On behalf of the Board of Governors, the administration, faculty and staff, welcome to Southeast Community College. We will do everything we can to make your Southeast experience a positive one.

This catalog contains detailed information about our various programs, including what type of job you can expect after successful completion, what skills you will use on the job, and an entry level salary range. There also is a section on the many continuing education opportunities available throughout our service area. With so many options to choose from, we believe you will find a program or class that is perfect for you.

Southeast is a two-year public institution of higher education located in southeast Nebraska. With campuses in Beatrice, Lincoln and Milford, plus continuing education centers located in each of the 15 counties served by the College, SCC is ideally positioned to serve the citizens who live and work in the region.

Southeast’s major educational emphasis is on career/technical programs that provide students with the skills necessary to compete in today’s workforce. The College also offers an academic transfer program for students who wish to complete the first two years of a four-year degree. SCC also offers continuing education in a variety of fields, including professional growth and customized training services for business and industry. And the College’s entrepreneurship center is one of only a few in the United States to hold the highest accreditation available.

Southeast takes great pride in putting students first. The classes are small, creating a comfortable learning environment. And our award-winning faculty focuses on excellence in teaching and your success, whether it’s getting a job or preparing to transfer to a four-year institution. Our staff of dedicated professionals provides 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.

We welcome students of all races and nationalities, women and men, people with disabilities and students of all ages in our 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.

Congratulations and best wishes. You have become part of a team dedicated to your success.

Dr. Jack J. Huck, President
The SCC Mission...

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

College Administration

Dr. Jack J. Huck, President
Dr. Dennis Headrick, Vice President for Instruction/Beatrice Campus Director
Jeanette Volker, Vice President for Student Services/Lincoln Campus Director
Lyle Neal, Vice President for Technology/Milford Campus Director
Ted Suhr, Vice President for Administrative Services/Resource Development
Don Byrnes, Vice President for Human Resources/Staff Development
José Soto, Vice President for Affirmative Action/Equity/Diversity

Limitations of Catalog Information - This catalog should not be considered a contract between Southeast Community College and any prospective student. The Board of Governors of Southeast Community College reserves the right to make changes in this catalog during the life of the catalog and without notice.

Equal Opportunity 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 or Affirmative Action, Equity and Diversity, SCC Area Office, 301 S. 6th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu via e-mail.

Declaración de política sobre equidad/antidiscriminación - La política pública de Southeast Community College es de pro veer equidad, y prohibe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, ascendencia, condición de veterano, orientación sexual, incapaacidad, u otros factores prohibidos por ley o política del Colegio. Preguntás relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Affirmative Action, Equity and Diversity, SCC, Area Of Fios, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu via correo electrónico.
LOCATIONS
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’s Continuing Education division. Counties in the SCC service area are Saunders, York, Seward, Lancaster, Cass, Otoe, Fillmore, Saline, Thayer, Jefferson, Gage, Johnson, Nemaha, Pawnee and Richardson.

The general College Administrative Offices are located at 301 S. 68th St. 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 15,280 full-time and part-time credit students on its three campuses. Another 17,129 students take advantage of non-credit courses annually.

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

TECHNICAL & CAREER EDUCATION
Students may choose from applied technology programs grouped into ten divisions:
1) Agriculture/Laboratory Science
2) Business
3) Construction
4) Continuing Education
5) Electronic/Computer
6) Family and Consumer Science
7) Health
8) Manufacturing
9) Mass Media/Communication
10) 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 Occupational Studies Degree
• Associate of Science Degree
• Diploma
• Certificate

CONTINUING EDUCATION
Both credit and non-credit courses are offered online and in classrooms to individuals, businesses and communities throughout the SCC service area. Continuing Education focus areas:
• 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
• Community Services–many types of classes offered in communities throughout southeast Nebraska
• Computer–software and certification classes
• Driver Education and Safety


**SOUTHEAST COMMUNITY COLLEGE—NEBRASKA**

- **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
- **Industrial, Technical and Vocational Trades**—training in automotive, boiler operation, custodial maintenance, electrical, machine tool and more
- **Personal Enrichment**—many types of classes in arts, crafts, floristry, recreation and fitness, woodworking, travel and much more
- **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.

Students, faculty, staff, alumni and the general public can access a variety of information about the College through iTunes U. The free service allows users to download promotional videos on various College programs and services and to listen to podcasts created by Southeast faculty. Content will be added to the site throughout the year. Visit us online at [http://itunes.southeast.edu/](http://itunes.southeast.edu/).

(Please see Chapter 6 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 organizations 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 baseball, and women’s volleyball and softball. 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 POPULATION**

Nearly half of the nation’s first-time freshmen enroll at community colleges. More and more students take classes simultaneously at two colleges. Flexible schedules, cost, convenient locations and small classrooms make community colleges a good education investment. Nebraska community colleges and four-year institutions work together to make co-enrollment and transfer of credit as easy as possible.

**CAREER EARNINGS**

Over a lifetime of work, the nation’s community college graduates can expect to keep pace with or surpass the earnings of four-year college or university graduates. The average starting salaries for all SCC program graduates are published in the Annual College Placement Report.

**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.
INTRODUCTION

The campus offers the Academic Transfer program as well as the following career/technical programs:

- Agriculture Business & Management Technology
- Business Administration
- Business Information Technology
- Criminal Justice
- Pharmacy Technician
- 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, Retention, 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, 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

SCC-Beatrice Campus
4771 W. Scott Road
Beatrice, NE 68310-7042

The campus is located on 640 acres on the west edge of Beatrice, Nebraska.

Schedule a visit online or call to schedule a tour at: 1-800-233-5027, ext. 1252.

The campus offers the Academic Transfer program as well as the following career/technical programs:

- Agriculture Business & Management Technology
- Business Administration
- Business Information Technology
- Criminal Justice
- Pharmacy Technician
- 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, Retention, 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, 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
SCC-Milford enjoys a long history as Nebraska’s premier technical college established in 1941.

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

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

Schedule a visit online or call to schedule a tour of the SCC-Milford Campus:
1-800-933-7223, ext. 8243.

SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

Cornhusker Hall: Residence Hall
ETC-Eicher Technical Center:
Admissions, Business Office, 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; Chrysler (CAP) College Automotive Program; Deere Construction and Forestry Equipment Tech; Diesel Technology-Farm; Diesel Technology-Truck; Electrical & Electromechanical Technology; Electronic Systems Technology; Ford (ASSET) Automotive Service Educational Training; General Motors (ASEP) Automotive Service Education Program; Graphic Design; John Deere Tech; Land Surveying/Civil Engineering Technology; Machine Tool Technology; Manufacturing Engineering Technology; Nondestructive Testing Technology; Parts Marketing & Management; Renewable Energy Technology; 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 Tech
Lowell A. Welsh Center: Legacy Room, Gymnasium, Heritage Room, Student Center
MAAP: Classrooms for: Major Appliance Professional Technology
Nebraska Hall: Residence Hall
Pioneer Complex: Residence Halls
Placement & Assessment Center: Assessment/Testing, Career Advising, Placement

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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 square-foot facility on 117 acres.

Schedule a visit online or call to schedule a tour of the Lincoln Campus and downtown Energy Square location:
1-800-642-4075, ext. 2600.

A Classrooms for: Laboratory Science, General Studies
B Classrooms for: Associate Degree Nursing, Dental Assisting, Health Information Management Systems; Medical Assisting, Medical Laboratory Technology, Polysomnographic Technology, Practical Nursing, Radiologic Technology, Respiratory Care, Surgical Technology
C Child Development Center
D Bookstore; Classrooms for: Associate Degree Nursing, Early Childhood Education
E Admissions, Cashier, Financial Aid, Registration and Records, Student Services; Classrooms for: Food Service/Hospitality
F Campus Administration
FPTC: Fire Protection Training Center; Classrooms for: Fire Protection Technology
G Cafeteria, Shipping/Receiving; Classrooms for: Food Service/Hospitality
H Media Production, Placement Office, Retention Office, TRIO Student Support Services
J Continuing Education
K Classrooms for: Machine Tool Technology; Motorcycle, ATV, & Personal Watercraft Technology; Welding Technology
L ABE/GED, Advising, Assessment & Testing, Career Advising Center, Computer Lab, Learning Resource Center, Multi-Academic Center
M Classrooms for: Automotive Technology
N Classrooms for: Computer Aided Design Drafting; Electronic Systems Technology
NCEE:(Located off-campus) Nebraska Center for Excellence in Electronics:
4740 Discovery Drive, Lincoln NE
Classrooms for: Customized Training Services for business and industry
O Student Activities Center, Gym, Student Center, Wellness Center
R Classrooms for: Microcomputer Technology
S Classrooms for: Professional Truck Driver Training
T Classrooms for: Business Administration, Business Information Technology
U Academic Advising; Classrooms for: Academic Education, Continuing Education, Human Services, Visual Publications, and a Multi-Purpose Room

SCC-Lincoln offers the Academic Transfer program and the following career/technical programs: Associate Degree Nursing; Automotive Technology; Business Administration; Business Information Technology; Computer Aided Design Drafting; Criminal Justice; Dental Assisting; Early Childhood Education; Electronic Systems Technology; Emergency Medical Services/Paramedic; Laboratory Science Technology; Fire Protection Technology; Food Service/Hospitality; Health Information Management Systems; Human Services; Machine Tool Technology; Medical Assisting; Medical Laboratory Technology; Microcomputer Technology; Motorcycle, ATV, & Personal Watercraft Technology; Practical Nursing; Polysomnographic Technician; Professional Truck Driver Training; Radiologic Technology; Respiratory Care; Surgical Technology; Visual Publications; and Welding Technology.
SCC-Lincoln Campus
Energy Square Location

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

Suite 112: Energy Square Office for Academic Transfer; Criminal Justice; 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 Services for Business & Industry

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.

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.

The SCC-Continuing Education Center offers some of the most sophisticated technological capabilities in Lincoln, including state-of-the-art equipment allowing communication throughout the world.

**CEC 1st floor:** (Basement Level) Kitchen
Classrooms for: Continuing Education and Food Service/Hospitality

**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 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.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

**CEC 3rd floor**: Classrooms for Workshops, Seminars and Conferences

**ENTR 3rd floor**:
- Classrooms
- Offices for Junior Achievement
- Entrepreneurship Incubator Businesses

Access between CEC and ENTR buildings is allowed through double 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.

**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.
Chapter 1

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
   Pre-admission Advising and Testing
   Admission Requirements
   Re-admission Steps

APPLICATION FOR ADMISSION
   Steps for Admission into a Program of Study

NEBRASKA RESIDENCY REQUIREMENTS

ADVANCED STANDING

INTERNATIONAL STUDENTS

UNDECLARED STUDENTS

REGISTRATION PROCEDURES

PREREQUISITES

STUDENT CRIMINAL BACKGROUND CHECKS

LICENSURE REQUIREMENTS

DROP/ADD/WITHDRAWAL
ADMISSION REQUIREMENTS

PRE-ADMISSION ADVISING AND TESTING

All applicants for admission are provided opportunities for pre-admission basic skills assessment/placement 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.

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/placement 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/placement 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 person 16 years of age or older who is 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 non-credit classes which are offered by the Continuing Education division. These special classes usually 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 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.

RE-ADMISSION 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 Re-admission 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.

Some programs of study will require completion of prerequisite courses, physical examinations and other special requirements such as CPR training or a certified copy of their driving record.
APPLICATION FOR ADMISSION

All new students seeking admission to a program of study at SCC must complete an Application for Admission. 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. Forms are available in the Student Services Offices on each campus and at www.southeast.edu.

BASIC STEPS FOR ADMISSION INTO A PROGRAM OF STUDY

I. COMPLETE AND SUBMIT AN APPLICATION FORM
II. SUBMIT TRANSCRIPTS
III. COMPLETE AN ASSESSMENT/PLACEMENT TEST
IV. SUBMIT ANY ADDITIONAL INFORMATION REQUIRED FOR YOUR CHOSEN PROGRAM OF STUDY.

STEPS FOR ADMISSION INTO A PROGRAM 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.

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 only be admitted to the 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 SAME YEAR AND TERM

   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 student can be admitted into two or more different programs in different years and terms. (Contact the campus Admissions Office for additional information.)

II. SUBMIT TRANSCRIPTS

A. HIGH SCHOOL OR GED TRANSCRIPTS
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 and credit by participation in Tech Prep.
3. Prior to entering a program of study, students who have
   a. 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 assessment/placement exam. (Contact the campus Testing and Assessment Office for additional information.)
4. Students must have a high school diploma or equivalent to receive financial aid. (Contact the campus Testing and Assessment Office for additional information.)
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.)
6. Home-schooled students must submit a typed transcript of all courses completed, signed by the school administrator and a copy of the letter from the Nebraska State Department of Education that confirms your school has filed the appropriate paperwork to be recognized with 'exempt status'.

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.

C. EFFECTS ON FINANCIAL AID IF APPLYING FOR ADMISSION TO MORE THAN ONE PROGRAM OF STUDY

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 program of study at a time.
- Can receive financial aid only for a limited period of time.
- Make satisfactory progress toward 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.)

Testing/Assessment Center

Beatrice 402-228-8242 or 800-233-5027 x1242
Lincoln 402-437-2715 or 800-462-4075 x2715
Milford 402-761-8202 or 800-933-7223 x8202
III. COMPLETE AN ASSESSMENT/PLACEMENT TEST

Applicants for admission will complete placement testing to assess readiness in basic reading, written expression and mathematics to determine whether their skill level is consistent with program requirements. Applicants can request help from the career advising staff 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/PLACEMENT TESTING REQUIRED

All students entering SCC programs MUST demonstrate readiness through at least one of the following basic skill assessment/placement tests:

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/placement is available at each campus free of charge. Retests are available for $15.

Individuals who present a high school or college transcript indicating they have taken a class that fully meets a program requirement in English or mathematics, or have achieved the necessary ACT score, do not need to take the COMPASS test to prove they are competent in the skill area.

COMPASS testing is required when an individual has taken a prerequisite in English or mathematics and the course is older than 5 years or the necessary ACT score is older than 5 years.

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

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 re-take 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 five (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 of fee 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.

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 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 proof 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, and shall verify by documentary proof that 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 non-resident 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.
**STUDENT STATUS**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Description</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>Fewer 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>Fewer 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.)

**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.

**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. The TOEFL requirement may be waived by the Dean of Students when the international student comes from a predominantly English-speaking country.
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 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 may register for concurrent classes at SCC. Tuition is non-resident 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 waiting 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 consult with advisors or instructors. Registration dates are published and available in the Student Services Office prior to each registration period. Additional information also will 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 “FACTS” 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.

Undeclared 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 study classes after the term begins (adding classes with drop/add form) must report within five (5) days, not including Saturdays, Sundays and holidays.
**STUDENT CRIMINAL BACKGROUND CHECKS**

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 criminal offense;
(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) has 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 or taking classes in the following programs:

- Criminal Justice
- Early Childhood Education
- Nondestructive Testing
- All Health-Related classes and programs:
  - Basic Nursing Assistant, Dental Assisting, Emergency Medical Services/Paramedic, Health Information Management, Human Services, Medical Assisting, Medical Laboratory Technology, Nursing (PN and ADN), Radiology Technology, Respiratory Care, Surgical Technology

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:

a.) submit an "Official Drop/Add Form For Credit Classes" to the Registration and Records Office located in the Student Services Office OR
b.) drop the class using WebAdvisor.

**FAILURE TO ATTEND CLASSES 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.

ADDITION 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:

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:

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.

A STUDENT IS ENTITLED TO A REFUND COMPUTED ON THE FOLLOWING FORMULA AND TABLES:

<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>. . . . . .</td>
<td>100</td>
</tr>
<tr>
<td>12.5 and over</td>
<td>. . . . . .</td>
<td>0</td>
</tr>
</tbody>
</table>

\[
\frac{(\text{DROP DATE}) - (\text{COURSE START DATE})}{(\text{COURSE END DATE}) - (\text{COURSE START DATE})} = \% \text{ ELAPSED}
\]

<table>
<thead>
<tr>
<th>NON-CREDIT CLASSES</th>
<th>% elapsed</th>
<th>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>day before</td>
<td>. . . . . .</td>
<td>100</td>
</tr>
<tr>
<td>start day or after</td>
<td>. . . . . .</td>
<td>0</td>
</tr>
</tbody>
</table>

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

a.) drop the class using WebAdvisor or
b.) 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 NON-CREDIT CLASS AND GET A REFUND.

The student is entitled to a 100% refund for any non-credit 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 or a move out of town may be considered by individual instructors and approved by the Division Dean. Withdrawals will not be processed for non-attendance. Non-attendance 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 advisor and Program Chair of the course.

Declared students must meet with a program advisor. Undeclared students must meet with a career advisor. If a student retakes an academic/vocational course, the highest grade earned will be used in the computation of the cumulative grade-point average 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 supersede 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 available to qualified persons. Remember, the key to obtaining financial assistance is to apply early.

FINANCIAL AID PROGRAMS
Priority filing deadline dates

FEDERAL FINANCIAL AID
Federal Pell Grant
Federal Supplemental Educational Opportunity Grant (SEOG)
Academic Competitiveness Grant (ACG)
Federal Work-Study
Federal Stafford Loan
Federal Parent Loan (PLUS)

NEBRASKA STATE FINANCIAL AID
Nebraska State Grant (NSG)

INSTITUTIONAL FINANCIAL AID
SCC Tuition Grant (TGA)
Scholarships

TO APPLY FOR SCC SCHOLARSHIPS

OTHER SOURCES OF ASSISTANCE

FINANCIAL AID AWARDS

APPLYING FOR VETERANS’ BENEFITS

SATISFACTORY ACADEMIC PROGRESS (SAP)

APPLYING FOR FINANCIAL AID
Title IV Code for SCC

RETURN OF TITLE IV REFUND INFORMATION

INSTITUTIONAL TUITION REFUND POLICY
Official Withdrawals
Unofficial Withdrawals

CAFETERIA/RESIDENCE HALLS CONTRACT REFUND POLICY

PAYMENT POLICY

DEBTS

FACTS MONTHLY PAYMENT PLAN

OTHER CHARGES

2008-2009 TUITION, FEES, & HOUSING CHART
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 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 Free Application for Federal Student Aid (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 Expected Family Contribution (EFC) 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 Placement 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 undergo 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 $100 to $700 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 is 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 FAFSA.

Scholarships are added to the student’s aid package. In case a student withdraws, unused funds are returned to the appropriate fund. Scholarships available include those that promote diversity, the SCC Educational Foundation Scholarships for high school seniors, and various campus scholarships donated by business, professional 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 who 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 online application is accessible through the SCC Web site 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 online through the SCC Web site at www.southeast.edu between December 1 and February 1 of their senior year. Access closes automatically at midnight on February 1.

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

OTHER SOURCES OF ASSISTANCE
Financial aid for educational expenses also is 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 online 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 online 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 also must 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 students’ 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.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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

APPLYING FOR FINANCIAL AID

To ensure 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 ensure 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.
   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 TWO TO FOUR 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 policies, to be eligible to receive financial aid.

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

EducationQuest is open Monday through Friday, 8:30 a.m. to 5 p.m.
   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 St., 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,
   must complete a Master Promissory Note. New borrowers also must 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 Placement Office.
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’S “REGISTRATION AND RECORDS OFFICE” WITH AN OFFICIAL REQUEST TO DROP/WITHDRAW or DROPS USING WEBADVISOR.

Oral notification to the Registration and Records Office is allowed only when the student is dropping all classes and withdrawing from the College.

Failure of the student to attend a class does 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 student’s responsibility to pay the 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 will be mailed to the student by the College Business Office with 2-3 weeks.

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.)

CREDIT CLASSES

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. “NO” refund is allowed after 12.500% of time has elapsed since the first day of the start of class.

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.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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 will 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 MID-POINT of the term, unless the College documents a date later than the mid-point 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 also is 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.

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/cafeteria refunds for those who pay, enter and drop from the College will follow a specific refund schedule.

During the first week (5 days, not including Saturdays, Sundays and holidays) 80% will be refunded.

During the second week (6-10 days, not including Saturdays, Sundays and holidays) 60% will be refunded.

During the third and fourth week (11-20 days, not including Saturdays, Sundays and holidays) 40% 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.
**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. Non-payment 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 Web site'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 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, 2008–June 30, 2009**:

## TUITION RATES

<table>
<thead>
<tr>
<th>Type of Residence</th>
<th>Description</th>
<th>Rate (per credit hour/per term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nebraska resident</td>
<td>All credit hours taken</td>
<td>$47</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>All credit hours taken</td>
<td>$57.50</td>
</tr>
</tbody>
</table>

## GENERAL FEES

<table>
<thead>
<tr>
<th>Fee Type</th>
<th>Description</th>
<th>Rate (per credit hour/per term)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Fee for Beatrice/Lincoln/Milford</td>
<td>(per credit hour/per term)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$1</td>
</tr>
<tr>
<td>Graduation fee (non-refundable)</td>
<td>(per credit hour/per term)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$25</td>
</tr>
</tbody>
</table>

## HOUSING FEES

### Beatrice Campus

**Housing Costs** (per quarter - rates include Internet access, cable TV and phone service)

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate (per student)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit (refundable damage/surety deposit)</td>
<td>$100</td>
</tr>
<tr>
<td><strong>Roosevelt and Washington Halls</strong> (apartment style)</td>
<td></td>
</tr>
<tr>
<td>2-4 per room-per student</td>
<td>$960</td>
</tr>
<tr>
<td><strong>Hoover Hall</strong> (residence hall)</td>
<td></td>
</tr>
<tr>
<td>2 per room-per student</td>
<td>$960</td>
</tr>
<tr>
<td>3 or more per room-per student</td>
<td>$723</td>
</tr>
</tbody>
</table>

### Milford Campus

**Residence Hall Costs** (per quarter - rates include Internet access, cable TV and phone service)

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate (per student)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit (refundable damage/surety deposit)</td>
<td>$100</td>
</tr>
<tr>
<td><strong>Nebraska and Cornhusker Residence Halls</strong> (men's residence halls) (includes housing and board - cafeteria &amp; residence hall)</td>
<td></td>
</tr>
<tr>
<td>1 per room-per student (dorm style-Nebraska Hall with commons area)</td>
<td>$1,146</td>
</tr>
<tr>
<td>2 per room-per student (Nebraska and Cornhusker Halls)</td>
<td>$1,283</td>
</tr>
<tr>
<td>3 per room-per student (Nebraska and Cornhusker Halls)</td>
<td>$1,128</td>
</tr>
<tr>
<td>4 per room-per student (Nebraska Hall)</td>
<td>$1,033</td>
</tr>
<tr>
<td><strong>Pioneer Hall Complex</strong> (apartment style)</td>
<td></td>
</tr>
<tr>
<td>Cafeteria and apartment (per quarter) (4 per unit-per student)</td>
<td>$1,401</td>
</tr>
<tr>
<td>Board only - cafeteria rates per quarter (14 meals per week)</td>
<td>$750</td>
</tr>
<tr>
<td>Housing only - apartment housing per quarter (4 per unit-per student)</td>
<td>$651</td>
</tr>
<tr>
<td>Married/Single Parent Student Housing - per month</td>
<td>$654</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.
Chapter 3
GRADES AND RECORDS

GRADES & RECORDS

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Attendance Policy
Reserve and Guard Training

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Graduation Rates
Graduation Requirements
Advanced Standing
Transfer Credit
Credit by Waiver
-Tech Prep Advanced Placement
Credit by Examination
-College Level Examination Program (CLEP)

GRADES & RECORDS
FERPA
Retention of Student Records

GRADES & TRANSCRIPTS
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Academic Honors
Midterm Grades
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Grade Point Average (GPA)
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Good Academic Standing
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Academic Probation
Academic Suspension
Academic Bankruptcy
Issuance of Transcripts
Transfer Agreements
Credit Types
Explanation of Credit Transcript
Credit Transcript Key
Non-credit Transcript Key
Semester-to-Quarter Hour Conversion Chart
Southeast Community College awards the following:

- **Associate of Science Degree (A.S.)**: Awarded upon successful completion of a minimum of 60 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 60 quarter credit hours and the requirements of a prescribed program or course of study.
- **Associate of Occupational Studies Degree (A.O.S.)**: Awarded upon successful completion of a minimum of 60 quarter credit hours and the requirements of a prescribed program or course of study.
- **Associate of Science Degree (A.S.)**: Awarded upon successful completion of a minimum of 60 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 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. Extenuating 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, but return within 3 years of when they last attended will be allowed to graduate under the catalog of their initial enrollment with the approval of 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. See "Advanced Standing".
9. Certain programs of study may require specific assessment activities as a graduation requirement.
10. 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.

**ADDRESS CHANGE**

Students must advise Student Services of any address change to facilitate sending correspondence to the students’ correct address. Address changes can be submitted via WebAdvisor.

**Attendance**

Attendance

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 to modify attendance policies to facilitate sending correspondence to the students' correct address. Address changes can be submitted via WebAdvisor.

**GRADUATION RATES**

Graduation completion rates are available at the campus Student Services Office upon request.
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, except under statewide or college partnership agreements with the division deans’ approval.
3) Up to two-thirds (2/3) of the credit hours required for a program of study may be waived through the three methods established for advanced standing; (credit by transfer, waiver, and examination).

a. Up to two-thirds (2/3) of the credits for advanced standing may be transfer credits, except under statewide or college partnership agreements with the division deans’ approval.

b. 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.

Southeast Community College 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 reports, 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, both 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.

CREDIT BY EXAMINATION

Credit by Examination must be completed and submitted to 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)

To have CLEP credit posted to an SCC Transcript, a student must have been accepted for admission into a College degree program.

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.
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 a hearing to challenge the contents of their records; and 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

When available, the student’s address, telephone number and e-mail 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. 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.

Grades & Records

END-OF-QUARTER GRADES

Grades are posted to WebAdvisor within one week 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 WebAdvisor using login 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.)

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.”

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 responsibility 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.

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.
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) 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.”

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.

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 at tempted.

Example:

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 (GP A earned for these two classes.) (See the Credit Transcript Key)

ACADEMIC STANDING

GOOD ACADEMIC STANDING

Students must maintain a cumulative grade point average of 2.0 to remain in good academic standing.

ACADEMIC WARNING

Students failing at mid-term will have that mid-term grade posted on WebAdvisor. The student will be contacted by the Student Retention Office to address the issue of coursework being below acceptable 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+ through 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.

Students who raise their CGPA to a 2.00 or higher by the end of the term will automatically be removed from academic probation if they achieve a term GPA of 2.00 or greater but have a total cumulative GPA of less than 2.00.

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 within three school days after receipt of the suspension letter.

“Extenuating circumstances” will include students who return to SCC after a significant number of years and are carrying a low GPA from the previous enrollment period. The Dean of Student Services will provide the Appeal Request forms and process the appeal. Response will be given to the student within two school days after receipt of the appeal. Students who are denied appeals may process a student grievance in accordance with College standards.

Programs and divisions that wish to establish academic probation and suspension standards that are stricter than these guidelines may do so with permission of the Vice President for Instruction. However, these standards must be published and distributed to students and Student Services personnel.

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 calculation of 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.

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 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.

Students are encouraged to visit with a college transfer advisor. Please see Transferring Your Credits, the Articulation Matrix and Transfer Agreements in Chapter 7 - Programs of Study in the College Catalog for more information.

EXPLANATION OF CREDIT TRANSSCRIPT

P  Pass: The letter grade "P" is assigned when credit is granted for successful completion of campus-approved "Pass-No Pass" courses only. The pass grade represents a 70%, or a grade of C or better. Each division will identify the courses which may be taken as Pass/No-Pass. Divisions will also establish the maximum Pass/No Pass hours that may be earned and applied to completion of a prescribed course of study.

NP No Pass: The letter grade "NP" is assigned when required level of performance in a "Pass/No Pass" course is not attained.

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 successfully complete that course to receive credit.

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.

CREDIT TYPES

AU Audit
PX Pass-Exam
TR Transfer
CW Credit by Waiver
# Bankruptcy
CR Credit
NC Non-credit
BF Balance forward as of 7/1/94
CIP In Progress
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.

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**CREDIT TRANSCRIPT KEY**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Status</th>
<th>Honor Points</th>
<th>Description</th>
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<td>4.0</td>
<td>Excellent</td>
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<td>Below Average</td>
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<td>Unsatisfactory</td>
<td>Below 60</td>
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<td>Pass</td>
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<td>*</td>
<td>Incomplete</td>
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<td>*</td>
<td>Withdraw</td>
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<tr>
<td>AU</td>
<td>Permanent</td>
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*Not included in GPA

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**NON-CREDIT TRANSCRIPT KEY**

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<td>NP</td>
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</table>

**Credit Types**

NC Non-credit
PX Pass-Exam

**In Progress** - currently enrolled classes will print with "IP" in the grade column.

**CEU** - continuing education units are given for designated Non-credit courses. Ten hours of instruction is equivalent to one CEU.

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**SEMESTER-HOUR TO QUARTER-HOUR CONVERSION CHART**

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.

<table>
<thead>
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<th>Quarter</th>
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Chapter 4
STUDENT POLICIES AND SERVICES

STUDENT POLICIES

AFFIRMATIVE ACTION/EQUITY/DIVERSITY
Disability Services
Equity & Diversity
Harassment/Discrimination
Federal Laws
Nebraska Laws and Policies
SCC Policies
Racial/Ethnic Harassment
Sexual Harassment

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Test Proctoring
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Placement Services
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TRIO
Student Support Services
Upward Bound

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Bookstore
Bus Service
Cafeteria/Food Service
Calendar
Child Care
Clubs & Organizations
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Wellness/Fitness Center
Employment
Facilities Use
Fax
Fees
First Aid
Food and Drinks
Government & Leadership
Student Ambassadors
Student Senate
Residence Hall Assistants
Student Representative on the Board
Housing
I.D. cards
Law Enforcement Contact
Learning Resource Centers (LRC)
Library and Media Services
Lost and Found
Makeup Testing
Mail
Messages
Newspapers
Notary
Photocopy
Telephones
Tools
Web Tools
Southeast Community College—Nebraska

Student Policies

Affirmative Action/Equity/Diversity

Disability Services
Southeast Community College provides reasonable accommodations for students with disabilities to ensure access to educational programs and services. 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 by contacting the Career Advising Center on the campus they wish to attend.

Any student with a documented disability should complete the Student Request for Reasonable Accommodations form and mail, fax, e-mail, or deliver it to the Career Advising Office.

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. Information regarding accommodations for students with disabilities is available from:

Beatrice
Career Advising Center, Jackson Hall (phone)

Lincoln
Career Advising Center, Learning Resource Center (LRC)

Milford
Placement & Assessment Center

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

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.

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.

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:

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

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

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

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. 48-1101 (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 long-standing 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.

**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.

**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.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

CONDUCT EXPECTATIONS

ACADEMIC INTEGRITY

As you pursue your studies at Southeast Community College, be mindful that academic honesty and integrity are fundamental expectations of those who interact with you. Information concerning academic honesty may be obtained by contacting the Dean of Student Services.

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 functions.
18. Theft of property, money, or other items deemed College/student possessions/property.
19. 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.
20. Testing Center Cheating
   a. A student caught cheating in the Testing Center will have the test confiscated immediately.
   b. The instructor will be notified as soon as possible by the Testing Center.
   c. The instructor will address the situation as it is outlined in the course syllabus.
   d. 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.
   e. 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.

CELL PHONES

Cell phone use is not allowed in the classroom. Students are to shut off their cell phones prior to entering the classroom. The use of cell phones is strictly prohibited in all lock er rooms. “Locker Room” is defined to include any designated area/room/facility where students or employees can change clothes and which contains lockers or temporary storage for clothing and personal possessions. Violators will be subject to disciplinary action, and maybe reported to law enforcement officials. Suspected violators of this ban should be reported immediately to the Campus Director or Dean of Student Services. (See also “Electronic Devices” and “Telephones”.)
COMPUTER USAGE

Computers are available for student use at each campus. Computers are located in the computer labs, classrooms, and Learning Resource Centers. SCC welcomes students to use the available computer facilities for completion of school-related projects.

SCC also provides excellent software on its computers. Students are not to use software other than the software installed on the SCC machines and are not to modify the computers’ directory structure in any way. According to federal regulations, the unauthorized operation or duplication of software is a prosecutable crime.

Users will abide by the guidelines regarding the use of computers and software. There is a charge for all paper printed in the computer labs.

- Student Housing Data Network Acceptable Use Policy

The Student Housing Data Network provides resident housing students with in-room connections to the campus data network providing Internet access. The Internet access is a privilege that can be revoked if terms of this policy are violated. Your use of the SCC-provided network access indicates your acceptance of this policy, as well as your responsibility to use the connection appropriately and in accordance with applicable laws and regulations.

NOTICE: In general students cannot use their computer or the Internet for any illegal purpose. Examples of illegal usage include but are not limited to copyright infringement, viewing, producing, downloading or uploading or distributing literature, movies, or other media that are illegal in general such as child pornography; harassing, threatening, or intimidating other individuals or groups.

- 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

(Appplies 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 computers 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 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.

**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.”)

**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 photocopy 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.

**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; and
   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.
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 specimen or adequate breath, he/she will be elavated by a physician of the College’s choice. If the physician cannot find 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 testing 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. If 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” (defined as 0.02 or greater) 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.

**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.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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 request a copy 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 reviewing grievances concerning abridgement of rights (See Disciplinary 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 and 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 regards to requests for reasonable accommodation.

2 The 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 class 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 or 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 is 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.
- Student permission to release the student’s related grades and other related Academic information to the grievance hearing committee members.

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 or 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 made of the testimony presented and a copy will be made available to the student grievant and the SCC staff attending the hearing upon their request to the grievance committee chair. A separate audio recording will be made of the grievance committee discussion after the student grievant and the witnesses have been excused after their statements are given and questions of the witnesses and student grievant has ended. This separate audio recording will be sent/shared only with the appropriate SCC employee(s) if the student grievant requests an appeal hearing following the steps outlined in the appeal process.
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. If the student grievant requests an appeal hearing following the steps outlined in the appeal process, the grievance committee chairperson shall forward all grievance evidence and audio recordings to the next SCC employee if the student grievant requests an appeal hearing following the steps outlined in the appeal process.
19. The Dean of Student Services who chaired the grievance hearing shall retain and file all grievance evidence in the Dean of Student Services' Office.
   **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.
   The grievance committee chairperson shall forward all grievance evidence and audio recordings to the next SCC employee if the student grievant requests an appeal hearing following the steps outlined in the appeal process.
   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.
HEALTH, SAFETY, AND SECURITY

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).

**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 its employees, students, 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) except Law Enforcement Officials carrying guns in conjunctions with their official duties, 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 wherever conducted, or incidental to other activities on the College’s properties or elsewhere.

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 are not to block the exits, sidewalks or fire hydrants. Staff will indicate when it is safe to return to the building.

Emergency Procedures

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

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, Z 87.1(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.

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.

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.
PARKING AND DRIVING

Parking 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 stick er 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 areas 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:
   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 ticketed. 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 offenders’ 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 So. 10 St. 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.

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:
   a) Fine will increase as noted on the citation.
   b) Student may not register for next term.
   c) 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.

SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

Other Regulations
1. Major repair of vehicles on campus is discouraged.
2. Vehicles will be subject to having their vehicle towed at owner’s expense if allowed to remain on campus property an unreasonable length of time.

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 ticketed. 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 offenders’ 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 So. 10 St. 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.
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 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.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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.
Student 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.

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 a delay in determining whether a student has a documented disability and whether accommodations may be granted and put in place. This may delay entrance into some classes that require extensive accommodations. 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

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

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.

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 into a Program of Study" section III.)

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.

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.

PLACEMENT SERVICES
Placement services include
• career advising
• posting of job listings
• job referrals
• resume assistance
• interviewing techniques
• on-campus interviews
• career fairs

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.

Employment
Current SCC students interested in current off-campus employment opportunities should contact the Placement Office on their campus.

Lifetime Placement Services
SCC graduates are offered lifetime placement services to assist in their search for continuing employment.
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 (C)
  - College grade point average of 2.00 or less (C)
  - 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.

CAMPUS/STUDENT LIFE

ANNOUNCEMENTS & CANCELLATIONS

IN BEATRICE

Posted Announcements - A bulletin board located in the Kennedy Center Administration Building is available for students to advertise items for sale. The Administrative Office must approve all posted announcements and notices.

Cancellations - When classes are cancelled, every effort is made to contact the media by 7 a.m. or earlier. The following media will be notified if classes are cancelled:

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

Radio:
- KWBE 1450 AM, KGMT 1310 AM, KUTT 99.5 FM, KZKX (96-KX) 96.9 FM, KTGL (THE EAGLE) 92.9 FM, KNDY 1570 AM, 103.1 FM, or 105.5 Translater/Beatrice, KBRZ 102.7 FM (THE BREEZE), KFGE 98.1 FM, KFRX 106.3 FM
- Web: See my.southeast.edu for inclement weather and closing information.

Hazardous driving conditions do not automatically mean classes will be cancelled. However, travel for students is not recommended or encouraged if there is a question of being able to reach the campus safely.

IN LINCOLN

Posted Announcements - Information concerning College matters is posted 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 only on this bulletin board.

Cancellations - Only the Campus Director or a designated representative can authorize the cancellation of College programs and activities or announce the cancellation to the news media. It can be assumed that campus programs, classes and services are scheduled if no announcement is made through the news media. The campus feels adequate provisions have been established to eliminate calling College personnel regarding cancellations.

Telephone: 402-437-2405 – a recorded message will update you on the status of classes.
When individual Continuing Education classes are cancelled, the decision will be made with the approval of the Continuing Education dean or the division dean. If an individual class is cancelled, the instructor will notify students. Makeup or rescheduling of individual classes or programs will require the approval of the Continuing Education dean or division dean. Hazardous driving conditions do not automatically mean that classes will be cancelled. Students should use good judgment in making travel decisions.

When weather or other conditions necessitate cancellation, the following procedure is followed:

**Daytime** programs and services - a decision will be made and announced to the news media by 5 a.m.

**Evening** programs and services - a decision will be made and announced to the news media by 4 p.m.

Announcements of cancellation of College programs and services will be made to the following area media:

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

**Radio:**
- KBBK 107.3 FM, KFGE 98.1 FM, KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KBRZ 102.7 FM (THE BREEZE), KKUL 105.3 FM, KLIN 1400 AM, KLMS 1480 AM, KKRK 95.1 FM, KTGL (THE EAGLE) 92.9 FM, KZKX 96.9 FM, KFAB 1110 AM

**Web:** See my.southeast.edu for inclement weather and closing information.

**IN MILFORD**

**Posted Announcements** - Information concerning College matters is posted daily in each program area and on first floor bulletin boards of the Eicher Technical Center. All announcements and notices posted must be approved by the Student Services Office and hung only on 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 KLIN TV (Lincoln)

**Radio:**
- KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KZKX (96-KX) 96.9 FM, KFGE 98.1 FM, KTGL (THE EAGLE) 92.9 FM, KKKL 98.5 FM

**Web:** See my.southeast.edu for inclement weather and closing information.

**Telephone:** 402-761-8400 – a recorded message will update you on the status of classes.

Hazardous driving conditions do not automatically mean classes will be cancelled. However, travel for students is not recommended or encouraged if there is a question of being able to reach the campus safely. Students should use good judgment in making travel decisions. Students can call the campus to check for cancellation.
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 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.

SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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 Web site, www.southeast.edu.

CHILD CARE

BEATRICE

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

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.

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.

MILFORD

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.

CLUBS & ORGANIZATIONS

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 organization to gain recognition from the College, it must have an approved constitution, a faculty member as adviser 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.
BEATRICE

AGRICULTURE CLUB: The Agriculture program has a club with several “interest areas” for members. It includes divisions for Agribusiness, Agronomy, Crops Judging, and 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 expert crop judging. Members participate in the annual NACTA Crops Judging Contest and sponsor students in the annual fall College Crops 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 NNL A (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 first enroll in Introduction to Livestock Evaluation and Advanced Livestock Evaluation classes. These courses are not required to become a club member. Expenses for travel are raised by the 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 Intercollegiate Rodeo and Intercollegiate Horse Show Association events. Membership is open to all SCC Students beginning each fall with new members welcomed throughout the year. The Rodeo participants affiliate with the Great Plains Section of the National Intercollegiate Rodeo Association (NIRA) and may compete in ten sanctioned Great Plains Rodeos each school year collecting points to qualify them for the National Finals held each June. The Horse Show participants affiliate with Zone 9, Region 3, of the Intercollegiate Horse Shows Association, (IHSA) and may compete in ten sanctioned Region 3 Horse Shows each school year collecting points to qualify them for Region, Zone, Super Zone and National Finals held in March, April and May. Other club activities include community service, support for horse events and involvement in college activities.

HUMANITIES CLUB- This club provides students with opportunities to experience the visual and performing arts at SCC and in eastern Nebraska. Student participants plan group trips to visit local art galleries, museums, plays and musical performances. The purpose of Humanities Club is to promote student appreciation and understanding of the arts. This club is open to all interested students regardless of program major.

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.

LICENSED PRACTICAL NURSES ASSOCIATION OF NEBRASKA (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.

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.

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 chorographed 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 group is an interdenominational, primarily student, Christian organization 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 (IAAAP) 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 of the needs of the GLBTQ community.

Licensed Practical Nurses Association of Nebraska (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.

Linux 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 (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.

Nebaska Association for the Education of Young Children (NAEYC)—The purposes of the SCC student section of NAEYC Chapter of the Nebraska AEYC, 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.

Rotaract—The purpose of this organization is to provide 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 life-long 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.

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 developmental 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 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 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 up an exchange of information with people in the information processing community.

CAMPUS CRUSADE FOR CHRIST–This group is an interdenominational Christian student organization open to all students. Weekly meetings are held to help meet the spiritual needs of students through worship, music, Bible study, and fellowship. Evenings and weekend retreats are designed to provide interaction with students from other colleges.

DATA PROCESSING MANAGEMENT ASSOCIATION- STUDENT CHAPTER –This group is an affiliate of the Cornhusker Chapter of DPMA in Lincoln and open to all Computer Programming Technology students. DPMA 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 is an affiliate 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 as 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 volvement 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 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 life-long education.

SOCIETY OF MANUFACTURING ENGINEERS S218–This group is a student 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.

COMMONS AREAS
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.

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 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.

FEES
The Student Services’ fee is used to finance student activities, programs and events which include intramural 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. See the Tuition, Fees, and Housing Chart.
**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.

**GOVERNMENT & LEADERSHIP**

**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 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.

**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.

**Student Representative on the Board of Governors**
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.

**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.

**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 the Tuition, Fees, & Housing Chart.)

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

**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 the Tuition, Fees, & Housing Chart.)

**I.D. CARDS**
Free photo identification cards (IDs) are available for each student and 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 lost in the current term. A new ID card would be issued without the $5.00 replacement charge for students returning to school who have not taken classes for one or more terms. Students transferring to a different campus would be considered a new student and would not be charged for a replacement ID card. 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
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 test 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 # ______

Mailing Address 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.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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.

LINCOLN
The Source is a weekly bulletin of current events and news that is produced by the student activities coordinator and is distributed on campus each Monday. Deadline for submitting articles and news items is the preceding Thursday at 12 noon. Items should be submitted to the Student Activities Office located in the student center. The activities coordinator prepares the publication and serves as editor.

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.

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".)

WEB TOOLS

Students, faculty, staff, alumni and the general public can access a variety of information about the College through iTunes U (itunes.southeast.edu).

The free service allows users to download promotional videos on various College programs and services and to listen to podcasts created by Southeast faculty. Content will be added to the site throughout the year.

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.
Southeast Community College offers a wide variety of 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 college credit.

Professional Development is customized training for business and industry and 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.

ADULT GUIDED STUDIES
- ABE/GED/ESL/Citizenship

AGRICULTURE

BUSINESS

COMPUTER TRAINING

DRIVER EDUCATION & SAFETY

ED260

EMERGENCY MEDICAL SERVICE/PARAMEDIC

FAMILY AND CONSUMER SCIENCE

FOOD SERVICE TRAINING

HEALTH

HOME IMPROVEMENT

INDUSTRIAL & TECHNICAL TRADES

MAJOR APPLIANCE PROFESSIONAL TECHNOLOGY

PERSONAL ENRICHMENT & LEISURE

PROFESSIONAL DEVELOPMENT
  - Customized Training Services for Business & Industry
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 non-credit 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 non-credit 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.

AGRICULTURE
The Farm Business Management program provides farmers and ranchers training in farm business record-keeping to give 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.

BUSINESS
A variety of non-credit 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

DRIVER EDUCATION & SAFETY
Providing individuals the opportunity to enhance skill levels and the skill levels required in the state of Nebraska are courses such as Driver Education, Smart Drivers, Defensive Driving, CDL, Motorcycle Off Road Driving, and Motorcycle Safety.

CITIZENSHIP
SCC is the first college in the state of Nebraska to be approved for the online Driver Education lecture component of the curriculum. Call 402-437-2710 for more information.

ED2GO
Our ed2go online courses are informative, fun, convenient, and highly interactive. The instructors are famous for their ability to create warm and supportive communities of learners.

1. Visit our Online Instruction Center:

2. Click the Courses link, choose the department and course title you are interested in and select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.

3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

EMERGENCY MEDICAL SERVICE/PARAMEDIC
The EMS/Paramedic program is a two-year program offered at the Lincoln Campus of SCC. The program prepares graduates to provide advanced level prehospital care for ambulance services and in hospital emergency departments. Students will gain the knowledge, skills and attitudes consistent with the expectations of the public and the profession.

The EMS/Paramedic students will complete the coursework in classrooms and laboratories and they will gain hands-on-training while working in hospitals and working with ambulance services. Instruction in the program will be delivered by field-experienced paramedics. Graduates of the program will be awarded an Associate of Applied Science degree.

Certified paramedics have many opportunities for employment in a variety of settings including fire/rescue departments, private ambulance services, hospitals, clinics, industrial organizations and educational institutions.
**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 **online certificate** program 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 these courses. 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 and transfer completely into 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 EMTs and nursing assistants. The College is also an approved training agency by the American Heart Association.

Southeast Community College, Continuing Education Division, is an approved provider of continuing nursing education by the Nebraska Nurses Association, an accredited approver by the American Nurses Credentialing Center Commission on Accreditation.

The Continuing Education Division offers numerous credit, non-credit, and CEU programs such as continuing education for nurses, nursing assistants, surgical technicians, radiology technicians, nursing home administrators, and counselors. Many short-term programs prepare students to seek employment as EMTs, nursing assistants, and 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.

**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 non-credit 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.

**MAJOR APPLIANCE PROFESSIONAL TECHNOLOGY**

With the assistance of leaders in this industry, these courses are designed to prepare future technicians with the knowledge and skills to read wiring and system diagrams to diagnose malfunctions, repair major appliances in homes and provide personal customer service. In addition to technical skills, students will have the opportunity to gain oral and written communication skills, computer literacy, computation skills and critical thinking skills.

Modern, high-efficiency appliances have many mechanical, electrical and electronic systems and components which have contributed to the growing shortage of professional technicians. In addition to many opportunities with large and small service organizations, there are entrepreneurial opportunities for technicians. More than 20 percent of major appliance professionals are self-employed.

The Major Appliance Professional Technology diploma can be earned in as little as nine months of full-time attendance of the Milford Campus. All classes are taught for college credit.

**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.
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 organizations to 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.

SCC has quality, affordable classes and seminars packed with information, techniques, and tools that can make organizations more effective. In addition, these programs provide participants with valuable resource materials that will continue training after the event has concluded.

**Economic Development**

At the request of area Chambers of Commerce or economic development councils, Professional Development staff 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.

**CUSTOMIZED TRAINING OPTIONS FOR YOUR BUSINESS**

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<td>Train the Trainer</td>
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Need something more personalized? Contact us today to discuss training options that work for you.

SCC Continuing Education - Professional Development
301 S. 68th Street Place, Lincoln, NE 68510
402-437-2700 or 800-828-0072
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.

We are 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**

**WEB-BASED 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/supervisor 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. 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 entirely online include:

- Business Administration
- Business Information Technology
- Dental Assisting
- Food Service Certifications
- Microcomputer Technology
- Practical Nursing
- Radiologic Technology
- Respiratory Care
- Surgical Technology
- As well as a full complement of Academic Transfer and general education courses.
Chapter 7

PROGRAMS OF STUDY

PROGRAM INFORMATION
- Program Chart including: Program Names, Focus Areas, Length of Program, Location Offered, Awards Offered, and Starting Terms
- Articulation Matrix
- General Education Requirements
- Transferring your credits

SCC 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
- Chrysler (CAP) - College Automotive Program
- Computer Aided Design Drafting
- Computer Programming Technology
- Construction Electrician - IBEW Option
- Criminal Justice - Nebraska Law Enforcement
- Deere Construction & Forestry Equipment Tech
- Dental Assisting
- Diesel Technology - Farm
- Diesel Technology - Truck
- Early Childhood Education
- Electrical & Electromechanical Technology
- Electronic Systems Technology
- Emergency Medical Services/Paramedic
- 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
- Health Information Management Systems (Medical Coding)
- Human Services
- John Deere Tech
- Laboratory Science Technology
- Land Surveying/Civil Engineering Technology
- Machine Tool Technology
- Major Appliance Professional Technology
- Manufacturing Engineering Technology
- Medical Assisting
- Medical Laboratory Technology
- Microcomputer Technology
- Motorcycle, ATV, & Personal Watercraft Technology
- Nondestructive Testing Technology
- Occupational Studies
- Parts Marketing & Management
- Pharmacy Technician
- Practical Nursing
- Professional Truck Driver Training
- Radiologic Technology
- Renewable Energy Technology
- Respiratory Care - Polysomnographic Technician
- Surgical Technology
- Visual Publications
- Welding Technology
## Program Chart

### ACADEMIC EDUCATION DIVISION

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### AGRICULTURE/LABORATORY SCIENCE DIVISION

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<th>Starting Terms</th>
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### CONTINUING EDUCATION DIVISION

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### ELECTRONIC/COMPUTER DIVISION

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<td>Winter, Summer</td>
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<td>- Electrical &amp; Electromechanical Technology</td>
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**Awards:** AA—Associate of Arts  AS—Associate of Science  AAS—Associate of Applied Science  AOS—Associate of Occupational Studies  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. = Program also offered On-line.
### FAMILY & CONSUMER SCIENCE DIVISION

**EARLY CHILDHOOD EDUCATION**  
With Focus Areas in  
• In-Home Child Care (Cert)  
• Child Care Professional (Dip)  
18-24  
L  
AAS/Dip/  
Cert  
All terms

**FOOD SERVICE/HOSPITALITY**  
With Focus Areas in  
• Food Service Management  
• Dietetic Technician  
• Culinary Arts  
• Lodging  
18  
L  
AAS/Dip  
All terms

### HEALTH DIVISION

**ASSOCIATE DEGREE NURSING**  
21 months  
L  
AAS  
Win, Sum

**DENTAL ASSISTING**  
12  
L  
Dip  
Spring, Fall

**HEALTH INFORMATION MANAGEMENT SYSTEMS** (Medical Coding)  
24  
L  
AAS  
All terms

**HUMAN SERVICES**  
With Focus Area in  
• Nursing Home Administration / Assisted Living (AAS)  
24  
L  
AAS  
All terms

**MEDICAL ASSISTING**  
12  
L  
Dip  
Spring, Fall

**MEDICAL LABORATORY TECHNOLOGY**  
24  
L  
AAS  
Summer

**PHARMACY TECHNICIAN**  
12  
B  
Dip  
Summer

**PRACTICAL NURSING**  
12  
B/L  
Dip  
Call Adms

**RESPIRATORY CARE**  
• Polysomnographic Technician (Cert)  
24  
L  
AAS  
Summer

**SURGICAL TECHNOLOGY**  
18  
L  
AAS  
Call Adms

### MANUFACTURING DIVISION

**MACHINE TOOL TECHNOLOGY**  
With Focus Areas in  
• Die Maker (AAS)  
• Mold Maker (AAS)  
• Tool and Die Maker (AAS)  
18  
L/M  
AAS/Dip  
L-All terms  
M-Summer, Winter

**MANUFACTURING ENGINEERING TECHNOLOGY**  
18  
M  
AAS  
Winter, Summer

**NONDESTRUCTIVE TESTING TECHNOLOGY**  
18  
M  
AAS  
Winter, Summer

**WELDING TECHNOLOGY**  
18  
L/M  
AAS/Dip/  
Cert  
All terms

### MASS MEDIA/COMMUNICATION DIVISION

**GRAPHIC DESIGN**  
18  
M  
AAS  
Call Adms

**VISUAL PUBLICATIONS**  
With Focus Areas in  
• Digital Publishing (Dip)  
• Digital Publishing (Cert)  
• Offset Printing (Cert)  
18  
L  
AAS/Dip/  
Cert  
Call Adms

### TRANSPORTATION DIVISION

**AUTO COLLISION REPAIR TECHNOLOGY**  
18  
M  
AAS  
Winter, Summer

**AUTOMOTIVE TECHNOLOGY**  
18  
L/M  
AAS  
L-Win, Sum  
M-All

**CHRYSLER (CAP)** College Automotive Program  
21  
M  
AAS  
Call Adms

**DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH**  
21  
M  
AAS  
Call Adms

**DIESEL TECHNOLOGY-FARM**  
18  
M  
AAS  
Winter, Summer

**DIESEL TECHNOLOGY-TRUCK**  
18  
M  
AAS  
Winter, Summer

**FORD (ASSET)** Automotive Student Service Educational Training Program  
21  
M  
AAS  
Call Adms

**GENERAL MOTORS (ASEP)** Automotive Service Educational Program  
21  
M  
AAS  
Call Adms

**JOHN DEERE TECH**  
21  
M  
AAS  
Call Adms

**MOTORCYCLE, ATV, & PERSONAL WATERCRAFT TECHNOLOGY**  
12  
L  
Dip  
Winter, Summer

**OCCUPATIONAL STUDIES**  
• John Deere Focus  
15  
M  
AAS/Dip  
Cert  
Call Adms

**PARTS MARKETING & MANAGEMENT**  
15  
M  
AAS/Dip  
Fall, Winter

**PROFESSIONAL TRUCK DRIVER TRAINING**  
3  
L  
Cert  
All terms

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Awards:  
AA=Associate of Arts  
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AAS=Associate of Applied Science  
AOS=Associate of Occupational Studies  
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See page 73 of the SCC Catalog for information on General Education Requirements.
Nebraska Community Colleges • Nebraska Initiative • Associate of Arts Articulation Matrix

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<td>ARTS 1010</td>
<td>MUSC 1010</td>
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<td>Introduction to Music</td>
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See page 13 of the SCC Catalog for information on the Steps for Admission to a Program of Study.
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# Nebraska Community Colleges • Nebraska Initiative • Associate of Arts Articulation Matrix

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<th>BIOS 1010</th>
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See page 13 of the SCC Catalog for information on the Steps for Admission to a Program of Study.
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.

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.

(Please note: *ORAL and *WRITTEN COMMUNICATION General Education Requirements are required for all Associate Degrees.)

Course# Title Credits Needed

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
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<td>Human Anatomy &amp; Physiology I</td>
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<td>Human Anatomy &amp; Physiology II</td>
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<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>FSCT1350</td>
<td>Introduction to Nutrition</td>
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<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>
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</tr>
<tr>
<td>PHYS2010</td>
<td>College Physics I</td>
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</table>

Take one course from three of the following areas.

MATH1040 Business Math
MATH1050 Thinking Mathematically
MATH1080 Applied Algebra & Trigonometry
MATH1100 Intermediate Algebra
MATH1150 College Algebra
MATH1180 Elementary Statistics
MATH1200 Trigonometry
MATH1300 Pre-Calculus
MATH1400 Applied Calculus
MATH1600 Calculus & Analytic Geometry I
MATH2030 Contemporary Mathematics

BIOS1010 General Biology
BIOS1090 General Botany
BIOS1110 Biology of Microorganisms

BIOS1140 Human Anatomy & Lab
BIOS1210 Human Anatomy & Physiology I
BIOS1220 Human Anatomy & Physiology II
BIOS2130 Human Physiology
CHEM1050 Chemistry and the Citizen
CHEM1090 General Chemistry I
FSCT1350 Introduction to Nutrition
GEOI1010 Physical Geology
GEOI1060 Environmental Geology
PHYS1030 Astronomy
PHYS1110 Survey of Physical Science
PHYS1150 Descriptive Physics
PHYS1410 General Physics I
PHYS2010 College Physics I

SOCIAL SCIENCE 4.5

ANTH1120 General Anthropology
ANTH2320 Introduction to Archaeology
ECON1200 Personal Finance
ECON2110 Macroeconomics
ECON2120 Microeconomics
GEOG1420 World Regional Geography
HIST1000 Western Tradition I
HIST1010 Western Tradition II
HIST1810 Survey of Russian History
HIST1820 Survey of Asian History
HIST2010 American History I
HIST2020 American History II
HIST2100 Survey of World History to 1500
HIST2110 Survey of World History 1500 to present
HIST2960 Survey of African American History
POLS1000 American Government
POLS1040 Comparative Politics
POLS1080 Introduction to Political Science
POLS1600 Introduction to International Relations

PSYC1250 Interpersonal Relations
PSYC1810 Introduction to Psychology
SOCI1010 Introduction to Sociology
SOCI1020 Diversity in Society
SOCI2150 Issues of Unity and Diversity

HUMANITIES 4.5

ARTS1010 Introduction to Visual Arts
ARTS1050 Introduction to Art History & Criticism I
ARTS1060 Introduction to Art History and Criticism II
ARTS2650 Native American Art
ARTS2750 Women in Art
GERM1010 Elementary German I
HUMS1100 Introduction to Humanities
HUMS1200 20th Century Arts & Ideas
MUSI1010 Introduction to Music
MUSI2720 Music History & Literature I
MUSI2730 Music History & Literature II
MUSI2750 Introduction to American Music
PHIL1010 Introduction to Philosophy
PHIL1060 Applied Ethics
PHIL1150 Critical and Creative Thinking
PHIL2610/REL2610 Comparative Religions
SIGN1010 American Sign Language I
SPAN1010 Elementary Spanish I
THEA1120 Introduction to Theatre
THEA1140 Basic Acting

COMPUTER TECHNOLOGY 4.5

BSAD1010 Microsoft Applications I
INFO1010 Computer Literacy
The Nebraska Transfer Initiative (see the Associate of Arts Articulation Matrix chart at the beginning of this Chapter) 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 student in consultation with a transfer advisor and 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 the first two years of a baccalaureate degree.

### Transfer Credits

**Southeast Community College—Nebraska**

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 advisor, the Registration and Records Office in Beatrice and Milford, or Career Advising Services in Lincoln to be sure the courses you take are applicable to the degree you are seeking. It is ultimately the student’s responsibility to check with the institution where credit is being transferred.

**The Most Important Step:** Contact an adviser from the institution to which you plan to transfer as soon as possible!

**Start Today**—don’t wait until the last minute to find out if you’ve taken the correct classes to meet general education requirements. You will need:

- A list of general education courses required for your major.
- A list of admissions requirements for the college—
  - including the minimum GPA you will need from SCC to be accepted for your major.

**Information on which SCC classes will transfer and how those classes apply to your baccalaureate degree.**

**How Transferring Credits Works:**

- The receiving school always has final approval of how they will use your previous credits.
- Grades must have a grade of ‘C’ or better to transfer the credits.
- Four-year schools require a minimum cumulative GPA of 2.0 (a ‘C’/average) to transfer. Many schools or majors require a higher GPA.
- Remember: credits transfer—grades do not. Your GPA at any school is based on the classes you took at that institution.
- Your grades at SCC will be used to make an admissions decision for the school you plan to transfer to. After you transfer, however, you will have credits on your transcripts but no GPA until you complete courses at your transfer institution.
- The number of credits you are able to transfer over does not include developmental classes.
- Your transfer school will want an official transcript from SCC once you transfer. To do this, go to the Student Services Office in room E1 to request a transcript.
- Apply to your transfer school at least 6-9 months before you wish to attend. Some schools have earlier deadlines.

### The Nebraska Transfer Initiative

- **University/College**:
  - 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
  - Geography
  - Geology
  - History
  - Humanities

- **Music**:
  - 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-Chiropractic
  - Pre-Dentistry
  - Pre-Law
  - Pre-Medicine
  - Pre-Mortuary Science
  - Pre-Nursing
  - Pre-Occupational Therapy
  - Pre-Optometry
  - Pre-Pharmacy
  - Pre-Physical Therapy
  - Pre-Physician's Assistant
  - Pre-Veterinary
  - Social Work
  - Textiles, Clothing and Design
  - Theater

See page 13 of the SCC Catalog for information on the Steps for Admission to a Program of Study.
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 their transfer colleges.

Students who satisfactorily 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/or career advancement.

For further information about this program, please contact:

Academic Advisers
Mary Bartels-Lincoln  402-437-2802, 800-642-4075 x2802
mbarrels@southeast.edu
Mike Pogran-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
Denise Elmer, Co-Chair-Beatrice  402-228-8249, 800-233-5027 x1249
Nancy Hayler-Vujovic, Co-Chair-Beatrice  402-228-8268, 800-233-5027 x1268
Amber Baron, Co-Chair-Lincoln  402-323-3451
Carol Rae, 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
Sandie Holay, Math-Chair-Lincoln  402-323-3444
Steven Bassett, Science-Chair-Lincoln  402-437-2487, 800-642-4075 x2487

Social Studies
Jan Amdt, Co-Chair-Beatrice  402-228-8228, 800-233-5027 x1229
Dan Johnson, Co-Chair-Beatrice  402-228-8232, 800-233-5027 x1232
Rose Suggett, 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 generally 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 and is enrolled in the academic transfer program 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 in 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).

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 in education, humanities, social science, or social work 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

A. Written Communication ** 9.0
ENGL1010 Composition I or
ENGL1015 Composition and Literature and
ENGL1020 Composition II or
ENGL2560 Technical Writing or
OPFT1110 Business Communications

B. Speech ** 4.5
(One class from the following)
SPOH1090 Fund of Human Communication
SPOH1110 Public Speaking
SPOH2810 Business & Professional Communication

C. Mathematics/Logic ** 4.5
(One class from the following)
MATH1150 College Algebra
MATH1180 Elementary Statistics
MATH2000 Trigonometry
MATH3000 Precalculus
MATH1400 Applied Calculus
MATH1600 Calculus & Analytical Geometry I
MATH2030 Contemporary Mathematics
PHIL2110 Introduction to Modern Logic

D. Natural Science with lab ** 10.5
(One class from Biological Science and one class from Physical Science. At least one course must have a lab.)

BIOLOGICAL SCIENCE
BIDS1010 General Biology
BIDS1090 General Botany
BIDS1110 Biology of Microorganisms
BIDS1120 Introduction to Zoology
BIDS1140 Human Anatomy
BIDS2110 Human Anatomy & Physiology
BIDS2130 Human Physiology

PHYSICAL SCIENCE
CHEM1050 Chemistry and the Citizen
CHEM1060 General Chemistry I
GEOG1500 Physical Geography
GEOL1010 Physical Geology
GEOL1060 Environmental Geology

LBS2110/1111 Environmental Science

or Applied Chemistry I/Lab

LBST1102/1112 Applied Chemistry II/Lab

PHYS1030 Astronomy
PHYS1110 Survey of Physical Science
PHYS1150 Descriptive Physics
PHYS1410 General Physics I
PHYS2010 College Physics I

See page 73 of the SCC Catalog for information on General Education Requirements.
SIGN2010 Second Year American Sign
Graduation Requirement

**A course may only be used to satisfy one graduation requirement**
**PROGRAM OF STUDY**

**ACADEMIC TRANSFER**

**ASSOCIATE OF SCIENCE DEGREE (A.S.)**

The associate of science degree is for students who plan to complete their first two years of a bachelor's degree in engineering, science, mathematics, or a pre-professional program (pre-vet, pre-dentistry, pre-med) 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:**

| AS Degree | 90.0 |

<table>
<thead>
<tr>
<th><strong>COURSE #</strong></th>
<th><strong>COURSE TITLE</strong></th>
<th><strong>CREDIT HRS</strong></th>
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<td>ENGR1020</td>
<td>MATLAB Programming and Problem Solving</td>
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<td>Introduction to Circuits and Electronics</td>
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<td>ENGR2020</td>
<td>Engineering Statics</td>
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<td>JOUR1840-1860</td>
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<td>JOUR2970</td>
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<td>LIBR1610</td>
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<td>LIBR2200</td>
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<td>Introduction to Technical Services – Cataloging</td>
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<td>Class Piano I, II, III, IV</td>
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**A course may only be used to satisfy one graduation requirement**

**E. Humanities **

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<td>Introduction to Art History and Criticism I</td>
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<td>Introduction to Art History and Criticism II</td>
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<td>Modern Fiction</td>
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<td>ENGL2100</td>
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<td>ENGL2140</td>
<td>Introduction to Shakespeare</td>
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<td>ENGL2160</td>
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<td>Intensive Conversation</td>
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**F. Social Sciences **

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**G. Race, Ethnicity & Gender **

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<td>ENGL2350</td>
<td>Introduction to Women's Literature</td>
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<tr>
<td>ENGL2440</td>
<td>African American Literature</td>
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<td>Latino/a and Latin American Literature</td>
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<td>SOC2000</td>
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<td>SOC2150</td>
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**H. Electives that fulfill the Associate Degree Requirements:**

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<td>ACSF1010</td>
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<td>AGRI1110</td>
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<td>AGRI1141</td>
<td>Livestock Management &amp; Selection</td>
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<td>Soils &amp; Plant Nutrition</td>
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<td>AGRI1171</td>
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<td>ARTS1110</td>
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<td>ARTS1210</td>
<td>Design &amp; Composition</td>
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See page 73 of the SCC Catalog for information on General Education Requirements.
ARTS1130 Beginning Ceramics I
ARTS1134 Beginning Ceramics II
ARTS2210 Beginning Graphic Design
ARTS2515 Beginning Painting I
ARTS2520 Beginning Painting II
BIOS1090 General Botany
BIOS1120 Introduction to Zoology
BIOS2220 Human Anatomy & Physiology
BIOS2410 General Genetics
BRDC1860 Radio Workshop
BRDC2100 Broadcast Media Production
BRDC2780 Public Relations Strategies & Techniques
BRDC2830 Communication Law & Ethics
BRDC2860 Radio Workshop
BRDC2970 Radio Internship
BSAD1050 Introduction to Business
BSAD1090 Business Law I
BSAD1100 Business Law II
BSAD2520 Principles of Marketing
BSAD2540 Principles of Management
CHEM1100 General Chemistry II
CHEM1400 Organic Chemistry I
CHEM2520 Organic Chemistry II
CHEM2610 Biochemistry
CRIM1010 Introduction to Criminal Justice
CRIM1020 Introduction to Corrections
CRIM1030 Courts & the Judicial Process
CRIM1050 Introduction to Forensic Science
CRIM1140 Reporting Techniques for Criminal Justice
CRIM2000 Criminal Law
CRIM2010 Police & Society
CRIM2050 Community Based Corrections
CRIM2100 Juvenile Justice
CRIM2150 Social Issues in Criminal Justice
CRIM2200 Criminology
CRIM2260 Criminal Investigation
CRIM2310 Rules of Evidence
CRIM2940 Criminal Justice Internship
DRAF1120 Basic Computer Aided Drafting
ECON1200 Personal Finance
EDUC1080 Professional Practicum Experience I
EDUC1310 Introduction to Education
EDUC2500 Fundamentals of Child Development for Education
EDUC2510 Fundamentals of Adolescent Development for Education
EDUC2590 Institutional Technology
EDUC2610 Educational Psychology
EDUC2970 Professional Practicum Experiences I
EDUC2971 Professional Practicum Experiences II
ENGL1510 Introduction to Critical Approaches
EDUC2160 Children's Literature
EDUC2165 Adolescent Literature
ENGL2440 African American Literature
ENGL2520 Fiction Writing
ENGL2530 Poetry Writing
ENGR1010 Freshman Multidisciplinary Design
ENGR2020 Introduction to Circuits and Electronics
ENGR2020 Engineering Statics
FSDT1350 Basic Nutrition
GEOG1400 Intro to Human Geography
GEOG1420 World Regional Geography
GEOG1500 Physical Geography
HIST1000 Western Tradition I
HIST1010 Western Tradition II
HIST1810 Survey of Russian History
HIST2010 American History I
HIST2020 American History II
HIST2100 World History to 1500
HIST2110 World History since 1500
HLTH1010 Introduction to Health
HMR51404 Introduction to Social Work
HMR52541 Social Services-Long Term Care Facilities
JOUR1820 News Writing & Reporting
JOUR1840/1880/2840/2880
Publications Production
JOUR2970 Communication Internship
LIBT2162/2172/2163/2173
LIBR1010 Biochemistry I & II w/lab
LIBR1110 Administration of Library and Information Resources
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
MATH2080 Calculus & Analytic Geometry III
MATH2220 Differential Equations
MEDA101 Medical Terminology I
MEDA1201 Medical Terminology II
MEDA1406 Basic Pharmacology
MUSC1050/1060/1070/1080/2050/2060/2070/2080
Individual Instruction in Voice
MUSC1240/1250/2240/2250/2280/2290
Individual Instruction in Woodwinds
MUSC1260/1270/2260/2270
Class Piano I, II, III, IV
MUSC1310/1320/2310/2320/2610/2620
Individual Instruction in Strings
MUSC1410/1420/2390/2410/2420
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
MUSC1630 Music Theory III
MUSC1640 Music Theory IV
MUSC2520/2530/2540/2550/2580/2590
Individual Instruction in Piano
MUSC2720 Music History & Literature I
MUSC2730 Music History & Literature II
MUSC2750 Advanced Music Literature
NURS1306 Pathophysiology
NURS1308 Pathophysiology through the Lifespan
PHED1000 Lifetime Fitness
PHOT1750 Beginning Photography
PHOT1760 Creative Photography
PHOT1780 Color Photography
PHOT2750 Photojournalism
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
POLS2200 Political Parties
PSY1320 Psychology of the Personality
PSYC2880 Social Psychology
PSYC2890 Child Psychology
PSYC2900 Adolescent Psychology
PSYC2950 Introduction to Counseling
PSYC2960 Life-span 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)
SOCI2010 Social Problems
SOCI2250 Marriage and the Family
SOCI2260 Parenting
SPOH2050 Oral Performance of Literature
THEA1120 Introduction to Theatre
THEA1140 Basic Acting
THEA1860/2850/2860/2880
Theatre Production

** A course may meet only one graduation requirement
Articulated examples / suggested courses for associate-to-bachelor degree.

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.

### BUSINESS FOCUS:

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<td>B.</td>
<td>Speech Communication</td>
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<td>C.</td>
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<td>D.</td>
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### EARLY CHILDHOOD EDUCATION FOCUS:

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<tr>
<td>B.</td>
<td>Speech (Select one)</td>
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<tr>
<td>C.</td>
<td>Mathematics/Logic (Select one)</td>
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<tr>
<td>D.</td>
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<td>F.</td>
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<tr>
<td>G.</td>
<td>Race, Ethnicity &amp; Gender **</td>
<td>4.5</td>
</tr>
<tr>
<td>H.</td>
<td>Electives that fulfill the Associate Degree – Library Technical Assistant Focus Requirements:</td>
<td>36.0</td>
</tr>
</tbody>
</table>

See page 73 of the SCC Catalog for information on General Education Requirements.
**PRE-EDUCATION FOCUS:**

This focus allows pre-education students to complete some education and prerequisites 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.

<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>B.</td>
<td>Speech Communication (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>C.</td>
<td>Mathematics/Logic (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>D.</td>
<td>Natural Science with Lab</td>
<td>10.5</td>
</tr>
<tr>
<td>E.</td>
<td>Humanities</td>
<td>13.5</td>
</tr>
</tbody>
</table>

### Social Sciences
- 1. Social/Behavioral Science (Select one)
- 2. Economics/Political Science (Select one)
- 3. Geography/History (Select one)
- 4. Fourth Social Science

### Other Required Courses
- 44.5 Credit Hours

**GENERAL EDUCATION REQUIREMENTS:**

- ORAL COMMUNICATION 4.5
  - ENGL1010 Composition I
  - ENGL1010 Composition II
- MATHEMATICS (MATH1150 OR HIGHER) 9.0
  - MATH1600 Calculus I
  - MATH1700 Calculus II
  - MATH2080 Calculus II
  - MATH2200 Differential Equations
- SCIENCE 12.0
  - BIOS1010 General Biology
  - CHEM1090 General Chemistry I
  - PHYS2010 College Physics I
  - PHYS2020 College Physics II
- SOCIAL SCIENCE (PYSC1250 recommended) 4.5
- HUMANITIES 9.0
- RACE, ETHNICITY, & GENDER 4.5

No two classes may be selected from the same area.

**Other Required Courses:**

- PSYC1250 Interpersonal Relations
- ENGR1010 Freshman Multidisciplinary Design
- ENGR1020 MATLAB Programming & Problem Solving
- ENGR2010 Introduction to Circuits and Electronics
- ENGR2020 Engineering Statics

---

**BROADCAST/JOURNALISM FOCUS:**

This focus allows pre-broadcasting or pre-journalism student at Southeast Community College to complete the first two years of a journalism degree and transfer to a 4 year college or University. The broadcasting/journalism focus will also prepare a student for entry level positions in radio broadcasting or community newspapers. 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>BRDC2100</td>
<td>Broadcast Media Production</td>
<td>4.5</td>
</tr>
<tr>
<td>BRDC1860</td>
<td>Radio Workshop</td>
<td>4.5</td>
</tr>
<tr>
<td>BRDC2780</td>
<td>Public Relations</td>
<td>4.5</td>
</tr>
<tr>
<td>BRDC2830</td>
<td>Comm. Law &amp; Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>BRDC2860</td>
<td>Radio Workshop</td>
<td>4.5</td>
</tr>
<tr>
<td>BRDC2970</td>
<td>Radio Internship</td>
<td>4.5</td>
</tr>
<tr>
<td>ENAD1810</td>
<td>Intro to Mass Comm.</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2430</td>
<td>Marketing Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2520</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Elective</td>
<td>1.5</td>
</tr>
</tbody>
</table>

**Journalism/Public Relations Focus**
- JOUR1810 Intro to Mass Comm.
- JOUR1820 News Writing
- JOUR1840, 1880, 2840
- BRDC2100 Broadcast Media Productions
- BRDC2830 Comm. Law & Ethics
- PHOT2750 Photomaster
- BSAD2520 Principles of Marketing

**Elective**
- 42.0 Credit Hours

**GENERAL EDUCATION REQUIREMENTS:**

- SCIENCE 12.0
- SOCIAL SCIENCE (PYSC1250 recommended) 4.5
- HUMANITIES 9.0
- RACE, ETHNICITY, & GENDER 4.5

No two classes may be selected from the same area.

---

**PRE-ENGINEERING FOCUS:**

This focus allows a pre-engineering student at Southeast Community College to complete the first two years of an engineering degree and transfer to the University of Nebraska – Lincoln. Requirements vary with each engineering major. 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>
</tbody>
</table>
  i.     | ENGL1010 Composition I |
  ii.    | ENGL2560 Technical Writing |
| B.       | Speech Communication | 4.5 |
  | SPC2810 Business & Professional Communication |
| C.       | Mathematics | 25.5 |
  i.     | MATH1600 Calculus I |
  ii.    | MATH1700 Calculus II |
  iii.   | MATH2080 Calculus II |
  iv.    | MATH2200 Differential Equations |
| D.       | Science | 27.0 |
  i.     | BIOS1010 General Biology |
  ii.    | CHEM1090 General Chemistry I |
  iii.   | PHYS1010 College Physics I |
  iv.    | PHYS2020 College Physics II |
| E.       | Humanities | 4.5 |
 | (Take 1) |
| F.       | Social Science | 4.5 |
  (Take 1) |
| G.       | Race, Ethnicity, and Gender | 4.5 |

**Other Required Courses:**

- PSYC1250 Interpersonal Relations
- ENGR1010 Freshman Multidisciplinary Design
- ENGR1020 MATLAB Programming & Problem Solving
- ENGR2010 Introduction to Circuits and Electronics
- ENGR2020 Engineering Statics

---
### Agricultural Sciences & Natural Recourses Focus:

This focus allows students to complete the AS degree while fulfilling general education requirements for most majors at the College of Agricultural Sciences & Natural Resources at UNL. 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. Written Communication</td>
<td>ENGL1010 Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>ENGL1020 Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>ENGL2560 Technical Writing</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>OFFT1110 Business Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>B. Speech Communication</td>
<td>OFFT1110 Business Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>C. Mathematics/Logic</td>
<td>MATH1200 Trigonometry</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>MATH1400 Applied Calculus</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>MATH1600 Calculus &amp; Analytic Geometry I</td>
<td>7.5</td>
</tr>
<tr>
<td>D. Natural Science with Lab</td>
<td>BIOS1010 General Biology</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>CHEM1090 General Chemistry I</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>CHEM2510 Organic Chemistry I</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>CHEM2520 Organic Chemistry II</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>PHYS1410 General Physics I</td>
<td>7.5</td>
</tr>
<tr>
<td></td>
<td>Art/Music (See adviser for recommendations)</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>History (See adviser for recommendations)</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Biological Sci.(See adviser for recommendations)</td>
<td>6.0</td>
</tr>
<tr>
<td>E. Humanities</td>
<td>Choose one:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENGL1020 Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>OFFT1110 Business Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>F. Social Sciences</td>
<td>ENCON2110 Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>ENCON2120 Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>G. Race, Ethnicity &amp; Gender</td>
<td>Choose one:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>See SCC Adviser for recommendations</td>
<td></td>
</tr>
</tbody>
</table>

### Child, Youth, & Family Studies Focus:

This focus allows students to complete the AA degree while fulfilling general education and elective requirements for transfer to the Child, Youth & Family Department at the College of Education and Human Sciences at UNL. 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. Written Communication</td>
<td>ENGL1010 Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>ENGL1020 Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>OFFT1110 Business Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>B. Speech Communication</td>
<td>OFFT1110 Business Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>C. Mathematics/Logic</td>
<td>MATH1180 Elementary Statistics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>MATH3030 Contemporary Math</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>MATH3190 Applied Calculus</td>
<td>4.5</td>
</tr>
<tr>
<td>D. Natural Science with Lab</td>
<td>BIOS1010 General Biology</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>CHEM1090 General Chemistry I</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>CHEM2510 Organic Chemistry I</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>CHEM2520 Organic Chemistry II</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>PHYS1410 General Physics I</td>
<td>7.5</td>
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<tr>
<td></td>
<td>Art/Music (See adviser for recommendations)</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>History (See adviser for recommendations)</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Biological Sci.(See adviser for recommendations)</td>
<td>6.0</td>
</tr>
<tr>
<td>E. Humanities</td>
<td>Choose one:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENGL1020 Composition II</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>OFFT1110 Business Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>F. Social Sciences</td>
<td>Choose one:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ENCON2110 Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>ENCON2120 Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>G. Race, Ethnicity &amp; Gender</td>
<td>Choose one:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>See SCC Adviser for recommendations</td>
<td></td>
</tr>
</tbody>
</table>

See page 73 of the SCC Catalog for information on General Education Requirements.
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 management, commercial pesticide application, GPS precision specialist, agronomist, and conservationist.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged $13.70 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or bonus structure, which are not included in these rates.

Program overview

This program is available only on the Beatrice campus. Students are admitted in every quarter. Students may focus in Agriculture Business, Horticulture, Crops, Livestock, Golf Turfgrass Management, or Diversified Agriculture.

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

SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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:

<table>
<thead>
<tr>
<th>Associate of Applied Science Degree:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agribusiness Focus: 132.0</td>
</tr>
<tr>
<td>Horticulture Focus: 132.0</td>
</tr>
<tr>
<td>Crop Focus: 132.0</td>
</tr>
<tr>
<td>Golf Turfgrass Management Focus: 132.0</td>
</tr>
<tr>
<td>Livestock Focus: 132.0</td>
</tr>
<tr>
<td>Diversified Agriculture Focus: 132.0</td>
</tr>
</tbody>
</table>

Students who wish to pursue an associate of science degree in agriculture should refer to the Academic Transfer program. Due to enrollment and academic transfer requirements, students may be required to complete an SCC-Beatrice adviser.

AGRI CORE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR1103</td>
<td>Agribusiness Careers</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1105</td>
<td>Crop &amp; Food Science</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1114</td>
<td>Livestock Management &amp; Selection*</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR1171</td>
<td>Ag Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR1205</td>
<td>Enterprise Analysis</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1211</td>
<td>Agricultural Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1216</td>
<td>Agribusiness Management</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2204</td>
<td>Agribusiness Intern Seminar I</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2281</td>
<td>Agribusiness Cooperative Internship</td>
<td>10.5</td>
</tr>
<tr>
<td>AGR2285</td>
<td>Agribusiness Internship Seminar II</td>
<td>1.5</td>
</tr>
<tr>
<td>AGR2291</td>
<td>Ag Business Sales</td>
<td>4.5</td>
</tr>
</tbody>
</table>

*Horticulture Focus may substitute AGR1177 Companion Animals (4.5).

GENERAL EDUCATION REQUIREMENTS:

22.5 HOURS

A student must complete general education credit hours for this program. See page 73. (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.

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.

AGRIBUSINESS FOCUS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR1135</td>
<td>Basic Fertilizer Management</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR1221</td>
<td>Livestock Nutrition</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR1153</td>
<td>Soils &amp; Plant Nutrition</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR2219</td>
<td>Pesticide Certification</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR2232</td>
<td>Harvesting Equipment or</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR2233</td>
<td>Planting and Tillage Equipment</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2267</td>
<td>Advanced Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2279</td>
<td>Advanced Ag Technology</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Select 21 hours from the following:

HORT1132 Horticulture Plant Identification & Selection 4.5
AGRI1143 Introduction to Equine Management 4.5
HORT1154 Greenhouse Management 3.0
HORT1155 Basic Landscaping 4.5
HORT1239 Arboriculture 3.0
HORT1242 Turfgrass Management 4.5
AGRI1257 Live Animal Selection & Carcass Evaluation 4.5
AGRI2202 Farm & Ranch Management 6.0
AGRI2220 Ag Chemicals & Equipment Application 4.5
AGRI2223 Principles of Livestock Feeding 3.0
AGRI2231 Animal Breeding 7.5
AGRI2245 Animal Health 6.0
AGRI2253 Grain Management 3.0
AGRI2258 Livestock Ultrasound Technology 3.0
AGRI2265 Irrigation and Water Management 6.0
AGRI2280 Advanced Crops 4.5

Agribusiness Focus: 54.0
Electives: 3.0

57.0

HORTICULTURE FOCUS:

HORT1132 Horticulture Plant Identification & Selection 4.5
AGRI1153 Soils & Plant Nutrition 6.0
AGRI2219 Pesticide Certification 3.0
AGRI2220 Ag Chemicals & Equipment Application 4.5
AGRI2265 Irrigation & Water Management 6.0

Select 21 hours from the following:

AGRI1116 Electric & Gas Welding 2.0
AGRI1135 Basic Fertilizer Management 3.0
HORT1136 Plant Propagation 3.0
HORT1154 Greenhouse Management 3.0
HORT1155 Basic Landscaping 4.5
HORT1242 Turfgrass Management 4.5
HORT2214 Horticulture Equipment Maintenance 3.0
AGRI2222 Agriculture Analysis 3.0
HORT2292 Landscape Maintenance 3.0

Select 9 hours from the following:

HORT1239 Arboriculture 3.0
AGRI2240 Range & Forage Management 6.0
AGRI2279 Advanced Ag Technology 4.5
AGRI2286 Advanced Landscaping 4.5
HORT2288 Golf Course Management 6.0

Horticulture Focus: 54.0
Electives: 3.0

57.0-58.5

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See page 13 of the SCC Catalog for information on the Steps for Admission to a Program of Study.
### Crops Focus:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR1135</td>
<td>Basic Fertilizer Management</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR1153</td>
<td>Soils and Plant Nutrition</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR2202</td>
<td>Farm and Ranch Management or Planting &amp; Tillage Equipment</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR2275</td>
<td>Advanced Ag Technology</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2219</td>
<td>Pesticide Certification</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2220</td>
<td>Ag Chemicals &amp; Equipment</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2232</td>
<td>Harvesting Equipment</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR2233</td>
<td>Planting &amp; Tillage Equipment</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR2265</td>
<td>Irrigation &amp; Water Management</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR2267</td>
<td>Advanced Marketing</td>
<td>4.5</td>
</tr>
</tbody>
</table>

#### Select 9 hours from the following:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT1136</td>
<td>Plant Propagation</td>
<td>3.0</td>
</tr>
<tr>
<td>HORT1154</td>
<td>Greenhouse Management</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR1171</td>
<td>Ag Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR1205</td>
<td>Enterprise Analysis</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1216</td>
<td>Agribusiness Management</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2204</td>
<td>Agribusiness Intern Seminar I</td>
<td>1.5</td>
</tr>
<tr>
<td>AGR2281</td>
<td>Agribusiness Cooperative Management</td>
<td>1.5</td>
</tr>
<tr>
<td>AGR2285</td>
<td>Agribusiness Internship Seminar II</td>
<td>1.5</td>
</tr>
<tr>
<td>AGR2291</td>
<td>Ag Business Sales</td>
<td>4.5</td>
</tr>
</tbody>
</table>

| Total       |                                                  | 42.0    |

### General Education Requirements

- **Crops Focus:** Electives: 54.0
- **Total:** 57.0-58.5

### Golf Turfgrass Management Focus:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR1123</td>
<td>Ag Careers</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1131</td>
<td>Crop and Food Science</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1171</td>
<td>Ag Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR1205</td>
<td>Enterprise Analysis</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1216</td>
<td>Agribusiness Management</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2204</td>
<td>Agribusiness Intern Seminar I</td>
<td>1.5</td>
</tr>
<tr>
<td>AGR2281</td>
<td>Agribusiness Cooperative Management</td>
<td>1.5</td>
</tr>
<tr>
<td>AGR2285</td>
<td>Agribusiness Internship Seminar II</td>
<td>1.5</td>
</tr>
<tr>
<td>AGR2291</td>
<td>Ag Business Sales</td>
<td>4.5</td>
</tr>
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</table>

| Total       |                                                  | 42.0    |

### Core Courses within the focus

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR1135</td>
<td>Basic Fertilizers</td>
<td>3.0</td>
</tr>
<tr>
<td>HORT1132</td>
<td>Horticulture Plant Identification and Selection</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1153</td>
<td>Soils and Plant Nutrition</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR2220</td>
<td>Ag Chem and Equipment Application</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2225</td>
<td>Irrigation and Water Management</td>
<td>6.0</td>
</tr>
<tr>
<td>HORT1242</td>
<td>Turfgrass Management</td>
<td>4.5</td>
</tr>
<tr>
<td>HORT2288</td>
<td>Golf Course Management</td>
<td>6.0</td>
</tr>
<tr>
<td>HORT1190</td>
<td>Management of Turfgrass Estates</td>
<td>4.5</td>
</tr>
<tr>
<td>HORT2214</td>
<td>Horticulture Equipment Management</td>
<td>3.0</td>
</tr>
<tr>
<td>HORT2295</td>
<td>Advanced Golf Course Management</td>
<td>8.0</td>
</tr>
</tbody>
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#### Select 10.5 hours from the following:

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<thead>
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<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>HORT1136</td>
<td>Plant Propagation</td>
<td>3.0</td>
</tr>
<tr>
<td>HORT1152</td>
<td>Basic Landscape Design</td>
<td>4.5</td>
</tr>
<tr>
<td>HORT1239</td>
<td>Arboriculture</td>
<td>3.0</td>
</tr>
<tr>
<td>HORT2292</td>
<td>Landscape Maintenance</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR2286</td>
<td>Advanced Ag Technology</td>
<td>4.5</td>
</tr>
<tr>
<td>HORT1154</td>
<td>Greenhouse Management</td>
<td>3.0</td>
</tr>
</tbody>
</table>

### Diversified Agriculture Focus:

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR1153</td>
<td>Soils &amp; Plants Nutrition</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR1121</td>
<td>Livestock Nutrition</td>
<td>6.0</td>
</tr>
</tbody>
</table>

#### Agribusiness Courses

- **Take a minimum of 6 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR1202</td>
<td>Farm &amp; Ranch Management</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR1223</td>
<td>Principles of Livestock Feeding Management</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2253</td>
<td>Grain Management</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR2267</td>
<td>Advanced Marketing</td>
<td>4.5</td>
</tr>
</tbody>
</table>

#### Livestock Courses

- **Take a minimum of 12 credits**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR1143</td>
<td>Introduction to Equine Management</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1257</td>
<td>Live Animal Selection &amp; Carcass Evaluation</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2231</td>
<td>Animal Breeding</td>
<td>7.5</td>
</tr>
<tr>
<td>AGR2240</td>
<td>Range &amp; Forage Management</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR2245</td>
<td>Animal Health</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR2254</td>
<td>Advanced Swine Production</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2255</td>
<td>Advanced Sheep Production</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2256</td>
<td>Advanced Beef Production</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2258</td>
<td>Livestock Ultrasonography</td>
<td>3.0</td>
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#### Livestock Focus:

- **Take a minimum of 9 credits**

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR1116</td>
<td>Basic Fertilizer Management</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR1119</td>
<td>Advanced Electric and Gas Welding</td>
<td>2.0</td>
</tr>
<tr>
<td>AGR1124</td>
<td>Basic Ag Leadership</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1135</td>
<td>Basic Fertilizer Management</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR1143</td>
<td>Introduction to Equine Management</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1145</td>
<td>Ag Electricity &amp; Welding</td>
<td>2.0</td>
</tr>
<tr>
<td>AGR1153</td>
<td>Soils &amp; Plant Nutrition</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1177</td>
<td>Companion Animals</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1195</td>
<td>Advanced Electric and Gas Welding</td>
<td>2.0</td>
</tr>
<tr>
<td>AGR1218</td>
<td>Basic Farm Engines</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1221</td>
<td>Livestock Nutrition</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR1251</td>
<td>Individualized Laboratory</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR1257</td>
<td>Live Animal Selection &amp; Carcass Evaluation</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1258</td>
<td>Introduction to Meats</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1272</td>
<td>Intermediate Live Animal Selection</td>
<td>1.5</td>
</tr>
<tr>
<td>AGR1292</td>
<td>Farm &amp; Ranch Management</td>
<td>6.0</td>
</tr>
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<td>AGR1298</td>
<td>Ag Machinery Maintenance</td>
<td>3.0</td>
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<tr>
<td>AGR1299</td>
<td>Pesticide Certification</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR2220</td>
<td>Ag Chemicals &amp; Equipment</td>
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### Program Electives

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>AGR1116</td>
<td>Electric &amp; Gas Welding</td>
<td>2.0</td>
</tr>
<tr>
<td>AGR1124</td>
<td>Basic Ag Leadership</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1135</td>
<td>Basic Fertilizer Management</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR1143</td>
<td>Introduction to Equine Management</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1145</td>
<td>Ag Electricity &amp; Welding</td>
<td>2.0</td>
</tr>
<tr>
<td>AGR1153</td>
<td>Soils &amp; Plant Nutrition</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR1177</td>
<td>Companion Animals</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1195</td>
<td>Advanced Electric and Gas Welding</td>
<td>2.0</td>
</tr>
<tr>
<td>AGR1218</td>
<td>Basic Farm Engines</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1221</td>
<td>Livestock Nutrition</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR1251</td>
<td>Individualized Laboratory</td>
<td>3.0</td>
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<tr>
<td>AGR1257</td>
<td>Live Animal Selection &amp; Carcass Evaluation</td>
<td>4.5</td>
</tr>
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<td>AGR1258</td>
<td>Introduction to Meats</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1272</td>
<td>Intermediate Live Animal Selection</td>
<td>1.5</td>
</tr>
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<td>AGR1220</td>
<td>Animal Breeding</td>
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<tr>
<td>AGR1221</td>
<td>Ag Machinery Maintenance</td>
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<tr>
<td>AGR1299</td>
<td>Pesticide Certification</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR2220</td>
<td>Ag Chemicals &amp; Equipment</td>
<td>4.5</td>
</tr>
</tbody>
</table>

### Total Credits

- **Program Total:** 57.0-58.5

See page 73 of the SCC Catalog for information on General Education Requirements.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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 averaged $16.10 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

Program overview

This program is available only on the Milford campus. Students are admitted during the summer and winter quarters. Every 18 months, students are admitted 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.

For more information contact:
Dean R. Roll, Program Chair
402-761-8269, 800-933-7223 x8269
droll@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

ARCHITECTURAL-ENGINEERING TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in architectural and engineering building technologies

Credit Hours Required for Graduation:
Associate of Applied Science Degree: 135.0

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 classes must have a minimum grade of “C” or above for graduating from this program. Corequisite classes must be taken during the same quarter, as theory & lab information changes each quarter. All classes, 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>
</tr>
</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>
<td>2.0</td>
</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>
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<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>
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<tr>
<td>ARCH1311</td>
<td>Basic Estimating</td>
<td>5.0</td>
</tr>
<tr>
<td>ARCH1320</td>
<td>Freehand Drawing for Design Detailers</td>
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<tr>
<td>ARCH1328</td>
<td>Structural Building Systems I</td>
<td>5.0</td>
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<td>ARCH1329</td>
<td>Structural Building Systems II</td>
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<td>ARCH1330</td>
<td>Structural Detailing &amp; Design I</td>
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<tr>
<td>ARCH1332</td>
<td>Structural Detailing &amp; Design II</td>
<td>1.5</td>
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<tr>
<td>ARCH1346</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>
<tr>
<td>ARCH1436</td>
<td>Commercial Architectural Drafting</td>
<td>5.5</td>
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<tr>
<td>ARCH1438</td>
<td>Residential Design and Drafting</td>
<td>4.5</td>
</tr>
<tr>
<td>ARCH2531</td>
<td>Electrical Systems Theory</td>
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</tr>
<tr>
<td>ARCH2533</td>
<td>Advanced Mechanical Systems Theory</td>
<td>5.0</td>
</tr>
<tr>
<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>
<td>3.0</td>
</tr>
<tr>
<td>ARCH2639</td>
<td>Construction Estimating</td>
<td>3.5</td>
</tr>
<tr>
<td>ARCH2641</td>
<td>Life Safety Code</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCH2648</td>
<td>Comprehensive Project Drawing</td>
<td>5.0</td>
</tr>
<tr>
<td>ARCH2710</td>
<td>Construction Law</td>
<td>4.5</td>
</tr>
</tbody>
</table>

No two classes may be selected from the same area.

GENERAL EDUCATION REQUIREMENTS:

22.5 HOURS

A student must complete general education credit hours for this program. See page 73. (One class from each of the following areas)

• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
• MATHEMATICS

MATH1080 is a prerequisite for ARCH1210 Elementary Structural Design. Students must receive a “C” or better in MATH1080 before enrolling in ARCH1210 or any other class which has MATH1080 as a prerequisite.

(Two classes from the areas below)

• SOCIAL SCIENCE
• COMPUTER TECHNOLOGY
• SCIENCE
• HUMANITIES

Page 84 of the SCC Catalog for information on the Steps for Admission to a Program of Study.
Associate Degree Nursing

What type of job could I get?

Graduates are eligible to apply to sit for the National Council Licensure Examination (NCLEX-RN). Graduates must pass the NCLEX -RN to obtain a license as a Registered Nurse.

Many employment opportunities are available in acute care, surgery centers, clinics, long-term care facilities, and hospitals as a staff nurse.

Program graduates are currently working in small and large facilities throughout Nebraska and the United States.

Many graduates have continued their education and are on the way to earning a bachelor’s or master’s degree.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged $20.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits.

Program overview

The Associate Degree Nursing program provides instruction in basic nursing skills, medical/surgical nursing, maternal/child nursing, mental health, and gerontology. An intensive curriculum of math, chemistry, microbiology, anatomy, physiology, and related sciences gives students an essential academic foundation for 615 hours of clinical practice in a variety settings.

General Education courses may be taken at any SCC location or transferred from an accredited college or university.

Program overview

The Associate Degree Nursing program provides instruction in basic nursing skills, medical/surgical nursing, maternal/child nursing, mental health, and gerontology. An intensive curriculum of math, chemistry, microbiology, anatomy, physiology, and related sciences gives students an essential academic foundation for 615 hours of clinical practice in a variety settings.

General Education courses may be taken at any SCC location or transferred from an accredited college or university.

The Associate Degree Nursing program is available only on the Lincoln campus.

Application requirements

Students must fulfill the Special Program Requirements before they will be admitted into the Associate Degree Nursing program core courses. Contact the College Admissions Office for a self-advising sheet and more information.

For more information contact:
Virginia Hess, Program Chair
402-437-2730, 800-642-4075 x2730
vhess@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

JULY 1, 2008–JUNE 30, 2009

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 10006, 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 the 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) 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 an “Active Status” in the Nebraska registry before starting NURS 1305 (Nursing Concepts I).
4. Current CPR card for or Healthcare Providers is required before starting (NURS) Associate Degree Nursing courses.

OTHER COURSES TO IMPROVE SUCCESS:
- MEDA1101/1102 Medical Terminology I, II
- INFO1010 or BSAD2010 Computer Literacy
- PSYC1250 Interpersonal Relations
- PSYC1810 Introduction to Psychology

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>
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</thead>
<tbody>
<tr>
<td>NURS1304</td>
<td>Transition**</td>
<td>1.0</td>
</tr>
<tr>
<td>NURS1306</td>
<td>*Intro to Professional Nursing</td>
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</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 3.5</td>
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<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 6.0</td>
<td></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:

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)
- ORAL COMMUNICATIONS 4.5
- WRITTEN COMMUNICATIONS 4.5
- ENGL1010 Composition I 4.5
- SCIENCE 13.5

REQUIRED SUPPORT COURSES:

- MEDA1406* Basic Pharmacology 2.0
- MEDA1407* Medical Calculations 1.0
- PSYC2960 Life-span Human Development 4.5
- FSDT1350 Basic Nutrition 4.5

Please note: Licensed Practical Nurse (LPN) Advanced Standing is for those who have earned their LPN diploma, hold an active license and are seeking an RN degree. Please contact the Admissions Office for specific program information and self-advising sheet.

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.

See page 73 of the SCC Catalog for information on General Education Requirements.
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:
105.0-106.5

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.

**GENERAL EDUCATION REQUIREMENTS:**
22.5-24.0 HOURS
A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
• 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**

AUTO COLLISION REPAIR CORE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<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>
<td>2.0</td>
</tr>
<tr>
<td>AUTB1165</td>
<td>Collision Repair Lab</td>
<td>3.5</td>
</tr>
<tr>
<td>AUTB1170</td>
<td>Welding Lab</td>
<td>1.0</td>
</tr>
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<td>AUTB1175</td>
<td>Paint Finishes Theory</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTB1250</td>
<td>Collision Repair Theory II</td>
<td>4.5</td>
</tr>
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<td>AUTB1255</td>
<td>Collision Repair Lab II</td>
<td>7.0</td>
</tr>
<tr>
<td>AUTB1260</td>
<td>Electrical Repair I</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTB1350</td>
<td>Paint Finishes Theory II</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTB1355</td>
<td>Estimating Theory</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTB1360</td>
<td>Electrical Repair II</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTB1365</td>
<td>Refinishing Lab I</td>
<td>5.5</td>
</tr>
<tr>
<td>AUTB1370</td>
<td>Collision Repair Lab III</td>
<td>1.5</td>
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<tr>
<td>AUTB1450</td>
<td>Structural Repair Theory</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTB1455</td>
<td>Safety Restraints Systems</td>
<td>1.5</td>
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<tr>
<td>AUTB1460</td>
<td>Collision Repair Lab IV</td>
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<tr>
<td>AUTB1465</td>
<td>Refinishing Lab II</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTB2550</td>
<td>Suspension &amp; Alignment Theory</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTB2555</td>
<td>Automotive Heating &amp; Air Conditioning</td>
<td>1.0</td>
</tr>
<tr>
<td>AUTB2560</td>
<td>Brake Systems</td>
<td>1.5</td>
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<tr>
<td>AUTB2565</td>
<td>Collision Repair Lab V</td>
<td>7.5</td>
</tr>
<tr>
<td>AUTB2650</td>
<td>Collision Repair Lab VI</td>
<td>10.0</td>
</tr>
<tr>
<td>BSAD2270</td>
<td>Professional Selling</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>82.5</strong></td>
</tr>
</tbody>
</table>

**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 form. The Collision Repair Technology students also have the opportunity to work on their own vehicles. The Collision Repair Technology students also have the opportunity to work on their own vehicles. 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.

**How much can I earn?**
SCC graduates reported in the most recent Placement Report that entry level wage rates averaged $11.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

**For more information contact:**
Bill Vocasek, Program Chair
402-761-8241, 800-933-7223 ext. 8241
bvocasek@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8241

See page 13 of the SCC Catalog for information on the Steps for Admission to a Program of Study.
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 wage rates averaged $10.15 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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, some type of fringe benefits, along with writing, speaking and basic math skills.

Program graduates are employed in dealerships, independent shops, fleet service facilities and owner/operator shops.

For more information contact:
Ken Jefferson, Program Chair – Lincoln
402-437-2600, 800-642-4075 x2600
kjeffers@southeast.edu

Rick Morphew, Program Chair – Milford
402-761-8317, 800-933-7223 x8317
rmorphew@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2500
Milford 402-761-8243, 800-933-7223 x8243

See page 73 of the SCC Catalog for information on General Education Requirements.
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 career. 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 wage rates averaged $13.95 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.
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, &amp; 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>CNST1325</td>
<td>Residential Construction Drafting Laboratory</td>
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</tr>
<tr>
<td>CNST1326</td>
<td>Residential Construction Drafting Theory</td>
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</tr>
<tr>
<td>CNST1327</td>
<td>Residential Construction Estimating Laboratory</td>
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<td>CNST1328</td>
<td>Residential Construction Estimating Theory</td>
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</tr>
<tr>
<td>CNST1329</td>
<td>Drafting Aids &amp; Trends</td>
<td>3.0</td>
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<tr>
<td>CNST1430</td>
<td>Cabinetry and Carpentry Laboratory</td>
<td>6.5</td>
</tr>
<tr>
<td>CNST1431</td>
<td>Cabinet &amp; Carpentry</td>
<td>10.0</td>
</tr>
<tr>
<td>CNST1432</td>
<td>Residential Construction Applications</td>
<td>9.0</td>
</tr>
<tr>
<td>CNST2532</td>
<td>Residential Construction Principles</td>
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</tr>
<tr>
<td>CNST2537</td>
<td>Building Construction Welding</td>
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<tr>
<td>CNST2634</td>
<td>Commercial Construction Drafting Laboratory</td>
<td>2.0</td>
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<tr>
<td>CNST2636</td>
<td>Commercial Construction Estimating Laboratory</td>
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<tr>
<td>CNST2639</td>
<td>Commercial Construction Drafting Theory</td>
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<tr>
<td>CNST2641</td>
<td>Commercial Construction Estimating Theory</td>
<td>5.0</td>
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<tr>
<td>CNST2642</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>
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</table>

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS
A student must complete general education credit hours for this program. See page 73.
(One class from each of the following areas)
• ORAL COMMUNICATIONS 4.5
• WRITTEN COMMUNICATIONS 4.5
• ENGL1900 or higher
(Three classes from the areas below)
• MATHEMATICS 4.5
• SOCIAL SCIENCE 4.5
• COMPUTER TECHNOLOGY 4.5
BSAD1010 Microsoft Applications 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.
BUSINESS ADMINISTRATION
Beatrice, Lincoln, & Milford Campuses

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) 339-9356, 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: 110.0
  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 402-228-6284, 800-233-5027 x1284 sdxeter@southeast.edu
Toni Landenberger, Co-Chair Beatrice 402-228-3468 x1332, 800-233-5027 x1332 tlandenb@southeast.edu
Doug Stropes, 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 402-228-6214, 800-233-5027 x1214 Lincoln 402-437-2600, 800-642-4075 x2600 Milford 402-761-8243, 800-933-7223 x8243

PROGRAM OF STUDY

JULY 1, 2008–JUNE 30, 2009

A.A.S. BUSINESS ADMINISTRATION CORE CLASSES:
* Course has prerequisite.
(B=Beatrice, L=Lincoln, M=Milford)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>ACCT1200</td>
<td>Principles of Accounting I</td>
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</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>
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<td>ECON2110</td>
<td>Macroeconomics</td>
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<tr>
<td>ECON2120</td>
<td>Microeconomics</td>
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</tr>
</tbody>
</table>

46.5

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:

<table>
<thead>
<tr>
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<th>COURSE TITLE</th>
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<td>BSAD2030</td>
<td>*Co-op Supervised Employment</td>
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<td>ACCT2050</td>
<td>Payroll Accounting</td>
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<tr>
<td>ACCT2090</td>
<td>*Cost Accounting</td>
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<tr>
<td>ACCT2100</td>
<td>Individual Income Tax Procedures</td>
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<tr>
<td>ACCT2130</td>
<td>*Intermediate Accounting I</td>
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<tr>
<td>ACCT2230</td>
<td>Computerized Accounting</td>
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<tr>
<td>BSAD2390</td>
<td>*Small Business Management</td>
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<tr>
<td>ECON1200</td>
<td>Personal Finance</td>
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35.0

ADVISER APPROVED ELECTIVES:

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<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT2140</td>
<td>*Intermediate Accounting II</td>
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<tr>
<td>ACCT2110</td>
<td>*Business Income Tax Procedures</td>
<td>3.0</td>
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<tr>
<td>ACCT2700</td>
<td>*ACAT Preparatory Course</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT2800</td>
<td>*Applied Accounting Capstone</td>
<td>4.5</td>
</tr>
</tbody>
</table>

38.0

See page 73 of the SCC Catalog for information on General Education Requirements.
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.

BSAD2370 Human Resource Management 4.5
ENTR1050 Introduction to Entrepreneurship 4.5
ENTR2050 Marketing for the Entrepreneur 4.5
ENTR2060 Entrepreneurship Legal Issues 4.5
ENTR2070 Entrepreneurship Taxes & Financial Topics 4.5

(Choose one class from the two options below.)
BSAD2365 Leadership Practicum 5.0

(Choose one class from the seven options below.)
ACCT2230 Computerized Accounting 4.5
BSAD2270 Professional Selling 4.5
BSAD2390 Small Business Management 4.5
BSAD2400 Principles of Retailing 4.5
BSAD2430 Marketing Communications 4.5
BSAD2470 Electronic Commerce Marketing 4.5
OFFT1680 Web Page Support 4.5

The Capstone course listed below:
ENTR2090 *Entrepreneurship Business Plan 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.

BSAD2310 *Co-op Supervised Employment or 5.0
BSAD2365 Leadership Practicum 5.0
BSAD2270 Professional Selling 4.5
BSAD2520 Principles of Marketing 4.5
BSAD2430 Marketing Communications 4.5
ECO1200 Personal Finance 4.5

(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 previously 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
BSAD2400 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
BSAD2365 Leadership Practicum 5.0

* Course has prerequisite.
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
INFO1325 *Internet Scripting 3.0
INFO1431 *Web Page Fundamentals 3.0

(Choose one class from the two options below.)
INFO1414 *Advanced Java 4.5
INFO2564 Visual Basic 4.5

OPTION 1:  
SYSTEMS INFRASTRUCTURE
INFO1287 Operating Systems 5.0
INFO1381 *Data Communications & Networking 4.5
ELEC2760 *Networking Infrastructure 3.5

TOTAL: 13.0

OPTION 2:  
SYSTEM Z (ENTERPRISE SERVER)
INFO1221 *Introduction to the MVS Environment 2.0
INFO1412 *COBOL 8.0
INFO2627 *DB2 Database Applications & SQL 3.5

TOTAL: 13.5

OPTION 3:  
SYSTEM I (MID-RANGE AS/400)
INFO1337 *Introduction to the Series 3.5
INFO1458 *RPG IV 8.0

TOTAL: 11.5

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

TOTAL: 14.0

40.5-43.0

GENERAL EDUCATION REQUIREMENTS:  
22.5 HOURS
A student must complete general education credit hours for this program. See page 73.  
(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
• MATHEMATICS
• SOCIAL SCIENCE
ENGL1010 ~Composition I 4.5
COMM1020 *Introduction to Public Speaking 3.0
COMM1030 *Public Speaking 4.0
MATH1110 Pre-calculus 4.5
MATH1170 Calculus I 4.0
MATH1270 Calculus II 5.0
BUSI1100 Business Communications 4.5
BUSI1200 Business Computing 4.5

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 toward graduation.
   • Office Accounting I (OFFT1310)
   • Beginning Keyboarding I (OFFT1010)
   • Beginning Keyboarding II (OFFT1020)

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 Entrepreneurial Legal Issues 4.5
ENTR2070 Entrepreneurship Taxes and Financial Topics 4.5
BSAD2540 Principles of Management 4.5

APPROVED GENERAL EDUCATION ELECTIVE 4.5

Total: 36.0

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 Slutzman, 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

For more information contact:
Microcomputer Technology
Linda Bettinger, Program Co-chair
402-437-2490, 800-642-4075 x2490
labetting@southeast.edu
Jo Schuster, Program Co-chair
402-437-2492, 800-642-4075 x2492
jschuste@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

* Course has prerequisite.
**SOUTHEAST COMMUNITY COLLEGE—NEBRASKA**

**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 file assistant, medical of file 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 soft skills, 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, 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 averaged $10.05 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

**Program overview**

The program is available on the Lincoln and Beatrice campuses. Students may choose a certificate focusing on general office or Microsoft Office skills, a diploma focusing on general office or medical transcription, and a certificate focusing on general office or medical transcription.

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 developmental reading programs 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 advisor 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 OFFT1130 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 advisor 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.)

**AAS BUSINESS INFORMATION TECHNOLOGY CORE COURSES:**

- OFFT1020 Beginning Keyboarding I 2.0
- OFFT1020A Beginning Keyboarding II 2.0
- OFFT1310 Office Accounting 4.5

**EQUIVALENTS**

- OFFT1020 Beginning Keyboarding I 2.0
- OFFT1020A Beginning Keyboarding II 2.0
- OFFT1310 Office Accounting 4.5

**OFFT1110 Business Communications 4.5**

**OFFT11160 Keyboarding III 4.5**

**OFFT1170A Business Applications I 4.5**

**OFFT120 Word Applications II 4.5**

**OFFT1200 Employment Techniques 3.0**

**OFFT1202 Co-op Supervised Employment 5.0**

**OFFT1205C Voice Recognition/Transcription 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**

**BSAD1020 Microsoft Applications II 4.5**

**Total Credit Hours: 56.0**
JULY 1, 2009–JUNE 30, 2009

PROGRAM OF STUDY

ADMINISTRATIVE FOCUS COURSES:

BSAD1050 Introduction to Business (Bea) or
*OFFT2430 Administrative Office Management (Linc) 4.5
*ACCT1200 Principles of Accounting I 4.5
*OFFT1680 Web Page Support 4.5
*OFFT1740 Desktop Publishing Applications 4.5
*OFFT1760 Project Management Applications 4.5
*OFFT2310 Financial Computer Applications 4.5
*OFFT2720 Microsoft Office Integration 4.5 31.5

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
*BSAD1100 Business Law II 4.5
*BSAD2310 Business Ethics 3.0
*OFFT2210 Legal Processes I 4.5
*OFFT2220 Legal Processes II 4.5
*OFFT2310 Financial Computer Applications 4.5 34.5

MEDICAL FOCUS COURSES:

BSAD1050 Introduction to Business (Bea) or
*OFFT2430 Administrative Office Management (Linc) or
*ACCT1200 Principles of Accounting I 4.5
*BIO1000 Structure and Function of the Human Body or
BIO1210 Anatomy and Physiology (Bea) 6.0
MEDIA101 Medical Terminology I (Linc) and 2.0
MEDIA102 Medical Terminology II (Linc) or 3.0
OFFT1120 Medical Terminology (Bea) 4.5
*MEDIA103 Medical Law, Ethics, and Bioethics (Linc) 3.0
*MEDIA104 Medical Diseases 4.5
*MEDIA105 Insurance for the Medical Office 3.0
*OFFT2310 Medical Machine Transcription 4.5
*OFFT2440 Medical Office Procedures 4.5 34.5/35.0

AAS GENERAL EDUCATION REQUIREMENTS:

22.5 credit hours
A student must complete general education credit hours for this program. See page 73.

COMPUTER TECHNOLOGY

BSAD 1010 Microsoft Applications I 4.5
WRITTEN COMMUNICATIONS
ENGL1010 Composition I 4.5

MATHEMATICS
MATH1040 (Business Math) or higher 4.5

SOCIAL SCIENCE
PSYC1250 Interpersonal Relations 4.5

ORAL COMMUNICATIONS 4.5 22.5

DIPLOMA 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
*OFFT2060 Voice Recognition/Transcription 4.5
*BSAD1020 Microsoft Applications II 4.5 38.0

Choose from two focuses: General Office Focus or Medical Transcription Focus.

GENERAL OFFICE FOCUS:

MATH1040 Business Math 4.5
*OFFT1680 Web Page Support or
*OFFT1740 Desktop Publishing Applications or
*OFFT1760 Project Management Applications or
*OFFT2310 Financial Computer Applications 4.5
*OFFT2410 Administrative Procedures I 4.5
OFFT2420 Administrative Procedures II 4.5 31.5

MEDICAL TRANSCRIPTION FOCUS:

*BIOS1000 Structure and Function of the Human Body 6.0
*BIO1210 Anatomy and Physiology (Bea) 6.0
MEDA1101 Medical Terminology I (Linc) and 2.0
MEDIA1201 Medical Terminology II (Linc) or 3.0
OFFT1120 Medical Terminology (Bea) 4.5
MEDIA1203 Medical Law, Ethics, and Bioethics (Linc) 3.0
MEDIA1404 Medical Diseases 4.5
MEDIA1405 Insurance for the Medical Office 3.0
MEDIA1405 Insurance for the Medical Office 3.0
*OFFT2130 Medical Machine Transcription 4.5
*OFFT2440 Medical Office Procedures 4.5 32.0/32.5

REQUIRED GENERAL EDUCATION CERTIFICATE COURSE:

BSAD1010 Microsoft Applications I 4.5

(Course numbers preceded by an asterisk (*) have prerequisites.)

CERTIFICATE

Choose from two focuses: General Office Focus or Microsoft Office Focus.

GENERAL OFFICE FOCUS:

OFFT1110 Business Communications or
*OFFT2060 Voice Recognition/Transcription 4.5
*OFFT1160 Keyboarding III 4.5
*OFFT1170 Word Applications I 4.5
*OFFT2000 Employment Techniques 3.0
MATH1040 Business Math 4.5 34.5

MICROSOFT OFFICE FOCUS:

*BSAD1020 Microsoft Applications II 4.5
*OFFT1680 Web Page Support 4.5
*OFFT1740 Desktop Publishing Applications 4.5
*OFFT1760 Project Management Applications 4.5
*OFFT2060 Voice Recognition/Transcription 4.5
*OFFT2210 Legal Processes 3.0 36.0

REQUIRED GENERAL EDUCATION CERTIFICATE COURSE:

BSAD1010 Microsoft Applications I 4.5

AAS GENERAL EDUCATION REQUIREMENTS:

22.5 credit hours
A student must complete general education credit hours for this program. See page 73.

COMPUTER TECHNOLOGY

BSAD 1010 Microsoft Applications I 4.5
WRITTEN COMMUNICATIONS
ENGL1010 Composition I 4.5

MATHEMATICS
MATH1040 (Business Math) or higher 4.5

SOCIAL SCIENCE
PSYC1250 Interpersonal Relations 4.5

ORAL COMMUNICATIONS 4.5 22.5

See page 73 of the SCC Catalog for information on General Education Requirements.

PAGE 93
See page 13 of the SCC Catalog for information on the Steps for Admission to a Program of Study.
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 involved 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 averaged $12.40 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

**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 prerequisites and program courses to earn a course grade of "C" or better in all courses for vocational general study courses. A minimum grade of "C" or 70% is required in all courses for graduation from this program.

Students may substitute academic transfer courses for vocational general study courses. A placement into the CADD program. B+ or better or take the DRAF1120 course for those with a test score of 24.0 hours

A student must complete general education credit hours for this program. See page 73. No two classes may be selected from the same area.

**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

**DRAFTING TECHNICAL ELECTIVES:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAF1100</td>
<td>Design 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 Rivet</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</td>
<td>5.0</td>
</tr>
<tr>
<td>DRAF2160</td>
<td>Commercial Construction</td>
<td>3.0</td>
</tr>
<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>DRAF2215</td>
<td>Plastics 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>
<td>3.0</td>
</tr>
<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>DRAF2440</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>3.5</td>
</tr>
</tbody>
</table>

**DRAF2190** Construction For Americans with Disabilities 3.0

**DRAF2600** Special Projects 3.0

**DRAF2620** Co-op Education Drafting I 3.0

**DRAF2621** Co-op Education Drafting II 3.0

**MACH1172** Machine Tool Lab I 6.5

**MACH1222** Machine Tool Lab II 7.0

**GENERAL EDUCATION REQUIREMENTS:**

**24.0 HOURS**

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

**死刑 COMMUNICATIONS**

**WRITTEN COMMUNICATIONS**

**MATH1080** Applied Algebra & Trigonometry 4.5

**SCIENCE**

**PHYS1150** Descriptive Physics (or higher) 6.0

**COMPUTER TECHNOLOGY**

**INFO1010** Computer Literacy 4.5

**GENERAL EDUCATION ELECTIVES:**

**4.5 HOURS**

**BISO1140** Human Anatomy & Lab 3.0

**BSAD1090** Business Law I 3.0

**CHEM1090** General Chemistry I 3.0

**ECON1200** Personal Finance 3.0

**ECON2110** Macroeconomics 3.0

**ECON2120** Microeconomics 3.0

**HIST2010** American History I 3.0

**HIST2020** American History II 3.0

**POLI1000** American Government 3.0

**POLI1600** Introduction To International Relations 3.0

**PHIL1150** Critical and Creative Thinking 3.0

**SIGN1010** American Sign Language I 3.0

**GENERAL EDUCATION ELECTIVES:**

**4.5 HOURS**

**HUMS1100** Introduction To Humanities 3.0

**HUMS1100** Introduction To Humanities 3.0

See page 73 of the SCC Catalog for information on General Education Requirements.
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 JCL, 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 programming language. Students create interactive applications that utilize subfile processing. Students will also gain experience using Control Language, DDS, SEU, PDM, DFU, 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 averaged $18.30 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.
Construction Electrician – IBEW option

The curriculum is provided with the cooperation of representatives of Southeast Community College and Nebraska representatives of the IBEW - Local 265. Applicants must meet the stated Southeast Community College entrance requirements. Applicants must also meet with representatives of the IBEW-Local 265 and meet their entrance requirements to be accepted into the program.

The curriculum is normally delivered over a five-year period. Instruction will be delivered at the IBEW training facility.

For more information contact:
IBEW Option Administration:
Earl Fosler, Electronic/Computer Division Dean
402-761-8266, 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
Millford 402-761-8243, 800-933-7223 x8243

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.

General Education Requirements:
22.5 hours
A student must complete general education credit hours for this program. See page 73.

(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.

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.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</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</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>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</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Electrical Circuits</td>
<td></td>
</tr>
</tbody>
</table>

70.0

See page 73 of the SCC Catalog for information on General Education Requirements.
**COURSES**

**COURSE TITLE**

**CREDIT HRS**

---

**CRIMINAL JUSTICE FOCUS:**

- CRIM1010 Introduction to Criminal Justice 4.5
- CRIM2200 Criminal Law 4.5
- CRIM2260 Criminal Investigation 4.5
- CRIM2250 Contemporary Issues in Criminal Justice 4.5
- CRIM2000 Criminology 4.5
- CRIM2310 Rules of Evidence 4.5

**CRIMINAL JUSTICE CORE COURSES:**

- CRIM1030 Courts and the Judicial Process 4.5
- CRIM1140 Reporting Techniques for Criminal Justice 4.5
- CRIM2030 Police and Society 4.5
- CRIM2100 Juvenile Justice 4.5
- CRIM2150 Reporting Techniques for Criminal Justice 4.5

**ASSOCIATE OF APPLIED SCIENCE DEGREE:**

Prepares students for careers as an integral part of a law enforcement team.

**Credit Hours Required for Graduation:**

- Criminal Justice Focus 90.0
- Nebraska Law Enforcement Focus 90.0

**CRIMINAL JUSTICE FOCUS COURSES:**

- CRIM1050 Introduction to Forensic Science 4.5
- CRIM2030 Police and Society 4.5
- CRIM2000 Criminal Law 4.5
- CRIM2260 Criminal Investigation 4.5
- CRIM2310 Rules of Evidence 4.5

**CRIMINAL JUSTICE CORE COURSES:**

- CRIM1010 Introduction to Criminal Justice 4.5
- CRIM2030 Police and Society 4.5
- CRIM2150 Contemporary Issues in Criminal Justice 4.5
- CRIM2200 Criminology 4.5
- CRIM2310 Rules of Evidence 4.5

**GENERAL EDUCATION REQUIREMENTS:** 22.5 HOURS

A student must complete general education credit hours for this program. See page 73. (5 classes minimum)

- (One class from each of the following areas)
  - ORAL COMMUNICATIONS 4.5
  - WRITTEN COMMUNICATIONS 4.5
- ENGL1010 COMPOSITION I (required) 4.5
- (Plus three classes from the five areas below) 13.5
  - MATHEMATICS
  - SCIENCE
  - SOCIAL SCIENCE
  - HUMANITIES
  - COMPUTER TECHNOLOGY

**No two classes may be selected from the same area.**

Students wishing to take advanced level or alternative courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

**NLETC REQUIREMENTS:**

1. Take and pass the required Test of Adult Basic Education (TABE) before the processing of any paperwork can be done.

2. Be a citizen of the United States.

3. Be 21 years of age or older.

4. Be a high school graduate or provide GED.

5. Possess a valid motor vehicle operator’s or chauffeur’s license.

6. Have 20/20 vision or correctable to 20/30.

7. Have normal hearing or corrected to normal hearing.

8. Submit 4 fingerprint cards for criminal record search.

9. Possess good character as determined by a thorough background check conducted by the Training Center.

10. Have not used illegal drugs or narcotics in the past two years.

11. Have not been convicted of DUI in the two years immediately preceding admission to the Training Center.

12. Submit to a physical exam within one year prior to admission and provide medical history.

13. Provide current photograph.

14. Provide driving record (obtain from NE Department of Motor Vehicles).

15. Pay $100 non-refundable processing fee.

16. Plan to submit application to the Training Center six months prior to attending.

17. Plan to interview at the Training Center as part of the admission process.

18. Have CPR & First Aid Certification.

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**SOUTHEAST COMMUNITY COLLEGE—NEBRASKA**

**What type of job could I get?**

Graduates of the Criminal Justice program will find employment in law enforcement at the state, county, or city level. Some job titles are ballistics expert, communications of ficer, crime lab technician, crime prev en tion specialist, K-9 animal control, railroad police, corrections of ficer, bailiff, investigator, and patrol officer. Positions are available in private at ve, corporate, computer, and physical security.

Graduates of the Nebraska Law Enforcement focus 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. Most federal programs require a bachelor’s degree.

**How much can I earn?**

Typically, the larger the agency and the starting pay for graduates can vary depending on job, agency, and location. These rates reflect the starting rates of wage rates averaged $12.65 per hour. For more information, please contact the program chair.

**What type of job could I get?**

- Police, corrections officer, bailiff, investigator, and patrol officer. Positions are available in private at ve, corporate, computer, and physical security.

**NO two classes may be selected from the same area.**

Students wishing to take advanced level or alternative courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

**NLETC REQUIREMENTS:**

1. Take and pass the required Test of Adult Basic Education (TABE) before the processing of any paperwork can be done.

2. Be a citizen of the United States.

3. Be 21 years of age or older.

4. Be a high school graduate or provide GED.

5. Possess a valid motor vehicle operator’s or chauffeur’s license.

6. Have 20/20 vision or correctable to 20/30.

7. Have normal hearing or corrected to normal hearing.

8. Submit 4 fingerprint cards for criminal record search.

9. Possess good character as determined by a thorough background check conducted by the Training Center.

10. Have not used illegal drugs or narcotics in the past two years.

11. Have not been convicted of DUI in the two years immediately preceding admission to the Training Center.

12. Submit to a physical exam within one year prior to admission and provide medical history.

13. Provide current photograph.

14. Provide driving record (obtain from NE Department of Motor Vehicles).

15. Pay $100 non-refundable processing fee.

16. Plan to submit application to the Training Center six months prior to attending.

17. Plan to interview at the Training Center as part of the admission process.

18. Have CPR & First Aid Certification.

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**SOUTHEAST COMMUNITY COLLEGE—NEBRASKA**

**What type of job could I get?**

Graduates of the Criminal Justice program will find employment in law enforcement at the state, county, or city level. Some job titles are ballistics expert, communications officer, crime lab technician, crime prevention specialist, K-9 animal control, railroad police, corrections officer, bailiff, investigator, and patrol officer. Positions are available in private, corporate, computer, and physical security.

Graduates of the Nebraska Law Enforcement focus 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. Most federal programs require a bachelor’s degree.

**How much can I earn?**

Typically, the larger the agency and the starting pay for graduates can vary depending on job, agency, and location. These rates reflect the starting rates of wage rates averaged $12.65 per hour. For more information, please contact the program chair.

**What type of job could I get?**

- Police, corrections officer, bailiff, investigator, and patrol officer. Positions are available in private, corporate, computer, and physical security.

**NO two classes may be selected from the same area.**

Students wishing to take advanced level or alternative courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.

**NLETC REQUIREMENTS:**

1. Take and pass the required Test of Adult Basic Education (TABE) before the processing of any paperwork can be done.

2. Be a citizen of the United States.

3. Be 21 years of age or older.

4. Be a high school graduate or provide GED.

5. Possess a valid motor vehicle operator’s or chauffeur’s license.

6. Have 20/20 vision or correctable to 20/30.

7. Have normal hearing or corrected to normal hearing.

8. Submit 4 fingerprint cards for criminal record search.

9. Possess good character as determined by a thorough background check conducted by the Training Center.

10. Have not used illegal drugs or narcotics in the past two years.

11. Have not been convicted of DUI in the two years immediately preceding admission to the Training Center.

12. Submit to a physical exam within one year prior to admission and provide medical history.

13. Provide current photograph.

14. Provide driving record (obtain from NE Department of Motor Vehicles).

15. Pay $100 non-refundable processing fee.

16. Plan to submit application to the Training Center six months prior to attending.

17. Plan to interview at the Training Center as part of the admission process.

18. Have CPR & First Aid Certification.
Deere Construction & Forestry Equipment Tech

This program is offered jointly by Deere Construction & Forestry Equipment dealers 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 dealership. 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 involved in some field service work.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged $11.80 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

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
402-761-8243, 800-933-7223 x8281
baugust@southeast.edu

or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

JULY 1, 2008–JUNE 30, 2009

GENERAL EDUCATION REQUIREMENTS:
22.5-24.0 HOURS
A student must complete general education credit hours for this program. See page 73. (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.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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, send statements, 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 averaged $12.45 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

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.ada.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.dabn.org.

All (DENT) courses must be passed with a 75% (C+) or above. All General Education courses must be passed at the 70% (C) or above.

DENTAL ASSISTING COURSES:

<table>
<thead>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tr>
<td>*DENT1103</td>
<td>Oral Sciences I</td>
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<td>Predical Concepts</td>
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<td>Oral Sciences II</td>
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<td>Dental Assisting Foundations I</td>
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<td>Oral Hygiene</td>
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<td>*DENT1214</td>
<td>Clinical Concepts</td>
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<td>Dental Assisting Foundations II</td>
<td>4.5</td>
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<td>*DENT1312</td>
<td>Dental Materials I</td>
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<td>*DENT1313</td>
<td>Oral Radiography I</td>
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<td>*DENT1314</td>
<td>Clinical Education I</td>
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<td>Practice Management Skills</td>
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<td>FSDT1350</td>
<td>Basic Nutrition</td>
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<tr>
<td>MEDA1101</td>
<td>Medical Terminology I</td>
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</table>

FSDT1350

GENERAL EDUCATION REQUIREMENTS:
PSYC1250 Interpersonal Relations or PSYC1810 Introduction to Psychology 4.5
SPOH1110 Public Speaking or SPOH1090 Fundamentals of Human Communication or SPOH2810 Business & Professional Communication 4.5

*Clinical track courses

SPECIAL PROGRAM REQUIREMENTS:
Verification of current health insurance policy, medical statement, hepatitis immunizations, health care provider card, and current prophylaxis (teeth cleaned) are required prior to entering the clinical track courses DENT1110 and DENT1103.

NOTE: This program is offered online annually, starting in the fall quarter.

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.

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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 averaged $12.55 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

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

DEIEIL 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.

DEIEIL 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>
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</tr>
<tr>
<td>DESL1122</td>
<td>Charging Systems</td>
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<tr>
<td>DESL1123</td>
<td>Power Trains I</td>
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<td>DESL1126</td>
<td>Hand &amp; Precision Measuring Tools</td>
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<tr>
<td>DESL1160</td>
<td>Oxyacetylene and Arc Welding</td>
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<tr>
<td>DESL1225</td>
<td>Theory of Engine Operation</td>
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<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>
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<tr>
<td>DESL1230</td>
<td>Diesel Engine Overhaul &amp; Inspection</td>
<td>4.0</td>
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<tr>
<td>DESL1235</td>
<td>Diesel &amp; LPG Fuel Systems I</td>
<td>5.5</td>
</tr>
<tr>
<td>DESL1331</td>
<td>Basic Cab Air Conditioning</td>
<td>2.5</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>
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<td>DESL1362</td>
<td>Diesel Fuel Injection Systems Laboratory</td>
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<td>DESL1453</td>
<td>Post-Cooperative Education Seminar</td>
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<td>DESL1468</td>
<td>Cooperative Education</td>
<td>10.0</td>
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<td>DESL2536</td>
<td>Farm Equipment Diesel Engine Tune-Up &amp; Diagnosis</td>
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<tr>
<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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<td>DESL2567</td>
<td>Air Conditioning</td>
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<td>DESL2602</td>
<td>Planting Equipment</td>
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<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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</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS:

22.5-24.0 HOURS

A student must complete general education credit hours for this program. See page 73. (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.
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 averaged $13.40 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

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

This SCC Program is Affiliated with ASE
Accredited by NATEF

GENERAL EDUCATION REQUIREMENTS:
22.5-24.0 HOURS
A student must complete general education credit hours for this program. See page 73. (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.
### 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 professor, paraprofessional in public or private elementary schools, child care administrator, family support worker, corporate or private child care provider, family 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. Graduates can continue 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 wages averaged $9.40 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by area of location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

**Program Overview**

The Early Childhood Education Program is at the Lincoln campus only. Students can enter every quarter, be a full or part-time student and select from day, evening and online classes. Students may earn a certificate in In-Home Care, (Professional Nanny / Child Care Home Provider), a diploma in Child Care Professional (early care and education in a group setting) or an associate of applied science degree that includes all focuses as well as an administrative component.

**For more information contact:**
Bethanie Grass  
402-437-2455, 800-642-4075 x2455  
or the College Admissions Office  
Lincoln 402-437-2600, 800-642-4075 x2600

**SPECIAL PROGRAM REQUIREMENTS:**

Students who will be taking classes or practicums where they will be working directly with children or adults will be charged a nominal fee for insurance. Persons must be declared Early Childhood Education Program students in order to register for any lab and practicum or co-op course that requires First Aid/CPR certification. Upon enrolling 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 taking the course and/or continuing in the program. Current CPR certification with infant and child skills, and First Aid certification are required before enrolling in specific labs, practicums or co-ops. See course descriptions.

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**SPECIAL PROGRAM REQUIREMENTS:**

Students who will be taking classes or practicums where they will be working directly with children or adults will be charged a nominal fee for insurance. Persons must be declared Early Childhood Education Program students in order to register for any lab and practicum or co-op course that requires First Aid/CPR certification. Upon enrolling 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 taking the course and/or continuing in the program. Current CPR certification with infant and child skills, and First Aid certification are required before enrolling in specific labs, practicums or co-ops. See course descriptions.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

Electrical & Electromechanical Technology

**ELECTRICAL SYSTEMS FOCUS**

Milford Campus

> **DIPLOMA**
> **ASSOCIATE OF APPLIED SCIENCE DEGREE**
Prepares students for careers in designing, installing and maintaining industrial electrical and mechanical systems.

**Credit Hours Required for Graduation:**
- **Diploma** — Construction Electrician: 85.0
- **Associate of Applied Science Degree** — Electrical Systems Focus: 149.0

**CONSTRUCTION ELECTRICIAN DIPLOMA REQUIRED COURSES:**

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<tr>
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<th>COURSE TITLE</th>
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<td>DC Principles</td>
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<td>ELEC1217</td>
<td>AC Principles</td>
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<td>ELEC1336</td>
<td>CAD &amp; Electrical Estimating</td>
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<td>ELEC1344</td>
<td>Motor Controls</td>
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<tr>
<td>ELEC1365</td>
<td>Residential &amp; Commercial Wiring</td>
<td>18.0</td>
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<tr>
<td>ELEC1464</td>
<td>Transformer Three Phase Systems</td>
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<tr>
<td>ELEC1474</td>
<td>Predictive Maintenance Principles</td>
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<tr>
<td>ELEC1495</td>
<td>Industrial Wiring</td>
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**COMPUTER COURSE REQUIREMENTS**
A minimum of 2 credit hours in word processing and spreadsheets.

Suggested courses:
- INFO1117 Microcomputer Applications 2.0
- INFO1121 Microsoft Word & PowerPoint 1.5
- INFO1131 Microsoft Excel 1.5

Or if considering transfer to another institution:
- INFO1010 Computer Literacy or 4.5
- BSAD1010 Microsoft Applications I 4.5

**GENERAL EDUCATION REQUIREMENTS:**
- **Electrical Systems Focus**

**AA S DEGREE COURSES:**

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<thead>
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<th>COURSE</th>
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<tr>
<td>ELEC1436</td>
<td>Professional Logic Controllers I 5.5</td>
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<tr>
<td>ELEC2546</td>
<td>Electrical Control Systems</td>
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<td>ELEC2555</td>
<td>Industrial Communications &amp; Alarm Systems</td>
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<td>Industrial Electronics</td>
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<td>ELEC2614</td>
<td>Industrial Control Systems</td>
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<td>ELEC2624</td>
<td>Programmable Logic Controllers II</td>
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<tr>
<td>MACH1121</td>
<td>Manufacturing Processes</td>
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<td>Manufacturing Processes II</td>
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<td>ACF5200</td>
<td>Career Development</td>
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<td>BSAD1730</td>
<td>Principles of Quality Management</td>
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**ELECTROMECHANICAL SYSTEMS FOCUS**

**AAS DEGREE COURSES:**

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<td>ELEC1217</td>
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<td>ELEC1337</td>
<td>Sketching &amp; CAD</td>
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<td>ELEC1344</td>
<td>Motor Controls</td>
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<td>Transformer Three Phase Systems</td>
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<td>ELEC1474</td>
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<td>ELEC2546</td>
<td>Mechanical Machine Controls</td>
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<tr>
<td>ELEC2555</td>
<td>Industrial Communications &amp; Alarm Systems</td>
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<td>Industrial Control Systems</td>
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<td>ELEC2624</td>
<td>Programmable Logic Controllers II</td>
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<td>MACH1121</td>
<td>Manufacturing Processes</td>
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<td>MFGT1456</td>
<td>Manufacturing Processes II</td>
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<td>ACF5200</td>
<td>Career Development</td>
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<tr>
<td>BSAD1730</td>
<td>Principles of Quality Management</td>
</tr>
</tbody>
</table>

**ابر **

**Electrical & Electromechanical Technology**

**What type of Job can I get?**
This focus prepares the student to be successful in the residential, commercial and industrial construction environments. Also, the student is prepared for designing, installing, maintaining and upgrading advanced electrical control circuits.

**How much can I earn?**
SCC graduates reported in the most recent Placement Report that entry level wage rates averaged $15.75 per hour. These 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.

**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 their classroom theory.

**ELECTRICIAN**

This program focuses in the area of design, installation, maintenance and upgrade of industrial automated systems. This includes disciplines in the machining, welding, fabrication, wiring and installation of new and existing production equipment.

**What type of job could I get?**
Prepares students for careers in designing, installing and maintaining industrial electrical and mechanical systems.

**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 contact:
Ken Reinsch, Program Chair/Milford 402-761-8258, 800-933-7223 x8258 kreinsch@southeast.edu

or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

See page 13 of the SCC Catalog for information on the Steps for Admission to a Program of Study.
Electronic Systems Technology

What type of job could I get?

Electronic Systems Technician focus

This focus places emphasis on the installation, configuration and repair of commercial and consumer electronic products such as computer systems, video and audio systems, AM/FM broadcast, two-way radio communication systems, a vionics, 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, a vionics technician, security systems installer/repairer and many more.

Electronic Systems Military 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.

Computers, Automation, and Networking Systems Focus

This degree 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.

Classroom and laboratory activities also prepare technicians to install, configure and repair industrial control systems which include such devices as programmable logic controllers (PLCs), robots, 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?

Entry level wage rates average $17.40 per hour. Hourly rates will vary depending on the employer and location.

Program overview

Classes are offered on the Lincoln and Milford campuses 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 Brunkow, Program Chair/Milford
402-761-8259, 800-933-7223 x8259
abrunkow@southeast.edu

Military Electronics Focus
Earl Fosler, Electronic/Computer Division Dean
402-437-2639, 800-642-4075 x2639 Lincoln
402-761-8266, 800-933-7223 x8266 Milford
efosler@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600
Milford 402-761-8243, 800-933-7223 x8243
Emergency Medical Services/Paramedic

What type of job could I get?
Paramedics provide medical care and their goal is to prevent, treat, and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting. The paramedic possesses the knowledge, skills and attitudes consistent with the expectations of the public and the profession.

As an advocate for patients, paramedics seek to be proactive in affecting long-term health care by working in conjunction with other professional agencies, networks, and organizations. The emerging roles and responsibilities of the paramedic include public education, health promotion, and participation in injury and illness prevention programs.

Program Overview:
The EMS/Paramedic program is a two-year program offered at the Lincoln Campus of SCC. Students will gain the knowledge, skills, and attitudes consistent with the expectations of the public and the profession. The EMS/Paramedic students will complete the coursework in classrooms and laboratories and they will gain hands-on-training while working in hospitals and working with ambulance services.

Graduates of the Emergency Medical Services/Paramedic Program receive an Associate of Applied Science Degree (A.A.S.) and may take the National Registry certifying examination.

How Much Can I Earn?
Earnings of EMTs and paramedics depend on the employment setting and geographic location as well as the individual’s training and experience. The U.S. Department of Labor, Occupational Outlook Handbook for 2006-2007 reports median annual earnings of EMTs and paramedics were $25,310.

For more information contact:
Tami Meyers, Emergency Medical Services/Paramedic Program, Continuing Education Division 402-437-2506, 800-828-0072, x2506 tmeyers@southeast.edu or the College Admissions Office Lincoln 402-437-2600, 800-642-4075 x2506

EMERGENCY MEDICAL SERVICES / PARAMEDIC

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students to provide advanced level pre-hospital care for ambulance services and in-hospital emergency departments and function as competent entry-level paramedics

Credit Hours Required for Graduation:
Associate of Applied Science Degree: 123.5

EMERGENCY MEDICAL SERVICES/ PARAMEDIC CORE COURSES:

Following is a list of required courses to complete an A.A.S. degree in the EMS/Paramedic program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<td>EMTL1301</td>
<td>EMT Basic I*</td>
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<td>EMT Basic II*</td>
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<td>EMTL1321</td>
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<td>Advanced Pharmacology for the Paramedic</td>
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<td>EMTL1323</td>
<td>Patient Assessment and Emergency Cardiac Care for the Paramedic</td>
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<td>Paramedic Practicum I</td>
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<td>Medical Emergencies for the Paramedic</td>
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<td>Paramedic Practicum II</td>
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<td>EMTL1327</td>
<td>Traumatic Emergencies for the Paramedic</td>
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<td>EMTL1328</td>
<td>Paramedic Practicum III</td>
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<td>EMTL1329</td>
<td>Special Consideration and Operations</td>
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<td>EMTL1330</td>
<td>Paramedic Practicum IV</td>
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<td>EMTL1331</td>
<td>Paramedic Special Certification Courses</td>
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<td>EMTL1332</td>
<td>Paramedic Field Practicum</td>
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<td>BIOS1140</td>
<td>Human Anatomy with Lab*</td>
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<td>BIOS2130</td>
<td>Human Physiology with Lab*</td>
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<tr>
<td>MEDA1101</td>
<td>Medical Terminology I*</td>
<td>2.0</td>
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</tbody>
</table>

*Program advisers may determine course offerings and availability. Contact the program for additional details.

GENERAL EDUCATION REQUIREMENTS:
22.5 hours
A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)
- Oral Communications
  (SPCH1110 Public Speaking recommended.)
- Written Communications
  (ENGL1010 English Composition I recommended.)
- Mathematics
  (MATH1100 Intermediate Algebra or higher)
- Social Science
  (PSYC 1810 Introduction to Psychology or (SOCI1010 Introduction to Sociology recommended.)
- Humanities
  (PHIL1060 Applied Ethics, SPAN1010 Elementary Spanish I, SIGN1010 American Sign Language are recommended.)

General Education Requirements may be completed prior to enrolling in the Associate Degree Emergency Medical Services/Paramedic core courses.

SPECIAL PROGRAM REQUIREMENTS:
1) A current Healthcare Provider CPR card or Professional Rescuer CPR card and current immunizations are required prior to admission to the Emergency Medical Services/Paramedic Program.
2) All EMTL courses, unless otherwise specified on the class syllabus, must be passed with a C+ (75-79%) in order to progress through the program.
3) Must have passed EMT Basic I and EMT Basic II and must hold a current EMT license in the State of Nebraska before starting EMTL1321 (Introduction to Paramedicine)
4) Misdemeanor or felony convictions may prevent a graduate from acquiring National Registry certification or a state license. Contact the National Registry of Emergency Medical Technicians and the State of Nebraska EMS Program with questions.
5) Complete the EMS Pre-Entrance Agreement and the Student Health Form which shows immunizations and laboratory results. If you do not have any records of immunizations, contact your physician for blood draw to test for immunity.

PAGE 106 See page 13 of the SCC Catalog for information on the Steps for Admission to a Program of Study.
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 & II, Nebraska State Fire Instructor I, Nebraska 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 averaged $15.70 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. 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.

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

Fire Protection Technology

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>
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<td>Principles of Emergency Services</td>
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<tr>
<td>FIRE1113</td>
<td>Instructor I</td>
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<td>FIRE1120</td>
<td>Building Construction</td>
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<tr>
<td>FIRE1123</td>
<td>Public Fire Education</td>
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<tr>
<td>FIRE1131</td>
<td>Fire Protection Hydraulics</td>
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<td>FIRE1241</td>
<td>Introduction to Fire Investigation</td>
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<td>FIRE1245</td>
<td>Fire Inspector I</td>
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<td>FIRE1247</td>
<td>Firefighter I</td>
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<tr>
<td>FIRE1249</td>
<td>Firefighter II</td>
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<tr>
<td>FIRE2251</td>
<td>Hazardous Materials</td>
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<tr>
<td>FIRE2252</td>
<td>Fire Detection &amp; Suppression Systems</td>
<td>4.5</td>
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<tr>
<td>FIRE2262</td>
<td>Firefighting Operations</td>
<td>4.5</td>
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FIRE PROTECTION ELECTIVES

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<td>FIRE111</td>
<td>Fire Administration I</td>
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<tr>
<td>FIRE116</td>
<td>Fire Officer IA</td>
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<tr>
<td>FIRE117</td>
<td>Fire Officer I</td>
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<tr>
<td>FIRE118</td>
<td>Fire Officer IB</td>
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<tr>
<td>FIRE119</td>
<td>Fire Officer II</td>
<td>4.0</td>
</tr>
<tr>
<td>FIRE135</td>
<td>Fire Apparatus Driver Operator</td>
<td>4.5</td>
</tr>
<tr>
<td>FIRE171</td>
<td>Independent Study</td>
<td>3.0</td>
</tr>
<tr>
<td>FIRE2263</td>
<td>Firefighter Safety and Survival</td>
<td>4.0</td>
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<tr>
<td>FIRE2265</td>
<td>Firefighting Tactics and Strategy</td>
<td>4.5</td>
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</tbody>
</table>

All (FIRE) courses must be passed with a 70% (C) or above to graduate from this program.

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

A student must complete general education credit hours for this program. See page 73.

(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

FIRE116 Fire Officer IA 3.0

FIRE117 Fire Officer I 6.0

FIRE118 Fire Officer IB 3.0

FIRE119 Fire Officer II 4.0

FIRE135 Fire Apparatus Driver Operator 4.5

FIRE2263 Firefighter Safety and Survival 4.0

FIRE2265 Firefighting Tactics and Strategy 4.5

FSDT1360 Lifetime Fitness 2.0

SPAN1010 Elementary Spanish I 7.5

*Program advisers may determine course offerings and availability. Contact the program for additional details.

See page 73 of the SCC Catalog for information on General Education Requirements.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

Food Service/Hospitality

What type of job could I get?
Culinary Arts graduates usually are employed in a variety of food services including institution, family restaurants, fast food, health care and hotels performing supervision or entry level management.

Dietetic Technician graduates usually work in health care or long-term care facilities doing either clinical or management duties under the supervision of a dietician.

Lodging graduates may be employed in hotels and motels as well as banquet type business.

Graduates of the Food Service Training Certificate courses usually work in many types of institutional food services and may be currently employed and updating their skills.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level wage rates averaged $9.65 per hour. These rates reflect the starting rates of graduates in all companies and facilities.

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.

Program Entry and Awards
The Food Service/Hospitality program is located on the Lincoln campus and accepts new students each quarter.

Part-time students are admitted on a space-available basis.

Special program requirements
All Food Service/Hospitality students must obtain a Lincoln-Lancaster County Food Handlers permit.

Dietetic Technology students are required to complete a physical examination and provide your own transportation to off-campus practicum and co-op learning sites.

A grade of "C" is required for all required Food Service/Hospitality program courses. A grade of "C" is also required for all courses which serve as prerequisites before students may advance to the next course in the sequence.

For more information contact:
Jo Taylor, Program Chair
402-437-2465, 800-642-4075 x2465
jtaylor@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

CULINARY ARTS FOCUS:
The Culinary Arts Focus is currently granted accreditation by the Accrediting Commission of the American Culinary Federation's Foundation. Graduates of this focus who are also American Culinary Federation members at the time of graduation will become certified.

FOOD SERVICE/HOSPITALITY

FOOD SERVICE/HOSPITALITY

LINCOLN CAMPUS

ASSOCIATE OF APPLIED SCIENCE DEGREE

DIPLOMA > CERTIFICATE

Prepares students for careers in foodservice management, culinary arts, dietetic technology, and provides updates for current foodservice professionals.

CREDIT HOURS REQUIRED FOR GRADUATION:
Associate of Applied Science Degree: 113.0
Diploma: 72.0
Certificate: 44.5

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

A.A degree Focus area: 41.0 hours

FOOD SERVICE/HOSPITALITY CORE CLASSES:

COURSE # COURSE TITLE CREDIT HRS
FSDT1100 Introduction to the Food Service/Hospitality Industry 1.5
FSDT1102 Sanitation & Safety 4.5
FSDT1104 Quantity Food Preparation I 2.0
FSDT1105 Quantity Food Preparation I Lab 2.0
FSDT1108 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
FSDT1350 Basic Nutrition 4.5
FSDT1360 Lifetime Fitness 2.0
FSDT2140 Food Production II 5.0

SUGGESTED BUSINESS ELECTIVES:
BSAD1090 Business Law I 4.5
BSAD2270 Professional Selling 4.5
BSAD2370 Human Resource Management 4.5
BSAD2520 Principles of Marketing 4.5
BSAD2430 Marketing Communications 3.0
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
Additional Electives 7.0

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 Co-op Education or Food Service Co-op or Hospitality Co-op 5.5
FSDT2180 Practicum 5.5
FSDT2182 Advanced Food Prep I 2.0
FSDT2189 Advanced Food Prep I Lab 1.0
FSDT2190 Advanced Food Prep I Lab 1.0
FSDT2194 Practicum 5.5
FSDT2197 Meal Service II 2.0
FSDT2198 Meal Service II Lab 1.0
FSDT2211 Buffet Decorating & Catering 1.0
FSDT2212 Buffet Decorating & Catering Lab 1.0
FSDT2221 International Cuisine 3.0
FSDT2222 Restaurant Fundamentals 3.0
FSDT2226 Culinary Nutrition 2.0
FSDT2228 Garde Manger 2.0
FSDT2230 Advanced Pastry 2.0
FSDT2240 Industry Proficiency 3.0

APPLICATIONS & NEEDED REQUIREMENTS:

APPLICATIONS ARE AVAILABLE
- Off-Campus at all Lincoln Centers
- Online at the College website

NEEDED REQUIREMENTS:
- Completion of high school graduation
- A minimum of 2.0 GPA

APPLICANTS WHO MEET THE REQUIREMENTS WILL BE INVITED TO ATTEND AN INFORMATIONAL MEETING WHERE ADMISSION CRITERIA WILL BE DISCUSSED.

APPLICATION DEADLINE:
- Fall: August 15th
- Spring: December 15th
- Summer: April 15th

FOR MORE INFORMATION CONTACT:
Jo Taylor, Program Chair
402-437-2465, 800-642-4075 x2465
jtaylor@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600


### DIETETIC TECHNICIAN FOCUS:

The Dietetic Technician Focus is accredited by the Commission on Accreditation for Dietetic 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.

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<tr>
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<th>COURSE TITLE</th>
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<td>FSDT2146</td>
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### LODGING FOCUS:

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<td>FSDT1406</td>
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<td>FSDT2154</td>
<td>Food Service/Hospitality Seminar I</td>
<td>1.0</td>
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<tr>
<td>FSDT2160</td>
<td>Coop Education or Practicum</td>
<td>5.5</td>
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<tr>
<td>FSDT2402</td>
<td>Fundamentals of Event Planning</td>
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<tr>
<td>FSDT2240</td>
<td>Industry Proficiency</td>
<td>1.0</td>
</tr>
<tr>
<td>ACCT1200</td>
<td>Principles of Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2540</td>
<td>Principles of Management</td>
<td>4.5</td>
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### Suggested Food Service/Hospitality Electives

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>FSDT1122</td>
<td>Beverage Selection</td>
<td>2.0</td>
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<tr>
<td>FSDT2142</td>
<td>Meal Service II</td>
<td>2.0</td>
</tr>
<tr>
<td>FSDT2146</td>
<td>Equipment and Layout</td>
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### Suggested Business Electives

<table>
<thead>
<tr>
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<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>BSAD1090</td>
<td>Business Law I</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2270</td>
<td>Professional Selling</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2370</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2520</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2430</td>
<td>Marketing Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>ECON2110</td>
<td>Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR1050</td>
<td>Intro. To Entrepreneurship</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR1060</td>
<td>Entrepreneurship Opp Analysis</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2070</td>
<td>Entrepreneurship and</td>
<td>4.5</td>
</tr>
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<td><strong>Total</strong></td>
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### Financial Topics

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<thead>
<tr>
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<tr>
<td>ENTR2090</td>
<td>Entrepreneurship Business Plan</td>
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<td><strong>Total</strong></td>
<td></td>
<td><strong>41.0</strong></td>
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</table>

### General Education Requirements:

- **18.0 hours**
  - A student must complete general education credit hours for this program. See page 73.
  - (One class from each of the following areas)
    - ORAL COMMUNICATIONS
    - WRITTEN COMMUNICATIONS
    - MATHEMATICS
    - SOCIAL SCIENCE
    - SCIENCE
  
  **FSDT1350 Basic Nutrition**

  (program requirement fulfills this area)

  In addition, students will complete the following courses to fulfill program requirements (6 credit hours):
  - BSAD1050 Introduction to Business 4.5
  - INFO1121 Microsoft Word & PowerPoint 1.5

### 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 through the SCC Continuing Education Division.

  The Food Service Training Certificate has been granted approval from the 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, CRPP. The classes meet the requirements of the School Nutrition Association for certified managers.

### Food Service Training Certificate courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>FSDT1870</td>
<td>Sanitation &amp; Safety</td>
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</tr>
<tr>
<td>FSDT1872</td>
<td>Food Preparation Techniques</td>
<td>1.0</td>
</tr>
<tr>
<td>FSDT1876</td>
<td>Introduction to Food Service</td>
<td>1.0</td>
</tr>
<tr>
<td>FSDT1879</td>
<td>Protein &amp; Starch Cookery Lab</td>
<td>.5</td>
</tr>
<tr>
<td>FSDT1881</td>
<td>Yeast &amp; Quick Breads Lab</td>
<td>.5</td>
</tr>
<tr>
<td>FSDT1883</td>
<td>Fruits, Vegetables &amp; Salads Lab</td>
<td>.5</td>
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<tr>
<td>FSDT1885</td>
<td>Desserts Lab</td>
<td>.5</td>
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<tr>
<td>FSDT1886</td>
<td>Basic Nutrition &amp; Menu Planning</td>
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<tr>
<td>FSDT1887</td>
<td>School Food Service</td>
<td>1.0</td>
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<tr>
<td>FSDT1888</td>
<td>Principles of Diet Therapy &amp; Nutrition Assessment</td>
<td>2.0</td>
</tr>
<tr>
<td>FSDT1896</td>
<td>Management Skills I</td>
<td>1.5</td>
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<tr>
<td>FSDT1898</td>
<td>Management Skills II</td>
<td>2.0</td>
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</tbody>
</table>

In addition, students will complete one general education course to fulfill program requirements. Recommended classes are:
- SPCH1090 Fundamental of Human Communication
- SPCH2810 Business & Professional Communication
- PSYC1250 Interpersonal Relations
- PSYC2960 Life-Span Human Development

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:

Nancy Holman, Continuing Education
402-437-2712, 800-828-0072 x2712
nholman@southeast.edu

See page 73 of the SCC Catalog for information on General Education Requirements.

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**PROGRAM OF STUDY**

**JULY 1, 2008—JUNE 30, 2009**

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**FOOD SERVICE TRAINING CERTIFICATE:**

Food Service Training Certificate classes are offered online through the SCC Continuing Education Division.

The Food Service Training Certificate has been granted approval from the 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, CRPP. The classes meet the requirements of the School Nutrition Association for certified managers.

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<tr>
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</tr>
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<tr>
<td>FSDT1870</td>
<td>Sanitation &amp; Safety</td>
<td>1.5</td>
</tr>
<tr>
<td>FSDT1872</td>
<td>Food Preparation Techniques</td>
<td>1.0</td>
</tr>
<tr>
<td>FSDT1876</td>
<td>Introduction to Food Service</td>
<td>1.0</td>
</tr>
<tr>
<td>FSDT1879</td>
<td>Protein &amp; Starch Cookery Lab</td>
<td>.5</td>
</tr>
<tr>
<td>FSDT1881</td>
<td>Yeast &amp; Quick Breads Lab</td>
<td>.5</td>
</tr>
<tr>
<td>FSDT1883</td>
<td>Fruits, Vegetables &amp; Salads Lab</td>
<td>.5</td>
</tr>
<tr>
<td>FSDT1885</td>
<td>Desserts Lab</td>
<td>.5</td>
</tr>
<tr>
<td>FSDT1886</td>
<td>Basic Nutrition &amp; Menu Planning</td>
<td>2.0</td>
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<td>FSDT1887</td>
<td>School Food Service</td>
<td>1.0</td>
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<tr>
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<td>Principles of Diet Therapy &amp; Nutrition Assessment</td>
<td>2.0</td>
</tr>
<tr>
<td>FSDT1896</td>
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<td>Management Skills II</td>
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</tr>
</tbody>
</table>

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- PSYC1250 Interpersonal Relations
- PSYC2960 Life-Span Human Development

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:

Nancy Holman, Continuing Education
402-437-2712, 800-828-0072 x2712
nholman@southeast.edu

See page 73 of the SCC Catalog for information on General Education Requirements.
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 wage rates averaged $11.05 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

Program overview

Ford ASSET is recognized as the premier program in the global automotive industry for the training and placement of new manufacturer-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 Ford 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

ASSET - 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>
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<tbody>
<tr>
<td>ASST1110</td>
<td>Ford Shop Orientation</td>
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<tr>
<td>ASST1170</td>
<td>Ford Shop Safety &amp; Repair</td>
<td>1.5</td>
</tr>
<tr>
<td>ASST1171</td>
<td>Ford Welding</td>
<td>1.0</td>
</tr>
<tr>
<td>ASST1173</td>
<td>Ford Fundamentals</td>
<td>2.0</td>
</tr>
<tr>
<td>ASST1175</td>
<td>Ford Electrical &amp; Electronic Principles</td>
<td>12.0</td>
</tr>
<tr>
<td>ASST1178</td>
<td>Ford Brake Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>ASST1268</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>ASST1360</td>
<td>Engine Performance Theory &amp; Operation</td>
<td>10.0</td>
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<tr>
<td>ASST1362</td>
<td>Ford Climate Control</td>
<td>5.5</td>
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<td>ASST1363</td>
<td>Ford Engine Repair</td>
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</tr>
<tr>
<td>ASST1468</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
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<tr>
<td>ASST2529</td>
<td>Ford Manual Transmission, Transaxles, Clutches, and Transfer Cases</td>
<td>7.0</td>
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<tr>
<td>ASST2531</td>
<td>Ford Diesel Fuel &amp; Emission Systems</td>
<td>4.0</td>
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<td>ASST2537</td>
<td>Ford Rear Axle &amp; Driveline</td>
<td>2.0</td>
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<tr>
<td>ASST2538</td>
<td>Engine Performance Diagnosis &amp; Testing</td>
<td>7.0</td>
</tr>
<tr>
<td>ASST2668</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>ASST2728</td>
<td>Ford Steering &amp; Suspension Systems</td>
<td>6.0</td>
</tr>
<tr>
<td>ASST2747</td>
<td>Ford Body Electrical &amp; Electronics</td>
<td>5.5</td>
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<tr>
<td>ASST2748</td>
<td>Ford Automatic Transmissions &amp; Transaxes</td>
<td>8.0</td>
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<tr>
<td>ASST2749</td>
<td>Ford New Product Update</td>
<td>2.0</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 HOURS

A student must complete general education credit hours for this program. See page 73. (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 from the Program Chairs or the College Admissions Office.

This SCC Program is
Affiliated with ASE
Accredited by NATEF

See page 13 of the SCC Catalog for information on the Steps for Admission to a Program of Study.
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 dealership 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 averaged $12.30 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

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

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 MOTORS (ASEP)
AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM
Milford Campus
ASSOCIATE OF APPLIED SCIENCE DEGREE

Program overview

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.

COURSE # | COURSE TITLE | CREDIT HRS
--- | --- | ----
ASEP1170 | GM Shop Orientation & Safety | 2.0
ASEP1171 | GM Welding | 1.0
ASEP1173 | GM Fundamentals | 3.0
ASEP1175 | GM Electrical and Electronic Principles | 12.0
ASEP1177 | GM Brake Systems | 4.0
ASEP1268 | Dealer Cooperative Experience | 12.0
ASEP1360 | GM Powertrain Electronic Systems 6.5 | 6.5
ASEP1363 | GM Engine Repair | 9.5
ASEP1379 | GM Heating & Air Conditioning | 5.0
ASEP1468 | Dealer Cooperative Experience | 12.0
ASEP2528 | GM Steering and Suspension Systems | 4.5
ASEP2529 | GM Manual Transmission, Transaxles, Clutch & Transfer Case | 4.5
ASEP2537 | GM Rear Axle Service | 2.0
ASEP2558 | GM Advanced Powertrain Electronic Systems | 3.5
ASEP2561 | GM Diesel Fuel & Emission Control System | 3.5
ASEP2668 | Dealer Cooperative Experience | 12.0
ASEP2743 | GM Powertrain Electronic Systems & Driveability Diagnostics | 5.5
ASEP2747 | GM Body Electrical & Electronics | 6.0
ASEP2748 | GM Automatic Transmission & Transaxles | 9.0
ASEP2749 | GM New Product Update | 2.0

120.5

See page 73 of the SCC Catalog for information on General Education Requirements.
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 averaged $11.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

Special program requirements

Graphic Design is only 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, ability, 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 classes will begin in January of 2010 and July of 2011.

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

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

COURSES:

<table>
<thead>
<tr>
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<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<td>EIGT1120</td>
<td>Drawing/Illustration I</td>
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<td>EIGT1122</td>
<td>Introduction to Graphic Design</td>
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<td>EIGT1126</td>
<td>Typography I</td>
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<td>EIGT1136</td>
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<td>EIGT1230</td>
<td>Typography II</td>
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<td>EIGT1234</td>
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<td>EIGT1238</td>
<td>Drawing/Illustration II</td>
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<td>EIGT1348</td>
<td>Computer Graphics III</td>
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<tr>
<td>EIGT1354</td>
<td>Color Theory</td>
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<td>Photography &amp; Digital Imaging</td>
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<td>EIGT1485</td>
<td>Web Design I</td>
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<td>Print Reproduction Processes</td>
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<tr>
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<td>Directed Independent Study in Graphic Design</td>
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<td>Graphic Design Internship</td>
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<td>Principles of Marketing</td>
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</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS:
22.5 HOURS

A student must complete general education credit hours for this program. See page 73. (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/s meet the program requirements.
ASSOCIATE OF APPLIED SCIENCE DEGREE

The associate of applied science degree gives health information technicians the entry-level competencies defined by the American Health Information Management Association. These are nationally accepted standards of practitioner roles and functions.

COURSE #  COURSE TITLE  CREDIT HOURS
MEDA1010 Medical Terminology I 2.0-Q
MEDA1201 Medical Terminology II 3.0-Q
OFFT2710 Microsoft Office Integration I 4.5-Q
OFFT2720 Microsoft Office Integration II 4.5-Q
OFFT2430 Administrative Office Management 4.5-Q
BSAD2370 Human Resources Management 4.5-Q
BIOS1000 Anatomy and Physiology 6.0-Q
ENGL1010 Composition I 4.5-Q
SPOH1090 Fundamentals of Human Communication 4.5-Q
SPOH1110 Public Speaking 4.5-Q
*HIMS 125.0 Introduction to Health Information Management Systems 2.0-S
*HIMS 130.0 Legal Aspects of Health Information Management 2.0-S
*HIMS 135.0 Health Care Delivery Systems 2.0-S
*HIMS 225.0 Health Care Statistics 2.0-S
*HIMS 230.0 HIMS Applications I 3.0-S
*HIMS 235.0 HIMS Applications II 3.0-S
HIMS1102 CPT Coding 4.5-Q
HIMS1103 HIMS ICD-9 Coding 6.0-Q
*HIMS 259.0 Healthcare Reimbursement Methods 3.0-S
*HIMS 260.0 Quality Assessment 3.0-S
*HIMS 270.0 Professional Practice Experience I 3.0-S
*HIMS 275.0 Professional Practice Experience II 3.0-S
MEDA1401 Medical Diseases 4.5-Q
*OFFT 265.0 Medical Reimbursement 2.0-S
MATH1100 Intermediate Algebra 4.5-Q
OFFT2600 Employment Techniques 3.0-S
*MEDA 133.0 Pharmacology 3.0-S
PSYCH10 Introduction to Psychology 4.5-Q
or
SOCI1010 Introduction to Sociology 4.5-Q
* Indicates CCC Web-based Course

Admission requirements:
- Completed CCC application
- High School Diploma or GED
- GPA of at least 2.0
- Minimum of a “C+” in all courses taken at CCC as required for this degree
- Minimum of “C” in all courses taken at CBC as required for this degree

HEALTH INFORMATION MANAGEMENT SYSTEMS

(MEDICAL CODING)

SSC LINCOLN - DIPLOMA
CCC HASTINGS - ASSOCIATE OF APPLIED SCIENCE DEGREE

The HIMS program at Central Community College is accredited by CAHIIM (Commission on Accreditation of Health Informatics and Information Management Education), in cooperation with the Council on Accreditation of the American Health Information Management Association.

Credit Hours Required for Graduation:

Diploma: (SCC-Lincoln) 47.0-Q (quarter)
(CCC-Hastings) 13.0-S (semester)

Associate Degree in Health Information Technology:

(SCC-Lincoln) 69.5-S (quarter)
(CCC-Hastings) 32.0-S (semester)

Certification: Associate of applied science degree graduates are eligible to take the national qualifying examination required for certification as a registered health information technician. This credential is an important step for graduates to gain employment on a professional level in a variety of settings.

Upon admission to the program, the following courses will be accepted in transfer from Southeast Community College to Central Community College in the Health Information Management Services program:

DIPLOMA

The diploma gives graduates the entry-level skills needed for employment as clinical coders in a variety of health care settings.

COURSE #  COURSE TITLE  CREDIT HOURS
BIO1000 Anatomy and Physiology 6.0-Q
ENGL1010 Composition I 4.5-Q
MEDA1010 Medical Terminology I 2.0-Q
MEDA1201 Medical Terminology II 3.0-Q
*HIMS 125.0 Introduction to Health Information Management Systems 2.0-S
*HIMS 135.0 Health Care Delivery Systems 2.0-S
HIMS1102 CPT Coding 4.5-Q
HIMS1103 HIMS ICD-9 Coding 6.0-Q
*HIMS 259.0 Healthcare Reimbursement Methods 3.0-S
*MEDA 133.0 Pharmacology 3.0-S
*OFFT 265.0 Medical Reimbursement 2.0-S
OFFT2710 Microsoft Office Integration I 4.5-Q
OFFT2720 Microsoft Office Integration II 4.5-Q
OFFT2430 Administrative Office Management 4.5-Q
BSAD2370 Human Resources Management 4.5-Q
BIOS1000 Anatomy and Physiology 6.0-Q
ENGL1010 Composition I 4.5-Q
SPOH1090 Fundamentals of Human Communication 4.5-Q
SPOH1110 Public Speaking 4.5-Q
*HIMS 125.0 Introduction to Health Information Management Systems 2.0-S
*HIMS 130.0 Legal Aspects of Health Information Management 2.0-S
*HIMS 135.0 Health Care Delivery Systems 2.0-S
*HIMS 225.0 Health Care Statistics 2.0-S
*HIMS 230.0 HIMS Applications I 3.0-S
*HIMS 235.0 HIMS Applications II 3.0-S
HIMS1102 CPT Coding 4.5-Q
HIMS1103 HIMS ICD-9 Coding 6.0-Q
*HIMS 259.0 Healthcare Reimbursement Methods 3.0-S
*HIMS 260.0 Quality Assessment 3.0-S
*HIMS 270.0 Professional Practice Experience I 3.0-S
*HIMS 275.0 Professional Practice Experience II 3.0-S
MEDA1401 Medical Diseases 4.5-Q
*OFFT 265.0 Medical Reimbursement 2.0-S
MATH1100 Intermediate Algebra 4.5-Q
OFFT2600 Employment Techniques 3.0-S
*MEDA 133.0 Pharmacology 3.0-S
PSYC1010 Introduction to Psychology 4.5-Q
or
SOCI1010 Introduction to Sociology 4.5-Q
* Indicates CCC Web-based Course

For more information contact:
Linda Delgado, HIM Adviser/Instructor
402-437-2753, 800-642-4075, x2753
ldelgado@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

See page 73 of the SCC Catalog for information on General Education Requirements.
HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

Milford Campus

Prepares students for careers in design, installation and servicing temperature control systems

Credit Hours Required for Graduation:
Associate of Applied Science Degree: 132.0

HVAC/R REQUIRED COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tr>
<td>HVAC1109</td>
<td>Electrical Fundamentals</td>
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<tr>
<td>HVAC1131</td>
<td>Refrigeration Theory I</td>
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<td>Plumbing Theory/Print Reading</td>
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<tr>
<td>HVAC1126</td>
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<td>HVAC1230</td>
<td>Electrical Principles &amp; Practices</td>
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<td>Refrigeration Theory II</td>
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<td>HVAC1343</td>
<td>Refrigeration Theory III</td>
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<td>HVAC1363</td>
<td>Heat Pump Principles</td>
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<td>Refrigeration Lab II</td>
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<td>HVAC1435</td>
<td>HVAC Welding Practices</td>
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<td>HVAC1440</td>
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<td>Commercial HVAC Fundamental &amp; Practices I</td>
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<td>HVAC1450</td>
<td>EPA Refrigerant Certification</td>
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<td>HVAC1452</td>
<td>Residential Install Lab</td>
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<td>Residential HVAC Systems &amp; Controls II</td>
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<td>HVAC2500</td>
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<td>HVAC2649</td>
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</tr>
<tr>
<td>INFO1000</td>
<td>Computer Essentials</td>
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</tr>
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</table>

GENERAL EDUCATION REQUIREMENTS:

24.0 HOURS

A student must complete general education credit hours for this program. See page 73.

(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

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.
### 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, 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 averaged $31.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

#### 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 402-437-2745, 800-642-4075 x2745 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
- Carrie Rocco Healy, Clinical Education Coordinator 402-437-2746, 800-642-4075 x2746 chealy@southeast.edu

or the College Admissions Office Lincoln 402-437-2600, 800-642-4075 x2600

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### HUMAN SERVICES FOCUS COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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</thead>
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<td>HMR1101</td>
<td>Human Services Concepts or</td>
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<tr>
<td>HMR1102</td>
<td>Counseling Theories and Techniques</td>
<td>4.5</td>
</tr>
<tr>
<td>HMR1201</td>
<td>Health Foundations</td>
<td>4.5</td>
</tr>
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<td>HMR1320</td>
<td>Multicultural Competency</td>
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<td>HMR1357</td>
<td>Multicultural Counseling</td>
<td>4.5</td>
</tr>
<tr>
<td>HMR1403</td>
<td>Assessment, Case Planning/Management &amp; Professional Ethics for A &amp; D or</td>
<td>4.5</td>
</tr>
<tr>
<td>HMR1405</td>
<td>Care Management &amp; Ethics for Human Services</td>
<td>4.5</td>
</tr>
<tr>
<td>HSR2690</td>
<td>Abnormal Psychology</td>
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#### REQUIRED CLINICAL COURSES:

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<td>HMR2626</td>
<td>Clinical Education Alcohol/Drug Counseling 4</td>
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</tbody>
</table>

#### Please note:

Students need to obtain a First Aid and CPR card before progressing into HMR1110 Clinical Education 1.

Advanced standing is available for those individuals seeking an educational program approved to offer training for State of Nebraska licensure as a provisiona l alcohol and drug counselor.

### Special Program Requirement:

A criminal background check (CBC) will now be required for each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, or being considered 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 LADC counselor. (At least 10 hours in each of the 12 core competencies/fields.
2. Hours supervised at 1:10 ratio by supervisor.

For more information, please contact:

- Rebecca Shacklett, Alcohol and Drug Adviser 402-437-2745, 800-642-4075 x2745 rshacklett@southeast.edu
- Carrie Rocco Healy, Clinical Education Coordinator 402-437-2746, 800-642-4075 x2746 chealy@southeast.edu
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- Carrie Rocco Healy, Clinical Education Coordinator 402-437-2746, 800-642-4075 x2746 chealy@southeast.edu

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### PROGRAM OF STUDY

**For Students Interested in Pursuing Nursing Home Administration**

Nursing Home Administrator (RNA) and Assisted Living Director (RACL) courses offered through the Business Administration program. Students would need a degree in Business Administration with a focus in Nursing Home Administration.

For more information, contact the College Admissions Office.

**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 provisiona l alcohol and drug counselor. Prospective students with degrees in related health human services fields may apply for advanced standing. Students would be required to complete extra courses for Provisional A & D license.

1. A minimum of 300 clinical hours of clinical performance with a LADC counselor. (At least 10 hours in each of the 12 core competencies/fields.
2. Hours supervised at 1:10 ratio by supervisor.

For more information, please contact:

- Rebecca Shacklett, Alcohol and Drug Adviser 402-437-2745, 800-642-4075 x2745 rshacklett@southeast.edu
- Carrie Rocco Healy, Clinical Education Coordinator 402-437-2746, 800-642-4075 x2746 chealy@southeast.edu
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**GENERAL EDUCATION REQUIREMENTS:**

- **9.0 hours**
  - **3.0 hours** in Biological/Physical Science
  - **3.0 hours** in Language/Grammar
  - **3.0 hours** in Additional courses

**ELECTIVES:***

- Any of the previous "H 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>
</tr>
</thead>
<tbody>
<tr>
<td>HMR1101</td>
<td>Human Services Concepts or</td>
<td>4.5</td>
</tr>
<tr>
<td>HMR1102</td>
<td>Counseling Theories and Techniques</td>
<td>4.5</td>
</tr>
<tr>
<td>HMR1201</td>
<td>Health Foundations</td>
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<tr>
<td>HMR1320</td>
<td>Multicultural Competency</td>
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<tr>
<td>HMR1357</td>
<td>Multicultural Counseling</td>
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<tr>
<td>HMR1403</td>
<td>Assessment, Case Planning/Management &amp; Professional Ethics for A &amp; D or</td>
<td>4.5</td>
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<tr>
<td>HMR1405</td>
<td>Case Management &amp; Ethics for Human Services</td>
<td>4.5</td>
</tr>
<tr>
<td>HSR2690</td>
<td>Abnormal Psychology</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**TOTAL: 33.0**
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 averaged $10.40 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

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

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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<td>John Deere Fundamentals</td>
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<td>John Deere Orientation &amp; Safety</td>
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<td>John Deere Tractor Performance</td>
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<pre><code>                                                             | 134.0      |
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GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 HOURS
A student must complete general education credit hours for this program. See page 73.
(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.
**Laboratory Science Technology**

In the Laboratory Science Technology program, students obtain a scientific 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 $13.30 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

**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 quarters, full-time. Qualified students may re-register for courses involved only once to remove the deficiencies.

**For more information contact:**

Don Mumm, Program Chair
402-437-2486, 800-462-4075 x2486
dmumm@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214
Lincoln 402-437-2486, 800-462-4075 x2500

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### LABORATORY SCIENCE TECHNOLOGY

**Lincoln Campus**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1100</td>
<td>Laboratory Science Orientation</td>
<td>1.0</td>
</tr>
<tr>
<td>LBST1111</td>
<td>Applied Chemistry I</td>
<td>3.0</td>
</tr>
<tr>
<td>LBST1121</td>
<td>Analytical Chemistry for Technicians I</td>
<td>3.0</td>
</tr>
<tr>
<td>LBST1131</td>
<td>Analytical Chemistry I Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>LBST1161</td>
<td>Organic Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>LBST1171</td>
<td>Organic Chemistry Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>LBST1205</td>
<td>Introductory Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>LBST1215</td>
<td>Introductory Biology Laboratory Laboratory II</td>
<td>1.5</td>
</tr>
<tr>
<td>LBST1221</td>
<td>Introduction to Microbiology</td>
<td>2.0</td>
</tr>
<tr>
<td>LBST1231</td>
<td>Introduction to Microbiology Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>LBST1300</td>
<td>Water Quality</td>
<td>3.0</td>
</tr>
<tr>
<td>LBST2122</td>
<td>Analytical Chemistry for Technicians II</td>
<td>3.0</td>
</tr>
<tr>
<td>LBST2124</td>
<td>Analytical Chemistry for Technicians III</td>
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</tr>
<tr>
<td>LBST2132</td>
<td>Analytical Chemistry II</td>
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</tr>
<tr>
<td>LBST2134</td>
<td>Analytical Chemistry III Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>LBST2162</td>
<td>Biochemistry I</td>
<td>3.0</td>
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<tr>
<td>LBST2163</td>
<td>Biochemistry II</td>
<td>2.0</td>
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<tr>
<td>LBST2172</td>
<td>Biochemistry I Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>LBST2173</td>
<td>Biochemistry II Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>LBST2261</td>
<td>Sanitation</td>
<td>2.0</td>
</tr>
<tr>
<td>LBST2265</td>
<td>Applied Microbiology</td>
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</tr>
<tr>
<td>LBST2275</td>
<td>Applied Microbiology Laboratory</td>
<td>2.0</td>
</tr>
<tr>
<td>LBST2300</td>
<td>Water and Wastewater Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>LBST2303</td>
<td>Water/Wastewater Analysis</td>
<td>2.0</td>
</tr>
<tr>
<td>LBST2313</td>
<td>Water/Wastewater Analysis Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>LBST2321</td>
<td>Hazardous Materials</td>
<td>3.0</td>
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<tr>
<td>LBST2400</td>
<td>Laboratory Skills Competency</td>
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<tr>
<td>LBST2406</td>
<td>Quality in the Analytical Laboratory</td>
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<tr>
<td>LBST2407</td>
<td>Water and Wastewater Mathematics</td>
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</tr>
<tr>
<td>LBST2501</td>
<td>Practicum I</td>
<td>3.0</td>
</tr>
<tr>
<td>LBST2502</td>
<td>Practicum II</td>
<td>3.0</td>
</tr>
<tr>
<td>LBST2522</td>
<td>Cooperative Education may be used as a substitution for LBST2501/2502 Practicum, please see program adviser.</td>
<td>69.0</td>
</tr>
</tbody>
</table>

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

**ADDITIONAL REQUIREMENTS:**

- **11.0 HOURS**
  - In addition, students will need to complete 11 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

*Only one course from each of the following areas may be selected from the same area:* See page 73 of the SCC Catalog for information on General Education Requirements.
Land Surveying/ Civil Engineering Technology

What type of job could I get?

As a Land Surveying Technician you will survey the construction of streets, dams, bridges, highways, airports, and parks. You will also survey boundary locations of sub-divisions, private property, and commercial property. As a Civil CAD Drafter you will draw computer drawings of plans for construction, boundaries, plats, maps of all planning, and conventional drawings for small projects. As a Construction Materials Inspector you will run tests on construction materials and check construction work. Program graduates are working in small to large engineering consultant 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 averaged $13.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

Program overview

The program is available only at the Milford campus and is the only Land Surveying School in the state of Nebraska. Students may seek employment opportunities in Land Surveying, Civil CAD Drafting, or Construction Materials Inspection. The purchase of a Laptop Computer, Land Development Desktop Software, and an IPAC are optional as part of the Land Surveying/Civil Engineering Technology program. For cost estimates please request the program estimated expense form. Upon completion of the program students will qualify for 9 month work experience toward obtaining their Registered Land Surveyors license.

For more information contact:
Dale Mueller, Program Chair
402-761-8255, 800-933-7223 x8255
dmueller@southeast.edu

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: 129.0
A minimum grade of “C” or 70% is required in all LSCE and General Education courses to progress through or graduate from the program.

REQUIRED LSCE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>LSCE1110</td>
<td>Land Surveyors Math</td>
<td>5.0</td>
</tr>
<tr>
<td>LSCE1120</td>
<td>Plane Surveying</td>
<td>9.0</td>
</tr>
<tr>
<td>LSCE1126</td>
<td>Basic Civil CAD</td>
<td>7.0</td>
</tr>
<tr>
<td>LSCE1220</td>
<td>Engineering Surveying</td>
<td>6.0</td>
</tr>
<tr>
<td>LSCE1226</td>
<td>Civil CAD II</td>
<td>6.5</td>
</tr>
<tr>
<td>LSCE1230</td>
<td>Earthworks Inspection</td>
<td>3.0</td>
</tr>
<tr>
<td>LSCE1232</td>
<td>Highway Plan Reading</td>
<td>3.0</td>
</tr>
<tr>
<td>LSCE1320</td>
<td>Route and Construction Surveying</td>
<td>5.0</td>
</tr>
<tr>
<td>LSCE1324</td>
<td>Concrete Inspection</td>
<td>4.0</td>
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<tr>
<td>LSCE1326</td>
<td>Civil CAD III</td>
<td>8.0</td>
</tr>
<tr>
<td>LSCE1400</td>
<td>Cooperative Education</td>
<td>12.0</td>
</tr>
<tr>
<td>LSCE2520</td>
<td>Geodetic Surveying</td>
<td>11.0</td>
</tr>
<tr>
<td>LSCE2526</td>
<td>Principles of Land Development</td>
<td>3.0</td>
</tr>
<tr>
<td>LSCE2546</td>
<td>Civil CAD IV</td>
<td>6.0</td>
</tr>
<tr>
<td>LSCE2620</td>
<td>Boundary Control and Legal Principles</td>
<td>5.0</td>
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<tr>
<td>LSCE2626</td>
<td>Civil CAD V</td>
<td>3.0</td>
</tr>
<tr>
<td>LSCE2646</td>
<td>Advanced Land Development</td>
<td>5.0</td>
</tr>
<tr>
<td>LSCE2667</td>
<td>Land Surveying Systems</td>
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</tr>
</tbody>
</table>

106.5

GENERAL EDUCATION REQUIREMENTS:
22.5 HOURS
A student must complete general education credit hours for this program. See page 73. (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.

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.
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 averaged $14.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

Program overview

The program is available at both the Lincoln and Milford campuses. Students may focus in Tool & Die Making, Die Making, or 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

MACH 1110 Orientation 0.5
MACH 1121 Manufacturing Processes 5.0
MACH 1156 Blueprint Reading & Drawing 3.0
MACH 1172 Machine Tool Lab I 6.5
MACH 1222 Machine Tool Lab II 7.0
MACH 1225 Materials of Industry 5.0
MACH 1241 Machinery’s Handbook 5.0
MACH 1250 Computer Aided Drafting 3.0
MACH 1324 Machine Tool Lab III 7.0
MACH 1349 Basic CNC 7.5
MACH 1370 Applied Trigonometry 4.5
MACH 1428 Machine Tool Lab IV 5.5
MACH 1451 Advanced CNC 4.5
MACH 1453 CNC Lathe 3.5
MACH 1454 CAM 4.0

7.5

MACH A.A.S. DEGREE REQUIREMENTS:
Not all courses may not be available at each SCC campus.

DIE MAKER FOCUS: (MILFORD)
MACH 2530 Die Design I 2.0
MACH 2532 Die Making Lab I 7.0
MACH 2547 Die Theory 5.0
MACH 2634 Die Design II 2.0
MACH 2635 Die Making Lab II 7.0
MACH 2535 Mold Theory 5.0

28.0

MOLD MAKER FOCUS: (MILFORD)
MACH 2535 Mold Theory 5.0
MACH 2537 Injection Mold Design I 2.0
MACH 2538 Mold Making Lab I 7.0
MACH 2547 Die Theory 5.0
MACH 2640 Injection Mold Design II 2.0
MACH 2642 Mold Making Lab II 7.0

28.0

GENERAL EDUCATION REQUIREMENTS:
22.5 HOURS
A student must complete general education credit hours for this program. See page 73. (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/s meet the program requirements.

To complete the diploma, a total of nine (9.0) general education requirements must be fulfilled. This includes one math course plus one other general education course from Oral or Written Communications.)

See page 73 of the SCC Catalog for information on General Education Requirements.
**MAJOR APPLIANCE PROFESSIONAL TECHNOLOGY**

**Milford Campus**

**DIPLOMA**

Prepares students for the installation and servicing of major residential appliances.

**Credit Hours Required for Graduation:**

- Diploma: 56.0

Major Appliance Technology students will complete coursework in classrooms and laboratories with instruction provided by experienced major appliance professionals. Graduates of this program will be awarded a Diploma.

Qualified major appliance technicians have many opportunities for employment including working for retail businesses, repair shops and wholesalers. Some Major Appliance Technicians work for manufacturers, and others become self-employed business owners.

**MAAP REQUIRED COURSES:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MAAP1110</td>
<td>Basic Electricity for Home Appliances</td>
<td>7.0</td>
</tr>
<tr>
<td>MAAP1112</td>
<td>In-Home Service</td>
<td>3.0</td>
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<tr>
<td>MAAP1114</td>
<td>Electrical Dryer Technology</td>
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<td>MAAP1118</td>
<td>Gas Dryer Technology</td>
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<tr>
<td>MAAP1120</td>
<td>Dishwasher Technology</td>
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<td>MAAP1124</td>
<td>Washing Machine Technology</td>
<td>4.0</td>
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<tr>
<td>MAAP1128</td>
<td>Electric Range Technology</td>
<td>5.5</td>
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<tr>
<td>MAAP1132</td>
<td>Gas Range Technology</td>
<td>4.5</td>
</tr>
<tr>
<td>MAAP1136</td>
<td>Residential Refrigerator Technology</td>
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</tr>
<tr>
<td>MAAP1150</td>
<td>Special Topics in Home Service</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION REQUIREMENTS:**

9.0 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from the two areas below.) 4.5
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

(One class from the two areas below.) 4.5
- COMPUTER TECHNOLOGY
  Adviser Approved Elective

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.
Manufacturing Engineering Technology

What type of job could I get?

Graduates of the Manufacturing Engineering Technology program are qualified to work in a wide variety of areas including: product design, operations management, engineering design, product research and development, field engineering, direct manufacturing support, quality control, and assurance, machine designer, lean manufacturing engineer, technical support engineer, CNC programmer and tooling design and development.

The school has a very active student chapter of the Society of Manufacturing Engineers. This helps the students 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 wage rates averaged $17.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

The Manufacturing Engineering Technology program trains students to become members of an engineering team. Manufacturing Engineering Technologists are people who like to make things, especially making them better, faster, and at a lower cost. They are “hands-on” people who also want to have a voice in decisions and they enjoy working with people as part of a team or as its leader. Typical job responsibilities include acting as a liaison between design engineering and the manufacturing operation or being deeply involved in manufacturing process development. Graduates from Southeast Community College’s Manufacturing Engineering Technology program apply their skills in companies across the United States.

The Manufacturing Engineering Technology program is only available at the Milford campus.

For more information contact:
Milford Program Office
(402) 761-8244, 800-933-7223 x8244
meilers@southeast.edu

or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8244

JULY 1, 2008–JUNE 30, 2009

GENERAL EDUCATION REQUIREMENTS:
22.5 HOURS

A student must complete general education credit hours for this program. See page 73. (One class from each of the following areas)

• ORAL COMMUNICATIONS
SOPH1110 Public Speaking (recommended)

• WRITTEN COMMUNICATIONS
ENGL1000 Written Communications (recomm.)

• MATHEMATICS
MATH1050 Thinking Mathematically (or higher)
(Prerequisite for MFGT2533, 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:
OFIT1110 Business Communications 4.5
ECON1200 Personal Finance 4.5
ACFS2020 Career Development 2.5
BSAD2540 Principles of Management 4.5
16.0

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.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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 averaged $10.65 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

Program overview
This program is available on the Lincoln campus plus Web-based courses. Students are admitted to the program in the spring and fall quarters.

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

Special Program Requirements:
1. 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.
2. Students must complete a health statement before acceptance into the Medical Assisting program.
3. Students may be requested by clinical sites to submit to and pass drug testing and to provide a reasonable background in investigation, including a criminal background check.
4. Students must pass all required courses or the program with a "C+" or better to continue through the program.
5. All students must have a Current CPR card - Module C, prior to enrolling in fourth quarter classes.

*PLEASE NOTE: Immediately prior to enrollment in MEDA1401, students must pass the following block of classes together:
MEDA1301, MEDT1301, MEDT1161, MEDT1171, MEDT1181 & MEDT1191.
If a student has to repeat MEDA1401, the same block of classes must be repeated prior to enrollment.

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 (caahep.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>BIDS1000</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</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>
<td>1.0</td>
</tr>
<tr>
<td>MEDT1181</td>
<td>Basic Hematology for the Office Laboratory</td>
<td>1.0</td>
</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>OFFT2650</td>
<td>Computerized Medical Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1401</td>
<td>*Clinical Education</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1402</td>
<td>Senior Clinical Seminar</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1404</td>
<td>Medical Diseases</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDA1405</td>
<td>Insurance for the Medical Office</td>
<td>3.0</td>
</tr>
</tbody>
</table>

PLEASE NOTE: Felony convictions may prevent a graduate from acquiring certification. Contact the American Association of Medical Assistants (AAMAE) Certifying Board for more information.

Students entering the program must have a reasonable background in investigation, including a criminal background check. 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.

MEDICAL ASSISTING
Associate Degree: Southeast Community College, in cooperation with Central Community College, provides the opportunity for students to receive an associates degree in Medical Assisting.

HEALTH INFORMATION MANAGEMENT SYSTEMS
Southeast Community College, in cooperation with Central Community College, provides the opportunity for students to receive an associates degree in Health Information Technology or a diploma in Medical Coding.

If interested see the HIM program, page 113, or contact Linda Delgado at 402-437-2753, ldelgado@southeast.edu or the Admissions Office on the Lincoln Campus.

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
  ISAD1010 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 advisor to ensure that the course(s) meet the program requirements.

PAGE 122 See page 13 of the SCC Catalog for information on the Steps for Admission to a Program of Study.
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 averaged $15.95 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Man y employers provide some type of fringe benefits, or a bonus structure, which are not included in these rates.

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/sérology, 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 Pathology (ASCP) and/or National Credentialing Agency for Laboratory Personnel (NCA), and may also transfer these two years of credit to the University of Nebraska or the College Admissions Office.

For more information contact:
Janis Bible, Program Chair
402-437-2760, 800-642-4075 x2760
jbibile@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

General Education Requirements:

24.0 Hours

A student must complete general education credit hours for this program. See page 73. (One class from each of the following areas)

- Written Communications 4.5
- English 1010 Composition I 4.5
- Mathematics
- MATH 1150 College Algebra or higher 4.5
- Oral Communications
- SPCH 1100 Fundamentals of Human Communication or
- SPCH 1110 Public Speaking 4.5
- Social Science 4.5
- Science

BIO 2130 Human Physiology & Lab 6.0

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.

Special Program Requirements:

1. 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.

2. 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.

3. 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.

Advanced Placement:

Students with previous college credit may apply for advanced placement pending evaluation of transcripts and availability of class space. Please note: LBST 1101/1111 and LBST 1102/1112 may be substituted for LBST 1421/1422.
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 programming behind the scenes of a website. 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 $14.20 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

Program overview
The Microcomputer Technology program is offered both day and evening on the Lincoln Campus. Students in the Microcomputer Technology program can complete an associate of applied science degree. There are four specializations in the Microcomputer Technology program. A certificate award 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
lbettinger@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

SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

Microcomputer Technology
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>
</tr>
</thead>
<tbody>
<tr>
<td>INFO1011</td>
<td>Microsoft Word &amp; PowerPoint Preparing students for careers in the microcomputer field</td>
<td>1.5</td>
</tr>
<tr>
<td>INFO1131</td>
<td>Microsoft Excel</td>
<td>1.5</td>
</tr>
<tr>
<td>INFO1151</td>
<td>Computer Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1161</td>
<td>Windows Operating Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1211</td>
<td>Microsoft Access</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO1311</td>
<td>Database Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1371</td>
<td>Hardware Installation &amp; Maintenance</td>
<td>3.0</td>
</tr>
<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) Preparing students for careers in the microcomputer field</td>
<td>4.5</td>
</tr>
</tbody>
</table>

AAS 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.

INFO1121 Microsoft Word & PowerPoint 1.5
INFO1131 Microsoft Excel 1.5
INFO1151 Computer Fundamentals 4.5
INFO1161 Windows Operating Systems 4.5
INFO1211 Microsoft Access 2.0
INFO1214 Program Design & Problem Solving 4.5
INFO1311 Database Concepts 3.0
INFO1315 TCP/IP 3.0
INFO1431 Web Page Fundamentals 3.0
INFO1441 Advanced Windows XP Professional 3.0
INFO1491 Network Security Fundamentals 3.0
INFO2531 UNIX Operating System 2.0
INFO2543 Workplace Communication Skills 2.0
INFO2670 Desktop Support 4
INFO2700 Employment Techniques 3.0
INFO2710 Business Communications 4.5

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
- ELEC2760 Networking Infrastructure 3.5
- ELEC2761 Router Implementation 3.5
- ELEC2860 Advanced Routing & Switching 3.0
- ELEC2861 Wide Area Networking 3.0

BUSINESS SUPPORT ELECTIVE

CHOOSE FROM:

- INFO1121 Microsoft Word & PowerPoint Preparing students for careers in the microcomputer field 1.5
- INFO1131 Microsoft Excel 1.5
- INFO1151 Computer Fundamentals 4.5
- INFO1161 Windows Operating Systems 4.5
- INFO1211 Microsoft Access 2.0
- INFO1214 Program Design & Problem Solving 4.5
- INFO1311 Database Concepts 3.0
- INFO1315 TCP/IP 3.0
- INFO1431 Web Page Fundamentals 3.0
- MATH1040 Business Math (or higher level MATH class) Preparing students for careers in the microcomputer field 4.5

4.5

TECHNICAL ELECTIVES

CHOOSE FROM:

- 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
- INFO1523 Troubleshooting Techniques 3.0
- INFO2585 Windows 2003 Server Administration 4.5
- INFO2670 Desktop Support 4.5

28.0

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
- INFO1523 Troubleshooting Techniques 3.0
- INFO2585 Windows 2003 Server Administration 4.5
- INFO2670 Desktop Support 4.5

28.0

BUSINESS SUPPORT ELECTIVE

CHOOSE FROM:

- 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
- INFO1523 Troubleshooting Techniques 3.0
- INFO2585 Windows 2003 Server Administration 4.5
- INFO2670 Desktop Support 4.5

28.0

TECHNICAL ELECTIVES

CHOOSE FROM:

- 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
- INFO1523 Troubleshooting Techniques 3.0
- INFO2585 Windows 2003 Server Administration 4.5
- INFO2670 Desktop Support 4.5

15.5

LEGAL ELECTIVES

CHOOSE FROM:

- 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
- INFO1523 Troubleshooting Techniques 3.0
- INFO2585 Windows 2003 Server Administration 4.5
- INFO2670 Desktop Support 4.5

15.5
See page 73 of the SCC Catalog for information on General Education Requirements.
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?
SCC graduates reported in the most recent Placement Report that entry level wage rates averaged $12.80 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

Program overview
This program is available on the Lincoln campus with classes beginning in January and July. For 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>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTT1000</td>
<td>Shop Procedures &amp; Hand Tools</td>
<td>5.5</td>
</tr>
<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 (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>WELD1178</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. See page 73.

(4 classes total)
(One class from each of the following areas)
- ORAL COMMUNICATIONS 4.5
- WRITTEN COMMUNICATIONS 4.5
- SCIENCE 4.5
- PHYS1150 Descriptive Physics 6.0
- ADVISER Approved 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 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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See page 13 of the SCC Catalog for information on the Steps for Admission to a Program of Study.
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>NDTT1165</td>
<td>Electrical &amp; Electronic Fundamentals</td>
<td>5.0</td>
</tr>
<tr>
<td>NDTT1225</td>
<td>NDT Methods</td>
<td>10.0</td>
</tr>
<tr>
<td>NDTT1125</td>
<td>Metallurgy</td>
<td>6.5</td>
</tr>
<tr>
<td>NDTT1166</td>
<td>Liquid Penetrant</td>
<td>3.0</td>
</tr>
<tr>
<td>NDTT1167</td>
<td>Ultrasonics I</td>
<td>7.5</td>
</tr>
<tr>
<td>NDTT1168</td>
<td>Eddy Current I</td>
<td>2.5</td>
</tr>
<tr>
<td>NDTT1169</td>
<td>Magnetic Particle</td>
<td>4.0</td>
</tr>
<tr>
<td>NDTT1170</td>
<td>Radiography I</td>
<td>9.0</td>
</tr>
<tr>
<td>NDTT1171</td>
<td>Radiation Safety &amp; Administration</td>
<td>5.0</td>
</tr>
<tr>
<td>NDTT2040</td>
<td>ND T Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT2159</td>
<td>Radiography II &amp; Film Interpretation</td>
<td>8.0</td>
</tr>
<tr>
<td>NDTT2160</td>
<td>Eddy Current II</td>
<td>10.0</td>
</tr>
<tr>
<td>NDTT2161</td>
<td>Ultrasonics II</td>
<td>8.0</td>
</tr>
<tr>
<td>NDTT2162</td>
<td>Computer Applications in NDT</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT2163</td>
<td>Code Interpretation &amp; Procedure Development</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**TOTAL:** 114.5

**GENERAL EDUCATION REQUIREMENTS:**

**22.5 HOURS**

A student must complete general education credit hours for this program. See page 73.

- **ORAL COMMUNICATIONS**
- **WRITTEN COMMUNICATIONS**
- **MATHEMATICS**
- **SCIENCE**
- **SOME SCIENCE**
- **HUMANITIES**
- **COMPUTER TECHNOLOGY**

(One class from each of the following areas)

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.

See page 73 of the SCC Catalog for information on General Education Requirements.
Associate of Occupational Studies

The Associate of Occupational Studies program is designed specifically for those individuals in industry who wish to combine industry training with selected college coursework to obtain an associate's degree. Each focus can be tailored to meet those needs. Southeast Community College recognizes the value of industry-specific training.

If you are interested in pursuing the AOS degree in the John Deere focus, please contact
Fred Petsch, Director, John Deere Training (402) 761-8344, 800-933-7223 x8344 fpetsch@southeast.edu

If you are interested in pursuing a focus other than John Deere, within the Transportation Occupations area, please contact
Glen Williams, Dean, Transportation Occupations (402) 761-8280, 800-933-7223 x8280
fpetsch@southeast.edu

or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

See page 13 of the SCC Catalog for information on the Steps for Admission to a Program of Study.
Parts Marketing & Management

What type of job could I get?

You can work as a parts manager, warranty manager, service manager or service writer, or general manager. You can also own your business, or work as a factory representative, counter salesperson, or a merchandising or advertising representative, or managing and supervising business of other employees. Some of your activities may include inventory control, computerized business 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 averaged $14.70 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

Program overview

The program is available only at the Milford campus. Students focus in automotive, agriculture implement, industrial, trucking, 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
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

Pharmacy Technician

What type of job could I get?
The duties of pharmacy technician 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, in ventory 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 wage report average 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.

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
402-228-8214, 800-233-5027 x1214
kmouw@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214

PHARMACY TECHNICIAN
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.

Students must be admitted into the Pharmacy Technician program to be able to take any PHRM classes.

All Pharmacy Technician courses must be passed with a 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above. All Pharmacy Technician courses must be passed with 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above.

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 each of the following areas)
• ORAL COMMUNICATIONS 4.5
• WRITTEN COMMUNICATIONS 4.5

ENGL1010 recommended

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.

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.

Beginning September 1, 2007 the Nebraska Department of Health & Human Services implemented the following to register as a pharmacy technician in the state of Nebraska

To work in Nebraska a graduate must:
• Be at least 18 years of age;
• Be a high school graduate or be officially recognized by the State Department of Education as possessing the equivalent degree of education;
• Have never been convicted of any non-alcohol, drug-related misdemeanor or felony;
• File an application with the Department; and
• Pay the applicable fee of approximately $75 Other states may have different laws. Consult state statutes.

See page 13 of the SCC Catalog for information on the Steps for Admission to a Program of Study.
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 averaged $13.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

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.

Part-time Track

This program is also offered in Beatrice, Falls City, Geneva and Lincoln Nebraska on a part-time basis. Total time to complete the program is 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.

For more information contact:

Crystal Higgins, Program Chair-Beatrice
402-228-8214, 800-233-5027 x1214
chiggins@southeast.edu

Mary Trumble, Program Chair-Lincoln
402-437-2600, 800-642-4075 x2600
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 73 of the SCC Catalog for information on General Education Requirements.
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 dramatic lifestyle change. You will sometimes be away from home for long periods of time.

Program graduates are working for 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 of graduates in all companies and facilities. 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.

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

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 averaged $15.60 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

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 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 may recycle into the program. All Radiography Program courses begin in the summer and winter quarters. All required Program 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.

The RADT program courses begin in the summer and winter quarters. All required Program 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.

All math and science prerequisite courses must be completed within one year, if there is an opening in the program. A non-refundable fee of $45 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.

Radiologic Technology

Lincoln Campus

Associate of Applied Science Degree

Program prerequisites and General Education requirements must be completed prior to entering the program (unless student meets Advance Standing requirements – see section on Advance Standing). Students must be accepted into the program before any RADT classes are taken. The RADT program courses begin in the summer and winter quarters. All required Program 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.

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.

Students must complete an application for admission to the program before application. Interested students must complete an application for admission to the program at: https://www.southeast.edu/undergraduate/apply/. The application must be completed with a minimum grade of C+ (75%) PRIOR to entrance into the Program. All Radiography Program courses begin in the summer and winter quarters. All required Program 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 at: https://www.southeast.edu/undergraduate/apply/.

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 the equivalent of a license for states without licensure law) AND have worked as a Medical R. radiographer for the past year.

a. License or the equivalent of a license for states without licensure law

b. ARRT (American Registry of Radiologic Technologists) certification required prior to entrance into the program.

c. Have completed a Radiography Program in another country.

d. Negative Tuberculosis Skin test (in the event a student has a positive TB skin test a negative TB chest x-ray is required).

2. Health statement with required immunizations prior to entrance into the Program:

a. Tetanus

b. MMR (measles, mumps, rubella)

c. Hepatitis B Series

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. 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.

Advanced standing 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.
Renewable Energy Technology

What type of job could I get?
The Ethanol training focus prepares students for employment in an Ethanol plant as a plant operator, lab technician and combined with other training as a plant maintenance person.

How much can I earn?
According to the Nebraska Workforce Development - Office of Workforce Security - Labor Market Information Center, Nebraska Department of Labor, an entry level worker can expect to earn approximately $15.70 per hour.

Program overview
The Ethanol curriculum is a statewide offering by Nebraska Community Colleges. Some courses will be provided by Southeast Community College and others will be provided by other Nebraska Community Colleges. Courses for this certificate could be delivered in an onsite, online or hybrid combination because of the laboratory experience requirements.

For more information contact:
Earl Fosler, Division Dean
402-761-8266, 800-933-7223 x8266
efosler@southeast.edu

or the College Admissions Office
402-761-8243, 800-933-7223 x8243

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<td>RNEW1115</td>
<td>Mechanical Fundamentals</td>
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<td>RNEW1125</td>
<td>P&amp;ID, PFD Symbols</td>
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<td>RNEW1160</td>
<td>Instrumentation &amp; Control</td>
<td>4.5</td>
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<tr>
<td>HVAC1109</td>
<td>Fundamentals of Electricity</td>
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ETHANOL FOCUS:

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<td>RNEW1101</td>
<td>Ethanol Process Fundamentals</td>
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<td>RNEW1135</td>
<td>Distillation &amp; Evaporation</td>
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<td>RNEW1170</td>
<td>Microbial Ecology</td>
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<td>LBST1205</td>
<td>Introductory Biology</td>
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<tr>
<td>LBST1215</td>
<td>Introductory Biology Lab</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18.0</td>
</tr>
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</table>
The Respiratory Care program offers Respiratory Care exams and apply for eligibility to take the National Board for Science degree at which time they are students receive an associate of applied science degree.

Upon completion of the program, students must maintain a GPA of 2.75 in the Program Prerequisites and a GPA of 2.5 in the General Education courses.

**RESPIRATORY CARE COURSES:**

**COURSE #** | **COURSE TITLE** | **CREDIT HRS**
--- | --- | ---
RESP1111 | Respiratory Physiology | 4.5
RESP1112 | Respiratory Care Procedures I | 5.5
RESP1113 | Respiratory Pharmacology | 3.0
RESP1114 | Patient Care Principles | 4.5
RESP1121 | Cardiopulmonary Pathology | 4.5
RESP1122 | Respiratory Care Procedures II | 6.5
RESP1126 | Respiratory Care Professions I | 2.0
RESP1129 | Clinical Education II | 1.0
RESP1131 | Cardiopulmonary Diagnostics | 4.0
RESP1132 | Mechanical Ventilation | 6.5
RESP1139 | Clinical Educator III | 5.0
RESP1143 | Neonatal & Pediatric Respiratory Care | 5.0
RESP1144 | Rehab/Home Care | 5.0
RESP1148 | Critical Care Management & Lab | 4.5
RESP1149 | Critical Care Education IV | 5.0
RESP2251 | Cardiovascular Physiology | 4.5
RESP2255 | Respiratory Care Professions II | 2.0
RESP2257 | Pulmonary Care Procedures Lab | 1.5
RESP2259 | Clinical Education V | 8.0
RESP2263 | Patient Education | 2.0
RESP2267 | Clinical Simulations Lab | 1.5
RESP2268 | Seminar Review | 4.0
RESP2269 | Clinical Education VI | 8.0

**POLYSOMNOGRAPHIC TECHNICIAN CERTIFICATION**

Credit Hours Required for Graduation:

- Certificate: 18.0

**COURSE #** | **COURSE TITLE** | **CREDIT HRS**
--- | --- | ---
PSGT1000 | Polysomnography I | 4.5
PSGT1001 | Polysomnography II | 4.5
PSGT1002 | Polysomnography Fundamentals | 2.0
PSGT2000 | Polysomnography II | 2.0
PSGT2001 | Polysomnography II Lab | 1.0
PSGT2002 | Seminar Review | 1.0
PSGT2003 | Clinical Education | 5.0

For more information contact:

Charlotte Pasco, Program Chair
cpasco@southeast.edu
402-437-2781 or 800-643-4075, x7781

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

**JULY 1, 2008–JUNE 30, 2009**

**GENERAL EDUCATION REQUIREMENTS:**

- 22.5 HOURS

A student must complete general education credit hours for this program. See page 73. (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.

**SPECIAL PROGRAM REQUIREMENTS:**

1. All Program Prerequisites and General Education requirements must be completed prior to entering the program.
2. CPR for Health Care Providers Certification is required prior to entrance into the program.
3. Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. Contact the State Licensing Board if there are questions.
4. Completed Health Statement
5. All RESP courses must be passed with a minimum grade of 75% (C+) to progress through the program. If a 75% is not achieved, the student will be dropped from the program. The student may reapply to the program the following year if space is available.
6. 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.
Sewest Community College—Nebraska

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, handle 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 fringe benefits, along with a commission. Many employers provide some type of job, dictating higher wages. The hourly rates reflect the starting rates of graduates in all companies and facilities. Areas that mandate certification will mandate certification will be required of each student in this program and required to remain current throughout the program.

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%).
3. 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.

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 from 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 AMP (Applied Measurement Professionals Inc. and proctored by Sylvan Learning Center.

For more information contact:
Kathleen Urbe, Program Chair (402) 437-2785, 800-642-4075 x2785 kunibe@southeast.edu or the College Admissions Office Lincoln 402-437-2600, 800-642-4075 x2600

See page 13 of the SCC Catalog for information on the Steps for Admission to a Program of Study.
**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 marketing 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 averaged $14.10 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

**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 x2675
mkeating@southeast.edu

or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x26600

See page 73 of the SCC Catalog for information on General Education Requirements.
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 inspectors, welders, welding machine operators, and welders. They will use some of the welding and cutting processes. 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 averaged $17.90 per hour. These rates reflect the starting rates of graduates in all companies and facilities. 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.

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 and design.

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 402-437-3600, 800-642-4075 x2690
Milford 402-761-8243, 800-933-7223 x8243

WELDING TECHNOLOGY
Lincoln and Milford Campuses

> CERTIFICATE > DIPLOMA
> ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in welding and related specialties

Credit Hours Required for Graduation:
- Certificate: 36.0
- Diploma: 68.0
- Associate of Applied Science: 121.0

The Welding Technology program provides students with comprehensive training in current welding practices and procedures. Course offerings will be determined by each program location. Not all courses will be available at each location. Contact your program adviser for more information.

WELD CORE COURSES:

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<th>COURSE #</th>
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<td>WELD1100</td>
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<td>SMAW Lab II</td>
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<td>WELD1115</td>
<td>Equipment &amp; Tools</td>
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<td>OA Welding &amp; Cutting</td>
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<td>WELD1124</td>
<td>GMAW Lab I</td>
<td>3.0</td>
</tr>
<tr>
<td>WELD1126</td>
<td>GMAW Lab II</td>
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</tr>
<tr>
<td>WELD1128</td>
<td>Blueprint Reading &amp; Weld Symbols</td>
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</tr>
<tr>
<td>WELD1129</td>
<td>Computer Aided Drafting</td>
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<tr>
<td>WELD1130</td>
<td>Metallurgy I</td>
<td>4.0</td>
</tr>
<tr>
<td>WELD1135</td>
<td>Advanced OA &amp; Plasma Cutting</td>
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</tr>
<tr>
<td>WELD1139</td>
<td>Welding Measurement &amp; Layout</td>
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<tr>
<td>WELD1140</td>
<td>Metallurgy II</td>
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</tr>
<tr>
<td>WELD1143</td>
<td>Pipe Welding &amp; Cutting</td>
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</tr>
<tr>
<td>WELD1144</td>
<td>GTAW Theory</td>
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<tr>
<td>WELD1146</td>
<td>GTAW (Mild Steel)</td>
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<tr>
<td>WELD1149</td>
<td>GTAW (SS &amp; AL)</td>
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<tr>
<td>WELD2250</td>
<td>FCAW</td>
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</tr>
<tr>
<td>WELD2254</td>
<td>Welding Codes &amp; Standards</td>
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<tr>
<td>WELD2256</td>
<td>Welder Pre-Qualification</td>
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<tr>
<td>WELD2258</td>
<td>Welder Qualification/Certification</td>
<td>4.0</td>
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<tr>
<td>WELD2262</td>
<td>Welding Fabrication &amp; Repair</td>
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</tr>
<tr>
<td>WELD2264</td>
<td>Quality Control &amp; NDT Methods</td>
<td>6.0</td>
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</tbody>
</table>

WELD TECHNICAL ELECTIVES: 12.0
- WELD1252 GMAW (SS & AL) 4.0
- WELD1273 Special Welding Applications 3.0
- WELD2250 Post-Cooperative Education 2.0
- WELD2251 Cooperative Education 10.0

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS
A student must complete general education credit hours for this program. See page 73. (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 36.0 credit hours of weld core courses, see program adviser.

DIPLoma:
Requires 68.0 credit hours of weld core courses, and two General Education courses, see program adviser.

AAS DEGREE:
Requires 86.5 credit hours of weld core courses, 12.0 credit hours of weld technical electives, and five General Education courses, see program adviser.
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>
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<tbody>
<tr>
<td>ENGL 2100</td>
<td>Introduction to Literature</td>
<td>B/L</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
</tr>
</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.*
### SCC Credit Course Prefixes

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACS</td>
<td>Area Community Services</td>
</tr>
<tr>
<td>ACCT</td>
<td>Accounting</td>
</tr>
<tr>
<td>ACFS</td>
<td>Academic Foundation</td>
</tr>
<tr>
<td>AGRI</td>
<td>Agriculture Business &amp; Management</td>
</tr>
<tr>
<td>ANTH</td>
<td>Anthropology</td>
</tr>
<tr>
<td>ARCH</td>
<td>Architectural-Engineering Technology</td>
</tr>
<tr>
<td>ARTS</td>
<td>Art</td>
</tr>
<tr>
<td>ASEP</td>
<td>General Motors ASEP - Automotive Service Educational Program</td>
</tr>
<tr>
<td>ASST</td>
<td>Ford ASSET - Automotive Student Service Educational Training Program</td>
</tr>
<tr>
<td>AUTB</td>
<td>Auto Collision Repair Technology</td>
</tr>
<tr>
<td>AUTT</td>
<td>Automotive Technology</td>
</tr>
<tr>
<td>BIOS</td>
<td>Bioscience</td>
</tr>
<tr>
<td>BRDC</td>
<td>Broadcasting</td>
</tr>
<tr>
<td>BSAD</td>
<td>Business Administration</td>
</tr>
<tr>
<td>CAPP</td>
<td>Chrysler CAP College Automotive Program</td>
</tr>
<tr>
<td>CHEM</td>
<td>Chemistry</td>
</tr>
<tr>
<td>CNST</td>
<td>Building Construction Technology</td>
</tr>
<tr>
<td>CRIM</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>DENT</td>
<td>Dental Assisting</td>
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<td>DESL</td>
<td>Diesel Technology</td>
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<tr>
<td>DRAF</td>
<td>Computer Aided Design Drafting</td>
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<tr>
<td>ECED</td>
<td>Early Childhood Education</td>
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<td>ECON</td>
<td>Economics</td>
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<td>EDUC</td>
<td>Education</td>
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<tr>
<td>EIGT</td>
<td>Graphic Design</td>
</tr>
<tr>
<td>ELEC</td>
<td>Electrical &amp; Electromechanical Technology</td>
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<tr>
<td>ELET</td>
<td>Construction Electrician-IBEW Option</td>
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<tr>
<td>EMTL</td>
<td>Emergency Medical Services/Paramedic</td>
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<tr>
<td>ENGL</td>
<td>English</td>
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<tr>
<td>ENGR</td>
<td>Engineering</td>
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<tr>
<td>ENTR</td>
<td>Entrepreneurship</td>
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<tr>
<td>ESLX</td>
<td>English as a Second Language</td>
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<tr>
<td>FIRE</td>
<td>Fire Protection Technology</td>
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<tr>
<td>FSST</td>
<td>Food Service/Hospitality</td>
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<tr>
<td>GEOG</td>
<td>Geography</td>
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<tr>
<td>GEOL</td>
<td>Geology</td>
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<tr>
<td>GERM</td>
<td>German</td>
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<tr>
<td>GLOS</td>
<td>Global Studies</td>
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<tr>
<td>HIM S</td>
<td>Health Information Medical Services (Medical Coding)</td>
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<tr>
<td>HIST</td>
<td>History</td>
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<td>HLTH</td>
<td>Health</td>
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<tr>
<td>HRMS</td>
<td>Human Services</td>
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<td>HORT</td>
<td>Horticulture</td>
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<tr>
<td>HUMS</td>
<td>Humanities</td>
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<tr>
<td>HVAC</td>
<td>Heating, Ventilation, Air Conditioning, &amp; Refrigeration Technology</td>
</tr>
<tr>
<td>MACH</td>
<td>Machine Tool Technology</td>
</tr>
<tr>
<td>MAAP</td>
<td>Major Appliance Professional Technology</td>
</tr>
<tr>
<td>MEDA</td>
<td>Medical Assisting</td>
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<tr>
<td>MEDT</td>
<td>Medical Laboratory Technology</td>
</tr>
<tr>
<td>MFGT</td>
<td>Manufacturing Engineering Technology</td>
</tr>
<tr>
<td>MSTT</td>
<td>Motorcycle, ATV, &amp; Personal Watercraft Technology</td>
</tr>
<tr>
<td>MUSC</td>
<td>Music</td>
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<tr>
<td>NDTT</td>
<td>Nondestructive Testing Technology</td>
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<td>NURA</td>
<td>Nursing Assistant</td>
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<tr>
<td>NURS</td>
<td>Associate Degree Nursing</td>
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<td>OFFT</td>
<td>Business Information Technology</td>
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<tr>
<td>PSDM</td>
<td>Parts Marketing &amp; Management</td>
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<tr>
<td>PHED</td>
<td>Physical Education</td>
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<tr>
<td>PHIL</td>
<td>Philosophy</td>
</tr>
<tr>
<td>PHOT</td>
<td>Photography</td>
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<tr>
<td>PHRM</td>
<td>Pharmacy Technician</td>
</tr>
<tr>
<td>PHYS</td>
<td>Physical Sciences</td>
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<tr>
<td>POLS</td>
<td>Political Science</td>
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<tr>
<td>PSGT</td>
<td>Polysomnographic Technician</td>
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<td>PSYC</td>
<td>Psychology</td>
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<tr>
<td>RADT</td>
<td>Radiologic Technology</td>
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<tr>
<td>RELS</td>
<td>Religious Studies</td>
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<tr>
<td>RESP</td>
<td>Respiratory Care</td>
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<td>RNEW</td>
<td>Renewable Energy</td>
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<tr>
<td>SIGN</td>
<td>Sign Language</td>
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<td>SOCI</td>
<td>Sociology</td>
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<tr>
<td>SPAN</td>
<td>Spanish</td>
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<tr>
<td>SPCH</td>
<td>Speech</td>
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<td>SURT</td>
<td>Surgical Technology</td>
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<tr>
<td>THEA</td>
<td>Theatre</td>
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<tr>
<td>TRUK</td>
<td>Professional Truck Driver Training</td>
</tr>
<tr>
<td>VPUB</td>
<td>Visual Publications</td>
</tr>
<tr>
<td>WELD</td>
<td>Welding Technology</td>
</tr>
</tbody>
</table>

*Note: "\*" = Course also offered On-line.
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.

**AACS • Area Community Services**

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.

<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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<tr>
<td>AACS1104</td>
<td>Advanced Farm &amp; Ranch Management</td>
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<td>24</td>
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<td>AACS1100</td>
<td>Farm &amp; Ranch Management Year 1</td>
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<td>AACS1101</td>
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<td>AACS1102</td>
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**ACCT • Accounting**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<th>Class Hours</th>
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<th>Credit Hours</th>
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<tr>
<td>ACCT1200</td>
<td>Principles of Accounting I</td>
<td>B/L/M</td>
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<tr>
<td>ACCT1210</td>
<td>Principles of Accounting II</td>
<td>B/L/M</td>
<td>45</td>
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</table>

**ACCT2090 Cost Accounting**

Overview of the basic concepts and objectives of cost accounting for merchandising and manufacturing companies. Elements of the job order system are presented in depth with emphasis on controlling materials, labor, and factory overhead.

<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>ACCT2100</td>
<td>Individual Income Tax Procedures</td>
<td>B/L/M</td>
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<td>ACCT2110</td>
<td>Business Income Tax Procedures</td>
<td>B/L/M</td>
<td>30</td>
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</table>

**ACCT2140 Intermediate Accounting II**

Operational assets, intangibles, stockholders’ equity, and long-term debt sections of the balance sheet. Current and control variances are discussed in terms of accounting principles, concepts, and practices. Included topics are the balance sheet, the income statement, the balance sheet of operations, and the financial statement analysis. This course is designed to prepare the student to become a leader, manager, and/or accounting manager in their field. It is offered as a review course for the candidate for the upcoming AICPA examination for Accreditation in Accounting.

**ACCT2230 Computerized Accounting**

Accounting software integrates accounts payable, accounts receivable, payroll, inventory activities and general ledger activities. The accounting cycle is completed using accounting software. Spreadsheets are also used to create financial statements. Instruction on 10-key will also be provided.

**ACCT2700 ACAT Preparatory Course**

This course is designed as a capstone experience before entering the workplace. Students will practice and enhance their communication, analytical, and computer skills; manage and/or develop accounting projects using problem solving and decision making skills; and display leadership, initiative, and positive interpersonal skills.

**ACFS • Academic Foundations**

<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>ACFS0840</td>
<td>Collegiate Study Skills</td>
<td>B/L/M</td>
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<td>ACFS0860</td>
<td>Learning Strategies</td>
<td>B/L/M</td>
<td>15</td>
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</table>

**ACFS1010 Academic & Career Development**

Recommended to be taken during the first term of the Academic Transfer program-Lincoln Campus.
AGRI - Agriculture Business & Management

AGRI1116 Electric & Gas Welding
B 15 30 2
Introduction to all types of welding, basic to advanced, for use in maintenance and repair of machinery. Electric and gas welders including stick, MIG, TIG, hard-facing, brazing, aluminum and stainless steel.

AGRI1123 Agribusiness Careers
B 45 3 4.5
Overviews 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.

AGRI1124 Basic Ag Leadership
B 40 10 4.5
This course will help students become more successful in life and the workplace through learning and enhancing personal development and communication skills; at gaining leadership positions both in their careers and community.

AGRI1131 Crop & Food Science
B 45 3 4.5
Principles and practices of production of the major agronomic crops of the high plains.

AGRI1135 Basic Fertilizer Management
B 28 20 3
Methods of evaluating soil fertility, prescribing and formulating fertilizer blends, and calibrating and operation of application equipment. Forms of fertilizer, uses, stor age and plant processes and operations.

AGRI1141 Livestock Management & Selection
B 42 54 6
Management of livestock production. Work with the school's herd in breeding and nursery, and with sheep during lambing. Basic production systems and methods for beef, sheep and swine.

AGRI1143 Introduction to Equine Management
B 44 4 4.5
An introduction to the fundamental aspects of horse management.

AGRI1145 Agricultural Electricity & Welding
B 10 86 2
Fundamentals of electrical terms, wiring materials and practices. Includes wiring basic switches, lights and outlets. Maintenance of electrical equipment and wiring, electric and gas welding included. Repair of agricultural machinery.

AGRI1153 Soils & Plant Nutrition
B 45 54 6
Study of the physical and chemical properties of soil as they apply to agriculture production, land evaluation and crop planning. Practical application to farm arming in relation to the characteristics of the soil, conservation of soil, water and conservation tillage.

AGRI1171 Ag Technology
B 42 27 3
Introduction to electronic spreadsheets for solving agricultural problems with emphasis on logical and systematic decision making. Preparation for computer use in subsequent courses.

AGRI1177 Companion Animals
B 45 3 4.5
Principles and practices for the life cycle and care of companion animals which may include nutrient regimes, breed identification, various infections and non-infectious disease diagnostics and treatment, anatomy, physiology, parasitic life cycles and internal and external identification, medication requirements for certain problems and the importance of companion animals in contemporary society.

AGRI1195 Advanced Electric and Gas Welding
B 15 30 2
Prerequisite: AGRI1116 or instructor permission.
Advanced instruction in all types of welding, for use in maintenance and repair of machinery and project construction. Electric and gas welders such as Stick, MIG, TIG, hard-facing, brazing and stainless steel welding.

AGRI1205 Enterprise Analysis
B 45 3 4.5
Study of record keeping techniques and processes for agriculture, crop, and livestock production units. Manual and computerized record keeping techniques for production operations used to determine alternative, effective and efficient cash flow operations and cost accounting with the least amount of additional training.

AGRI1211 Agriculture Marketing
B 45 3 4.5
Introduction to utilization of marketing alternatives in pricing agricultural products. Emphasis on sources of fundamental and technical information, charting, developing local basis estimates and computing hedges.

AGRI1216 Agribusiness Management
B 45 3 4.5
Introduction to management principles in agribusiness. Management simulation and computer systems illustrate the decision-making process.

AGRI1218 Basic Farm Engines
B 30 45 4.5
Principles of operation and care of diesel, gasoline and LP gas engines. Parts identification and analysis of engine and parts failure. Tune-up of engines and LP gas engines. Parts identification and analysis.

AGRI1221 Livestock Nutrition
B 60 36 6
Prerequisite: AGRI1141 or instructor permission.
Introduction to animal nutrition and foodstuffs. Feed formulation, feed processing, handling, sales and service.

AGRI1251 Individualized Laboratory
B 90 3
Selected topics in agriculture are arranged on individual contract basis.

AGRI1257 Live Animal Selection & Carcass Evaluation
B 45 3 4.5
Methods of selection and evaluation of live animals and carcasses. Training in selection of replacement breeding animals of economic importance. Purchasing slaughter animals and carcasses for or primal cuts within the meat industry.

AGRI1258 Introduction to Meats
B 45 3 4.5
Prerequisite: AGRI1141 & AGRI2257.
Identification and grading of retail and wholesale cuts of meat of swine, beef and sheep, with emphasis on economic and nutritional value. Carcass grading and processing is covered.

AGRI1272 Intermediate Live Animal Selection
B 22 1.5
Prerequisite: AGRI1257.
Introduction in methods of livestock evaluation and oral reasons presentations including beef, swine, sheep and horses. Includes fieldwork in selection.

AGRI2202 Farm & Ranch Management
B 51 45 6
Prerequisites: Students should have completed or be currently enrolled in AGRI1131, AGRI141, AGRI2205, AGRI2213, and AGRI2216.
Study of crop and livestock management systems within the total farm operation. Methods of acquiring financial resources for agricultural business such as purchasing, leasing, and contractual agreements. Includes developing cash flow, income balance sheets, partial budgets, and developing and utilizing a management plan.

AGRI2204 Agribusiness Intern Seminar I
B 45 3 4.5
Prerequisite: AGRI1123 or instructor permission.
Guidelines for agribusiness internship. Applying and interviewing for placement, basic preparation for the specific internship experience and the process to be used for supervision and evaluation on the job.

AGRI2212 Ag Machinery Maintenance
B 6 90 3
Study of engines, hydraulics and power tr airns for use in maintenance of agriculture machinery. Proper maintenance, adjustment, operation and minor repair of agricultural power machinery.

AGRI2219 Pesticide Certification
B 28 20 3
Study of the current laws and regulations as they affect the commercial application of pesticides. Serves as preparation for the Nebraska Commercial Pesticide Applicators Examination.

AGRI2220 Ag Chemicals & Equipment Application
B 23 73 4.5
Prerequisite: AGRI1153.
Intensive study of insects, diseases and weed identification and control. Study and application of herbicides, insecticides, fungicides, and f ertilizers with emphasis on safety, toxicity, dangers, chemicals, formulation and application procedures. Operational maintenance and application experience with various types of equipment with emphasis on chemical and f ertilizer application equipment.

AGRI2222 Agriculture Analysis
B 21 27 3
Prerequisite: AGRI1153 or AGRI2222.
Practical course in equipment use, testing procedures and analysis interpretation. Tilling in areas of soil, forages, feedstuffs and water.

Prerequisite: AGRI1131.

AGRI2231 Animal Breeding

Anatomy and physiology of breeding animals. Breeding management, pre- and post-natal development of farm animals. Includes principles of artificial insemination and embryo transfer.

Prerequisite: AGRI1141 or permission.

AGRI2232 Harvesting Equipment

Operation, adjustment and maintenance of grain, forage, and hay harvesting equipment. Hands-on experience with equipment used on the land laboratory in actual cropping situations.

Prerequisite: AGRI1131 or co-enrolled.

AGRI2233 Planting & Tillage Equipment

Study of tillage and planting equipment used in agriculture crop production. Oper ation, uses, maintenance and field adjustment of equipment.

Prerequisite: AGRI1131 or co-enrolled.

AGRI2240 Range & Forage Management

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.

Study of animal health products. Review of common animal health problems and proper use of animal health products and equipment.

Prerequisite: AGRI1131.

AGRI2245 Animal Health

Study of management of animal health products. Review of common animal health problems and proper use of animal health products and equipment.

Prerequisite: AGRI1141.

AGRI2253 Grain Management

Study of profitable sheep production. Issues facing sheep producers and lamb feeders as a national industry working toward common goals.

Prerequisite: AGRI1141.

AGRI2255 Advanced Sheep Production

Prerequisite: AGRI1141.

AGRI2256 Advanced Beef Cattle Production

Study of beef cattle and the interrelationship in the beef production chain.

Prerequisite: AGRI2211.

AGRI2258 Livestock Ultrasonography Technology

Principles and technology of the use of ultrasound and supporting computer analysis software as it pertains to livestock.

Prerequisites: AGRI2231 and AGRI1257.

AGRI2265 Irrigation & Water Management

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.

Prerequisite: AGRI1131.

AGRI2267 Advanced Marketing

Study and application of option contracts 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.

Prerequisite: AGRI2211.

AGRI2272 Advanced Live Animal & Carcass Selection


Prerequisite: AGRI2257.

AGRI2274 Individual Marketing / Management Laboratory

Firsthand experience in identifying a management or marketing problem, gathering resources, and developing alternative solutions. Use of computer technology and other management tools.

Prerequisite: AGRI1171 or permission.

AGRI2279 Advanced Ag Technology

Study and application of decision making techniques and forecasting through the use of microcomputer spreadsheet software, data management software, graphic presentations, and integr ation of decision making procedures.

AGRI2280 Advanced Crops

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.

Prerequisites: AGRI1141, AGRI1135, AGRI1131.

AGRI2281 Agribusiness Cooperative Internship

Prerequisite: Must have completed AGRI2204 or instructor permission.

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.

Prerequisite: Must have completed AGRI2204 or instructor permission.

AGRI2285 Agribusiness Cooperative Internship Seminar II

Prerequisite: AGRI2281 and have completed eight (8) weeks of the internship, or instructor permission.

Evaluation of the cooperative experience. Preparation for employment.

Prerequisites: Must have completed 60 credit hours or permission.

AGRI2291 Agribusiness Sales

Exploration of agribusiness sales. Functions and role of sales representativ es. Productive relationships between consumers and sales representatives.

Prerequisite: AGRI2204 or AGRI1211.

ANTH • Anthropology

ANTH1120 General Anthropology

A survey of the study of the races, their characteristics, customs, social relationships and work; the cultural and linguistic diversity of living people.

Prerequisites: Must have completed AGRI2204 or AGRI1211.

ANTH2320 Introduction to Archaeology

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 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.

ARCH • Architectural-Engineering Technology

ARCH1103 Materials of Construction

Fundamental aspects of modern construction materials. Manufacturing, sizes, and application of materials.

ARCH1107 Heating & Air Conditioning Systems I

Methods of calculating heat loss and heat gain for residential buildings according to ACCA Manual J. Co-requisite: ARCH1138.

ARCH1115 Light Construction Principles

Methods of light construction on wood frame and masonry structures. Theory of architectural drafting with emphasis on lettering, line work and the procedures related to producing architectural working drawings.

ARCH1150 Computer Aided Drafting I (CAD)

Fundamentals of Computer Aided Drafting using the current AutoCAD program. Instruction on computer operating system, AutoCAD menus, AutoCAD settings and dr awing set up . Draw and Edit commands, AutoCAD coordinate systems.

ARCH1158 Basic Architectural Drafting

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.

ARCH1115
<table>
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<th>Course Title</th>
<th>Location</th>
<th>Hours</th>
<th>Lab</th>
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<td>ARCH1208</td>
<td>Heating &amp; Air Conditioning Systems II</td>
<td>M</td>
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<td></td>
<td>Prerequisites: ARCH1107, ARCH1115 and MATH1080. Co-requisite: ARCH1226. Methods of sizing residential duct work systems according to ACCA Manual D. Equipment selection is also covered.</td>
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<td>ARCH1210</td>
<td>Elementary Structural Design</td>
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<td></td>
<td>Prerequisite: MATH1080. Basic structural study. Study of mathematics and trigonometry used in determining strength of materials. Wood, concrete, and steel reactions to varying loads.</td>
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<td>Prerequisites: ARCH1158 and MATH1080. Co-requisite: ARCH1224. Production of drawings of waste, vent, and water piping systems that are acceptable to industry standards.</td>
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<td>Prerequisites: ARCH1158 and MATH1080. Co-requisite: ARCH1224. Methods of design, layout and sizing of waste, vent, and water piping systems as required on commercial building projects.</td>
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<td>Prerequisites: ARCH1107, ARCH1158 and MATH1080. Co-requisite: ARCH1225. Methods of drawing duct work systems for residences using calculations from course ARCH1208 as a guide.</td>
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<td>ARCH1240</td>
<td>Computer Aided Drafting II (CAD)</td>
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<td>Prerequisites: ARCH1115, ARCH1150, ARCH1158, MATH1080. Continuation of ARCH1150, Computer Aided Drafting I. Exercises in drawings, including drawing setup, layer setup, dimensioning setup, sheet setup, dimensioning, plotting setup and plotting.</td>
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<td>Basic Estimating</td>
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<td>Prerequisites: ARCH1103, ARCH1115, ARCH1158, and ARCH1210. Methods of performing a quantity survey of a residential building project. Residential construction techniques.</td>
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<td>ARCH1320</td>
<td>Freehand Drawing for Design Details</td>
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<td>Techniques of freehand drawing for construction work. How to express ideas graphically to assure correct interpretation.</td>
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<td>ARCH1328</td>
<td>Structural Building Systems I</td>
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<td>ARCH1329</td>
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<td>ARCH1330</td>
<td>Structural Detailing &amp; Design I</td>
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<td>Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1328. Methods of graphically representing structures. Drafting and detailing steel structural systems.</td>
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<td>Prerequisite: ARCH1240. Exercises in drawing the Floor Plan, Elevations, Section, Details, using the current drafting software.</td>
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<td>ARCH1434</td>
<td>Fundamentals of Commercial Architecture</td>
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<td>ARCH1436</td>
<td>Commercial Architectural Drafting</td>
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<td>Prerequisites: ARCH1329, ARCH1328, ARCH1329, ARCH1330, ARCH1332 and ARCH1340. Co-requisite: ARCH1434. Project: Production of architectural and structural working drawings for a small commercial building.</td>
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<tr>
<td>ARCH1438</td>
<td>Residential Design &amp; Drafting</td>
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<td>Prerequisites: ARCH1329, 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, and framing plans; door, window, and room finishing schedules; building, w all, and stairways; construction details and exterior and interior elevations.</td>
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<td>ARCH2531</td>
<td>Electrical Systems Theory</td>
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<td></td>
<td>Prerequisites: BSAD1010 and MATH1080. Co-requisite: ARCH2542. Techniques for calculating lighting level, lighting requirements and circuiting loads required for the building trades.</td>
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<td>ARCH2533</td>
<td>Advanced Mechanical Systems Theory</td>
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<td></td>
<td>Prerequisite: ARCH2208. Co-requisite: ARCH2544. Methods of calculating heat loss and heat gain of a commercial structure and the layout and sizing of duct work systems.</td>
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<td>Prerequisite: ARCH1340. Co-requisite: ARCH2531. Practice in drafting power and lighting systems for commercial buildings using ARCH2531 as a guide.</td>
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<td>ARCH2544</td>
<td>Advanced Mechanical Systems Drafting</td>
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<td>Prerequisite: ARCH1226 and ARCH1340. Co-requisite: ARCH2533. Practice in design of duct work systems required in building using information from ARCH2533 as a guide for the required duct work.</td>
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<td>ARCH2546</td>
<td>Site Planning &amp; Surveying</td>
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<td>Prerequisite: ARCH1340 and MATH1080. Basic surveying. Practice in running lev els and a topographic survey to aid in a site plan. Computations in determining lot measurements, areas of lots, earth work excavation quantities, and contours prepare the student for the site plan for the sixth quarter project.</td>
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<tr>
<td>ARCH2637</td>
<td>Comprehensive Project Design</td>
<td>M</td>
<td>30</td>
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<td>Prerequisite: All courses ARCH1103 through ARCH2546. Co-requisite: 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 or the class. An accumulation of the five previous quarters’ experiences are used by the student to prepare a functional design that fits the needs and budget of the client. Minimum of “C” grade for graduation.</td>
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<td>ARCH2639</td>
<td>Construction Estimating</td>
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<td>Prerequisite: ARCH2531. Co-requisite: ARCH2648. 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.</td>
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<tr>
<td>ARCH2641</td>
<td>Life Safety Code</td>
<td>M</td>
<td>31</td>
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<td>The basics of building design utilizing the International Building Codes (IRC). Occupancy classifications means and sizing of egress components and features of fire protection are covered. Minimum of “C” grade for graduation.</td>
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<td>ARCH2648</td>
<td>Comprehensive Project Drafting</td>
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<td>Prerequisite: ARCH1343, ARCH1346, and ARCH2546. Co-requisite: ARCH2637 and ARCH2639. 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.</td>
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<tr>
<td>ARCH2710</td>
<td>Construction Law</td>
<td>M</td>
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<td>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.</td>
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**ARTS - Art**

**ARTS1010 Introduction to the Visual Arts (Art Appreciation)**

- **B/L/M 45 - 4.5**
- 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**

- **B/L/M 45 - 4.5**
- 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**

- **B/L/M 45 - 4.5**
- 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**

- **B/L 15 60 4.5**

**ARTS1120 Beginning Drawing II**

- **B/L 15 60 4.5**
- Prerequisite: ARTS1110. Continuation of Beginning Dr awing I with an emphasis on advanced studio problems, techniques, materials, and creative solutions.

**ARTS1210 Design & Composition**

- **B 15 60 4.5**
- Introduction to the principles of design and composition. Skills, techniques and basic ideas necessary to artistic planning. Development of sensitivity and creativity.

**ARTS1330 Beginning Ceramics I**

- **B 15 60 4.5**
- Introduction to the construction of pottery and sculptural clay forms. Hand building, wheel-throwing, and glaze application.

**ARTS1340 Beginning Ceramics II**

- **B 15 60 4.5**
- Prerequisite: ARTS1330. Continuation of Beginning Ceramics I with an emphasis on advanced studio problems, techniques, materials, and creative solutions.

**ARTS2210 Beginning Graphic Design**

- **B 15 60 4.5**
- Prerequisite: ARTS1110 and ARTS1210 or permission. Introduction to graphic art and the foundations of visual communication. History, principles of design and layout, methods, materials and applications.

**ARTS2510 Beginning Painting I**

- **B 15 60 4.5**

**ARTS2520 Beginning Painting II**

- **B 15 60 4.5**
- Prerequisite: ARTS2510. Continuation of ARTS2510. Emphasis on advanced studio problems, materials, techniques, and creative solutions.

**ARTS2650 Introduction to Native American Art**

- **B/L/M 45 - 4.5**
- Survey of Native American art from prehistory to the present, emphasizing the art of indigenous peoples as a fine art form. History, cultural environment, special issues, art methods, and materials.

**ARTS2750 Women In Art**

- **B/L 45 - 4.5**
- Survey of the lives and achievements of women artists from prehistory to the present in Europe and America. History, cultural environment, and special issues.

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**ASEP - General Motors Automotive Service Educational Program (ASEP)**

**ASEP1170 GM Shop Orientation & Safety**

- **M 20 12 2**
- Introduction to automotive shop procedures, shop safety. Proper use service manuals and service information. Thread repair, tube flaring and fasteners.

**ASEP1171 GM Welding**

- **M 10 8 1**
- Theory and prac tice of GM W" welding, brazing, and oxyacetylene cutting. Equipment setup, safety, and operation is stressed.

**ASEP1173 GM Fundamentals**

- **M 30 10 3**
- Introduction to warranty flat rate manuals, daily time ticket, vehicle identification numbers and repair order completion. Proper use of hand tools, power tools and other equipment used by the automotive technician.

**ASEP1175 GM Electrical & Electronic Principles**

- **M 110 40 12**

**ASEP1177 GM Brake Systems**

- **M 30 30 4**
- Theory, diagnosis, and repair procedures of disc and drum brake systems on current General Motors vehicles.

**ASEP1268 Dealer Cooperative Experience**

- **M - 480 12**
- Prerequisite: ASEP1268. Advanced study of GM ignition systems, fuel delivery systems, emission control systems and diagnostic routines.

**ASEP1379 GM Heating & Air Conditioning**

- **M 40 40 5**
- 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 recycle procedures.

**ASEP2528 GM Steering & Suspension Systems**

- **M 30 50 4.5**
- Principles of operation, disassembly procedures, and repair of General Motors steering and suspension systems. Power and manually controlled integral and R 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.

**ASEP2529 GM Manual Transmission, Transaxles, Clutch & Transfer Case**

- **M 60 30 7**
- Prerequisite: ASEP1468. Operating principles and service of General Motors manual transmissions and related drivetrain components. Diagnosis and repair procedures.

**ASEP2537 GM Rear Axle Service**

- **M 20 10 2**
- Prerequisite: ASEP1468. Advanced study of GM rear axle, axle bearings, seals, and differentials used on late model General Motors vehicles.

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= Course also offered On-line.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

<table>
<thead>
<tr>
<th>Course #</th>
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<td>GM Diesel Fuel &amp; Emission Control System</td>
<td>M</td>
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<td>ASEP2668</td>
<td>Dealer Cooperative Experience</td>
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<td>ASST2743</td>
<td>GM Powertrain Electronic Systems &amp; Drivability Diagnosis</td>
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<td>ASST2747</td>
<td>GM Body Electrical &amp; Electronics</td>
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<td>ASST2748</td>
<td>GM Automatic Transmission &amp; Transaxles</td>
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<td>ASST2749</td>
<td>GM New Product Update</td>
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ASST1110 Ford Shop Orientation
M | 15 | 6 | 1.5 |

ASST1170 Ford Safety & Repair
M | 10 | 8 | 1 |

ASST1171 Ford Welding
M | 20 | 10 | 2 |

ASST1173 Ford Fundamentals
M | 20 | 10 | 2 |

ASST1175 Ford Electrical & Electronic Principles
M | 110 | 40 | 12 |

ASST1178 Ford Brake Systems
M | 30 | 40 | 4 |

ASST1268 Dealer Cooperative Experience
M | 480 | - |

ASST1360 Ford Engine Performance Theory & Operation
M | 50 | 35 | 5.5 |

ASST1363 Ford Engine Repair
M | 65 | 35 | 7.5 |

ASST1468 Dealer Cooperative Experience
M | 480 | - |

ASST2527 Ford Rear Axle & Drive Axle
M | 60 | 40 | 7 |

ASST2538 Ford Engine Performance Diagnosis & Testing
M | 60 | 40 | 7 |

ASST2668 Dealer Cooperative Experience
M | 480 | 12 |

ASST2747 GM Body Electrical & Electronics | M | 50 | 30 | 6 |

ASST2748 GM Automatic Transmission & Transaxles | M | 80 | 40 | 9 |

ASST2749 GM New Product Update | M | 20 | - | 2 |

ASST2537 Ford Rear Axle & Drive Axle
M | 20 | 10 | 2 |

ASST2538 Ford Engine Performance Diagnosis & Testing
M | 60 | 40 | 7 |

ASST2668 Dealer Cooperative Experience
M | 480 | 12 |

ASST2728 Ford Steering & Suspension Systems
M | 50 | 50 | 6 |

ASST2747 Ford Body Electrical & Electronics
M | 50 | 15 | 5.5 |

ASST2748 Ford Automatic Transmissions & Transaxles
M | 70 | 40 | 8 |

ASST2749 Ford New Product Update
M | 20 | - | 2 |

ASST2537 Ford Rear Axle & Drive Axle
M | 20 | 10 | 2 |

ASST2538 Ford Engine Performance Diagnosis & Testing
M | 60 | 40 | 7 |

ASST2668 Dealer Cooperative Experience
M | 480 | 12 |

ASST2728 Ford Steering & Suspension Systems
M | 50 | 50 | 6 |

ASST2747 Ford Body Electrical & Electronics
M | 50 | 15 | 5.5 |

ASST2748 Ford Automatic Transmissions & Transaxles
M | 70 | 40 | 8 |

ASST2749 Ford New Product Update
M | 20 | - | 2 |

ASST2537 Ford Rear Axle & Drive Axle
M | 20 | 10 | 2 |

ASST2538 Ford Engine Performance Diagnosis & Testing
M | 60 | 40 | 7 |

ASST2668 Dealer Cooperative Experience
M | 480 | 12 |

ASST2728 Ford Steering & Suspension Systems
M | 50 | 50 | 6 |

ASST2747 Ford Body Electrical & Electronics
M | 50 | 15 | 5.5 |

ASST2748 Ford Automatic Transmissions & Transaxles
M | 70 | 40 | 8 |

ASST2749 Ford New Product Update
M | 20 | - | 2 |

ASST2537 Ford Rear Axle & Drive Axle
M | 20 | 10 | 2 |

ASST2538 Ford Engine Performance Diagnosis & Testing
M | 60 | 40 | 7 |

ASST2668 Dealer Cooperative Experience
M | 480 | 12 |

ASST2728 Ford Steering & Suspension Systems
M | 50 | 50 | 6 |

ASST2747 Ford Body Electrical & Electronics
M | 50 | 15 | 5.5 |

ASST2748 Ford Automatic Transmissions & Transaxles
M | 70 | 40 | 8 |

ASST2749 Ford New Product Update
M | 20 | - | 2 |

ASST2537 Ford Rear Axle & Drive Axle
M | 20 | 10 | 2 |

ASST2538 Ford Engine Performance Diagnosis & Testing
M | 60 | 40 | 7 |

ASST2668 Dealer Cooperative Experience
M | 480 | 12 |

ASST2728 Ford Steering & Suspension Systems
M | 50 | 50 | 6 |

ASST2747 Ford Body Electrical & Electronics
M | 50 | 15 | 5.5 |

ASST2748 Ford Automatic Transmissions & Transaxles
M | 70 | 40 | 8 |

ASST2749 Ford New Product Update
M | 20 | - | 2 |

ASST2537 Ford Rear Axle & Drive Axle
M | 20 | 10 | 2 |

ASST2538 Ford Engine Performance Diagnosis & Testing
M | 60 | 40 | 7 |

ASST2668 Dealer Cooperative Experience
M | 480 | 12 |

ASST2728 Ford Steering & Suspension Systems
M | 50 | 50 | 6 |

ASST2747 Ford Body Electrical & Electronics
M | 50 | 15 | 5.5 |

ASST2748 Ford Automatic Transmissions & Transaxles
M | 70 | 40 | 8 |

ASST2749 Ford New Product Update
M | 20 | - | 2 |

ASST2537 Ford Rear Axle & Drive Axle
M | 20 | 10 | 2 |

ASST2538 Ford Engine Performance Diagnosis & Testing
M | 60 | 40 | 7 |

ASST2668 Dealer Cooperative Experience
M | 480 | 12 |

ASST2728 Ford Steering & Suspension Systems
M | 50 | 50 | 6 |

ASST2747 Ford Body Electrical & Electronics
M | 50 | 15 | 5.5 |

ASST2748 Ford Automatic Transmissions & Transaxles
M | 70 | 40 | 8 |

ASST2749 Ford New Product Update
M | 20 | - | 2 |

ASST2537 Ford Rear Axle & Drive Axle
M | 20 | 10 | 2 |

ASST2538 Ford Engine Performance Diagnosis & Testing
M | 60 | 40 | 7 |

ASST2668 Dealer Cooperative Experience
M | 480 | 12 |

ASST2728 Ford Steering & Suspension Systems
M | 50 | 50 | 6 |

ASST2747 Ford Body Electrical & Electronics
M | 50 | 15 | 5.5 |

ASST2748 Ford Automatic Transmissions & Transaxles
M | 70 | 40 | 8 |

ASST2749 Ford New Product Update
M | 20 | - | 2 |
## Course Descriptions

### JULY 1, 2008–JUNE 30, 2009

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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<th>Class Hours</th>
<th>Lab Hours</th>
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<td>AUTO1450</td>
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<td>AUTO2555</td>
<td>Automotive Heating &amp; Air Conditioning</td>
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### AUTT - Automotive Technology

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<tr>
<td>AUTT1000</td>
<td>Shop Procedures</td>
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<tr>
<td>AUTT1010</td>
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<td>AUTT1100</td>
<td>Shop Safety and Repair</td>
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<tr>
<td>AUTT1103</td>
<td>Drive Trains</td>
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<tr>
<td>AUTT1110</td>
<td>Automotive Brake Systems</td>
<td>L/M 50</td>
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</tbody>
</table>

Prerequisites: AUTB1150. Practice in using basic metal repair fundamentals as it relates to the repair of non-structural automotive body panels. Repair on non-structural automotive body panels is done to replicate real world repairs. Automotive body panel alignment on vehicles to ensure quality repairs required according to collision repair industry standards.

Prerequisites: AUTB1150 through AUTB1175. 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 cut ting 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 and non-structural panel replacement because of the high use of high strength steels used in the modern automobile following I-CAR (Inter-Industry Conference on Auto Collision Repair) welding certification standards.

Prerequisites: AUTB1150. Study of the sequence of surface preparation operations needed to acquire a durable, high quality, long lasting topcoat. Paint gun care, troubleshooting and proper usage in applying primer surfaces.

Prerequisites: AUTB1150 through AUTB1175. Application of replacing parts, use of materials, and operating hydraulic external pull equipment. Identification and repair procedures for composites and plastics using the latest repair procedures currently used in the collision repair industry.

Prerequisites: AUTB1150 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 operational areas with care of vehicle to be taken to ensure customer satisfaction.

Prerequisites: AUTB1150. Theory of the automotive electrical storage and wiring systems. Wiring troubleshooting processes and automobile lighting.

Prerequisites: AUTB1175. The study of equipment, preparation, materials, topcoat selection, and application to an overall painting operation to be emphasized. Techniques of spot painting repairs to include color matching and application.

Prerequisites: AUTB1260. Introduction to problem solving in structural analysis and repair of collision damaged vehicle's structural components. Estimating, structural alignment, major body repair, panel replacement, refinishing, glass installation, alignment, mechanical and electrical repairs on a production basis.

Prerequisites: AUTB1265. Practice in major structural 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 following damage reports as used in the collision repair industry. Repairs to vehicles including analysis, through all processes including detailing prior to delivery of the vehicle and will also include delivery to the customer.

Prerequisites: AUTT1105. Theory and practical applications of welding procedures as applied to the automotive field.

Prerequisites: AUTT1105. Theory and practical applications of welding procedures as applied to the automotive field.

Prerequisites: AUTT1105. Theory and the principle of power tool operation from the engine to the drivetrain on a variety of systems.

Prerequisites: AUTT1105. Theory, application, and principles of operation and use of hydraulic disc and drum automotive brakes. This will include anti-lock brake systems with laborotory exercises in brake diagnosis and repair.

- = Course also offered On-line.
### Course Listings

<table>
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<tr>
<th>Course #</th>
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<tr>
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<td>Electrical Concepts</td>
<td>L/M</td>
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<td>AUTT1107</td>
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### BIOS - Bioscience

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<td>Structure and Function of Human Body</td>
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<td>BIOS1110</td>
<td>Biology of Microorganisms</td>
<td>B/L</td>
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### BRDC - Broadcasting

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<td>BRDC2100</td>
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**Course Announcements**

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**Note:** Business Information Technology — see OFFT

**BSAD • Business Administration**

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<tr>
<td>BSAD1050</td>
<td>Introduction to Business</td>
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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 of specific public and private firms as well as small businesses. Business vocabulary used to understand and interpret business news and information.

<table>
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Introduction to the history and origin of the legal system. All facets of the course are related to business including ethics and business crimes, contract law relative to dispute set elements, torts, sales contracts under the U.C.C. and agency.

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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.

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Fundamentals of planning promotional activities and store design. Discussion of principles f or use in window and in-store displays. Labs include construction of window displays and props, signing, store design planning and field experience.

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Introductory course covering the rationale for a continuous improvement process, the use of analytical and statistical data to make decisions, and the eight basic TQM tools used to gather and report data.

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Prerequisite: 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.

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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.

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<td>Business Ethics</td>
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Prerequisite: Writing/English Competency recommended.

Study of different perspectives of ethics and impact on organizations and individuals. Current ethical issues as they relate to business.

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<td>Leadership Practicum</td>
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</table>

This course pro vides students with hands-on experience in leadership, management decision-making, and professional communication including project management, research, planning, development, cultural competencies and social responsibility. Students will learn to plan, direct, delegate, and motivate others. It is an interactive course that integrates all aspects of oral communication 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 of SIFE competition as part of this upper division credit class.

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<td>BSAD2370</td>
<td>Human Resources Management</td>
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Study of the functions of personnel: recruiting, selection, assessment, remuneration, training and union relations. Emphasis on negotiations, communications, ADA, EEOC leadership, and the legalities of hiring and firing.

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Prerequisite: ACC2101.

How to plan, organize, operate, and fund a small business. Creation of a business plan or 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.

<table>
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<td>Principles of Retailing</td>
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Introduction to retailing principles in major retail areas. Policies and procedures of companies and businesses systems of small and large retailers are studied.

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Application and management techniques in utilizing electronic commerce in the workplace. Strategies for businesses that may initiate or reassert 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.

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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, and technology. Special attention placed on the following details: culture, consumer behavior, distribution and trade agreements.

<table>
<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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<td>B/L/M</td>
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</table>

Develop skills based on concepts and theories that are unique to the Sports Marketing arena. Emphasize basic principles of marketing in the sports environment. Structure provided on the unpredictability of the sports industry and comparison of the elements of sports and business marketing. Research conducted in sports marketing, study elements of change in all sports and sports globalization.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
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<td>BSAD2520</td>
<td>Principles of Marketing</td>
<td>B/L/M</td>
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</table>

A study of the development of an effective marketing program including consumer behavior, product, pricing, distribution, and promotional strategies.
### SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

<table>
<thead>
<tr>
<th>Course #</th>
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<td>BSAD2993</td>
<td>Special Projects</td>
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</table>

**BSAD2993 Special Projects**

Must have permission of instructor, program chair, and division dean.

Credit hours will vary.

### CAPP • Chrysler (CAP) College Automotive Program

<table>
<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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<tr>
<td>CAPP1110</td>
<td>Chrysler Shop Orientation</td>
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<td>15</td>
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<tr>
<td>CAPP1170</td>
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<td>CAPP1177</td>
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<td>Steering &amp; Suspension Systems</td>
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<tr>
<td>CAPP2741</td>
<td>Chrysler Rear Axle Service</td>
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</tbody>
</table>

**CAPP1110 Chrysler Shop Orientation**

Introduction to automotive e shop procedures and repair. Proper use of hand and power tools. This course, deals with the basics of auto repair.

**CAPP1170 Chrysler Shop Safety and Repair**

This course deals with shop safety. OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, brake flaring, F ammonizers, micrometers and other equipment used by the professional automotive technician.

**CAPP1171 Chrysler Welding**

Theory and practice of "GMA W" welding, brazing, and oxyacetylene cutting. Equipment setup, safety and operation is stressed.

**CAPP1173 Chrysler Fundamentals**

Introduction and use of Chrysler service manuals, warranty flat rate manuals, daily time tickets, and repair order completion. Overview of service manual groups with emphasis on theory of operation of systems and components. Pre-delivery Inspection and Master Tech Training.

**CAPP1175 Chrysler Electrical & Electronic Principles**

Study of Electronics Training building from electrical principles and concepts through automotive semiconductors to microprocessors. Batteries, charging systems, starting systems and ignition system principles, operation and testing.

**CAPP1177 Chrysler Brake System**

Theory, diagnosis, and repair procedures of disc, drum and anti-lock brake system on current Chrysler vehicles.

**CAPP1268 Dealer Cooperative Experience**

Coordinated work experience from Chrysler dealer in accordance with the program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

**CAPP1360 Chrysler Electronic Fuel Systems**

The study of Chrysler computer systems. Basic computer operation, input and output devices, computer system diagnosis. Theory of operation of fuel pumps, fuel tanks, filters, fuel injection systems, and emission control systems.

**CAPP1362 Chrysler Body Electrical and Electronics**

Advanced auto electric y course covering theory, testing, diagnosis, and repair of body electrical accessories, electric windows, power seats, windshield wipers, cruise controls, and computer controlled body electronics.

**CAPP1364 Chrysler Advanced Drivability Diagnosis**

Advanced electrical and fuel systems including OBD II, throttle body, multiple port injection systems, sequential fuel injection, turbo chargers, electronic and computer controlled ignition systems, charging systems and cr ani systems. Diagnosis, adjustments and repair procedures, using electrical meters, scopes and Chrysler Diagnostic equipment.

**CAPP1468 Dealer Cooperative Experience**

Coordinated work experience from dealer in accordance with the program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

**CAPP228 Chrysler Steering & Suspension Systems**

Study of the principles of operation, disassembly procedures and repair of Chrysler steering and suspension systems, power and manually controlled integral and r ack and pinion steering gears. Conventional and McPherson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, on and off of vehicle.

**CAPP230 Chrysler HVAC Systems**

Advanced heating and air conditioning course with emphasis on diagnosis and repair. Theory and repair of all the automatic and electronic air conditioning control systems Chrysler is using.

**CAPP2530 Chrysler Engine Repair**

Operation and construction of Chrysler gas and diesel engines. Techniques and skills for testing and diagnosis of engine mechanical condition, cylinder head reconditioning, complete disassembly, measurement and reassembly of Chrysler gas and diesel engines. Accur acy of measurements, repair decisions and procedures involving correct and safe engine remo val and installation.

**CAPP2531 Chrysler Engine Repair**

Operation and construction of Chrysler gas and diesel engines. Techniques and skills for testing and diagnosis of engine mechanical condition, cylinder head reconditioning, complete disassembly, measurement and reassembly of Chrysler gas and diesel engines. Accur acy of measurements, repair decisions and procedures involving correct and safe engine remo val and installation.

**CAPP2668 Dealer Cooperative Experience**

Coordinated work experience from dealer in accordance with program am schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

**CAPP2740 Chrysler Manual Transmission, Transaxles, Clutch and Transfer Case**

Operating principles and service of Chrysler manual transmissions and related drive line components. Diagnosis and repair procedures.

**CAPP2741 Chrysler Rear Axle Service**

Operation, diagnosis, and repair of drive line shafts, universal joint axles, axle bearings, seat and differentials used on late model Chrysler vehicles.

**CAPP2742 Chrysler Diesel Fuel and Emission System**

This course provides the theory and operation of Chrysler diesel fuel injection systems, including pump repair, operation, repair of nozzles, and diagnosis and service of diesel electrical and emission control systems.

**CAPP2748 Chrysler Automatic Transmissions & Transaxles**

Operation, diagnosis, adjustment and repair of automatic transmissions in rear-wheel and front-wheel drive Chrysler vehicles. Removal and installation procedures and safety.

**CAPP2749 Chrysler New Product Update**

Overview of new product features for current model year. Includes a valuable Chrysler New Product Information.

### CHEM • Chemistry

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Lab Hours</th>
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<td>Organic Chemistry II</td>
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</table>

**CHEM0905 Pre-chemistry**

Summer session. Designed for student who does 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.

**CHEM1050 Chemistry and the Citizen**

Introduction to sciences and philosophy. Survey of principles of chemistry, stressing concepts and qualitative understanding rather than problem solving and technical skills.

**CHEM1090 General Chemistry I**

A continuation of CHEM1090. Topics include chemical equilibrium and Kinetics, acids and bases, solubility product, electrochemistry and oxidation-reduction and qualitative analysis of ions. Brief introduction to organic and biochemistry.

**CHEM1100 General Chemistry II**

A continuation of 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 analysis of ions. Brief introduction to organic and biochemistry.

**CHEM2510 Organic Chemistry I**

Introduction to organic and biochemistry.

**CHEM2511 Organic Chemistry II**

Continuation of CHEM2510. Benzene and related compounds, nitro compounds, sulf uric acids, amines, diazom compounds, phenols, alcohols, acids, dyes, and indicators, heterocyclic compounds and applications to biochemistry.
New construction methods, materials and concepts. Tools, portable power and stationary lab equipment.

Introduction to care, use and maintenance of hand tools, portable power and stationary lab equipment. New construction methods, materials and concepts. Origin, manufacturing processes, and characteristics and application of materials used in residential and light commercial construction today.

**Note:** Computer Aided Design Drafting—see DRF

**Computer Programming & Microcomputer Technology**—see INFO

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### Course Descriptions

**CHEM 2610 Biochemistry**

- **Course #**: CHEM2610
- **Title**: Biochemistry
- **Offered**: B 45 30 6
- **Prerequisite**: CHEM2510 or permission.


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**CNST 1121 Concrete & Masonry Tools & Material**

- **Course #**: CNST1121
- **Title**: Concrete & Masonry Tools & Material
- **Offered**: M 83 - 8
- **Prerequisite**: MATH1040.

Theory designed to acquaint the student with materials and techniques for planning, estimating and constructing masonry and concrete structures including foundations. Demonstrations, videos, and clinics emphasizing the best practices in concrete and form work.

---

**CNST 1122 Concrete & Masonry Applications**

- **Course #**: CNST1122
- **Title**: Concrete & Masonry Applications
- **Offered**: M - 217 7
- **Prerequisite**: MATH1040.

Laboratory application in proper use of concrete and masonry tools, materials. Experience in block and brick laying, fireplace construction, concrete forming, and reinforcing and finishing. Safety habits.

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**CNST 1232 Residential Blueprint Reading**

- **Course #**: CNST1232
- **Title**: Residential Blueprint Reading
- **Offered**: M 20 30 3
- **Prerequisite**: MATH1040.

Introduction to blueprint reading, residential drawings, reproduction processes of drawings, scale reading, terms, abbreviations, symbols and basic sketching. Estimating procedures for some aspects of construction are overviewed. The course emphasizes layout and design of a basic residential floor plan with reading specifications and understanding of the International Dwellings Code Book. The student completes a preliminary floor plan with schedules to be utilized in CNST1326, R. Residential Construction Drafting Lab. Coincides with CNST1225, T. tools and Materials.

---

**CNST 1224 Construction Processes & Practices**

- **Course #**: CNST1224
- **Title**: Construction Processes & Practices
- **Offered**: M - 175 5.5
- **Prerequisite**: MATH1040.

Introduction to hand tools, construction safety, machine woodworking, modern practice and processes used in the building construction industry. Carpentry techniques, competency in blueprint reading, proper layout practices, parts cutting and assembly procedures.

---

**CNST 1225 Tools & Materials**

- **Course #**: CNST1225
- **Title**: Tools & Materials
- **Offered**: M 75 - 7.5
- **Prerequisite**: MATH1040 and CNST1223.

Introduction to care, use and maintenance of hand tools, portable power and stationary lab equipment. New construction methods, materials and concepts. Origin, manufacturing processes, and characteristics and application of materials used in residential and light commercial construction today.

---

**CNST 1326 Residential Construction Drafting Laboratory**

- **Course #**: CNST1326
- **Title**: Residential Construction Drafting Laboratory
- **Offered**: M - 84 2.5
- **Prerequisite**: CNST1223.


---

**CNST 1327 Residential Construction Drafting Theory**

- **Course #**: CNST1327
- **Title**: Residential Construction Drafting Theory
- **Offered**: M 50 - 5
- **Prerequisite**: CNST1223.

Architectural drafting for beginners including drafting and detailing techniques and methods, lettering, standard symbols and drafting equipment. Concepts for door and window schedules. Floor plans, basement/foundation plan, stair calculations and construction details.

---

**CNST 1328 Residential Construction Estimating Laboratory**

- **Course #**: CNST1328
- **Title**: Residential Construction Estimating Laboratory
- **Offered**: M - 84 2.5
- **Prerequisite**: CNST1223.

Application of skills acquired in CNST1228. Using standardized forms and information, student develops lists of construction materials and prices for residential construction. Emphasis on accuracy, organization, and completeness.

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**CNST 1329 Residential Construction Estimating Theory**

- **Course #**: CNST1329
- **Title**: Residential Construction Estimating Theory
- **Offered**: M 50 - 5
- **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.

---

**CNST 1331 Drafting Aids & Trends**

- **Course #**: CNST1331
- **Title**: Drafting Aids & Trends
- **Offered**: M 32 - 3
- **Prerequisite**: CNST1223.

Fundamentals of commercial blueprint reading, introduction to the metric system, Lero Lettering, plus Green Build basics.

---

**CNST 1340 Cabinetry & Carpentry Laboratory**

- **Course #**: CNST1340
- **Title**: Cabinetry & Carpentry Laboratory
- **Offered**: M - 200 6.5
- **Prerequisite**: CNST1223, CNST1224 and CNST1225.

Comparison course to CNST1433. Application of classroom instruction to job situations through the use of mock-up training aids, cabinets and other projects.

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**CNST 1433 Carpentry Theory**

- **Course #**: CNST1433
- **Title**: Carpentry Theory
- **Offered**: M 100 - 10
- **Prerequisite**: CNST1225. Co-requisite: CNST1430.

Fundamentals of carpentry, emphasizing the process of home building through the study of blueprints and construction texts and references. Site layout, foundations, framing, roofing, exterior trim, interior trim and cabinet making. Prerequisite to house project in the fifth quarter.

---

**CNST 232 Residential Construction Applications**

- **Course #**: CNST2323
- **Title**: Residential Construction Applications
- **Offered**: M - 280 9
- **Prerequisite**: 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, including exterior and interior trim work. Includes short information briefing daily.

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**CNST 2523 Residential Construction**

- **Course #**: CNST2523
- **Title**: Residential Construction
- **Offered**: M - 84 2.5
- **Prerequisite**: CNST1223.


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**CNST 2627 Building Construction Welding**

- **Course #**: CNST2627
- **Title**: Building Construction Welding
- **Offered**: M 6 30 1.5
- **Prerequisite**: CNST1426.

Theory and practice of shield metal arc welding and oxy acetylene torch cutting. Emphasis on safety, equipment setup and operation as it applies to the construction industry.

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**CNST 2634 Commercial Construction Drafting Laboratory**

- **Course #**: CNST2634
- **Title**: Commercial Construction Drafting Laboratory
- **Offered**: M - 76 2.5
- **Prerequisite**: CNST1426.

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 interrelationship of drawings and information for a set of construction dwg is included. Fundamentals of computer-aided drafting using SoftPlan. Draw, edit and print a house plan.

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**CNST 2641 Commercial Construction Estimating Theory**

- **Course #**: CNST2641
- **Title**: Commercial Construction Estimating Theory
- **Offered**: M 50 - 5
- **Prerequisite**: CNST1329.

Laboratory for creation of commercial materials estimate using the procedures described in CNST2641. The R.S. Company format, estimating formulas and procedures used. Emphasis on accuracy, completeness.

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**CNST 2643 Commercial Construction Drafting Theory**

- **Course #**: CNST2643
- **Title**: Commercial Construction Drafting Theory
- **Offered**: M - 37 - 3.5
- **Prerequisite**: CNST1327 and ENGL1000 or higher.


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**CNST 2647 Fundamentals of Structural Steel**

- **Course #**: CNST2647
- **Title**: Fundamentals of Structural Steel
- **Offered**: M 32 - 3
- **Prerequisite**: CNST1327 and ENGL1000.

Introduction to iron and steel making, structural shapes, design and sizing of steel structural systems, joints, beams and columns.
DENT1312 Dental Materials I

Introduction to physical properties; principles of manipulation and storage of materials; manipulation of specific types of dental materials; laboratory projects pertaining to diagnostic impressions; and casts on a manikin and human patient.

DENT1313 Oral Radiography I

Extensive study in oral radiography pertaining to the oral cavity. Laboratory emphasis on DXTTR manikin.

DENT1314 Clinical Education I

Clinical education is scheduled throughout quarters two, three and four. Under supervision, students will care for patients applying specialized technical skills and principles previously learned in the classroom and laboratory settings.

DENT1410 Practice Management Skills I

Principles of dental office procedures, resume writing, letter of application, and interview control. The integration of a current dental software program is utilized throughout the entire course.

DENT1411 Dental Assisting Foundations I

Principles and techniques associated with the specialties in dentistry.

DENT1412 Dental Materials II

Continuation of Dental Materials I course with laboratory emphasis on human patient diagnostic impressions, casts and other specific laboratory projects.

DENT1413 Oral Radiography II

Laboratory projects including intra-oral exposures utilizing both traditional and digital radiographic methods. There will also be emphasis on quality control, infection control, patient and operator registration.

DENT1414 Clinical Education II

Adaptation to a variety of new clinical environments, with further development in highly specialized technical skills.

DESL - Diesel Technology FARM

DESL1120 Basic Electrical - Farm

Basic electrical principles and applications of magnetism, electromagnetism, and the use of three basic electrical meters. Circuit theory exer cises in three basic types of circuits, using OHM’s Law and basic math skills. Design, construction, safe operation and testing of lead acid storage batteries.

DESL1121 Cranking Motors & Ignition Systems - Farm

Prerequisite: DESL1120.

Principles, operation and procedures for testing and repair of AC and DC t ype generator charging systems.

DESL1122 Charging Systems - Farm

Prerequisite: DESL1120.

Principles of operation, and procedures for testing and repair of AC and DC type generator charging systems.

DESL1123 Power Trains I - Farm

Prerequisite: DESL1120.

Theory of power transmission from engine to rear wheels. Includes engine measurements and performance, levers, gears, chains, clutches, transmissions, planetary gears, drive lines, differentials, rear axles, and disassembly inspection, adjustment, and reassembly of standard transmissions and differentials.

DESL1126 Hand Tools & Precision Measuring Instruments - Farm

Study of the 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, filter, and anchor. Student project utilizing hand tools and measuring instruments.

DESL1160 Oxyacetylene & Arc Welding - Farm

Theory and practice of oxyacetylene braze welding 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

Prerequisites: DESL1120 through DESL1160.

Physical principles, operation, and construction of two and four stroke cycle engines, single and multiple cylinder engines. Ignition timing of four stroke cycle engines for factory specifications; balance, compression, and cylinder leakage tests; types of internal combustion engine cooling systems, components and coolants.

DESL1227 Theory of Fuel System Operation - Farm

Operational theory, construction, testing, and repair methods for spark ignition engine fuel 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 fuel production, testing, storage, handling and engine design methods.

DESL1228 Valve Trains - Farm

Prerequisites: DESL1120 and DESL1610.

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. Valve 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

Prerequisites: DESL1120 and DESL1610.

Experience in the operation and service methods for the following engine components: cr ankshafts, connecting rods, pistons, cylinder liners, bearing and crankcase assemblies. Cr ankcase lubricants, lubrication, and filtrati on systems. Laborator y disassembly, inspection, measurements, reassembly, and adjustments performed on agricultural diesel engines.

DESL1235 Diesel & LPG Fuel Systems I - Farm

Prerequisites: DESL1160 through DESL1160.

Theory of diesel fuel injection system. Pump and nozzle components, f uel flow, and fuel filtering systems. Diesel engine compression ignition theory, combustion chamber design, and maintenance procedures for proper remo val, installation, and timing of fuel injection pumps. Construction and operation of updraft, one and two barrel carb, LPG fuel systems and turbo chargers.

DESL1311 Basic Cab Air Conditioning - Farm

Prerequisite: DESL1220 through DESL1235.

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

Prerequisites: DESL1220 through DESL1235.

Study of diesel fuel injection systems including theory of Rus oosa Master, CAV, American Bosch, Robert Bosch, and Caterpillar sleeve metering fuel injection systems. Fuel injection nozzles and nozzle holders.

DESL1351 Mobile Hydraulics - Farm

Prerequisites: DESL1220 through DESL1235.

Principles and application of theory, design, construction, fluid flow, and testing of hydraulic systems including pumps, actuators, reservoirs, and accumulators, lines, fittings, filters and fluids.

DESL1362 Diesel Fuel Injection Systems Laboratory - Farm

Prerequisites: DESL1220 through DESL1235.

Laboratory experience in servicing and troubleshooting Roosa Master, CAV, American Bosch, Robert Bosch, Caterpillar sleeve metering fuel injection systems, fuel injection nozzles and nozzle holders.

DESL1453 Post-Cooperative Education Seminar - Farm

Prerequisites: DESL1220 through DESL1362.

Evaluation of the on-the-job training to share experiences, ideas, and prepare for full-time employment upon graduation.

DESL1468 Cooperative Education - Farm

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.

DESL2356 Farm Equipment Diesel Engine Tune-Up & Diagnosis - Farm

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 uel arm equipment diesel engines.
Review of conventional ignition systems.

Prerequisite: DESL1120 through DESL1362.

Advanced study in electrical and electronics. Theory design, construction, troubleshooting, repair, and testing of f arm equipment clutch systems. Lab experiences on components.

Prerequisites: DESL1120 through DESL1362.

Advanced study of power tr ains. Theory, design, construction, troubleshooting, repair, and testing of farm equipment clutch systems. PARTICULARLY those transmissions classified as “on-the-go” type f. Farm equipment clutch systems. Lab projects on components.

Prerequisites: DESL1120 through DESL1362.

Review of Cab Air Conditioning f undamentals and service procedures. Diagnosing, system evaluation, repair, and recharging exercises in the lab.

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 ying equipment.

Prerequisites: DESL1120 through DESL1362.

Theory, design, principles of operation, set up, and adjustment, troubleshooting, and repair of harvesting equipment including combines and hay and forage equipment. Electronic monitoring systems.

Prerequisites: DESL1120 through DESL1362.

Theory, design, principles of operation, set up, and adjustment, troubleshooting, and repair of harvesting equipment including combines and hay and forage equipment. Electronic monitoring systems.

Prerequisites: DESL1120 through DESL1362.

Theory, design, principles of operation, set up, and adjustment, troubleshooting, and repair of harvesting equipment including combines and hay and forage equipment. Electronic monitoring systems.

Prerequisites: DESL1120 through DESL1362.

Basic electrical and electronic principles and applications of magnetism, electromagnetism, and the practice of electrical measurements with analog and digital meters.

Prerequisite: DESL1120.

Purpose, theory, construction, operation, and testing of lead acid bat teries. Theory of cr anking motors and its application to modern cranking systems. Lab activities include component and circuit testing with analogue and digital meters. Review of conventional ignition systems.
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<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>DESL4351</td>
<td>Steering and Suspension-Truck</td>
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<td>DESL4361</td>
<td>Hydraulic Brakes-Truck</td>
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<td>DRAF1220</td>
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<td>DRAF1310</td>
<td>3-D Visualization</td>
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<td>Principles &amp; Materials of Construction</td>
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<td>DRAF2110</td>
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<td>DRAF2140</td>
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<td>DRAF2190</td>
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<td>Geometric Dimensioning &amp; Tolerancing</td>
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<td>DRAF2400</td>
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<td>DRAF2600</td>
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**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.
- All principles, components, operation, service, repair, adjustment and troubleshooting of the hydraulic systems including pumps, actuators, reservoirs, filters, lines, fittings and fluids.
- 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.

**Course Descriptions**

### DESL4351 Steering and Suspension-Truck
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.

### DESL4361 Hydraulic Brakes-Truck
Prerequisites: 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.

### DESL4381 Basic Hydraulics-Truck
Principles and application of theory design, construction, components, operation, service, repair, adjustment and troubleshooting of the hydraulic systems including pumps, actuators, reservoirs, filters, lines, fittings and fluids.

### DESL4541 Heating and Air Conditioning I-Truck
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.

### DESL5412 Post-Cooperative Education/Seminar-Truck
Evaluation of the on-the-job training to share experiences, ideas, and prepare students for full-time employment upon graduation.

### DESL5582 Cooperative Education-Truck
Prerequisites: DESL1201 through DESL4541 and DESL6432, DESL6442, and DESL6482. On-the-job experience in a diesel repair shop practice of skills and knowledge acquired in previous quarters.

### DESL6302 Heating & Air Conditioning II-Truck
Prerequisites: DESL1201 through DESL4541. Study of advanced mobile air conditioning to include heat exchange, diagnosing, evacuation, charging, leak testing, adjusting and proper handling of required service tools in the laboratory.

### DESL6432 Automatic Truck Transmissions-Truck
Prerequisites: DESL1201 through DESL4541. Principles, design, and construction of Allison automatic truck transmissions. Lab work in disassembly, inspection, reassembly, adjustment, repair, and testing of the automatic transmission.

### DESL6452 Electrical Systems III-Truck
Prerequisites: DESL1201 through DESL4541. Electrical principles and concepts, semiconductors and microprocessors. The use of digital multimeters and wire repairing including weather pack service techniques. Bench and on-vehicle diagnostic procedures for present and future diesel electronic systems.

### DRAF1110 Design Drafting Concepts
A study of the application of communication and documentation of basic design skills using industry accepted standards and practices.

### DRAF1120 Basic Computer Aided Drafting
Prerequisites: Students must take an entry evaluation test and pass with a B+ or better; or apply Tech Prep credit from their high school; or take the Basic Computer Aided Design Drafting course (DRAF1121) before taking 3-D Solid Modeling (DRAF1220).

### DRAF1220 3-D Solid Modeling
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, coordinate, draw, edit, save, plot, file management, dr awing setup, lettering, line types.

### DRAF1310 3-D Visualization
Use of computer aided design for the creation of illustrations for display and/or print incorporating color, texture, and spatial organization of ideas.

### DRAF1330 Solid Works
Prerequisites: DRAF1110 and DRAF1120. 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.

### DRAF1340 Strength of Materials
Prerequisites: DRAF1110 and MATH1080 or higher. Theories of forces acting on bodies. Moments of forces, formulas for stresses in materials and structural members.

### DRAF1400 Architectural Design with Revit
Using Revit Building software to create Building Information Models and using tools for parametric building design and documentation.

### DRAF2100 Principles & Materials of Construction
Prerequisites: DRAF1110 and ENGL1000 or 1010. Commonly used materials and accepted methods of small commercial construction.
The use of electronic symbols to create block subdivision plats.


Course # | Course Title | Location | Hours | Hours | Hours | Credit
--- | --- | --- | --- | --- | --- | ---
DRAF2520 | Electronic Drafting | L | 15 | 45 | 3
Pre-requisite: DRAF1100 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
Pre-requisite: Permission of Program Chair. Study of a special area in drafting or completion of a special drafting project not previously covered in the curriculum.

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**ECED 1050** Expressive Arts

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.

**ECED 1060** Observation, Assessment and Guidance

This course introduces a variety of observation, assessment, and guidance techniques used in an early childhood education setting birth through age 8. Grade of "C" or better required for ECED1565 and ECED1240.

**ECED 1110** Infant and Toddler Development

This course focuses on the typical development of infants and toddlers in the prenatal period of development through age two. Planning curriculum in the domains of physical growth and motor skills, cognition and language, and social and emotional development are examined. Grade of "C" or better required for ECED1565.

**ECED 1112** Advanced Infant and Toddler Concepts

Pre-requisite: ECED1110. A continued and in-depth study and application of typical growth and development of the child from birth through age two. Emphasis is placed on the importance of positive adult/child interactions and the development of age-appropriate activities.

**ECED 1120** Preschool Child Development

This course focuses on the typical development of the child ages 3 through 5 years, in the domains of physical growth and motor skills, cognition and language, and social/emotional development. Grade of "C" or better required for ECED1565.
COURSE DESCRIPTIONS

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<tr>
<th>Course #</th>
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<td>ECED1240</td>
<td>Preschool/School Age Practicum</td>
<td>L L - 90 3</td>
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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 90 clock hours of practical work experience. Attendance at 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 | L 45 - 4.5 |

 Defines interrelationships 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 | L 30 - 90 6 |

Prerequisite: ECED1110, ECED1120, ECED1230, ECED1060, 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 | L 30 - 3 |

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 | L 5 - 5 |

Selection, construction, and use of materials, activities and experiences that encourage creative displays and bulletin board design. Curriculum designed for three to eight-year-olds.

ECED1402 | Effective Technology in the Early Childhood Classroom | L 5 - 5 | L 5 - 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 | L 5 - 5 |

Focuses on assisting the early childhood educator begin the process of developing and assembling a personal or professional portfolio to be used throughout their professional career.

ECED1404 | Understanding Diversity in the Early Childhood Classroom | L 5 - 5 | L 5 - 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 | L 5 - 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 | L 5 - 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 | L 5 - 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 5 - 5 | L 5 - 5 |

Focuses on how to establish a stronger relationship with parents by planning and conducting positive, successful home visits.

ECED1409 | PPST Preparation | L 10 - 1 | L 10 - 1 |

This course is designed to help you prepare for the Pre-Professional Skills Test. It will include an overview of the PPST format, various test taking strategies, test myths and facts, and a pre/post test analysis.

ECED1475 | Professional In-home Care | L 45 - 4.5 | L 45 - 4.5 |

Skills and requirements specifically for the person working in a home setting as a professional nanny or a family childcare provider. Discussion of business plans, development of a parent handbook, selection of employment agencies, contract negotiation, 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.

ECED1520 | Preschool Practicum | L 45 - 1.5 | L 45 - 1.5 |

Pre/Co-requisites: ECED1120, 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 twelve 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 toddlers are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at 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.

ECED1521 | Infant Practicum | L 45 - 1.5 | L 45 - 1.5 |

Pre/Co-requisites: ECED1110. 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 eighteen months through thirty-six months 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 infants are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at 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.

ECED1522 | Toddler Practicum | L 45 - 1.5 | L 45 - 1.5 |

Pre/Co-requisites: ECED1110. 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 five 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 toddlers are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at 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.

ECED1545 | School Age Practicum | L 45 - 1.5 | L 45 - 1.5 |

Pre/Co-requisites: ECED1230, 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 five to eighteen 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 school age children are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at 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.

ECED1560 | Comprehensive Family Child Care Practicum | L 45 - 1.5 | L 45 - 1.5 |

Open only to declared ECED students. Prerequisites: Program permission required and an overall GPA of 2.5 or above. Current First Aid/CPR certification. ECED1110, 1120, 1230, 1260, 1270. Pre- OR Co-requisite: ECED1475. Supervised experience as an in-home provider using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences. Grade of "B" or better to meet graduation requirements.
Supervised experience as a professional nanny using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences. Grade of "B" or better to meet graduation requirements.

ECED1565 Child Care Head Teacher Practicum

Open only to declared ECED students.

Prerequisites: Program Permission. Open only to declared students graduating with the In-home Child Care Professional diploma or with program permission. Must have taken or be taking ECED1475. Overall GPA of 2.5 or above. Current first aid/CPR certification. ECED1050, 1100, 1160, 1120, 1211, 1224, 1230, 1240, 1260, 2060 with a grade of "C" or above. Student must pass a comprehensive competency exam with a 75% or better before enrolling. A grade of "B" or better to meet graduation requirements.

Experience as a teacher in a cooperative child care facility using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences. 3 hours per week of seminar/lecture hours will be scheduled.

ECED1575 In-Home Child Care Professional Practicum

Pre-requisite: Program Permission. Open only to declared students graduating with the In-home Child Care Professional diploma with program permission. Must have taken or be taking ECED1475. Overall GPA of 2.5 or above. Current first aid/CPR certification. ECED1110 and ECED1120 with a grade of "B" or better. A grade of "B" or better required.

Designed to provide an understanding of the role and duties of an in-home child care professional/nanny. Various areas will include good communication skills, professional practices, planning skills, parental needs and knowledge of business practices. Student will spend 75 hours working in a private home (nanny) setting and 75 hours working in a family child care home or IL. 10 seminar/lecture hours will be arranged with the instructor/supervisor.

ECED1665 Child Care Head Teacher Coop

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. ECED1110, 1120, 1210, 1240, 1224, 1260, 1211, 1224 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. Site must meet certain guidelines set by the program. Presentation and discussion of child development topics and related experiences. 30 seminar/lecture hours will be arranged with the instructor/supervisor.

ECED1675 In-Home Child Care Professional Coop

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. Pre-requisites: ECED1212, 1240, 2050, 2060 and 2105. 1050, 1160, 1224, 1260 with a grade of "B" or better. Must have completed two of the General Ed. core requirements.

Practical work experience in a private home setting as either a professional nanny or an in-home child care provider. Sites must meet the approval of the program and meet licensing standards. 10 seminar/lecture hours will be arranged with the instructor/supervisor.

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Course # Course Title Location Offered Credits Hours Hours Hours

ECED1570 Comprehensive Professional Nanny Practicum L 45 1.5

Open only to declared ECED students.

Prerequisites: Program permission required and an overall GPA of 2.5 or above. Current first aid/CPR certification. ECED1110, 1210, 1220, 1060, 1260, 1270. Pre-OR Co-requisite: ECED1475.

Supervised experience as a professional nanny using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences. Grade of "B" or better to meet graduation requirements.

ECED1700 Independent Study L 15 .5

Allows students to attend approved workshops and/or seminars and work with a faculty adviser to develop an individualized plan of study.

ECED1705 Independent Study L 15 .5

Grade of "B" or better required.

ECED2050 Children with Disabilities 40 15 4.5

This course focuses on the awareness of the theory, development and philosophy of early childhood education programs serving children with exceptionalities. Topics include working with families, legislation, role of the interventivist, interdisciplinary teams, and inclusion of children with special needs in natural environments. 9-15 additional clock hours watching children in an inclusive setting under the direction of a faculty member.

ECED2055 Inclusion in the Early Childhood Classroom L 45 4.5

This course focuses on the practical application of including children with special needs in natural environments. Topics include: inclusion, high incidence disabilities, appropriate adaptations, communicating with parents, and resources available for children with disabilities.

ECED2060 Early Childhood Education Curriculum Planning 45 4.5

This course prepares students to plan a developmentally appropriate curriculum and environments for children ages 3-8 years of age. Topics include: environmental design, writing goals and objectives, lesson plans, daily schedules, working with parents, and inclusionary practica. Prior knowledge of preschool development and planning and completion of a minimum of three of the following classes (ECED 1050, 1160, 1224, 1260) is recommended. Grade of "C" or better required.

ECED2070 Family and Community Relationships L 45 4.5

This course focuses on the development of skills, techniques, and attitudes needed to form successful relationships with diverse family systems and communities. Ten hours of volunteer service learning required.

ECED2450 Administration of Early Childhood Programs 45 4.5

Prerequisites: ECED1212, 1240, 2050, 2060 and ENGL1010 or ENGL1015. It is strongly recommended that students have completed ECED1565 and their core Behavioral Science and Speech requirements before enrolling in this class. Special program permission to enroll may be given to non-degree seeking administrators with prior administration experience. Analysis of supervisory and administrative administrative procedures for the application of management theory in early childhood programs. A grade of "C" or better required for graduation.

ECED2457 Advanced Child Care Administration Concepts L 30 3

Pre-requisite: 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 L 10 150 7

Prerequisite: Program permission required to register. ECED1565 with a grade of B or better. Must be taking or have taken 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 L 10 180 7

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. Presentation and discussion of child development topics and student's practicum experiences. 10 seminar/lecture hours arranged with instructor/supervisor.

ECED2607 Individualized Practicum L 15 .5

Pre-requisite: 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.

Practicum experiences designed to meet individual and program needs. A grade of "B" or better is required.

ECED2675 Advanced Coop L 10 240 7

Pre-requisite: Program permission required to register. Prerequisites: ECED2575 with a "B" or better. ECED2150 and three of the four General Ed. core classes. Open only to declared students graduating with an A.A.S. degree. Overall GPA of 2.8 or above. Current first aid/CPR certification. A grade of B or better to meet graduation requirements.

Practical work experience in a licensed or approved child care setting. Work site and job description must meet program standards. 10 seminar/lecture hours arranged with instructor/supervisor.

ECED2800 Early Childhood Education Graduation Seminar L 30 3

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 their personal philosophy of education and research current issues in education. A grade of B or better is required.

SOUTHEAST COMMUNITY COLLEGE—NEBRASKA
### ECON - Economics

**ECON1200 Personal Finance**
- **Location:** B/L/M
- **Credit Hours:** 4.5
- **Prerequisite:** Math competency recommended.
- Survey of principles and methods of managing personal finance resources. An introduction to how economic concepts and functions impact personal financial decisions. Topics include: economic concepts, banking, saving and in vestment, credit, major purchases (home/auto), risk management (home, life, health, auto), tax strategies, retirement and estate planning.

**ECON2110 Macroeconomics**
- **Location:** B/L/M
- **Credit Hours:** 4.5
- 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**
- **Location:** B/L/M
- **Credit Hours:** 4.5
- 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 behaviors of firms on individual households and firms.

### EDUC - Education

**EDUC1080 Professional Practicum Experience I**
- **Location:** B/L
- **Credit Hours:** 2.5
- **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**
- **Location:** B/L
- **Credit Hours:** 4.5
- **Overview of the field of education. Encourage critical thought regarding the role of education in society, the role of the teacher and educational practices in schools.**

**EDUC2160 Children's Literature**
- **Location:** B/L
- **Credit Hours:** 4.5
- **(Cross-listed as ENGL2160)**
- **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 both traditional and recent selections.

**EDUC2165 Adolescent Literature**
- **Location:** B/L
- **Credit Hours:** 4.5
- **(Cross-listed as ENGL2165)**
- **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/cross-disciplinary uses of young adult literature.

**EDUC2300 Introduction to Special Education**
- **Location:** B/L
- **Credit Hours:** 4.5
- **Prerequisite:** EDUC1310.
- Introduction to the history, legislation, instruction, and evaluation of exceptional learners. Overview of the development and characteristics of exceptional learners, culture at issues, and collaboration found in K-12 classrooms.

**EDUC2350 Introduction to English Language Learners**
- **Location:** B/L
- **Credit Hours:** 4.5
- **Prerequisite:** EDUC1310.
- Introduction to the history, legislation, methods and procedures of instruction and assessment of English language learners. Overview of language acquisition, development and structure. Exploration of cultural influences, diversity and perspectives in the K-12 classroom.

**EDUC2500 Fundamentals of Child Development for Education**
- **Location:** B/L
- **Credit Hours:** 4.5
- **Prerequisite:** EDUC1310.
- Fundamental concepts and principles of human development with reference to cognitive and social/emotional development from infancy to early adolescence. Biopsychosocial forces which affect behavior and development in children in relation to educational practice.

**EDUC2510 Fundamentals of Adolescent Development for Education**
- **Location:** B/L
- **Credit Hours:** 4.5
- **Prerequisite:** EDUC1310 for education majors; Enrollment of all others by permission.
- Fundamental concepts and principles of human development with reference to cognitive and social/emotional development from late childhood to early adulthood. Biosocial forces which affect behavior and development in adolescents as they relate to educational practice.

**EDUC2590 Instructional Technology**
- **Location:** B/L
- **Credit Hours:** 4.5
- **Prerequisite:** EDUC1310.
- Introduction to the approaches, methods, and procedures for meaningful incorporation of computers, media, and other technologies into teaching and learning in the K-12 classroom.

**EDUC2610 Educational Psychology I**
- **Location:** B/L
- **Credit Hours:** 4.5
- **Prerequisite:** EDUC1310 for education majors; PSYC1810 for non-education majors.
- Principles of psychology as applied to classroom teaching. Emphasis on development, learning, motivation, evaluation, adjustment, and education techniques and innovations.

**EDUC2970 Professional Practicum Experience II**
- **Location:** B/L
- **Credit Hours:** 2.5
- **Prerequisite:** EDUC1080 and EDUC1310.
- Guided participation and observation in schools and/or agencies of fering programs for children and/or youth. Includes seminar component.

**EDUC2971 Professional Practicum Experience III**
- **Location:** B/L
- **Credit Hours:** 2.5
- **Prerequisite:** EDUC1210, EDUC1310, EDUC2970.
- Guided participation and observation in schools and/or agencies of fering programs for children and/or youth. Includes seminar component.

### EIGHT - Graphic Design

**EIGHT1120 Drawing/Illustration I**
- **Location:** B/L
- **Credit Hours:** 4.5
- **Prerequisite:** Program Permission.
- This course provides a foundation in basic perceptual, expressive and compositional aspects of drawing with an emphasis on perception and realistic rendering (learning to see with accuracy). A wide range of black and white media will be explored.

**EIGHT1122 Introduction to Graphic Design**
- **Location:** B/L
- **Credit Hours:** 4.5
- **Prerequisite:** Program Permission.
- This course is concerned with the basic principles of graphic design. Emphasis is placed on basic design processes and communities. Development of creative ideas, evaluation of diverse methods used to produce simple and functional graphic translations will be explored. An introduction to basic technical procedures will also be studied.

**EIGHT1136 Computer Graphics II**
- **Location:** B/L
- **Credit Hours:** 4.5
- **Prerequisite:** Program Permission.
- Computer Graphics I begins with an introduction to the Macintosh computer and operating system, then moves on to the basics of working with Quark/Press and Adobe Photoshop. This course teaches page layout, methods of formatting and controlling type, working with images, plus methods for efficient file management and production.

**EIGHT1230 Typography II**
- **Location:** B/L
- **Credit Hours:** 4.5
- **Prerequisite:** Program Permission.
- This course examines typography issues which emphasize the basic typographic areas of: historical, technical and formal. Students study letterform and typographic usage as well as research and writing about typographic design. Project content includes typographic history, letterform development, and changing technology. This course provides students with a fundamental working knowledge of typographic methodology.

**EIGHT1234 Computer Graphics III**
- **Location:** B/L
- **Credit Hours:** 4.5
- **Prerequisite:** Program Permission.
- Computer Graphics II focuses on digital illustration and image manipulation. Students learn to use Adobe Photoshop and Illustrator learning methods of creating vector-based and raster-based images. Projects include photo retouch, photo correction, compositing, illustration, logo creation, informational and technical curiosity, and. Students continue to build skills with Quark/Press.

**EIGHT1238 Drawing/Illustration II**
- **Location:** B/L
- **Credit Hours:** 4.5
- **Prerequisite:** Program Permission.
- This course provides an exploration of drawing the human figure with an emphasis on anatomy, proportion and form. A variety of media will be explored including pencil, ink, gouache, and an introduction to color. Projects will include working with the human form in the context of illustration applications and creating spatial compositions.
### SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

<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>EIGT1240</td>
<td>Publication Design</td>
<td>M</td>
<td>40</td>
<td>15</td>
<td>4.5</td>
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<td></td>
<td>Prerequisite: Program Permission.</td>
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<tr>
<td></td>
<td>The aesthetics of type and image remains the</td>
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<td>most widespread media for graphic designers.</td>
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<td></td>
<td>Virtually all aspects of the printed word and image are investigated and considered. The class focuses on the process by which communication ideas are developed, edited, and presented. Projects include magazine, newsletter, brochure, poster and financial/annual report design with an emphasis on layout, typography and image.</td>
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<tr>
<td>EIGT1348</td>
<td>Computer Graphics III</td>
<td>M</td>
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<td>60</td>
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<td>Prerequisite: Program Permission.</td>
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<td></td>
<td>Computer Graphics III introduces Adobe InDesign, along with continuing study into Photoshop and InDesign. Students will be introduced to digital image manipulation techniques and learn to use several of the tools available in Adobe Creative Suite as they develop a professional-quality finished product.</td>
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<tr>
<td>EIGT1354</td>
<td>Color Theory</td>
<td>M</td>
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<td>Prerequisite: Program Permission.</td>
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<td>This course is a study of color beginning with the color theories of H. Munsell, Albers, and others. Exercises to develop sensitivity to color through color chart exercises are included. Mixing and matching of pigmented color as well as other sources of color are explored. Emphasis is placed on color as a tool for use in RGB and CMYK color applications for the graphic designer.</td>
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<tr>
<td>EIGT1356</td>
<td>Photography &amp; Digital Imaging</td>
<td>M</td>
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<td>Prerequisite: Program Permission.</td>
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<td></td>
<td>This course is an introduction to photography as a creative medium. An emphasis is placed on digital manipulation techniques and teaching how to integrate software for a professional-quality finished product.</td>
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<tr>
<td>EIGT1485</td>
<td>Web Design I</td>
<td>M</td>
<td>40</td>
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<td>Prerequisite: Program Permission.</td>
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<td></td>
<td>Beginning web skills include site planning fundamentals, content organization, and visual evaluation of web design. Students will research and explore the unique qualities that make a web site efficient, functional and visually appealing. Students are introduced to basic animation skills with Flash.</td>
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<tr>
<td>EIGT2800</td>
<td>Graphic Design Internship</td>
<td>M</td>
<td>80</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 employability skills. The course is under the guidance of the graphic design faculty.</td>
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</tbody>
</table>

**Electrical & Electromechanical Technology and Electronic Systems Technology**

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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>ELEC1129</td>
<td>DC Electronics</td>
<td>L/M</td>
<td>60</td>
<td>60</td>
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<td>Prerequisite: MATH050.</td>
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<td></td>
<td>Basic electrical concepts, Ohm’s Law, Kirchhoff’s laws, series, parallel, and combination circuits. Magnetism and an introduction to inductors and capacitors are also covered. Familiarization with VOM, oscilloscope, power supply and other basic lab equipment.</td>
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<tr>
<td>ELEC1131</td>
<td>DC Principles</td>
<td>M</td>
<td>100</td>
<td>100</td>
<td>13</td>
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<td></td>
<td>Prerequisite: MATH050.</td>
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<td></td>
<td>Basic electrical concepts, Ohm’s Law, Kirchhoff’s laws, series, parallel, and combination circuits. Magnetism and an introduction to inductors and capacitors are also covered. Familiarization with VOM, oscilloscope, power supply and other basic lab equipment.</td>
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<tr>
<td>ELEC1217</td>
<td>AC Principles</td>
<td>M</td>
<td>100</td>
<td>100</td>
<td>13</td>
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<td></td>
<td>Prerequisites: ELEC131 and MATH1050.</td>
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<td></td>
<td>AC circuits containing resistors, inductors, and capacitors in series and parallel combinations, including resonant and non-resonant circuits. Single phase transformers, rectification and filtering. Uses of oscilloscope and familiarization with function generator, frequency counter, and DMM.</td>
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<tr>
<td>ELEC1219</td>
<td>AC Electronics</td>
<td>L/M</td>
<td>60</td>
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<tr>
<td></td>
<td>Prerequisites: ELEC129 and MATH1050.</td>
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<td></td>
<td>AC circuits containing resistors, inductors, and capacitors in series and parallel combinations, including resonant and non-resonant circuits; single phase transformers, rectification and filtering. Uses of oscilloscope and familiarization with function generator, frequency counter, and DMM.</td>
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<tr>
<td>ELEC1227</td>
<td>Digital Circuits</td>
<td>L/M</td>
<td>40</td>
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<td>Prerequisite: ELEC129 or 131.</td>
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<td></td>
<td>Truth tables, Boolean algebra and number systems to explain the operation of AND, OR, and INVERTER circuits. Flip-flop registers and arithmetic operations. Lab work includes wiring of pre-designed circuits using ICs.</td>
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<tr>
<td>ELEC1317</td>
<td>Active Devices</td>
<td>L/M</td>
<td>60</td>
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<td></td>
<td>Prerequisite: ELEC1219.</td>
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<td></td>
<td>Introduction to diodes, transistors, FETS, SCRs and TRIDs which make up complete electronic circuits. Device analysis, basic circuit design, and common troubleshooting practice for these devices.</td>
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</tbody>
</table>

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**Note:** The table provides a detailed list of courses and their requirements, including prerequisites, course descriptions, and credit hours. Each course is identified by its code, title, and associated details. The table structure is designed to facilitate easy navigation and understanding of the course offerings at Southeast Community College—Nebraska.
### Course Descriptions

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credits Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC1336</td>
<td>CAD &amp; Electrical Estimating</td>
<td>M</td>
<td>20</td>
<td>30</td>
<td>3</td>
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<td></td>
<td>Corequisite: ELEC1365</td>
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<td></td>
<td>Introduction to computer based drafting systems for</td>
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<td></td>
<td>electrical applications followed by the design of</td>
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<td>electrical distribution system and computerized</td>
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<td></td>
<td>estimating.</td>
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<tr>
<td>ELEC1337</td>
<td>Sketching &amp; CAD</td>
<td>M</td>
<td>20</td>
<td>30</td>
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<td></td>
<td>Electromechanical students will learn the fundamentals</td>
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<td>of freehand sketching and computer based drafting for</td>
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<td></td>
<td>maintenance purposes.</td>
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<tr>
<td>ELEC1344</td>
<td>Motor Controls</td>
<td>M</td>
<td>20</td>
<td>30</td>
<td>3</td>
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<td></td>
<td>Prerequisite: ELEC1317</td>
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<td></td>
<td>Practices in the operation, application, wiring, and</td>
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<td></td>
<td>troubleshooting of AC electrical control systems.</td>
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<tr>
<td>ELEC1356</td>
<td>Fluid Power</td>
<td>M</td>
<td>60</td>
<td>40</td>
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<td></td>
<td>Prerequisite: MATH1050</td>
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<td></td>
<td>Study of fluid power (hydraulic and pneumatic)</td>
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<td></td>
<td>systems. Circuitry and various components, their</td>
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<tr>
<td></td>
<td>design, operation, application, and maintenance.</td>
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<tr>
<td>ELEC1362</td>
<td>Electronic Drafting</td>
<td>L/M</td>
<td>5</td>
<td>20</td>
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<td></td>
<td>Prerequisite: ELEC1317</td>
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<td></td>
<td>Introduction to computer based drafting, circuit</td>
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<td></td>
<td>simulation, and PCB layout software for electronics</td>
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<td></td>
<td>applications. The software will include Capture,</td>
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<td>Multisim, and Visio.</td>
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<tr>
<td>ELEC1365</td>
<td>Residential &amp; Commercial Wiring</td>
<td>M</td>
<td>150</td>
<td>100</td>
<td>18</td>
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<td></td>
<td>Prerequisite: ELEC1217</td>
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<td></td>
<td>Practical experience in the construction of</td>
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<td>residential wiring systems. Design, layout and</td>
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<td>estimating of a residential electrical system based on</td>
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<td>the National Electrical Code (NEC).</td>
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<tr>
<td>ELEC1376</td>
<td>Welding</td>
<td>M</td>
<td>20</td>
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<td></td>
<td>Fundamentals of oxyacetylene equipment, OA cutting,</td>
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<td></td>
<td>brazing, and silver soldering. Arc welding theory and</td>
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<td></td>
<td>practical application on maintenance welding. Safe</td>
<td></td>
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<tr>
<td></td>
<td>operation of equipment and application emphasized.</td>
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<tr>
<td>ELEC1422</td>
<td>Analog Circuits</td>
<td>L/M</td>
<td>60</td>
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<tr>
<td></td>
<td>Theory and lab experience in design, testing,</td>
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<tr>
<td></td>
<td>troubleshooting, and repair of multistage, small</td>
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<tr>
<td></td>
<td>signal and power amplifiers using discrete and</td>
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<tr>
<td></td>
<td>integrated circuitry for linear amplifier and</td>
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<tr>
<td></td>
<td>oscillator applications. Principles of audio, IF and</td>
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<tr>
<td></td>
<td>RF amplifiers are addressed.</td>
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<td>ELEC1432</td>
<td>Power Supply Systems</td>
<td>L/M</td>
<td>25</td>
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<tr>
<td></td>
<td>Operational theory of v oltaic regulating supplies and</td>
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<tr>
<td></td>
<td>related system components. T roubleshooting techniques</td>
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<td></td>
<td>and test specifications will be covered and</td>
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<td></td>
<td>reinforced through lab applications.</td>
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<tr>
<td>ELEC1436</td>
<td>Power Transmission &amp; Lubricants</td>
<td>M</td>
<td>50</td>
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<tr>
<td></td>
<td>Prerequisites: MACH121 and MFGT1456</td>
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<tr>
<td></td>
<td>Fundamentals of power transmission equipment</td>
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<tr>
<td></td>
<td>including belt drive, chain drive, couplings,</td>
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<tr>
<td></td>
<td>bearings, lubrication, and open and enclosed</td>
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<tr>
<td></td>
<td>gearing.</td>
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<td></td>
<td>ELEC1367, MACH121, and MFGT1456.</td>
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<td></td>
<td>Troubleshooting and repair of mechanical equipment.</td>
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<tr>
<td></td>
<td>Bending, installing conduits, and repair of</td>
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<tr>
<td></td>
<td>clutches and brakes.</td>
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<td>ELEC1464</td>
<td>Transformers, Three-Phase System</td>
<td>M</td>
<td>60</td>
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<tr>
<td></td>
<td>Study of transformers including three-phase use</td>
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<td></td>
<td>with balanced and unbalanced loads. Wiring</td>
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<td>techniques and performance characteristics of</td>
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<td></td>
<td>one-phase motors.</td>
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<td>ELEC1474</td>
<td>Predictive Maintenance Principles</td>
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<td>40</td>
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<tr>
<td></td>
<td>Orientation, planning, and practical application of</td>
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<td></td>
<td>setting up a predictive maintenance program for</td>
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<tr>
<td></td>
<td>inspection, testing, cleaning, ablating, and</td>
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<td></td>
<td>adjusting of equipment.</td>
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<td>ELEC1482</td>
<td>Advanced Digital Circuits</td>
<td>L/M</td>
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<tr>
<td></td>
<td>Digital registers, counters, multiplexers, encoders,</td>
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<td></td>
<td>decoders, and ISM circuits.</td>
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<tr>
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<td>Advanced digital circuits are discussed.</td>
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<td>Industrial Wiring</td>
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<td></td>
<td>Study of the construction of electrical systems used</td>
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<td>in the industrial and commercial areas. Circuitry</td>
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<td></td>
<td>required in lighting, controller systems, power</td>
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<td>distribution (overhead), and service entrance for</td>
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<td>electrical systems of public and commercial</td>
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<tr>
<td></td>
<td>buildings. Study of the National Electrical Code f or</td>
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<tr>
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<td>ELEC2099</td>
<td>Military Service Electronics Training</td>
<td>L/M</td>
<td>30</td>
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<td>Composite Electronics T echnician training and</td>
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<tr>
<td></td>
<td>experience received at US Government Armed Forces</td>
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<td></td>
<td>military training centers and deployment sites.</td>
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<td>ELEC2519</td>
<td>Communications Systems</td>
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<tr>
<td></td>
<td>Introduction to various communication principles in</td>
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<td></td>
<td>electronics. Public and private telephone systems are</td>
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<td>described including local loops, PBX and long distance</td>
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<td></td>
<td>techniques. Telephone transmission, switching and</td>
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<td>signaling systems are covered. T elephone transmission</td>
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<td></td>
<td>and switching are discussed. T elephone transmission,</td>
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<td>switching and signaling systems are covered. T ele</td>
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<td>phone transmission, switching and signaling systems</td>
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<tr>
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<td>are covered. Facilities credits depend on transcript.</td>
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<tr>
<td>ELEC2530</td>
<td>Microprocessor Applications</td>
<td>L/M</td>
<td>50</td>
<td>30</td>
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<td>Prerequisite: ELEC1452</td>
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<tr>
<td></td>
<td>Introductory course covering instruction set, bus</td>
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<td></td>
<td>structures, memory and I/O techniques for</td>
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<td></td>
<td>microprocessor and microcontroller based systems.</td>
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<td></td>
<td>Assembly language programming techniques and concepts</td>
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<tr>
<td></td>
<td>will be applied using an Integrated Development</td>
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<tr>
<td></td>
<td>Environment.</td>
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**SOUTHEAST COMMUNITY COLLEGE—NEBRASKA**

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<td>ELEC2640</td>
<td>Advanced Communications Systems</td>
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<td>30</td>
<td>50</td>
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<td>Prerequisite: ELEC2519.</td>
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<tr>
<td></td>
<td>Study of SSB, FM, spread-spectrum modulation systems used in broadcast and two-way radios. Cellular telephone systems are explained. Home entertainment as well as broadcast systems used as examples of theory. Microwave communications are introduced. PLL (Phase-Lock-ed Loops) circuits are included. Radio testing and alignment are performed in lab projects.</td>
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<td>ELEC2735</td>
<td>Advanced Microprocessor Applications</td>
<td>L/M</td>
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<td></td>
<td>Advanced design, circuit construction, and troubleshooting of digital systems such as those encountered in computers, digital communications circuits, and other industrial control applications. Assembly language progr amming and hardware interfacing techniques will be covered for both microcontroller-based microprocessor-based systems.</td>
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<tr>
<td>ELEC2750</td>
<td>Advanced Systems Troubleshooting</td>
<td>L/M</td>
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<td>Security systems covered include video surveillance, access control and alarm systems. The analog and digital television broadcast systems will be explained and compared. NTSC, ATSC, DTV, DVD, Blu-ray, HD-DVD topics are included. Home entertainment equipment covered includes stereos, televisions and video recording equipment (analog, digital, DVR). Advanced troubleshooting techniques will be explored and practiced with lab projects.</td>
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<tr>
<td>ELEC2753</td>
<td>PC Operating Systems &amp; Hardware</td>
<td>M</td>
<td>60</td>
<td>40</td>
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<td>Prerequisite: ELEC2530.</td>
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<td></td>
<td>Current operating systems will be discussed and compared. An emphasis will be placed on their application and their interaction with hardware.</td>
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<tr>
<td>ELEC2760</td>
<td>Networking Infrastructure</td>
<td>L/M</td>
<td>35</td>
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<td></td>
<td>Introductory course on networking infrastr ucture which includes switches, hubs, and routers. CCNA Exploration—Network Fundamentals course materials are utilized.</td>
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<tr>
<td>ELEC2761</td>
<td>Router Implementation</td>
<td>L/M</td>
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<td></td>
<td>Introductory course on networking infrastr ucture which includes switches, hubs, and routers. CCNA Exploration—Routing Protocols and Concepts course materials are utilized.</td>
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<tr>
<td>ELEC2823</td>
<td>Network Operating Systems &amp; Administration</td>
<td>M</td>
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<td></td>
<td>Study of current network operating systems and applications installation, configuration and management, including Linux, Windows platform and Novell Network. Windows 2000 Server architecture will be studied in detail.</td>
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<tr>
<td>ELEC2853</td>
<td>Hydraulics &amp; Pneumatics</td>
<td>M</td>
<td>25</td>
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<td></td>
<td>Study of fluid power (hydraulic and pneumatic) systems and devices. Circuitry and various components, their design, operation, and application.</td>
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<tr>
<th>Course #</th>
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<tr>
<td>ELEC2860</td>
<td>LAN Switching and Wireless</td>
<td>L/M</td>
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<td>Prerequisite: ELEC2760.</td>
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<td></td>
<td>This course focuses on the application and configuration of 5 witches, VLANs, STP, VTP and Wireless networking access points and NIC. CCNA Exploration—LAN Switching and Wireless course materials are utilized.</td>
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<tr>
<td>ELEC2861</td>
<td>Wide Area Networking</td>
<td>L/M</td>
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<td></td>
<td>This course focuses on the application and configuration of advanced network address management, Wide Area Network technologies and terminologies, and network management. CCNA Exploration—Accessing the WAN course materials are utilized.</td>
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<td>ELEC2863</td>
<td>PLCs in Automation Systems</td>
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<td></td>
<td>Lecture and lab projects featuring an in-depth study of industrial process control technologies, practices, and procedures.</td>
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<tr>
<td>ELEC2883</td>
<td>Robotics and Automation Systems</td>
<td>M</td>
<td>20</td>
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<td>Prerequisite: ELEC2672 or ELEC2735, and INF-2564.</td>
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<td></td>
<td>Lecture and lab projects featuring an in-depth study of industrial robotic systems and Smart Image Sensor Technology. Programming and interfacing.</td>
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<td>ELET1714</td>
<td>DC Circuits and Blueprint Reading</td>
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<td>120</td>
<td>60</td>
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<td>Prerequisite: Successful completion of SCC and IBEW entrance requirements. Co-requisite: ELET1715.</td>
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<td></td>
<td>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 selected articles of the National Electrical Code (NEC).</td>
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<tr>
<td>ELET1715</td>
<td>Electrical Wiring Applications I</td>
<td></td>
<td>200</td>
<td>5</td>
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<tr>
<td></td>
<td>Prerequisite: Co-requisite: ELET1714.</td>
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<td></td>
<td>On the Job Training (OJT) to apply construction electrician principles covered in ELET1724.</td>
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<tr>
<td>ELET1719</td>
<td>AC Circuits and Wire Sizing</td>
<td></td>
<td>120</td>
<td>60</td>
<td>14</td>
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<tr>
<td></td>
<td>Prerequisite: ELET1714. Co-requisite: ELET1720.</td>
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<tr>
<td></td>
<td>Alternating Current (AC) circuits are analyzed. Proper use of test equipment is stressed during lab. Study of the NEC is continued. Wire sizing for branch circuits is discussed. Conduct bending is introduced.</td>
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<tr>
<td>ELET1720</td>
<td>Electrical Wiring Applications II</td>
<td></td>
<td>200</td>
<td>5</td>
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<tr>
<td></td>
<td>Co-requisite: ELET1719.</td>
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<tr>
<td></td>
<td>On the Job Training (OJT) to apply construction electrician principles covered in ELET1719.</td>
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<tr>
<th>Course #</th>
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<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ELET1724</td>
<td>Electronic Devices and Electrical Grounding</td>
<td></td>
<td>120</td>
<td>60</td>
<td>14</td>
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<tr>
<td></td>
<td>Prerequisite: ELET1719. Co-requisite: ELET1725.</td>
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<tr>
<td></td>
<td>Diodes, transistors, silicon controlled rectifiers, triacs, and other active devices used in amplifier and switching circuits. NEC article 250 is covered. Proper electrical system grounding is stressed. Electrical load calculations are introduced.</td>
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<tr>
<td>ELET1725</td>
<td>Electrical Wiring Applications III</td>
<td></td>
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<td></td>
<td>Co-requisite: ELET1724.</td>
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<tr>
<td></td>
<td>On the Job Training (OJT) to apply construction electrician principles covered in ELET1724.</td>
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<tr>
<td>ELET1729</td>
<td>Logic Circuits and Electrical Motors</td>
<td></td>
<td>120</td>
<td>60</td>
<td>14</td>
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<tr>
<td></td>
<td>Prerequisite: ELET1724. Co-requisite: ELET1730.</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>ELET1730</td>
<td>Electrical Wiring Applications IV</td>
<td></td>
<td>200</td>
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<td></td>
<td>Co-requisite: ELET1729.</td>
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<tr>
<td></td>
<td>On the Job Training (OJT) to apply construction electrician principles covered in ELET1729.</td>
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<tr>
<td>ELET1734</td>
<td>Process Controllers and Special Electrical Circuits</td>
<td></td>
<td>120</td>
<td>60</td>
<td>14</td>
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<tr>
<td></td>
<td>Prerequisite: ELET1729. Co-requisite: ELET1735.</td>
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<td></td>
<td>Logic circuit input, output, timing and sequencing are studied. Programmable logic controllers (PLCs) are explored in theory and lab. Alarm and security systems, phone systems, air conditioning and other special control and instrumentation circuits are covered.</td>
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<tr>
<td>ELET1735</td>
<td>Electrical Wiring Applications V</td>
<td></td>
<td>200</td>
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<td></td>
<td>Co-requisite: ELET1734.</td>
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<tr>
<td></td>
<td>On the Job Training (OJT) to apply construction electrician principles covered in ELET1734.</td>
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## COURSE DESCRIPTIONS

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<tbody>
<tr>
<td><strong>EMTL1242</strong> First Responder Transition to EMT Basic</td>
<td></td>
<td>L</td>
<td>64</td>
<td>48</td>
<td>8</td>
</tr>
<tr>
<td>Prerequisites: First Responder Certification, current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card; Proof of current immunizations; and appropriate placement score or minimum passing grade of &quot;P&quot; in ENGL0850.</td>
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<tr>
<td>This course covers the material that is necessary for a student to progress from the level of Nebraska First Responder to Emergency Medical Technician Basic (EMT-B). This course is based on the Department of Transportation's (DOT) 1994 EMTBasic curriculum.</td>
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<tr>
<td>This course has been developed for individuals who desire to perform emergency medical care.</td>
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<tr>
<td>The DOT EMT-Basic Curriculum is divided into seven modules. The material covered in this course includes the first 4 modules of the EMT-Basic Curriculum and also two of the State of Nebraska Optional Modules.</td>
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<tr>
<td><strong>EMTL1301</strong> EMT-Basic Part I</td>
<td></td>
<td>L</td>
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<tr>
<td>Prerequisites: 18 years of age or older, or require special permission; have a current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card; Proof of current immunizations; and appropriate placement score or minimum passing grade of &quot;P&quot; in ENGL0850.</td>
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<tr>
<td>This course is part one of the required course f or any person seeking to become a Nebraska state-certified Emergency Medical Technician-Basic (EMT-B). This course is based on the Department of Transportation's (DOT) 1994 EMT-Basic curriculum.</td>
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<tr>
<td>This course has been developed for individuals who desire to perform emergency medical care. The DOT EMT-Basic Curriculum is divided into seven modules. The material covered in this course includes the first 4 modules of the EMT-Basic Curriculum and also two of the State of Nebraska Optional Modules.</td>
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<tr>
<td><strong>EMTL1302</strong> EMT-Basic Part II</td>
<td></td>
<td>L</td>
<td>35</td>
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<tr>
<td>Prerequisites: EMT-Basic, LEMTL101.</td>
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<tr>
<td>This course is part two of the required course f or any person seeking to become a Nebraska state-certified Emergency Medical Technician-Basic (EMT-B). The course is based on the Department of Transportation's (DOT) 1994 EMT-Basic curriculum.</td>
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<tr>
<td>This course has been developed for individuals who desire to perform emergency medical care. The DOT EMT-Basic Curriculum is divided into seven modules. The material covered in this course includes the last 3 modules of the EMT-Basic Curriculum.</td>
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<tr>
<td><strong>EMTL1312</strong> Advanced Pharmacology for the Paramedic</td>
<td></td>
<td>L</td>
<td>38</td>
<td>24</td>
<td>4.5</td>
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<tr>
<td>Prerequisites: EMTL122.</td>
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<td>This course will provide the student with a review of basic pharmacology and medication administration and a complete guide to the most common medications, their uses and dosages, used in prehospital emergency care.</td>
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<tr>
<td><strong>EMTL1321</strong> Introduction to Paramedicine</td>
<td></td>
<td>L</td>
<td>70</td>
<td>30</td>
<td>8</td>
</tr>
<tr>
<td>Prerequisites: EMTL131 &amp; EMTL1320 (EMT-Basic II); BIOS1140 &amp; BIOS1140L (Human Anatomy &amp; Lab); BIOS2130 &amp; BIOS2130L (Human Physiology and Lab); and MEDA1101 (Medical Terminology I) or Equivalent courses: Appropriate placement score or minimum passing grade of &quot;P&quot; in ENGL0850, ENGL0950, and MATH0950.</td>
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<td>This course will present the foundations of paramedic practice as well as an introduction to pathophysiology, pharmacology, medication administration, and airway management and ventilation.</td>
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<tr>
<td><strong>EMTL1322</strong> Patient Assessment and Emergency Cardiac Care for the Paramedic</td>
<td></td>
<td>L</td>
<td>38</td>
<td>24</td>
<td>4.5</td>
</tr>
<tr>
<td>Prerequisites: EMTL122.</td>
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<tr>
<td>This course will provide students with the cognitive and psychomotor skills of patient assessment, communications, documentation, and emergency cardiac care. Students will learn the appropriate assessment and management of patients suffering from cardiovascular emergencies.</td>
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<tr>
<td><strong>EMTL1331</strong> Paramedic Special Certification Courses</td>
<td></td>
<td>L</td>
<td>32</td>
<td>32</td>
<td>4</td>
</tr>
<tr>
<td>Prerequisites: EMTL1330.</td>
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<td>This course will include Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) or Pediatric Education for Prehospital Professionals (PEPP), Prehospital Trauma Life Support (PHTLS), and Advanced Medical Life Support (AMLS) as a review and in preparation for the National Registry examination.</td>
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ENGL • English

Placement in English courses will be determined by a placement examination. Your adviser will register you for the appropriate English course.

ENGL0250 Spelling Improvement
B/L 15 - 1.5
Self-paced and individually progr ammed approach to improving the ability to spell. Students learn to analyze their particular difficulties with spelling and practice various methods to improve ve spelling and writing vocabulary. Graded pass/no pass. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0350 Vocabulary Foundations
30 - 3
This class is designed to help students build the essential vocabulary they will need for college-level classes and/or preparation for ENGL0800 Reading Strategies. This class uses progr ammed and individualized instruction. Graded pass/no pass. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0810 Grammar Review
B/L 15 - 1.5
Condensed course review of English gr ammar and usage. Parts of speech, management of the sentence in its arious patterns, current usage, punctuation, capitalization, spelling, numbers, etc. ENGL0810 does not fulfill the composition requirement in any program. Graded pass/no pass. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0830 Reading Skills Tune-up
B 5 - 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 arr anged 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. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0840 Language Skills Tune-up
B/L/M 5 - 1.5
A developmental course to upgr ade students’ language and writing skills to be successful in college courses. Includes computer aided instruction and personal tutoring. Instructional time is arr anged to accommodate students’ class and work schedules. Graded pass/no pass. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0850 Reading Strategies I
B/L/M 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 improve their reading skills beyond the benchmark, will register for Reading Strategies II the following term. Graded pass/no pass. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0880 Reading Strategies II
B/L/M 15 - 4.5
Prerequisite: Grade of “P” in ENGL0850. This class is designed f or students previously enrolled in Reading Strategies I who need to continue to work toward the benchmark established by the College, or who wish to continue to improve their reading skills beyond the benchmark. This class will further 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. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0885 Advanced Reading Strategies
B/L/M 15 - 4.5
Prerequisite: Grade of “P” in ENGL0880 or instructor permission. This class is designed for students previously enrolled in Reading Strategies II who need to continue to work toward the benchmark established by the College, OR any students who wish to improve their reading skills. 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. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0900 Speed Reading
B/L 15 - 1.5
Individualized approach to improving speed reading strategies needed to succeed in college. Designed for students who need help improve their reading speed and comprehension. Graded pass/no pass. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0950 Writing Skills
B/L/M 15 - 4.5
This course is designed to help students develop their writing skills. Within the context of their own essays, students learn how to improve the structure of their sentences and the expression of their ideas. The integration of thinking, reading, and writing is emphasized. Graded pass/no pass. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0970 Basic Writing
B/L 15 - 4.5
Prerequisite: ENGL0950 or appropriate placement score. A developmental English course which prepares students to succeed in college composition. ENGL0980 does not fulfill the composition requirement in any program. Graded pass/no pass. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0990 Writing Supplement
L 15 - 1.5
Prerequisite: ENGL0980 or appropriate placement score. Offers students structured, individualized assistance with their writing. Instructional time is arr anged to accommodate students’ class and work schedules. Those who have completed dev elopmental coursework or anyone who is currently enrolled in ENGL1010 Composition I would like extra assistance may opt to take this course. Graded pass/no pass. This course does not fulfill any degree or transfer requirements. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL1000 Written Communications
B/L/M 15 - 4.5
Prerequisite: ENGL0980 or appropriate placement score. Study and pr actice of college composition with special emphasis on literature as a source of shared experience, topics, and models for expository writing.

ENGL1010 Composition I
B/L/M 45 - 4.5
Prerequisite: Appropriate placement score OR minimum 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, w ord choice, logical, 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/M 45 - 4.5
Prerequisite: Appropriate placement score OR minimum grade of “P” in ENGL0980. ENGL1015 focuses on the study and pr actice of college composition with special emphasis on literature as a source of shared experience, topics, and models for expository writing.

ENGL1020 Composition II
B/L 45 - 4.5
Prerequisite: A 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.

ENGL1510 Introduction to Creative Writing
B/L 45 - 4.5
Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or permission of instructor. Study and pr actice of the techniques of creative writing of both fiction and poetry.

ENGL2050 Modern Fiction
B/L 45 - 4.5
Prerequisite: A 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.

ENGL2100 Introduction to Literature
B/L 45 - 4.5
Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or permission of instructor. Introduction to the major genres and can vernations associated with literature. Includes fiction, poetry, drama, and memoir. Employs critical reading/thinking skills and analytical and critical writing skills, students will understand literature more fully. Exposure to a range of authors representing a variety of cultural and ethnic backgrounds.

ENGL2140 Introduction to Shakespeare
B/L 45 - 4.5
Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or permission of instructor. This course provides an introduction to the times and world of William Shakespeare through the study of a selection of major play vs. Focus is placed on context of his time and society, themes that speak to a modern audience, and making Shakespeare’s language accessible.
### COURSE DESCRIPTIONS

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<thead>
<tr>
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<th>Description</th>
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<tbody>
<tr>
<td>ENGL2150</td>
<td>Introduction to Women's Literature</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or permission of instructor. Description: Introduction to various writing forms in English by women of diverse cultural, political, historical, and economic backgrounds from the 19th century to present.</td>
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<tr>
<td>ENGL2160</td>
<td>Children’s Literature</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or permission of instructor. Description: Survey of the various genres of children’s literature with an emphasis on methods of critically evaluating, analyzing, and sharing both traditional and recent selections.</td>
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<tr>
<td>ENGL2165</td>
<td>Adolescent Literature</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or permission of instructor. Description: Survey of various genres of adolescent literature. Emphasis on methods of evaulating both traditional and recent selections and the inter/cross-disciplinary uses of young adult literature.</td>
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<tr>
<td>ENGL2440</td>
<td>African American Literature</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or permission of instructor. Description: This course probes an introduction to African American poetry, short fiction, essay and autobiographical writings. With an emphasis on historical and social contexts, the course focuses on literature as a means of respecting the past and, consequently, understanding the present.</td>
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<tr>
<td>ENGL2450</td>
<td>Native American Literature</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or permission of instructor. Description: Introduction to the study of Native American prose, poetry, literature, oral-tradition, and culture through reading, discussions, journals, writing.</td>
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<tr>
<td>ENGL2460</td>
<td>Latino/a &amp; Latin American Literature</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or permission of instructor. Description: A study of the relationships and parallel aspects between Latin American and Latino/Latina literature in the United States. The course provides a general chronological, and thematic introduction to verse, fiction, travel, and memoirs writ ten by Latin American writers and U.S. citizens of Latin American descent and their contribution to U.S. literature. Social, historical, and political backgrounds that have given rise to the literature are also emphasized along with an analysis of the literary techniques and motifs that authors employ in their aesthetic productions.</td>
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<tr>
<td>ENGL2470</td>
<td>Asian American Literature</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or permission of instructor. Description: Introduction to literature by major Asian American authors studied in its historical and cultural context.</td>
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<tr>
<td>ENGL2520</td>
<td>Fiction Writing</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or permission of instructor. Description: Designed to teach the fundamentals of writing fiction, both theory and applications.</td>
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<tr>
<td>ENGL2530</td>
<td>Poetry Writing</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or permission of instructor. Description: Designed to teach the fundamentals of writing poetry, both theory and applications.</td>
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<tr>
<td>ENGL2560</td>
<td>Technical Writing</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or better in ENGL1010, or ENGL1015, equivalent, or permission of instructor. Description: Methods of scientific and technical writing. Abstracts, manuals, reports, proposals, letter, memos, and presentations.</td>
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<tr>
<td>ENGR1020</td>
<td>MATLAB Programming and Problem Solving</td>
<td>B/L 45 - 4.5</td>
<td>Description: This course is a 4.5 quarter hour, (three semester credit hour) computer programming course that teaches structured pro gramming and problem solving using computers. The course consists of a sequence of programs including assignments requiring students to write MATLAB programs to solve engineering problems.</td>
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<tr>
<td>ENGR2010</td>
<td>Introduction to Circuits and Electronics</td>
<td>B/L 45 - 4.5</td>
<td>Description: This course is a 4.5 quarter hour, (three semester credit hour) course in basic analysis of passive and electronic circuits.</td>
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<tr>
<td>ENGR2020</td>
<td>Engineering Statics</td>
<td>B/L 45 - 4.5</td>
<td>Description: This course is a 4.5 quarter hour, (three semester credit hour) course in basic engineering statics and is based on the existing U.N. course ENGR 233 Engineering Statics.</td>
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<tr>
<td>ENTTR2050</td>
<td>Marketing for the Entrepreneur</td>
<td>B/L 45 - 4.5</td>
<td>Description: The student will gain insights essential for marketing their entrepreneurial ventures utilizing innovative and financially responsible marketing strategies. The student will analyze marketing philosophies implemented by key successful entrepreneurs. The student will prepare a marketing plan to launch the entrepreneurial venture and implement the first two years of business operation.</td>
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<tr>
<td>ENTTR2060</td>
<td>Entrepreneurship Legal Issues</td>
<td>B/L 45 - 4.5</td>
<td>Description: 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 real property (including landlord-tenant), secured transactions, bankruptcy, articles of incorpor action, FEPA, ADA, FMLA, personnel policies and procedures, the hiring process, job descriptions and disciplinary actions.</td>
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<tr>
<td>ENTTR2070</td>
<td>Entrepreneurship Taxes and Financial Topics</td>
<td>B/L 45 - 4.5</td>
<td>Description: The student will explore federal and state tax situations for businesses. Course content will include: income tax, sales and use tax, payroll tax, and unemployment tax. Insurrance, employee benefits, retirement planning, budgeting, interpretation of financial statements, and learning how to work with an accounting professional.</td>
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<tr>
<td>ENTTR2090</td>
<td>Entrepreneurship Business Plan</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: ENTR1050 &amp; ENTR1060. Description: The student will develop a business concept and write a sound business plan. Students will assess the strengths and weaknesses of a business concept, collect, analyze and organize market research data into a mark eting plan; and prepare the financial projections for their business concept. Students will identify and evaluate various resources available for funding small businesses.</td>
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SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

Course #  Course Title  Location  Credit Hours  Lab Hours  Hours
ESLX - English as a Second Language

ESLX0810 Introduction to College Writing  L 60  6
Prerequisite: Successful completion of ESL Level 8. ESLX1443 or ESL Advanced Placement test, MTEL. A developmental ESL course which helps students build on their foundation of grammar structures, sentence patterns and vocabulary while developing basic writing skills.

ESLX0830 Introduction to College Writing II  L 60  6
Prerequisites: ESLX0810 or ESL Advanced Placement test, MTEL. A developmental ESL course which helps students develop more complex sentence structures and vocabulary. Further develops basic writing skills.

FIRE - Fire Protection Technology

FIRE1100 Principles of Emergency Services  L 45  4.5
Provides an overview to 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 safety and tactics.

FIRE1111 Fire Administration I  L 45  4.5
Prerequisite: FIRE1249 or Firefighter II certificate
Introduces the student to the organization and management of a fire department and the relationship of govenment agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

FIRE1113 Instructor I  L 45  4.5
Prerequisite: FIRE1249 or Firefighter II certificate
Principles, procedures and techniques for teaching. Formulating instructional objectives, lesson plans and conducting a class. Students who pass this class will be eligible to take the Nebraska Firefighter Instructor I 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 Officer I A  L 30  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 1021 Standard for Fire Officer Professional Qualifications.

FIRE1117 Fire Officer I B  L 50  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 1021 Standard for Fire Officer Professional Qualifications.

FIRE1118 Fire Officer IB  L 30  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 1021 Standard for Fire Officer Professional Qualifications.

FIRE1119 Fire Officer II  L 40  4
Prerequisite: FIRE1117, FIRE1118, 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 confront a mid-level supervisor during a typical 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 1021 Standard for Fire Officer Professional Qualifications.

FIRE1120 Building Construction  L 45  4.5
Prerequisite: FIRE1247 or Firefighter I Certification
Study of building construction and design, and their relationship to fire protection. Expectations if specific type of building construction is involved in a fire.

FIRE1123 Public Fire and Life Safety Educator  L 45  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 I per NFPA 1035 Standard for Professional Qualifications for Public Fire and Life Safety Education.

FIRE1131 Fire Protection Hydraulics  L 8  7
Prerequisite: FIRE1247 or Firefighter I Certification
Basic hydraulic laws and formulas applied to the fire service. Enables student to apply calculations to water supply problems and relate this information to practical field applications.

FIRE1135 Fire Apparatus Driver Operator  L 30  45 4.5
Prerequisite: FIRE1249 or Firefighter II certificate
Information and skills for the technical, practical apparatus pumping, and driving requirements for fire emergency vehicles. Driving topics include state code requirements for emergency vehicle egress, fire apparatus specifications and design, construction features, performance factors, basic inspection and maintenance of fire apparatus, and driving and placement exercises of pumps. Pumping topics include fire apparatus pumping specifications, testing, design and construction features, performance factors, and field hydraulics.

FIRE1171 Independent Study  L 10  60  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  L 45  4.5
Prerequisite: FIRE1247 or Firefighter I certificate
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 class prepares the student to meet the requirements of Inspector I per NFPA 1001 Standard for Professional Qualifications for Fire Investigation.

FIRE1247 Firefighter I  L 60  60  8
Prerequisite: 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 fireground. 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 1001 Standard for Fire Fighter Professional Qualifications and Hazardous Materials Awareness per NFPA 472 Standard for Responders to Hazardous Materials Incidents.

FIRE1249 Firefighter II  L 40  60  6
Prerequisite: FIRE1247 or Firefighter I Certification
Course builds on Firefighter I information including techniques and methods of essential and advanced fireground tasks. This class prepares the student to meet the requirements of Firefighter II per NFPA 1001 Standard f or Fire Fighter Prof essional Qualifications and Hazardous Materials Operations per NFPA 472 Standard f or Responders to Hazardous Materials Incidents.

FIRE2251 Hazardous Materials Technician  L 50  30  6
Prerequisite: FIRE1249 or Hazardous Materials Operations certification
Prepares students to meet the requirements of Hazardous Materials Technician per NFPA 472, standard for Responders to Hazardous Materials Incidents and the United States Department of Occupational Safety and Health Administration.
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<tr>
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<th>Class Hours</th>
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<td>FIRE2252</td>
<td>Fire Detection &amp; Suppression Systems</td>
<td>Lab 45 - 4.5</td>
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<td>FIRE2262</td>
<td>Fighting Operations</td>
<td>Lab 25 - 60.5</td>
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<td>FIRE2263</td>
<td>Fighting Safety and Survival</td>
<td>Lab 40 - 4</td>
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<td>FSDT1000</td>
<td>Introduction to the Food Service/Hospitality Industry</td>
<td>Lab 15 - 1.5</td>
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<td>Food Service Strategies</td>
<td>Lab L 60 - 2</td>
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= Course also offered On-line.
Study of exercise physiology relating to fitness and health needs, and the understanding of nutritional assessment methods.

FSDT1896 Management Skills I

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.

FSDT1898 Management Skills II

Topics related to employee communication and human relations: quality assurance, leadership styles, organizational charts, job descriptions, employee recruitment, and effective communication. Employee orientation, training programs, performance evaluations, motivation and scheduling.

FSDT2140 Food Production II

Prerequisites: FSST1350 and FSST1351. This class is a culmination of all classes the students have had until now. Menu research and development, planning a menu systematically, preparing correct menu forms and descriptive copy. The student uses managerial skills they have learned to produce a fine dining experience that is open to the public. Other production areas include positions as Sous Chef, Patisserie Chef, and Kitchen Manager and working the dishroom.

FSDT2142 Meal Service II

Merchandising, customer relations, menu planning, menu mechanics and a profile of the industry. Development of a restaurant menu.

FSDT2146 Equipment & Layout

Covers planning a food service operation from 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.

FSDT2154 Food Service Hospitality Seminar I

Prerequisite: Taken simultaneously with FSST2160 or FSST2160 or special permission. Presentation and discussion of current food industry topics, goals, job seeking skills and discussion of student's practicum and co-op work experience.

FSDT2156 Food Service Seminar II

Prerequisite: Taken simultaneously with FSST2160 or FSST2160 or special permission. Presentation and discussion of current food industry topics, job seeking skills, and discussion of student's practicum and cooperative work experience.
### COURSE DESCRIPTIONS

#### FSDT1210 Cooperative Education
- **Location Offered:** L
- **Hours:** 220 - 5.5
- **Prerequisites:** Special permission of program supervisor.

#### FSDT1211 Food Service Practicum
- **Location Offered:** L
- **Hours:** 184 - 5.5
- **Credit:** 135.45
- **Prerequisites:** Special permission of program supervisor.

#### FSDT1219 Special Project
- **Location Offered:** L
- **Hours:** 2192 - 30 1
- **Credit:** 60 2
- **Prerequisites:** Special permission of program supervisor.

#### FSDT2180 Food Service Practicum
- **Location Offered:** L
- **Hours:** 2184 - 5.5
- **Credit:** 135.45

#### FSDT2191 Special Project
- **Location Offered:** L
- **Hours:** 2192 - 30 1
- **Credit:** 60 2
- **Prerequisites:** Special permission of program supervisor.

#### FSDT2210 Professional Baking
- **Location Offered:** L
- **Hours:** 2210 - 30 2
- **Prerequisites:** FSDT1104, FSDT1110, FSDT1208, and FSDT1214.

#### FSDT2220 Buffet Decorating & Catering
- **Location Offered:** L
- **Hours:** 2220 - 30 2
- **Prerequisites:** FSDT1208 and FSDT1214.

#### FSDT2221 Buffet Decorating & Catering
- **Location Offered:** L
- **Hours:** 2221 - 30 1
- **Prerequisites:** Taken simultaneously with FSDT2221.

#### FSDT2222 International Cuisine
- **Location Offered:** L
- **Hours:** 2222 - 30 3
- **Prerequisites:** FSDT1104 and FSDT1105.

#### FSDT2224 Restaurant Fundamentals
- **Location Offered:** L
- **Hours:** 2224 - 30 3
- **Prerequisites:** FSDT1208.

#### FSDT2226 Culinary Nutrition
- **Location Offered:** L
- **Hours:** 2226 - 2 2
- **Prerequisites:** FSDT1110 and FSDT1119.

#### FSDT2228 Garde Manger
- **Location Offered:** L
- **Hours:** 2228 - 30 2
- **Prerequisites:** FSDT1208 and FSDT1214.

#### FSDT2230 Advanced Pastries
- **Location Offered:** L
- **Hours:** 2230 - 10 2
- **Prerequisites:** FSDT1208, FSDT1214.

#### FSDT2231 Diet Therapy III Practicum
- **Location Offered:** L
- **Hours:** 2231 - 30 2
- **Prerequisites:** FSDT1104, FSDT1130, FSDT1138, FSDT1124, FSDT1130, FSDT1132.

#### FSDT2232 Dietetic Technician Practicum
- **Location Offered:** L
- **Hours:** 2232 - 165 5.5
- **Prerequisites:** FSDT2218.

#### FSDT2240 Industry Proficiency
- **Location Offered:** L
- **Hours:** 2240 - 15 2
- **Prerequisites:** FSDT2218.

#### FSDT2260 Diet Therapy IV Practicum
- **Location Offered:** L
- **Hours:** 2260 - 30 2
- **Prerequisites:** FSDT1104, FSDT1130, FSDT1138, FSDT1132.

#### GEDG 1400 Introduction to Human Geography
- **Location Offered:** L
- **Hours:** 1400 - 4.5
- **Prerequisites:** Special permission of program supervisor.

#### GEDG 1500 Physical Geography
- **Location Offered:** L
- **Hours:** 1500 - 4.5
- **Prerequisites:** FSDT1104, FSDT1110, FSDT1208, and FSDT1214.

#### GEOL 1010 Physical Geology
- **Location Offered:** L
- **Hours:** 1010 - 4.5
- **Prerequisites:** FSDT1104, FSDT1110, FSDT1208, and FSDT1214.

#### GEOG • Geography

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<td>FSDT2222</td>
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**JULY 1, 2008–JUNE 30, 2009**

#### GERM • German

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**Notes:**
- Course also offered On-line.
- = Course offered Hours Hours Hours Credit
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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<td>Global Studies</td>
<td>L 45 - 4.5</td>
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This Study-Abroad course will consist of interdisciplinary lecture topics designed to address areas of cultural, historical, and major political concepts and controversies that have developed in the target country (ies). The course is under the guidance of the global studies coordinator. Students will read literature, and practical experience provided through the use of exercises and patient records.

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Prerequisites: BIOS1000 or BIOS1220 or permission. Study and application of coding systems and their uses in various reimbursement schemes. Practical application of coding principles provided throughout by use of exercises and patient records.

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Prerequisites: MEDA1101 or MEDA1400, BIOS1000 or BIOS1220 or permission. Study and application of coding systems and their uses in various reimbursement schemes. Practical application of coding principles provided throughout by use of exercises and patient records.

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Prerequisites: HIMS101 and HIMS103 or concurrent. Practical experience under supervision in hospital setting, physician's office, or clinic.

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Development of Western civilizations from the origins of the human race to the Renaissance, and the discovery of America, including examination of the political, social, economic, cultural, and religious components.

<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>HIST1010</td>
<td>Western Tradition II</td>
<td>B/L 45 - 4.5</td>
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</tbody>
</table>

Development of Western civilizations from the origins of the human race to the Renaissance, and the discovery of America, including examination of the political, social, economic, cultural, and religious components.

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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIST110</td>
<td>Survey of Russian History</td>
<td>B/L 45 - 4.5</td>
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</table>

Study of the four major periods of Russian history — the Kievan era, the rise of Moscow, the Romanov period and So viet Russia. Emphasis on political, social, cultural and economic development.

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<thead>
<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>HIST120</td>
<td>Survey of Asian History</td>
<td>B/L 45 - 4.5</td>
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</table>

Survey of Asian history, including examination of the political, social, cultural, and economic development of China, Japan, and Southeast Asia from ancient to modern times.

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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>
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<tbody>
<tr>
<td>HIST2010</td>
<td>American History I Early America</td>
<td>B/L 45 - 4.5</td>
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</table>

Survey of American History from the age of discovery through the Civil War. Emphasis on political, economic, and social problems in the growth of the American nation.

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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>HIST2200</td>
<td>American History II Late America</td>
<td>B/L 45 - 4.5</td>
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</table>

Survey of major political, social, cultural, and economic developments since 1877. Industrialization and urbanization, the rise of the United States as a world power, the New Deal and World War II, the postwar years, civil rights struggles, the Vietnam war, and contemporary America.

<table>
<thead>
<tr>
<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>HIST2200</td>
<td>Survey of World History to 1500</td>
<td>B/L 45 - 4.5</td>
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</table>

Survey of major political, social, cultural, and economic developments since 1877. Industrialization and urbanization, the rise of the United States as a world power, the New Deal and World War II, the postwar years, civil rights struggles, the Vietnam war, and contemporary America.

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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>HIST2200</td>
<td>Survey of World History — 1500 to Present</td>
<td>B/L 45 - 4.5</td>
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Survey of major political, social, cultural, and economic developments since 1877. Industrialization and urbanization, the rise of the United States as a world power, the New Deal and World War II, the postwar years, civil rights struggles, the Vietnam war, and contemporary America.

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<tr>
<th>Course #</th>
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<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HIST2960</td>
<td>Survey of African American History</td>
<td>L 45 - 4.5</td>
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</table>

Overview of the major political, social, cultural, and economic developments since 1877. Industrialization and urbanization, the rise of the United States as a world power, the New Deal and World War II, the postwar years, civil rights struggles, the Vietnam war, and contemporary America.

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<tr>
<th>Course #</th>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HLTH1010</td>
<td>Introduction to Health</td>
<td>B 45 - 4.5</td>
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</table>

Survey of major health problems, their prevention, and their treatment. Family planning and birth control; mental health; consumer protection and physical fitness. Issues of individual health choices.

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<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
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<th>Lab Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HMRS1101</td>
<td>Human Services Concepts</td>
<td>B 35 - 30</td>
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</tbody>
</table>

Introduction to the Human Services field including definitions, team planning, community resources, worker roles, and social role valorization.

<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>HMRS1102</td>
<td>Counseling Theories &amp; Techniques</td>
<td>L 45 - 4.5</td>
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</table>

Study of functional theories, principles, and techniques of counseling: active listening and problem-solving. Practice in techniques and theories.

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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>HMRS1109</td>
<td>Pre-Clinical Education 1</td>
<td>L 20 - 60 4</td>
<td></td>
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</tbody>
</table>

Prerequisite: HMRS1102. Screening course for entry into clinical education.

Methods of approaching clients, basic communication, employee values, and skills.

<table>
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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>HMRS1110</td>
<td>Clinical Education</td>
<td>L 120 4</td>
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</table>

Prerequisite: HMRS110 and permission. Clinical education scheduled throughout the program. Under supervision, work with selected clients, and application of acquired skills and principles studied in the classroom.

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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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</thead>
<tbody>
<tr>
<td>HMRS1111</td>
<td>Pre-Clinical Education 2</td>
<td>L 20 - 60 4</td>
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</table>

Screening course for re-entry into clinical education. Methods of approaching clients, basic communication, employee values, and skills.

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<tr>
<th>Course #</th>
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<th>Lab Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HMRS1201</td>
<td>Health Foundations</td>
<td>L 45 - 4.5</td>
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</table>

Health concerns of the Human Services profession. Skills needed for developing, implementing, and monitoring behavioral programs.

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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>HMRS1202</td>
<td>Behavior Therapy</td>
<td>L 45 - 4.5</td>
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</table>

Behavioral techniques in the Human Services field. Skills needed for developing, implementing, and monitoring behavioral programs.

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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>HMRS1210</td>
<td>Clinical Education 2</td>
<td>L 150 5</td>
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</table>

Prerequisite: HMRS1110 and permission. For course description, refer to HMRS1110 Clinical Education 1.

<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>
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<tbody>
<tr>
<td>HMRS1302</td>
<td>Crisis Intervention</td>
<td>L 45 - 4.5</td>
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</table>

Prerequisite: HMRS1102. Models for understanding people and their problems including crisis counseling.

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<th>Course #</th>
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<th>Location offered</th>
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<th>Lab Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HMRS1310</td>
<td>Clinical Education 3</td>
<td>L 150 5</td>
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</table>

Prerequisite: HMRS1110 and permission. For course description, refer to HMRS1110 Clinical Education 1.

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<tr>
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<th>Lab Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HMRS1311</td>
<td>Clinical Education for Alcohol/Drug Counseling 1</td>
<td>L 150 5</td>
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</table>

Prerequisite: HMRS1110 and permission. Intensive counseling experience in the field of alcoholism/drug abuse. Under supervision of a certified Alcohol and Drug Abuse counselor, students perform all twelve core functions required for State of Nebraska certification.

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<th>Credit Hours</th>
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<tbody>
<tr>
<td>HMRS1320</td>
<td>Multicultural Competency</td>
<td>L 45 - 4.5</td>
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</table>

Understanding self in viewing culture, including dominant and non-dominant culture, power , and privilege. Overview of various culture and groups.

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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HMRS1355</td>
<td>Strategies for Relaxation</td>
<td>L 45 - 4.5</td>
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</table>

Methods used to increase relaxation, reduce muscular tension, and alleviate stress. Techniques are adaptable to personal or client use. Includes progressive relaxation, imagery, visualization, meditation, rational emotive and self-hypnosis strategies.
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HMR1357</td>
<td>Multicultural Counseling</td>
<td>L 30 - 4.5</td>
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<td></td>
<td>Prerequisites: HMR1102 and 1289.</td>
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<tr>
<td></td>
<td>Understanding of cultural sameness and differences, and effect on human experience. Historical, social, political, and economic influences. Special counseling techniques applicable to minority groups and variations from traditional counseling.</td>
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<tr>
<td>HMR1402</td>
<td>Group Theory &amp; Process</td>
<td>L 45 - 4.5</td>
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<tr>
<td></td>
<td>Prerequisite: HMR1102 or basic counseling skills</td>
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<tr>
<td></td>
<td>Small group process dynamics and theory in an effort to better understand the workings of small groups.</td>
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<tr>
<td>HMR1403</td>
<td>Assessment, Case Planning / Management &amp; Professional Ethics for A &amp; D</td>
<td>L 45 - 4.5</td>
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<td></td>
<td>Prerequisite: HMR1102 or permission.</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>HMR1404</td>
<td>Introduction to Social Work</td>
<td>L 45 - 4.5</td>
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<tr>
<td></td>
<td>Introduction to field of professional social work including roles, philosophies, ethics, values, and competencies. Career expectations and diverse issues.</td>
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<tr>
<td>HMR1405</td>
<td>Case Management &amp; Ethics for Human Services</td>
<td>L 45 - 4.5</td>
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<tr>
<td></td>
<td>Prerequisite: HMR1102 or permission.</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>HMR1410</td>
<td>Clinical Education 4</td>
<td>L 150 - 5</td>
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<tr>
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<td>Prerequisites: HMR110 and permission.</td>
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<tr>
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<td>For course description refer to HMR110 Clinical Education I.</td>
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<tr>
<td>HMR1411</td>
<td>Clinical Education for Alcohol/Drug Counseling 2</td>
<td>L 150 - 5</td>
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<td>Prerequisites: HMR110 and permission.</td>
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<td>For course description refer to HMR131, Clinical Education, Alcohol/Drug Counseling I.</td>
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<tr>
<td>HMR1550</td>
<td>Women’s Issues in Human Services</td>
<td>L 45 - 4.5</td>
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<tr>
<td></td>
<td>Needs and expectations of women as clients and service providers in Human Services agencies.</td>
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<td></td>
<td>Philanthropy, socialization, self image, equal y, child care, alcohol and drug, and other addictions, disorders, minority women, and health and legal issues.</td>
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<tr>
<td>HMR1551</td>
<td>Domestic Abuse</td>
<td>L 45 - 4.5</td>
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<td></td>
<td>Recognition of signs of domestic abuse (physical, emotional or sexual), the cycle of violence, and community interventions.</td>
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<tr>
<td>HMR1552</td>
<td>Child Abuse</td>
<td>L 45 - 4.5</td>
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<td></td>
<td>Definitions of child maltreatment (emotional, physical, sexual), cultural factors, recognition of abuse/neglect, family dynamics, reporting obligations, treatment interventions and community resources.</td>
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**COURSE DESCRIPTIONS**

**JULY 1, 2008–JUNE 30, 2009**

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>HMR2363</td>
<td>Death, Dying, Grieving &amp; Loss</td>
<td>L 45 - 4.5</td>
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<td></td>
<td>Process of loss and grief from the perspective of the Human Service provider/client relationship. Recognizing loss, stages of grieving, support groups, and letting go and going on.</td>
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<tr>
<td>HMR2364</td>
<td>Adult Survivors of Childhood Sexual Abuse</td>
<td>L 45 - 4.5</td>
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<tr>
<td>HMR2365</td>
<td>Mental Illness &amp; Family Issues</td>
<td>L 45 - 4.5</td>
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<tr>
<td></td>
<td>Scope and magnitude of mental illness, specifically schizophrenia, major depressive e-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.</td>
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<tr>
<td>HMR2501</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 for a select group of developmental disabilities (cerebral palsy, autism and learning disabilities). Nature, causes, and factors which influence the delivery of services for a select group of developmental disabilities: attention deficit hyperactive disorder, cerebral palsy, autism, learning disabilities, opostional defiant disorder, conduct disorder, and Tourette’s Syndrome.</td>
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<tr>
<td>HMR2502</td>
<td>Activities &amp; Recreation in Human Services</td>
<td>L 45 - 4.5</td>
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<td></td>
<td>Selecting and developing recreational and educational activities with clients. Includes computer use.</td>
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<tr>
<td>HMR2504</td>
<td>Intellectual Disabilities</td>
<td>L 45 - 4.5</td>
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<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>HMR2505</td>
<td>Non-aversive Intervention for Problem Behaviors</td>
<td>L 25 - 2.5</td>
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<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>HMR2510</td>
<td>Clinical Education 5</td>
<td>L 150 - 5</td>
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<tr>
<td></td>
<td>Prerequisites: HMR110 and permission.</td>
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<tr>
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<td>For course description refer to HMR110 Clinical Education I.</td>
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<tr>
<td>HMR2511</td>
<td>Clinical Education for Alcohol/Drug Counseling 3</td>
<td>L 150 - 5</td>
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<td></td>
<td>Prerequisites: HMR110 and permission.</td>
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<td></td>
<td>For course description refer to HMR131, Clinical Education, Alcohol/Drug Counseling I.</td>
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<tr>
<td>HMR2517</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>HMR2518</td>
<td>Clinical Treatment Issues in Chemical Dependency</td>
<td>L 45 - 4.5</td>
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<td></td>
<td>Prerequisite: HMR110 or permission.</td>
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<td></td>
<td>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>HMR2521</td>
<td>Applied Behavior Analysis</td>
<td>L 45 - 4.5</td>
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<tr>
<td></td>
<td>Review of Beha viors. Therapy application includes exposure therapy, modeling and skill training, cognitive restructuring, behavorial medicine, and psychological disorders.</td>
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<tr>
<td>HMR2523</td>
<td>Human Sexuality</td>
<td>L 45 - 4.5</td>
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<td></td>
<td>Introduction to human sexuality and sexual function/dysfunction. Attitudes and values about sexuality.</td>
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<tr>
<td>HMR2524</td>
<td>Advanced Counseling</td>
<td>L 45 - 4.5</td>
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<td>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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<tr>
<td>HMR2541</td>
<td>Social Services-Long Term Care Facility</td>
<td>L 45 - 4.5</td>
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<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>HMR2542</td>
<td>Financial Management for Long Term Care</td>
<td>L 45 - 4.5</td>
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<td>Designed to provide knowledge of accounting principles for long term care facility including payroll, accounts payable, accounts receivable, budgeting, resident trust funds, operating planning, financial planning, and related regulations.</td>
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<tr>
<td>HMR2544</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 loss; and diseases of the aged.</td>
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<tr>
<td>HMR2547</td>
<td>Administration for Long Term Care</td>
<td>L 45 - 4.5</td>
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<td>Study of the functions of a nursing home. Study of the aging process.</td>
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<td></td>
<td>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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</tbody>
</table>
For course description refer to HMRS1110, Clinical Education I.

HMRS2811 Clinical Education for Alcohol/Drug Counseling 6
Prerequisites: HMRS1110 and permission.
For course description refer to HMRS1110, Clinical Education I.

HORT1130 Introduction to Horticulture
Introductory course designed to familiarize students with the basic aspects of horticulture and equipment used in various horticultural fields. Emphasis will be placed on making the student aware of the different fields with the industry and the proper growing environment for indoor and outdoor horticulture crops.

HORT1132 Horticulture Plant Identification & Selection
Study and identification of a variety of horticulture plants used in landscape design, greenhouses, and nurseries in the Midwest.

HUMS - Humanities

HUMS1100 Introduction to the Humanities
Prerequisite: Reading/writing at Comp. I level or instructor's approval.
Survey course focusing on art, music, theatre, film, dance, architecture, and philosophy which examines the unfolding of the humanistic traditions of the West through the landmarks of Western cultural traditions in order to reawaken our sense of wonder and curiosity about the meaning of life. Emphasis on the effect of revolutionary art on society. Includes attendance at live performances and art galleries.

HVAC - Heating, Ventilation, Air Conditioning & Refrigeration Technology

HVAC1109 Electrical Fundamentals
Study of basic electrical theory for use in HVAC/R trades, including DC fundamentals, focusing on AC electrical theory, understanding AC electrical circuits, interpreting AC electrical wiring schematics, and usage of test instruments.

HVAC1131 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.

HVAC1132 Piping Practices
Study of materials and methods used in the installation and service of refrigeration, air conditioning, and plumbing equipment. Piping, welding, tube bending and installation procedures performed by students. Industrial safety, hazard communications standards, and material safety data sheets are studied.

HVAC1133 Plumbing Theory/Print Reading
Introduction to blueprint reading, plumbing tools, materials, and practices for residential applications.

HVAC1226 Refrigeration Laboratory I
Prerequisite: HVAC1109, HVAC1131 AND HVAC1132. 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.
### COURSE DESCRIPTIONS

<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>HVAC1234</td>
<td>Plumbing Code</td>
<td>M 50 - 5</td>
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<td>HVAC1237</td>
<td>Refrigeration Theory II</td>
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<td>HVAC1251</td>
<td>Hydronic Theory</td>
<td>M 35 - 5</td>
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<td>HVAC1330</td>
<td>Residential HVAC Systems &amp; Controls I</td>
<td>M 40 - 5</td>
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<td>HVAC1331</td>
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<td>HVAC1345</td>
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<td>HVAC1447</td>
<td>Commercial HVAC Fundamentals &amp; Practices I</td>
<td>M 50 - 5</td>
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<td>HVAC1450</td>
<td>EPA Refrigerant Certification</td>
<td>M 20 - 5</td>
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<td>HVAC1452</td>
<td>Residential Install Lab</td>
<td>M 70 - 5</td>
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<tr>
<td>HVAC1461</td>
<td>Residential HVAC Systems &amp; Controls II</td>
<td>M 50 - 5</td>
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<tr>
<td>HVAC1466</td>
<td>Cooperative Education</td>
<td>M 400 - 10</td>
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<td>HVAC2650</td>
<td>HVAC/R Lab</td>
<td>M 100 - 5</td>
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<tr>
<td>HVAC2660</td>
<td>Troubleshooting Techniques Lab</td>
<td>M 50 - 5</td>
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</tbody>
</table>

### INFO - Computer Programming and Microcomputer Technology

#### INFO1000 - Computer Essentials

- **Course #**: INFO1000
- **Course Title**: Computer Essentials
- **Location offered**: M 10 - 1
- **Class Hours**: 1
- **Lab Hours**: 0
- **Credit Hours**: 0

#### INFO1010 - Computer Literacy

- **Course #**: INFO1010
- **Course Title**: Computer Literacy
- **Location offered**: L 40 - 5
- **Class Hours**: 40
- **Lab Hours**: 15
- **Credit Hours**: 4.5

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**No prerequisite.** Introduces computer hardware and concepts related to system unit, input/output, storage, and communications devices. Additional topics include the Windows Operating System for desktop and file management, use of productivity software, and use of a web browser for research and e-mail. Course does not count toward Microcomputer Technology program course requirements.
INFO1211 Logic and Design
An introduction to progra mm ing logic and structured program design using object-oriented principles.
INFO117 Microcomputer Applications
Self-paced, hands-on lab format used to introduce students to Windows, word processing softw are, presentation software, spreadsheet sof tware, and database software.
INFO1121 Microsoft Word & PowerPoint
Prerequisite: Prior computer coursework or experience.
INFO1131 Microsoft Excel
Prerequisite: Prior computer coursework or experience.
INFO1151 Computer Fundamentals
Prerequisite: Declared Computer Technology or Computer Programming program students only. Prior computer coursework or experience.
INFO1161 Windows Operating Systems
Prerequisite: Prior computer coursework or experience.
INFO1211 Microsoft Access
Prerequisite: Prior computer coursework or experience.
INFO1214 Program Design and Problem Solving
Prerequisites: INFO151, INFO161, and MATH1040-Lincoln.
INFO1217 Database Management
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
Prerequisite: INFO1111 or INFO1214.
INFO1287 Operating Systems
Prerequisite: INFO151.
INFO1311 Database Concepts
Introduction to database management concepts. Topics include database terminology, manipulation, organization, and relationships.
INFO1314 Java
Introduction to programming using Java.
INFO1325 Internet Scripting
Introduction to the use of JavaScript in web page development.
INFO1337 Introduction to the iSeries
Introduction to the iSeries oper ating system and program development.
INFO1381 Data Communications
Prerequisites: INFO1151, INFO1161, and INFO1211.
INFO1428 COBOL
A n in-depth study of the American National Standard COBOL language, ANSI COBOL '85 and SDA are also discussed.
INFO1441 Advanced Windows XP Professional
Prerequisite: INFO1381 or ELEC2760.
INFO1443 Help Desk Concepts
Prerequisite: ENGL100 or ENGL105, and INFO121, INFO1311, and INFO161.
INFO1446 Advanced Hardware Troubleshooting
Prerequisite: INFO1317.
INFO1447 Network Security Fundamentals
Prerequisite: INFO391 and INFO441.
INFO1449 Integrated Applications
Security. Setting up print services.
INFO1451 Help Desk Concepts
Prerequisite: INFO121, INFO1311, and INFO1214.
INFO1501 Advanced Database Concepts
Prerequisite: INFO1111.
INFO1515 Database Administration
Introduction to the database administration concepts using Microsoft SQL Server. Topics include creating and managing databases, tables, index es, views, stored procedures, triggers, and user-defined functions. Additional topics include installation issues and management tools.
INFO1521 Web Graphics
Prerequisites: INFO1431.
Introduction to Dreamweaver for web page development.

INFO1522 Web Layout
Prerequisites: INFO1431.
Introduction to Dreamweaver for web page development.

INFO1525 Web Server Scripting
Prerequisites: INFO1314, INFO1325, INFO1351, INFO2351, and INFO2361.
Server-side scripting techniques for web database access.

INFO1541 Social & Ethical Issues in Information Technology
Prerequisites: ENGL1010 or ENGL1015 and the following: INFO121, INFO131.
Study of ethical and social implications of computer technology.

INFO2513 Troubleshooting Techniques
Prerequisites: INFO1414 and INFO2543.
Instructor-supervised simulation requiring students to troubleshoot computer-related problems.

INFO2514 Java Server Programming
Prerequisites: INFO1414 and INFO1431.
Skills needed to develop and implement web-based database applications using Java server-side and JDBC database techniques.

INFO2528 Advanced COBOL
Prerequisites: INFO1428 and INFO2678.
An advanced study of the American National Standard COBOL language (ANS COBOL '85).

INFO2531 UNIX Operating System
Prerequisites: INFO1151 and INFO1161.
Fundamental concepts and use of the UNIX operating system.

INFO2543 Workplace Communication Skills
Prerequisites: ENGL1010 or ENGL1015, and INFO2124, 1311, 1341, 1381, 2351.
Skills and techniques necessary in an IT work environment, including communications, training, customer service, and conflict management.

INFO2548 Customer Information Control System Programming
Prerequisites: INFO1414, INFO1428, INFO2678.
Study of primary Command Level I CLICS concepts and applications progr amming instructions. Lab experience will allow student to write a common business-on-line application using CICS, VSAM, DB2/SQL.

INFO2554 C++
Prerequisites: INFO1314.
Introduction to object-oriented programming using C++.

INFO2558 Systems Analysis & Design
Prerequisites: INFO1428.
System concepts and terms, program definition, interviewing techniques, and successful techniques for a computer system. Project groups will design systems for the INFO2638 Computer Programming Projects course.

INFO2564 Visual Basic
Prerequisites: INFO1214 or ELEC2557 or ELEC2558.
Programming coding in Visual Basic using a graphical interface.

INFO2565 Visual Basic
Prerequisites: INFO1110, INFO1117, & INFO1217.
Programming coding in Visual Basic using a graphical interface.

INFO2581 Network Security Systems
Prerequisites: INFO1491 and INFO2585.
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
Prerequisites: INFO2585.
Emphasis on intrusion detection and essential practicals, such as developing and implementing a security policy.

INFO2594 Programming Project Design
Prerequisites: INFO1431 and INFO2664.
Use proper techniques to design and document the design of a complete system project.

INFO2611 Microcomputer Practicum
Prerequisites: Permission of program chair.
Students spend 90 hours at a work site applying microcomputer knowledge and skills in career interest area. Exact nature of work varies. Individual objectives established for each student.

INFO2620 Networking Concepts
Prerequisites: INFO1315.
Introduction to network concepts and terminology as it relates to the various types of networks, protocols, topologies and security issues.

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
Prerequisites: INFO252, INFO254 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, progr amming, operations, documentation, and management output. Formal presentation of the completed system is required.

INFO2664 Advanced Visual Basic
Prerequisites: INFO1311 or 1213 and INFO2564 or 2565.
Advanced programming in Visual Basic.NET stressing object-oriented programming techniques.

INFO2670 Desktop Support
Prerequisites: INFO2511 and INFO2585.
Skills and knowledge to support end users in a Microsoft Windows environment.

INFO2674 ASP.NET Using Visual Basic
Prerequisites: INFO2564.
Object-oriented programming in Visual Basic.NET.

INFO2678 DB2 Database Application & SQL
Prerequisites: INFO1491 and INFO2585.
Introduction to DB2 Database Management System accessed with SQL (Structured Query Language).

INFO2692 Web Programming Project
Prerequisites: INFO1391, INFO1512, and INFO1523.
Design, develop, and document web-based programming project which utilized HTML and client/server-side scripting techniques.

INFO2694 Programming Project
Prerequisites: INFO2525.
Develop projects applying system design and programming languages in the creation of a total microcomputer application.

INFO2695 Advanced Windows 2003 Server
Prerequisites: INFO2585.
In-depth coverage of planning, implementing, configuring, maintaining, and troubleshooting an Active Directory infrastructure using Windows 2003 Server.

INFO2698 Programmer Portfolio Development
Prerequisites: INFO2525 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.

INFO2800 Advanced Technologies
Prerequisites: Permission of Program Chair.
Study of advanced technology topics in microprocessors.
The proper use and care of power and hand tools. Encompasses micrometers, dial indicators, torque wrenches, twist drills, tap, dies, screw extraction, thread restoration, tube fit tings, and fasteners. Safety, product labels and material safety data sheets, and handling of hazardous materials will be explained. Safe fork lift operation will be covered.

JDAT1240 John Deere Theory of Engine Operation
M 40 20 4.5
Basic theoretical principles and applications of magnetism, electromagnetism, and the safe 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 maintenance, and repair of ignition systems, cranking systems, and charging systems are included.

JDAT1424 John Deere Repair
Prerequisites: JDAT1140 through JDAT1146.
This course covers the theory, design, principles of operation, and adjustment of 12 and 24 speed mechanical transmissions, auto-quad, power-quad, and the 12 and 24 speed mechanical transmissions, auto-quad, power-quad, and the 12 speed, 18 speed, and 19 speed powershifts.

JDAT2742 John Deere Power Trains III
Prerequisites: JDAT1140 through JDAT2670.
Theory of function and operation of power trains as applied to the fuel engine drive, 6000, and 7000 series tractors. Two speed planetary, quad-range, and power dividers. Function, repair, and adjustment of the 12 and 24 speed mechanical transmissions, auto-quad, power-quad, and the 12 speed, 18 speed, and 19 speed powershifts.

JDAT2744 John Deere Tillage and Seeding Equipment
Prerequisites: JDAT1140 through JDAT2670.
This course covers the theory, design, principles of operation and adjustment, troubleshooting and repair of tillage equipment and planting equipment. Primary, secondary, and row crop tillage tools will be covered as well as row crop planters and grain drills.

JDAT2746 John Deere Harvesting Equipment
Prerequisites: JDAT1140 through JDAT2670.
This course covers the theory, design, principles of operation and adjustment, 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, accessory, safety, instrumentation and gauges is a part of the lab exercises. Electronic monitoring systems used on planting and harvesting equipment is also covered.

JDAT2750 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 Systems. Included are parallel tracking (guidance systems), yield mapping/monitoring, field documentation (acre counters, fuel consumption, periodical maintenance machine, etc.), map-based seeding, Acs-depth (tillage machines), and Crop Vision (traing crop from planting to harvest).
JDC1130 Deere Orientation & Safety
M 30 45 5.5
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 lugs, and t- corners. Safety, product labels, and material safety data sheets, and handling of hazardous materials will be explained. Safe forklift operation will be covered.

JDC1131 Deere Fundamentals
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 and Parts Pro.

JDC1132 Deere Welding I
M 10 20 1.5

JDC1133 Deere HVAC
M 40 50 5.5
Theory, operation, and repair of Deere heating, ventilation, and air-conditioning systems. Includes proper operation of recirculation/recycling equipment and leak detection equipment. Retrofit procedures for converting a system from R-12 to R-134A refrigerant. Operation and repair of Climate Control as used on Deere Construction and Forestry Equipment. Safety is stressed in this course.

JDC1134 Deere Electrical/Electronics I
M 84 36 9
Basic electrical principles and applications of magnetism, electromagnetism, and the safe 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, starting systems, and charging systems are included. Safety is stressed in this course.

JDC1240 Deere Theory of Engine Operation
M 40 20 4.5
Study of basic ph ysical principles, operation, and construction of two and four stroke cycle engines. Ignition timing of four-stroke cycle engines to factory specifications. Basic diagnostic engine test procedures will be practiced on spark and compression ignition engines. This course covers the t-aryes of internal combustion engine cooling systems, lubrication systems, air intake and exhaust systems. Safety training is included.

JDC1341 Deere Fuel Systems
M 30 18 3.5
Operation, theory, testing, and repair methods of fuel and spark ignition engine fuel systems along with normal and abnormal combustion theory. Fuel production, testing, storage, and handling are also covered. The theory of diesel fuel injection system includes the injection pump, and nozzle components, fuel flow, and fuel filtering systems. Maintenance procedures including proper remo val, installation, and timing of fuel injection pumps is also covered. Safety is stressed.

JDC1342 Deere Engine Repair
M 60 112 8.5
Basic theory, construction, and operation of engine valve train and cylinder head. Valve timing and adjustments of Deere engines. Design, construction, operation, and service methods of the following engine components: crankshafts, connecting rods, piston assemblies, cylinder liners, bearings, and related engine accessories. Crankshaft lubrication, lubrication systems, and oil filter systems. Disassembly, inspection, measurements, reassembly, and adjustments performed on Deere diesel engines. Safety is included.

JDC1343 Deere Electrical/Electronics II
M 50 60 7
Review of electrical fundamentals including cranking motors, alternators, and ignition systems. An introduction to basic electronics is part of this course along with procedures and use of a digital meter in electrical circuits. Techniques of circuit diagnosis using electrical schematics. Function, operation, and testing of sensors and transistors. Method of diagnosing operation of actor, including inputs and outputs. Testing of machine circuits including lighting, accessory, instrumentation, and gauges. Lab projects include trouble- shooting, repair procedures and testing of cranking motors and alternators. Safety is stressed in this course.

JDC1344 Deere Engine Performance
M 20 10 2
This course deals with the performance of Deere engines. Engine performance test equipment, procedures, results, and corrections will be covered. Safety is stressed.

JDC1441 Deere Advanced Fuel Systems & Engine Diagnostics
M 40 60 6
Review of Deere fuel injection systems including the theory, operation, fuel flow, diagnostics, repair procedures and adjustments of the common rail fuel system. Correct procedures for the diagnosis of engine malfunctions are discussed in the classroom. Lab projects are utilized to allow the student to experience engine problems and make the necessary repairs and/or adjustments to correct these malfunctions. Safety training is included.

JDC1470 Dealer Cooperative Education
M 480 12
On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous terms. Supervised by the Southeast Community College-Millard Campus Deere Construction Equipment instructor. Prerequisite: JDC1340 through JDC1350. On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous terms. Supervised by the Southeast Community College-Millard Campus Deere Construction Equipment instructor. Safety is stressed.

JDC1550 Deere Mechanical Power Trains
M 60 40 7
Theory of power transmission from engine to traction wheels. Function and operation of gears, clutches, planetary gears, drive line, differentials, and transmissions. Lab exercises will include disassembly, inspection, adjustment, and testing. Safety training will be included.

JDC1551 Deere Hydraulics
M 30 6
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.
Course # | Course Title | Location offered | Class Hours | Lab Hours | Credit Hours
--- | --- | --- | --- | --- | ---
JDCE2766 | Deere Scrapers/Articulated Trucks | L 30 - 15 | 3.5
LBST1111 | Applied Chemistry I Laboratory | L - 33 | 1.5
LBST1112 | Applied Chemistry II Laboratory | L - 33 | 1.5
LBST1121 | Analytical Chemistry for Technicians I | L - 33 | 3
LBST1131 | Analytical Chemistry I Laboratory | L - 44 | 1.5
LBST1161 | Organic Chemistry I Laboratory | L - 33 | 1.5
LBST1201 | Structure & Function of Organisms Laboratory | L - 33 | 3
LBST1205 | Introductory Biology | L 33 - 3
LBST1211 | Structure & Function of Organisms Laboratory | L - 33 | 1.5
LBST1215 | Introductory Biology Laboratory | L - 33 | 1.5
LBST1221 | Introduction to Microbiology Laboratory | L - 33 | 1.5
LBST1411 | Survey of Biology and Microbiology Laboratory | L - 30 | 3
LBST1421 | Survey of Chemistry Laboratory | L 33 - 3
LBST1422 | Survey of Chemistry Laboratory | L - 33 | 1.5
LBST1431 | Biotechnology I Laboratory | L - 30 | 3

- Course offered online.
- Course also offered on-line.
### COURSE DESCRIPTIONS

<table>
<thead>
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<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>LBST1432 Biotechnology I Laboratory</td>
<td>L - 30 1.5</td>
<td>Prerequisites: LBST1401, 1411, 1421, 1422. Co-requisite: LBST1431.</td>
<td>Laboratory exercises in biotechnology, protein analysis, and elementary nucleic acid analysis.</td>
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</tr>
<tr>
<td>LBST1441 Water/Wastewater Chemistry and Microbiology</td>
<td>L 30 - 3</td>
<td>Co-requisite: LBST1442.</td>
<td>Survey class dealing with the chemistry, microbiology, and treatment of 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 wastewater.</td>
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</tr>
<tr>
<td>LBST1442 Water/Wastewater Chemistry and Microbiology Laboratory</td>
<td>L L - 30 1.5</td>
<td>Co-requisite: LBST1441.</td>
<td>Practice of concepts learned in LBST1441.</td>
<td></td>
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</tr>
<tr>
<td>LBST2122 Analytical Chemistry for Technicians II</td>
<td>L 33 - 3</td>
<td>Prerequisites: LBST1121 and LBST1132.</td>
<td>Introduction to instrumental analytical chemistry emphasizing molecular and atomic spectroscopy, UV/visible absorption and emission, IR and F TIR, NMR, and mass spectrometry, flame atomic absorption and emission, and graphite furnace, and ICP techniques. Computerized data acquisition and analysis.</td>
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</tr>
<tr>
<td>LBST2124 Analytical Chemistry for Technicians III</td>
<td>L 33 - 3</td>
<td>Prerequisites or Equivalents: LBST2122 and LBST2123.</td>
<td>Continuation of the study of instrumental analysis chemistry emphasizing analytical separation and titrimetric analysis. Extraction, chromatography, gas chromatography, high performance liquid chromatography, potentiometry and voltammetry. Computerized data handling methods.</td>
<td></td>
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</tr>
<tr>
<td>LBST2125 Instrumental Analytical Chemistry</td>
<td>L 33 - 3</td>
<td>Prerequisites: LBST1121 and LBST1132.</td>
<td>Introduction to instrumental analytical chemistry emphasizing molecular spectroscopy, atomic spectroscopy, gas chromatography, high performance liquid chromatography and potentiometry. Fulfills requirement of Medical Laboratory Technician program only.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LBST2132 Analytical Chemistry II Laboratory</td>
<td>L 33 1</td>
<td>Laboratory course to accompany LBST2132.</td>
<td>Practice of concepts learned in LBST2132.</td>
<td></td>
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</tr>
<tr>
<td>LBST2134 Analytical Chemistry III Laboratory</td>
<td>L - 33 1</td>
<td>Laboratory course to accompany LBST2134.</td>
<td>Practice of concepts learned in LBST2134.</td>
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<tr>
<td>LBST2135 Instrumental Analytical Chemistry Laboratory</td>
<td>L - 33 1</td>
<td>Laboratory course to accompany LBST2135.</td>
<td>Practice of concepts learned in LBST2135.</td>
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<tr>
<td>LBST2162 Biochemistry I</td>
<td>L 33 - 3</td>
<td>Prerequisites: LBST1161 and LBST1711 or equivalent.</td>
<td>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.</td>
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</tr>
<tr>
<td>LBST2163 Biochemistry II</td>
<td>L 22 - 2</td>
<td>Prerequisites: LBST2162 and LBST2172 or equivalent.</td>
<td>Continuation of Biochemistry I with emphasis on biotechnology, metabolism and chromatographic, spectroscopic and electrophoretic laboratory methods.</td>
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</tr>
<tr>
<td>LBST2172 Biochemistry I Laboratory</td>
<td>L - 33 1</td>
<td>Laboratory course to accompany LBST2162.</td>
<td>Practice of concepts learned in LBST2162.</td>
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<tr>
<td>LBST2173 Biochemistry II Laboratory</td>
<td>L - 44 1.5</td>
<td>Laboratory course to accompany LBST2163.</td>
<td>Practice of concepts learned in LBST2163.</td>
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<tr>
<td>LBST2261 Sanitation</td>
<td>L 15 15 2</td>
<td>Prerequisites: LBST2121 and LBST2131 or equivalent.</td>
<td>Study of cleaning and sanitizing procedures related to industrial set tings. Microbial spoilage, food poisoning and other related topics.</td>
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</tr>
<tr>
<td>LBST2265 Applied Microbiology</td>
<td>L 22 - 2</td>
<td>Prerequisites: LBST2121 and LBST2131 or equivalent.</td>
<td>Study of man’s interaction with microorganisms. Immunology, the nature of infectious diseases, resistance to diseases.</td>
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<tr>
<td>LBST2275 Applied Microbiology Laboratory</td>
<td>L - 66 2</td>
<td>Laboratory course to accompany LBST2265.</td>
<td>Practice of concepts in microbiology, including media preparation, culture techniques, media selection and identification of pathogens.</td>
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<tr>
<td>LBST2302 Water &amp; Wastewater Technology</td>
<td>L 33 - 3</td>
<td>Prerequisite: LBST1380 or permission.</td>
<td>Study of development, design and operation of public water supply systems and pollution control facilities. Wells, water treatment plants, distribution systems, wastewater collection systems, design and operation of wastewater treatment plants. Basic types of pumps, motors and valves are included as part of the prepar ation for the state water ater certification exam.</td>
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</tbody>
</table>
| 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, precision, records and interpretation of results from analysis. |
| LBST2406 Quality in the Analytical Laboratory | L 10 - 1 | Prerequisite: LBST2406. | 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: LBST2407. | Introduction of the mathematics used f or process control of wastewater, water delivery and wastewater treatment. T o understand the application of this mathematics, student must tak e LBST2302 first. |
| LBST2431 Biotechnology II | L 20 - 2 | Prerequisites: LBST1431, LBST1432. Co-requisite: LBST2432. | Special emphasis on industrial-nucleic acid, chemistry, metabolism, and nutrition as it related to biotechnology. |
| LBST2432 Biotechnology II Laboratory | L 30 1 | Prerequisites: LBST1431, LBST1432. Co-requisite: LBST2432. | Emphasizing nucleic acid chemistry and industrial biological techniques in biotechnology. |
| LBST2441 Chemistry of Environmental Toxins | L 20 - 2 | Prerequisites: LBST1421, 1442, 1441, 1442, and 1422. Co-requisite: LBST2442. | Detailed examination of toxins in soil and water, including pesticides and fertilizers, 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. |

= Course also offered On-line.
**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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<tr>
<td>LBST2451</td>
<td>Bioanalysis</td>
<td>L L</td>
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<td></td>
<td></td>
<td>Pre/co-requisite: LBST2421, LBST2432, LBST2433. Co-requisite: LBST2452. Instrumental analysis of a variety of biologically significant molecules. Labor and laboratory techniques such as capillary electrophoresis, high performance liquid chromatography (HPLC), gas chromatography (GC), and atomic absorption spectroscopy (AAS) will be covered.</td>
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<tr>
<td>LBST2452</td>
<td>Bioanalysis Laboratory</td>
<td>L -</td>
<td>30 - 1</td>
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<tr>
<td>LBST2501/2502</td>
<td>Practicum Laboratory Methods I &amp; II</td>
<td>L -</td>
<td>90 - 3</td>
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<td></td>
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<td>Pre/co-requisite: Permission of the program chair. Practical, hands-on experience in a local industry or government laboratory. Differentiated from LBST2552 in that student receives no pay but receives 3 credits for 90 clock hours spent in the laboratory. Credits in LBST2552 may be substituted for credit in this course.</td>
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<tr>
<td>LBST2522</td>
<td>Cooperative Education</td>
<td>L -</td>
<td>200 - 5</td>
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<td>Pre/co-requisite: Permission of the program chair. Practicum 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 may be substituted in full or in part for LBST2501/LBST2502.</td>
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**LIBR • Library Science**

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<tr>
<th>Course #</th>
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<th>Lab Hours</th>
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<tr>
<td>LIBR1010</td>
<td>Introduction to Library and Information Services</td>
<td>L -</td>
<td>45 - 4.5</td>
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<tr>
<td></td>
<td></td>
<td>Pre/co-requisite: LIBR1010. This course will provide students with an awareness of various aspects of public service in library and information environments including customer needs, legal aspects of policies and procedures, services for diverse populations, and the use of technology within public service activities.</td>
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<tr>
<td>LIBR1210</td>
<td>Public Services in Library and Information Services</td>
<td>L -</td>
<td>45 - 4.5</td>
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<tr>
<td></td>
<td></td>
<td>Pre/co-requisite: LIBR1010. This course will provide students with an awareness of various aspects of public service in library and information environments including customer needs, legal aspects of policies and procedures, services for diverse populations, and the use of technology within public service activities.</td>
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<tr>
<td>LIBR1510</td>
<td>Reference Services in Library and Information Environments</td>
<td>L -</td>
<td>45 - 4.5</td>
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<tr>
<td></td>
<td></td>
<td>Pre/co-requisite: LIBR1010. This course will provide students with the knowledge and skills applicable to reference services in library and information environments. Topics include understanding the philosophy of reference/information services, ev aluation of information resources, identification of reference/information services, ev aluation of information resources, conducting an effective reference interview and demonstrating efficient and effective information search strategies.</td>
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</tr>
<tr>
<td>LIBR2200</td>
<td>Introduction to Library Collection Management</td>
<td>L -</td>
<td>45 - 4.5</td>
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<tr>
<td></td>
<td></td>
<td>Pre/co-requisite: LIBR1010. This course will provide students with an understanding of principles and best practices in collection management, including gathering and analyzing data relating to the community served, creating and ev aluating collection management policies, collection assessment, materials acquisitions, and preservation.</td>
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<tr>
<td>LIBR2400</td>
<td>Introduction to Technical Services—Cataloging</td>
<td>L -</td>
<td>45 - 4.5</td>
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<tr>
<td></td>
<td></td>
<td>Pre/co-requisite: LIBR1010. This course will provide students with an understanding of principles and best practices in collection management, including gathering and analyzing data relating to the community served, creating and ev aluating collection management policies, collection assessment, materials acquisitions, and preservation.</td>
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**LPNS • Practical Nursing**

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<tr>
<th>Course #</th>
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<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>LPNS1158</td>
<td>Growth and Development</td>
<td>B/L</td>
<td>55 - 105</td>
<td>9</td>
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<tr>
<td></td>
<td></td>
<td>Pre/co-requisite: BIOS1000 or BIOS1140 &amp; BIOS2130 or BIOS2130 &amp; BIOS2120. Introduction to human development from conception to death. Explores theories of human development including several major theorists. The physical, psychological, cognitive, and moral aspects of development and health promotion are explored throughout the lifespan.</td>
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<tr>
<td>LPNS1176</td>
<td>Pharmacology Across the Lifespan I</td>
<td>B/L</td>
<td>55 - 105</td>
<td>9</td>
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<tr>
<td></td>
<td></td>
<td>Pre/co-requisite: BIOS1000 or BIOS1140 &amp; BIOS2130 or BIOS2130 &amp; BIOS2120. Provides an introductory discussion of Pharmacology, drug and patient information, legal standards, drug development, drug actions and classifications across the lifespan.</td>
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<tr>
<td>LPNS1178</td>
<td>Practical Nursing Across the Lifespan II</td>
<td>B/L</td>
<td>55 - 105</td>
<td>9</td>
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<td></td>
<td></td>
<td>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.</td>
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<tr>
<td>LPNS1179</td>
<td>Practical Nursing Across the Lifespan III</td>
<td>B/L</td>
<td>55 - 105</td>
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<tr>
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<td></td>
<td>A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in more complex medical/surgical nursing within the scope of practice for the practical nurse. Principles of health promotion, prevention, and maintenance are emphasized.</td>
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<tr>
<td>LPNS1180</td>
<td>Practical Nursing Across the Lifespan IV</td>
<td>B/L</td>
<td>55 - 105</td>
<td>9</td>
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<tr>
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<td></td>
<td>A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in more complex medical/surgical nursing within the scope of practice for the practical nurse. Principles of health promotion, prevention, and maintenance are emphasized.</td>
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**LSCE • Land Surveying / Civil Engineering**

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<tr>
<th>Course #</th>
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<th>Location offered</th>
<th>Class Hours</th>
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<th>Credit Hours</th>
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<tr>
<td>LSC1170</td>
<td>Land Surveyors Math</td>
<td>M</td>
<td>50 - 5</td>
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<tr>
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<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 v olumes of various basic and composite figures, 2) solving linear equations and systems of equations, 3) graphing line and quadric equations, 4) right triangle trigonometry and solving oblique triangles using Law of Sines and Cosines.</td>
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<tr>
<td>LSC1110</td>
<td>Land Surveyors Math</td>
<td>M</td>
<td>60 - 90</td>
<td>9</td>
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<td>Study of the use of surveying instruments and equipment. Includes units on measurement, beginning instrument use, field notes, and taping procedures. Care of surveying instruments and surveying safety. Applications of trigonometry. Calculations of lengths of boundaries and elevations.</td>
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</table>
networks and principles of hydraulics and safety collected. Unit of study also covers sanitary sewer total station equipment and electronic data computations. Slope staking, building and pipeline study of circular and vertical curves as employed in or higher.

Prerequisites: LSCE1220, LSCE1232, and MATH1080

LSCE1230 Earthwork Inspection M 20 30 3

Prerequisites: LSCE110, and BSAD1010 or INFO1010 & LSCE1110

This course examines dimensioning, blocks, attributes, section views, external references, multiview layouts, command aliases, scripts, and object linking and embedding. Students will learn how to use AutoCAD to dimension drawings, create section lines and graphic patterns, design symbols and attributes for multiple use, and create sheet sets. Students will draw plots or printed. This course also covers recommended drafting standards for students to use for properly preparing drawings with AutoCAD.

LSCE1232 Highway Plan Reading M 20 30 3

Prerequisites: LSCE110, 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.

LSCE1320 Route & Construction Surveying M 30 70 5

Prerequisites: LSCE1220, LSCE1322, and MATH1080 or higher

Study of circular and vertical curves as employed in construction projects. Area and volume computations. Slope staking, building and pipeline stakeout. Fieldwork for topographic details using total station equipment and electronic data collected. Unit of study also covers surveying sewer networks and principles of hydraulics and safety coursework including CPR and First Aid.

LSCE1324 Concrete Inspection M 50 100 8

Prerequisites: LSCE1226 and MATH1080 or higher

This course introduces Land Desktop software. It provides the application of land surveying and layout of a basic plan set. Dr awings of subdivision plats and computer aided drafting projects. This course also covers recommended drafting standards for students to use for properly preparing drawings with AutoCAD. This course also introduces the students into the basic use of the T ri-pod Data System (TDS) COGO software.

LSCE1326 Civil CAD III M 20 30 3

Prerequisites: LSCE1220, BSAD1010 or INFO1010 & LSCE1110

This course introduces computer aided drafting software. It teaches the fundamentals of making surveying problems using basic trigonometry. Field note forms. Safety practices.

MACH 1121 Manufacturing Processes M 20 30 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.

MACH1156 Blueprint Reading & Drawing M/L 20 30 3

Basic theory and layout work in blueprint reading, drafting, equipment utilization, lettering, and geometric constructions. Shape and size description, section view, and freehand sketching.

MACH1172 Machine Tool Lab I M 25 120 6.5

Prerequisite: MACH1110

Basic operation of the lathe, milling machine, and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling, and tapping.

MACH1222 Machine Tool Lab II M/L 10 190 7

Prerequisites: MACH1110, MACH1132 and MACH1172

Practice using machine tools. Drill press, lathe, milling machine, surf ace, grinder, and cylindrical grinder.

MACH1225 Materials of Industry M/L 50 5

Introduction to materials (steel, iron, etc.) used in industry. Properties, uses, specifications, availability, heat treatment and tool steel.

MACH1241 Machinery’s Handbook M/L 50 5

Introduction to technical area handbooks and problems of design. Use of Machinery’s Handbook for measurement, circle, geometry, allowance and tolerance, keys and keyseats, bearing problems, cutting speeds, and threads problems.
### MACH1810 Basic Engine Lathe I
- **Prerequisite:** MACH1110.
- Basic engine lathe use. Identification of types of engine lathes in use today. Exercises in turning, facing, drilling, boring, tapping and threading.
- Proper speeds and feeds, proper tool bit geometry, and correct setup procedures.

### MACH1811 Basic Engine Lathe II
- **Prerequisite:** MACH1810.
- Continuation of Basic Engine Lathe I. See course description for MACH1810.

### MACH2245 Introduction to Molding
- **Prerequisites:** MACH2236.
- 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.

### MACH2535 Mold Theory
- **Prerequisite:** 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.

### MACH2537 Injection Mold Design I
- **Prerequisite:** 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.

### MACH2640 Injection Mold Design II
- **Prerequisite:** MACH1110 through MACH1454.
- Laboratory experience in basic designs and preparing working drawings for a compound die which the student will construct during the sixth quarter.

### Course Table

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<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Hours</th>
<th>Class</th>
<th>Lab</th>
<th>Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MACH1250</td>
<td>Computer Aided Drafting (CAD)</td>
<td>L/M</td>
<td>20</td>
<td>30</td>
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<td>MACH1324</td>
<td>Machine Tool Lab III</td>
<td>L/M</td>
<td>10</td>
<td>190</td>
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<td>MACH1349</td>
<td>Basic CNC</td>
<td>L/M</td>
<td>65</td>
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<td>MACH1370</td>
<td>Applied Trigonometry</td>
<td>L/CNC</td>
<td>45</td>
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<td>MACH1428</td>
<td>Machine Tool Lab IV</td>
<td>L/M</td>
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<td>MACH1451</td>
<td>Advanced CNC</td>
<td>L/M</td>
<td>40</td>
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<td>MACH1453</td>
<td>CNC Lathe</td>
<td>L/M</td>
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<td>MACH1454</td>
<td>CAM</td>
<td>L/M</td>
<td>40</td>
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<tr>
<td>MACH1800</td>
<td>Basic Milling Machine I</td>
<td>L</td>
<td>10</td>
<td>20</td>
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<tr>
<td>MACH1801</td>
<td>Basic Milling Machine II</td>
<td>L</td>
<td>10</td>
<td>20</td>
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<tr>
<td>MACH1810</td>
<td>Basic Engine Lathe I</td>
<td>L</td>
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<td>20</td>
<td>1.5</td>
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<tr>
<td>MACH1811</td>
<td>Basic Engine Lathe II</td>
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<td>1.5</td>
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<td>Special Machining Applications</td>
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**Notes:**
- = Course also offered On-line.
COURSE DESCRIPTIONS

MAAP • Major Appliance Technology

MAAP1110 Basic Electricity for Home Appliances  05  67  Overview of magnetism, electricity and electrical circuits. Interpretation of electrical symbols found in home appliance diagrams and the use of digital and analog multimeters in troubleshooting problems in series and parallel electrical circuits.

MAAP1112 In Home Service Customer Relations  M 30  3 Understanding the concepts of in-home customer service from both the customer’s point of view and as the service company’s viewpoint including standards for the treatment of customers, appliances, the area surrounding the appliance and equipment in the home. Interpersonal skills with regard to customers and co-workers are practiced.

MAAP1114 Electrical Dryer Technology  M 30  4 The theory and operating principles involved with different brands of residential electric dryers. Advanced troubleshooting technologies of both electrical and mechanical systems will be practiced.

MAAP1118 Gas Dryer Technology  M 20  3 The theory and operating principles involved with different brands of residential gas dryers. Advanced troubleshooting technologies of electrical, mechanical and gas burner systems will be practiced.

MAAP1120 Dishwasher Technology  M 20  3 Theory and operating principles of the electrical, mechanical, soap and water systems involved with different brands of dishwasher, disposers and compactors. Diagnosis and repair of residential dishwashers will be practiced.

MAAP1124 Washing Machine Technology  M 30  4 Washability, soaps, water temperatures, types of clothing, washer designs and water systems. Effective diagnosis and repair of electrical, mechanical and water systems on both top and front loading machines.

MAAP1125 Electric Range Technology  M 40  5.5 Basics of heat cycles, their effect on food items and microwave theory and applications. Diagnosis and repair of conventional residential electric ranges and microwaves.

MAAP1132 Gas Range Technology  M 30  4.5 Operation and service of gas cookers and cooktops including both LP and natural gas systems. Venting and ventilation and the measurement of carbon monoxide. Burner control and flame ignition systems.

MAAP1136 Residential Refrigerator Technology  70  90 10 Refrigeration theory, proper methods of evacuating/charging residential refrigerators, refrigeration cycles, temperature/pressure relationships, compressors, metering devices, evaporators, condensers and methods of controlling frost in residential refrigerators. Window air conditioners and portable dehumidifiers. A refrigerant certification test is part of this course.

MAAP1150 Special Topics in Home Service  M 30  3 Study of a special area in major appliance repair or completion of a special project related to the major appliance service field which may include activities such as the completion of classroom or on-line service training provided by major appliance manufacturers and service. A one-on-one experience for technicians.

MATH • Mathematics

MATH0860 Math Review & Tune-up  B/L/M 15  1.5 A developmental course to upgrade students math skills and prepare for MATH1050 and MATH0950. Includes computer aided instruction and personal tutoring. Instructional time is arranged to cover topics: problem solving and estimation; basic study skills for mathematics. Graded pass/no pass.

MATH0900 Math Fundamentals  B/L/M 45  4.5 Covers basic computational skills for review or initial mastery. Topics include number calculations, ratios, proportions, percent, and operations with numbers; problem solving and estimation; basic study skills for mathematics. Graded pass/no pass.

MATH0990 Beginning Algebra  B/L/M 15  4.5 Prerequisite: Completion of MATH0900 or an appropriate score on the math placement test. Development of elementary algebra concepts of algebra. Emphasis on developing functional competency. Practical applications. Graded pass/no pass.

MATH0998 Geometry  B/L 45  4.5 Prerequisite: MATH0900 or an equivalent. Development of spatial awareness and critical thinking skills. Through use of construction, labs and proofs, discovery of properties of lines, angles, polygons, circles. With the use of Cartesian, coordination of the relationship between algebra and geometry. Graded pass/no pass.

MATH1050 College Algebra  B/L 45  4.5 Prerequisite: "C" or better in MATH1100 or appropriate score on the math placement test. Study of college algebra. Emphasis on 1) equations and inequalities; 2) functions and graphs; 3) polynomial and rational functions, exponents and logarithms; 4) exponential and logarithmic functions, 5) systems of equations and inequalities, and 6) conic sections. A graphing calculator may be required.

MATH1150 College Algebra  B/L 45 - 4.5 Prerequisite: "C" or better in MATH1100 or appropriate score on the math placement test. Study of descriptive statistics, collection of data, correlation and regression, probability and probability distributions and statistical control. Topics from inferential statistics such as estimates, sampling, hypothesis testing and inferences. Contingency tables. Use of some statistical software packages.

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 Prerequisite: "C" or better in MATH1100 or appropriate placement exam score and one year high school geometry, and two years high school algebra. Intensive review of college algebra and trigonometry. Study of functions and graphs. Study of certain specific functions: polynomial, rational, exponential, logarithmic, and trigonometric functions. Covers, analytic trigonometry, some applications of trigonometry, conic sections, and systems of equations. Most study uses three points of view: algebraic, graphical, and numerical. Graphical and numerical approaches using a graphing calculator. A graphing calculator is required for the course.

MATH1080 Algebra & Trigonometry  L/M 45  4.5 Prerequisite: MATH0900 or equivalent and math placement test. This course will cover a variety of algebra and trigonometry skills. Topics 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, trigonometric functions, solving complex fractional equations; 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. A variety of relevant applications will be discussed.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

<table>
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<tr>
<th>Course #</th>
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**Course #** | **Course Title** | **Location offered** | **Class** | **Lab** | **Credit**
---|---|---|---|---|---
MEDA1201 | Medical Terminology II | L 30 - 30 | 3 |   |  
MEDA1202 | Communication in Allied Health | L 45 - 45 | 4.5 | | |
MEDA1203 | Medical Law, Ethics & Bioethics for the Medical Office Employee | L 30 - 30 | 3 | | |
MEDA1204 | First Aid | L 20 - 20 | 2 | | |
MEDA1205 | Exam Room I | L 20 - 20 | 2.5 | | |
MEDA1301 | Exam Room II | L 55 - 55 | 7.5 | | |
MEDA1401 | Clinical Education | L 240 - 240 | 8 | | |
MEDA1402 | Senior Clinical Seminar | L 30 - 30 | 3 | | |
MEDA1404 | Medical Diseases | L 45 - 45 | 4.5 | | |
MEDA1405 | Insurance for the Medical Office | L 30 - 30 | 3 | | |
MEDA1406 | Basic Pharmacology | L 20 - 20 | 2 | | |
MEDA1407 | Medical Calculations | L 10 - 10 | 1 | | |
MEDT1100 | Procedures in Phlebotomy | L 20 - 20 | 2.5 | | |
MEDT1101 | Clinical Laboratory Procedures | L 15 - 15 | 2.5 | | |
MEDT1161 | Basic Urinalysis & Microbiology for the Office Laboratory | L 10 - 10 | 1 | | |

**Required for first quarter students who are accepted into Medical Assisting program.**

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= Course also offered On-line.
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<td>Basic Urinalysis &amp; Microbiology Laboratory</td>
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<td>Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture.</td>
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<td>MEDT118</td>
<td>Basic Hematology for the Office Laboratory</td>
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<td>Prerequisite: Concurrent with MEDA1301.</td>
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<td>Study of hematology tests required in medical offices: automated cell counts, hemocrit, hemoglobin, PT/INR, ESR, and basic chemistry tests. Theoretical background for procedures. Blood collection techniques, specimen collection and handling, quality control, and laboratory safety.</td>
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<td>Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture.</td>
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<td>Medical Laboratory Measurements</td>
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<td>Prerequisite: MATH1150 and MEDT1101. Mathematical applications used in the medical laboratory. Use of the Metric system and S.I. units. Laboratory calculations and use of statistical data.</td>
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<td>MEDT130</td>
<td>Clinical Microbiology I</td>
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<td>Prerequisites: LBST2121, LBST2122, MEDT1101. Concurrent with MEDT1321 and MEDT1331.</td>
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<td>Study of routine procedures in clinical microbiology emphasizing the isolation and identification of common pathogenic bacteria.</td>
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<td>Study of routine laboratory procedures of the hematology laboratory. Identification of normal cellular constituents of the blood.</td>
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<td>Prerequisites: MEDT1301 and MEDT1311. 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.</td>
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<td>Prerequisites: MEDT1321 and MEDT1331. Study of advanced hematology procedures, disease states, and the identification of abnormal cellular constituents of the blood.</td>
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<td>Prerequisites: MEDT1421 and MEDT1431. 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.</td>
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### Course Descriptions

- **MEDT251 Immunology/Serology Laboratory**
  - Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2561. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
  - Prerequisites: MEDT2541 and MEDT2531. Principles of blood coagulation and basic coagulation procedures.
  - **MEDT2581 Hemostasis**
    - Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2581. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
  - **MEDT2591 Hemostasis Laboratory**
    - Lab must be taken concurrently with the lecture. Laboratory which accompanies MEDT2591. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
    - **MEDT2601 Parasitology**
      - Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2601. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
      - **MEDT2621 Immunohematology II**
        - Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2621. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
        - **MEDT2641 Clinical Chemistry II**
          - Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2641. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
          - **MEDT2651 Clinical Education Orientation I**
            - Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2651. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.
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<table>
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<td>Co-requisite: MEDT2681</td>
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|              | Phlebotomy experience and additional learning opportunities within a clinic and/or hospital laboratory. Application of theory and skills acquired in classroom and labor atory courses. Experience with LIS (Laboratory Information Systems).
| MEDT2701     | Clinical Education II                  | L        | 330   | 11  |        |
|              | Prerequisite: MEDT2690                |          |       |     |        |
|              | Continuation of laboratory experience and training opportunities within a hospital and clinic laboratory. Rotation throughout clinical laboratory. Application of theory and skills acquired in classroom and laboratory courses.
| MEDT2702     | Clinical Seminar I                     | L        | 20    |     | 2      |
|              | Must be taken concurrently with MEDT2701 |          |       |     |        |
|              | Group interaction, participation, and presentation relating to various aspects of the clinical laboratory.
| MEDT2703     | Clinical Education II                  | L        | 330   | 11  |        |
|              | Prerequisite: MEDT2701                |          |       |     |        |
|              | Concurrent with MEDT2701               |          |       |     |        |
|              | Review of clinical laboratory theory and technical skills for Clinical Education II and III. Requirements and clinical rotation schedules are presented.
| 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        | 330   | 11  |        |
|              | Prerequisite: MEDT2701                |          |       |     |        |
|              | Continuation of laboratory experience and training opportunities within a hospital and clinic laboratory. Rotation throughout clinical laboratory. Application of theory and skills acquired in classroom and laboratory courses.
| MEDT2802     | Clinical Seminar II                    | L        | 20    |     | 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 | 1-3 |        |
|              | 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, irons, etc.) used in industry. Properties, uses, specifications, availability, and heat treatment. Special attention given to tool steel.
| MFGT1144     | Industrial Drafting I                  | M        | 20    | 130  | 6      |
|              | Basic industrial drafting; Drawing instruments, lettering, geometric construction, orthographic projections, dimensioning and sectioning, auxiliary views, detail and assembly drawings.
| MFGT1144     | Industrial Drafting II                 | M        | 20    | 55   | 3.5    |
|              | Prerequisite: MFGT1144, MFGT1350       |          |       |     |        |
|              | Continuation of MFGT1144 co-visibility precision dimensioning, an introduction to geometric dimensioning and tolerancing, drafting aid, sheet metal layout, threads and fastening devices, welding symbols and detail, and a team approach to product design.
| MFGT1133     | Applied Hydraulics & Pneumatics        | M        | 60    | 40   | 7      |
|              | Prerequisite: MATH1050, MFGT1250, MFGT1450 |          |       |     |        |
|              | Introduction to fluid pressure systems, hydraulic and pneumatic systems, circuitry and various components, their design, operation and application. Practical manufacturing-related systems. Use of standard ANSI symbols.
| MFGT1335     | Basic Computer Aided Drafting          | M        | 20    | 30   | 3      |
|              | Fundamentals of Computer Aided Drafting using AutoCAD on IBM compatible microcomputers; AutoCAD menus, AutoCAD set up and drafting setup, drawing of basic commands, AutoCAD coordinate system, plot actice drawings, symbols, prototype drawings and plotting.
| MFGT1335     | Elementary Tool Design                 | M        | 50    | 50   | 6.5    |
|              | Design of shearing, blanking, piercing, cutoff, bending, and forming dies. Study of the parts and components used in these dies. Punch press and die sets are also covered.
| MFGT1362     | Plant Layout & Materials Handling      | M        | 30    | 20   | 3.5    |
|              | Prerequisite: MFGT1250, MFGT1450       |          |       |     |        |
|              | Study of material flow, material handling, J.I.T., use of a viable facilities and equipment, packaging, shipping, receiving, and employing protective equipment.
| MFGT1413     | Electrical Fundamentals                | M        | 50    |     | 5      |
|              | Prerequisite: MATH1050                 |          |       |     |        |
|              | Fundamental concepts of electrically energized, basic electrical fundamentals, and circuits and devices. Application of Ohm’s Law, power and efficiency formulas to problems 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 machining, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.
| MFGT1429     | CNC Machines                           | M        | 20    |     | 3.5    |
|              | Prerequisites: MFGT1250, MFGT1450      |          |       |     |        |
|              | Basic programming of Computer Numerical Control Machines is studied. Manual program amm and programming with Masstanc X are covered.
| MFGT1450     | Advanced Computer Aided Drafting       | M        | 10    | 15   | 1.5    |
|              | Course devoted to the needs of the intermediate AutoCAD user. AutoCAD Mechanical software power tools are unveiled to the AutoCAD users. A tention is given to the use of dynamic three-dimensional construction, solid modeling, paper space, model space, and customizing of the AutoCAD environment.
| MFGT1456     | Manufacturing Processes II             | M        | 20    | 80   | 4.5    |
|              | Basic operation of the lathe, milling machine and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.
| MFGT1458     | Electrical Drafting                    | M        | 10    |     | 4      |
|              | Prerequisites: MATH1250, MATH1450      |          |       |     |        |
| 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      |
|              | Study of systematic, practical, and scientifically correct treatment of present-day motion and time study along with application of economic and productivity as applicable to the manufacturing field.
| MFGT2559     | Advanced Geometric Dimensioning & Tolerancing | M        | 50    |     | 5      |
|              | Prerequisite: MFGT1450                |          |       |     |        |
|              | 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     |
|              | Prerequisites: PHYS1017 or PHYS1150, MACH1370, MFGT2550, MFGT2545 |          |       |     |        |
|              | Design and development steps of one or more of the following: using computer aided drafting 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      |
|              | Prerequisites: PHYS1017 or PHYS1150, MACH1370 |          |       |     |        |
|              | Study of the physical, chemical, and mechanical properties of plastics. Study of molding techniques and processes. Product design considerations and guidelines.
| MFGT2643     | Strength of Materials                 | M        | 50    |     | 5      |
|              | Prerequisites: PHYS1017 or PHYS1150, MACH1370 |          |       |     |        |
|              | The study of resultant and equilibrium of forces, moments, simple stresses, properties of materials, bolted, riveted, and welded joints, centroids, and moments of inertia.
| MFGT2668     | Design & Production Problems          | M        | 5     | 95    | 3.5    |
|              | Prerequisites: PHYS1017 or PHYS1150, MFGT1250, MFGT1450, MFGT2670 |          |       |     |        |
|              | Analysis of practical design and production problems. Development of manufacture 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.

- = Course also offered On-line.

PAGE 186
Theoretical and operational aspects of suspension components on motorcycles and ATVs.

Steering heads, forks, shocks, swing arms and other parts.

Mechanisms for frame geometry and function of the frame.

Prerequisite: MSTT1000.

MSTT1122 - Basic Engine Theory

Introduction to basic engine design and operation. Hands-on experience in rebuilding two-cycle and four-cycle engine components.

Prerequisite: MSTT1112.

MSTT1141 - Engine Rebuild and Overhaul

Disassembly and reassembly procedures of two-cycle and four-cycle engines. Study and application of machining operations used in engine rebuilds.

Prerequisite: MSTT1145.

MSTT1145 - Engine Machine Operations

Theory of clutches, gear ratios, drive trains for motorcycles, ATV’s and personal watercraft.

Prerequisite: MSTT1112.

MSTT1132 - Fuel & Ignition Systems

Proper repair and maintenance of various types of personal watercraft with special attention to propulsion operation and repair.

Prerequisite: MSTT1132.

MSTT1133 - Tune up & Rideability

Proper procedures for diagnosis and troubleshooting of engine repair concerns.

Prerequisite: MSTT1133.

MSTT1134 - Engine Machine Operations

Disassembly and reassembly procedures of two-cycle and four-cycle engines. Boring and honing cylinders, rebuilding crankshafts, grinding valves and valve seats.

Prerequisite: MSTT1000.

MSTT1138 - Personal Watercraft

Proper procedure for diagnosis and troubleshooting of engine repair concerns. Procedures for adjustment of ignition systems, valve trains and fuel delivery systems.

Prerequisite: MSTT1138.

MSTT1140 - Transmission and Final Drive

Proper repair and maintenance of various types of personal watercraft with special attention to steering, cooling systems, fuel delivery, and propulsion operation and repair.

Prerequisite: MSTT1140.

MSTT1142 - Engine Machine Operations

Disassembly and reassembly procedures of two-cycle and four-cycle engines. Boring and honing cylinders, rebuilding crankshafts, grinding valves and valve seats.

Prerequisite: MSTT1142.

MSTT1147 - Rideability and Electrical Update with Coop

Advanced electrical update and review of all systems and diagnosis relating to engine performance and emissions.

Prerequisite: MSTT1147.

MSTT1150 - Electrical Concepts

Basic electrical and electronic principles, Ohm’s law, magnetism and electromagnetism as applied to the motorcycle, ATV, and personal watercraft. Covered the proper and effective use of analog and digital meters.

Prerequisite: MSTT1150.

MSTT1151 - Electrical Circuits

Theory of electrical circuits and ignition systems for motorcycles, ATV’s and personal watercraft.

Prerequisite: MSTT1125.

MSTT1152 - Electrical Systems

Introduction to carburetion and fuel injection systems used on motorcycle, ATV’s, and personal watercraft.

Prerequisite: MSTT1152.

MSTT1115 - Basic Electronics

Proper repair and maintenance of various types of personal watercraft with special attention to propulsion operation and repair.

Prerequisite: MSTT1115.

MSTT1130 - Personal Watercraft

Proper repair and maintenance of various types of personal watercraft with special attention to propulsion operation and repair.

Prerequisite: MSTT1130.

MSTT1142 - Engine Machine Operations

Disassembly and reassembly procedures of two-cycle and four-cycle engines. Boring and honing cylinders, rebuilding crankshafts, grinding valves and valve seats.

Prerequisite: MSTT1142.

MSTT1147 - Rideability and Electrical Update with Coop

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.

Prerequisite: MSTT1147.

MFT2670 - Autodesk® Inventor

Prerequisite: RASA1010, MFT2520, MFT4540.

Course devoted to the needs of the experienced AutoCAD user. Autodesk Inventor software is used extensively for the creation of adaptable parametric solid models and assemblies. Students will become familiar with creating parametric detail and assembly drawings with parts lists, simulating assembly motion for analysis, using Finite Element Analysis to solve stress analysis and using In ventor Studio for photo realistic images.

MFT2672 - Mechanisms

Prerequisites: MATH1050, MFT2520, MFT4540, MACH1370.

Theory and application of cams 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, drive trains, four bars, slider crank, quick return, toggle, straights line, parallels, and interferences on motion devices.

MFT2680 - Solid Works

Prerequisite: MFT2670.

This course introduces the advanced user to SolidWorks® software. SolidWorks® software is used extensively for the creation of adaptable parametric solid models, assemblies, and drawings to industrial standards.

MUSC - Music

MUSC1010 - 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.

Prerequisite: MSTT1133.

MUSC1015/1020, 2030/2040 - Individual Instruction in Voice

Prerequisite: MSTT1133.

MUSC1220/1230, 2200/2210, 2220/2230 - Individual Instruction in Brass

Prerequisite: MSTT1133.

MUSC1240/1250, 2240/2250, 2280/2290 - Individual Instruction in Woodwinds

Prerequisite: MSTT1133.

MUSC1260 - Class Piano I


Prerequisite: MSTT1133.

MUSC1261 - Guitar I


Prerequisite: MSTT1133.

MUSC1262 - Class Piano II


Prerequisite: MSTT1133.

MUSC1263 - Guitar II


Prerequisite: MSTT1133.

MUSC1264 - Class Piano III


Prerequisite: MSTT1133.

MUSC1265 - Guitar III


Prerequisite: MSTT1133.

MUSC1266 - Class Piano IV


Prerequisite: MSTT1133.

MUSC1267 - Guitar IV


Prerequisite: MSTT1133.

MUSC1268 - Class Piano V


Prerequisite: MSTT1133.

MUSC1269 - Guitar V


Prerequisite: MSTT1133.

MUSC1270 - Class Piano VI


Prerequisite: MSTT1133.

MUSC1271 - Guitar VI


Prerequisite: MSTT1133.

MUSC1272 - Class Piano VII


Prerequisite: MSTT1133.

MUSC1273 - Guitar VII


Prerequisite: MSTT1133.

MUSC1274 - Class Piano VIII


Prerequisite: MSTT1133.

MUSC1275 - Guitar VIII


Prerequisite: MSTT1133.

MUSC1276 - Class Piano IX


Prerequisite: MSTT1133.

MUSC1277 - Guitar IX


Prerequisite: MSTT1133.

MUSC1278 - Class Piano X


Prerequisite: MSTT1133.

MUSC1279 - Guitar X


Prerequisite: MSTT1133.

MUSC1280 - Class Piano XI


Prerequisite: MSTT1133.

MUSC1281 - Guitar XI


Prerequisite: MSTT1133.

MUSC1282 - Class Piano XII


Prerequisite: MSTT1133.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
<th>Hours</th>
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<tr>
<td>MUSC1620</td>
<td>Music Theory II</td>
<td>B/L 45</td>
<td>30</td>
<td>6</td>
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<tr>
<td></td>
<td>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 and dictation.</td>
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<tr>
<td>MUSC1630</td>
<td>Music Theory III</td>
<td>B/L 45</td>
<td>30</td>
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<td>6</td>
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<tr>
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<td>Prerequisite: MUSC1620 or permission of instructor. Subjects covered will be modulation; secondary dominants; diminished seventh; neapolitan and augmented sixths; and chords of the ninth, eleventh, and thirteenth. Continued work with sight singing and dictation.</td>
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<td>MUSC1640</td>
<td>Music Theory IV</td>
<td>B/L 45</td>
<td>30</td>
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<tr>
<td></td>
<td>Prerequisite: MUSC1630 or permission of instructor. Theoretical thinking and aur al comprehension covering chromatic harmony and v oice leading. Increased chromatism developed in 19th- and 20th-century popular music. Continued work with sight singing and dictation.</td>
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<tr>
<td>MUSC2260</td>
<td>Class Piano III</td>
<td>B</td>
<td>30</td>
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<td></td>
<td>Preparation of MUSC2170 or permission of instructor. Preparation of repertoire for performance. Continue working on piano fundamentals, and playing by ear. Additional chords and scales presented.</td>
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<tr>
<td>MUSC2270</td>
<td>Class Piano IV</td>
<td>B</td>
<td>30</td>
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<td></td>
<td>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.</td>
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<tr>
<td>MUSC2520/2530, 2540/2550, 2580/2590</td>
<td>Individual Instruction in Piano</td>
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<td></td>
<td>Prerequisite: MUSC2270 or instructor permission.</td>
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<tr>
<td>MUSC2720</td>
<td>Music History &amp; Literature I</td>
<td>B/L 45</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td></td>
<td>Tracing the historical development of music from Middle Ages through end of Baroque. Comprehensive survey with emphasis on styles and characteristics of Gregorian Chant, early polyphony, and music of the Renaissance and Baroque periods.</td>
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<tr>
<td>MUSC2730</td>
<td>Music History &amp; Literature II</td>
<td>B/L 45</td>
<td>45</td>
<td>4.5</td>
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<td>4.5</td>
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<tr>
<td></td>
<td>Tracing the historical development of music from Classical period to present day. Survey presentation with emphasis on stylistic and characteristics of the classical, romantic, impressionistic and modern schools.</td>
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<tr>
<td>MUSC2750</td>
<td>Introduction to American Music</td>
<td>B/L 45</td>
<td>45</td>
<td>4.5</td>
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<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Survey of the various types of American music including jazz, popular, folk and musical theatre. Discussion centers on the relationship between the music and its historical and cultural context. Includes music of Americans of European, African, Asian, Hispanic and American Indian descent.</td>
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**Note:** Nebraska Law Enforcement - See CRIM

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**Course #** | **Course Title** | **Location offered** | **Class** | **Lab** | **Credit** | **Hours**
--- | --- | --- | --- | --- | --- | ---
NDTT1112 | Visual Inspection Method | B | 30 | 45 | 4.5 | 6
**Notes:**
- Prerequisite: MATH1050 and NDTT1470. Study of visual inspection methods and their applications. Includes the study of the principles of visual inspection and the use of visual inspection equipment. |

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**Course #** | **Course Title** | **Location offered** | **Class** | **Lab** | **Credit** | **Hours**
--- | --- | --- | --- | --- | --- | ---
NDTT1646 | Radiography I | B | 50 | 90 | 9 | 9
**Notes:**
- Prerequisite: NDTT1250. Applications and radiographic inspection techniques. Technique requirements specified in selected codes, standards, and job specifications. Examination and reporting consistency. Methods for developing and using radiographic inspection techniques. |

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**Course #** | **Course Title** | **Location offered** | **Class** | **Lab** | **Credit** | **Hours**
--- | --- | --- | --- | --- | --- | ---
NDTT1130 | Ultrascans I | B | 40 | 110 | 7.5 | 10
**Notes:**
- Prerequisite: MATH1050 and NDTT1250. Applications and ultrasonic inspection techniques. Technique requirements specified in selected codes, standards, and job specifications. Examination and reporting consistency. Introduction to ultrasonic inspection methods and computers. |

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**Course #** | **Course Title** | **Location offered** | **Class** | **Lab** | **Credit** | **Hours**
--- | --- | --- | --- | --- | --- | ---
NDTT1145 | Oddy Current I | M | 20 | 20 | 2.5 | 5
**Notes:**
- Prerequisite: NDTT1246 and NDTT1255. Study of electromagnetic theory as it applies to eddy current inspection. Applications and limitations of various test systems, operation of single frequency phase and amplitude analysis instrumentation. |

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**Course #** | **Course Title** | **Location offered** | **Class** | **Lab** | **Credit** | **Hours**
--- | --- | --- | --- | --- | --- | ---
NDTT1450 | Magnetic Particle | M | 30 | 30 | 4 | 4
**Notes:**
- Prerequisite: NDTT1255. Applications and radiographic inspection techniques. Technique requirements specified in selected codes, standards, and job specifications. Examination and reporting consistency. Methods for developing and using radiographic inspection techniques. |

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**Course #** | **Course Title** | **Location offered** | **Class** | **Lab** | **Credit** | **Hours**
--- | --- | --- | --- | --- | --- | ---
NDTT2040 | NDTT Mathematics | M | 45 | 4.5 | 4.5 | 4.5
**Notes:**
- Prerequisite: NDTT1246 and NDTT1470. Study of industrial radiography with major emphasis on developing skills in technique and procedure development. Code requirements, film interpretation, control of film processing, film reviews and audits, radiation safety administration, and special radiographic techniques. Including lab projects related to interpreting and evaluating radiography of welds, castings, fabrics, electrical components and composite materials. |

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**Course #** | **Course Title** | **Location offered** | **Class** | **Lab** | **Credit** | **Hours**
--- | --- | --- | --- | --- | --- | ---
NDTT2569 | Radiography II & Film Interpretation | M | 50 | 100 | 8 | 8
**Notes:**
- Prerequisite: NDTT1470. Study of industrial radiography with major emphasis on developing skills in technique and procedure development. Code requirements, film interpretation, control of film processing, film reviews and audits, radiation safety administration, and special radiographic techniques. Including lab projects related to interpreting and evaluating radiography of welds, castings, fabrics, electrical components and composite materials. |
### COURSE DESCRIPTIONS

#### NURS2400 Nursing Assessment
Prerequisite: NURS1305 or NURS1306. Co-requisites: NURS2403 or NURS2404. Focuses on the acquisition of skills used in the comprehensive health assessment of children and adults in the nursing process. Emphasis on well clients with the identification of some deviations from the normal. Introduction to communication skills and the assessment of the person in his/her physical, developmental, psychological and sociocultural and multicultural diversity.

<table>
<thead>
<tr>
<th>Course #</th>
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<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<td>Nursing Assessment</td>
<td>On-line</td>
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#### NURS2403 Gerontological Nursing Concepts
Prerequisite: NURS1305. Co-requisite: NURS2404. Focuses on the nursing process as a problem solving tool in assisting older clients' adaptation to stress related to chronic and terminal illness. Gerontological principles and rehabilitative aspects of nursing are examined. Pathophysiological concepts, therapeutic nutrition and pharmacology are integrated.

<table>
<thead>
<tr>
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<th>Lab Hours</th>
<th>Credit Hours</th>
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<td>Gerontological Nursing Concepts</td>
<td>On-line</td>
<td>45</td>
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</table>

#### NURS2502 Nursing Concepts Related to Child Rearing Family
Prerequisite: NURS2404. Focuses on the nursing process applied to clients' adaptive responses to stressors, including hospitalization and the disease process. Perinatal nursing principles are included. Related pathophysiology, therapeutic nutrition and pharmacology are integrated. Clinical experiences are provided to develop and refine nursing techniques appropriate for clients being cared for in a variety of health care settings. Understanding of concepts basic to positive adaptation to life-threatening physiologic stress are examined.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
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<th>Lab Hours</th>
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<td>On-line</td>
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</table>

#### NURS2501 Nursing Concepts Related to the Childbearing Family
Prerequisite: NURS2404. Normal psychological and physiological changes/adaptations that occur during the menstrual cycle are examined along with pre- and perinatal stressors/adaptations of the maternal/childbearing family. The student explores family structures, stressors, and subsequent adaptation of the family's amily and gynecological client. Concepts of cultural differences on childbearing and self-care abilities are considered. Nursing experiences are provided in postpartum, labor and delivery, normal newborn nursery, and selected hospital/community observational experiences.

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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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<td>Nursing Concepts Related to the Childbearing Family</td>
<td>On-line</td>
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### NURS - Associate Degree Nursing

**NURA • Nursing Assistant**

- **NURA1401 Basic Nursing Assistant**
  - 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.

**NURS • Associate Degree Nursing**

- **NURS1206 Introduction to Professional Nursing**
  - Prerequisites: BIOS1140, BIOS2130, CHEM1050, MATH1150, and PSYC2760. Overview of current nursing organizations, development of the nursing profession, and the role of the associate degree nurse. Emphasis is given to the philosophy, objectives, and curriculum framework of the associate degree program. Nursing and the role of the associate degree nurse are presented. Includes the nursing process and the roles and functions of the associate degree nurse.

<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>NURS1206</td>
<td>Introduction to Professional Nursing</td>
<td>On-line</td>
<td>2</td>
<td></td>
<td></td>
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</tbody>
</table>

- **NURS1304 Transition to Associate Degree Nursing**
  - Prerequisites: BIOS1140, BIOS2130, CHEM1050, ENGL1013, ENGL1015, and PSYC2760. Required for the licensed practical nurse (licensed in Nebraska) requesting advanced placement into the Associate Degree Nursing program. Oriented toward developing advanced degree level nursing skills for new role of student nurse. An overall introduction to the philosophy, objectives and curriculum framework of the Associate Degree Nursing program presented. Includes the nursing process and the roles and functions of the associate degree nurse.

<table>
<thead>
<tr>
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<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>NURS1304</td>
<td>Transition to Associate Degree Nursing</td>
<td>On-line</td>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- **NURS1305 Basic Nursing Concepts I**
  - Prerequisites: NURS1206, MATH1140, ENGL1015, and PSYC2760. 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 medication administration is introduced. Clinical experiences are provided to apply nursing techniques, apply nursing process to patient care, and introduce the nurse and client role in a variety of health care settings.

<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>
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</thead>
<tbody>
<tr>
<td>NURS1305</td>
<td>Basic Nursing Concepts I</td>
<td>On-line</td>
<td>90</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

- **NURS1306 Pathophysiology**
  - Prerequisites: BIOS1140, BIOS2130, CHEM1050, and PSYC2760. This course is designed for students pursuing a career in nursing or other health related fields. Students are introduced to common disease conditions, terminology such as etiology, prognosis, and signs and symptoms. Concepts such as inflammation, immunity, allergy, and neoplasia are explained. Gener al diagnostic and treatment procedures for each system are included. Physiological, diagnostic tests and treatment procedures for each body system are explained.

<table>
<thead>
<tr>
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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>NURS1306</td>
<td>Pathophysiology</td>
<td>On-line</td>
<td>45</td>
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</tr>
</tbody>
</table>

- **NURS1307 Nursing Concepts II**
  - Prerequisite/co-requisite: NURS1306 or NURS1307. Focuses on the nursing process applied to clients' adaptive responses to stressors, including hospitalization and the disease process. Perinatal nursing principles are included. Related pathophysiology, therapeutic nutrition and pharmacology are integrated. Clinical experiences are provided to develop and refine nursing techniques appropriate for clients being cared for in a variety of health care settings. Understanding of concepts basic to positive adaptation to life-threatening physiologic stress are examined.

<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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<tr>
<td>NURS1307</td>
<td>Nursing Concepts II</td>
<td>On-line</td>
<td>75</td>
<td>3</td>
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</tr>
</tbody>
</table>

- **NURS1308 Pathophysiology through the Lifespan**
  - Prerequisites: BIOS1140, BIOS2130, CHEM1050, and PSYC2760. 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. Fundamental concepts of inflammation, immunity, 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 include specific applications throughout the lifespan, including developmental and genetic alterations. Effects of aging are explained. Students will identify common diagnostic and treatment modalities.

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<th>Credit Hours</th>
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<tbody>
<tr>
<td>NURS1308</td>
<td>Pathophysiology through the Lifespan</td>
<td>On-line</td>
<td>90</td>
<td>6</td>
<td></td>
</tr>
</tbody>
</table>

**NURS1309**

- **NURS1310 Sociology of Health and Illness**
  - Prerequisites: NURS1305. Co-requisite: NURS2403. Includes the social context of health and illness, the roles and functions of the associate degree nurse. An overall introduction to communication, professional behavior, communication, legal/ethical issues, and multicultural diversity.

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<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS1310</td>
<td>Sociology of Health and Illness</td>
<td>On-line</td>
<td>90</td>
<td>6</td>
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</tr>
</tbody>
</table>

**NURS2400**

- **NURS2404 Nursing Assessment**
  - Prerequisite: NURS2404. Focuses on the nursing process as a problem solving tool in assisting older clients' adaptation to stress related to chronic and terminal illness. Gerontological principles and rehabilitative aspects of nursing are examined. Pathophysiological concepts, therapeutic nutrition and pharmacology are integrated.

<table>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>NURS2404</td>
<td>Nursing Assessment</td>
<td>On-line</td>
<td>90</td>
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</tr>
</tbody>
</table>

**NURS2502**

- **NURS2502 Nursing Concepts Related to Child Rearing Family**
  - Prerequisite: NURS2404. Focuses on the nursing process applied to clients' adaptive responses to stressors, including hospitalization and the disease process. Perinatal nursing principles are included. Related pathophysiology, therapeutic nutrition and pharmacology are integrated. Clinical experiences are provided to develop and refine nursing techniques appropriate for clients being cared for in a variety of health care settings. Understanding of concepts basic to positive adaptation to life-threatening physiologic stress are examined.

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<tbody>
<tr>
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<td>Nursing Concepts Related to Child Rearing Family</td>
<td>On-line</td>
<td>90</td>
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</table>

**NURS2501**

- **NURS2501 Nursing Concepts Related to the Childbearing Family**
  - Prerequisite: NURS2404. Focuses on the nursing process applied to clients' adaptive responses to stressors, including hospitalization and the disease process. Perinatal nursing principles are included. Related pathophysiology, therapeutic nutrition and pharmacology are integrated. Clinical experiences are provided to develop and refine nursing techniques appropriate for clients being cared for in a variety of health care settings. Understanding of concepts basic to positive adaptation to life-threatening physiologic stress are examined.

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</thead>
<tbody>
<tr>
<td>NURS2501</td>
<td>Nursing Concepts Related to the Childbearing Family</td>
<td>On-line</td>
<td>90</td>
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</tbody>
</table>

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- **JULY 1, 2008–JUNE 30, 2009**

- **Course #**
- **Course Title**
- **Location offered**
- **Class Hours**
- **Lab Hours**
- **Credit Hours**
The text contains information about courses offered by Southeast Community College—Nebraska. Here is a structured representation of the course information:

### Course Listings

#### NURS2602 Mental Health Nursing Concepts
- **Course Code:** NURS2602
- **Course Title:** Mental Health Nursing Concepts
- **Location/Lab:** L
- **Credits:** 6
- **Prerequisite:** NURS2501 or NURS2502
- **Co-requisite:** NURS2603.

A study of behavioral reactions to social, physical, and emotional stress as seen in clients receiving psychotherapeutic care is studied. Introduces nursing interventions in dysfunctional behavioral issues in nursing and health care, nursing roles, trends in nursing and reality shock.

#### OFFT1120 Medical Terminology
- **Course Code:** OFFT1120
- **Course Title:** Medical Terminology
- **Location/Lab:** B
- **Credits:** 4.5
- **Prerequisite:** OFFT1020 or equivalent, 30 GWAM minimum.

Uses a comprehensive diagnostic approach to build speed while maintaining a high degree of accuracy. Study of medical vocabulary for practitioners in the field of medicine. Much of the course is auto-instructional with extra drill and pr actice during class sessions.

#### OFFT1160 Keyboarding III
- **Course Code:** OFFT1160
- **Course Title:** Keyboarding III
- **Location/Lab:** B/L
- **Credits:** 4.5

Prerequisite: OFFT1160 or equivalent, 40 GWAM minimum.

Uses lessons designed to develop both speed and accuracy. Incorporates the use of machine transcription equipment. Applicable to persons having no previous keyboarding experience and to those seeking to increase speed with five or fewer errors. Emphasizes rhythm and accuracy.

#### OFFT1170 Keyboarding IV
- **Course Code:** OFFT1170
- **Course Title:** Keyboarding IV
- **Location/Lab:** B/L
- **Credits:** 3

Prerequisite: OFFT1160 or equivalent, 40 GWAM minimum.

Uses lessons designed to develop both speed and accuracy. Incorporates the use of machine transcription equipment. Applicable to persons having no previous keyboarding experience and to those seeking to increase speed with five or fewer errors. Emphasizes rhythm and accuracy.

#### OFFT2130 Medical Machine Transcription
- **Course Code:** OFFT2130
- **Course Title:** Medical Machine Transcription
- **Location/Lab:** B/L
- **Credits:** 4.5
- **Prerequisites:** OFFT1710 and eligible for ENGL1010.

Utilizes current technology tools to effectively transcribe and produce business documents. Includes application of proper grammar and punctuation rules while both composing and editing business documents, use of speech recognition softwar e, and use of machine transcription equipment.

### Course Offerings Table

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location/Lab</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS2602</td>
<td>Mental Health Nursing Concepts</td>
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</tr>
<tr>
<td>OFFT1120</td>
<td>Medical Terminology</td>
<td>B/L</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT1160</td>
<td>Keyboarding III</td>
<td>B/L</td>
<td>4.5</td>
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<tr>
<td>OFFT1170</td>
<td>Keyboarding IV</td>
<td>B/L</td>
<td>3</td>
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<tr>
<td>OFFT2130</td>
<td>Medical Machine Transcription</td>
<td>B/L</td>
<td>4.5</td>
</tr>
</tbody>
</table>

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### Notes

- **OFFT2120:** 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, corporations, 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.

- **OFFT2220:** Continuation of Legal Processes II. Further study of the knowledge and skills needed to work in a variety of law-related settings, such as private law firms, government agencies, corporations, 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 basic legal research and citation rules is provided.
OFFT2310 Financial Computer Applications
L 45 - 4.5
Prerequisites: ACCT1200 and BSAD1020.
Excel spreadsheet projects from a financial perspective, accounts receivable and accounts payable with subsidiary ledgers, payroll, and computerized accounting software.

OFFT2340 Records and Information Management
L 45 - 4.5
Prerequisites: BSAD1020. Introduction to records management. Uses of alphabetic, geographic, numeric, subject, and chronological methods of filing according to the Association of Records Managers and Administrators (ARMA) rules. Utilize Microsoft Access to complete database projects and integration activities.

OFFT2410 Administrative Procedures I
L 45 - 4.5
Prerequisites: OFFT2410. Comprehensive coverage of relevant business skills and procedures in the performance of office duties including the role of the administrative assistant, communication skills, and refresher courses. Provides the student with the opportunity to apply relevant skills for today's automated work environment.

OFFT2420 Administrative Procedures II
L 45 - 4.5
Prerequisites: OFFT2410. 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
Prerequisites: OFFT2410. 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
L 45 - 4.5
Prerequisites: MEDA1101 or OFFT2410, and OFFT2410 or permission; OFFT2410 recommended. Integration of relevant medical office procedures in the performance of modern medical office duties. Simulations included.

OFFT2460 Office Simulation
L 45 - 4.5
Prerequisites: ACCT1200 or OFFT3130. MATH1040, OFFT2100, OFFT2140, and PSYC1250 or by permission. Corequisites: 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.

OFFT2650 Computerized Medical Management
L 30 - 3
Prerequisites: OFFT2440 or by permission. Computerized application of scheduling, records management, insurance forms, patient database, and financial reports.

OFFT2720 Microsoft Office Integration
L 45 - 4.5
Prerequisites: BSAD1020, OFFT2310, and OFFT2410. Create documents integrating Microsoft Office applications. Project-based class requires advanced technology and critical-thinking skills. Ability to work independently and in teams will be necessary as students apply skills and knowledge acquired in previous courses to initiate and complete Microsoft integration projects.

OFFT3010 Special Projects
L 10 - 1
Prerequisites: Completion of at least 35 credit hours; a minimum 2.5 GPA, and permission of adviser and program chair. Study of a particular area in the field of technology field, arranged with the student's adviser and approved by the program chair.

OFFT3020 Special Projects
L 20 - 2
Prerequisites: Completion of at least 35 credit hours; a minimum 2.5 GPA, and permission of adviser and program chair. Study of a particular area in the field of technology field, arranged with the student's adviser and approved by the program chair.

OFFT3030 Special Projects
L 30 - 3
Prerequisites: Completion of at least 35 credit hours; a minimum 2.5 GPA, and permission of adviser and program chair. Study of a particular area in the field of technology field, arranged with the student's adviser and approved by the program chair.

PDSM - Parts Marketing & Management

PDSM1110 Nomenclature I
M 110 30 12
Function, composition, if e expectancy, and nomenclature of the commonly-requested parts. Identification of those parts most in demand. Also, the principles of diesel and gas engines, electrical system components, and fuels. Students will disassemble and reassemble these systems. Principles of how the systems work, parts identification and function, wear features, parts cataloging and the various levels of pricing, and service writer in today's dealerships. Study of knowledge and experience needed to become a service writer in today's dealerships. 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.

PDSM1223 Service Writing, Warranty Policies, & Tools
M 20 30 3
Prerequisites: PDSM1223 through PDSM1226. Continuation of lab activities for the parts department. Positions available, knowledge required for each position, and what each level carries within the department. Individuals will manage the college parts store and be forklift certified.

PDSM1325 Merchandising & Advertising Operations
M 40 10 4
Prerequisites: PDSM1223 through PDSM1226. Basic merchandising, product grouping, and special merchandising. Draw planograms of the merchandising areas with different types of merchandising techniques. Signs and special displays developed to enhance merchandising. Suggestive selling by doing merchandising. Skills used in advertising.

PDSM1327 Customer Sales & Relations
M 30 20 3.5
Prerequisites: PDSM1223 through PDSM1226. Guidelines for the parts person regarding customer relations, telephone manners, development of advanced selling skills used in selling a complete line of products, grooming, good sales objections, and courtesy. Material Safety Data sheets on hazardous materials.

PDSM1339 Agriculture/Construction Cataloging
M 40 10 6
Prerequisites: PDSM1223 through PDSM1226. In-depth training of the various parts' systems, including John Deere, Agco, Case New Holland, and Caterpillar. Emphasis on basic machine systems and principles of how the systems work, parts identification and function, wear features, commonly replaced parts, and related parts sales as well as individual training in the chosen cooperative training field.

PDSM1428 Cooperative Education
M 480 12
Prerequisites: PDSM1223 through PDSM1339. Cooperative training with a business for on-the-job experience. Application of acquired skills and principles for growth and advancement. Expectations of employer in a working environment. Work experience is supervised by the Southeast Community College Coordinator.
## SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

### PHED • Physical Education

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED1000</td>
<td>Lifetime Fitness</td>
<td>L</td>
<td>45</td>
<td>15</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Theoretical and practical information on the relationship of life-style habits to productivity, quality of life and one's potential. Topics include life-style related risks, nutrition, physical fitness, and stress management encompassing the mind-body health perspective of wellness.

<table>
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<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED1010</td>
<td>Golf</td>
<td>B</td>
<td>30</td>
<td>1.5</td>
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</tbody>
</table>

Basic skills and fundamentals of golf. Scoring, selection and care of equipment for the beginning golfer.

<table>
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<th>Lab</th>
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<tbody>
<tr>
<td>PHED1030/2030/2035/2040</td>
<td>Physical Fitness Activities</td>
<td>B/L</td>
<td>45</td>
<td>3</td>
<td>4.5</td>
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</tbody>
</table>

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.

<table>
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<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED1050/2050</td>
<td>Recreational Sports</td>
<td>B</td>
<td>30</td>
<td>1.5</td>
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</tbody>
</table>

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 nonathletic participation in the intercollegiate athletic program such as kinesiology, videotaping, care and handling of equipment, and game site management. Other options include managerial involvement in school’s intramural or physical education programs.

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</thead>
<tbody>
<tr>
<td>PHED1060</td>
<td>Fitness Throughout Life</td>
<td>B</td>
<td>15</td>
<td>30</td>
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</table>

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.

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<tbody>
<tr>
<td>PHED1610</td>
<td>Standard First Aid</td>
<td>B</td>
<td>45</td>
<td>4.5</td>
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Principles and techniques for administration of first aid. Legal aspects of emergency care. Cardiorespiratory emergencies, hemorrhage control, wound management, shock control, poisoning, heat and cold injuries.

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<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHED1750</td>
<td>Introduction to Physical Education</td>
<td>B</td>
<td>45</td>
<td>4.5</td>
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</table>

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.

<table>
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</thead>
<tbody>
<tr>
<td>PHED1000</td>
<td>Physical Education in the Elementary School</td>
<td>B</td>
<td>45</td>
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</tr>
</tbody>
</table>

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 characterics of elementary school-age child by grade level.

### PHIL • Philosophy

<table>
<thead>
<tr>
<th>Course #</th>
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<tbody>
<tr>
<td>PHIL1010</td>
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<td>B/L</td>
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</tbody>
</table>

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 ethnic backgrounds.

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<tbody>
<tr>
<td>PHIL1060</td>
<td>Applied Ethics</td>
<td>B/L</td>
<td>45</td>
<td>4.5</td>
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</table>

Introduction to different approaches to moral decision-making and how to tell the difference between good and bad reasoning in applied ethics. Includes some of most recent philosophical writings on a variety of issues.

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</thead>
<tbody>
<tr>
<td>PHIL1150</td>
<td>Critical and Creative Thinking</td>
<td>B/L</td>
<td>45</td>
<td>4.5</td>
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</tbody>
</table>

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. Raising level of problem identification, idea-generation, solution finding and implementation. Exposure to a range of ideas and readings representing a variety of cultural and ethnic backgrounds.

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location offered</th>
<th>Class</th>
<th>Lab</th>
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<tbody>
<tr>
<td>PHIL2110</td>
<td>Introduction to Modern Logic</td>
<td>B/L</td>
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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.

<table>
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<td>PHIL2130</td>
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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, transfusions, abortion, maternal-fetal conflict, death and dying, socialized medicine, and the right to health care.

<table>
<thead>
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<tr>
<td>PHIL2610</td>
<td>Comparative Religions</td>
<td>B/L</td>
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</table>

Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015. This course will offer a cross-cultural introduction to the world’s major religions/philosophical traditions or faith systems through a comparison of historical origins, rituals, beliefs, practices, and sacred texts and sources.

### PHOT • Photography

<table>
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<tr>
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<tr>
<td>PHOT1750</td>
<td>Beginning Photography</td>
<td>B</td>
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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.

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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.

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Prerequisite: PHOT1750 or instructor permission. Study of color theory, color vision, color printing and photographic composition. Lecture, text and laboratory with emphasis on theory, composition and printing.

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Prerequisite: PHOT1750 or instructor permission. Study of photojournalism for mass media. Textbook study and photography assignments for publication of news, features, sports, studio photography and photo essays. Technical aspects include screen and editing prints at the computer using Photoshop software, and flatbed and negative scanners.
### COURSE DESCRIPTIONS

<table>
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<td>PHRM1241</td>
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<td>Driver Training — See TRUK</td>
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**Note:** Courses are offered during the academic year. For more detailed information, please refer to the university catalog or contact the academic department.
PSGT - Polysomnographic Technician

Please note: Students must be a graduate from the Advanced-Level Respiratory Care Program or a graduate from an associate degree or higher nursing school to enter this program of study.

PSGT1000 Polysomnography I
This course provides entry-level didactic and laboratory training in polysomnography. Topics will include patient preparation, instrument setup and calibration, recording and monitoring techniques, pressure and oxygen therapy applications and patient to technologist inter actions. Upon completion the student should be able to demonstrate competence in concepts and procedures through written evaluations.

PSGT1010 Polysomnography Lab
This course provides the hands-on application of polysomnography concepts, instrument setup and calibration, recording and monitoring techniques, pressure and oxygen therapy applications and patient to technologist interaction. Upon completion the student should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

PSGT1020 Polysomnography Fundamentals
This course introduces the student to sleep medicine. Topics will include the history of sleep medicine, patient evaluation, sleepiness scores, diagnosis and treatment of various sleep disorders, insurance reimbursement, patient education, and the role of the technologist as a sleep advocate. Upon completion, students should be able to demonstrate competence in concepts through written evaluation.

PSGT2000 Polysomnography II
This course provides advanced-level didactic training in polysomnography. Emphasis placed on the knowledge and skills necessary to obtain and evaluate high quality sleep recording including RST, MT, pediatric and infant procedures. Upon completion students should be able to demonstrate competence in concepts and procedures through testing procedures.

PSGT2010 Polysomnography Lab II
This course provides an advanced hands-on training in polysomnography. Emphasis is on advanced equipment set-up, calibration, assessment, monitoring or sleep disorders. Upon completion students should be able to demonstrate competence in concepts through testing procedures.

PSGT2020 Seminar Review
This course provides an opportunity to review and prepare for the polysomnography credentialing exam. Emphasis is placed on case management and review for the Registered Polysomnographic Technician Exam. Upon completion, students should be able to successfully complete the exam.

PSGT2030 Clinical Education
This course provides practical application of theories covered in previous PSGT courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through labor atory evaluation.

SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

Course Title

<table>
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<tr>
<th>Course #</th>
<th>Course Title</th>
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PSYC - Psychology

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<td>PSYC2960</td>
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Radt - Radiologic Technology

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<td>PSYC2990</td>
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### COURSE DESCRIPTIONS

**JULY 1, 2008–JUNE 30, 2009**

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- **RADT2276**
- **RADT2279**
- **RADT2288**
- **RADT2289**
- **RELS2610**
- **RNEW1100**
- **RNEW1101**
- **RNEW1115**
- **RNEW1125**
- **RNEW1150**
- **RNEW1170**
**SOUTHEAST COMMUNITY COLLEGE—NEBRASKA**

**RESP • Respiratory Care**

Please note: Students must be admitted into the program AND have completed all prerequisites with a GPA of 2.75; general education courses with a GPA of 2.5. Each RESP course builds on previous course content and must be completed with a minimum grade of C+ (75%) before continuing in the Respiratory Care program.

**RESP1111 Respiratory Physiology**  
L 45 - 4.5  
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**  
L 45 30 5.5  
Theory and practice of respiratory care procedures to include airway adjuncts for BLS, medical gas, humidity/aerosol administration, equipment and patient protection. Lab is concurrent with lecture. Lab complements the material presented in RESP1111, RESP1112 and RESP1114.

**RESP1113 Respiratory Pharmacology**  
L 30 - 3  
Study of drugs affecting the cardiorespiratory and autonomic nervous systems. Includes drug dosage calculation, administration, and clinical side effects.

**RESP1114 Patient Care Principles**  
L 45 4.5  
Theory of patient care principles to include assessment, 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 Physiology**  
L 45 4.5  
Study of concepts and theory of basic cardiopulmonary diseases to include etiology, pathology, diagnosis, clinical manif estations, radiological and labor atory findings; prev etion, prognosis and treatment.

**RESP1122 Respiratory Care Procedures II and Lab**  
L 45 60 6.5  
Theory and pr action of the fundamentals 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**  
L 20 - 2  
Study of moral responsibilities of healthcare 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.

**RESP1129 Clinical Education II**  
L 30 1  
An orientation to the clinical sites, inf ec tion control and record-keeping, observation of their apy, and under direct supervision, the student may complete some respiratory care procedures.

**RESP1131 Cardiopulmonary Diagnostics and Lab**  
L 30 30 4  
Theory, application and equipment f or diagnosing cardiopulmonary pathologies through the diagnostic concepts used in respir atory care. Including techniques utilized f or basic pulmonary function testing, sleep studies, arterial blood gas monitoring, ECG monitoring and recording. Lab is concurrent with lecture. Lab complements the material presented in lecture.

**RESP1132 Mechanical Ventilation & Lab**  
L 45 60 6.5  
Study of adult mechanical ventilators, ventilation techniques with critical care monitoring and management. Lab complements the material presented in lecture. Utilizing the knowledge in a laboratory setting by pr acticing the set-up, application, monitoring of various adult ventilators used in the hospital set ting. Lab is concurrent with lecture.

**RESP1139 Clinical Education III**  
L 150 5  
Practice of basic respir atory care procedures to include medical gases, aerosol/humidity therapy, aerosolized drug therapy, resuscitation, advanced airway management, h yperinflation therapy, and bronchial pulmonary hygiene therapy. Students will present a patient related case study.

**RESP1143 Neonatal & Pediatric Respiratory Care**  
L 50 - 5  
Study of neonatal and pediatric physi ology, pathology, clinical situation management, infant and pediatric mechanical ventilation. Includes simulated practice with procedures and equipment.

**RESP1144 Respiratory Rehab & Home Care**  
L 30 - 3  
Overview of pulmonary rehabilitation, subacute care, and home care principles and techniques.

**RESP1148 Critical Care Management & Lab**  
L 35 30 4.5  
Study of respir atory management of patients in critical care set tings with emphasis on critical thinking skills in patient assessment and monitoring, and recommending alternative therapies. Extended lab study of adv anced mechanical ventilators including patient assessment, advanced modes and ventilators. Extensive use of case studies, patient scenarios, and interaction.

**RESP1149 Clinical Education IV**  
L 150 5  
Practice in adult critical care, basic pulmonary function testing, arterial blood gases, EGKs, mechanical ventilation, and emergency airway management. Includes student case study presentation.

**RESP2251 Cardiovascular Physiology**  
L 45 - 4.5  
Study of the cardiovascular system with emphasis on hemodynamic monitoring of the critically ill and pharmacologic control of cardiac output.

**RESP2255 Respiratory Care Profession I**  
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 45 1.5  
Includes detailed examination of cardio vascular anatomy, non-invasive and in invasive hemodynamic monitoring, interpretation and analysis and selected topics in advanced cardiac care.

**RESP2259 Clinical Education V**  
L 240 8  
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  
Study of a wide variety of physical, psychological and social factors that impact the dev elopment of and recovery from disease. Includes an overview development of a number of patient education programs in health care agencies and the community.

**RESP2267 Clinical Simulations Lab**  
L 45 1.5  
Practice in information gathering and decision making in a variety of selected respir atory care scenarios.

**RESP2268 Seminar Review**  
L 40 - 4  
Preparatory course for the NBRC exam. Self - assessment exams for the CR T and RR T will be utilized.

**RESP2269 Clinical Education VI**  
L 240 8  
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 I f or creative expression. Extensive viewing and discussion of videotaped ASL conversations 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 I f or creative expression. Extensive viewing and discussion of videotaped ASL conversations and literature.
COURSE DESCRIPTIONS

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 vestigative behavior, deviance, inequalities, and theoretical perspectives.

SOCI1020 Diversity in Society
B/L 45 - 4.5
An overview of minority groups and major minority relations 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.

SOCI2150 Issues of Unity and Diversity
B/L 45 - 4.5
Increases awareness and sensitivity of commonalities and differences among people. Promotes positive exchange in our diverse and global society.

SOCI2250 Marriage and the Family
B/L 45 - 4.5
Prerequisite: SOCI1010 or permission of instructor. Emphasis on diversity in the family, and examination of factors that affect families and the process of family development.

SPCH - Speech

SPCH1090 Fundamentals of Human Communication
B/L/M 45 - 4.5
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 nonverbal communication, perception, listening, interpersonal and group communication, interviewing, audience analysis and public speaking.

SPCH1110 Public Speaking
B/L/M 45 - 4.5
Prerequisite: Eligible for ENGL1000. Provides both theoretical basis and practical instruction for speaking effectively in public. Emphasis on training in basic speech 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 public speeches, acknowledging the influence of various cultural and ethnic backgrounds.

SPCH2050 Oral Performance of Literature
B/L 45 - 4.5
Prerequisite: Eligible for ENGL1010. Introductory course in the art, theory, analysis and appreciation of a work of literary art. Methods and skills of communicating literature orally to an audience.

SPCH2110 Intercultural Communication
B/L 45 - 4.5
Prerequisite: Eligible for ENGL1010. Introduction to 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.

SPCH2810 Business and Professional Communication
B/L/M 45 - 4.5
Prerequisite: Eligible for ENGL1000. Study of communication skills and theory intended to function successfully with others in the work place. Focus on the basic process of communications, developing interpersonal relationships, interviewing techniques, oral presentations, small group work and organizational networks, acknowledgment of the influence of various diversity issues.

SPAN - Spanish

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: SPAN1010 (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 moderately difficult Spanish texts, thorough review of minimum essentials of Spanish grammar; conversational practice supplemented by in-class discussions and work in laboratory. Conducted primarily in Spanish. (Laboratory may be required.)

SPAN2030 Intensive Conversation
B/L/M 45 - 15 4.5
Prerequisites: SPAN2010, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor; and eligible for ENGL1010 or ENGL1015. 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.

SPAN2040 Intensive Writing
B/L 45 - 15 4.5
Prerequisites: SPAN2010, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor. Focuses on the achievement of oral and writing communication proficiency so the students learn to express their own ideas and experiences in a coherent manner. Special emphasis on thematic content, organizational skills and self-editing.

SPAN2100 Accelerated Second-year Spanish
B/L 90 - 9
Prerequisite: SPAN1020 (Spanish II) 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.)

PAGE 197
Introduction to the surgical technology program, the health care system, of fective communication, multicultural diversity, legal/ethical issues, infection control, and basic skills necessary to ef fectively function as a health care team member.

SURT1600 Orientation to Surgical Technology
- L 20 - 2
Prerequisite: Admission to the Surgical Technology Program. Completion of all first and second quarter courses.

SURT1601 Techniques in Surgical Asepsis
- L 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 30 45 4.5
Introduction to the specific duties of the surgical team including lab pr actice in prepping, dr aping, positioning, catheterizing, back table set • up and organization. Main course f ocus is aseptic techniques and critical thinking skills pr acticed to prepare the student for clinical rotation.

SURT1704 Surgical Procedures & Techniques I
- L 60 - 6
The introduction of surgical procedures to include; concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology , supplies and equipment relating to basic general surgery, gastrointestinal, biliary, rectal, gynecologic and orthopedic systems.

SURT1705 Principles of Surgical Technology
- L 40 - 4
Introduction to the perioperative care of the surgical patient and the patient with special needs, perioperative pharmacology, anesthesia, special patient monitoring, hemostasis, blood losses and replacement, and surgical robotics.

SURT1804 Surgical Procedures & Techniques II
- L 50 - 5
Prerequisite: SURT1704.
The advanced surgical procedures to include; concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to otorhinolaryngology, genitourinary, ophthalmology and plastic reconstruction systems.

SURT1810 Clinical Education I
- L 210 7
Clinical practice with application of the student’s basic skills, aseptic technique, and instrument knowledge to operative procedures in the hospital.

SURT2904 Surgical Procedures & Techniques III
- L 50 - 5
Prerequisite: SURT1804.
The continued study of specialized surgical procedures to include; concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to thoracic, neurological, vascular and breast implant surgery.

SURT2907 Senior Seminar
- L 20 - 2
Preparation for employment, exposure to professional organizations, the study of ethical and legal aspects of the surgical environment, and leadership skills and concepts.

SURT2909 Correlated Patient Study
- L 12 15 2.5
The study of obstetrics and post anesthesia care incorporating patient centered clinical experiences and all aspects of the perioperative care to the surgical patient. This is accomplished through clinical follow-through case studies. Students will also prepare and take the National Certification Exam by recitation and mock exams.

SURT2910 Clinical Education II
- L 240 8
Prerequisite: SURT1810.
Adapting to a new hospital environment with further development in skill efficiency and consistency.

SURT2920 Individualized Clinical Instruction
- L 30 60 5
Study of expanded roles and further development in skills relating to advanced surgical specialties.

SURT2930 Clinical Education III
- L 140 4.5
Prerequisite: SURT2910.
The application of the student’s acquired skills and aseptic technique to the operating room team and environment on a more independent basis.

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 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 prose. Develops the students 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
- L 30-60 - 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.
### Course Descriptions

#### July 1, 2008–June 30, 2009

<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>VPUB1121</td>
<td>PhotoShop I</td>
<td>L L</td>
<td>40</td>
<td>15</td>
<td>4.5</td>
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<td></td>
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<td>Prerequisites: VPUB1110, VPUB1111, &amp; VPUB1112 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 &gt; or ments, layer techniques, filters, picture taking and PDF creation.</td>
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<tr>
<td>VPUB1122</td>
<td>Page Layout I</td>
<td>L L</td>
<td>40</td>
<td>15</td>
<td>4.5</td>
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<td>Prerequisites: VPUB1110, VPUB1111, &amp; VPUB1112. This course will explore the fundamentals of page layout software and the options for the production of the finished page. Using page composition software, each student will become skilled in the basics of page layout and document construction using Adobe InDesign.</td>
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<tr>
<td>VPUB1125</td>
<td>Digital Typography</td>
<td>L L</td>
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<td></td>
<td>Prerequisites: VPUB1110, VPUB1111, &amp; VPUB1112. Introduction to typography. This course will include typographic terminology, the basics of type layout and page design. Digital type management, legibility, readability, and type for multi-media will be discussed.</td>
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<td>VPUB1130</td>
<td>Pre Production Techniques</td>
<td>L L</td>
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<td>Prerequisites: VPUB1132. Students 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 requirements. Providing useful applications that will assist them in creating quality and efficient files. PDF file creation will be emphasized.</td>
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<tr>
<td>VPUB1131</td>
<td>PhotoShop II</td>
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<td>Prerequisites: VPUB1121. 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.</td>
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<tr>
<td>VPUB1132</td>
<td>Page Layout II</td>
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<td>Prerequisites: 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.</td>
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<tr>
<td>VPUB1133</td>
<td>Creative Troubleshooting</td>
<td>L L</td>
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<td>Prerequisites: VPUB1100, VPUB1111, &amp; VPUB1112. Demonstrate creative troubleshooting strategies and problem solving skills as it relates to publishing field.</td>
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<tr>
<td>VPUB1134</td>
<td>Web Design I</td>
<td>L L</td>
<td>25</td>
<td>60</td>
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<td></td>
<td>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 beginning Web page layout and tools using Dreamweaver.</td>
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<tr>
<td>VPUB2241</td>
<td>PhotoShop III</td>
<td>L L</td>
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<td>60</td>
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<td>Prerequisites: 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.</td>
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<tr>
<td>VPUB2242</td>
<td>Computer Illustration I</td>
<td>L L</td>
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<td>30</td>
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<td>Prerequisites: VPUB1121. Introduces the student to using the computer as a creative drawing tool. Basic draw program skills are learned that generate computer effects, styles and illustrations using Adobe Illustrator.</td>
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<tr>
<td>VPUB2244</td>
<td>Web Design II</td>
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<td>Prerequisites: VPUB114. 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 Adobe Flash in conjunction with Dreamweaver.</td>
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<tr>
<td>VPUB2245</td>
<td>Digital Video Production</td>
<td>L L</td>
<td>10</td>
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<td>Prerequisites: VPUB1134. Students will learn the art and techniques of digital video production including shooting, editing and distribution to VHS, CD, Web and Podcasting. The course concentrates on the creation of video for Podcasting and the Web.</td>
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<tr>
<td>VPUB2252</td>
<td>Computer Illustration II</td>
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<td>Prerequisites: 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.</td>
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<tr>
<td>VPUB2254</td>
<td>Web Design III</td>
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<td>Prerequisites: VPUB224. Advanced techniques and software skills are applied to create animation, graphics, page layout, ftp, and site control. Web pages will be used to exhibit student’s ability and creativity.</td>
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<tr>
<td>VPUB2255</td>
<td>Portfolio Development</td>
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<td>Prerequisites: VPUB2244, &amp; VPUB2245. 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.</td>
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<tr>
<td>VPUB2260</td>
<td>Design Fieldwork</td>
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<td>135</td>
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<td>Prerequisites: VPUB2255 or adviser permission. Exploring tools, textures, forms, light and shadow along with perceptual development using Mason’s Cinema 4DLX.</td>
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<tr>
<td>VPUB2265</td>
<td>3D Design</td>
<td>L L</td>
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<td>4.5</td>
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<td>Prerequisites: VPUB2241, VPUB2242, &amp; VPUB2252. Introduces the student to computer 3D design fundamentals. Exploring tools, textures, forms, light and shadow along with perceptual development using Mason’s Cinema 4DLX.</td>
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### Course Descriptions

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<tbody>
<tr>
<td>WELD1100</td>
<td>Welding Orientation</td>
<td>L/M</td>
<td>10</td>
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<tr>
<td></td>
<td></td>
<td>Prerequisite: WELD110. Orientation to the college philosophy, goals, objectives within the welding program area.</td>
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<tr>
<td>WELD1110</td>
<td>SMAW Theory</td>
<td>L/M</td>
<td>20</td>
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<td></td>
<td>Prerequisite: WELD110. Study of Shielded Metal Arc Welding theory, safety, applications, procedures, and welding practices. Study and selection of power sources and electrodes.</td>
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<tr>
<td>WELD1112</td>
<td>SMAW Lab I</td>
<td>L/M</td>
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<td>Prerequisite: WELD110. Intermediate welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.</td>
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<tr>
<td>WELD1113</td>
<td>SMAW Lab II</td>
<td>L/M</td>
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<td>Prerequisite: WELD112. Study of the theory, safety, equipment and applications of the Oxy-acetylene Welding process.</td>
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<tr>
<td>WELD1115</td>
<td>Equipment &amp; Tools</td>
<td>L/M</td>
<td>15</td>
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<td>Prerequisite: WELD110. Explanation of safe operation and the proper use of equipment, power tools, and hand tools.</td>
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<tr>
<td>WELD1117</td>
<td>Oxyacetylene Theory</td>
<td>L/M</td>
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<td></td>
<td></td>
<td>Prerequisite: WELD110. Study of the theory, safety, equipment and applications of the Oxy-acetylene Welding process.</td>
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<tr>
<td>WELD1119</td>
<td>OA Welding &amp; Cutting</td>
<td>L/M</td>
<td>10</td>
<td></td>
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<td></td>
<td></td>
<td>Prerequisite: WELD117. Laboratory exercises with the Oxy-acetylene Welding, Brazing, Oxyacetylene Cutting and related processes.</td>
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<td>WELD1120</td>
<td>SMAW Lab III</td>
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<td></td>
<td></td>
<td>Prerequisite: WELD113. Laboratory exercises with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.</td>
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<tr>
<td>WELD1122</td>
<td>GMW Theory</td>
<td>L/M</td>
<td>30</td>
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<tr>
<td></td>
<td></td>
<td>Prerequisite: WELD110. Study of Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Study and use of various filler wires and welding gases and welding power source set-up.</td>
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<tr>
<td>WELD1124</td>
<td>GMW Lab II</td>
<td>L/M</td>
<td>10</td>
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<tr>
<td></td>
<td></td>
<td>Prerequisite: WELD112. Advanced welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.</td>
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</tbody>
</table>

= Course also offered On-line.
### 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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<tr>
<td>WELD1128</td>
<td>Blueprint Reading &amp; Weld Symbols</td>
<td>L/M 50</td>
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<td></td>
<td>Prerequisite: WELD1100.</td>
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<tr>
<td></td>
<td>Introduction to blueprint reading and dr awing procedures. Interpretation and drawing of isometric, oblique, and orthographic views, welding symbols, and bill of materials.</td>
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<tr>
<td>WELD1129</td>
<td>Computer Aided Drafting</td>
<td>L/M 20</td>
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<td>15 2.5</td>
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<td></td>
<td>Prerequisite: WELD1128.</td>
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<tr>
<td></td>
<td>Fundamentals of computer aided dr awing using AutoCAD®. Study of the AutoCAD® menus, settings and dr awing setup, draw and edit commands, AutoCAD® coordinate system, symbols, practice drawings and plotting.</td>
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<tr>
<td>WELD1130</td>
<td>Metallurgy I</td>
<td>L/M 40</td>
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<td></td>
<td>Prerequisite: WELD1100.</td>
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<td></td>
<td>Study of the production of metals, methods of identification, properties of metals, methods of metallurgical examination, mechanical testing and chemistry of welding.</td>
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<tr>
<td>WELD1135</td>
<td>Advanced OA &amp; Plasma Cutting</td>
<td>L/M 10</td>
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<td></td>
<td>Prerequisite: WELD1119.</td>
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<td></td>
<td>Theory of the Plasma Arc Cutting process and advanced laboratory exercises to include the use of automated equipment.</td>
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<tr>
<td>WELD1139</td>
<td>Welding Measurement &amp; Layout</td>
<td>L/M 30</td>
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<td>30 4</td>
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<td></td>
<td>Prerequisite: WELD1100.</td>
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<tr>
<td></td>
<td>Explanation of layout procedures used in the welding and fabrication industry.</td>
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<tr>
<td>WELD1140</td>
<td>Metallurgy II</td>
<td>L/M 30</td>
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<td>Prerequisite: WELD1130.</td>
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<td></td>
<td>Study of the structure of metals, heat treatment and welding, and the control of stresses in welding.</td>
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<tr>
<td>WELD1143</td>
<td>Pipe Welding &amp; Cutting</td>
<td>L/M 30</td>
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<td></td>
<td>Prerequisites: WELD1113, WELD1119, WELD1139.</td>
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<td></td>
<td>Study and practical applications in pipe welding and cutting. Includes pattern making, layout, cutting, fitting, and welding.</td>
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<tr>
<td>WELD1144</td>
<td>GTAW Theory</td>
<td>L/M 20</td>
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<td>Prerequisite: WELD1100.</td>
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<td></td>
<td>Study of Gas T ungsten Arc Welding theory, safety, principles, applications, procedures, and welding practices. Study and use of tungsten electrodes, filler wires, shielding gases, and power source selection and set-up.</td>
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<tr>
<td>WELD1148</td>
<td>GTAW (Mild Steel)</td>
<td>L/M 15</td>
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<td>75 4</td>
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<td>Prerequisite: WELD1144.</td>
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<tr>
<td></td>
<td>Welding of carbon steel with the Gas T ungsten Arc Welding process in all positions and on various joint configurations.</td>
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<tr>
<td>WELD1149</td>
<td>GTAW (SS &amp; AL)</td>
<td>L/M 10</td>
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<td>60 3</td>
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<td>Prerequisite: WELD1144.</td>
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<tr>
<td></td>
<td>Welding of stainless steel and aluminum with the Gas T ungsten Arc Welding process in all positions and on various joint configurations.</td>
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<tr>
<td>WELD1174</td>
<td>Machine Tool Welding</td>
<td>L 10</td>
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<td>Prerequisite: MACH1225.</td>
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<td></td>
<td>Basic welding and pr actice in joining metals together. Preparation for MACH1225 Materials of Industry.</td>
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<tr>
<td>WELD1178</td>
<td>Motorcycle Welding</td>
<td>L 20</td>
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<td>60 4</td>
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<td></td>
<td>Theory and pr actical application of arc and oxyacetylene welding as applied to the motorcycle field.</td>
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<td>WELD1252</td>
<td>GMAW (SS &amp; AL)</td>
<td>L 20</td>
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<td>Prerequisite: WELD1122.</td>
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<td></td>
<td>Theory and practical exercises using the Gas Metal Arc Welding process in the welding of stainless steel and aluminum.</td>
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<td>WELD1271</td>
<td>Special Welding Applications</td>
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<td>Prerequisite: WELD1100.</td>
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<td>Course requirements and objectives arranged with program chair.</td>
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<td>WELD1272</td>
<td>Special Welding Applications</td>
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<td>30 2</td>
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<td>Prerequisite: WELD1100.</td>
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<td>Course requirements and objectives arranged with program chair.</td>
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<td>WELD1273</td>
<td>Special Welding Applications</td>
<td>L 10</td>
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<td>60 3</td>
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<td>Prerequisite: WELD1100.</td>
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<td>Course requirements and objectives arranged with program chair.</td>
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<tr>
<td>WELD1274</td>
<td>Special Welding Applications</td>
<td>L 10</td>
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<td>90 4</td>
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<td></td>
<td>Prerequisite: WELD1100.</td>
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<td>Course requirements and objectives arranged with program chair.</td>
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<tr>
<td>WELD1275</td>
<td>Special Welding Applications</td>
<td>L 10</td>
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<td>120 5</td>
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<td>Prerequisite: WELD1100.</td>
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<td>Course requirements and objectives arranged with program chair.</td>
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<tr>
<td>WELD2250</td>
<td>FCAW</td>
<td>L/M 15</td>
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<td>75 4</td>
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<td></td>
<td>Prerequisite: WELD1122.</td>
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<tr>
<td></td>
<td>Study of the Flux Cored Arc Welding process theory and laboratory exercises using the process in all positions and on various joint configurations.</td>
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<tr>
<td>WELD2254</td>
<td>Welding Codes &amp; Standards</td>
<td>L/M 25</td>
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<td>25 - 2.5</td>
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<td>Prerequisites: WELD1140, WELD1177, WELD1122, WELD1128, WELD1144.</td>
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<td>Study of welding codes and standards required f or the qualification and certification of welding personnel.</td>
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<td>WELD2256</td>
<td>Welder Pre-Qualification</td>
<td>L/M 25</td>
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<td>Prerequisite: WELD2254.</td>
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<td>Practice of techniques and procedures within established codes and standards in preparation for taking a qualification test.</td>
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<tr>
<td>WELD2258</td>
<td>Welder Qualification / Certification</td>
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<td>Prerequisite: WELD2256.</td>
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<td></td>
<td>Student qualification/certification tests in structural and/or pipe welding in compliance with the code and/or standards of American W elding Society, American Society of Mechanical Engineers or recognized codes and standards of industry.</td>
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</tbody>
</table>

= Course also offered On-line.
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 11-member Board of Governors, 10 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
  8541 A Street • Lincoln, NE 68520

- **Baker, Darryl** - District 3
  1600 South Ninth • Beatrice, NE 68310

- **Feit, Robert J.**, Secretary - District 3
  PO Box 106 • Pickrell, NE 68422

- **Garver, James J.**, At Large
  815 Elmwood Ave. • Lincoln, NE 68510

- **Griffin, Helen E.** - District 5
  901 S 51st Street • Lincoln, NE 68510

- **Helden, Ed C.**, Treasurer - District 2
  RR 1, Box 117 • Sterling, NE 68443

- **Johnson, Ruth M.** - District 4
  819 North 33rd Street • Lincoln, NE 68503

- **Merryman, Doug** - District 1
  808 Road P • Geneva, NE 68361

- **Schluckebier, Lynn**, Vice Chair - District 1
  215 East Jackson Avenue • Seward, NE 68434

- **Seim, Nancy A.**, Chair - District 4
  2515 North 76th Street • Lincoln, NE 68507

- **Watermeier, Gene** - District 2
  646 South 22 Road • Unadilla, NE 68454

- **Ottmann, Steve**, Faculty Representative
  SCC Lincoln Campus • Lincoln, NE 68520
### Administrative / Professional

Robert J. Aguilar, Superintendent, Physical Plant Director, Southeast High School, Lincoln, NE 1960 Master Plumber 1972


Bill E. Backes, Student Activities Coordinator BS, Kearney State College, Kearney, NE 1966

Lori Ball, Admissions Representative BS, University of Nebraska, Lincoln, NE 1985

Catherine A. Barfinger, Director, Learning Resource Center MA, Mount Marty, Yankton, SD 1971 MA, University of South Dakota, Vermillion, SD 1975

Mary Bartels, Academic Adviser BA, University of Nebraska, Lincoln, NE 1971

Kay Bartels-Elland, Admissions Representative BA, Doane College, Crete, NE 1998

Kenton Baughman, John Deere Trainer Level III Automotive Certification, Flint Hills Area Vo-Tech, Emporia, KS 1977

AAA, Colby Community College, Colby, KS 1978 BS, Metropolitan Community College, Kansas City, KS 1979 MS, Pittsburg State University, Pittsburg, KS 1980

Mark Baylis, Testing Center Coordinator BA, Siena Heights, Adrian, MI 1992 MA, Siena Heights, Adrian, MI 1996

Jeff Brei, Food Service Assistant Manager AA, Northeast Community College, Norfolk, NE 2002

Sean Brei, Food Service Assistant Manager AA, Southeast Community College, Lincoln, NE 2004

Chris Buckman, John Deere Program Technician BS, Pittsburg State University, Pittsburg, KS 1979

Carol Butler, Staff Development Coordinator BS, Kearney State College, Kearney, NE 1979 MS, Colorado State University, Fort Collins, CO 1983

Donald L. Bynum, 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-Lincoln 1973

Mona A. Callies, Dean, Continuing Education MAE, University of Nebraska, Lincoln, NE 1968

BS, Wayne State College, Wayne, NE 1963

Robert F. Kluge, Career Counselor/Assessment Specialist, Masters School for International Training, MA, University of Nebraska, Lincoln, NE 2000

Susan Kash-Brown, Assistant Director, ESL MA, Doane College, Crete, NE 2005

Sarah Jones, Bookstore Manager BS, University of Nebraska, Lincoln NE 1973

Amy J. Jones, Admissions Officer, Continuing Education Program BS, Peru State College, Peru, NE 1991

Robert J. Kuehler, Director, Physical Plant Maintenance MA, University of Nebraska, Lincoln, NE 1971

Susan Larsen, Assistant Director of Continuing Education Health Occupations RN, Diploma, Nebraska Methodist Hospital School of Nursing, Omaha, NE 1977

Rosemary J. Machacek, Director of Development and Alumni Relations BS, Doane College, Crete, NE 1999 MA, Southern Illinois University, Carbondale, IL 1970 MA, University of Nebraska, Lincoln, NE 1973

Jerry Alan Magorian, Director, Continuing Education/Trades & Industry/Customized Training Services AAS, Southeast Community College, Milford, NE 1974

Barry R. Masin, Assistant Campus Director BS, University of Nebraska, Lincoln, NE 1973

Geraldine Mason, Testing Center Specialist BS, Iowa State University, Ames, IA 1987

Rachel J. Mason, Student Activities Coordinator BS, Kearney State College, Kearney, NE 1981

Douglas Meyer, Admissions Representative BS, University of Nebraska, Lincoln, NE 1990

Mary Lou Mtten, Assistant Director/Counselor for TRIO/Student Support Services MA, University of Nebraska, Lincoln, NE 1975 MS, Wayne State College, Wayne, NE 1994

Joyce Lubeck, Associate Director, Financial Aid AAS, Southeast Community College, Lincoln NE 2004

Bill, Bellevue University, Omaha, NE 2007

Timothy Mittan, Director, Entrepreneurship Center BS, Peru State College, Peru, NE 1986 MA, Doane College, Crete, NE 2007

Robin M. Moore, Dean, Student Services Enrollment and Registration BS, University of Nebraska, Lincoln, NE 1984

Kelly Morgan, Assistant Director, Continuing Education AAS, Southeast Community College, Beatrice, NE 1990

Robert D. Morgan, Assistant Campus Director/Director of Distance Learning BS, University of Nebraska, Lincoln, NE 1980 MA, University of Nebraska, Lincoln, NE 1995

Clinton Munson, John Deere Trainer Level I BS, Southern Illinois University, Carbondale, IL 2004

Janet C. Nason, Director, Accounting and Finance BS, University of Nebraska, Lincoln, NE 1988

Emerson "Lyle" Neal, Vice President for Technology/Campus Director BA, Evangel College, Springfield, MO 1971

Susan Nolte, Dean, Health Occupations BSN, Creighton University, Omaha, NE 1968 MSN, University of Washington, Seattle, WA 1974

Patrick O'Neill, Career Adviser/Assessment Specialist BS, University of Nebraska, Lincoln, NE 1991

Stuart Ostertag, Administrative Director, Public Information and Marketing BS, Northwestern State University, Maryville, MO 1983

Byron Park, Financial Aid Associate Director BA, Southeast Community College, Beatrice, NE 2004

Ryan Pearson, John Deere Training Program BS, University of Missouri, Columbia, MO 2006

Mike Pegram, Academic Advisor BA, Truman State University, Kirksville, MO 1997 MS, Western Illinois University, Macomb, IL 2000

Gregory B. Peters, Career Adviser/Assessment Specialist BS, University of Nebraska, Lincoln, NE 1972 MA, University of Nebraska, Lincoln, NE 1974

Frederick J. Petsch, Director, John Deere Training AAS, Southeast Community College, Milford, NE 1979

BS, University of South Dakota, Vermillion, SD 1975

Janak Patel, Director, Learning Resource Center MA, Doane College, Crete, NE 1996

James Presley, John Deere Trainer Level I AAS, Northwest MS Community College, Senatobia, MS 1976
JULY 1, 2008–JUNE 30, 2009

Danna Bacon, Instructor, Human Services
AAS, Southeast Community College, Lincoln, NE 1996
BA, Doane College, Crete, NE 1999
Tiffiny Bailey, Instructor, Medical Laboratory Technology
AAS, Southeast Community College, Lincoln, NE 1992
BA, Doane College, Crete, NE 2003
Scot Baille, Instructor, Business Administration
AAS, Southeast Community College, Milford, NE 1982
BS, Peru State College, Peru, NE 1984
MBA, AEDL, University of Phoenix, Phoenix, AZ 2004
Doris Amanda Baron, Program Co-Chair/Instructor, Humanities/Spanish
BA, Santo de Bogotá-Colombia, South America 1983
MA, Santo de Bogotá-Colombia, South America 1998
PhD, University of Nebraska, Lincoln, NE 1999
Charles D. Barringer, Instructor, Mathematics and Statistics
BA, Nebraska Wesleyan University, Lincoln, NE 1970
MT, University of Nebraska, Lincoln, NE 1972
EdD, University of Nebraska, Lincoln, NE 1976
Steven E. Bassett, Program Co-Chair/Instructor, Anatomy and Physiology
BA, Hastings College, Hastings, NE 1978
MS, Kearney State College, Kearney, NE 1982
Kara Baxter, Instructor, Music/Humanities
MA, University of Colorado, Boulder 2001
MA, Roosevelt University, Chicago, IL 2003
Dennis W. Bauman, Instructor, Automotive Technology
AAS, Southeast Community College, Milford, NE 1964
Howard D. Bay, Instructor, Welding Technology
AA, Nebraska Vocational Technical School, Milford, NE 1968
William C. Beltz, Program Chair/Instructor, Academic Education/Business Administration
BA, Wayne State College, Wayne, NE 1970
MT, University of Nebraska, Lincoln, NE 1981
Michael P. Berg, Instructor, Machine Tool Technology
AAS, Southeast Community College, Milford, NE 1983
Nichole Bernen, Instructor, Dental Assisting Diploma, Southeast Community College, Lincoln, NE 2003
Linda A. Bettinger, Program Co-Chair/Instructor, Microcomputer Technology
BA, Nebraska Wesleyan University, Lincoln, NE 1976
MA, University of Nebraska, Lincoln, NE 1978
Janis K. Bible, Program Chair/Instructor, Medical Laboratory Technology
BA, Doane College, Crete, NE 1968
MT (ASCP), Lincoln General Hospital School of Medical Technology, Lincoln, NE 1969
Sheri Blok, Instructor, Speech
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 Bois, Instructor, Heating, Ventilation, Air Conditioning, & Refrigeration Technology
HVACR Degree, Redwing Area Vocational Technical Institute, Red Wing, MN 1981
BA, Concordia University, Seward, NE 1989
John Bockoven, Instructor, Machine Tool Technology
AAS, Southeast Community College, Milford, NE 1990
Donald L. Bossung, Instructor, Microcomputer Technology
Diploma, Southeast Community College, Lincoln, NE 1983
AAS, Southeast Community College, Lincoln, NE 1999
Leater E. Breidensteine, Instructor, Diesel Technology
AAS, Southeast Community College, Milford, NE 1972
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

Dean A. Bruna, Instructor, Automotive Technology and Diesel Technology- Truck
AAS, Southeast Community College, Milford, NE 1976

Alan W. Brunkow, Program Chair/Instructor, Electrical & Electronics Technology
AAS, Southeast Community College, Milford, NE 1980

Tracy Buch, Instructor, Clinical Radiologic
AAS, Washburn University, Topeka, KS 1996

Paul J. Buell, Instructor, Architectural-Engineering Technology
AAS, Southeast Community College, Milford, NE 1980

Amanda Burman, Instructor, Dental Assisting
BS, University of Nebraska, Lincoln, NE 2003
diploma, Southeast Community College, Lincoln, NE 2005

J. Michael Burdic, Instructor, Welding Technology
AAS, Southeast Community College, Lincoln, NE 1980

Gregory M. Burroughs, Program Chair/Instructor, Fire Protection Technology
AA, St. Clair Community College, Rock Island, CA 1990

BS, California State University, Sacramento, CA 1993

Rebecca M. Burt, Instructor, Life Sciences
BA, Chadron State College, Chadron, NE 1984

BS, University of Nebraska, Omaha, NE 1988

Doris L. Buttel, Instructor, Business Administration
BA, Kearney State College, Kearney, NE 1970

MGB, University of Nebraska, Lincoln, NE 1971

William C. Campbell, Instructor, Social Sciences
BS, University of Nebraska, Lincoln, NE 1974

MGB, Peru State College, Peru, NE 1988

Roxana Calin, Instructor, Psychology
AA, Miami-Dade Community College, Miami, FL 1983

BA, Florida International University, Miami, FL 1986

MC, Arizona State University, Tempe, AZ 1990

Roger Carpenter, Instructor, Physics/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 1991

Andrew Case, Instructor, Math/Science
BSN, University of Nebraska Medical Center, Omaha, NE 1972

MSN, University of Nebraska Medical Center, Omaha, NE 1999

Erin C. Caudill, Instructor, Food Service/Hospitality
BA, University of Nebraska, Lincoln, NE 1973

BS, University of Nebraska, Lincoln, NE 1975

MA, University of Nebraska, Lincoln, NE 1979

Bridget Christie, 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

Sheri Christensen, Instructor, Physics – Academic Education
AA, Southeast Community College, Lincoln, NE 1982

BS, University of Nebraska, Lincoln, NE 1984

MEd, Concordia University, Seward, NE 2007

Kevin Christiansen, Instructor, Horticulture
BS, University of Nebraska, Lincoln, NE 1991

Lois E. Cockerham, Instructor, Food Service/Hospitality
BS, University of Nebraska, Lincoln, NE 1975

Certificate, Southeast Community College, Lincoln, NE 1982

Joyce Colombe, 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

Tracy Cori, Instructor, Business Administration Program
AAS, Hamilton College, Lincoln, NE 1994

BA, Doane College, Crete, NE 2001

Masters of Professional Accountancy, University of Nebraska, Lincoln, NE 2002

Roxanne Coulter, Instructor, Business Information Technology
AAS, Peru State College, Peru, NE 1977

BS, University of Nebraska, Lincoln, NE 1979

MSS, University of Nebraska, Lincoln, NE 1989

Lori Crawford, Instructor, Practical Nursing
BSN, University of NE Medical Center, Omaha, NE 2001

MSS, Nebraska Wesleyan University, Lincoln, NE 2008

Kelly Cummins, Instructor, Respiratory Care
AAS, Southeast Community College, Lincoln, NE 2004

BS, Wayne State College, Wayne, NE 1996

Paul Cummins, Instructor, Electrical and Electronic Technology
AAS, Southeast Community College, Lincoln, NE 1994

Patricia Danenbrin, Instructor, Mathematics
BS, Lincoln University of Missouri, Jefferson City, MO 1972

MA, University of Nebraska, Lincoln, NE 1994

Beth Deinert, Instructor, Academic Education/Business Administration
BS, University of Nebraska, Lincoln, NE 1992

MSS, University of Nebraska, Lincoln, NE 1997

PhD, University of Nebraska, Lincoln, NE 2007

Linda Delgado, Instructor, Coding Certificate
BS, Chadron State College, Chadron, NE 1973

ART, American Medical Record Association 1982

Danny DeLong, Instructor, English
BA, Kearney State College, Kearney, NE 1969

MSS, University of Nebraska, Kearney, NE 1995

Michael DeWitt, Instructor, Radiologic Technology
AAS, Southeast Community College, Lincoln, NE 1999

BS, Bellevue University, Bellevue, NE 2005

Sharon K. Deuster, Program Co-Chair/Instructor, Business Information Technology & Business Administration
BA, Nebraska Wesleyan University, Lincoln, NE 1969

MSS, University of Nebraska, Lincoln, NE 1991

Hilary A. Dickenson, Instructor, Computer Programming Technology
AAS, Southeast Community College, Milford, NE 1983

Carla Dorman, Instructor, Land Surveying/Civil Engineering Technology
AAS, Southeast Community College, Milford, NE 1990

Mary Douglass, Instructor, Speech & Theater
BS, University of Nebraska, Lincoln, NE 1998

MSS, University of Nebraska, Lincoln, NE 1998

PhD, University of Nebraska, Lincoln, NE 1998

Richard L. Douglass, Instructor, Agriculture
BS, University of Nebraska, Lincoln, NE 1965

MSS, University of Nebraska, Lincoln, NE 1968

PhD, University of Nebraska, Lincoln, NE 1971

Cheri Drago, Instructor, Business Administration
AA, Johnson County Community College, Overland Park, KS 1988

BS, Avila College, Kansas City, MO 1991

MBA, Doane College, Crete, NE 1996

Mark A. Duffek, Instructor
BA, Avila College, Kansas City, MO 1972

AA, Johnson County Community College, Olathe, KS 1988

PhD, University of Missouri, Columbia, MO 2000

MSS, University of Nebraska, Lincoln, NE 1997

Dorien D. Freeland, Instructor, Physics/Mathematics
BA, Doane College, Crete, NE 1965

MSS, University of Nebraska, Lincoln, NE 1974

Mark Fuentes, Instructor, Mathematics
BS, Regis College, Denver, CO 1969

MA, University of Nebraska, Lincoln, NE 1980

MS, University of Nebraska, Lincoln, NE 1982

Gene L. Furry, Instructor, Automotive Technology
Diploma, Southeast Community College, Milford, NE 1973

John D. Gabehouse, Program Chair/Instructor, Machine Tool Technology
AAS, Nebraska Vocational Technical College, Milford, NE 1970

John D. Gabelhouse, Program Chair/Instructor
AAS, Southeast Community College, Milford, NE 2005

Denise Elmer, Instructor, Humanities/Speech
ADN, Kellogg Community College, Battle Creek, MI 1982

BS, University of Mary, Bismarck, ND 1998

MS, North Dakota State University, Fargo, ND 2000

Wayne A. Embree, Instructor, GM Automotive Service Education Program (ASEP)
NOCTI, University of Nebraska, Kearney, NE 1992

Karen Emerson, Instructor, Business Information Technology
BS, University of Nebraska, Lincoln, NE 1978

MEd, Doane College, Crete, NE 2007

Pat Enlowenssen, Instructor, Early Childhood Education
BS, University of Nebraska, Lincoln, NE 1970

Elizabeth England, Instructor, Humanities/Art
BS, Nebraska Wesleyan University, Lincoln, NE 1995

MFA, University of Wisconsin, Madison, WI 1998

Michael Estes, Instructor, Heating, Ventilation, Air Conditioning, & Refrigeration Technology
BS, Kansas State University, Manhattan, KS 1970

MSS, University of Nebraska, Lincoln, NE 1997

Daniel Everhart, Instructor, Developmental English
BA, Drake University, Des Moines, IA 1990

MA, Drake University, Des Moines, IA 1993

Kimberly A. Fangman, Instructor, English
BA, Brier Cliff College, Sioux City, IA 1988

BA, The University of Iowa, Iowa City, IA 1989

Barbara Fechner, Instructor, Business Administration
AS, Community College of Denver, Denver, CO 1971

BS, Metro State College, Denver, CO 1975

MBA, University of Texas, El Paso, TX 1995

John W. Fiedler, Program Chair/Instructor, Electronic Systems Technology
Diploma, Lincoln High School, Lincoln, NE 1971

Kelly Findley, Program Co-Chair Radiologic Technology
AAS, University of Nebraska Medical Center, Omaha, NE 1979

BS, Bellevue University, Bellevue, NE 2005

Damon Fogel, Instructor, Anatomy/Physiology/Biology
BS, University of Nebraska, Omaha, NE 1997

MA, University of Nebraska, Omaha, NE 2000

Dorien D. Freeland, Instructor, Physics/Mathematics
BA, Doane College, Crete, NE 1965

MSS, University of Nebraska, Lincoln, NE 1974

Mark Fuentes, Instructor, Mathematics
BS, Regis College, Denver, CO 1969

MA, University of Nebraska, Lincoln, NE 1980

MS, University of Nebraska, Lincoln, NE 1982

Gene L. Furry, Instructor, Automotive Technology
Diploma, Southeast Community College, Milford, NE 1973

Mary "Pat" Gaitz, Instructor, Business Administration
BS, University of Nebraska, Lincoln, NE 1983

MA, University of Nebraska, Lincoln, NE 1995

Joannette Gallagher, Instructor, Speech
BS, Kearney State College, Kearney, NE 1987

MSS, Kearney State College, Kearney, NE 1989

Deborah Gasparo, Instructor, Business Administration
BA, Tulane University, New Orleans, LA 1997

MBA, Tulane University, New Orleans, LA 2000

Elizabeth Gausman, Instructor, Early Childhood Education
BS, University of Minnesota, Twin Cities, MN 1979

Casey Glassburner, Instructor, Surgical Technology
AAS, Southeast Community College, Lincoln, NE 2005

Mark Goes, Instructor, Agriculture Business & Management Technology
BS, University of Nebraska, Lincoln, NE 1986

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Information on these pages provided by: The Southeast Community College Office of Human Resources.
Randal L. Goldsmith, Instructor, Electrical & Electromechanical Technology
AAS, Southeast Community College, Milford, NE 1983

Jeanette M. Goodwin, Program Chair/Instructor, Medical Assisting
Diploma, St. Vincent's Hosp. School of Nursing, Dubuque, IA 1980
BS, University of Nebraska, Lincoln, NE 1980
BSN, University of Nebraska, Lincoln, NE 1972

Edward Janousek, Instructor, Food
AAS, Southeast Community College, Milford, NE 1983

James Gustafson, Instructor, Spanish
BA, University of Nebraska, Lincoln, NE 1993
MA, Purdue University, West Lafayette, IN 1995
PhD, University of Nebraska, Lincoln, NE 2007

Linda C. Jaeger, Instructor, Business Information Technology
AAS, Southeast Community College, Lincoln, NE 1986

Joseph J. Jones, Program Chair/Instructor, Social Sciences
BA, Doane College, Crete, NE 2000
MA, Doane College, Crete, NE 2004

James Jasinski, Instructor, Personal Truck Driver Training
Diploma, Lincoln Northeast High School, Lincoln, NE 1964
Nebraska CDL

Bethanie Grass, Instructor, Early Childhood Education
BS, Chadron State College, Chadron, NE 1991

Lyle Gruntorad, Instructor, Professional Truck Driver Training
Diploma, Malcolm High School, Malcolm, NE 1958

James Kollars, Instructor, Machine Tool Technology
AAS, Southeast Community College, Milford, NE 1981

Veronica Jones-Aki, Instructor, Human Services
AAS, Southeast Community College, Lincoln, NE 1991

Douglas A. Johnson, Instructor, Business Administration
AAS, Nebraska Wesleyan University, Lincoln, NE 1973

Keith E. Jones, Instructor, Diesel Technology: Truck Driving
Diploma, Central Community College, Hastings, NE 1972

Bethanie Grass, Instructor, Early Childhood Education
BS, Chadron State College, Chadron, NE 1991

Mick Hutcheson, Instructor, Motorcycle, ATV, & Personal Watercraft Technology
AAS, Southeast Community College, Milford, NE 1986

Jeanine Jewell, Instructor, English
AAS, Southeast Community College, Lincoln, NE 1985

Jeanine Jewell, Instructor, English
BA, Doane College, Crete, NE 1990

Karen A. Koch, Instructor, Architectural-Engineering Technology
AAS, Southeast Community College, Milford, NE 1994

Joshua Koch, Instructor, Diesel Technology: Truck Driving
AAS, Southeast Community College, Milford, NE 1999

Lawrence Koch, Instructor, Diesel Technology: Truck Driving
AAS, Southeast Community College, Milford, NE 2004

Julie Kohtz, Instructor, Computer Programming
BA, Regis University, Denver, CO 1990

Richard Koch, Instructor, Business Information Technology
AAS, Southeast Community College, Milford, NE 1999

Julie Kohtz, Instructor, Computer Programming
BA, University of Nebraska, Lincoln, NE 1982

Karen A. Koch, Instructor, Architectural-Engineering Technology
AAS, Southeast Community College, Milford, NE 1998

Keith E. Jones, Instructor, Diesel Technology: Truck Driving
BA, University of Nebraska-Cornell College, Lancaster, NE 1981

Randall Koch, Instructor, Machine Tool Technology
AAS, Southeast Community College, Milford, NE 1999

Thomas A. Hohman, Instructor, Diesel Technology
AAS, Fairbury Junior College, Fairbury, NE 1974

Audrey A. Hooper, Instructor, Medical Assisting
Diploma, St. Lawrence Hospital, Grand Island, NE 1986

Douglas A. Johnson, Instructor, Business Administration
AAS, Nebraska Wesleyan University, Lincoln, NE 1973

Keith E. Jones, Instructor, Diesel Technology: Truck Driving
Diploma, Central Community College, Hastings, NE 1972

Veronica Jones-Aki, Instructor, Human Services
BA, Rider University, Lawrenceville, NJ 1979

Kim Jorden, Instructor, Agriculture Business & Management Technology
Certificate, Fairbury Junior College, Fairbury, NE 1971

Bailey Grass, Instructor, Early Childhood Education
BS, University of Nebraska, Lincoln, NE 1990

Douglas A. Johnson, Instructor, Business Administration
AAS, Nebraska Wesleyan University, Lincoln, NE 1973

Keith E. Jones, Instructor, Diesel Technology: Truck Driving
Diploma, Central Community College, Hastings, NE 1972

Veronica Jones-Aki, Instructor, Human Services
BA, Rider University, Lawrenceville, NJ 1979

Kim Jorden, Instructor, Agriculture Business & Management Technology
Certificate, Fairbury Junior College, Fairbury, NE 1971

Bailey Grass, Instructor, Early Childhood Education
BS, University of Nebraska, Lincoln, NE 1990

Douglas A. Johnson, Instructor, Business Administration
AAS, Nebraska Wesleyan University, Lincoln, NE 1973

Keith E. Jones, Instructor, Diesel Technology: Truck Driving
Diploma, Central Community College, Hastings, NE 1972

Veronica Jones-Aki, Instructor, Human Services
BA, Rider University, Lawrenceville, NJ 1979

Kim Jorden, Instructor, Agriculture Business & Management Technology
Certificate, Fairbury Junior College, Fairbury, NE 1971

Bailey Grass, Instructor, Early Childhood Education
BS, University of Nebraska, Lincoln, NE 1990
### SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Education Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russell Kreis</td>
<td>Instructor, Electronic Systems Technology</td>
<td>BS, Community College of the Air Force, 1992 AAS, Mississippi Gulf Coast Community College, Gulfport, MS, 1993 BS, University of Southern Mississippi, Hattiesburg, MS, 2004</td>
</tr>
<tr>
<td>Cynthia Kreps</td>
<td>Instructor, Health Occupations AAS</td>
<td>AAS, Southeast Community College, Lincoln, NE, 2004</td>
</tr>
<tr>
<td>Nancy M. Krumlend</td>
<td>Co-Instructor, Business Administration</td>
<td>BS, University of Nebraska, Lincoln, NE, 1975 MS, University of Nebraska, Lincoln, NE, 1979</td>
</tr>
<tr>
<td>Terry Kuebler</td>
<td>Instructor, Motorcycle, ATV, &amp; Personal Watercraft Technology Diploma, Southeast Community College, Lincoln, NE, 2001</td>
<td></td>
</tr>
<tr>
<td>George H. Matzen</td>
<td>Instructor, Manufacturing AAS</td>
<td>AAS, Southeast Community College, Lincoln, NE, 1980</td>
</tr>
<tr>
<td>Dan D. Masters</td>
<td>Program Chair/Instructor, Human Services BA</td>
<td>The State Technical University, Lubbock, TX, 1971</td>
</tr>
<tr>
<td>Sheryl L. Malchow</td>
<td>Instructor, Business AAS</td>
<td>AAS, Southeast Community College, Lincoln, NE, 1978</td>
</tr>
<tr>
<td>Karen K. Lay</td>
<td>Instructor, Business Information Technology BS</td>
<td>University of Nebraska, Lincoln, NE, 1975</td>
</tr>
<tr>
<td>Tony Landenberger</td>
<td>Program Co-Chair/Instructor, Business Information/Technology Diploma, Southeast Community College, Peru, NE, 1993 MEd, University of Nebraska, Lincoln, NE, 2001</td>
<td></td>
</tr>
<tr>
<td>Luann Larsen</td>
<td>Instructor, Psychology AAS</td>
<td>AAS, Southeast Community College, Lincoln, NE, 1982</td>
</tr>
<tr>
<td>Richard Mildenberger</td>
<td>Instructor, Microcomputer Technology</td>
<td>BS, University of Nebraska, Lincoln, NE, 1965</td>
</tr>
<tr>
<td>Rick D. Morphew</td>
<td>Program Chair/Instructor, Automotive Technology Diploma, Southeast Community College, Estherville, IA, 1972</td>
<td></td>
</tr>
<tr>
<td>Todd Morrell</td>
<td>Instructor, Chrysler Dealer Apprenticeship Program AA</td>
<td>Southeast Community College, Norfolk, VA, 1984</td>
</tr>
<tr>
<td>Julie MacDonald</td>
<td>Instructor, English BA</td>
<td>Rutgers University, New Brunswick, NJ, 1989 AAS, Southeast Community College, Lincoln, NE, 1987</td>
</tr>
<tr>
<td>Ken J. Lay</td>
<td>Instructor, Business Information Technology BS</td>
<td>University of Nebraska, Lincoln, NE, 1970</td>
</tr>
<tr>
<td>Kristin Lewis</td>
<td>Instructor, Respiratory Care BS</td>
<td>Midland Lutheran College, Fremont, NE, 1989</td>
</tr>
<tr>
<td>Patricia Loores</td>
<td>Instructor, Practical Nursing RN Diploma, Bryan School of Nursing, Lincoln, NE, 1990</td>
<td></td>
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<tr>
<td>BS, University of Nebraska, Lincoln, NE, 1990</td>
<td></td>
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</tr>
<tr>
<td>Wendy Love</td>
<td>Instructor, Architectural-Engineering Technology AAS</td>
<td>Southeast Community College, Milford, NE, 1998</td>
</tr>
<tr>
<td>Cora Ann Pennrosa</td>
<td>Instructor, Associate Degree Nursing BSN</td>
<td>University of Nebraska, Lincoln, NE, 1990 MS, University of Nebraska, Lincoln, NE, 1993</td>
</tr>
<tr>
<td>Jennifer Muller</td>
<td>Instructor, Visual Publications BA</td>
<td>University of Nebraska, Lincoln, NE, 2005</td>
</tr>
<tr>
<td>Donald P. Murmu</td>
<td>Program Chair/Instructor, Laboratory AAS</td>
<td>Dana College, Blaine, NE, 1972</td>
</tr>
<tr>
<td>Jerad Peterson</td>
<td>Instructor, Welding Technology AAS</td>
<td>Southeast Community College, Milford, NE, 2002</td>
</tr>
<tr>
<td>Sherry Noble</td>
<td>Instructor, Medical Laboratory Technology BS</td>
<td>Ohio State University, Columbus, OH, 1977 MS, Ohio State University, Columbus, OH, 1981</td>
</tr>
<tr>
<td>Gerald D. Norris</td>
<td>Instructor, Automotive Technology AAS</td>
<td>Southeast Community College, Milford, NE, 1981</td>
</tr>
<tr>
<td>Patricia Novak</td>
<td>Instructor, Business Administration BS, University of Nebraska, Lincoln, NE, 1968</td>
<td></td>
</tr>
<tr>
<td>Anita J. O'Hare</td>
<td>Instructor, General Education BS, University of Wyoming, Laramie, WY, 1970</td>
<td></td>
</tr>
<tr>
<td>Francine M. Oran</td>
<td>Instructor, Medical Assisting Medical Assistant, Diploma, Institute of Medical-Dental Technology, Mesa, AZ, 1982</td>
<td></td>
</tr>
<tr>
<td>Steven B. Ottmann</td>
<td>Instructor, Mathematics/Physics BS, University of Nebraska, Lincoln, NE, 1972</td>
<td></td>
</tr>
<tr>
<td>Mary Packard</td>
<td>Instructor, Sociology BA, Montmagnie College, Sioux City, IA, 1973</td>
<td></td>
</tr>
<tr>
<td>Susan Pallas</td>
<td>Instructor, Accounting BA, Chadron State College, Chadron, NE, 1987 MEd, University of Nebraska, Omaha, NE, 1997</td>
<td></td>
</tr>
<tr>
<td>Russel Kreis</td>
<td>Instructor, Business Information Technology BS, University of Nebraska, Lincoln, NE, 1975</td>
<td></td>
</tr>
<tr>
<td>John Deere Tech</td>
<td>Instructor, Electronic Systems Technology BA</td>
<td>Southeast Community College, Milford, NE, 1992</td>
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<td>Karen K. Lay</td>
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<td>University of Nebraska, Lincoln, NE, 2005</td>
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<tr>
<td>John Deere Tech</td>
<td>Instructor, Electronic Systems Technology BA</td>
<td>Southeast Community College, Milford, NE, 1992</td>
</tr>
</tbody>
</table>
Anthony Schafers, Instructor, Ford ASSET
BS, University of Nebraska, Kearney, NE 1989
MEd, University of Nebraska, Lincoln, NE 1994
Janice Poppenig, Instructor, Speech
BA, University of South Dakota, Vermillion, SD 1972
MA, University of Nebraska, Omaha, NE 1994
Gerard B. Placek, Instructor, Diesel Technology-
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
Glen Ray, Instructor, Microcomputer Technology
Diploma, Southeast Community College, Lincoln, NE 1977
AAS, Southeast Community College, Lincoln, NE 1999
Robert A. Redder, Instructor, Electronic Systems Technology
AAS, Southeast Community College, Milford, NE 1986
Sharon K. Rehn, Instructor, Surgical Technology
CST Diploma, Southeast Community College, Lincoln, NE 1981
ADN, College of Saint Mary, Omaha, NE 1984;
BS, University of Nebraska, Lincoln, NE 2001
Kent Reinhard, Instructor, Mathematics/Physics
BS, University of Nebraska, Lincoln, NE 1983;
BS, University of New Hampshire, Durham, NH 1989
Kenneth G. Reinisch, Program Chair/Instructor,
Electro-Electromechanical Technology
AAS, Southeast Community College, Milford, NE 1978
Doug Remzick, Instructor, John Deere Tech
AAS, Southeast Community College, Milford, NE 1981
Dienne Rienks, Instructor, Associate Degree Nursing
BSN, Midland Lutheran College, Fremont, NE 2002
MSN, Wesleyan University, Lincoln, NE 2004
Carolee 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
BA, 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 1983
MSN, University of Kansas Medical Center,
Omaha, NE 1996
Alan Rumbaugh, Instructor, Livestock Production
BS, Tarleton State University, Stephenville, TX 1989
Lynnette Sabatka, Instructor, Computer Aided Design Drafting
AAS, Southeast Community College, Lincoln, NE 1998
Kathryn Samuelson, Instructor, English
BA, University of Nebraska, Lincoln, NE 1969
MA, University of Nebraska, Lincoln, NE 1990
Jill H. Sand, Instructor, Respiratory Care
Certificate, Respiratory Care, Immanuel Medical Center, Omaha, NE 1998
BS, Midland Lutheran College, Fremont, NE 1997
Clifford L. Sawyer, Program Chair/Instructor,
Professional Truck Driver Training
GED, U.S. Marine Corps 1964
Anthony Schafers, Instructor, Ford ASSET
AAS, Southeast Community College, Milford, NE 1991
Mary L. Schiek, 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, VA 1992
BA, Wayne State College, Wayne, NE 1992
MA, University of Nebraska, Lincoln, NE 1998
Lynn Schlaik, Instructor, Agriculture Business & Management Technology
BS, University of Nebraska, Lincoln, NE 1980
Brent Schluckebier, Instructor, Electrical Technology
AAS, Southeast Community College, Milford, NE 1993
Debbie Schmuckler, Instructor, Mathematics
BS, University of Nebraska, Kearney, NE 1994
MS, University of Nebraska, Kearney, NE 1997
Renee S. Schneider, Instructor, Associate Degree Nursing
RN Diploma, Saint Joseph Mercy School of Nursing,
Sikeston, MO 1977
BSN, Nebraska Wesleyan University, Lincoln, NE 1992
MSN, University of Nebraska Medical Center,
Omaha, NE 1998
Eldon D. Schoonveld, Instructor, Auto Collision Repair Technology
AAS, Southeast Community College, Milford, NE 1972
Germaine A. Schreck-Kirby, Instructor, Food Services/Hospitality
Diploma, Des Moines Area Community College, Des Moines, IA 1978
BA, Doane College, Crete, NE 2006
Jo A. Schuster, Program Co-Chair/Instructor,
Electro-Electromechanical Technology
BS, Kearney State College, Kearney, NE 1983
Allen Scribner, Instructor, Building Construction Technology
Diploma, Lincoln Northeast High School, Lincoln, NE 1967
Rebecca J. Shacklett, Instructor, Human Services Diploma,
Lincoln General Hospital School of Nursing, Lincoln, NE 1969
BS, University of Nebraska, Lincoln, NE 1979
MS, University of Nebraska, Lincoln, NE 1994
MFS, Nebraska Wesleyan University, Lincoln, NE 2003
Craig Shaw, Instructor, Auto Collision Repair Technology
AAS, Southeast Community College, Milford, NE 1988
Preston D. Shirer, Instructor, History
BA, University of California, Santa Barbara, CA 1979
MA, California State University, Sacramento, CA 1981;
PhD, University of Nebraska, Lincoln, NE 2002
Holly Shoeemaker, Instructor, Business Administration
BS, University of the State of New York, Albany, NY 1996
MA, Golden Gate University, Sacramento, CA 1997
Vida M. Simon, Instructor, Microbiology/Biology
BS, West Virginia University, Morgantown, WV 1965
MS, West Virginia University, Morgantown, WV 1970
Jeff Slafer, Instructor, John Deere Tech
AAS, Southeast Community College, Milford, NE 1985
William H. Slater, Instructor, Agriculture Business & Management Technology
BS, Kansas State University, Manhattan, KS 1982
MS, Kansas State University, Manhattan, KS 1987
Eric Smith, Instructor, Mathematics
BS, University of Nebraska, Lincoln, NE 1994
MS, University of Nebraska, Lincoln, NE 1998
Matthew Smith, Instructor, Automotive Technology
AAS, Southeast Community College, Lincoln, NE 1999
Michael J. Stalker, Instructor, Electrical & Electromechanical Technology
BS, Southeast Community College, Milford, NE 1988
Loran A. Stara, Instructor, Building Construction Technology
AAS, Southeast Community College, Milford, NE 1983
Jody Starr, Instructor, Horticulture-Agriservice
BA, University of Nebraska, Lincoln, NE 1998
Mary C. Steinhausen, Instructor, Practical Nursing
RN, Bryan Memorial Hospital School of Nursing,
Lincoln, NE 1988
BSN, Nebraska Wesleyan University, Lincoln, NE 1993
MSN, Andrews University, Berrien Springs, MI 1997
Bruce Stephenson, Instructor, Anatomy & Physiology / Biology
BS, State University of New York, Cortland, NY 1991
MS, University of Massachusetts Dartmouth, North Dartmouth, MA 1994
John P. Stephenson, Instructor, Mathematics
BS, Wichita State University, Wichita, KS 1989
BS, Wichita State University, Wichita, KS 1994
Karen A. Stevens, Instructor, Practical Nursing
LPN, Metropolitan Community College, Omaha, NE 1975
ADN, University of Nebraska Medical Center,
Omaha, NE 1986
BSN, University of Nebraska Medical Center,
Omaha, NE 1989
MSN, Nebraska Wesleyan University, Lincoln, NE 2005
Paul Stevens, Instructor, Psychology
AA, McCook Community College, McCook, NE 1986
BA, University of Nebraska, Kearney, NE 1988
BS, Creighton University, Omaha, NE 1995
Edward A. Stich, Instructor, Agriculture Business & Management Technology
BS, University of Nebraska, Lincoln, NE 1965
BS, University of Nebraska, Lincoln, NE 2006
Norman Stimbert, Instructor, Microcomputer Technology
AAS, Southeast Community College, Lincoln, NE 1985
AAS, Southeast Community College, Lincoln, NE 2000
Doug Stoop, Program Co-Chair/Instructor, Business Administration
BS, University of Nebraska, Lincoln, NE 1978
MEd, University of Nebraska, Lincoln, NE 1980
Crystal L. Stroh, Instructor, Dental Assisting Diploma Dental Assisting, Southeast Community College,
Lincoln NE 1994
Beth Stubban, Program Chair/Instructor, Computer Programming Technology
Diploma, Southeast Community College, Milford, NE 1992
AAS, Southeast Community College, Milford, NE 1991
 Roxanne R. Stutzman, Instructor, Computer Programming Technology
AAS, Southeast Community College, Milford, NE 1979
Rose Suggett, Program Chair/Instructor, Psychology
BS, Peru State College, Peru, NE 1992
BA, University of Nebraska, Lincoln, NE 1995
MS, Madison University, Gulfport, MS 2004
Elmer Linn Sunderland, Instructor, Learning Center
BS, Kansas State University, Manhattan, KS 1969
MEd, University of Nebraska, Lincoln, NE 1970
Cynthia Surrounded, Instructor, Human Services Diploma Dental Assisting, Southeast Community College,
Lincoln NE 2003
Craig Shaw, Instructor, Auto Collision Repair Technology
AAS, Southeast Community College, Milford, NE 1988
Mary Jo Taylor, Program Chair/Instructor, Food Service/Hospitality
BS, University of Nebraska-Lincoln, Lincoln, NE 1972
BS, University of Nebraska-Lincoln, Lincoln, NE 1973
MA, University of Nebraska, Lincoln, NE 1989
Keith Tempel, Instructor, Deere Construction & Forestry Equipment Technology
AAS, Southeast Community College, Milford, NE 1992
Brad L. Thiel, Instructor, Human Services
BS, Nebraska Wesleyan University, Lincoln, NE 1973
MA, University of Nebraska, Lincoln, NE 1978
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

Debra L. Thomas, Instructor, Early Childhood Education
BA, University of Nebraska, Lincoln, NE 1974
MS, University of Nebraska, Lincoln, NE 1976

Lori Thompson, Instructor, Associate Degree
BA, University of Nebraska, Lincoln, NE 1995
BSN, Creighton University, Omaha, NE 1997

Stacy Thorpe, Instructor, Building Construction Technology
BA, Wayne State College, Wayne, NE 1995

Terri M. Tiedeman, Instructor, Academic Business Administration
BS, University of Nebraska, Lincoln, NE 1978
MED, University of Nebraska, Lincoln, NE 2007

Kevin Timoney, Instructor, Electrical & Electromechanical Technology
AAS, Southside Community College, Milford, NE 1991, 1992

Dennis Toalson, Instructor, Agrisbusiness
AAS, Southeast Community College, Milford, NE 1971
MED, University of Missouri, Columbia, MO 1981

Daniel L. Tonjes, Instructor, Electrical & Electronics Technology
AAS, Southeast Community College, Milford, NE 1979

Barbara Tracy, Instructor, English
BA, Bellevue University, Bellevue, NE 1989
BS, University of Nebraska, Lincoln, NE 1982

Helen Trotter, Instructor, Associate Degree Nursing Diploma, Central Community College, Hastings, NE 1995
BSN, Creighton University, Omaha, NE 1995

Kathleen J. Uribe, Program Chair/Instructor, Surgical Technology
BS, University of Nebraska Medical Center, Omaha, NE 2003

Mary Trumble, Program Chair/Instructor, Practical Nursing
LPN, Des Moines Area Community College, Ankeny, IA 1967
RN, St. Luke’s School of Nursing, Fargo, ND 1981
BSN, Mankato State University, Mankato, MN 1990
MSN, Nebraska Wesleyan University, Lincoln, NE 2003

John Tucker, Instructor, Radiologic Technology
AAS, Southeast Community College, Lincoln, NE 2002

Michael Tyrrell, Instructor, Agrisbusiness
BS, University of Nebraska, Lincoln, NE 1978
MS, University of Nebraska, Lincoln, NE 1983

Kevin Uhler, Instructor, Automotive Technology
AAS, Southeast Community College, Milford, NE 1995

Thomas Upton, Instructor, Business Administration
BA, University of Nebraska, Omaha, NE 1967
MA, Creighton University, Omaha, NE 1974

Kathleen J. Uribe, Program Chair/Instructor, Surgical Technology
CST Diploma, Lincoln Technical Community College, Lincoln, NE 1973

M. Sharlene Ellis, Account Clerk III – Business Office

Allan Allen, LRC Specialist/Media Services Technician – LRC

Support Staff

- Allan Allen, LRC Specialist/Media Services Technician – LRC
- Marilyn Baldwin, Maintenance Worker I – Physical Plant
- Stacey D. Barnard-Dorn, Executive Secretary – Campus Director’s Office
- Jared D. Barton, Maintenance Worker II – Physical Plant
- Jeanette Bean, Learning Resource Center Specialist – Campus Services
- Gary Beethe, Maintenance Worker I – Physical Plant
- Stacy Bell, 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 I. Blender, Secretary II – Academic Education
- John Blowers, Maintenance Worker I – Physical Plant
- Jessica Brooke, Secretary I, Admissions – Student Services
- Becky J. Brown, Computer Operator – Information Services
- Melinda A. Brown, Child Care Assistant Coordinator – Child Development Center
- Douglas Britz, Multi Media Specialist – Continuing Education
- Diane Brun, Food Service Worker – Cafeteria/Snack Bar
- Maria Bush, Secretary I – Academic Education
- Tobbie R. Campbell, Custodian II – Physical Plant
- Stephany A. Canning, Account Clerk III – Business Office
- Deb Cashen, Secretary I, Registration and Records – Student Services
- Richard Cashen, Shipping & Receiving Clerk – Business Office
- Dolores Cast, Account Clerk II – Business Office
- Harold Clover, Custodian II – Physical Plant
- Rev. Coleman, Information Systems Technician – Information Services
- Carolyn Cozine, Custodian I – Physical Plant
- Larry Cronk, Parts Store Manager – Transportation Services
- Maria Crisby, Admissions Technician – Student Services
- Donald D. Danekas, 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
- Ronda Egerling, LRC Media Production/Services Technician – LRC
- M. Sharlene Ellis, Account Clerk III – Business Office
- Bridget Erickson – Secretary I – Admissions
- Larry Enright, Custodian II – Physical Plant
- Nikki Escobar, Assistant Bookstore Manager – Student Services
- Dennis Euchir, Custodian I – Physical Plant
- William K. Evans, Computer Programmer – Information Services
- Erica Ferguson, Secretary II – Academic Education
- Marie Garber, Learning Resource Center Technician
- Shawn Geiszler, Custodian I – Physical Plant
- Gordon G. Goldsmith, Shipping & Receiving Clerk – Business Office
- Lori Goldsmith, Executive Secretary – Area Technology/Campus Office
- Mary Gordon, Secretary I – Financial Aid
- Jill Guarney, Executive Secretary – Human Resources
- Rodney Gustafson, Information Systems Technician – Information Services
- Patricia A. Haddow, Registration Technician – Student Services
- Ann M. Hajes, Secretary II – Student Services
- Myron Harre, Custodian II – Physical Plant
- Jim S. Hamilton, Custodian II – Physical Plant
- Tanya Hare, Account Clerk III – Business Office
- Allen Harris, Custodian II – Physical Plant
- Mary Ann Harms, Admissions Technician – Admissions
- Stacey Hartfeld, Fitness/Wellness Coordinator – Student Services
- Lynda R. Heiden, Executive Secretary – Area Office
- Donna HIV, Financial Aid Technician – Financial Aid
- Lacey Holan, Residential Services Manager – Student Services
- Reynaldo Huamancha, Custodian II – Physical Plant
- Shannon Ibarra, Baker – Cafeteria/Snack Bar
- Raymond Jantzen, Maintenance Worker I – Physical Plant
- Kandice Jurgens, Secretary I – TRIO Programs
- Brian Kohler, Custodian II – Physical Plant
- Kevin Kelly, Information Systems Technician – Information Services
Karen Killman, Teaching Lab Assistant II – Electronic/Computer Occupations
Erin Killman, Secretary I – Continuing Education
Angela King, Secretary I – Placement
Alexander E. Koch, Custodian I – Physical Plant
Jenny Kroger, Secretary II – Continuing Education
Mani W. Landel, Account Clerk I – Business Office
Eric Landkammer, Maintenance Worker II – Physical Plant
Rosemarie Lange, Secretary II – Health Occupations
Lacey Lohr, Secretary I, Registration and Records – Student Services
Mindy Lomori, Admissions Technician – Student Services
Ruth Lewis, Custodian I – Physical Plant
Theresa Lindle, Secretary I – Registration & Records
Brian J. Liska, Assistant Parts Store Manager – Transportation Occupations
Marilyn Love, Account Clerk III – Business Office
Leon S. Lovitt, Farm Manager – Agriculture/Laboratory Science Technology
Sandra McKinnon, Secretary I – Health Occupations
Jonathan Mager, Custodian I – Physical Plant
Sandra Miles, Assistant Bookstore Manager – Campus Services
Mark Martin, Food Service Worker – Cafeteria/Snack Bar
Noelle Geoghan, Secretary I – Continuing Education
Beth A. Naylor, Secretary II – Physical Plant
Corinne Neal, Registration Technician – Student Services
Siddig Noure, Teaching Lab Assistant – Microcomputer Technology
Wesley Oden, Maintenance Worker II – Physical Plant
Rosemary Olsen, Secretary I – Financial Aid
Donna Oldshue, Secretary I – Academic Education Division
Mark Overman, Custodian I – Physical Plant
Pamela S. Overman, Custodian II – Physical Plant
Lorraine Paika, Food Service Worker – Cafeteria/Snack Bar
Amy Parres, Financial Aid Technician – Student Services
Larry Peterson, Maintenance Worker II – Physical Plant
Patricia Peterson, LRC Specialist – LRC
Rhonda Petreti, Financial Aid Technician – Financial Aid
Brian Plantz, Press Operator – Print Shop
Charlene M. Prait, Secretary I – Registration & Records
Reidith A. Rediger, Computer Programmer – Information Services
S. Clark Rediger, Maintenance Worker I – Physical Plant
Shelaine J. Reese, Account Clerk II – Administrative Services
Marilyn Reil, Assistant Residential Services Manager – Student Services
Max Reis, Custodian I – Physical Plant
Karon A. Reitz, Executive Secretary – Campus Office
Brooke Robbins, Secretary I – Entrepreneurship Center
Denise Roth, Secretary II – Transportation Occupations
Duane Roth, Lead Programmer/Analyst – Information Services
Lora Roth, Account Clerk II – Purchasing
Jennifer Rupprech, Secretary I – Student Services
Scott Sanders, Maintenance Worker I – Physical Plant
James Sarsman, Custodian II – Physical Plant
Dennis D. Schmidt, Information Systems Technician – Information Services
Ross Schmidt, Information Systems Technician – Information Services
Kelly Schubauer, Secretary I, Admissions – Student Services
Doretta J. Schweitzer, Data Entry Clerk – Information Services
Bruce A. Schiwlow, Maintenance Worker II – Physical Plant
Janet Simmons, Secretary I – Public Information and Marketing
Lolo F. Seuggage II, Custodian I – Physical Plant
John Spellman, Maintenance Worker II – Physical Plant
Bruce Spiser, Parts Store Manager – Transportation Occupations
John Stabenow, Maintenance Worker II – Physical Plant
Joy Steckly, Account Clerk III – Business Office
Jason Steele, Custodian I – Physical Plant
Carrie Stollar, Child Development Group Supervisor – Child Development Center
Sandra L. Studnicka, Custodian II – Physical Plant
Gordon Stutzman, Maintenance Worker I – Physical Plant
Jolene Stutzman, Payroll Specialist – Business Office
Judith Stutzman, Custodian I – Physical Plant
Michelle M. Tafoya, Call Center Technician – Information Services
Richard L. Tetterow, Custodian II – Physical Plant
Bang Tran, Media Services Specialist – LRC
Nancy Travis, Secretary I – Business Occupations
Melissa Troyer, Financial Aid Technician – Financial Aid
Paul Turdy, Maintenance Worker II – Physical Plant
Eric Uzzo, Child Development Group Supervisor – Child Development Center
Daniel Vogt, Assistant Bookstore Manager – Student Services
Mancia VanAndel, Secretary I – Placement
Judy Voss, Secretary I – Campus Director’s Office
William R. Vossik, Custodian II – Physical Plant
Patricia A. Wagner, Secretary II – LRC
Gilbert Wallman, Custodian I – Physical Plant
Carolyn “Susie” Watson, Assistant Bookstore Manager – Student Services
Cheryl Watson, Accounting Clerk I – Campus Services
Richard Watson, Residential Services Manager – Student Services
Carol Wells, Secretary II – Student Services
Connie S. Wergin, Admissions Technician – Admissions
Sheri L. Wernsing, Child Development Group Supervisor – Child Development Center
Arlene J. Williams, Custodian I – Physical Plant
Randy Williams, Network Systems Technician – Information Services
Sally D. Wobig, Secretary II, Electronics & Computer Occupations
Patsy L. Wohlgemuth, Account Clerk III – Continuing Education
Michael Wood, Maintenance Worker I – Physical Plant
Beth H. Wootter, LRC Specialist – LRC
Cynthia Zimmerman, Secretary I – Physical Plant
Sharon Zuhlke, Food Service Coordinator – Cafeteria/Snack Bar
Information on these pages provided by: The Southeast Community College Office of Human Resources.
ADVISORY COMMITTEES

CONTINUING EDUCATION

ADULT BASIC EDUCATION-BEATRICE

Peggy Adam ............. Gage County Probation Office
Sonja Chavez ............ Blue Valley Community Action
Manuel DelBuhr ........ Health and Human Services
Jody Easter ............. Nebraska Workforce Development
Carla Meyer ............. Beatrice High School
Kelly Morgan ............. Southeast Community College
Tracy Posti ............. Beatrice High School
Laurene Riedesel ...... Beatrice Public Library
Cheryl Severance ....... Head Start
Karen Smith .......... Gage County Even Start
Matthew Starkey ........ Nebraska National Guard
Pat Timm ................. One Community Resource Center

ADULT BASIC EDUCATION-LINCOLN

Mike Balters .......... Stanley Senior Technologies
Vicki Bauer .......... Ex Officio
Dwight Brown ........... HUB
Steve Burack ........... Lincoln Northeast High School
Andrea Chandler ........ Nebraska Workforce Development
Liz Chandler ............ UCM
Sheri Cotter ........... City County Jail
Diane Dunning ........ Lincoln East High School
Michael Eiten ........... YWCA
Dr. Christy Horn .... University of Nebraska Lincoln
Dayna Kranawitter .... Carol Tooman Family Resource Center
Rosanne Liesveld ...... Gallop Corporation
Dave Matisko .......... Work USA
Modesta Puth ........... Asian Community Center
Carmela Sanchez De Jimenez ...... Hispanic Community Center
Jean Story .............. Eiseley Branch Library
Susan Tatsumi ......... Lincoln Housing Authority
Barbara Test ........... Division of Rehabilitation
Sue White ............... UNICORP

ENTREPRENEURSHIP CENTER

Chuck Clifford .......... State Farm Insurance
Matt Ferris ............... Ferris Financial Group
David Heffey ............. Meridian Consulting
Jim Krieger ............. Gallup, Inc.
Bill Larrington ........ SunOCO
Larry Morten ............. Morton Law Office
Sue Shamblin ........... Diet Center
Kathy Thornton .......... University of NE Center for Entrepreneurship
Lori Warner ............ Beatrice Area Chamber of Commerce
Sue Weishahn ............. TierOne Bank
Joseph Young .......... Dept of Economic Development

ACADEMIC TRANSFER

Jan Belotzky ............. Meridian School
Jason Bohning .......... Waverly High School
D’Vee Buss .......... UNL College of Business Administration
Cindy Cammack .... University of Nebraska
Beth Dunker ............. Tri County High School
Kevin Fields ............ Milford High School
Corinne Forbes .......... Raymond Central High School
George Gibson ........... Union College
David Goswick .......... Nebraska City High School
Dave Greatthoe .......... Seward High School
Janice Hadfield ........ Doane College
Anne Kopera ............ UNL - College of Arts & Sciences
Brenda LeVandero .... Lincoln East High School
Dave London ............ Lincoln High School
DiAnna Loy ............. Peru State College
Jan McChesney ......... Nebraska Wesleyan University
Carla Meyer ............. Beatrice High School
JoAnn Moseman .......... University of Nebraska
Jennifer Nelson .......... University of Nebraska
Jean Padmos .......... University of Nebraska at Omaha

AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY

Kelcy Sass ............. Lincoln Southeast High School
Jack Schinostock .... UNL College of Agricultural Sciences
Jeanne Stec ............. Cottey High School
Marlyn Voepelt ........ Lincoln Southwest High School
Bill Wrightman ........ Lincoln Northeast High School

AUTO COLLISION REPAIR TECHNOLOGY

Glen Beeman ............ Beeman Automotive
Shane Deatts ............ Allied Insurance
Lowell Ebner ............ Erb Body Shop
Brian Johnson .......... Redshaw Paint Supply
Doug Keller ............. Eustis Body Shop
Tom Menne .............. In-Line Collision Repair
Gail D. Nielsen ......... Nielsen Body Shop
Denny Parr ............... Sid Dillon
Greg Peterson .......... Carstar
Darin Pothoven .......... Auto Body Supply
Steve Rexroth .......... Miracle Workers Auto Collision Center
Tom Schonvold ......... State Farm Insurance
Bob Shidlof ............. Shidlof Body Shop
Tom Tracy, Jr .......... Tracy’s Body Shop
Steve Turner .......... Anderson Ford of Omaha
Tom Weimar ............. Intertech Collision Center

ASSOCIATE DEGREE NURSING & PRACTICAL NURSING

SuAnn Saffo ............. Beatrice Community Hospital & Health Center
Nancy Conner ........... Saint Elizabeth Medical Center
Carmen Draper, R.N. ....... AHN Alumni
Emily A. Firestone, LPN ...... Bryan/GH Medical Center
Michelle Hunter, R.N ........ Tabitha Health Care Services
Laura Lea ................. The Heartthorn
Judy McGee ............. Jefferson Community Health Center
Pat Meeherney, R.N .......... Tabitha Health Care Services
Pat Morin, R.N., Ph.D. ....... College of Saint Mary
Marina Price ............. Community Member
Catherine Vaghenik ...... Bryan/GH Medical Center
Ins WinklerHale .......... Community Member
Cinda Zimmer, MSN RN ...... Madonna Rehabilitation Hospital

BUILDING CONSTRUCTION TECHNOLOGY

Jim Andel ............... Andel Building Corp
Mark Bales ........... Advantage Remodeling
Mark Benjamin .......... BD Construction
Don Brestler ........... Brestler Construction Co.
Tom Busboom .......... Create Ready Mix
Jim Christo ............. Christo Design Build
Nadine Cordello ...... Home Builders Association of Lincoln
Dennis Emspillar .......... Emms Toth
Beki Ferguson ........... Stephens & Smith Construction
Steve Fulton ........... Fulton Construction
Reg Kester .......... Prairie Homes
Jerry Kessler .......... Jerry Kessler Construction
Petey Keyes .......... BD Construction-Keany
Royce Maynard .......... Dicon General Contractor
Wes Oestreich .......... Cheever Construction Co.
Jean Petch .......... AGC-Nebraska Builder Chapter
Roger Reynolds .......... Reynolds Design & Remodeling
Randy Rink .......... Stephens & Smith Construction
Dick Robison .......... Robison Design Build
Gary Schulz .......... Gary Schulz
Glen Shinaut .......... Basham Remodeling
Richard Shkolka ......... Aqua
Carson “Kit” Smith .... Ready Mixed Concrete Company
Dale Stertz .......... City of Lincoln

BUSINESS ADMINISTRATION

Nichole Allen .......... Exmark Manufacturing Co., Inc.
Carol Andringa .......... Lincoln Public Schools
Doreen Busboom ......... Mosiac
Elise Caspers .......... Caspers Construction
Lee Chaplin .......... K&A Heating & Cooling
Chuck Clifford .......... State Farm Insurance
Kathy Diekman .......... Knowledge Marketing
Joyce Gertman .......... University of Nebraska Press
Michael Johnson ......... Smith Hayes Financial Services Corp.
Jan Lehmkohl .......... Nebraska Department of Correctional Services
Ken Maddox .......... Kennewick Corporation
Erin Magnuson, CGB .......... CGB
Gary McCormick .......... Hy-Vee
Darcy Moran .......... Meyers & Associates
Larry Morten .......... Morton Law Office
Stephanie Perkins .......... Valentine’s
Carol Ringenberg .......... The Ringenberg Group
Stephanie Schultz .......... Union Bank & Trust
## SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

### ELECTRICAL TECHNOLOGY

<table>
<thead>
<tr>
<th>Name</th>
<th>Company/Institution</th>
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<tbody>
<tr>
<td>Terry Rohren</td>
<td>NE Dept of Education—Early Childhood Training Center</td>
</tr>
<tr>
<td>Julie Rose</td>
<td>Dimensions Early Education Programs</td>
</tr>
<tr>
<td>Pat Schmidt</td>
<td>Lincoln Public Schools</td>
</tr>
<tr>
<td>Deanna Turner</td>
<td>Trinity Infant/Child Care</td>
</tr>
<tr>
<td>Holly Unruh</td>
<td>Holly's Childcare Home</td>
</tr>
<tr>
<td>Ed Bergstroesser</td>
<td>City of Lincoln</td>
</tr>
<tr>
<td>Steve Brase</td>
<td>Barse Electrical Contracting</td>
</tr>
<tr>
<td>Roy Bruegman</td>
<td>Miller Electric Company</td>
</tr>
<tr>
<td>Robert Byrn</td>
<td>Nebraska Public Power District</td>
</tr>
<tr>
<td>Jim Esman</td>
<td>Homestead Electric</td>
</tr>
<tr>
<td>John Fuchs</td>
<td>Harold K Schultz Company</td>
</tr>
<tr>
<td>Shannon Heiss</td>
<td>Heiss Electric</td>
</tr>
<tr>
<td>Christopher Hostetler</td>
<td>Black &amp; Veatch</td>
</tr>
<tr>
<td>Dave Jung</td>
<td>Willmar Electric Service</td>
</tr>
<tr>
<td>Ed Kanzieski</td>
<td>Omaha Joint Electrical Apprenticeship Training Center</td>
</tr>
<tr>
<td>Mike Kloczenga</td>
<td>Progressive Electric</td>
</tr>
<tr>
<td>Randy Lamb</td>
<td>Lincoln Electric JATC</td>
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<tr>
<td>Brendel Maier</td>
<td>Dutton Laison</td>
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<tr>
<td>Randy Parde</td>
<td>3M Company</td>
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<tr>
<td>Scott Pedersen</td>
<td>Shandian Mechanical &amp; Electrical</td>
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<tr>
<td>Bob Ryan</td>
<td>MidAmerican Energy Company</td>
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<td>Matt Schafers</td>
<td>Bison Electric</td>
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<td>Robin Scholten</td>
<td>Harold K Schultz Company</td>
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<td>Mark Sedlacek</td>
<td>Brase Electrical</td>
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<tr>
<td>Clay Thompson</td>
<td>Security Equipment</td>
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### ELECTROMECHANICAL TECHNOLOGY

<table>
<thead>
<tr>
<th>Name</th>
<th>Company/Institution</th>
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<tbody>
<tr>
<td>John Aden</td>
<td>Aden Engineering</td>
</tr>
<tr>
<td>Randy Peterson</td>
<td>Pfizer Global Manufacturing</td>
</tr>
<tr>
<td>Doug Badje</td>
<td>Moylex, Inc.</td>
</tr>
<tr>
<td>Mark Beacom</td>
<td>Lozier Corporation</td>
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<tr>
<td>Al Bebes</td>
<td>Square O Company</td>
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<tr>
<td>Kevin Campbell</td>
<td>Nebraska Public Power District</td>
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<tr>
<td>Craig Daharsh</td>
<td>Spirit Aeronautics</td>
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<tr>
<td>Estella Davis</td>
<td>Nebraska Public Power Division</td>
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<tr>
<td>Allen Fangmeyer</td>
<td>Harmony Truck</td>
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<tr>
<td>Chris Geis</td>
<td>PowerMotion</td>
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<tr>
<td>Billy Gist</td>
<td>Lincoln Industries</td>
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<tr>
<td>Roy Jacobson</td>
<td>Square O Corporation</td>
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<tr>
<td>Jerry Hardnock</td>
<td>Novartis Consumer Health</td>
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<tr>
<td>Geoffrey Honigs</td>
<td>Metro Community College</td>
</tr>
<tr>
<td>Greg Pope</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 Radsthein</td>
<td>NGLT/Kinder Scott</td>
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<tr>
<td>Scott Ragland</td>
<td>Regal Electric &amp; Automation</td>
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<tr>
<td>Ivan Rivera</td>
<td>3M Company</td>
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<tr>
<td>Dave Scheele</td>
<td>Neasco Pneumatic</td>
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<tr>
<td>Bob Schneck</td>
<td>Moylex, Inc.</td>
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<tr>
<td>Thomas Worthman</td>
<td>Vship/Dale Electronics</td>
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### ELECTRONIC SYSTEMS TECHNOLOGY

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<td>Steve Hazlton</td>
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<td>Becky Himich</td>
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<td>Vern Kilmon</td>
<td>KR KN Radio</td>
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<td>Eric Knoll</td>
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<tr>
<td>Ron Lehman</td>
<td>Nebraska State Patrol</td>
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<td>Richard Main</td>
<td>University of Nebraska</td>
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<tr>
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<td>Daryl Mcll</td>
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<td>Kevin Miesbach</td>
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<td>Pat Miehl</td>
<td>Duncan Aviation</td>
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<td>Mary Novass</td>
<td>Novartis Consumer Health</td>
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<td>Corey Ovdy</td>
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<td>Mark Oliva</td>
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<td>Tim Pekin</td>
<td>Nestle Purina Pet Care</td>
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<td>Joseph Ruzica</td>
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<tr>
<td>Dale Scherberg</td>
<td>KFPM - Papass Telecasting</td>
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<tr>
<td>Matt Schena</td>
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<tr>
<td>Mike Settle</td>
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<tr>
<td>Rick Sharp</td>
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<tr>
<td>Dave Smith</td>
<td>Bryan/Medical Center</td>
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<tr>
<td>Herman Sieg</td>
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### ELECTRONIC MEDICAL SERVICES/PARAMEDIC

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<tr>
<td>Gene Bradley</td>
<td>Community Medical Center</td>
</tr>
<tr>
<td>Bill Bowes</td>
<td>Papillion Fire Department</td>
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<tr>
<td>Chief Daake</td>
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<tr>
<td>Dean Delaney</td>
<td>Lincoln Fire and Rescue</td>
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<tr>
<td>Brianne Dix</td>
<td>Former Student</td>
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<tr>
<td>Doug Fuller</td>
<td>Health and Human Services</td>
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<tr>
<td>Carol Gunton</td>
<td>Omaha Fire Training Division</td>
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<tr>
<td>Denny Hartley</td>
<td>Lincoln Fire and Rescue</td>
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<tr>
<td>Dr. Theresa Hatcher</td>
<td>Medical Director</td>
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<tr>
<td>Jeff Hays</td>
<td>Beatrice Fire Dept.</td>
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<tr>
<td>Robert Kentner</td>
<td>Former Student</td>
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<tr>
<td>Capt. Earl Rudolph</td>
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</tr>
<tr>
<td>Debbie Von Seggern</td>
<td>University of Nebraska Medical Center</td>
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<tr>
<td>Garry Steele</td>
<td>Center for Continuing Education</td>
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<tr>
<td>Chief Kevin Stuhl</td>
<td>York Fire Dept.</td>
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<tr>
<td>Joe Urdil</td>
<td>Midwest Medical Transport Co.</td>
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### FIRE PROTECTION TECHNOLOGY

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<tr>
<th>Name</th>
<th>Company/Institution</th>
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<tbody>
<tr>
<td>Rebecca Bartlett</td>
<td>Beatrice Rural Fire Department</td>
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<tr>
<td>Brian Daake</td>
<td>Beatrice Fire Dept.</td>
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<tr>
<td>Darrell Eastin</td>
<td>Econo Manufacturing</td>
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<tr>
<td>John Falgione</td>
<td>State of Nebraska</td>
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<tr>
<td>Nike Ford</td>
<td>Lincoln Fire and Rescue</td>
</tr>
<tr>
<td>John Huff</td>
<td>Lincoln Fire and Rescue</td>
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<tr>
<td>Wyvie Jones, Jr.</td>
<td>Omaha Fire Department</td>
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<tr>
<td>Kim McKay</td>
<td>Lincoln Fire &amp; Rescue</td>
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<tr>
<td>Bruce Neumann</td>
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<tr>
<td>Bill Pfeifer</td>
<td>State Fire Marshall Training Division</td>
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<tr>
<td>Eric Rasmussen</td>
<td>Southeast Rural Fire Department</td>
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<tr>
<td>Kurt Riehling</td>
<td>Grand Island Fire Dept.</td>
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<tr>
<td>Roseanne Scuito</td>
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<tr>
<td>Justin Stapp</td>
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<tr>
<td>George J Triebbeka</td>
<td>Nebraska Forest Service</td>
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<tr>
<td>Shane Weidner</td>
<td>Norfolk Fire Department</td>
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<tr>
<td>Dan Wright</td>
<td>Lincoln Fire &amp; Rescue</td>
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### FOOD SERVICE/HOSPITALITY

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<tr>
<td>Jared Beckmann</td>
<td>Olive Garden Restaurant</td>
</tr>
<tr>
<td>Brian Chesnutt</td>
<td>CASH-WA Foods</td>
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<tr>
<td>Rob Epes</td>
<td>Sweeter Side Salaries</td>
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<tr>
<td>Brian Evenman</td>
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<tr>
<td>John Goff</td>
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<tr>
<td>Beth Haas</td>
<td>Restaurant Assoc</td>
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<tr>
<td>Fayrene Hamouz, Phd. RD</td>
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<tr>
<td>Jim Heng</td>
<td>B&amp;B Stores</td>
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<tr>
<td>Peggy Johnson</td>
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### FORD (ASSET) AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM

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<tr>
<td>Steve Allen</td>
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<tr>
<td>Scott Bennett</td>
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<td>Craig Binder</td>
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<td>Chad Bolling</td>
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<td>Chris Bristol</td>
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<td>Bev Burgess</td>
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<td>Tim Carlton</td>
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### GENERAL MOTORS (ASEP) AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM

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<tr>
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<td>Darly Callahan</td>
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<tr>
<td>Mike Carberry</td>
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<tr>
<td>Mar Vuese</td>
<td>Tom Dolloldeleau</td>
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<td>Shari Terry</td>
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<td>JoAnn Stransky</td>
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<td>Husker Ag Sales</td>
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<td>Arnie Rucker</td>
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**HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY**

- Dennis Biggerstaff
- Nick Buresh
- Kim Cafferty
- Tom Chapman
- Jack Clagg
- Keith Early
- Todd Hilker
- Shannaham Mechanical & Electrical
- Bruce Hiller
- Bill Motz
- Doug Kreitz
- Mike Kreese
- Don McRae
- John Morris
- Mark Morris
- Gary Oleszewski
- Blake Savidge
- Ken Silman
- John Smeltz
- Nelson Stephens
- Mike Swans
- Dave Swett
- Kevin Toxwood

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- Dana Berger
- Heartland Big Brothers Big Sisters
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- Tabitha Healthcare Services
- Carla Hatz
- Leach Lincoln
- Leah Droge
- Friendship Home
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- Dave Canfield
- Scott Dafoe
- Doug Dorman
- Randy Dowak
- Alan Doi
- John Emahizer
- Alan Finn
- Glen Groom
- Ben Groves
- Mike Haack
- Lesley Hammontree
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- John Hitchcock
- Glen Johnson
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- Dr. Charlie Focht
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- Thomas C. Hagen
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- Eric Lee
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- Joe Osvalt
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- Virlyn Bolte
- Mark Borgen
- Jonathan Brekenkamp
- Tom Bruggeman
- Mark Catlett
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- Bob Lewis
- John Meng-Fecker
- Jeffery Serfin
- Mark Street

**MACHINE TOOL TECHNOLOGY**

- Kurt Brandt
- Doolittle Mfg.
- John Buse
- Ian M. Hagen
- Mike Perkinson
- Bob Rolofs
- John Roberts
- Brian Schumacher
- Jim Skaggs
- John Stowers
- Paul Vodicka
- Tim Vodicka
- Joel Wagoner
- Cindy Wongs

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- Bev Aldridge
- Wally Boever
- Traci Price
- Brian Satter
- Mary Smith
- Danielle Thayer
- Robin Wicker
- Scott Wood
- Jeff York

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- Ruth Ann Bartels
- Sarah Bennett
- Elizabeth Park South Laboratory
- Brooke Bender
- Kris Brandt
- Lodge Carroll
- Sandi Delp
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- Christine Engel
- Patsy Eschliman

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- Brian Belcher
- Larry Belcher
- Marla Beach
- Jim Calhoun
- Tim Conlee
- Mike Davis
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**OPPD- HVAC TECHNOLOGY**

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- Sandy King
- Kelly Jensen
- Lynnett KastensSaint Elizabeth Regional Medical Center
- Gaye Homer
- Patty Eschliman
- Bev Aldridge
- John Keith

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- John Reinders
- Greg Hagg
- Bob Davis
- Mark Morris
- Nelson Stephens
- Blake Savidge
- Nick Buresh
- Dennis Biggerstaff
- Tom Jorgensen
- Gary Hinkley
- Cheston Coffin
- Kurt Brandt
- Marshall Krcmarik
- B. J. Koinzan
- Virlyn Bolte
- William Arnessen
- John Keith
- Lincoln Water System
- David Hoffert
- John Meng-Fecker
- Jeffery Serfin
- Mark Street

**TRI-V TOOL & MFG**

- Rick Wagner
- Lincoln Tool & Design

**ADVISORY COMMITTEES**

- Tanner Andrews
- Gary Daubendiek
- Jim Reinders
- Dan Pearson
- Greg Hagg
- Bob Davis

**FINANCIAL**

- John Reinders
- Greg Hagg
- Joel Wagoner
- John Stowers
- Paul Vodicka
- Tim Vodicka
- Joel Wagoner
- Jim Skaggs
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