Students are introduced to the principles and skills needed for care of individuals with common disease conditions along the health/illness continuum. Pathophysiology, diet therapy, diagnostic tests and pharmacology are correlated with the nursing process when identifying common health problems and planning care. Clinical experiences are correlated with theory in a variety of health care settings.

NURS1308 Pathophysiology through the Lifespan

Prerequisites: BIOS1140, BIOS2130, CHEM1050, BIOS1110.

This course is designed for students pursuing a career in nursing or other health-related fields. Students are introduced to concepts related to mechanisms of the disease process. Foundational concepts of inflammation, infection, and neoplastic alterations are applied to each body system. The relationship of signs and symptoms to specific diseases are discussed. Students will become familiar with terminology directly associated with disease process, i.e., etiology, diagnosis, prognosis, etc. Disease concepts will be correlated with theory in a variety of health care settings.

NURS2400 Nursing Assessment

Prerequisite: NURS1304 or NURS1305.

NURS2403 Gerontological Nursing Concepts

Prerequisite: NURS1305.

NURS2404 Nursing Concepts III

Prerequisite: NURS1305/1306/1307.

NURS2501 Nursing Concepts Related to the Childbearing Family

Prerequisite: NURS2404.

A study of beeva virals reactions to social, physical and emotional stress as seen in clients receiving psychotherapeutic care is studied. Includes nursing interventions in dysfunctional behavior in secondary care settings. Further development of the nurse-client relationships, techniques and therapeutic communication skills are emphasized. Overview of the modes of therapy (including psychopharmacology) and intervention in recurring maturational and situational crises. Pathophysiology and diet therapy are integrated. Clinical experiences are provided in a variety of health care settings.

NURS2502 Mental Health Nursing Concepts

Prerequisite: NURS2501 or NURS2502.

NURS2503 Nursing Concepts IV

Prerequisite: NURS2501/2502.

Introduction to more complex cognitive and psychomotor skills needed to care for individuals with more complex disease conditions along the wellness/illness continuum. Clinical experiences emphasize setting priorities of needs with emphasis on the distinction between normal and abnormal adaptation to multiple stressors affecting the client system. Crisis theory interventions are introduced. Pathophysiology, diet therapy and pharmacology are integrated. Clinical experience to correlate with theory is provided in a variety of health care settings. The clinical portion of this course allows the student to practice decision-making skills for groups of clients in selected health care settings and to further develop communicative and technical skills. Content includes legal/ethical issues in nursing and health care, nursing roles, trends in nursing and reality shock.
Uses lessons designed to develop both speed and accuracy. 100 key strokes per minute with at least 95% and timed writings to produce a minimum speed of proficiency development in operating the 10-key pad by touch. Uses appropriate practice exercises and timed writings to develop excellent rhythmic keyboarding skills. A minimum of 30 gross words a minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass. Graded pass/no pass.

Prerequisite: OFFT1020 or equivalent, 30 GWAM minimum.

OFFT1010 Beginning Keyboarding I
B/L 20 - 2
Suitable for beginning students or for review using touch method. Introduces keyboarding techniques using the touch method; uses pr actice drills and strategies to develop excellent rhythmic keyboarding skills. A minimum of 20 gross words a minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass. Graded pass/no pass.

Prerequisite: OFFT1010 or equivalent, 20 GWAM minimum.

OFFT1020 Beginning Keyboarding II
B/L 20 - 2
Reinforces keyboarding techniques using the touch method; uses pr actice drills and strategies to develop excellent rhythmic keyboarding skills. A minimum of 30 gross words a minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass. Graded pass/no pass.

Prerequisite: Eligible for ENGL1010 or ENGL1015. Recommend BSAD1010 or INFO1121. Study of principles and techniques of writing business letters, electronic and written messages, and reports. Principles of grammar, punctuation, and correct word usage that ha ve practical application in writing for business purposes.

OFFT1110 Business Communications
B/L/M 45 - 4.5
Study of principles of effective communication in the field of business. Much of the course is auto-instructional with extra drill and practice during class sessions.

OFFT1120 Medical Terminology
45
4.5
Study of medical vocabulary for practitioners in the field of medicine. Much of the course is auto-instructional with extra drill and practice during class sessions.

OFFT1160 Keyboarding III
B/L 45 - 4.5
Prerequisite: OFFT1020 or equivalent, 30 GWAM minimum.

Uses a comprehensive diagnostic approach to build speed while maintaining a high degree of accuracy. A speed of 40 GWAM is a C, and 50 GWAM is an A on five-minute timings with five or fewer errors. Introduction to the electronic calculator and proficiency development in operating the 10-k ey pad by touch. Uses appropriate pr actice exercises and timed writings to produce a minimum speed of 100 key strokes per minute with at least 95% accuracy.

OFFT1170 Keyboarding IV
B/L 30 - 3
Prerequisite: OFFT1160 completed with a grade of C or better or equivalent, 40 GWAM minimum.

Uses lessons designed to dev elop both speed and accuracy while encouraging students to reach high goals on an individual basis. A speed of 50 GWAM is a C, and 60 GWAM is an A on five-minute timings with five or fewer errors. Introduction to the electronic calculator and proficiency development in operating the 10-k ey pad by touch. Uses appropriate practice exercises and timed writings to produce a minimum speed of 100 k ey strokes per minute with at least 95% accuracy.

OFFT1200 WordPerfect for Windows
B/L 45 - 4.5
Prerequisite: BSAD1010 completed with a grade of C or better and OFFT1020 or equivalent. Revised experience using W ordPerfect for Windows. Create, edit, and print documents. Other word processing features explored.

OFFT1210 Insurance for the Medical Office
B 45 - 4.5
Prerequisite: OFFT1120 or MEDA1201 completed with a grade of C or better.

Instruction for the medical office student. Study of coding guidelines used in conjunction with the International Classification of Diseases (ICD-9-CM). Applicable to vital statistics reporting, morbidity y, mortality reporting, and many third-party payment systems in the United States including Medicare.

OFFT1310 Office Accounting
B/L 45 - 4.5
Introduction to basic principles of accounting f or a personal service enterprise. Analyzing, sorting, classifying, journalizing, and posting business transactions; taking a trial balance; preparing a work sheet; adjusting and closing the books; preparing an income statement, a statement of owner’s equity, and a balance sheet; and working with payroll records.

OFFT1680 Web Page Support
B/L 45 - 4.5
Prerequisite: BSAD1010 completed with a grade of C or better or equivalent Windows/Word skills.

Reinforces using Web browser and e-mail programs efficiently, searching, and downloading/uploading while presenting essential skills f or today's office professional to create and maintain Web pages.

OFFT1710 Word Applications I
B/L 45 - 4.5
Prerequisites: BSAD1010 completed with a grade of C or better and OFFT1020.

Create, format, and edit basic business of face documents such as letters, memos, reports, and tables using Microsoft W ord. Emphasis on usable/mailable copy.

OFFT1720 Word Applications II
B/L 45 - 4.5
Prerequisite: OFFT1710 completed with a grade of C or better.

Create, format, and edit advanced office documents such as tables, letters with special parts, two-page memos, long reports, and merge using Microsoft Word. Emphasis on usable/mailable copy.

OFFT1740 Desktop Publishing Applications
B/L 45 - 4.5
Prerequisite: OFFT1710 completed with a grade of C or better.

Apply desktop publishing concepts and design elements consistently in of face documents using Microsoft Word. Emphasis is on usable/mailable copy.

OFFT1750 Multimedia Office Applications
B/L 45 - 4.5
Prerequisite: OFFT2720.

Create onscreen presentations, notes, handouts, and outlines using Microsoft PowerPoint and applying design concepts. Emphasis on usable/mailable copy. Instruction and hands-on practice using various output technologies.
### Course # | Course Title | Location offered | Class Hours | Lab Hours | Credit Hours
--- | --- | --- | --- | --- | ---
OFFT2220 | Legal Processes II | L 45 - 4.5 | 4.5 | | | Prerequisite: OFFT2210 completed with a grade of C or better. Continuation of Legal Processes I. Further study of the knowledge and skills needed to work in a variety of law-related settings, such as private law firms, government agencies, corporate offices, and banks. Study of legal terminology and its application in various areas of the law. Preparation of legal documents, pleadings, and correspondence using WordPerfect and Word. Topics covered include ethics, confidentiality, calendaring, billing, client relations, and specific duties for the legal office. An introduction to legal research and citation rules is provided.

OFFT2320 | Excel Office Applications I | B/L 45 - 4.5 | 4.5 | | | Prerequisites: BSAD1010 and OFFT1310 (or equivalent) completed with a grade of C or better. Excel lookup functions, what-if analysis, database features, and application of templates and functions in a business of finance. Includes applications of financial and accounting and calendar statements.

OFFT2340 | Records and Information Management | B/L 45 - 4.5 | 4.5 | | | Prerequisite: BSAD1010 completed with a grade of C or better. Introduction to records management. Rules of alphabet, geographic, numeric, subject, and chronologically methods of filing according to the Association of Records Managers and Administrators (ARMA) rules. Includes introduction to database creation and manipulation with computer applications using Microsoft Access.

OFFT2410 | Administrative Procedures I | B/L 45 - 4.5 | 4.5 | | | Prerequisite: OFFT1710 completed with a grade of C or better. Comprehensive coverage of relevant skills and procedures in the performance of office duties including the role of the administrative assistant, communication skills, and reference sources. Provides the student with the opportunity to apply relevant skills in today’s automated work environment.

OFFT2420 | Administrative Procedures II | B/L 45 - 4.5 | 4.5 | | | Prerequisite: OFFT2410 completed with a grade of C or better. Continued coverage of office procedures including information processing procedures, travel and conference arrangements, mail processing procedures, organizational skills, and decision making. Provides students with a strong background in administrative skills and knowledge.

OFFT2430 | Administrative Office Management | L 45 - 4.5 | 4.5 | | | Prerequisite: OFFT1710 completed with a grade of C or better. Designed to acquaint the administrative assistant with the various theories of management and related concepts relevant to their office duties and responsibilities.

OFFT2440 | Medical Office Procedures | B/L 45 - 4.5 | 4.5 | | | Prerequisites: MEDA1010 or OFFT120, and OFFT1710 completed with a grade of C or better, or by permission; OFFT2090 recommended. Integration of relevant medical office skills and procedures in the performance of modern medical office duties. Simulations included.

OFFT2460 | Office Simulation | B/L 45 - 4.5 | 4.5 | | | Prerequisites: ACCT1210 or OFFT3110, MATH1040, OFFT1110, OFFT2340, OFFT2410, and PSYC1250 completed with a grade of C or better, or by permission. Corequisite: OFFT2420. Uses previously learned office procedures, and soft skills in an inter active work-flow environment. Students run a simulated business and work as managers, human resource specialists, accountants, order analysts, in venture specialists, and service representatives.

OFFT2600 | Emerging Business Technologies | B/L 45 - 4.5 | 4.5 | | | Prerequisites: OFFT1710 and OFFT1110 completed with a grade of C or better or by instructor permission. Practical experience implementing PC troubleshooting techniques, maintaining electronic equipment, and reviewing emerging technologies.

OFFT2650 | Computerized Medical Management | L 30 - 3 | 3 | | | Prerequisites: OFFT2440 or by permission. Computerized application of scheduling, records management, insurance forms, patient database, and financial reports.

OFFT2710 | Microsoft Office Integration I | B/L 45 - 4.5 | 4.5 | | | Prerequisites: OFFT1720, OFFT1750, OFFT2320, and OFFT2340 completed with a grade of C or better. Create office documents integrating Microsoft Office Professional applications. Emphasis on usable / mailable copy.

OFFT2720 | Microsoft Office Integration II | B/L 45 - 4.5 | 4.5 | | | Prerequisites: OFFT2710 completed with a grade of C or better; OFFT2040 may be taken concurrently. Project-based class requires advanced skills and knowledge to integrate data using Microsoft Office Professional applications, computer input technologies, and the Internet while working in a simulated office situation. Students will work both independently and in teams to initiate and complete Microsoft integrated projects. Emphasis on mailable documents.

OFFT3010 | Special Projects | B 10 - 1 | 1 | | | Prerequisites: Completion of at least 55 credit hours; a minimum 2.5 GPA; and permission of advisor and program chair. Study of a particular area in the office technology field, arranged with the student’s advisor and approved by the program chair.

OFFT3020 | Special Projects | B 20 - 2 | 2 | | | Prerequisites: Completion of at least 55 credit hours; a minimum 2.5 GPA; and permission of advisor and program chair. Study of a particular area in the office technology field, arranged with the student’s advisor and approved by the program chair.

OFFT3030 | Special Projects | B/L 30 - 3 | 3 | | | Prerequisites: Completion of at least 55 credit hours; a minimum 2.5 GPA; and permission of advisor and program chair. Study of a particular area in the office technology field, arranged with the student’s advisor and approved by the program chair.

### Course # | Course Title | Location offered | Class Hours | Lab Hours | Credit Hours
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PDSM • Parts Marketing & Management

PDSM1120 | Nomenclature I | M 110 30 12 | Function, composition, life expectancy, and nomenclature of the commonly requested parts. Identification of those parts most often in demand. Also, the principles of diesel and gas engines, electrical system components, fuel systems. Students will disassemble and reassemble these components.

PDSM1131 | Aftermarket Catalogs & Obsolescence I | M 30 80 5.5 | Introduction to jobber parts catalog indexing and use. Location of parts on shelf. Others, charging out items on counter tick lists and first level return of parts, use of price sheets and classifications. The course includes the computerized parts systems.

PDSM1221 | Nomenclature II | M 35 15 4 | Continuation of common requested parts, their function, composition, life expectancy, and nomenclature. Also the principles of braking, differentials, steering, suspension, brakes, and air conditioning.

PDSM1222 | Dealership Cataloging, & Obsolescence II | M 40 60 6 | Prerequisites: PDSM1120 through PDSM1221. Study and use of General Motors, Ford, and DaimlerChrysler parts cataloging and the various levels of pricing retail, wholesale, and dealer goods. There will be a continued learning of nomenclature by using these references.

PDSM1223 | Warranty Policies, Tools & Equipment | M 10 40 2 | Prerequisites: PDSM1120, PDSM1131. Study of warranties and how parts under warranty are returned to the supplier, time limits which apply, and what is acceptable under warranty. Basic tools and equipment used in and sold from a parts department including proper use and care.

PDSM1226 | Counter Sales & Operations | M 10 30 3 | Prerequisites: PDSM1120, PDSM1131. Introduction to in ventory control, computerized systems, and other functions performed in the typical parts store, i.e., shipping and receiving inventory, counter sales, posting invoices, telephone skills, purchasing warehouse inventory, and customer relations are performed in the college parts store.

PDSM1321 | Parts Management & Advanced Counter Operations | M 20 30 3 | Continuation of lab activities or the parts department. Positions available, knowledge required for each position, and what level each position carries within the department. Individuals will manage the college parts store.
### PHED • Physical Education

**PHED1000 Lifetime Fitness**
L 45 15 45 4.5
Theoretical and practical information on the relationship of life-style habits to productivity, quality of life and one’s potential. Topics include lifestyle related risks, nutrition, physical fitness, and stress management encompassing the mind-body health perspective of wellness.

**PHED1010 Golf**
B - 30 1.5
Basic skills and fundamentals of golf. Scoring, selection and care of equipment for the beginning golfer.

**PHED1030/2030/2035/2040 Physical Fitness Activities**
B/L 30 1.5
Study of and participation in chosen activities, such as weight training, cardiovascular conditioning, flexibility, basketball, volleyball and weight control. Planning and participating in an individualized program for development.

**PHED1050/2050 Recreational Sports**
B - 30 1.5
Participation in recreational sports for the student with a disability who is unable to participate in a regularly scheduled required program. Credit can be earned by nonparticipation in the intercollegiate athletic program such as k eeping statistics, videotaping, care and handling of equipment, and game site management. Other options include managerial in involvement in school’s intramural or physical education programs.

**PHED1060 Fitness Throughout Life**
B 15 30 3
Study and application of theories which promote wellness throughout the life cycle. Emphasis on cardiovascular conditioning, flexibility, muscular strength, endurance, body composition, and nutrition maintenance programs.

**PHED1610 Standard First Aid**
B 45 4.5
Principles and techniques for administration of first aid. Legal aspects of emergency care, cardiopulmonary resuscitation, hemorrhage control, wound maintenance, shock control, poisoning, heat and cold injuries.

**PHED1750 Introduction to Physical Education**
B 45 4.5
For the prospective physical education major or minor at the secondary school level. Survey of physical education, history, principles, objectives. Review of activities offered in the P.E. curriculum.

**PHED1800 Physical Education in the Elementary School**
B 45 4.5
For the prospective elementary teacher and the physical education major. Study of curriculum and methods of teaching of physical education at the elementary level. Needs and characteristics of elementary school-age child by grade level.

**PHED2010/2020 Officiating Sports**
B 30 3
Study and application of rules, techniques and interpretations for becoming officials or coaches in football, volleyball, soccer, basketball, softball, or baseball.

### INTERCOLLEGIATE ATHLETICS

The following courses will allow student athletes to earn credit through participation in intercollegiate athletics. Regular attendance and participation in all squad activities required.

**PHED1300/2300, 1310/2310 Intercollegiate Golf**
B - - 1.5

**PHED1320/2320, 1330/2330 (men) Intercollegiate Basketball**
B - - 1.5

**PHED1340/2340, 1350/2350 (women) Intercollegiate Basketball**
- - 1.5

**PHED1360/2360, 1370/2370 Intercollegiate Volleyball**
B - - 1.5

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### PHIL • Philosophy

**PHIL1010 Introduction to Philosophy**
B/L 45 4.5
Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015.
Introduction to the components of philosophy through readings from the history of philosophy (ancient, modern, and contemporary) combined with the examination of topics such as metaphysics, logic, ethics, epistemology, aesthetics, philosophy of religion, freedom, and self-identity. Exposure to a range of ideas and readings representing a variety of cultural and ethical backgrounds.

**PHIL1150 Critical and Creative Thinking**
B/L 45 4.5
Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015.
Designed to increase critical (convergent thinking) and creative (divergent thinking) thinking skills. Explores the use of logic and perception to analyze ideas, construct and evaluate arguments, and draw logical conclusions. A rise level of problem identification, idea-generation, solution finding and implementation. Exposure to a range of ideas and readings representing a variety of cultural and ethical backgrounds.

**PHIL2110 Introduction to Modern Logic**
B/L 45 4.5
Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015.
Introduction to deductive logic, emphasizing symbolic logic. Arguments, language and meaning, informal fallacies, traditional logic, sentence logic and predicate logic. May be used as math credit.

**PHIL2120 Bioethics**
B/L 45 4.5
Prerequisite: ENGL1010 or ENGL1015 or equivalent.
Philosophical study of moral problems in the health care industry. Exploration of issues that include the allocation of scarce medical resources, patients’ rights, biomedical research and transplants, abortion, material-fetal conflict, death and dying, socialized medicine, and the right to health care.

**PHIL2610 Comparative Religions**
B/L 45 4.5
Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015.
This course will offer a cross-cultural introduction to the world’s major religious/philosophical traditions or faith systems through a comparison of historical origins, rituals, beliefs, practices, and sacred texts and sources.

**PHOT • Photography**

**PHOT1750 Beginning Photography**
B 30 30 4.5
Introduction to the fundamentals of black and white photography, composition and lighting. Lecture, text and laboratory with emphasis on use of 35mm camera and developing, enlarging, and printing 35mm negatives.

**PHOT1760 Creative Photography**
B 30 30 4.5
Prerequisite: PHOT1750 or instructor permission.
Study of techniques for creative expression through black and white photography using 35mm camera, darkroom manipulation, and computer manipulation with Photoshop software.
PHRM • Pharmacy Technician

Pharmacy course must be taken in sequence.

PHRM1101 Pharmacy/ Pharmaceutical Products I
Prerequisites: BIOS1000, MEDA1101 and 1202, and ENGL1010
This course will introduce the pharmaceutical industry focusing on the different settings in which pharmacy technicians function and what is delegated to the technician by the pharmacist. Students will learn basic pharmacy including weights and measurements and active activities associated with preparing medications or distribution according to legal limits of delegation by the pharmacist.

PHRM1121 Pharmacy I
Prerequisite: PHRM1101
Students will learn to accurately collect data from medical charts, patient profiles, patients and other health care professionals for use by the pharmacist. Students will be able to effectively interview patients, caregivers, third party payers as needed to verify data. Students will learn how state laws and regulations impact all data and the implications of HIPAA in handling all client information.

PHRM1131 Pharmacy Operations I
Prerequisite: PHRM1121
Students will learn and apply work flow concepts and efficient practices to ensure smooth operations in a pharmacy setting. Concentration will be on laboratory with emphasis on theory, composition and printing.

PHRM1220 Pharmacy/ Pharmaceutical Products II
Prerequisite: PHRM1111
Students will learn more advanced pharmacy including compounding, sterile procedures, responsibilities for hazardous waste and the laws and regulations associated with these responsibilities. Content will also include in depth study of rules and regulations having to do with controlled substances.

PHRM1221 Pharmacy II
Prerequisite: PHRM1120
Students will study appropriate policies and procedures for recording of and preparation of bulk, unit dose, special doses of drugs. Students will gain knowledge of durable medical equipment. Patient instruction and communication will be covered.

PHRM1232 Pharmacy Operations II
Prerequisite: PHRM1122
This course will continue study of pharmacy functions such as packaging and/or repackaging of pharmaceuticals, stock rotation/expiration, disposal, records and all the rules and regulations for proper pharmacy operations.

PHRM1240 Pharmacy Law & Ethics
Prerequisite: PHRM1232 or permission.
This course will focus on the ethical issues within the pharmacy industry and those that arise with individual patient situations. The students will focus on laws effecting pharmacy technician’s functioning according to the legal limits of delegation by the pharmacist. Students will learn the basic principles of ethical decision making and study cases/advice in order to apply those principles to real situations.

PHRM1250 Pharmacy Clinical Education
Prerequisites: PHRM1232 and 1240
Students will rotate to different pharmacy settings and experience the pharmacy technician job in the acute care hospital pharmacy, a long term care setting, and a retail pharmacy and other settings as available.

PHYS • Physical Science

PHYS1017 Technical Physics
Prerequisite: MATH1050 or MATH1080 or equivalent. Study of physics as applied to technical tasks. Measurement, mechanics, and heat. Metric system, conversion of units, material properties, forces, vectors, equilibrium, fraction, straight line motion, trajectories, rotational motion, simple harmonic motion, simple machines, waves and sound, thermal expansion, and heat transfer.

PHYS1030 Astronomy
Prerequisite: MATH1050 or permission of the instructor.
The study of the nature and motions of the night sky, planets, the sun, the stars, and their galaxies, and the structure of the universe. This is an elementary course designed for non-science majors with an approach that uses minimal mathematics. Laboratory allows students to study selected topics in more detail.

PHYS1110 Survey of Physical Science
Survey course in the physical sciences with emphasis on scientific processes. Includes topics from chemistry, physics, astronomy, geology and meteorology. Includes lab.

PHYS1150 Descriptive Physics
Prerequisite(s) and/or Co-requisite(s): MATH1050 or equivalent. Conceptual survey of physics for the non-science major. Topics covered include motion, fluids, heat, electricity, magnetism, waves, and optics. Emphasis will be placed on using concepts to analyze physical problems.

PHYS1420 General Physics II
Prerequisite: PHYS1410 or equivalent. Continuation of PHYS1410. Topics covered include electricity, magnetism, waves, optics, and modern physics. Emphasis will be placed on both concepts and mathematical problem solving.

PHYS1520 College Physics II
Prerequisites: High school physics or PHYS150, or by permission, and concurrent with MATH1080. Detailed calculus based study of one and two dimensional motion, including kinematics, Newton’s Laws, energy, and momentum. Additional topics from the areas of rotational motion, oscillations, waves, fluids, and heat will also be covered. Emphasis will be placed on both concepts and mathematical problem solving.

POLS • Political Science

POLS1000 American Government
Prerequisite: MATH1050 or equivalent. Study of the functioning of the political system through an analysis and application of its underlying theories.

POLS1040 Comparative Politics
Focus on the description and analysis of modern political systems and their respective ideologies. First half of course focuses on broad structural features of government. Second half of course looks at several individual nation states. Final part of course analyses problems facing modern political systems.

POLS1080 Introduction to Political Science
Introduction to Political Science will address major political concepts and core theories that have developed in the world: liberty, equality, democracy, human nature, among others. The course will provide students with an overview of basic principles, approaches and methods of the discipline including the social scientific mode of inquiry. Students will be exposed to national, comparative, and international politics as well as political thought.
Exploration of human social behavior including motivation, emotion, sensation, perception and growth and development, neurological aspects, the study of learning theory, memory, personality, professional relationships.

**Introduction to International Relations (PSYC1810)**

L 45 - 4.5

Introductory survey of the actors, institutions, processes, and theories of international relations - including a study of contemporary global issues.

**State & Local Government (PSYC2890)**

B/L 45 - 4.5

Prerequisite: PSYC1810 or permission of instructor.

Study of the structure and operation of state and local government with special attention to the direct impact on the individual citizen.

**Political Parties (PSYC2230)**

L 45 - 4.5

Prerequisite: POLS1000 strongly recommended.

Comprehensive review of party politics and elections in the United States. Emphasis on the historical development of the American party system; political party organization in America; voting and elections; and the activity of parties in government.

**Internship Experience (POLS 2799)**

L 45 - 4.5

Students will acquire the skills necessary to understand the interaction of legislators, political parties, interest groups, and media. Students will learn practical application of political concepts while observing a real world arena in which this interaction occurs.

Note: Practical Nursing — See LPNS

Note: Professional Truck Driver Training — See TRUK

**Psychology (PSYC)**

**Psychology of Personality (PSYC 1250)**

B/L/M 45 - 4.5

Personality development and adjustment, self-esteem building, values clarification and decision-making, interpersonal communication skills, appreciation of diversity, development of healthy personal and professional relationships.

**Introduction to Psychology (PSYC 1810)**

B/L/M 45 - 4.5

Introduction to the science of psychology including the study of learning theory, memory, personality, growth and development, neurological aspects, abnormal behavior therapies, intelligence, motivation, emotion, sensation, perception and theoretical perspectives.

**Psychology of the Personality (PSYC 2870)**

B/L 45 - 4.5

Prerequisite: PSYC1810 or permission of the instructor. Systematic study of personality theories, the factors influencing personality development and the dynamics of personal adjustment.

**Social Psychology (PSYC 2880)**

B/L 45 - 4.5

Prerequisite: PSYC1810 or SOCI1010 or permission of the instructor.

Exploration of human social behavior including development and understanding of the self as a social being; social perception; attitudes and persuasion; social influence; attraction, interactions, and relationships; prosocial and antisocial behavior; and group behavior.

**Child Psychology (PSYC 2890)**

B/L 45 - 4.5

Prerequisite: PSYC1810 or permission of instructor.

Study of child development and behavior. Emphasis on the effects of cognitive development on human behavior from conception to adolescence. Basic concepts of social development and emotion will be discussed.

**Adolescent Psychology (PSYC 2900)**

B/L 45 - 4.5

Prerequisite: PSYC1810 or permission of instructor.

Study of adolescent development and behavior. Emphasis on the effects of cognitive development on human behavior from puberty to young adulthood. Impact of social factors on psychological behavior development.

**Introduction to Counseling (PSYC 2950)**

B/L 45 - 4.5

Prerequisite: PSYC1810 or permission of instructor.

Overview of major counseling theories and intervention strategies. Skills in providing feedback to clients, crisis intervention, and other methods of short-term counseling. Cross-cultural approaches to counseling.

**Life-Span Human Development (PSYC 2960)**

B/L 45 - 4.5

Prerequisites: PSYC1810 or SOCI1010.

Integration of the basic concepts and principles of physical, cognitive and psychosocial development at each major stage of life. Provides an essential background for students in psychology, nursing, education, social welfare and home economics; for workers in community service; and for parents and prospective parents.

**Introduction to Psychological Research (PSYC 2970)**

B 45 - 4.5

Prerequisite: PSYC1810 or permission of instructor.

Introduction to the methodological aspects of psychology. Survey of research reports from a variety of psychosocial perspectives. Scientific research methods in psychology. Significant biases in human thought. Designing individual experiments. For nursing students only.

**Abnormal Psychology (PSYC 2980)**

B/L 45 - 4.5

Prerequisite: PSYC1810 or permission of instructor.

Course covers etiology, treatment and prevention of abnormal behavior. Use of DSM IV as diagnostic tool, effects of labeling.

**Radiographic Production (RADT 1111)**

L 45 10 4.5

Prerequisite: RADT 1101

Essentials of radiographic exposure formulation. Elements contributing to radiographic quality in the areas of density, contrast, recorded detail and distortion. Basic concepts of digital imaging and patient dose.

**Radiographic Procedures I (RADT 1112)**

L 45 10 4.5

Anatomy and positioning of the chest and abdomen. Image evaluation and critique of these procedures. Application of procedural terminology and clinical data. Application of infection control, ethics, and pharmacology in the radiography practice.

**Clinical Education I (POLS 1119)**

L 150 5

Adaptation to the hospital environment with supervision. Correlation of classroom theory with performance of basic radiographic procedures. Active participation in radiology departments, radiographic and fluoroscopic rooms with adaption safety practices. Competency evaluation of routine chest and KUB exams.

**Radiographic Procedures II (RADT 1123)**

L 45 15 5

Radiographic anatomy and positioning of the abdominal contents with contrast media, upper extremity, and shoulder girdle. Image evaluation/critique of these procedures.

**Radiologic Science (RADT 1124)**

L 45 - 4.5

Continuation of the study of fundamental physical principles from mechanics to electromagnetism. Application of these principles to the construction and operation of fundamental x-ray equipment. Analysis of basic x-ray circuit. Construction and operation of tomographic, mobile and fluoroscopic equipment. Comparison of computed and digital radiology.

**Clinical Education II (POLS 1129)**

L 225 7.5

Supervised clinical practice. Rotating shifts and assignments. Competency evaluation of infirmary, chest, and abdomen exams; and distal upper extremity.

**Radiologic Procedures III (RADT 1133)**

L 45 15 5

Anatomy and positioning of lower extremity, pelvic girdle and the vertebral column. Image evaluation/critique of these procedures.

**Radiation Biology (RADT 1134)**

L 30 - 3


**Clinical Education III (POLS 1139)**

L 225 7.5

Supervised clinical practice. Rotating shifts and assignments. Competency evaluation of radiology, chest and abdomen exams and proximal upper extremity.

**Radiographic Procedures IV (RADT 1143)**

L 45 15 6

Anatomy and positioning of the bone, spine, cranium, facial bones, sinuses, and other skull exams. Image evaluation/critique of these procedures. Critical thinking and imaging of trauma patients and various advanced radiographic procedures.
### Course #  | Course Title | Location offered | Class Hours | Lab Hours | Credit Hours
--- | --- | --- | --- | --- | ---
RADT1147 | Specialized Imaging | L | 45 - 4.5
RADT1149 | Clinical Education IV | L | 225 7.5
RADT2253 | Radiographic Procedures V | L | 45 - 4.5
RADT2259 | Clinical Education V | L | 225 7.5
RADT2265 | Pathophysiology | L | 55 - 5.5
RADT2269 | Clinical Education VI | L | 225 7.5
RADT2276 | Imaging Systems & Equipment | L | 55 - 5.5
RADT2279 | Clinical Education VII | L | 225 7.5
RADT2288 | Senior Seminar | L | 45 - 4.5
RADT2289 | Clinical Education VIII | L | 225 7.5

### Course #  | Course Title | Location offered | Class Hours | Lab Hours | Credit Hours
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RELSES2610 | Comparative Religions | B/L | 45 - 4.5
RESP1111 | Respiratory Physiology | L | 45 - 4.5
RESP1112 | Respiratory Care Procedures I and Lab | L | 45 60 6.5
RESP1113 | Respiratory Pharmacology | L | 50 - 5.5
RESP1114 | Patient Care Principles | L | 45 - 4.5
RESP1121 | Cardiopulmonary Pathology | L | 45 - 4.5
RESP1122 | Respiratory Care Procedures II and Lab | L | 45 60 6.5
RESP1126 | Respiratory Care Profession I | L | 20 - 2

### Course #  | Course Title | Location offered | Class Hours | Lab Hours | Credit Hours
--- | --- | --- | --- | --- | ---
RESP1129 | Clinical Education II | L | 30 - 1
RESP1131 | Cardiopulmonary Diagnostics and Lab | L | 30 30 4
RESP1132 | Mechanical Ventilation & Lab | L | 45 5 6.5
RESP1139 | Clinical Education III | L | 160 5
RESP1143 | Neonatal & Pediatric Respiratory Care | L | 50 - 5
RESP1144 | Respiratory Rehab & Home Care | L | 30 - 3
RESP1148 | Critical Care Management & Lab | L | 35 30 4.5
RESP1149 | Clinical Education IV | L | 240 8

- **RADT2253**: Radiographic Procedures V
  - Critical thinking and imaging of the pediatric patient
  - Psychological, social, and economic needs of the elderly
  - Overview of various culture groups
  - Study of computed tomography with emphasis on equipment, procedures, techniques, anatomy, and imaging protocol.

- **RADT2259**: Clinical Education V
  - Clinical practice with less assistance to foster increased proficiency and responsible decision-making in a variety of situations.
  - Competency evaluations of pelvic girdle, bony thorax, spine, and mobile orthopedic.

- **RADT2265**: Pathophysiology
  - Review of human anatomy and physiology.
  - Pathologies and congenital abnormalities of all systems.
  - Application of critical thinking and technical factors.

- **RADT2269**: Clinical Education VI
  - Clinical practice with less assistance to foster increased proficiency and responsible decision-making in a variety of situations.
  - Competency evaluations of cranial, surgical, and pediatric exams.

- **RADT2276**: Imaging Systems & Equipment
  - Exploration of advanced concepts of radiographic production, radiographic processing, conserving use of equipment and quality assurance techniques.
  - Application of critical thinking.

- **RADT2279**: Clinical Education VII
  - Clinical practice with less assistance to foster increased efficient and responsible decision-making in a variety of situations.
  - Competency evaluations of miscellaneous procedures in surgery, trauma, pediatrics, and advanced contrast.

- **RADT2288**: Senior Seminar
  - Review of course materials to prepare for National Board exam.

- **RADT2289**: Clinical Education VIII
  - Clinical practice with less assistance to foster increased efficiency and responsible decision-making in a variety of situations.
  - Competency evaluations of miscellaneous procedures will be continued. Arteriograms, myelograms, etc.

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**RELSES2610**: Comparative Religions

- **RESP1111**: Respiratory Physiology
  - An in-depth study of the cardiopulmonary system including ventilation, diffusion of pulmonary gases, hemodynamic measurements, ventilation/perfusion relationships, oxygen and carbon dioxide transport, acid-base balance with an emphasis on clinical application.

- **RESP1112**: Respiratory Care Procedures I and Lab
  - Theory and practice of respiratory care procedures to include airway adjuncts for BLS, medical gas, humidity/aerosol administration, equipment and patient application. Lab is concurrent with lecture. Lab complements the material presented in lecture.

- **RESP1113**: Respiratory Pharmacology
  - Study of drugs affecting the cardiorespiratory and autonomic nervous systems. Includes drug dosage calculation, administration, and clinical side effects.

- **RESP1114**: Patient Care Principles
  - Study of patient care principles to include aspesis, isolation techniques, and controlling the spread of infections, assessment skills in regards to patient history, physical exam, laboratory findings with an emphasis on proper charting of assessment.

- **RESP1121**: Cardiopulmonary Pathology
  - Study of concepts and theory of basic cardiopulmonary diseases including etiology, pathology, diagnosis, clinical manifestations, radiological and laboratory findings; prev ention, prognosis and treatment.

- **RESP1122**: Respiratory Care Procedures II and Lab
  - Theory and pr ac tice of the f undamentals of hyperinflation therapy, bronchial pulmonary hygiene techniques, advanced airway management and aerosol drug therapy. Lab is concurrent with lecture.
  - Lab complements the material presented in lecture.

- **RESP1126**: Respiratory Care Profession I
  - Prerequisite: Permission of the instructor.
  - Study of moral responsibilities of health care as well as an overview of the Respiratory Care profession expectations.
  - Role playing, case studies and critical thinking are used to address patient interaction, decision making and professionalism.

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**RESP1129**: Clinical Education II

- **RESP1131**: Cardiopulmonary Diagnostics and Lab
  - An orientation to the clinical sites, infractions control and record-keeping, observation of therapy, and under direct supervision, the student may complete some respiratory care procedures.

- **RESP1132**: Mechanical Ventilation & Lab
  - Study of adult mechanical ventilation techniques with critical care monitoring and management. Lab complements the material presented in lecture. Utilizing the knowledge in a laboratory setting by practicing the set-up, application, monitoring of various adult ventilators used in the hospital setting. Lab is concurrent with lecture.

- **RESP1139**: Clinical Education III
  - Study of adult mechanical ventilation techniques with critical care monitoring and management. Lab complements the material presented in lecture. Utilizing the knowledge in a laboratory setting by practicing the set-up, application, monitoring of various adult ventilators used in the hospital setting. Lab is concurrent with lecture.

- **RESP1143**: Neonatal & Pediatric Respiratory Care
  - Study of congenital abnormalities, diagnosis, critical care settings with emphasis on critical care settings.
  - Students will present a patient-related case study.

- **RESP1144**: Respiratory Rehab & Home Care
  - Prerequisite: RESP1131 through RESP1139. Overview of pulmonary rehabilitation, subacute care, and home care principles and practices.

- **RESP1148**: Critical Care Management & Lab
  - Study of respiratory assessment and management of patients in critical care settings with emphasis on critical thinking skills in patient assessment and monitoring, and recommending alternative therapies. Extended lab study of advanced mechanical ventilation including patient assessment, advanced modes and ventilators. Extensive use of case studies, patient scenarios, and interaction.

- **RESP1149**: Clinical Education IV
  - Practice in adult critical care, basic pulmonary function testing, arterial blood gases, EKGs, mechanical ventilation, and emergency airway management. Includes student case study presentation.
RESP2251 Cardiovascular Physiology
L 45 4.5
Prerequisites: RESP1141 through RESP1149 or permission of instructor.
Study of the cardiovascular system with emphasis on hemodynamic monitoring of the critically ill and pharmacologic control of cardiac output.

RESP2255 Respiratory Care Profession II
L 20 2
Study of the professional aspects of respiratory care. Includes an overview of the process of finding a job, obtaining licensure as well as the requirements for board exams.

RESP2257 Cardiopulmonary Procedures Lab
L 15 1.5
Prerequisites: RESP1141 through RESP1149. Includes detailed examination of cardiovascular anatomy, non-invasive and invasive hemodynamic monitoring, interpretation and analysis of selected topics in advanced cardiac care.

RESP2259 Clinical Education V
L 240 8
Prerequisites: RESP1141 through RESP1149. Includes rotations in neonatal and adult critical care, subacute and home care, cardiac and pulmonary rehabilitation, physician rounds, invasive and non-invasive lab. Students will also present a case study.

RESP2263 Patient Education
L 20 2
Prerequisites: RESP2251 through RESP2259. Study of a wide variety of physical, psychological and social factors that impact the development of and recovery from disease. Includes an awareness development of a number of patient education programs in health care agencies and the community.

RESP2267 Clinical Simulations Lab
L 15 4.5
Prerequisites: RESP2251 through RESP2259. Practice in formation gathering and decision making in a variety of selected respiratory care scenarios.

RESP2268 Seminar Review
L 40 4
Prerequisites: RESP2251 through RESP2259: Preparation of SAE’s. Self-assessment exams for the CR T and RT will be utilized.

RESP2269 Clinical Education VI
L 240 8
Prerequisites: RESP2251 through RESP2259. A continuation of Clinical Education V.

SIGN • Sign Language
SIGN1010 Beginning American Sign Language I
L 60 20 6
Beginning course in American Sign Language (ASL). Development of vocabulary and grammatical structures of ASL. R eceptive and expressive skill development. Basic ASL video literature.

SIGN1020 Beginning American Sign Language II
L 60 20 6
Prerequisite: SIGN1010 or equivalent knowledge as demonstrated with ASL placement interview with qualified instructor.
Continuation of beginning course in American Sign Language (ASL) Development of vocabulary and grammatical structures of ASL. R eceptive and expressive skill development. Basic ASL video literature.

SIGN2010 Second Year American Sign Language I (ASL)
L 60 20 6
Prerequisite: SIGN1020 or equivalent knowledge as demonstrated with ASL placement interview with qualified instructor.
Conversational American Sign Language (ASL) Idiomatic uses of ASL for creative expression. Extensive viewing and discussion of videotaped ASL conversation and literature.

SIGN2020 Second Year American Sign Language II (ASL)
L 60 20 6
Prerequisite: SIGN2010 or equivalent knowledge as demonstrated with ASL placement interview with qualified instructor.
Conversational American Sign Language (ASL) Idiomatic uses of ASL for creative expression. Extensive viewing and discussion of videotaped ASL conversation literature.

SOCI • Sociology
SOCI1010 Introduction to Sociology
B/L/M 45 4.5
Introduction to the basic principles of sociology including the study of culture, socialization, social structure, social institutions, in investigative behavior, deviance, inequalities, and theoretical perspectives.

SOCI1020 Diversity in Society
B/L 45 4.5
An overview of minority groups and majority values in the United States. Topics include awareness of similarities and differences, prejudice, discrimination, and the benefits of a diverse society.

SOCI2000 Women in Contemporary Society
B/L 45 4.5
Prerequisite: SOCI1010 or permission of instructor.
Interdisciplinary examination of the contributions of women to society, gender issues, and the progress toward equality.

SOCI2010 Social Problems
B/L 45 4.5
Prerequisite: SOCI1010 or permission of instructor.
Analysis and suggested treatment of the principal problem areas in contemporary society, and the multilevel causes that perpetuate social problems.

SPAN • Spanish
SPAN1010 Elementary Spanish I
B/L 75 30 7.5
Prerequisites: Spanish placement test.
First of a beginning four level language sequence focusing on the essentials of Spanish. Covers fundamental mechanical and grammatical concepts which are built upon progressively. Emphasizes using Spanish from the onset and developing basic proficiency in the four linguistic skills: listening, speaking, reading, and writing. (Laboratory required.)

SPAN1020 Elementary Spanish II
B/L 75 30 7.5
Prerequisites: SPAN1010 (Spanish I) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010 or ENGL1015.
Second of the four level language sequence focusing on the essentials of Spanish. Further develops basic proficiency in the four linguistic skills and expands upon mechanical and grammatical concepts from SPAN1010. (Laboratory required.)

SPAN2010 Second-year Spanish
B/L 45 4.5
Prerequisites: SPAN2010 (Spanish II) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010 or ENGL1015.
Third of the four level language sequence. Includes: intensive and extensive reading of modern, highly difficult Spanish texts, thorough review of minimum essentials of Spanish grammar; conversational practice; use of in-class discussions and work in laboratory. Conducted primarily in Spanish. (Laboratory may be required.)

SPAN2020 Second-year Spanish II
B/L 45 4.5
Prerequisites: SPAN2010 (Spanish II) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010 or ENGL1015.
Last course of the four level language sequence. Provides ample opportunities to develop vocabulary, strengthen the four linguistic skills, and increase awareness and appreciation of contemporary Hispanic literature. Conducted primarily in Spanish. (Laboratory may be required.)

= Course also offered On-line.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>SPAN2030</td>
<td>Intensive Conversation</td>
<td>B/L</td>
<td>45</td>
<td>15</td>
<td>4.5</td>
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<td></td>
<td>Prerequisite: SPAN2020, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor. Focuses on the development of oral proficiency so that students may be able to express and discuss their ideas and experiences in clear, direct Spanish. The primary goals are fluency and cultural comprehension - reinforced through reading, writing and listening activities.</td>
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<tr>
<td>SPAN2040</td>
<td>Intensive Writing</td>
<td>B/L</td>
<td>45</td>
<td>15</td>
<td>4.5</td>
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<td></td>
<td>Prerequisite: SPAN2020, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor. Focuses on the achievement of oral and written communication proficiency so that the students learn to express their ideas and experiences in a coherent manner. Special emphasis on thematic content, organizational skills and self-editing.</td>
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<tr>
<td>SPAN2100</td>
<td>Accelerated Second-year Spanish</td>
<td>B/L</td>
<td>90</td>
<td>9</td>
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<td>Prerequisite: SPAN2020 (Spanish B) or equivalent score on Spanish placement exam and departmental permission. An accelerated version of SPAN2010 (a three-hour course) and SP AN2020 (a three-hour course). Fulfills requirements for both SP AN2010-2020. (Laboratory may be required)</td>
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**SPCH • Speech**

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<tbody>
<tr>
<td>SPCH1090</td>
<td>Fundamentals of Human Communication</td>
<td>B/L/M</td>
<td>45</td>
<td>5</td>
<td>4.5</td>
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<tr>
<td></td>
<td>Prerequisite: Eligible for ENGL1000. Provides a theoretical basis and practical experience in basic communication skills. Topics include the communication process, language, self-concept, verbal and non-verbal communication, perception, listening, interpersonal and group communication, interviewing, audience analysis and public speaking.</td>
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<tr>
<td>SPCH1110</td>
<td>Public Speaking</td>
<td>B/L/M</td>
<td>45</td>
<td>5</td>
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<td></td>
<td>Prerequisite: Eligible for ENGL1000. Provides a theoretical basis and practical instruction for speaking of effectively in public. Emphasis on training in basic speaking skills, development of voice, topic selection, audience analysis, speech preparation and organization, researching, strategic and creative language use, effective listening and delivery skills, and common types of speaking situations, acknowledging the influence of various cultural and ethnic backgrounds.</td>
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<tr>
<td>SPCH2050</td>
<td>Oral Performance of Literature</td>
<td>B/L</td>
<td>45</td>
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<td>Prerequisite: Eligible for ENGL1010. Introduces the course in the art, theory, analysis and appreciation of a work of literary art. Methods and skills of communicating literature to an audience.</td>
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<tr>
<td>SPCH2110</td>
<td>Intercultural Communication</td>
<td>B/L</td>
<td>45</td>
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<td></td>
<td>Prerequisite: Eligible for ENGL1010. Introduces current theories and scholarship in intercultural communication. Critical thinking skills directly applicable to cultural interactions and communication styles. Patterns of interaction and expectations based on cultural differences. Assignments and examinations for practical experience and application of intercultural concepts.</td>
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**SURT • Surgical Technology**

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<th>Course #</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>SPRT2810</td>
<td>Business and Professional Communication</td>
<td>B/L/M</td>
<td>45</td>
<td>5</td>
<td>4.5</td>
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<tr>
<td></td>
<td>Prerequisite: Eligible for ENGL1000. Study of communication skills and theory intended to function successfully with others in the work place. Focus on the basic processes of communications, developing interpersonal relationships, interviewing techniques, or all presentations, small group work and organizational networks, acknowledgment of the influence of various diversity issues.</td>
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<tr>
<td>SPRT1600</td>
<td>Orientation to Surgical Technology</td>
<td>L</td>
<td>20</td>
<td>2</td>
<td>4.5</td>
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<td>Prerequisite: Admission to the Surgical Technology Program. Completion of all first and second quarter courses. Introduction to the surgical technology program, the health care system, effective communication, multicultural diversity, legal/ethical issues, infection control, and basic skills necessary to effectively function as a health care team member.</td>
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**SURT1601** Techniques in Surgical Asepsis

- L 20 20 2.5
- Introduction to preparation, packaging, sterilization, and/or disinfection of supplies, instruments and equipment. Principles of aseptic technique are applied in laboratory setting related to the sterile and unsterile roles of the Surgical Technologist.

**SURT1603** Fundamentals of Surgical Technology

- L 50 5
- Study of instruments, supplies, and equipment used in the perioperative process of surgery.

**SURT1604** Concepts of Surgical Procedures

- L 20 2
- Study of the resection concept, abdominal incisions, commonly used instruments, sutures and needles required for basic surgical procedures.

**SURT1701** Clinical Orientation

- L 20 30/45 4.5
- Introduction to the specific duties of the surgical team including lab and patient care in preparing, draping, positioning, catheterizing, back table set-up and organization. Clinical experience and experience in sterile processing and distribution will also be included. Main course focus is aseptic techniques and critical thinking skills practiced during the lab and clinical rotation experience.

**SURT1704** Surgical Procedures & Techniques I

- L 60 6
- The introduction of surgical procedures to include concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, and equipment relating to basic general surgery, gastrointestinal, biliary, rectal, gynecologic and orthopedic systems.
THEA • Theatre

THEA1120 Introduction to Theatre
B/L 45 - 4.5
An introduction to the forms and functions of the dramatic arts within an historical perspective. Includes an introduction to basic theatre skills as well as an introduction to a range of dramatic literature.

THEA1140 Basic Acting
B 45 - 4.5
Introduction to the techniques and history of acting through individual and group exercises, study and discussion of text and professional example. Develops the student’s appreciation of the theatre and the craft of acting. Allows students to build connections between life and acting through lecture, discussion, observation, improvisation and scene work. Familiarizes student with the history and development of acting theories using selected examples of its various cultural contexts.

THEA1850, 1860, 2850, 2860, 2880 Theatre Production
B 30-60-90 - 1.5-4.5
Prerequisite: By permission of play director
Introduction to theory and principles of theatre production. Concentration on all phases of theatre production. Public performance produced.

TRUK • Professional Truck Driver Training

TRUK1110 Professional Truck Driver Training I
L 40 96 7
Prerequisites: Student must meet minimum entrance requirements.
Intensive training course for tractor/trailer drivers. Vehicle inspection and pre-emptive maintenance; hands-on defensive driving; skills development in coupling and uncoupling, backing, and shifting; and city and highway driving.

TRUK120 Professional Truck Driver Training II
L 60 164 11
Prerequisites: Student must successfully complete TRUK110 (Professional Truck Driver Training I)
Intensive training course for tractor/trailer drivers. Accident procedures, daily driver’s log, trip planning, hazard perception speed management, extreme driving conditions, hands-on defensive driving, skills development in shifting, and city and highway driving.

V PUB • Visual Publications

VPUB1110 Publishing Concepts
L 30 45 4.5
This course is a prerequisite to all other VPUB courses.
This course provides students with a broad perspective on the development of visual communication and the print industry. Students will acquire hands on experience working with various methods of visual communication.

VPUB1111 Platform Manipulation
L 30 45 4.5
This course is a prerequisite to all other VPUB courses.
This course introduces the student to the Macintosh and PC platforms. Page layout basics and gaining fundamental skills associated with using hard are, software and peripheral devices using the Adobe Design Suite.

Course # | Course Title | Location offered | Class Hours | Lab Hours | Credit Hours
--- | --- | --- | --- | --- | ---
VPUB1112 | Elements of Design | L 45 - 4.5 | This course is a prerequisite to all other VPUB courses.
Students will explore the fundamentals of visual perception, proportion, lighting, dimension, and color theory. They will have experience in 2 and 3 dimensional designs.

VPUB1120 | Design to Production | L 20 90 5 | Prerequisites: VPUB1101, VPUB1111, & VPUB1121.
Students will follow the process of seeing designs from their conception through to the setting printing process. This gives the student the technical knowledge needed to design for production specifications. Hands-on experience with camera, film assembly, plate, proof making, and of press duplicators.

VPUB1121 | PhotoShop I | L 40 15 4.5 | Prerequisites: VPUB1100, VPUB1111, & VPUB1122 or permission of program chair
This course will address the fundamentals of the software to include scanning and editing. Master menu, tool bar. While introducing the concepts of photo manipulation including file formats, layer techniques, filters, picture taking and PDF creation.

VPUB1122 | Page Layout I | L 40 15 4.5 | Prerequisites: VPUB1101, VPUB1111, & VPUB1122.
This course will explore the fundamentals of Page layout software and the options for the production of the finished page. Using class projects, each student will become skilled in the basics of page layout and document construction using Adobe InDesign.

VPUB1125 | Digital Typography | L 20 - 2 | Prerequisites: VPUB1101, VPUB1111, & VPUB1121.
Introduction to typography. This course will introduce typographic terminology, the basics of type layout and page design. Digital typography, legibility, readability, and type for multi-media will be discussed.

VPUB1130 | Pre Production Techniques | L 30 45 4.5 | Prerequisites: VPUB1112.
Students will learn to recognize problems in files prepared for printing. This course explores the many facets of electronic prepress focusing on preflight, fonts, text, and graphic aplications. Providing useful applications that will assist them in creating quality and efficient files. PDF file creation will be emphasized.

VPUB1131 | PhotoShop II | L 45 - 4.5 | Prerequisite: VPUB121.
The second level of PhotoShop will expand on techniques used in PhotoShop I. Web graphics will be covered as well as color correction tools, and interaction with other software, using Photoshop in conjunction with ImageReady.

VPUB1132 | Page Layout II | L 45 - 4.5 | Prerequisite: VPUB1122.
Building on the fundamentals introduced in Page layout I, this course will introduce new construction elements with a focus on the essentials required for successful layout. Rules and tips for dealing with images and color. Students will preflight, print composites and color separation documents using Quark XPress.

VPUB1133 | Creative Troubleshooting | L 20 - 2 | Prerequisites: VPUB1101, VPUB1111, & VPUB1122.
Demonstrate creative troubleshooting strategies and problem solving skills as it relates to the printing and publishing field.

VPUB1134 | Web Design I | L 25 60 4.5 | Prerequisites: VPUB1121 and VPUB1122 or permission of program chair
Introduction to basic Internet functions. How to design an effective and efficient Web page. Students learn a basic beginning web page layout and tools using Dreamweaver MX.

VPUB2214 | PhotoShop III | L 25 60 4.5 | Prerequisite: VPUB1131.
The third level continues to expand on techniques in the dynamic program. Students will use PhotoShop as a creative tool. Having learned the foundation of PhotoShop, students will have the opportunity to apply their skills to advanced projects that will serve as portfolio pieces.

VPUB2244 | Web Design II | L 35 30 4.5 | Prerequisites: VPUB1121, VPUB1134.
Students will build upon the foundation learned in Web Design I and expand knowledge in web page layout program. Students will save and incorporate graphics, text, and animation using Macromedia Flash MX in conjunction with Dreamweaver MX.

VPUB2245 | Digital Video Production | L 10 30 2 | Prerequisites: VPUB1134.
Students will learn the art and techniques of digital video production including shooting, editing and distribution to VHS, CD, Web and/or Podcasting. The course concentrates on the creation of video for both Podcasting and the Web.

VPUB2252 | Computer Illustration II | L 35 30 4.5 | Prerequisite: VPUB1121.
This course builds on the foundation achieved in Computer Illustration I. Emphasis is placed on expansion of techniques and interaction with other software programs using Adobe Illustrator.

VPUB2254 | Web Design III | L 30 45 4.5 | Prerequisite: VPUB2244.
Advanced techniques and software skills are applied to create animation, graphics, page layout, ftp, and site control. Web page pages will be used to exhibit student’s ability and creativity.

VPUB2255 | Portfolio Development | L 30 - 3 | Prerequisites: VPUB121 and VPUB1255.
The student will develop from previous course work a complete portfolio to include Web and CD formats. Class and industry presentations will prepare the student for the future job market. Students will be expected to define their portfolio choices and explore individual design philosophy.
### COURSE LISTING

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>WELD1100</td>
<td>Welding Orientation</td>
<td>L/M</td>
<td>10</td>
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Prerequisite: WELD1100. Orientation to the college philosophy, goals, objectives within the welding program area.

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<tbody>
<tr>
<td>WELD1110</td>
<td>SMAW Theory</td>
<td>L/M</td>
<td>20</td>
<td>-</td>
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Prerequisite: WELD1100. Study of Shielded Metal Arc Welding theory, safety, applications, procedures, and welding pr active. Study and selection of power sources and electrodes.

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<tbody>
<tr>
<td>WELD1112</td>
<td>SMAW Lab I</td>
<td>L/M</td>
<td>20</td>
<td>60</td>
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Prerequisite: WELD1110. Beginning welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.

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<tr>
<td>WELD1113</td>
<td>SMAW Lab II</td>
<td>L/M</td>
<td>20</td>
<td>60</td>
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</table>

Prerequisite: WELD1112. Intermediate welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.

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<tbody>
<tr>
<td>WELD1115</td>
<td>Equipment &amp; Tools</td>
<td>L/M</td>
<td>15</td>
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Prerequisite: WELD1100. Explanation of safe operation and the proper use of equipment, power tools, and hand tools.

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<tr>
<td>WELD1117</td>
<td>Oxyacetylene Theory</td>
<td>L/M</td>
<td>20</td>
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</table>

Prerequisite: WELD1100. Study of the theory, safety, equipment and applications of the Oxyacetylene Welding process.

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<tr>
<td>WELD1119</td>
<td>OA Welding &amp; Cutting</td>
<td>L/M</td>
<td>10</td>
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Prerequisite: WELD1117. Laboratory exercises with the Oxyacetylene Welding, Brazed Welding, Oxyacetylene Cutting and related processes.

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<tbody>
<tr>
<td>WELD120</td>
<td>SMAW Lab III</td>
<td>L</td>
<td>25</td>
<td>75</td>
<td>5</td>
</tr>
</tbody>
</table>

Prerequisite: WELD1113. Advanced welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD1122</td>
<td>GMAW Theory</td>
<td>L/M</td>
<td>30</td>
<td>-</td>
<td>3</td>
</tr>
</tbody>
</table>

Prerequisite: WELD1100. Study of Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Study and use of various filler wires and shielding gases and welding power source set-up.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD1124</td>
<td>GMAW Lab I</td>
<td>L/M</td>
<td>10</td>
<td>60</td>
<td>3</td>
</tr>
</tbody>
</table>

Prerequisite: WELD1122. Beginning welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD1128</td>
<td>Blueprint Reading &amp; Weld Symbols</td>
<td>L/M</td>
<td>50</td>
<td>-</td>
<td>5</td>
</tr>
</tbody>
</table>

Prerequisite: WELD1128. Introduction to blueprint reading and dra wing procedures. Interpretation and drawing of isometric, oblique, and orthographic views, welding symbols, and bill of materials.

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD1132</td>
<td>Computer Aided Drafting</td>
<td>L/M</td>
<td>20</td>
<td>15</td>
<td>2.5</td>
</tr>
</tbody>
</table>

Prerequisite: WELD1128. Fundamentals of computer aided drafting using AutoCAD®. Study of the AutoCAD® menus, settings and drafting setup, draw and edit commands, AutoCAD® coordinate system, symbols, practice drawings and plotting.

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<tr>
<th>Course #</th>
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<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD1135</td>
<td>Advanced OA &amp; Plasma Cutting</td>
<td>L/M</td>
<td>10</td>
<td>30</td>
<td>2</td>
</tr>
</tbody>
</table>

Prerequisite: WELD1119. Theory of the Plasma Arc Cutting process and advanced laboratory exercises to include the use of automated equipment.

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<thead>
<tr>
<th>Course #</th>
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<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD1139</td>
<td>Welding Measurement &amp; Layout</td>
<td>L/M</td>
<td>30</td>
<td>30</td>
<td>4</td>
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</tbody>
</table>

Prerequisite: WELD1100. Explanation of layout procedures used in the welding and fabrication industry.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD1140</td>
<td>Metallurgy II</td>
<td>L/M</td>
<td>30</td>
<td>-</td>
<td>3</td>
</tr>
</tbody>
</table>

Prerequisite: WELD1136. Study of the structure of metals, heat treatment and welding, and the control of stresses in welding.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD1143</td>
<td>Pipe Welding &amp; Cutting</td>
<td>L/M</td>
<td>30</td>
<td>30</td>
<td>4</td>
</tr>
</tbody>
</table>

Prerequisites: WELD1113, WELD1119, WELD1139. Study and practical applications in pipe welding and cutting. Includes pattern making, layout, cutting, fitting, and welding.
<table>
<thead>
<tr>
<th>Course #</th>
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<th>Location</th>
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<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD2254</td>
<td>Welding Codes &amp; Standards</td>
<td>L/M 25</td>
<td>25</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: WELD1110, WELD1117, WELD1122, WELD1128, WELD1144. Study of welding codes and standards required for the qualification and certification of welding personnel.</td>
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</tr>
<tr>
<td>WELD2256</td>
<td>Welder Pre-Qualification</td>
<td>L/M 25</td>
<td>105</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: WELD2254. Practice of techniques and procedures within established codes and standards in preparation for taking a qualification test.</td>
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</tr>
<tr>
<td>WELD2258</td>
<td>Welder Qualification /</td>
<td>L/M 20</td>
<td>60</td>
<td>4</td>
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<tr>
<td></td>
<td>Certification</td>
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<tr>
<td></td>
<td>Prerequisite: WELD2256. Student qualification/certification tests in structural and/or pipe welding in compliance with the code and/or standards of American Welding Society, American Society of Mechanical Engineers or recognized codes and standards of industry.</td>
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</tr>
<tr>
<td>WELD2262</td>
<td>Welding Fabrication &amp; Repair</td>
<td>L/M 10</td>
<td>90</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: WELD1113, WELD1126, WELD1128, WELD1133, WELD1139, WELD1140, WELD1148, WELD1149. Design and fabrication of various projects to include the basic design and use of jigs and fixtures. Repair and maintenance of projects employing the major welding processes.</td>
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</tr>
<tr>
<td>WELD2264</td>
<td>Quality Control &amp; NDT</td>
<td>L/M 60</td>
<td>6</td>
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<tr>
<td></td>
<td>Methods</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Prerequisite: WELD1100. Theory of nondestructive testing methods, welding discontinuities, weld inspection and quality assurance.</td>
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<tr>
<td>WELD2550</td>
<td>Post-Cooperative Education</td>
<td>L/M 20</td>
<td>2</td>
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<tr>
<td>WELD2551</td>
<td>Cooperative Education</td>
<td>L/M 400</td>
<td>10</td>
<td></td>
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<tr>
<td></td>
<td>Prerequisite: 5th Quarter Standing. Co-requisite: WELD2556. On-the-job experience within an industrial welding/metallurgy related company. Practice of skills and knowledge acquired though previous quarters.</td>
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</tbody>
</table>

**Special and Individualized Courses**

Special topics courses (numbered 2799) are one-time class offerings. Approval of the program chair and the campus administrator must be secured before the course is offered. If the course is to be offered more than once, it must be submitted through the normal channels and assigned its own course number. No course will be offered by independent study unless prior permission has been given by the program chair and the campus administrator as well as the instructor.

= Course also offered On-line.
### Continuing Education Credit Courses

The following courses are non-program credit courses offered at Southeast Community College, and may or may not be used as electives in programs offered. These courses may appear on a student’s transcript and are approved credit courses of the College.

### Prefixes:
- AACS • Area Community Services
- EMTL • Emergency Medical Services
- ESLX • English As a Second Language
- NURA • Nursing Assistant
- RADT • Radiography

### AACS • Area Community Services

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACS1104</td>
<td>Advanced Farm &amp; Ranch Management</td>
<td>24</td>
<td>36</td>
<td>3.5</td>
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</tr>
<tr>
<td>Prerequisites: AACS1100, AACS1101, and AACS1102 or instructor approval.</td>
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</tbody>
</table>

Instruction to farmers and ranchers on how to utilize previous year's records to make business decisions based on the analysis of accurate records. Assistance in analyzing records and an understanding of the importance of complete record system of production and household records.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACS1100</td>
<td>Farm &amp; Ranch Management Year 1</td>
<td>36</td>
<td>36</td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>Prerequisite: AACS1100.</td>
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</table>

Assistance to the farmer or rancher on gathering information to make business decisions based on the analysis of accurate records. Topics identify the need for maintaining an accurate and complete system of production and household records used in future analysis.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACS1101</td>
<td>Farm &amp; Ranch Management Year 2</td>
<td>36</td>
<td>36</td>
<td>4.5</td>
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<tr>
<td>Prerequisite: AACS1100.</td>
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</tbody>
</table>

Use of previous year's information and analysis to make business and family decisions. Importance of maintaining and utilizing accurate and complete production and household records. Major changes considered utilizing two years of records to reflect various opportunities for improvement.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACS1102</td>
<td>Farm &amp; Ranch Management Year 3</td>
<td>36</td>
<td>36</td>
<td>4.5</td>
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</tr>
<tr>
<td>Prerequisites: AACS1100 and AACS1101.</td>
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</table>

Use of previous year's information and analysis to make business and family decisions. Recognizing the importance of maintaining and utilizing accurate and complete production and household records. Major changes considered utilizing three years of records to reflect various opportunities for improvement.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACS1112</td>
<td>Gold Medal Management</td>
<td>60</td>
<td>10</td>
<td>6</td>
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</tbody>
</table>

Designed to instruct borrowers in financial and production management. Specific topics include: identify and write a family and business goal; prepare the complete balance sheet and income statement; develop a family and business cash flow budget; construct specific enterprise records that permit enterprise analysis; and identify and define the level of risks related to production, marketing, technology and the financial areas of the family business. Specific units of instruction incorporated relative to the management of livestock and crop production. Class is specifically designed for individuals who have been employed from the Farm Service Agency.

### EMTL • Emergency Medical Services

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTL1240</td>
<td>EMT-Intermediate</td>
<td>200</td>
<td>275</td>
<td>29</td>
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<tr>
<td>Prerequisite: EMTL1220.</td>
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</table>

This is a course designed for ambulance personnel who have completed the EMT Basic Course. Students will be trained in the advanced skills of patient assessment and treatment modalities based upon the 1999 U.S. Department of Transportation curriculum and scope of practice for an Advanced Emergency Medical Technician Intermediate.

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Location offered</th>
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<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTL1242</td>
<td>First Responder Transition to EMT Basic</td>
<td>64</td>
<td>48</td>
<td>8</td>
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</tr>
<tr>
<td>Prerequisite: First Responder Certification, current AHA Healthcare Provider CPR or ARC Professional Rescue CPR card.</td>
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</table>

This curriculum covers the material that is necessary for a student to progress from the level of Nebraska First Responder to the Emergency Medical Technician Basic. This course is unique to Nebraska. It is adapted from the Department of Transportation EMT-B course and therefore uses Department of Transportation objectives.

<table>
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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTL1260</td>
<td>PARAMEDIC ANATOMY &amp; PHYSIOLOGY</td>
<td>92</td>
<td>24</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Prerequisites: EMTL1260-EMT Basic or Equivalent, Current EMT-Basic Certification, Current CPR Healthcare Provider Card.</td>
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</table>

This course is designed specifically for the Paramedic student in order for them to gain better understanding of the human body in its entirety. Students will identify major the various regions of the body and the various body systems as they relate to possible emergency situations. This course also introduces the paramedic student to the study of the physiology of the human body regarding the physiological aspects of survival. After completion of this course students will have a better understanding of how anatomy and physiology relate to paramedicine.

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTL1265</td>
<td>First Responder</td>
<td>38</td>
<td>19</td>
<td>4</td>
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</tr>
<tr>
<td>Prerequisite: Minimum 18 years of age, high school Diploma or GED.</td>
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Emergency procedures and skills appropriate for the first responder at medical emergency. Especially appropriate for rescue squad members, law enforcement and fire personnel and persons needing advance first aid skills.

<table>
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<th>Location offered</th>
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<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTL1280</td>
<td>Introduction to Paramedicine /Preparatory</td>
<td>86</td>
<td>16</td>
<td>9</td>
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</tr>
<tr>
<td>Prerequisites: EMTL1301 (EMT-Basic 1) &amp; EMTL1302 (EMT Basic 2), BIOS1410 &amp; BIOS1440; Human Anatomy and Lab, BIOS 2190 &amp; BIOS2130L – Human Physiology and Lab, and MEDA1101 – Medical Terminology I, or Equivalent courses. Suitable placement score or minimum passing grade of &quot;P&quot; in ENGL0850 and MATH0950.</td>
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This course will present the foundations of paramedic practice as well as an introduction to pathophysiology, pharmacology, medication administration, and airway management and ventilation.

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTL1281</td>
<td>Advanced Pharmacology</td>
<td>90</td>
<td>10</td>
<td>9</td>
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<tr>
<td>Prerequisites: EMTL1280.</td>
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This course will provide the student with a review of basic pharmacology and medication administration and a complete guide to the most commonly used medications, their uses and dosages, used in pre-hospital emergency care.

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTL1282</td>
<td>Clinical Experience I</td>
<td>57</td>
<td>49</td>
<td>7</td>
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<tr>
<td>Prerequisites: EMTL1280.</td>
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</table>

This course includes 30 hours in the Emergency Department and 100 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field supervisor. This course is Part 2 of a 7 part series of clinical experiences that support the didactic elements of the paramedic courses.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTL1285</td>
<td>Medical Emergencies I</td>
<td>65</td>
<td>35</td>
<td>7.5</td>
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<tr>
<td>Prerequisites: EMTL1283.</td>
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</table>

This course will introduce the student to the appropriate assessment and management of medical emergencies in involving the following: pulmonology, neurology, endocrinology, allergies and anaphylaxis, gastroenterology, urology, and nephrology, and toxicology and substance abuse.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTL1286</td>
<td>Clinical Experience II</td>
<td>57</td>
<td>49</td>
<td>7</td>
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<tr>
<td>Prerequisites: EMTL1284.</td>
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</table>

This course includes 30 hours in the Emergency Department, 12 ours in the Critical Care Unit (CCU), and 100 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field supervisor. This course is Part 3 of a 7 part series of clinical experiences that support the didactic elements of the paramedic courses.

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMTL1287</td>
<td>Medical Emergencies II &amp; Special Considerations I</td>
<td>64</td>
<td>50</td>
<td>8</td>
<td></td>
</tr>
<tr>
<td>Prerequisites: EMTL1285.</td>
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</tbody>
</table>

This course will introduce the students to the appropriate assessment and management of medical emergencies in involving the following: gynecology, and obstetrics. The students will also learn how to manage the following special situations: neonatology, pediatric patients, geriatric patients, abuse and assault, and the challenged patient. It will also discuss acute interventional procedures for the chronic care patient.
EMTL1288 Clinical Experience IV 4.5
Prerequisites: EMTL1286
This course includes 30 hours in the Emergency Department, 12 hours in the Critical Care Unit (CCU), and 100 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field supervisor. This course is Part 4 of a 7 part series of clinical experiences that support the didactic elements of the paramedic courses.

EMTL1289 Traumatic Emergencies 62 55 8
Prerequisites: EMTL1287
This course will discuss trauma and trauma systems and introduce the students to the appropriate assessment and management of patients suffering from various traumatic emergencies.

EMTL1290 Clinical Experience V 5
Prerequisites: EMTL1288
This course includes 16 hours in Labor and Delivery, 4 hours in the Pediatric Intensive Care Unit (PICU), 16 hours in Children’s Emergency Department or Urgent Care clinic, 16 hours in a psychiatric/behavioral unit; and 100 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field supervisor. This course is Part 5 of a 7 part series of clinical experiences that support the didactic elements of the paramedic courses.

EMTL1291 Operations 64 50 8
Prerequisites: EMTL1289
This course will discuss special situations including hazardous materials incidents, medical incident command, and crime scene awareness. It will also address how to recognize and respond to terrorist acts. This course will include Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS), Pre-Hospital Trauma Life Support (PHL), and Advanced Medical Life Support (AMLS) as a review and in preparation for the National Registry examination.

EMTL1292 Clinical Experience VI 3
Prerequisites: EMTL1290
This course includes 92 hours in the Emergency Department and 8 hours in the Burn Unit. This course is Part 6 of a 7 part series of clinical experiences that support the didactic elements of the paramedic courses.

EMTL1293 Field Internship 6.5
Prerequisites: EMTL1292
This course includes 200 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field supervisor. This course will require the student to act as a Team Leader for each emergency call. A Team Leader is defined as one who accepts primary responsibility for all aspects of patient care (scene organization and control, efficient use of resources, patient assessment, treatment, communication with hospital (radio and in person), documentation, readiness for the next call, etc.) This is an integral part in the final evaluation process in the completion of the Paramedic Program.

EMTL1301 EMT Basic 1 40 35 5
Prerequisites: Must be 18 years of age in order to take the National Registry examination, must have a current American Heart Association Healthcare Provider or American Red Cross Professional Rescuer CPR card, proof of current immunizations, and appropriate placement score or minimum passing grade of “P” in ENGL0850.
Students must pass the National Registry exam to be certified in Nebraska as an Emergency Medical Technician. An Emergency Medical Technician may serve on a volunteer rescue squad or be employed by a paid ambulance service. An EMT-B responds to emergency calls, assesses the scene and the patients, and renders emergency medical care to adult, infant and child, medical and trauma patients according to established guidelines.

ESLX • English as a Second Language

ESLX0810 Advanced English As A Second Language I
L 60 - 6
Prerequisite: Placement test.
A developmental ESL course which helps students develop more complex sentence structures and sentences, vocabulary, and develop more advanced reading skills.

ESLX0830 Advanced English As A Second Language II
L 60 - 6
Prerequisites: ESLX0810 or placement test.
A developmental ESL course which helps students develop more complex sentence structures and vocabulary, and develop more advanced reading skills.

FSDT • Food Service Training Certificate

FSDT1870 Sanitation & Safety
L 15 - 1.5
Sanitation in the food industry. Microbiology, sanitary food handling and storage, personal health and hygiene, housekeeping, pest control, HACCP food safety program, and safety procedures. Prerequisite for all labs.

FSDT1872 Food Preparation Techniques
L 12 - 1
Describes effect of cooking on fruits and vegetables, portion costs, meat cookery, bakery processes, convenience foods, production forecasting, and standardized recipes. Prerequisite for all labs.

FSDT1876 Introduction to Food Service
L 12 - 1
Overview of types of food service operations and jobs; advantages of employment in the food service profession; and national and state agencies and laws governing food service operations.

FS1T1879 • Protein & Starch Cookery Lab
L 6 6 0.5
Includes course work and laboratory experience in selection and preparation of high protein foods.

FS1T1881 • Yeast Breads & Quick Breads Lab
L 5 4 0.5
Includes course work and laboratory experience in preparation techniques for maintaining quality of bread products.

FS1T1883 • Fruits, Vegetables & Salads Lab
L 4 3 0.5
Includes course work and laboratory experience in preparation techniques for maintaining quality of fruits, vegetables and salads.

FS1T1885 • Desserts Lab
L 5 4 0.5
Includes course work and laboratory experience in quantity preparation of desserts.

FS1T1886 • Basic Nutrition & Menu Planning
L 21 - 2
Covers food nutrients, their functions, food sources and their relationship to the maintenance of health through the life cycle. The factors affecting menu planning and a systematic method for planning nutritious and appealing meals.

FS1T1887 • School Food Service
L 10 - 1
Describes the planning of meals to meet the requirements of USDA school meal program, and the involvement of food service personnel in nutritional education.

FS1T1888 • Principles of Diet Therapy & Nutritional Assessment
L 21 - 2
Focus on the study of modified diets to meet special health needs, and the understanding of nutritional assessment methods.

FS1T1896 • Management Skills I
L 15 - 1.5
Information necessary for the manager who purchases food and equipment. Purchase specifications, qualities of a good supplier and inventory systems. Cost control of budgets, food and labor costs; and cash register handling.

FS1T1898 • Management Skills II
L 21 - 2
Topics related to employee communication and human relations: qualities assurance, leadership styles, organizational charts, job descriptions, employee orientation, training programs, performance evaluation, motivation and scheduling.

= Course also offered On-line.
### NURA • Nursing Assistant

**NURA1401 Basic Nursing Assistant**

<table>
<thead>
<tr>
<th>Location</th>
<th>Class</th>
<th>Lab</th>
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<td>50</td>
<td>50</td>
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</table>

Completion of the class meets the Nebraska Department of Health requirements for employment as a Nursing Assistant. The course includes classroom, nursing lab, and clinical experience in a health care facility.

### RADT • Online Continuing Education classes for Healthcare Providers

**Teaching in the Patient Care Setting:**

**How to be a Successful Preceptor**

A series of four courses designed for healthcare workers who are preceptors, instructors, and those who work with students or new employees, to prepare to teach in the clinical setting.

**RADT1300 Introduction to Healthcare Education**

<table>
<thead>
<tr>
<th>Location</th>
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<th>Lab</th>
<th>Credit</th>
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This course is designed to help health care professions develop strategies for improved teaching and learning when students are assigned to the healthcare environment. It introduces the student to on-line learning. The student also learns about creating positive learning environments and how learning styles affect the learning process.

**RADT1301 Application to Healthcare Education**

<table>
<thead>
<tr>
<th>Location</th>
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<th>Lab</th>
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</table>

Prerequisite: RADT1300.

Assists student in understanding the principles of clinical instruction. Students gain experience in evaluation and feedback techniques.

**RADT1302 Preceptor Practicum**

<table>
<thead>
<tr>
<th>Location</th>
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<th>Lab</th>
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</table>

Prerequisite: RADT1301.

Applies all of the theory learned in courses 1 and 2 to the clinical learning environment, providing a forum for the student to reflect upon methods and challenges and implement changes for areas of improvement.

**RADT1303 Changes in Healthcare Education**

<table>
<thead>
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<th>Location</th>
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<th>Lab</th>
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</table>

Prerequisite: RADT1302.

Discusses technology, issues, and challenges facing healthcare education today and in the future. Discussion also focuses on how to deal with change, both in the clinical learning environment and in helping students deal with change.

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<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
</table>

Course also offered On-line.
Chapter 9

PERSONNEL

Southeast Community College’s faculty and staff concentrate on excellence in teaching, and dedicate themselves to helping students prepare for successful careers. The College is governed by an eleven-member Board of Governors, ten of whom are elected by district to staggered four-year terms. One member is elected at large from the entire 15-county district for a four-year term.

Advisory committees are chosen from the business and industrial areas to advise SCC in the planning, implementing and maintaining of our educational programs.

- Board of Governors
- SCC Faculty and Staff
- Advisory Committees
- Index

SCC BOARD OF GOVERNORS

Allensworth, Jacki - District 5
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Schluckebier, Lynn, Secretary - District 1
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SCC Lincoln Campus • Lincoln, NE 68520
ADMINISTRATIVE / PROFESSIONAL

Robert J. Aguilar, Superintendent, Physical Plant
Diploma, Northeast High School, Lincoln, NE 1960
Master Plumber 1972

Justin Allman, John Deere Training Program
AAS, Illinois Central College, East Peoria, IL 2002
BS, Pittsburg State University, Pittsburg, KS 2004

Bill E. Backes, Student Activities Coordinator
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BA, Mount Marty, Yankton, SD 1971
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Mary Bartels, Academic Adviser
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Automotive Certification, Flint Hills Area Vo-Tech, Emporia, KS 1977
AAA, Colby Community College, Colby, KS 1978
BS, Pittsburg State University, Pittsburg, KS 1979
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BA, Siena Heights, Adrian, MI 1992
MA, Siena Heights, Adrian, MI 1996

Jeff Brei, Food Service Assistant Manager
AAS, Northeast Community College, Norfolk, NE 2003
AAS, Southeast Community College, Lincoln, NE 2005

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MS, Colorado State University, Fort Collins, CO 1983

Donald L. Byrnes, Vice President for Human Resources and Staff Development
BS, University of Nebraska, Lincoln, NE 1964
MA, Kearney State College, Kearney, NE 1969
Six-year Educational Administration Specialist, University of Nebraska-Kearney 1973

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BS, Eastern Illinois University, Charleston, IL 1981
MPE, University of Nebraska, Lincoln, NE 1986
PhD, University of Nebraska, Lincoln 2000

Thomas Cardwell, Dean, Student Services/Student Support Programs & Services
BS, University of Nebraska, Lincoln, NE 1976
MA, University of Nebraska, Lincoln, NE 1977
PhD, University of Nebraska, Lincoln 2000

Amy Chesley, Director, Continuing Education/Business
AAS, Southeast Community College, Lincoln, NE 1993

BA, Concordia University, Seward, NE 2006

Janet Clausen, Tech Prep Coordinator
BA, Nebraska Wesleyan University, Lincoln, NE 1970
Teacher Certification, University of Nebraska, Omaha, NE 1971
MA, University of Nebraska, Lincoln, NE 1978

Gary Cooper, Superintendent, Physical Plant
U.S. Naval Schools Construction; Air Force CDC & ECI
University of Nebraska, Lincoln, NE, Nebraska Dept. of Health

Rebecca Czaja-Stevens, Director, TRIO Programs
BS, University of Nebraska, Kearney, NE 2002

Susan Dauber, Distance Learning Curriculum Designer/Technical Coordinator
AA, Southeast Community College, Lincoln, NE 1975
BA, Kearney State College, Kearney, NE 1977
MA, University of Nebraska, Lincoln, NE 1983

Melissa Decker, TRIO/Upward Bound Education Specialist
AAS, Southeast Community College, Beatrice, NE 1990
BS, Peru State College, Peru, NE 1992

Babette Dickinson, Director, Adult Basic Education
BA, University of Nebraska, Lincoln, NE 1971

Joel R. Dickinson, Admissions Representative
BS, Black Hills State University, Spearfish, SD 1986

Stephen Dietz, Retention Specialist
BA, Doane College, Lincoln, NE 2006

Susan Dunn, ADA/Affirmative Action/Equity Specialist
BFA, Doane College, Crete, NE 1978

MLS-Library Science, Emporia State University, Emporia, KS 1979
MLS-Legal Studies, University of Nebraska College of Law, Lincoln, NE 1992

Jeanette Eggert, Food Service Manager/Cook
AAS, Southeast Community College, Lincoln, NE 1997

Kathy Ettzmann, Dean, Business Occupations/Mass Media Communications
BS, Truman State University, Kirksville, Missouri 1988
MA, Doane College, Crete, NE 2002

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MA, University of Nebraska, Lincoln, NE 1997

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AAS, Southeast Community College, Lincoln NE 1985
BS, Doane College, Crete, NE 2001

Earl R. Foster, Dean, Electronics/Computer Occupations
Diploma, Nebraska Vocational Technical School, Milford, NE 1964
AAS, Southeast Community College, Milford, NE 1973
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Patricia Frakes, Admissions Representative
High School Diploma 1967

Janet R. Going, Financial Aid Associate Director
Diploma, West Point High, Point, NE 1964

Marv Grace, Career Counselor/Assessment Specialist
BS, Peru State College, Peru, NE 1993

Alan Hanks, Area Buyer, Purchasing
BS, University of Nebraska, Lincoln, NE 1974

Donna L. Haven, Associate Registrar
AAS, Southeast Community College, Lincoln, NE 2001

Jason Hayes, John Deere Training Program
BS, University of Missouri, Columbia, MO 2006

Dennis A. Headrick, Vice President for Instruciton/Campus Director
AA, Southeast Community College 1974
BA, University of Nebraska, Kearney, NE 1976
MA, University of Nebraska, Omaha, NE 1985
PhD, University of Nebraska, Lincoln NE 2003

Randy V. Hiatt, Director, Distance and Extended Learning
BS, University of Nebraska, Lincoln, NE 1971
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Nancy Holman, Director, Continuing Education/Family & Consumer Science and Leisure Activities
BS, University of Nebraska, Lincoln, NE 1975

Jack J. Huck, President
BA, Nebraska Wesleyan University, Lincoln, NE 1969
MEd, University of Nebraska, Lincoln, NE 1971
EdD, University of Nebraska, Lincoln, NE 1975

Shirley A. Hutterman, Placement Specialist
BS, Peru State, Peru, NE College 1991

Lorraine Jensby, Assistant Director, Adult Basic Education
BS, Kansas State University, Manhattan, KS 1985

Sarah Jones, Bookstore Manager
BS, University of Nebraska, Lincoln, NE 2002

Susan Kash-Brown, Assistant Director, ESL
BA, University of Nebraska, Lincoln, NE 1980
Masters School for International Training, Brattleboro, VT 1989

Robert F. Kluge, Career Counselor/Assessment Specialist
BA, Wayne State College, Wayne, NE 1963
MAE, University of Nebraska, Lincoln, NE 1968

Larry A. Knox, Dean, Construction Occupations
Diploma, Nebraska Vocational Technical School, Milford, NE 1963
BA, Kearney State College, Kearney, NE 1972
MEd, University of Nebraska, Lincoln, NE 1986

Susan Larsen, Assistant Director of Continuing Education
Health Occupations
RN, Diploma, Nebraska Methodist Hospital School of Nursing, Omaha, NE 1976

Rosemary J. Machacek, Vice President for Public Information
BS, Doane College, Crete, NE, 1969
MA, Southern Illinois University, Carbondale, IL 1970
MA, University of Nebraska, Lincoln, NE 1973

Jerry Alan Magorian, Director, Continuing Education/Trade & Industry/Customized Training Services
AAS, Southeast Community College, Milford, NE 1974
BS, University of Nebraska, Lincoln, NE 1975

Barry R. Masin, Assistant Campus Director
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Geraldine Mason, Testing Center Specialist
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Rachel J. Mason, Student Activities Coordinator
BS, Kearney State College, Kearney, NE 1981

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SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

FACULTY

Michael B. Aalberg, Instructor, Electronic Servicing & Electronic Engineering Technology  
AA, University of South Dakota, Vermillion, SD 1982  
BS, University of South Dakota, Vermillion, SD 1985  
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Alice Alexander, Instructor, Practical Nursing  
BSN, Fort Hays State University, Hays, KS 1980  
MS, Friends University, Topeka, KS 1996

Diane Anderson, Instructor, Practical Nursing  
LPN, Southeast Community College, Lincoln, NE 1994

BSN, Union College, Lincoln, NE 2000

Michael Anderson, Instructor, Machine Tool Technology  
Diploma, Southeast Community College, Lincoln, NE 1976  
AAS, Southeast Community College, Lincoln, NE 1996

Chad Angel, Instructor, Dental Assisting  
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AAS, Southeast Community College, Milford, NE 1966

Danna Bacon, Instructor, Human Services  
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Tiffini Bailey, Instructor, Medical Laboratory Technology  
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Alicia A. Baillie, Program Chair/Instructor, Early Childhood Education  
BA, University of Northern Colorado, Greeley, CO 1963

Scott Baillie, Instructor, Business Administration  
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MEd, AEDL University of Phoenix 2004

Doris Amanda Baron, Program Co-Chair/Instructor, Humanities/Spanish  
BA, Santafé de Bogotá-Colombia, South America 1983  
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MAT, University of Nebraska, Lincoln, NE 1972  
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BA, Doane College, Crete, NE 1968

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AA, Grand Rapids Community College, Grand Rapids, MI 1986  
BA, Central Michigan University, Mount Pleasant, MI 1989  
MA, Central Michigan University, Mount Pleasant, MI 1992  
PhD, University of Nebraska, Lincoln, NE 2002

Jeff Boaz, Instructor, Heating, Ventilation, Air Conditioning, & Refrigeration Technology  
Hvac/r Degree, Redding Area Vocational Technical Institute, Red Wing, MN 1981

BA, Concordia University, Seward, NE 1998

John Bockoven, Instructor, Machine Tool Technology  
AAS, Southeast Community College, Milford, NE 1990

Donald L. Bressung, Instructor, Microcomputer Technology  
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AAS, Southeast Community College, Lincoln, NE 1999

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AS, Sierra Community College, Rocklin, CA 1990  
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BA, Chadron State College, Chadron, NE 1984  
MA, University of Nebraska, Omaha, NE 1988

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BA, Kearney State College, Kearney, NE 1970  
MEd, University of Nebraska, Lincoln, NE 1990

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BS, University of Nebraska, Lincoln, NE 1974  
MEd, Peru State College, Peru, NE 1988

Roxana Carlo, Instructor, Psychology  
BA, Miami-Dade Community College, Miami, FL 1983

BA, Florida International University, Miami, FL 1986  
MC, Arizona State University, Tempe, AZ 1990

Roger Carpenter, Instructor, Physic/Mathematics  
BS, Wayne State College, Wayne, NE 1969  
MA, University of South Dakota, Vermillion, SD 1972

Alan L. Carter, Instructor, Machine Tool Technology  
AAS, Southeast Community College, Milford, NE 1974

Andrew Case, Instructor, Math/Science  
BSN, University of Nebraska Medical Center, Omaha, NE 1995  
MSN, University of Nebraska Medical Center, Omaha, NE 1999

Erin C. Caudill, Instructor, Food Service/Hospitality  
BA, University of Nebraska, Lincoln, NE 1975  
MS, University of Nebraska, Lincoln, NE 1979

Sarah Chagnon, Instructor, Early Childhood Education  
BS, Nebraska Wesleyan University, Lincoln, NE 1999  
MA, University of Nebraska, Lincoln, NE 2002

Bridget Christensen, Instructor, Sociology  
BA, University of Nebraska, Lincoln, NE 1993  
MA, State University of New York, Binghamton, NY 1995

Mark Christensen, Instructor, GM Automotive Service Education Program (ASEP)  
BS, University of Nebraska, Lincoln, NE 1985  
AAS, Southeast Community College, Milford, NE 1990

Kevin Christansen, Instructor, Horticulture  
BS, University of Nebraska, Lincoln, NE 1991

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BS, University of Nebraska, Lincoln, NE 1971  
Certificate, Southeast Community College, Lincoln, NE 1982

Joyce Colombo, Instructor, Medical Laboratory Technology  
BS, University of Nebraska Medical Center, Omaha, NE 1976  
MEd, University of Nebraska, Lincoln, NE 2002

Carol Connors, Instructor, Business Information Technology  
BS, University of Nebraska, Lincoln, NE 1973  
MEd, Doane College, Crete, NE 2007
July 1, 2007–June 30, 2008

Richard Louis Kohn, Instructor, Business Administration
BS, University of Nebraska, Lincoln, NE 1975
JD, University of Nebraska College of Law, Lincoln, NE 1982

Julie Kohtz, Instructor, Computer Programming Technology
AAS, Southeast Community College, Milford, NE 1991

James Kollars, Instructor, Machine Tool Technology
Nebraska Vocational Technology College, Milford, NE 1970

Russel Kreis, Instructor, Electronic Servicing & Electronic Engineering Technology AAS, Community College of the Air Force, 1992
AAS, Mississippi Gulf Coast Community College, Gulfport, MS 1993

BS, University of Southern Mississippi, Hattiesburg, MS 2004

Cynthia Kreps, Instructor, Health Occupations
AAS, Southeast Community College, Lincoln, NE 1998

Nancy M. Krumland, Co-Chair Instructor, Business Administration
BS, University of Nebraska, Lincoln, NE 1975
MS, University of Nebraska, Lincoln, NE 1979

Terry Kuebler, Instructor, Motorcycle, ATV, & Personal Watercraft Technology
Diploma, Southeast Community College, Lincoln, NE 2001

Denise W. Lagueux, Instructor, Practical Nursing
LPN, Diploma, Southeast Community College, Lincoln, NE 1981
ADN, College of St. Mary, Omaha, NE 1990
BSN, Nebraska Wesleyan University, Lincoln, NE 1998
MSN, University of Nebraska Medical Center, Omaha, NE 2003

David F. Lamb, Program Chair/Instructor, Human Services
BA, Texas Technological University, Lubbock, TX 1971

Janelle J. Lamb, Instructor, Business Information Technology
BS, University of Nebraska, Lincoln, NE 1975

Toni Landenberger, Program Co-Chair/Instructor, Business Administration/Business Information Technology
BS, Peru State College, Peru, NE 1993
MED, University of Nebraska, Lincoln, NE 2001

Luann Larsen, Instructor, Psychology
BA, University of Nebraska, Lincoln, NE 1982
MA, University of Nebraska, Lincoln, NE 1987

Dale Lawver, Instructor, John Deere Ag Tech
AAS, Southeast Community College, Milford, NE 1992

Karen K. Lay, Instructor, Business Information Technology
BS, University of Nebraska, Lincoln, NE 1970

Kristin Lewis, Instructor, Respiratory Care
BS, Midland Lutheran College, Fremont, NE 1989

Patricia Lorenz, Instructor, Practical Nursing
RN Diploma, Bryan School of Nursing, Lincoln, NE 1971
BSN, Nebraska Wesleyan University, Lincoln, NE 2000

Wendy Love, Instructor, Architectural-Engineering Technology
AAS, Southeast Community College, Milford, NE 1990

Julie MacDonald, Instructor, English
BA, Rutgers University, New Jersey 1989
MFA, Wichita State University, Wichita, KS 1996

Sheryl L. Malchow, Instructor, Business Administration
BA, Kearney State College, Kearney, NE 1968
ME, University of Nebraska, Lincoln, NE 1977

Dan D. Masters, Program Chair/Instructor, Computer Aided Design Drafting
AAS, Southeast Community College, Lincoln, NE 1967

Theresa Mattern, Instructor, Radiologic Technology
AAS, Southeast Community College, Lincoln, NE 1995

George H. Matzen, Program Chair/Instructor, Manufacturing Engineering Technology
AAS, Southeast Community College, Milford, NE 1972
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AAS, Southeast Community College, Lincoln, NE 1998

Aditha McLaughlin, Instructor, Adult Basic Education
BA, Northwest Missouri State University, Maryville, MO 1972

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Diploma/AAS, Southeast Community College, Lincoln, NE 1978
BS, University of Nebraska, Lincoln, NE 1998

Judy Meith, Instructor, Radiologic Technology
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Diploma, Southeast Community College, Lincoln, NE 1987

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BS, Peru State College, Peru, NE 1986
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BA, St. Cloud State College, Saint Cloud, MN 1971
BS, St. Cloud State University, Saint Cloud, MN 1973
MA, St. Cloud State University, Saint Cloud, MN 1975

Rick D. Morphy, Program Chair/Instructor, Automotive Technology/CAP/ASEP
AAS, Iowa Lakes Community College, Estherville, IA 1972

Todd Morkill, Instructor, DaimlerChrysler Dealer Apprenticeship Program (DCAP)
AA, Northeast Community College, Norfolk, NE 1984

Mabel Morton, Instructor, Practical Nursing
AND, Park College, Parkville, MO 1998
BSN, University of Phoenix, Phoenix, AZ 2006

Karen Mouw, Program Chair/Instructor, Pharmacy Technician Program
BS, South Dakota State University, Brookings, SD 1976

Robert J. Mayer, Instructor, Mathematics
BS, University of Nebraska, Lincoln, NE 1990
MS, University of Nebraska, Lincoln, NE 1993

Dale Mueller, Program Chair/Instructor, Land Surveying/Civil Engineering Technology
AS, St. Cloud Technical College, St. Cloud, MN 1997

Donald R. Mumma, Program Co-Chair/Instructor, Laboratory Science Technology
BS, Dana College, Blair, NE 1972
MA, University of Texas, Austin, TX 1975

H. Richard Nielsen, Jr., Instructor, English
BA, Yankton College, Yankton, SD 1977
MA, University of South Dakota, Vermillion, SD 1980
PhD, University of Nebraska, Lincoln, NE 1991

Barbara Newkirk, Instructor, Academic Education
AS, Northern Montana College, Havre, MT 1984
Bachelor of Technology, Northern Montana College, Havre, MT 1984

MBA, Northern Arizona University, Flagstaff, AZ 1990

Beverly Newmohr Harvey, Program Co-Chair/Instructor, Radiologic Technology
AAS, Southeast Community College, Lincoln, NE 1989
BS, Bellevue University, Bellevue, NE 1998
MEG, University of Nebraska, Lincoln, NE 2002

Dana Nemic, Instructor, Mathematics
Diploma, Southeast Community College, Lincoln, NE 1984

BS, University of Nebraska, Lincoln, NE 1988
MA, University of Nebraska, Lincoln, NE 1990
MS, University of Nebraska, Lincoln, NE 1991

Shirley Noble, Instructor, Medical Laboratory Technology
BS, Ohio State University, Columbus, OH 1977
MS, Ohio State University, Columbus, OH 1981

Gerald D. Norris, Instructor, Automotive Technology
AAS, Southeast Community College, Milford, NE 1981

Patricia Novak, Instructor, Business Administration
BS, University of Nebraska, Lincoln, NE 1968
MED, University of Nebraska, Lincoln, NE 1972
Master’s of Professional Accountancy, University of Nebraska, Lincoln, NE 1988

Susan O’Connell, Instructor, Associate Degree Nursing
BSN, University of Maryland, College Park, MD 1977
MSN, University of Minnesota, Minneapolis, MN 1988

Anita J. O’Hare, Instructor, General Education
BS, University of Wyoming, Laramie, WY 1970

Francine M. Oran, Instructor, Medical Assisting Medical Assistant, Diploma, Institute of Medical-Dental Technology, Mesa, AZ 1982
BS, Arizona State University, Tempe, AZ 1992

Rebecca L. Orsini, Instructor, Visual Publications
BA, Brigham Young University, Provo, UT 1996
MA, Brigham Young University, Provo, UT 2003

Arthur Ortiz, Instructor, Medical Assisting
AAS, Southeast Community College, Lincoln, NE 1985
BS, Doane College, Lincoln, NE 2000
MA, Doane College, Lincoln, NE 2003

Steven B. Ottmann, Instructor, Mathematics/Physics
BS, University of Nebraska, Lincoln, NE 1972

Mark Packard, Instructor, Sociology
BS, Morningside College, Sioux City, IA 1973
Teaching Cert, Morningside College, Sioux City, IA 1980
MS, University of Nebraska, Lincoln, NE 1992
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

Susan Pallas, Instructor, Accounting
BA, Chadron State College, Chadron, NE 1987
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Renea Panske, Instructor, Mathematics
BS, Mississippi University for Women, Columbus, MS 1967
MAT, University of Nebraska, Lincoln, NE 1983

Theresa Parker, Instructor, Human Services/Nursing Home Administration
AAS, Southeast Community College, Lincoln, NE 1985
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H. Duane Parrish, Program Chair/Instructor, Welding Technology
Diploma, Chase County High School, Imperial, NE 1967

Charlotte L.Pasco, Program Chair/Instructor, Respiratory Care
Certificate, School of Respiratory Therapy-Sioux Valley, Sioux Valley, IA 1972
Diploma, Creighton University, Omaha, NE 1981
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Glenn E. Pasho, Program Chair/Instructor, Heating, Ventilation, Air Conditioning, & Refrigeration Technology
AAS, Stevens Trade School, Lancaster, PA 1979
AAS, University of South Dakota, Vermillion, SD 1981
BS, University of South Dakota, Vermillion, SD 1982

Carol Ann Pennosa, Instructor, Associate Degree Nursing
BSN, Union College, Lincoln, NE 1976
MSN, Andrews University, Berrien Springs, MI 1989

Stanley J. Peters, Instructor, Business Administration
BS, University of Nebraska, Lincoln, NE 1978
MBA, University of Nebraska, Lincoln, NE 1983

Jerald Peterson, Instructor, Welding Technology
AAS, Southeast Community College, Milford, NE 2002

Merrill Peterson, Program Chair/Instructor, Graphic Design
AA, Indian Hills Community College, Ottumwa, IA 1967
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MA, University of Northern Iowa, Cedar Falls, IA 1971

Ronald R. Petsch, Program Chair/Instructor, Building Construction Technology
AAS, Southeast Community College, Milford, NE 1974
BS, University of Nebraska, Lincoln, NE 1978
MEd, University of Nebraska, Lincoln, NE 1991

Sheryl Penning, Instructor, Academic Education
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John C. Pierce, Instructor, Electronic Servicing & Electronic Engineering Technology
AAS, Central Community College, North Platte, NE 1975
Diploma, Central Community College, North Platte, NE 1978
BS, Bellevue University, Bellevue, NE 1994

Rose Pollard, Instructor, Business Administration
AAS, University of Nebraska, Curtis, NE 1976
BA, University of Nebraska, Kearney, NE 1989
MEd, University of Nebraska, Kearney, NE 1994

Janice Poppenga Instructor, Speech
BA, University of South Dakota 1972
MA, University of Nebraska, Omaha, NE 1994

Gerald B. Placek, Instructor, Diesel Technology-Truck
AAS, Southeast Community College, Milford, NE 1966

David M. Rainforth, Instructor, Building Construction Technology
BS, Peru State College, Peru, NE 1969

John Ratliff, Instructor, Surgical Technology
AAS, Mount Hood Community College, Gresham, OR 1994
Glenn Ray, Instructor, Microcomputer Technology
Diploma, Southeast Community College, Lincoln, NE 1987
AAS, Southeast Community College, Lincoln, NE 1999

Robert A. Redler, Instructor, Electronic Servicing & Electronic Engineering Technology
AAS, Southeast Community College, Milford, NE 1986

Sharon K. Rehr, Instructor, Surgical Technology
CST Diploma, Southeast Community College, Lincoln, NE 1981
ADN, College of Saint Mary, Omaha, NE 1984;
BS, Doane College, Lincoln, NE 2003

Kent Reinhard, Instructor, Mathematics/Physics
BS, University of Nebraska, Lincoln, NE 1985
MS, University of New Hampshire, Durham, NH 1989

Kenneth G. Reisch, Program Chair/Instructor, Electrical & Electromechanical Technology
AAS, Southeast Community College, Milford, NE 1977

Doug Reznick, Instructor, John Deere Ag Tech AAS, Southeast Community College, Milford, NE 1981

Dianne Riensche, Instructor, Associate Degree Nursing
BSN, Midland Lutheran College, Fremont, NE 2002
MSN, Wesleyan University, Lincoln, NE 2004

Carollee Ritter, Program Co-Chair/Instructor, Humanities/English
BA, Rutgers University, New Brunswick, NJ 1989
MA, Colorado State University, Fort Collins, CO 1992
PhD, University of Nebraska, Lincoln, NE 2005

Dean R. Roll, Program Chair/Instructor, Architectural-Engineering Technology
AAS, Southeast Community College, Milford, NE 1960

Philip Ross, Instructor, Developmental English
BS, Kearney State College, Kearney, NE 1987
MA, University of Nebraska, Lincoln, NE 1992

Jered Roth, Instructor, Auto Collision Repair Technology
AAS, Southeast Community College, Milford, NE 1989

Kristin Ruiz, Instructor Practical Nursing
ADN, University of Nebraska Medical Center, Omaha, NE 1979
BSN, University of Nebraska Medical Center, Omaha, NE 1981
MSN, University of Kansas Medical Center, Lawrence, KS 1986

Alan Rumbaugh, Instructor, Livestock Production
BS, Tarleton State University, Stephenville, Texas 1989

Lynnette Sabatka, Instructor, Computer Aided Design Drafting
AAS, Southeast Community College, Lincoln, NE 2001

Kathryn Samuelsen, Instructor, English
BA, University of Nebraska, Lincoln, NE 1969
MA, University of Nebraska, Lincoln, NE 1990

Jill H. Sand, Instructor, Respiratory Care Certification, Respiratory Care, Immanuel Medical Center, Omaha, NE 1997
BS, Midland Lutheran College, Fremont, NE 1997

Clifford L. Sawyer, Program Chair/Instructor, Professional Truck Driver Training
GED, U.S. Marine Corps 1964

Anthony Schaefer, Instructor, Ford ASSET
AAS, Southeast Community College, Milford, NE 1981

Mary L. Schieke, Instructor, Business Information Technology
BS, Huron University, Sioux Falls SD 1993
MBA, Colorado Technical University, Sioux Falls, SD 2000

Robin Schindler, Instructor, Mathematics
AAS, Northeast Technical Community College, Norfolk, NE 1990
BA, Wayne State College, Wayne, NE 1992
MA, University of Nebraska, Lincoln, NE 1998

Lynn Schlake, Instructor, Agriculture Business & Management Technology
BS, University of Nebraska, Lincoln, NE 1980

Brent Schluckebier, Instructor, Electrical Technology
AAS, Southeast Community College, Milford, NE 1997

Debbie Schmeekle, Instructor, Mathematics
BS, University of Nebraska, Kearney, NE 1994
MS, University of Nebraska, Kearney, NE 1997

Robert J. Schmid, Instructor, Heating, Ventilation, Air Conditioning, & Refrigeration Technology
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Renee S. Schneidler, Instructor, Associate Degree Nursing RN Diploma, Saint Joseph Mercy School of Nursing 1977
BSN, Nebraska Wesleyan University, Lincoln, NE 1992

Allison Schmomburg, Instructor, Psychology
BA, Creighton University, Omaha, NE 2000
MA, University of Akron, Akron, OH 2002

Eldon D. Schoonveld, Instructor, Auto Collision Repair Technology
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Gerrine A. Schreck-Kirby, Instructor, Food Service/Hospitality
Diploma, Des Moines Area Community College, Des Moines, IA 1978
BA, Doane College 2006

Jo A. Schuster, Program Chair/Instructor, Architectural-Engineering Technology
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Charlotte L. Pasco, Program Chair/Instructor, Respiratory Care
Certificate, School of Respiratory Therapy-Sioux Valley, Sioux Valley, IA 1972
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BA, University of Nebraska, Kearney, NE 1989
MEd, University of Nebraska, Kearney, NE 1994

Janice Poppenga Instructor, Speech
BA, University of South Dakota 1972
MA, University of Nebraska, Omaha, NE 1994
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<th>Instructor Name</th>
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<tr>
<td>John P. Stephenson</td>
<td>BS, State University of New York, Cortland, NY 1997</td>
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<td>MS, University of Nebraska, Lincoln, NE 1970</td>
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<td>Norman Stimbert, Instructor, Microcomputer Technology</td>
<td>AAS, Southeast Community College, Lincoln, NE</td>
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<td></td>
<td>Doug Strope, Program Co-Chair/Instructor, Business Administration</td>
<td>BS, University of Nebraska, Lincoln, NE</td>
<td>1978</td>
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<td>MEd, University of Nebraska, Lincoln, NE 1980</td>
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<td>Crystal L. Stuhl, Instructor, Dental Assisting</td>
<td>Diploma Dental Assisting, Southeast Community</td>
<td>1994</td>
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<td></td>
<td>Beth Stutzman, Program Chair/Instructor, Computer Programming Technology</td>
<td>Diploma, Southeast Community College, Milford,</td>
<td>1982</td>
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<td>Roxanne R. Stutzman, Instructor, Computer Programming Technology</td>
<td>AAS, Southeast Community College, Milford, NE</td>
<td>1979</td>
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<td>Rose Suggett, Program Chair/Instructor, Psychology</td>
<td>BS, Peru State College, Peru, NE 1992</td>
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<td>MS, University of Nebraska, Lincoln, NE 1995</td>
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<td>PhD, Madison University, 2004</td>
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<td>Elmer Linn Sunderland, Instructor, Learning Center</td>
<td>BS, Kansas State University, Manhattan, KS</td>
<td>1969</td>
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<td>ME, University of Nebraska, Lincoln, NE 1988</td>
<td>ME, University of Nebraska, Lincoln, NE</td>
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<td></td>
<td>Bernardine &quot;Jo&quot; Taylor, Program Chair/Instructor, Food Services/Hospitality</td>
<td>BS, University of Nebraska-Lincoln, Lincoln, NE</td>
<td>1972</td>
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<td>Dietetic Internship, University of Nebraska, Lincoln, NE 1973</td>
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<td>Keith Tempel, Instructor, Deere Construction &amp; Forestry Equipment Tech</td>
<td>AAS, Southeast Community College, Milford, NE</td>
<td>1992</td>
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<td>Brad L. Thiel, Instructor, Human Services</td>
<td>BS, Nebraska Wesleyan University, Lincoln, NE</td>
<td>1973</td>
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<td>MA, University of Nebraska, Lincoln, NE 1978</td>
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<td></td>
<td>Debra L. Thomas, Instructor, Early Childhood Education</td>
<td>BA, University of Nebraska, Lincoln, NE</td>
<td>1974</td>
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<td>MS, University of Nebraska, Lincoln, NE 1976</td>
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<td>1976</td>
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<td></td>
<td>Lori Thompson, Instructor, Associate Degree Nursing</td>
<td>BA, University of Nebraska, Lincoln, NE 1995</td>
<td>1995</td>
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<td></td>
<td>BSN, Creighton University, Omaha, NE 1997</td>
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<td></td>
<td>Kathleen Thornton, Instructor, Business Administration</td>
<td>BA, Los Angeles College, Wilmingon, CA 1977</td>
<td>1977</td>
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<td>BS, University of Nebraska, Lincoln, NE 1990</td>
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<td>MA, Doane College, Crete, NE 2005</td>
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<td>2005</td>
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<td></td>
<td>Stan Thorpe, Instructor, Building Construction Technology</td>
<td>BA, Wayne State College, Wayne, NE 1959</td>
<td>1959</td>
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<td></td>
<td>Terri M. Tiedeman, Instructor, Academic Education/Business Administration</td>
<td>BS, University of Nebraska, Lincoln, NE 1978</td>
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<td>Kevin Timoney, Instructor, Electrical &amp; Electromechanical Technology</td>
<td>AAS, Southeast Community College, Milford, NE</td>
<td>1991, 1992</td>
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<td></td>
<td>Dennis Toalson, Instructor, Agribusiness</td>
<td>BS, University of Missouri, Columbia, MO 1971</td>
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<td></td>
<td>MEd, University of Missouri, Columbia, MO 1981</td>
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<td>Daniel L. Tonjes, Instructor, Electrical &amp; Electromechanical Technology</td>
<td>AAS, Southeast Community College, Milford, NE</td>
<td>1979</td>
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<td>Barbara Tracy, Instructor, English</td>
<td>BA, Bellevue University, Bellevue, NE 1989</td>
<td>1989</td>
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<td>MA, University of Nebraska, Omaha, NE 1992</td>
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<td></td>
<td>Helen Trotter, Instructor, Associate Degree Nursing Diploma, Central Community College, Hastings,</td>
<td>BS, Creighton University, Omaha, NE 1995</td>
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<td>MSN, University of Nebraska Medical Center, 2003</td>
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<td></td>
<td>Mary Trumble, Program Chair/Instructor, Practical Nursing</td>
<td>LPN, Des Moines Area Community College, Ankeny,</td>
<td>1979</td>
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<td>BSN, Mankato State University, Mankato, MN 1990</td>
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<td>John Tucker, Instructor, Radiologic Technology</td>
<td>AAS, Southeast Community College, Lincoln, NE</td>
<td>2002</td>
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<td></td>
<td>Michael Tyrell, Instructor, Agribusiness</td>
<td>BS, University of Nebraska, Lincoln, NE 1978</td>
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<td>MS, University of Nebraska, Lincoln, NE 1983</td>
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<td>Kevin Uhler, Instructor, Automotive Technology</td>
<td>AAS, Southeast Community College, Milford, NE</td>
<td>1995</td>
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<td>BS, Bellevue University, Bellevue, NE 1996</td>
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<td></td>
<td>Thomas Upton, Instructor, Business Administration</td>
<td>BS, University of Nebraska, Omaha, NE 1967</td>
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<td>MA, Creighton University, Omaha, NE 1974</td>
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<td></td>
<td>Kathleen J. Uribe, Program Chair/Instructor, Surgical Technology</td>
<td>CTS Diploma, Lincoln Technical Community College, Lincoln, NE 1973</td>
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<td>BS, University of Nebraska, Lincoln, NE 1981</td>
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<td>MA, University of Nebraska, Lincoln, NE 1994</td>
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<td>Elaine Vavra, Instructor, Manufacturing Engineering Technology</td>
<td>AAS, Southeast Community College, Lincoln, NE</td>
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<td>BS, AAS, Southeast Community College, Lincoln, NE 1993</td>
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<td>Mary E. Switzerland, Instructor, Business Administration</td>
<td>BS, University of Nebraska, Omaha, NE 1989</td>
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<td>BA, Concordia College, Seward, NE 1997</td>
<td>BA, Concordia College, Seward, NE</td>
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<td>Ronald Vey, Instructor, Math/Physics</td>
<td>BS, University of Nebraska, Lincoln, NE 1973</td>
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<td>William E. Vocasek, Program Chair/Instructor, Auto Collision Repair Technology</td>
<td>AAS, Southeast Community College, Milford, NE</td>
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<td>Dennis Wagner, Instructor, Ford Asset</td>
<td>BS, Chadron State College, 1971</td>
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<td>Randall L. Walbridge, Program Chair/Instructor, Nondestructive Testing Technology</td>
<td>AAS, Southeast Community College, Milford, NE</td>
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Information on these pages provided by: The Southeast Community College Office of Human Resources.
Dalene K. Walker, Instructor, Associate Degree Nursing
BA Nursing, Augustana College, Sioux Falls, SD 1980

Dustin Welsh, Instructor, Mathematics
BS, University of Kansas, Lawrence, KS 2000
MS, University of Nebraska, Lincoln, NE 2003

Kimberly Waswick, Instructor, Microcomputer Technology
AA, Minot State University, Minot, ND 1990
BA, Minot State University, Minot, ND 1990
MS, Minot State University, Minot, ND 1998

Josh Whitney, Instructor, Journalism
BS, Peru State College, Peru, NE 1997

William A. Wiley, Instructor, Nondestructive Testing Technology
AAS (2), Southeast Community College, Milford, NE 1979

Roger A. Will, Instructor, Associate Degree Nursing Diploma, Mary Lanning School of Nursing, Hastings, NE 1975
BS, University of Nebraska, Kearney, NE 1977
BSN, University of Nebraska College of Nursing, Omaha, NE 1987
MSN, Bishop Clarkson, Omaha, NE 1995

Leon J. Williams, Instructor, Electronic Servicing & Electronic Engineering Technology
AAS, Southeast Community College, Milford, NE 1968

BS, University of Nebraska, Lincoln, NE 1972

Robert L. Williams, Instructor, Life Sciences Diploma, United States Academy, Daphne, AL 1980
BS, United States Sports Academy, Daphne, AL 1993

Vicki Wooton, Instructor, Business Administration BA, Midland Lutheran College, Fremont, NE 1984
MS, United States Sports Academy, Daphne, AL 1993

Gary Lane Yocum, Instructor, Agriculture Business & Management Technology
AS, Cloud County Community College, Concordia, KS 1984
BS, Kansas State University, Manhattan, KS 1986
MS, Kansas State University, Manhattan, KS 1987

Thomas Young, Instructor, Social Sciences
BS, University of Nebraska, Lincoln, NE 1979
MS, University of Nebraska, Omaha, NE 1981
PhD, University of Nebraska, Lincoln, NE 1985

Mary Zabel, Instructor, Medical Assisting
AAS, Southeast Community College, Lincoln, NE 1979
BS, Nebraska Wesleyan University, Lincoln, NE 1978

Robert “Darin” Zabel, Instructor, Welding Technology AAS, Southeast Community College, Lincoln, NE 1980

Robert J. Zetocha, Instructor, Speech
BS, The North Dakota State University, Fargo, ND 1979
MA, The North Dakota State University, Fargo, ND 1982

Judy M. Zieg, Instructor, General Education
BS, University of Minnesota, Duluth, MN 1970
MA, University of Nebraska, Lincoln, NE 1971

SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

Robert J. Zetocha, Instructor, Speech
BS, The North Dakota State University, Fargo, ND 1979
MA, The North Dakota State University, Fargo, ND 1982

Judy M. Zieg, Instructor, General Education
BS, University of Minnesota, Duluth, MN 1970
MA, University of Nebraska, Lincoln, NE 1971

SUPPORT STAFF

Allan Allen, Learning Resources Center Specialist/Media Services Technician
Mahlon Baldwin, Maintenance Worker I – Physical Plant
Stacey D. Barnard-Dorn, Executive Secretary – Campus Director’s Office
Jerry D. Barton, Maintenance Worker II – Physical Plant
Jeanette Bean, Learning Resource Center Specialist
Gary Beethe, Maintenance Worker I – Physical Plant
Stacy Belina, Secretary II – Business Occupations
Janice L Bell, Receptionist/Switchboard Operator – Business Office
Linda Bevans, Receptionist/Switchboard Operator – Student Services
Mark Billesbach, Maintenance Worker II – Physical Plant
Marcia L. Blender, Secretary II – Academic Education
John Blowers, Maintenance Worker I – Physical Plant
Becky J. Brown, Computer Operator – Information Services
Melinda A. Brown, Child Care Assistant Coordinator – Child Development Center
Douglas Brtek, Multi Media Specialist – Continuing Education
Diane Bruna, Food Service Worker – Cafeteria/Snack Bar
Denise Buethe, Secretary I, Registration and Records – Student Services
Marla Bush, Secretary I – Academic Education
Loretta Butts, Custodian II – Physical Plant
Tobbie R. Campbell, Custodian II – Physical Plant
Stephany A. Canning, Account Clerk III – Business Office
Richard Cashen, Shipping & Receiving Clerk – Business Office
Dolores Cast, Account Clerk II – Business Office
Bret Clark, Maintenance Worker I – Physical Plant
Roger Clark, Maintenance Worker I – Physical Plant
Harold Glover, Custodian II – Physical Plant
Rex Coleman, Information Systems Technician – Information Services
Carolyn Cozine, Custodian I – Physical Plant
Larry Cronk, Parts Store Manager – Transportation Occupations
Maria Crosley, Admissions Technician – Student Services
Donald D. Darekas, Maintenance Worker II – Physical Plant
Nancy Danley, Secretary I – Career Advising – Student Services
Jim Davenport, Maintenance Worker II – Physical Plant
Barbara K. Davis, Custodian II – Physical Plant
Rosella Decker, Secretary I – Continuing Education
Cheryl Delong, Financial Aid Technician – Financial Aid

Ronda Eggerling, Learning Resource Center Media Production/Services Technician
M. Sharlene Ellis, Account Clerk III – Business Office
Bridge Erickson – Secretary I – Admissions
Larry Ernst, Custodian I – Physical Plant
Nikki Escobar, Assistant Bookstore Manager – Student Services
Dennis Eurich, Custodian I – Physical Plant
William R. Evans, Computer Programmer – Information Services
D. Marie Garber, Learning Resource Center Technician
Shawn Geisler, Custodian I – Physical Plant
Gordon G. Goldsmith, Shipping & Receiving Clerk – Business Office
Jill Gurney, Executive Secretary – Human Resources
Carol Gustafson, Child Development Center Group Supervisor – Child Development Center
Roden Gustafson, Information Systems Technician – Information Services
Patricia A. Haddow, Registration Technician – Student Services
Ann M. Hajek, Secretary II – Student Services
Myron Ham, Custodian II – Physical Plant
Jim S. Hamilton, Custodian II – Physical Plant
Tanya Hare, Account Clerk III – Business Office
Alien Harris, Custodian II – Physical Plant
Mary Ann Harris, Admissions Technician – Admissions
Stacey Harrfield, Fitness/Wellness Coordinator – Student Services
Lynda R. Heiden, Executive Secretary – Area Office
Donna Hill, Secretary I – Financial Aid
Reynaldo Huamancha, Custodian II – Physical Plant
Shannon Ibarra, Baker – Cafeteria/Snack Bar
Raymond Jantzen, Maintenance Worker I – Physical Plant
Janice Jillson, Executive Secretary – Area Technology
Kendall Johnson, Network Systems Technician – Information Services
Jeffrey Jolly, Custodian I – Physical Plant
Kendice Jurgen, Secretary I – TRIO Programs
Teresa Jurgen, Residential Services Manager
Kevin Kelly, Information Systems Technician – Information Services
Karen Killham, Teaching Lab Assistant II – Electronic/Computer Occupations
Erin Killman, Secretary I – Continuing Education
Angela King, Secretary I – Placement
Alexander C. Koch, Custodian I – Physical Plant
Crystal Kozak, Teaching Lab Assistant II – Family & Consumer Science
Jenny Knoes, Secretary II – Continuing Education
Marla W. Landell, Account Clerk I – Business Office
Eric Landkamer, Maintenance Worker II – Physical Plant
Rosemarie Lange, Secretary II – Health Occupations
Mindy Lemon, Admissions Technician – Student Services
Ruth Lewis, Custodian I – Physical Plant
Theresa Linder, Secretary I – Registration & Records
Brian J. Liska, Assistant Parts Store Manager – Transportation Occupations
Marilyn Love, Account Clerk III – Business Office
JULY 1, 2007–JUNE 30, 2008

Information on these pages provided by: The Southeast Community College Office of Human Resources.
SOUTHEAST COLLEGE—NEBRASKA

**EARLY CHILDHOOD EDUCATION**

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution/Company</th>
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<tbody>
<tr>
<td>JoAnn Bartek</td>
<td>Lincoln Public Schools</td>
</tr>
<tr>
<td>Alice Baxter</td>
<td>Trinity Infant/Child Care</td>
</tr>
<tr>
<td>Jo Beil</td>
<td>Westminster Preschool</td>
</tr>
<tr>
<td>Carolyn Blomfield</td>
<td>University of Nebraska</td>
</tr>
<tr>
<td>Chris Hudson</td>
<td>Ivy League Child Development Center</td>
</tr>
<tr>
<td>Anita Jaros</td>
<td>Special Needs/Home Child Care</td>
</tr>
<tr>
<td>Sharon Kimmons</td>
<td>Bryan LGH Child Development</td>
</tr>
<tr>
<td>Kristin Kudrna</td>
<td>Auburn Public Schools</td>
</tr>
<tr>
<td>Brandaee Lengel</td>
<td>TEACH Early Childhood Nebraska</td>
</tr>
<tr>
<td>Linda Meyers</td>
<td>State Department of Education</td>
</tr>
<tr>
<td>Cyndi Miller</td>
<td>Knowledge Beginnings</td>
</tr>
<tr>
<td>Sheree Moser</td>
<td>Lincoln Public Schools</td>
</tr>
<tr>
<td>Amy Par</td>
<td>Cedar Youth Services</td>
</tr>
<tr>
<td>Terry Rohren</td>
<td>Early Childhood Training Center</td>
</tr>
<tr>
<td>Pat Schmidt</td>
<td>Lincoln Public Schools</td>
</tr>
<tr>
<td>Holly Unrau</td>
<td>Holly's Childcare Home</td>
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**ELECTRICAL TECHNOLOGY**

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<tbody>
<tr>
<td>Ed Bergstrasser</td>
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<tr>
<td>Steve Brase</td>
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<tr>
<td>Ray Bruegman</td>
<td>Miller Electric Company</td>
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<tr>
<td>Robert Byrn</td>
<td>Nebraska Public Power District</td>
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<tr>
<td>Jim Essman</td>
<td>Homestead Electric</td>
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<tr>
<td>Dave Jung</td>
<td>Willmar Electric Company</td>
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<td>Ed Karnish</td>
<td>Omaha J It Electric</td>
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<tr>
<td>Randy Parde</td>
<td>Apprenticeship Trnp's Ctr</td>
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<tr>
<td>Roy Lamb, II</td>
<td>Lincoln Electrical JATC</td>
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<td>Brendel Maijer</td>
<td>Dutton Lainson</td>
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<td>Jim Malan</td>
<td>Mason Electric</td>
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<td>Matt Schaefer</td>
<td>Miscellaneous Labs</td>
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<td>Bisson Electric</td>
<td>Lincoln Schools</td>
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<td>Rosch Slott</td>
<td>Harold K Scholz Company</td>
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<td>Donald Schroder</td>
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<td>Clay Thompson</td>
<td>Security Equipment</td>
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**ELECTROMECHANICAL TECHNOLOGY**

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution/Company</th>
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<tbody>
<tr>
<td>John Aden</td>
<td>Aden Engineering</td>
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<td>Terry Andrews</td>
<td>Pfizer Global Manufacturing</td>
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<tr>
<td>Doug Badje</td>
<td>Molx, Inc</td>
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<tr>
<td>Mark Beacom</td>
<td>Lozier Corporation</td>
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<tr>
<td>Al Benes</td>
<td>Square D Company</td>
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<tr>
<td>Craig Bragg</td>
<td>Stirlin Electric Company</td>
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<tr>
<td>Branch DeVries</td>
<td>Nebraska Public Power District</td>
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<tr>
<td>Allen Fangmeier</td>
<td>Hamilton Sundstrand</td>
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<tr>
<td>Chris Geis</td>
<td>Power/Motion</td>
</tr>
<tr>
<td>Billy Gile</td>
<td>Lincoln Poultry</td>
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<tr>
<td>Robert Hain</td>
<td>Kawasaki Motors Mfg Corp</td>
</tr>
<tr>
<td>Jerry Hardnock</td>
<td>Novartis Consumer Health</td>
</tr>
<tr>
<td>Geoffrey Horejs</td>
<td>Metro Community College</td>
</tr>
<tr>
<td>Greg Poes</td>
<td>3M Company</td>
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<tr>
<td>Pat Prochaska</td>
<td>BD Medical</td>
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<tr>
<td>Chuck Rabstejnek</td>
<td>NGP/Kinder Morgan</td>
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<tr>
<td>Scott Ragland</td>
<td>Ragland Electric &amp; Automation</td>
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<tr>
<td>Ivan Rivera</td>
<td>3M Company</td>
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<tr>
<td>Dan Scheele</td>
<td>Neapco</td>
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<tr>
<td>Bob Schipman</td>
<td>Molx, Inc</td>
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**ELECTRONIC SERVICING / ELECTRONIC ENGINEERING TECHNOLOGY**

<table>
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<th>Name</th>
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<tbody>
<tr>
<td>John Aden</td>
<td>Aden Engineering</td>
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<tr>
<td>Doug Auten</td>
<td>Aksarben TV Service Co</td>
</tr>
<tr>
<td>Roger Bach</td>
<td>Sperry TV Service Co</td>
</tr>
<tr>
<td>Will Cobb</td>
<td>Square D Co</td>
</tr>
<tr>
<td>Mary Halsey</td>
<td>Federal Aviation Administration</td>
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<tr>
<td>Steve Hazelet</td>
<td>Zenith Electronics</td>
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<tr>
<td>Becky Himich</td>
<td>Woodward Governor</td>
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<tr>
<td>Vern Killion</td>
<td>KRVN Radio</td>
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<tr>
<td>Ron Lehn</td>
<td>Nebraska State Patrol</td>
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<tr>
<td>Paul Marshauer</td>
<td>University of Nebraska</td>
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<tr>
<td>Daryl Michel</td>
<td>Television Service Company</td>
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<tr>
<td>Kevin Miesch</td>
<td>Duncan Aviation</td>
</tr>
<tr>
<td>Pat Milke</td>
<td>Novartis Consumer Health</td>
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<tr>
<td>Curt Nelson</td>
<td>Windstream Communications</td>
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**FOOD SERVICE/HOSPITALITY**

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution/Company</th>
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<tbody>
<tr>
<td>Jared Barlett</td>
<td>Olive Garden Restaurant</td>
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<tr>
<td>Brian Chesnut</td>
<td>CASH-WA Foods</td>
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<tr>
<td>Rob Epp</td>
<td>Sweeter Side Bakery</td>
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<tr>
<td>Jim Heng</td>
<td>Premium Protein Products</td>
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<tr>
<td>Ed Janousek, CEO</td>
<td>Brewsky's Corporate</td>
</tr>
<tr>
<td>Peggy Johnson, RD</td>
<td>Beatrice Public Schools</td>
</tr>
<tr>
<td>Nick Kavan</td>
<td>Sunrise Country Market</td>
</tr>
<tr>
<td>Glyn Lacy</td>
<td>Skeeter Barnes</td>
</tr>
<tr>
<td>Carrie Marquis</td>
<td>Hospitality Management</td>
</tr>
<tr>
<td>Charlliis Marshan</td>
<td>Country Manor</td>
</tr>
<tr>
<td>Mike Miller</td>
<td>The Landing at Williamsburg</td>
</tr>
<tr>
<td>Sheree Moser</td>
<td>Lincoln Public Schools</td>
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<tr>
<td>Lyn Robisch</td>
<td>Chez Hay Catering</td>
</tr>
<tr>
<td>Shirley Smith, RD, LMT</td>
<td>Tabitha Health Care</td>
</tr>
<tr>
<td>Ruth &amp; Larry Stoll</td>
<td>Atwood House Bed</td>
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**FOOD SERVICE TRAINING**

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution/Company</th>
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<tbody>
<tr>
<td>Mary Ann Brennan, RD</td>
<td>Nutrition Services</td>
</tr>
<tr>
<td>Jill Camack, RD</td>
<td>Blue Rivers Area</td>
</tr>
<tr>
<td>Agency on Aging</td>
<td></td>
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<tr>
<td>Kathy Retzloff, RD</td>
<td>Blue Valley Nursing Home</td>
</tr>
<tr>
<td>Cheryl Slama</td>
<td>Crete Manor</td>
</tr>
<tr>
<td>Melody Tetten, RCY Member</td>
<td></td>
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<tr>
<td>Debra Timmerman</td>
<td>Waverly Care Center</td>
</tr>
<tr>
<td>Edith Zumwalt, MS, RD, SNS</td>
<td>Lincoln Public Schools</td>
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**GENERAL MOTORS (ASEP) AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM**

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution/Company</th>
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<tbody>
<tr>
<td>Jerry Bader</td>
<td>Killion Motors</td>
</tr>
<tr>
<td>Andrew Bangston</td>
<td>Gregg Young Chevrolet</td>
</tr>
<tr>
<td>Jay Blauvelt</td>
<td>Howard Kool Motors</td>
</tr>
<tr>
<td>Dave Borg</td>
<td>Rhoden Auto Center</td>
</tr>
<tr>
<td>Sean Caball</td>
<td>Carriage Motors</td>
</tr>
<tr>
<td>Doug Christensen</td>
<td>Beardmore Chevrolet</td>
</tr>
<tr>
<td>Gary Edgar</td>
<td>Briggs Motor Company</td>
</tr>
<tr>
<td>Dan Fargier</td>
<td>Sid Dillon Motors</td>
</tr>
<tr>
<td>Rod Wiese</td>
<td>Harold Knox</td>
</tr>
<tr>
<td>John Goff</td>
<td>Novartis Health Association</td>
</tr>
<tr>
<td>Beth Haas</td>
<td>Lincoln Poultry</td>
</tr>
<tr>
<td>Fayrene Hamour, Ph.D, RD</td>
<td>University of Nebraska</td>
</tr>
</tbody>
</table>

**GRAPHIC DESIGN**

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution/Company</th>
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<tbody>
<tr>
<td>Paul Ahrens</td>
<td>Pickering Creative Group</td>
</tr>
<tr>
<td>Amy Ebeka</td>
<td>Ebeka Design</td>
</tr>
<tr>
<td>Bob Compas</td>
<td>Kneepfier &amp; Associates</td>
</tr>
<tr>
<td>Eri Gamiaibina</td>
<td>Turnpost Design Group</td>
</tr>
<tr>
<td>Marty Harger</td>
<td>The Minnow Project</td>
</tr>
<tr>
<td>Anne Hole</td>
<td>New Digital Group</td>
</tr>
<tr>
<td>John Parnell</td>
<td>Cubit Brothers</td>
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<tr>
<td>Barry Keller</td>
<td>Davis &amp; Associates</td>
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<tr>
<td>Gary Pickering</td>
<td>Pickering Creative Group</td>
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<tr>
<td>Tim Reigert</td>
<td>NebraskaLand Magazine</td>
</tr>
<tr>
<td>Peter Ragsmith</td>
<td>News Link</td>
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</tbody>
</table>
### HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

<table>
<thead>
<tr>
<th>Name</th>
<th>Company/Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dennis Biggerstaff</td>
<td>Biggerstaff Plumbing &amp; Heating</td>
</tr>
<tr>
<td>Nick Burgh</td>
<td>Power Equipment Company</td>
</tr>
<tr>
<td>Kim Cafferty</td>
<td>Johnstone Supply</td>
</tr>
<tr>
<td>Tom Chapman</td>
<td>Community Member</td>
</tr>
<tr>
<td>Jack Clagg</td>
<td>Dennis Supply</td>
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<tr>
<td>Keith Everly</td>
<td>Everly Plumbing &amp; Heating</td>
</tr>
<tr>
<td>Scott Getzschman</td>
<td>Getzschman Service Experts</td>
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<tr>
<td>Gary Hakenkamp</td>
<td>Omaha Winair</td>
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<tr>
<td>Ron Hanway</td>
<td>Pfizer Health</td>
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<tr>
<td>Tom Hardesty</td>
<td>Wellman Heating &amp; AC</td>
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<tr>
<td>Todd Hilfiker</td>
<td>Shanahan Mechanical &amp; Electrical</td>
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<tr>
<td>Bruce Hiller</td>
<td>National Furnace &amp; AC</td>
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<tr>
<td>Brian Holtzmeier</td>
<td>Air Conditioning Utilities</td>
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<tr>
<td>Doug Kiefrels</td>
<td>Action Plumbing, Heating &amp; AC</td>
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<tr>
<td>Mike Kroese</td>
<td>Green Furnace &amp; Plumbing</td>
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<td>James Lemen</td>
<td>Mankin-Jamesway</td>
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<td>Don Miller</td>
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<td>Mark Morris</td>
<td>Mechanical Sales, Inc.</td>
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<tr>
<td>Gary Otosentowski</td>
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<td>Chapman &amp; Savage Refrigeration</td>
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<tr>
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<tr>
<td>John Sigerson</td>
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<td>Ken Stillman</td>
<td>Custom Climate Control</td>
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<td>Janine G Petersen</td>
<td>Complete Home</td>
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<tr>
<td>Nelson Stephens</td>
<td>Lincoln Electric System</td>
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<tr>
<td>Dave Swett</td>
<td>HVAC Training Center</td>
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<tr>
<td>Kevin Toxow</td>
<td>Standard Heating &amp; AC</td>
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<td>James Zieg</td>
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### HUMAN SERVICES

<table>
<thead>
<tr>
<th>Name</th>
<th>Service/Institution</th>
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<tbody>
<tr>
<td>B.J. Brittenham</td>
<td>Independence Center</td>
</tr>
<tr>
<td>Joyce Bowers</td>
<td>Tabitha Health Care Services</td>
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<tr>
<td>Bryn Gardner</td>
<td>Friendship Home</td>
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<tr>
<td>Matt Hansen</td>
<td>Nebraska Wesleyan University</td>
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<tr>
<td>Carla Hiatt</td>
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<tr>
<td>Rose Hughes</td>
<td>Nebraska Children’s Foundation</td>
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<td>Shanna Letcher</td>
<td>CEDars Youth Services</td>
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<td>Bobbi Magnuson</td>
<td>Community Member</td>
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<td>Dana Stiers</td>
<td>Heartland Big Brothers Big Sisters</td>
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<td>JoAnninsky</td>
<td>CEDars Youth Services</td>
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<td>Shari Terry</td>
<td>South South Network</td>
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<tr>
<td>Christa Yoakum</td>
<td>The Arbors</td>
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<td>Jolene Zochel</td>
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### JOHN DEERE TECH

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Mark Berns</td>
<td>Oregon Trail Equipment</td>
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<tr>
<td>Larry Buhlman</td>
<td>Husker Ag Sales</td>
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<td>Dave Canfield</td>
<td>Concordia Tractor</td>
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<tr>
<td>Todd Case</td>
<td>Power Equipment Company</td>
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<tr>
<td>Vern Daughtery</td>
<td>Kaschke Co</td>
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<tr>
<td>Scott DEmoss</td>
<td>Heritage Tractor</td>
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<td>Doug Dorman</td>
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<td>Randy Dvorak</td>
<td>St Paul Equipment</td>
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<td>Green Line Equipment</td>
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<td>Ryan Samuelson</td>
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<td>Jeremy Vraa</td>
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### LABORATORY SCIENCE TECHNOLOGY

<table>
<thead>
<tr>
<th>Name</th>
<th>Institution</th>
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<tbody>
<tr>
<td>Larry Arnold</td>
<td>National Soil Survey Lab</td>
</tr>
<tr>
<td>Charlie Focht</td>
<td>Nebraska Department of Agriculture Lab</td>
</tr>
<tr>
<td>Lori Guenter</td>
<td>Novartis Consumer Health</td>
</tr>
<tr>
<td>Dr. Clague Hodgson</td>
<td>Nature Technology Group</td>
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<tr>
<td>Kelly Johnson</td>
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<td>Chris Johnsen</td>
<td>Thomas Johnsen Hospital Services</td>
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<td>Patty Jones</td>
<td>NRCS Soil Survey Lab</td>
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<tr>
<td>Eric Lee</td>
<td>Lincoln Water System</td>
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<tr>
<td>Lynda Marshall-Shirff</td>
<td>LI-COR Biosciences</td>
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<tr>
<td>Reuben Rieke</td>
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<tr>
<td>Crystal Schaecher</td>
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### LAND SURVEYING/CIVIL ENGINEERING TECHNOLOGY

<table>
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<tr>
<th>Name</th>
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<tr>
<td>William Arneson</td>
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<td>Jonathan Brakeman</td>
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<td>Tom Bruggeman</td>
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<tr>
<td>Will Clark</td>
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<tr>
<td>Steve Cobb</td>
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<td>Marshall Krmakir</td>
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<td>Christopher Lewis</td>
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<td>Bob Lewis</td>
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<td>John Meng-Frecker</td>
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<tr>
<td>Jerry Pennry</td>
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<td>Jeffery Serafin</td>
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<td>Mark Streit</td>
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### MACHINE TOOL TECHNOLOGY

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<th>Name</th>
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<tbody>
<tr>
<td>Kurt Brandt</td>
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<tr>
<td>John Buse</td>
<td>Precision Machine</td>
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<td>Dan Collingham</td>
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<td>Tim Dietmann</td>
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<td>Lynn Hedell</td>
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<td>Gary Hinkley</td>
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<td>Tom Jorgensen</td>
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<td>Don Knop</td>
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<td>A.J. (Andy) Leutenhan</td>
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<td>Steve Neubauer</td>
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<td>Justin Pfenning</td>
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<td>Arnie Rudder</td>
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<td>Rick Wagner</td>
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### MANUFACTURING ENGINEERING TECHNOLOGY

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<tr>
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<td>Ramon Huber</td>
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### MEDICAL ASSISTING

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<tr>
<td>Be Aldridge</td>
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<td>Wally Boever</td>
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<tr>
<td>Pat Harvey</td>
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<td>Richard Jirovec</td>
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<td>Jean Myers</td>
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<td>Connie Sabata</td>
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<tr>
<td>Oksana Shovet</td>
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### MEDICAL LABORATORY TECHNOLOGY

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<tr>
<td>Ruth Ann Bartels</td>
<td>Physicians Laboratory Services, Inc.</td>
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<td>Sharon Bennett</td>
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<td>Brooke Berson</td>
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<td>Kris Brandl</td>
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<td>Gaye Homer</td>
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<td>Maggie Horak</td>
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<td>Amanda Kerwin</td>
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SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

PARTS MARKETING & MANAGEMENT

Bo Boone .................. Advance Auto Parts
Michael Brabec ................ SIU Dillon Olds
Lynn Buell .................. Lincoln Motorcycles
Todd Cernin .................. Diers Ford Lincoln Mercury
Dennis Christiansen ............ Rushwood Chrysler
Mark Cleary .................. O'Reilly Auto Parts
Todd Davidson ................. Onelioa Implement & Supply
Bob Davis .................. DuTeau Chevrolet
Larry Dolchling ................. Napa Auto Parts
Robert Dunn .................. Midland Equipment
Jerry Gilbert .................. Smith Auto
Timothy Jensen ................. Vermeer Equipment
Tony Johannson ............... Friesen Chevrolet
Brian Johnson ................. Redshaw Paint
Ashley Krause .................. H & H Chevrolet
Joseph Pittz .................. Farbanks International
Brent Roth ................. A Street Auto Parts
Lincoln Schier ................. Nebraska Gra-Gar, LLC
Sherry Stock .................. Rushwood Chrysler
Barry Stutman ............... Nebraska Machinery Company
John Swanson ............. Keamy Implement

PROFESSIONAL TRUCK DRIVER TRAINING

David Billings .................. ABF Freight
Rick Buchholz ................. Enterprises
Matt Couney .................... Nebraska Department of Motor Vehicles
Dennis Gregory ................. Watkins Motor Lines, Inc.
David Engler .................... Nebraska Trucking Association
Stan Harvey .................. Shaffer Trucking
Jill Ingham .................. Hunt Transportation
Larry Johnson ................. Nebraska Trucking Association
Bill Linton .................. Nebraska State Patrol
Ken Mach .................. Nebraska Department of Motor Vehicles
Bob Miller .................. Ready Mixed Concrete
Ron Ostergard .................. Shaffer Trucking
Donnie Roberts .................. U.S. Xpress
Ben Rogers .................. Nationwide Transportation
Stuart Schneider .............. Keim T.S., Inc.
Bruce Slaven .................. Keim T.S., Inc.
Noel Stanley .................. Crest Carrier Corp.

RADIOLOGIC TECHNOLOGY

Laurie Baack .................... Seward Memorial Hospital
Steve Giro ...................... LeAnne Brodersen ............ Faith Regional Health Services
Michael DeWald, MD ........ Advanced Medical Imaging
Lauren Eckert .................. Bryan/GH Medical Center
Christi Grubbs ................. Bryan/GH Medical Center
Sharon Harns .................. Bryan/GH Medical Center
Michael Hopkins ............. St. Elizabeth Regional Medical Center
Karen Knobel .................. Community Member
Larry Kohmetscher ............ St. Elizabeth Regional Medical Center
Connie Lyon .................. Community Member
Amy Semedar ................. St. Elizabeth Regional Medical Center
Donald Smith ................. Bryan/GH Medical Center

RESPIRATORY CARE

Deb Bailey, RN ............... Bryan/GH Medical Center
William Christen, RRT .... The Ambassador-Omaha
Julie Fuller, RRT ............. St. Elizabeth Regional Medical Center
Jeff Gonzalez, RRT ......... Nebraska Heart Institute
Jane McReynolds ............ St. Elizabeth Regional Medical Center
Lillian O'Neill, RRT ........ Bryan/GH Medical Center
Jim Pelton, CRT .............. Madonna Rehabilitation Hospital
Karen Riva, RRT, RN ....... St. Francis Medical Center
John Rudersdorf, MD ....... Nebraska Pulmonary Specialties
Jay Snyder, RRT ............... St. Elizabeth Regional Medical Center
Brad Wulburn, CRT .......... The Ambassador-Lincoln
Rebecca Wills ................. Madonna Rehabilitation Hospital
Amy Wise .................. Bryan/GH Medical Center
Marcy Wyrans, RRT ........ Bryan/GH Medical Center

SURGICAL TECHNOLOGY

Barb Barker, RN ............... Nebraska Surgery Center
Patty Botsford, RN .......... St. Elizabeth Regional Medical Center
Susan Brockhoff, CST ........ Zimmer-Davis
Angela Burkey, CST ......... Nebraska Surgery Center
Maureen Chambers, RN .... Lincoln Surgical Hospital
Holly Didier, RN ............. Bryan/GH Medical Center
Janice Falck, RN .............. Community Member
Jennifer Fidler, CST ........ Bryan/GH Medical Center
Jenny Garrison, CST/CFA ...... Nebraska Heart Institute
Deb Gilliland, RN .......... Bryan/GH Medical Center
Nancy Gondringer, RN .... St. Elizabeth Regional Medical Center
Jane Haire, RN .............. Nebraska Surgery Center
Steve Hartman, CST ........ St. Elizabeth Regional Medical Center
Brooke Hoff, CST ............ Lincoln Orthopaedic Center
Rochelle Huber, RN ........ Bryan/GH Medical Center
Christy Krejci ................. Bryan/GH Medical Center
Raby McGuire ................ Bryan/GH Medical Center
Jamie Prange, BSN, RN ...... Nebraska Heart Institute
Kara Renn, CST ............... Urology Surgical Center
Kathy Roberts, CST ........... Bryan/GH Medical Center
Brooke Saenza, CST ......... St. Elizabeth Regional Medical Center
Marlene Wagner, CST ....... Lincoln Surgical Hospital
Rose Yankesh, RN ............. Bryan/GH Medical Center

VISUAL PUBLICATIONS

Gary Ashmore ............... Eagle Printing
Eric Aspgeren ............... Pickering Creative Group
Russell Barthlow ............. University of Nebraska-Lincoln
Lana Brennan .............. Lancaster House Printing
Deb Bridges .................. Dibresults
Keith Burge .................... Enovation Graphic Systems, Inc.
Travis Fox ..................... Time Warner Cable
Jami Fristo ............... Ametics Life Insurance
Kim Haes ................... UNL Printing & Copy Services
Randy Hawthorne ............ Digital IMS
David Jan .................... Community Member
Chuck Johnson, CST ....... Bryan/GH Medical Center
David Polson ............... Sterling Digital Networks
Paige Zutavern ............. Strictly Business Magazine

WELDING TECHNOLOGY

Kevin Christensen ............ Kawasaki Motors Mfg Corp
Brian Hiliker ................... H & S Plumbing
Shane Jackson ............. TMCO
Rick Madsen ................. Advanced Welding
Bryan Masek ................. Shanahan Mechanical & Electrical
Mike Meyer ............. Kawasaki Motors Mfg Corp
Wes Mosier .................. Reinke Manufacturing Co.
Jeff Prager ...................... Praxair
Roland Reis .................... Midwest Mechanical
Todd Rivers ................. Rivers Metal Products
Steve Schlegel .............. Pfizer, Inc.
Mike Meyer ...................... Linold, Inc.
Galen Tuttle ............... Turtle Sales & Construction
Pat Wagner ................... Southeast Community College
Brent Woll ..................... SourceOne

Thank you, to all of the Advisory Committee Members, for your time and expertise.

Names provided by Program Chairs to the Placement Offices of Southeast Community College.
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2007-2008 Calendar
SUMMER 2007: JULY 11-SEPTEMBER 20
Holiday - College closed
FALL 2007: OCTOBER 1-DECEMBER 14
Holiday - College closed
WINTER 2008: JANUARY 7-MARCH 18
Holiday - College closed
SPRING 2008: APRIL 1-JUNE 11
Holiday - College closed

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Fax: 402-228-2218

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Phone: 402-471-3333 • 1-800-642-4075

MILFORD CAMPUS
600 State Street • Milford, NE 68545-8498
Phone: 402-761-8331 • 1-800-933-7223
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SCE Locations

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