2009-2010 PROGRAMS OF STUDY

AGRICULTURE/FOOD/NATURAL RESOURCES DIVISION

Agriculture Business & Management Technology (B) 24-AAS
Agribusiness Focus
Sage Focus
Agricultural Marketing/Operations Focus
Gulf Turfgrass Management Focus
Petroleum/Service Technology Focus
Livestock Focus

Food Service/ Hospitality (L) 18-AAS/Dip/Cert
Culinary Arts Focus
 Dietary Technician Focus
 Food Service Management Focus
 Lodging Focus

Laboratory Science Technology (L) 18-AAS/Dip

ARTS & SCIENCES DIVISION

Academic Transfer

BUSINESS DIVISION

Business Administration
Accounting Focus
Entrepreneurship Focus
General Business Focus
Information Systems Focus
Long-Term Care Focus
Marketing Focus

Office Professional
Administrative Office Focus
General Office Focus
Legal Office Focus
Medical Office Focus
Medical Transcription Focus
Microsoft Office Focus

Parts Marketing & Management (M) 15-AAS/Dip

COMMUNICATIONS & INFORMATION TECHNOLOGY DIVISION

Computer Information Technology
Computer Support Specialist Focus
Network Manager Focus
Project Manager Focus
Web Applications ProgrammerFocus

Computer Programming Technology (M) 18-AAS

Graphic Design

Film/Video Production (M) 18-AAS
Digital Publishing Focus
Offset Printing Focus

COMMUNITY SERVICES & RESOURCES DIVISION

Criminology

Juvenile Justice Focus
Early Childhood Education Focus
Child Care Professional Focus

Fire Protection Technology (L) 18-AAS/Dip/Cert

Medical Assisting (L) 12-Dip/Cert
Dental Assisting (M) 12-Dip
Dental Hygiene, Medical Services/Paramedic Focus

Health Information Management Systems (L) Certified
Medical Assisting (M) 12-Dip
Medical Laboratory Technology (L) 24-AAS
Pharmacy Technician (M) 12-Dip
Physical Therapist Assistant (M) 24-AAS

Polytechnic Technology (L) 12-Dip
Practical Nursing (L) 12-Dip
Radiologic Technology (M) 24-AAS
Respiratory Care (M) 24-AAS

Surgical Technology (M) 24-AAS

TRANSPORTATION & MANUFACTURING DIVISION

Auto Collision Repair Technology (M) 18-AAS
Automotive Technology (L) 18-AAS
General Automotive Focus

Chrysler (VT) 21-AAS
Dow Corning & Forestry Equipment Technology (M) 21-AAS

Diesel Technology- Farm (M) 18-AAS
Diesel Technology-Truck (M) 18-AAS

Ford (ASET) Focus (M) 21-AAS
General Motors (AEP) Focus (M) 21-AAS
John Deere Tech (M) 18-AAS

Machine Tool Technology (L) 18-AAS/Dip

Diesel Technology- Farm (M) 18-AAS
Mold Maker Focus (M)
Tool and Die Maker Focus (M)

Manufacturing Engineering Technology (M) 21-AAS
Mechanical Design & Personal Watercraft Technology Focus (M) 18-AAS
Nondestructive Testing Technology (M) 18-AAS

Ocational Focus

John Deere Focus

Professional Truck Driver Training (L) 3-Cert

Welding Technology (M) 18-AAS/Dip/Cert

AWARDS OFFERED

Cert/Certificate
Diploma/Diploma
A.A. =Associate of Arts Degree
A.S. =Associate of Science Degree
A.A.S. =Associate of Applied Science Degree
A.O.S. =Associate of Occupational Studies Degree

2009-2010 PROGRAMS OF STUDY

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Microsoft Office Focus

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Polytechnic Technology (L) 12-Dip
Practical Nursing (L) 12-Dip
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Respiratory Care (M) 24-AAS

Surgical Technology (M) 24-AAS

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Diesel Technology-Truck (M) 18-AAS

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Physical Therapist Assistant (M) 24-AAS

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John Deere Tech (M) 18-AAS

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Mold Maker Focus (M)
Tool and Die Maker Focus (M)

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Nondestructive Testing Technology (M) 18-AAS

Ocational Focus

John Deere Focus

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On behalf of the Board of Governors, the administration, faculty and staff, welcome to Southeast Community College. We are excited that you have chosen SCC, and we will do everything we can to make your Southeast experience positive.

This catalog contains detailed information about our various programs of study, including what courses you will be taking, the types of jobs you can expect after successful completion, and what skills you will use on the job. 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 vibrant two-year public institution of higher education serving a primary area of 15 counties in southeast Nebraska. With multiple face-to-face locations and a growing online student population, SCC is well-positioned to meet the needs of students of all ages.

With a 90+ percent graduate placement rate and very affordable tuition and fees, SCC is a tremendous value. Our unique blend of career/technical programs will provide you with the skills necessary to compete in today's workforce. We also offer an academic transfer program for students who wish to complete the first two years of a four-year degree.

SCC also offers continuing education opportunities that include professional growth and customized training services for business and industry. 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. Our 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 you a job or preparing you to transfer to a four-year institution. Our staff of dedicated professionals will provide you with career counseling, financial aid information, career placement and many other support services.

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
**Southeast community college**

**TUITION, FEES & 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, 2009–June 30, 2010:

<table>
<thead>
<tr>
<th><strong>TUITION RATES</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nebraska resident</strong></td>
<td>$47</td>
</tr>
<tr>
<td>All credit hours taken (per credit hour/per term)</td>
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</tr>
<tr>
<td><strong>Out-of-State</strong></td>
<td>$57.50</td>
</tr>
<tr>
<td>All credit hours taken (per credit hour/per term)</td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th><strong>HOUSING FEES</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEATRICE CAMPUS</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Housing Costs</strong> (per quarter - rates include Internet access, cable TV and phone service)</td>
<td>Per Student</td>
</tr>
<tr>
<td><strong>Deposit</strong> (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) | Per Student |
| **Deposit** (refundable damage/surety deposit) | $100     |
| **Nebraska and Cornhusker Residence Halls** (men's residence halls) [includes housing/residence hall and board/cafeteria food] |          |
| 1 per room-per student (dorm style-Nebraska Hall with commons area) | $1169    |
| 2 per room-per student (Nebraska and Cornhusker Halls) | $1306    |
| 3 per room-per student (Nebraska and Cornhusker Halls) | $1151    |
| 4 per room-per student (Nebraska Hall) | $1056    |
| **Pioneer Hall Complex** (apartment style) |          |
| Cafeteria and apartment (per quarter) (4 per unit-per student) | $1424    |
| Board (cafeteria food) only - cafeteria rates per quarter (14 meals per week) | $773     |
| Housing only - apartment housing per quarter (4 per unit-per student) | $651     |
| Married/Single Parent Student Housing - per month | $654     |

Note: Individual programs of study 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 1

PROGRAMS OF STUDY

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= This program also is offered online.
Agriculture Business & Management Technology

Associate of Applied Science Degree

**TYPES OF JOBS AVAILABLE:**
- Golf course superintendent
- Grain elevator manager
- Livestock genetics salesperson
- Crop consultant
- Landscape
- Equipment salesperson
- Research technician
- Crop and livestock production specialist
- Commercial pesticide applicator
- GPS precision specialist
- Agronomist
- Conservationist

**PROGRAM OVERVIEW**
This program is available only on the Beatrice Campus. Students are admitted every quarter. Students may focus in Agribusiness, Horticulture, Crops, Livestock, Golf Turfgrass Management, or Diversified Agriculture.

**FOR MORE INFORMATION CONTACT:**
Program Chair
402-228-8206, 800-233-5027 x1206
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214

**BEATRICE CAMPUS**
Credit Hours Required for Graduation:
- Agribusiness Focus: 132.0
- Crops Focus: 132.0
- Diversified Agriculture Focus: 132.0
- Golf Turfgrass Management Focus: 132.0
- Horticulture Focus: 132.0
- Livestock Focus: 132.0

Students who wish to pursue an associate of science degree in agriculture should refer to the Academic Transfer program. Please visit with an SCC-Beatrice Agricultural faculty advisor.

**AGRICORE COURSES:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR11123</td>
<td>Agribusiness Careers</td>
<td>4.5</td>
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<tr>
<td>AGR11151</td>
<td>Crop &amp; Food Science</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR11171</td>
<td>Ag Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR11205</td>
<td>Enterprise Analysis</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR11216</td>
<td>Agribusiness Management</td>
<td>4.5</td>
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<tr>
<td>AGR12204</td>
<td>Agribusiness Intern Seminar I</td>
<td>4.5</td>
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<tr>
<td>AGR12281</td>
<td>Agribusiness Cooperative Internship</td>
<td>10.5</td>
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<tr>
<td>AGR12285</td>
<td>Agribusiness Internship Seminar II</td>
<td>1.5</td>
</tr>
<tr>
<td>AGR12291</td>
<td>Ag Business Sales</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**GENERAL EDUCATION REQUIREMENTS:**

- Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below,)

<table>
<thead>
<tr>
<th>ORAL COMMUNICATIONS</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>WRITTEN COMMUNICATIONS</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4.5</td>
</tr>
</tbody>
</table>

(Plus three classes from the five areas below; no two classes from the same area.)

<table>
<thead>
<tr>
<th>MATHEMATICS</th>
<th>SCIENCE</th>
<th>SOCIAL SCIENCE</th>
<th>HUMANITIES</th>
<th>COMPUTER TECHNOLOGY</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>13.5</td>
</tr>
</tbody>
</table>

Total 22.5 hours

**AGRI BUSINESS FOCUS:**

- AGR1135 Basic Fertilizer Management 3.0
- AGR1141 Livestock Management & Selection 6.0
- AGR1153 Soils & Plant Nutrition 6.0
- AGR1211 Agricultural Marketing 4.5
- AGR1221 Livestock Nutrition 6.0
- AGR12219 Pesticide Certification 3.0
- AGR12232 Harvesting Equipment or 3.0
- AGR12233 Planting and Tillage Equipment 6.0
- AGR12267 Advanced Marketing 4.5
- AGR12279 Advanced Ag Technology 4.5

Select 21 hours from the following:

- AGR1157 Introduction to Agribusiness Management 4.5
- AGR1257 Live Animal Selection & Carcass Evaluation 4.5
- AGR1259 Farm & Ranch Management 6.0
- AGR12220 Ag Chemicals & Equipment Application 4.5
- AGR12223 Principles of Livestock Feeding 3.0
- AGR12231 Animal Breeding 7.5
- AGR12245 Animal Health 6.0
- AGR12253 Grain Management 3.0
- AGR12258 Livestock Ultrasound Technology 3.0
- AGR12265 Irrigation and Water Management 6.0
- AGR12280 Advanced Crops 4.5
- HORT1132 Horticulture Plant Identification & Selection 4.5
- HORT1154 Greenhouse Management 3.0
- HORT1155 Basic Landscaping 4.5
- HORT1239 Arboriculture 3.0
- HORT1242 Turfgrass Management 4.5

Agribusiness Focus: 64.5
Electives: 3.0
Total 67.5 hours

**CROPS FOCUS:**

- AGR1135 Basic Fertilizer Management 3.0
- AGR1141 Livestock Management & Selection 6.0
- AGR1153 Soils & Plant Nutrition 6.0
- AGR1211 Agricultural Marketing 4.5
- AGR1221 Livestock Nutrition 6.0
- AGR12220 Ag Chemicals & Equipment Application 4.5
- AGR12223 Principles of Livestock Feeding 3.0
- AGR12231 Animal Breeding 7.5
- AGR12245 Animal Health 6.0
- AGR12253 Grain Management 3.0
- AGR12258 Livestock Ultrasound Technology 3.0
- AGR12265 Irrigation and Water Management 6.0
- AGR12267 Advanced Marketing 4.5
- AGR12279 Advanced Ag Technology 4.5

Select 9 hours from the following:

- AGR1212 Ag Machinery Maintenance 3.0
- AGR1222 Agriculture Analysis 3.0
- AGR12240 Range & Forage Management 6.0
- AGR12253 Grain Management 3.0
- AGR12280 Agriculture Analysis 3.0
- AGR12280 Advanced Crop 4.5
- HORT1136 Plant Propagation 3.0
- HORT1154 Greenhouse Management 3.0
- HORT1242 Turfgrass Management 4.5

Crops Focus: 63.0-64.5
Electives: 3.0-4.5
Total 67.5 hours

Course list for General Education requirements on page 65.
Diversified Agriculture Focus:

AGRI1141 Livestock Management & Selection 6.0
AGRI1153 Soils & Plant Nutrition 6.0
AGRI1121 Agricultural Marketing 4.5
AGRI1121 Nutrition 6.0

Agricultural Business Courses take a minimum of 6 credits:

AGRI2202 Farm & Ranch Management 6.0
AGRI2223 Principles of Livestock Feeding 3.0
AGRI2253 Grain Management 3.0
AGRI2267 Advanced Marketing 4.5
AGRI2279 Advanced Ag Technology 4.5

Livestock Courses take a minimum of 12 credits:

AGRI1143 Introduction to Equine Management 4.5
AGRI1257 Live Animal Selection & Carcass Evaluation 7.5
AGRI2240 Range & Forage Management 6.0
AGRI1165 Irrigation & Water Management 6.0
AGRI2280 Advanced Crop Production 4.5
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
HORT2292 Landscape Maintenance 3.0
Select 9 hours from the following:

AGRI2240 Range & Forage Management 6.0
AGRI2279 Advanced Ag Technology 4.5
AGRI2286 Advanced Landscaping 4.5
HORT1239 Arboriculture 3.0
HORT2288 Golf Course Management 3.0
Horticulture Focus: 63.0-64.5
Electives: 4.0
67.5 hours

Golf Turfgrass Management Focus:

AGRI1135 Basic Fertilizers 3.0
AGRI1153 Soils and Plant Nutrition 6.0
AGRI2219 Pesticide Certification 3.0
AGRI2220 Ag Chemicals & Equipment Application 4.5
AGRI2265 Irrigation & Water Management 6.0
HORT1132 Horticulture Plant Identification & Selection 4.5
Select 10.5 hours from the following:

AGRI2286 Advanced Ag Technology 4.5
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
HORT2292 Landscape Maintenance 3.0
Selected 9 hours from the following courses:

AGRI1143 Introduction to Equine Management 4.5
AGRI1144 Livestock Management & Selection 6.0
AGRI1177 Companion Animal 4.5
AGRI1153 Soils and Plant Nutrition 6.0
AGRI1211 Agricultural Marketing 4.5
AGRI2219 Pesticide Certification 3.0
AGRI2220 Chemicals & Equipment Application 4.5
AGRI2265 Irrigation & Water Management 6.0
HORT1132 Horticulture Plant Identification & Selection 4.5
Select 21 hours from the following:

AGRI1116 Electric & Gas Welding 2.0
AGRI1135 Basic Fertilizer Management 3.0
AGRI2219 Pesticide Certification 3.0
AGRI2220 Ag Chemicals & Equipment Application 4.5
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
HORT2292 Landscape Maintenance 3.0
Select 9 hours from the following:

AGRI2240 Range & Forage Management 6.0
AGRI2279 Advanced Ag Technology 4.5
AGRI2286 Advanced Landscaping 4.5
HORT1239 Arboriculture 3.0
HORT2288 Golf Course Management 3.0
Horticulture Focus: 63.0-64.5
Electives: 4.0
67.5 hours
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<thead>
<tr>
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<td>AGRI1116</td>
<td>Electric &amp; Gas Welding</td>
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<td>AGRI1124</td>
<td>Basic Ag Leadership</td>
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<td>AGRI1135</td>
<td>Basic Fertilizer Management</td>
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<tr>
<td>AGRI1143</td>
<td>Introduction to Equine Management</td>
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<td>AGRI1145</td>
<td>Ag Electricity &amp; Welding</td>
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<td>AGRI1153</td>
<td>Soils &amp; Plant Nutrition</td>
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<td>AGRI1177</td>
<td>Companion Animals</td>
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<td>AGRI1195</td>
<td>Advanced Electric and Gas Welding</td>
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</tr>
<tr>
<td>AGRI1218</td>
<td>Basic Farm Engines</td>
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<td>AGRI1221</td>
<td>Livestock Nutrition</td>
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<tr>
<td>AGRI1257</td>
<td>Live Animal Selection &amp; Carcass Evaluation</td>
<td>4.5</td>
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<tr>
<td>AGRI1258</td>
<td>Introduction to Meats</td>
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<tr>
<td>AGRI1272</td>
<td>Intermediate Live Animal Selection</td>
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<tr>
<td>AGRI2202</td>
<td>Farm &amp; Ranch Management</td>
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<td>AGRI2212</td>
<td>Ag Machinery Maintenance</td>
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<td>AGRI2219</td>
<td>Pesticide Certification</td>
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<td>AGRI2220</td>
<td>Ag Chemicals &amp; Equipment Application</td>
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<tr>
<td>AGRI2222</td>
<td>Agriculture Analysis</td>
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<tr>
<td>AGRI2223</td>
<td>Principles of Livestock Feeding</td>
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<td>AGRI2225</td>
<td>Advanced Leadership Skills</td>
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<td>AGRI2231</td>
<td>Animal Breeding</td>
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<td>AGRI2232</td>
<td>Harvesting Equipment</td>
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<td>AGRI2233</td>
<td>Planting &amp; Tillage Equipment</td>
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<td>AGRI2240</td>
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<td>AGRI2245</td>
<td>Animal Health</td>
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<td>AGRI2253</td>
<td>Grain Management</td>
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<td>AGRI2254</td>
<td>Advanced Swine Production</td>
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<td>AGRI2255</td>
<td>Advanced Sheep Production</td>
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<td>AGRI2256</td>
<td>Advanced Beef Cattle Production</td>
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<tr>
<td>AGRI2258</td>
<td>Livestock Ultrasound Technology</td>
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<tr>
<td>AGRI2265</td>
<td>Irrigation &amp; Water Management</td>
<td>6.0</td>
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<tr>
<td>AGRI2267</td>
<td>Advanced Marketing</td>
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<tr>
<td>AGRI2272</td>
<td>Advanced Live Animal Evaluation &amp; Carcass Selection</td>
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<td>AGRI2279</td>
<td>Advanced Ag Technology</td>
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<tr>
<td>AGRI2280</td>
<td>Advanced Crops</td>
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<tr>
<td>AGRI2291</td>
<td>Agribusiness Sales</td>
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</tr>
<tr>
<td>AGRI2999</td>
<td>Individual Special Project</td>
<td>0.5-4.5</td>
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<tr>
<td>HORT1130</td>
<td>Introduction to Horticulture</td>
<td>4.5</td>
</tr>
<tr>
<td>HORT1132</td>
<td>Horticulture Plant Identification &amp; Selection</td>
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</tr>
<tr>
<td>HORT1136</td>
<td>Plant Propagation</td>
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<tr>
<td>HORT1154</td>
<td>Greenhouse Management</td>
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</tr>
<tr>
<td>HORT1155</td>
<td>Basic Landscaping</td>
<td>4.5</td>
</tr>
<tr>
<td>HORT1190</td>
<td>Management of Turfgrass Pests</td>
<td>4.5</td>
</tr>
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<td>HORT1239</td>
<td>Arboriculture</td>
<td>3.0</td>
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<td>HORT1242</td>
<td>Turfgrass Management</td>
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<td>HORT2214</td>
<td>Horticulture Equipment Maintenance</td>
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<td>HORT2286</td>
<td>Advanced Landscaping</td>
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<td>HORT2288</td>
<td>Golf Course Management</td>
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<td>HORT2292</td>
<td>Landscape Maintenance</td>
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<td>HORT2295</td>
<td>Advanced Golf Course Management</td>
<td>8.0</td>
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<tr>
<td>HORT2999</td>
<td>Individual Special Project</td>
<td>0.5-4.5</td>
</tr>
</tbody>
</table>

Course list for General Education requirements on page 65.
Architectural-Engineering Technology

Types of Jobs Available:
- Architectural technician
- Engineering technician
- Estimator
- Heating and plumbing layout and drafting
- Structural steel and wood detailer
- Building contractor

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 surrounding states. Students work in companies of various sizes. Some graduates continue their education at a four-year college or university to earn a Bachelor's degree.

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 during the spring and fall quarters. Call the Admissions Office for the next available entry times.

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

MILFORD CAMPUS
Prepares students for careers in architectural and engineering building technologies

Credit Hours Required for Graduation: 135.0

Following 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.

Course list for General Education requirements on page 65.
SPECIAL PROGRAM REQUIREMENTS FOR ADMISSION TO ASSOCIATE DEGREE NURSING (NURS) CORE COURSES:

1. Complete an application for admission to the Associate Degree Nursing (ADN) program after 33 credit hours have been completed with a grade of C+ or better in the courses taken prior to enrollment in the Nursing (NURS) core courses.

2. Provide the Application for Admission, health statement, and self-advising sheet to the Admissions office.

3. Must have passed the “Basic Nursing Assistant” course and be on “Active Status” in the Nebraska registry before starting NURS 1206 (Introduction to Professional Nursing).

4. Current CPR card for Healthcare Providers is required before starting (NURS) Associate Degree Nursing courses.

Other courses to improve success:

- MEDA1101/1102 Medical Terminology I, II;
- INFO1010 or BSAD1010 Computer Literacy
- PSYC1250 Interpersonal Relations
- PSYC1810 Introduction to Psychology

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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<tbody>
<tr>
<td>NURS1206</td>
<td>*Intro to Professional Nursing</td>
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</tr>
<tr>
<td>NURS1207</td>
<td>*Intro to Nursing Pharmacology</td>
<td>2.0</td>
</tr>
<tr>
<td>NURS1305</td>
<td>*Nursing Concepts I</td>
<td>6.0</td>
</tr>
<tr>
<td>NURS1306</td>
<td>*Pathophysiology</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS1307</td>
<td>*Nursing Concepts II</td>
<td>3.0</td>
</tr>
<tr>
<td>NURS2400</td>
<td>*Nursing Assessment</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS2403</td>
<td>*Gerontological Nursing Concepts</td>
<td>3.5</td>
</tr>
<tr>
<td>NURS2404</td>
<td>*Nursing Concepts III</td>
<td>6.0</td>
</tr>
<tr>
<td>NURS2501</td>
<td>*Nursing Concepts-Childbearing Family</td>
<td>6.0</td>
</tr>
<tr>
<td>NURS2502</td>
<td>*Nursing Concepts-Child Rearing Family</td>
<td>6.0</td>
</tr>
<tr>
<td>NURS2503</td>
<td>*Nursing Pharmacology</td>
<td>1.0</td>
</tr>
<tr>
<td>NURS2504</td>
<td>*Nursing Assessment</td>
<td>4.5</td>
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<tr>
<td>NURS2602</td>
<td>*Mental Health Nursing Concepts</td>
<td>6.0</td>
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<tr>
<td>NURS2603</td>
<td>*Nursing Concepts IV</td>
<td>6.5</td>
</tr>
</tbody>
</table>

58.0 hours

A minimum 2.5 grade (4.0 system) is required in each course.

*Course has a prerequisite
**Required for LPNS advanced placement students only.

REQUIRED SUPPORT COURSES:

- PSYC2960 Life-span Human Development | 4.5 |

4.5 hours

GENERAL EDUCATION REQUIREMENTS:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 65 for complete list.

- ORAL COMMUNICATIONS | 4.5 |
- WRITTEN COMMUNICATIONS | 4.5 |
- SCIENCE | 4.5 |
- FSDT1350 Basic Nutrition | 13.5 hours |

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.

Course list for General Education requirements on page 65.
TYPES OF JOBS AVAILABLE:
• Auto body repair technician
• Paint and prep technician
• Insurance appraiser/estimator
• Frame technician
• Sales representative
• Auto restoration technician
• Welder

Program graduates are working in small companies and Fortune 500 companies throughout Nebraska and the entire nation. Others have continued their education.

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 program. For cost estimates, please request the program estimated expense form. Students also have the opportunity to work on their own vehicles, giving them real-world, on-the-job experiences. Upon completion of the program, students will qualify for one year of work experience required by ASE for technician certification.

FOR MORE INFORMATION CONTACT:
Bill Vocasek, Program Chair
402-761-8241, 800-933-7223 x8241, bvocasek@southeast.edu
or the College Admissions Office
Milford  402-761-8243, 800-933-7223 x8243

MILFORD CAMPUS
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:  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.

AUTO COLLISION REPAIR CORE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>AUTB1150</td>
<td>Tools &amp; Equipment</td>
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<td>AUTB1155</td>
<td>Collision Repair Theory</td>
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<tr>
<td>AUTB1160</td>
<td>Welding Theory</td>
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<td>AUTB1165</td>
<td>Collision Repair Lab</td>
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<tr>
<td>AUTB1200</td>
<td>Welding Lab</td>
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<td>AUTB1175</td>
<td>Paint Finishes Theory</td>
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<td>AUTB1250</td>
<td>Collision Repair Theory II</td>
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<td>Collision Repair Lab II</td>
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<td>AUTB1260</td>
<td>Electrical Repair I</td>
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<td>AUTB1350</td>
<td>Paint Finishes Theory II</td>
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<td>Estimating Theory</td>
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<td>Refinishing Lab I</td>
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<td>AUTB1470</td>
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<td>Structural Repair Theory</td>
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<td>AUTB1455</td>
<td>Safety Restraints Systems</td>
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<td>Refinishing Lab II</td>
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<td>Suspension &amp; Alignment Theory</td>
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<td>AUTB2555</td>
<td>Automotive Heating &amp; Air Conditioning</td>
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<td>AUTB2560</td>
<td>Brake Systems</td>
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<td>Collision Repair Lab V</td>
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<td>AUTB2660</td>
<td>Collision Repair Lab VI</td>
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<tr>
<td>BSAD2270</td>
<td>Professional Selling</td>
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</table>

82.5 hours

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS  4.5
WRITTEN COMMUNICATIONS  4.5

(Plus three classes from the five areas below; no two classes from the same area.)

MATHEMATICS  13.5
SCIENCE
SOCIAL SCIENCE
HUMANITIES
COMPUTER TECHNOLOGY  22.5-24.0 hours

Please note: Students are required to purchase their own tool set. A list of required tools is available from the Program Chair or the College Admissions Office.

Please note: Students are required to wear program shirts while in class or laboratory settings. Shirts are available in the SCC Milford Bookstore.

This SCC Program is Affiliated with ASE Accredited by NATEF

Course list for General Education requirements on page 65.

Associate of Applied Science Degree
### Types of Jobs Available:
- 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.
- Service writer
- Service dispatcher
- Service manager
- Warranty clerk
- Parts counter personnel
- Sales associate

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.

### Program Overview
This program is available on the Milford and Lincoln campuses. Upon completion of the Associate of Applied Science degree, graduates will have earned one year toward the two-year ASE certification.

### For More Information Contact:
- Ken Jefferson, Program Chair – Lincoln
  402-437-2640, 800-642-4075 x2640, 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, 800-933-7223 x2600
  Milford 402-761-8243, 800-933-7223 x8243

### Lincoln and Milford Campuses
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: **128.5-130.0**

The Automotive Technology Program is nationally recognized and is certified by the National Automotive Technical Education Foundation (NATEF), and is led by Automotive Service Excellence (ASE) certified instructors. The program provides students the fundamental knowledge and experience needed to become entry level technicians in the automotive industry.

### Special Program Requirements:
A grade of “C” (2.0) or better in all AUTT classes is required to progress through the program.

### Automotive Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>AUTT1000</td>
<td>Shop Procedures</td>
<td>2.0</td>
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<tr>
<td>AUTT1010</td>
<td>Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTT1100</td>
<td>Shop Safety &amp; Repair</td>
<td>2.5</td>
</tr>
<tr>
<td>AUTT1103</td>
<td>Drive Trains</td>
<td>3.0</td>
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<tr>
<td>AUTT1105</td>
<td>Automotive Brake Systems</td>
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</tr>
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<td>AUTT1106</td>
<td>Electrical Concepts</td>
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<td>AUTT1107</td>
<td>HVAC I</td>
<td>4.5</td>
</tr>
<tr>
<td>AUTT1108</td>
<td>Automotive Fuel and Control Systems</td>
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<tr>
<td>AUTT1203</td>
<td>Manual Transmission/Transaxle Theory</td>
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<tr>
<td>AUTT1204</td>
<td>Steering &amp; Suspension</td>
<td>6.0</td>
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<tr>
<td>AUTT1206</td>
<td>Automotive Electricity</td>
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<td>AUTT1207</td>
<td>HVAC II</td>
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<td>AUTT1221</td>
<td>Engine Theory</td>
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<td>AUTT1222</td>
<td>Engine II</td>
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<td>AUTT1306</td>
<td>Automotive Ignition Systems</td>
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<td>AUTT1406</td>
<td>Automotive Electronics I</td>
<td>3.5</td>
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<tr>
<td>AUTT1408</td>
<td>Advanced Engine Performance</td>
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<td>AUTT1506</td>
<td>Automotive Electronics II</td>
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<td>AUTT2102</td>
<td>Automatic Transmission/Transaxle</td>
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<tr>
<td>AUTT2303</td>
<td>Manual Transmission/Transaxle Lab</td>
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</tr>
</tbody>
</table>

**101.0 hours**

Advisor Approved Elective **4.5**

### General Education Requirements:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)
- **Oral Communications** 4.5
- **Written Communications** 4.5
- **Science**
  - PHYS1150 Descriptive Physics 6.0
- **Mathematics**
- **Social Science**
- **Humanities**
- **Computer Technology** 9.0

**24.0 hours**

Please note: Students are required to purchase their own tool set. A list of required tools is available from the Program Chair or the College Admissions Office.

This SCC Program is Affiliated with ASE Accredited by NATEF

Course list for General Education requirements on page 65.
TYPES OF JOBS AVAILABLE:
• Concrete/masonry specialist
• Carpenter
• Cabinet maker
• Drafting/Estimating
• House construction

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.

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 student chapter or the Associated General Contractors student chapter. These affiliations provide 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

MILFORD CAMPUS
Credit Hours Required for Graduation: 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>CNST1326</td>
<td>Residential Construction Drafting Laboratory</td>
<td>2.5</td>
</tr>
<tr>
<td>CNST1327</td>
<td>Residential Construction Drafting Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>CNST1328</td>
<td>Residential Construction Estimating Laboratory</td>
<td>2.5</td>
</tr>
<tr>
<td>CNST1329</td>
<td>Residential Construction Estimating Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>CNST1331</td>
<td>Drafting Aids &amp; Trends</td>
<td>3.0</td>
</tr>
<tr>
<td>CNST1430</td>
<td>Cabinetry and Carpentry Laboratory</td>
<td>6.5</td>
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<tr>
<td>CNST1433</td>
<td>Carpentry Theory</td>
<td>10.0</td>
</tr>
<tr>
<td>CNST2532</td>
<td>Residential Construction Applications</td>
<td>9.0</td>
</tr>
<tr>
<td>CNST2537</td>
<td>Residential Construction Principles</td>
<td>2.0</td>
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<tr>
<td>CNST2627</td>
<td>Building Construction Welding</td>
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<tr>
<td>CNST2634</td>
<td>Commercial Construction Drafting Laboratory</td>
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</tr>
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<td>CNST2636</td>
<td>Commercial Construction Estimating Laboratory</td>
<td>2.5</td>
</tr>
<tr>
<td>CNST2639</td>
<td>Commercial Construction Drafting Theory</td>
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<tr>
<td>CNST2641</td>
<td>Commercial Construction Estimating Theory</td>
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</tr>
<tr>
<td>CNST2643</td>
<td>Fundamentals of Structural Steel</td>
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</tr>
<tr>
<td>ECON1200</td>
<td>Personal Finance</td>
<td>4.5</td>
</tr>
</tbody>
</table>

98.5 hours

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below; no two classes from the same area.)

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS ENGL1000 or higher 4.5
MATHEMATICS MATH1040 or higher 4.5
SOCIAL SCIENCE 4.5
COMPUTER TECHNOLOGY BSAD1010 Microsoft Applications I 4.5

22.5 hours

Course list for General Education requirements on page 65.
# Business Administration

**COURSE TITLE** | **CREDIT HRS**
---|---

**Associate of Applied Science Degree**

**Diploma**

**Certificate**

---

### TYPES OF JOBS AVAILABLE:
- Assistant manager
- Sales associate
- Executive director assistant
- Human resources assistant
- Customer service associate
- Insurance agent
- Self-employed
- Accounting clerk
- Accounts receivable manager
- Billing clerk
- Bookkeeper
- Office assistant
- Business analyst
- Long-Term Care administrator
- Assisted living manager

### PROGRAM OVERVIEW

The program is available online and at all three campuses in Lincoln, Beatrice and Milford. Students may focus in General Business, Accounting, Marketing, Entrepreneurship, Information Systems, or Long-Term Care Administration. 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.

As Business Administration graduates, students in marketing are trained to work in a retail environment, insurance company, or in non-profit organizations.

Students in the Information Systems Focus can work as a liaison with IT and business to design and implement computer systems to support the needs of business. This focus area is not available entirely online and requires some IT courses which are only available on the Lincoln and Milford campuses.

Students in the General Business Focus can hold positions in the marketing, accounting, and business management fields.

Students in the Long-Term Care Administration Focus hold positions as long-term care administrator and assisted living manager.

Program graduates are working in small and large companies throughout Nebraska and surrounding states. Other graduates are continuing their education.

### FOR MORE INFORMATION CONTACT:

Sharon Dexter, Co-Chair Beatrice 402-228-8284, 800-233-5027 x1284, sdexter@southeast.edu

Toni Landenberger, Co-Chair Beatrice 402-228-3468 x1332, 800-233-5027 x1332, tlandenb@southeast.edu

Doug Strope, Co-Chair Lincoln 402-437-2415, 800-642-4075 x2415, dstrope@southeast.edu

Nancy Krumland, Co-Chair Lincoln 402-437-2427, 800-642-4075 x2427, nkrumlan@southeast.edu

Bill Beltz, Program Chair Milford 402-761-8237, 800-933-7223 x8237, bbeltz@southeast.edu

or the College Admissions Office

Beatrice 402-228-8214, 800-233-5027 x1214

Lincoln 402-437-2600, 800-933-7223 x8237

Milford 402-761-8237, 800-933-7223 x8237

### 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. Students who cannot validate competencies in accounting may take courses in this area at SCC or elsewhere; credit earned in the course listed below will not count towards graduation.
   - Office Accounting 1 (OFFT1310)

2. Students will need to demonstrate keyboarding skills of at least 30 words per minute minimum. Students who cannot validate competencies in keyboarding must take courses in this area at SCC or elsewhere; credit earned in the courses listed below will not count towards graduation.
   - Beginning Keyboarding 1 (OFFT1010)
   - Beginning Keyboarding 2 (OFFT1020)

### ALL CAMPUSES

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: 108.5
  - Entrepreneurship Focus: 110.0
  - General Business Focus: 109.5
  - Information Systems Focus (on-campus only) 109.5–112.0
  - Long-Term Care Administration Focus: 109.5
  - Marketing Focus: 110.0

All prerequisite courses must have a grade of “C” or better to continue through the program.

### A.A.S. BUSINESS ADMINISTRATION CORE CLASSES:

(B=Beatrice, L=Lincoln, M=Milford)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>OFFT1010</td>
<td>Beginning Keyboarding I</td>
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<tr>
<td>OFFT1020</td>
<td>Beginning Keyboarding II</td>
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<tr>
<td>OFFT2000</td>
<td>Employment Techniques</td>
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</tr>
<tr>
<td>OFFT2120</td>
<td>Business Communication Strategies</td>
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<tr>
<td>BSAD2540</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>ECON2110</td>
<td>Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>ECON2120</td>
<td>Microeconomics</td>
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<tr>
<td>BSAD1020</td>
<td>Microsoft Applications II</td>
<td>4.5</td>
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<tr>
<td>BSAD1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1090</td>
<td>Business Law I</td>
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<tr>
<td>ACCT1200</td>
<td>Principles of Accounting I</td>
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<tr>
<td>ACCT1210</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT2030</td>
<td>*Co-op Supervised Employment</td>
<td>5.0</td>
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<tr>
<td>BSAD2365</td>
<td>Leadership Practicum</td>
<td>3.0</td>
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<tr>
<td>ACCT2050</td>
<td>Payroll Accounting</td>
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<tr>
<td>ACCT2230</td>
<td>*Computerized Accounting</td>
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<tr>
<td>ACCT2240</td>
<td>*Applied Accounting Capstone</td>
<td>4.5</td>
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</table>

46.5 hours

* Course has prerequisite.

~ Required Competency must be met before taking course.

### ACCOUNTING FOCUS:

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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<tr>
<td>BSAD2030</td>
<td>Principles of Accounting I</td>
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</tr>
<tr>
<td>BSAD2050</td>
<td>Payroll Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCT2100</td>
<td>Cost Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT2110</td>
<td>Income Tax Procedures</td>
<td>4.5</td>
</tr>
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<td>ACCT2120</td>
<td>Intermediate Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT2230</td>
<td>*Computerized Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2390</td>
<td>Small Business Management</td>
<td>4.5</td>
</tr>
<tr>
<td>ECON2110</td>
<td>Personal Finance</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT2800</td>
<td>*Applied Accounting Capstone</td>
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</tbody>
</table>

39.5 hours

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For more information, visit the College Admissions Office or contact the Program Chair. This program offers classes online!
## ENTREPRENEURSHIP FOCUS:
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.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>BSAD2370</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR1050</td>
<td>Introduction to Entrepreneurship</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2040</td>
<td>Entrepreneurship Feasibility Study</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2050</td>
<td>Marketing for the Entrepreneur</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2060</td>
<td>Entrepreneurial Legal Issues</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2070</td>
<td>Entrepreneurship Financial Topics</td>
<td>4.5</td>
</tr>
</tbody>
</table>

(Choose one class from the seven options below.)

- **BSAD2390** Small Business Management | 4.5
- **BSAD2400** Principles of Retailing | 4.5
- **BSAD2420** Principles of Selling | 4.5
- **BSAD2430** Marketing Communications | 4.5
- **BSAD2470** Electronic Commerce Marketing | 4.5
- **BSAD2520** Principles of Marketing | 4.5
- **BSAD2480** Sports Entertainment Marketing | 4.5
- **BSAD2485** Sports Management | 4.5

(Choose one class from the seven options below.)

- **INFO1414** *Advanced Java | 4.5
- **INFO1431** *Web Page Fundamentals | 3.0
- **INFO1441** Advanced Windows Operating Systems | 3.0
- **INFO1458** *RPG IV | 8.0
- **INFO1521** *Web Graphics | 4.5
- **INFO1522** *Web Layout | 4.5
- **INFO1524** *Web Programming | 4.5
- **INFO2514** *Java Server Programming | 4.5
- **INFO2564/2565** Visual Basic | 4.5

(Choose one class from the two options below.)

- **BSAD2370** Human Resource Management | 4.5
- **BSAD2400** Principles of Retailing | 4.5
- **BSAD2410** Marketing Communications | 4.5
- **BSAD2430** Electronic Commerce Marketing | 4.5
- **BSAD2480** Sports Entertainment Marketing | 4.5
- **BSAD2485** Sports Management | 4.5
- **BSAD2520** Principles of Marketing | 4.5
- **BSAD2540** Principles of Selling | 4.5
- **BSAD2580** Marketing Communications | 4.5
- **BSAD2640** Electronic Commerce Marketing | 4.5
- **BSAD4200** *Entrepreneurship Business Plan | 4.5

27.0 hours

The Capstone course listed below:

- **ENTR2090** *Entrepreneurship Business Plan | 4.5

41.0 hours

## GENERAL BUSINESS FOCUS:
This business focus is designed for students to customize their courses and skills in a business degree. Choose from the following approved elective courses (40.5 credit hours) in Business Administration, Office Professional, and Visual Publications to complete an A.A.S. Degree.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>ACCT2050</td>
<td>*Payroll Accounting</td>
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<tr>
<td>ACCT2090</td>
<td>*Cost Accounting</td>
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<td>ACCT2100</td>
<td>Individual Income Tax Procedures</td>
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<tr>
<td>ACCT2110</td>
<td>*Business Income Tax Procedures</td>
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<td>ACCT2500</td>
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<td>BSAD1100</td>
<td>*Business Law II</td>
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<td>BSAD1230</td>
<td>Visual Merchandising</td>
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<tr>
<td>BSAD1730</td>
<td>Quality Management</td>
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<td>Professional Selling</td>
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<td>BSAD2365</td>
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<td>Human Resources Management</td>
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<td>BSAD2390</td>
<td>*Small Business Management</td>
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<td>Principles of Retailing</td>
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<td>BSAD2420</td>
<td>Principles of Selling</td>
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</tr>
<tr>
<td>BSAD2430</td>
<td>Marketing Communications</td>
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<td>BSAD2460</td>
<td>Electronic Commerce Marketing</td>
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<tr>
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<td>International Marketing</td>
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<tr>
<td>BSAD2480</td>
<td>Sports Entertainment Marketing</td>
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<td>Principles of Marketing</td>
<td>4.5</td>
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<td>BSAD2540</td>
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<td>4.5</td>
</tr>
<tr>
<td>ECOP1200</td>
<td>*Environmental Finance</td>
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<tr>
<td>ENTR1050</td>
<td>Introduction to Entrepreneurship</td>
<td>4.5</td>
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<td>Entrepreneurship Feasibility Study</td>
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<td>Marketing for the Entrepreneur</td>
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<td>ENTR2070</td>
<td>Entrepreneurial Financial Topics</td>
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</tr>
<tr>
<td>ENTR2090</td>
<td>*Entrepreneurship Business Plan</td>
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</tbody>
</table>

20.0 hours

**Other OFFT, VPUB or INFO adv. app. electives** 9.0 hours

**OFFT, VPUB or INFO adv. app. electives** 9.0 hours

## INFORMATION SYSTEMS FOCUS:
(THIS FOCUS MUST BE COMPLETED ON-CAMPUS IN MILFORD OR LINCOLN.)

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.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>INFO1151</td>
<td>Computer Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1214</td>
<td>Program Design and Problem Solving or 4.5</td>
<td></td>
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<tr>
<td>INFO1111</td>
<td>Logic and Design</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO1217</td>
<td>Database Management or</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO1211</td>
<td>Microsoft Access and</td>
<td>2.0</td>
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<tr>
<td>INFO1311</td>
<td>*Database Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1325</td>
<td>*Internet Scripting</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1431</td>
<td>*Web Page Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1314</td>
<td>Java</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2564/2565</td>
<td>Visual Basic</td>
<td>4.5</td>
</tr>
</tbody>
</table>

40.5 hours

Choose one class from the two options below.

- **INFO1441** Advanced Windows Operating Systems | 3.0
- **INFO1391** *Data Communications & Networking | 4.5
- **ELEC2760** *Networking Infrastructure | 4.5

12.0 hours

## OPTION 1: SYSTEMS INFRASTRUCTURE

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>INFO1441</td>
<td>Advanced Windows Operating Systems</td>
<td>3.0</td>
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<tr>
<td>INFO1391</td>
<td>*Data Communications &amp; Networking</td>
<td>4.5</td>
</tr>
<tr>
<td>ELEC2760</td>
<td>*Networking Infrastructure</td>
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13.5 hours

## OPTION 2: SYSTEM Z (ENTERPRISE SERVER)

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<tbody>
<tr>
<td>INFO1221</td>
<td>*Introduction to the MVS Environment</td>
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</tr>
<tr>
<td>INFO1428</td>
<td>*COBOL</td>
<td>8.0</td>
</tr>
<tr>
<td>INFO2678</td>
<td>*DB2 Database Applications &amp; SQL</td>
<td>3.5</td>
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11.5 hours

## OPTION 3: SYSTEM I (MID-RANGE AS/400)

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<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>INFO1337</td>
<td>*Introduction to the iSeries</td>
<td>3.5</td>
</tr>
<tr>
<td>INFO1458</td>
<td>*RPG IV</td>
<td>8.0</td>
</tr>
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</table>

11.5 hours

## OPTION 4: WEB APPLICATIONS

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<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>BSAD2520</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1511</td>
<td>Advanced Database Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1521</td>
<td>*Web Graphics or</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO1522</td>
<td>*Web Layout</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO2514</td>
<td>*Java Server Programming</td>
<td>4.5</td>
</tr>
</tbody>
</table>

14.0 hours

40.5-43.0 hours

* Course has prerequisite.

Course list for General Education requirements on page 65.
LONG-TERM CARE ADMINISTRATION FOCUS:
This business focus area allows an individual to work toward licensure in Long-Term Care Administration. This person is responsible for planning, organizing, directing, and controlling the operation of a Long-Term Care facility, a home for the aged or infirm, or an integrated system. Other job opportunities include: Managing Assisted Living Facilities, Director of Senior Center, and Aging Services.

PLEASE NOTE: THIS FOCUS IS ALSO OFFERED THROUGH THE HUMAN SERVICES PROGRAM.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD2370</td>
<td>Human Resources Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2520</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>ECON1200</td>
<td>Personal Finance</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS2541</td>
<td>Social Services-Long-Term Care Facility</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS2542</td>
<td>Financial Management for Long-Term Care</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS2544</td>
<td>Patient Care and Services</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS2547</td>
<td>Administration for Long-Term Care Facilities</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS2549</td>
<td>Rules, Regulations, and Standards Relating to the Operation of a Health Care Facility</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS2550</td>
<td>Introduction to Assisted Living</td>
<td>4.5</td>
</tr>
</tbody>
</table>

In addition to having an associate degree and the five core educational requirements for Long-Term Care administration, the student/candidate must complete a 640-hour administrator in training or mentoring program through and determined by the state of Nebraska. Lastly, the student/candidate will need to pass the National Association of Boards of Examiners for Long-Term Care Administration exam. There will be additional fees that will need to be paid to the state of Nebraska and NAB.

MARKETING FOCUS:
This business focus is designed to develop specific skills in business marketing. The following courses must be completed for an A.A.S. Degree.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD2030</td>
<td>*Co-op Supervised Employment or</td>
<td>5.0</td>
</tr>
<tr>
<td>BSAD2365</td>
<td>Leadership Practicum</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2270</td>
<td>Professional Selling</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>ECON1200</td>
<td>Personal Finance</td>
<td>4.5</td>
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</table>

(Choose one class from the two options below.)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD2370</td>
<td>Human Resources Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2390</td>
<td>*Small Business Management</td>
<td>4.5</td>
</tr>
</tbody>
</table>

(Choose one class from the two options below.)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFT1680</td>
<td>*Web Page Support</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2460</td>
<td>Electronic Commerce Marketing</td>
<td>4.5</td>
</tr>
</tbody>
</table>

(Choose two electives from the options below. Must not have been previously taken for another category.)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD1100</td>
<td>*Business Law II</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1230</td>
<td>Visual Merchandising</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2370</td>
<td>Human Resources Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2390</td>
<td>*Small Business Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2400</td>
<td>Principles of Retailing</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2460</td>
<td>Electronic Commerce Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2470</td>
<td>International Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2480</td>
<td>Sports Entertainment Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT1680</td>
<td>*Web Page Support</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2365</td>
<td>Leadership Practicum</td>
<td>9.0</td>
</tr>
</tbody>
</table>

41.0 hours

A.A.S. GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 65 for complete list.

ORAL COMMUNICATIONS

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL1010</td>
<td>Composition I or</td>
<td>4.5</td>
</tr>
<tr>
<td>ENGL1015</td>
<td>Composition &amp; Literature</td>
<td>4.5</td>
</tr>
</tbody>
</table>

MATHEMATICS

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD1100</td>
<td>Microsoft Applications I</td>
<td>4.5</td>
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</tbody>
</table>

SOCIAL SCIENCE

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFT11110</td>
<td>~Business Communications or</td>
<td>4.5</td>
</tr>
</tbody>
</table>

DIPLOMA CORE COURSES:

The Diploma in Business Administration is designed to provide a general, but comprehensive, study in the basic skills needed for students to obtain entry-level jobs.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT1200</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1010</td>
<td>Microsoft Applications I</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1020</td>
<td>*Microsoft Applications II</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2310</td>
<td>Business Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD2540</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2120</td>
<td>*Business Communication Strategies</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2000</td>
<td>*Employment Techniques</td>
<td>3.0</td>
</tr>
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</table>

ADVISOR APPROVED ELECTIVES: 9.0

(Choose from BSAD, ECON, ENTR, ACCT)

DIPLOMA GENERAL EDUCATION REQUIREMENTS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL1010</td>
<td>Composition I or</td>
<td>4.5</td>
</tr>
<tr>
<td>ENGL1015</td>
<td>Composition &amp; Literature</td>
<td>4.5</td>
</tr>
</tbody>
</table>

MATHEMATICS

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTR1050</td>
<td>Introduction to Entrepreneurship</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2040</td>
<td>Entrepreneurship Feasibility Study</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2090</td>
<td>*Entrepreneurship Business Plan</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2050</td>
<td>Marketing for the Entrepreneur</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2060</td>
<td>Entrepreneurship Legal Issues</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2070</td>
<td>Entrepreneurship Financial Topics</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2540</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
</tbody>
</table>

17.0 hours

BUSINESS ADMINISTRATION CERTIFICATE:
This certificate in Business Administration is designed to provide a comprehensive study in entrepreneurship and the basic skills needed to start a business venture.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTR1050</td>
<td>Introduction to Entrepreneurship</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2040</td>
<td>Entrepreneurship Feasibility Study</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2090</td>
<td>*Entrepreneurship Business Plan</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2050</td>
<td>Marketing for the Entrepreneur</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2060</td>
<td>Entrepreneurship Legal Issues</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2070</td>
<td>Entrepreneurship Financial Topics</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2540</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total: 36.0 hours

* Course has prerequisite.

Course list for General Education requirements on page 65.
TYPES OF JOBS AVAILABLE:
• Entry level technician

This program is offered jointly by Chrysler and SCC, in cooperation with Chrysler dealers.

Students in the program are required to have a sponsoring Chrysler dealer.

PROGRAM OVERVIEW
This program runs seven quarters. During the first, third, fifth and seventh quarters, students are on campus studying electronics, engine repair, transmission repair, and heating and air conditioning. During the second, fourth and sixth quarters, students are at the dealership on co-op, gaining experience working with a mentor master technician, in the subjects they studied the previous quarter when they were on campus.

This earn-while-you-learn approach to mastering the different automotive systems has proven to be beneficial to both the students and dealers.

Please note: If a student’s dealership-sponsored employment is terminated for reasons beyond the student’s control, such as lack of work, the student may be allowed to seek a different sponsoring dealership to continue in the program. If a student’s dealership-sponsored employment is terminated for inappropriate behavior, such as failure to follow policies, poor attendance, lack of cleanliness and/or dishonesty, the student will be deemed “less than competent to perform required tasks” and will not be allowed to continue in 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

MILFORD CAMPUS
Credit Hours Required for Graduation:

Associate of Applied Science Degree: 143.0-144.5

Course offerings and prerequisites will be determined by the program. A grade of “C” (2.0) or better in all CAP classes is required to progress through the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP1110</td>
<td>Chrysler Shop Orientation</td>
<td>1.5</td>
</tr>
<tr>
<td>CAPP1170</td>
<td>Chrysler Shop Safety and Repair</td>
<td>1.5</td>
</tr>
<tr>
<td>CAPP1171</td>
<td>Chrysler Welding</td>
<td>1.0</td>
</tr>
<tr>
<td>CAPP1173</td>
<td>Chrysler Fundamentals</td>
<td>2.0</td>
</tr>
<tr>
<td>CAPP1175</td>
<td>Chrysler Electrical &amp; Electronic Principles</td>
<td>12.0</td>
</tr>
<tr>
<td>CAPP1177</td>
<td>Chrysler Brake System</td>
<td>4.0</td>
</tr>
<tr>
<td>CAPP1268</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>CAPP1360</td>
<td>Chrysler Electronic Fuel Systems</td>
<td>9.0</td>
</tr>
<tr>
<td>CAPP1362</td>
<td>Chrysler Body Electrical and Electronics</td>
<td>6.0</td>
</tr>
<tr>
<td>CAPP1364</td>
<td>Chrysler Advanced Drivability Diagnosis</td>
<td>7.0</td>
</tr>
<tr>
<td>CAPP1468</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>CAPP2528</td>
<td>Chrysler Steering &amp; Suspension Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>CAPP2530</td>
<td>Chrysler HVAC Systems</td>
<td>5.5</td>
</tr>
<tr>
<td>CAPP2531</td>
<td>Chrysler Engine Repair</td>
<td>8.5</td>
</tr>
<tr>
<td>CAPP2668</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>CAPP2740</td>
<td>Chrysler Manual Transmission, Transaxles, Clutch and Transfer Case</td>
<td>7.0</td>
</tr>
<tr>
<td>CAPP2741</td>
<td>Chrysler Rear Axle Service</td>
<td>2.0</td>
</tr>
<tr>
<td>CAPP2742</td>
<td>Chrysler Diesel Fuel and Emission System</td>
<td>2.0</td>
</tr>
<tr>
<td>CAPP2748</td>
<td>Chrysler Automatic Transmissions &amp; Transaxles</td>
<td>9.0</td>
</tr>
<tr>
<td>CAPP2749</td>
<td>Chrysler New Product Update</td>
<td>2.0</td>
</tr>
</tbody>
</table>

120.5 hours

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS 4.5

(Plus three classes from the five areas below; no two classes from the same area.)

MATHEMATICS
SCIENCE
SOCIAL SCIENCE
HUMANITIES
COMPUTER TECHNOLOGY 13.5-15.0

22.5-24.0 hours

Course list for General Education requirements on page 65.
### Types of Jobs Available:

- Within commercial architecture
- Within electronics
- Design engineering of consumer products

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 nation, designers have many responsibilities that will employ their abilities to think "outside the box" as they create solutions to today's design challenges.

Program graduates are employed by large and small businesses and by government agencies.

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.

### Program Overview

The program is available only on the Lincoln Campus and admits new students every quarter. Students must earn a minimum course grade of "C" or better in all prerequisite and program courses to continue to the next course.

**For more information contact:**

Dan Masters, Program Chair  
402-437-2650, 800-642-4075 x2650, dmasters@southeast.edu  
or the College Admissions Office  
Lincoln 402-437-2600, 800-642-4075 x2600

### Lincoln Campus

**Credit Hours Required for Graduation:** 120.0

Computer Aided Design Drafting is communication through the use of graphic representation and creation of 3-D designs. Students take courses that prepare them for employment in a variety of exciting and rewarding areas of computer aided design. Students take courses using computer-aided-drafting software in the first three quarters as a prerequisite for advanced computer aided drafting courses. Computer design labs are designed to give students hands-on training in an atmosphere commonly found in industry. With the use of 3-dimensional rapid prototyping plotters students produce solid ABS plastic parts. This simulates the activities Design Drafters would be involved in working with many companies. Please note: Students may substitute academic transfer courses for vocational general study courses. A minimum grade of "C" or 70% is required in all courses for graduation from this program.

Students must take an entry evaluation test for the Basic Computer Aided Drafting Course DRAF1120. Students must have a test score of B+ or better or take the DRAF1120 course for placement into the CADD program. Students may use Tech Prep credit from high school in stead of taking the DRAF1120 course or the evaluation test.

### Core Courses:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAF1110</td>
<td>Design Drafting Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF1215</td>
<td>Architectural 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>Virtual Building Design w/Revit</td>
<td>5.0</td>
</tr>
<tr>
<td>DRAF1500</td>
<td>Advanced Virtual Building Design w/Revit</td>
<td>5.0</td>
</tr>
<tr>
<td>DRAF2100</td>
<td>Commercial Construction Materials</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2110</td>
<td>Architectural Design</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2120</td>
<td>Commercial Construction Process</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2130</td>
<td>Industrial Plastics</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2150</td>
<td>Structural Steel Design w/SDS/2</td>
<td>5.0</td>
</tr>
<tr>
<td>DRAF2180</td>
<td>Professional Practice-Architectural</td>
<td>3.0</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>
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</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>DRAF2520</td>
<td>Electronic Drafting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACS52020</td>
<td>Career Development</td>
<td>2.5</td>
</tr>
<tr>
<td>BSAD1090</td>
<td>Business Law I</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1121</td>
<td>Microsoft Word &amp; PowerPoint</td>
<td>1.5</td>
</tr>
<tr>
<td>INFO1131</td>
<td>Microsoft Excel</td>
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</table>

87.0 hours

### Drafting Technical Electives:

Students must get approval from their advisor and select from this list of Drafting Technical Electives.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAF1224</td>
<td>Basic Land Desktop</td>
</tr>
<tr>
<td>DRAF2190</td>
<td>Construction For Americans with Disabilities</td>
</tr>
<tr>
<td>DRAF2140</td>
<td>Building Utility Design</td>
</tr>
<tr>
<td>DRAF2260</td>
<td>Structural Design w/Revit Structure</td>
</tr>
<tr>
<td>DRAF2999</td>
<td>Individual Special Projects</td>
</tr>
<tr>
<td>DRAF2620</td>
<td>Co-op EducationC Drafing I</td>
</tr>
<tr>
<td>DRAF2621</td>
<td>Co-op Education Drafting II</td>
</tr>
</tbody>
</table>

9.0 hours

### General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 65 for complete list.

(One class from each area below; no two classes from the same area.)

<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Communications</td>
<td>ORAL COMMUNICATIONS</td>
</tr>
<tr>
<td>Written Communications</td>
<td>WRITTEN COMMUNICATIONS</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MATH1080 Applied Algebra &amp; Trigonometry (or higher)</td>
</tr>
<tr>
<td>Science</td>
<td>PHYS1150 Descriptive Physics</td>
</tr>
<tr>
<td>Social Science</td>
<td>SOCIAL SCIENCE</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>ECON2120 Microeconomics</td>
</tr>
</tbody>
</table>

24.0 hours

Course list for General Education requirements on page 65.
TYPES OF JOBS AVAILABLE:
• Network manager
  Graduates of this specialization set up, maintain and manage computer networks.
• Computer support specialist
  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.
• Programmer
  This focus provides intensive training in computer languages such as Java and Visual Basic which are predominant in business and industry.
• Web applications programmer
  This focus offers training for those programming behind the scenes of a Web site. Students learn programming languages along with Web development technologies, such as Javascript and PHP.

PROGRAM OVERVIEW
The program is offered both day and evening on the Lincoln Campus. Students in the program can complete an Associate of Applied Science degree. There are four areas of career emphasis: Network Manager, Computer Support Specialist, Programmer and Web Applications Programmer. A Certificate also is available for anyone wishing to add basic computer training to already existing skills.

FOR MORE INFORMATION CONTACT:
Linda Bettinger, Program Co-chair
402-437-2490, 800-642-4075 x2490, lbetting@southeast.edu

Jo Schuster, Program Co-chair
402-437-2492, 800-642-4075 x2492, jschuste@southeast.edu

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

LINCOLN CAMPUS
Credit Hours Required for Graduation:
Associate of Applied Science Degree: 120.0
- Network Manager focus
- Computer Support Specialist focus
- Programmer focus
- Web Applications Programmer focus

Certificate: 32.0

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO1121</td>
<td>Microsoft Word &amp; PowerPoint</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>INFO1214</td>
<td>Program Design &amp; Problem Solving</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1311</td>
<td>Database Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1381</td>
<td>Data Communications &amp; Networking</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1391</td>
<td>TCP/IP</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1431</td>
<td>Web Page Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1441</td>
<td>Advanced Windows Operating System</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1491</td>
<td>Network Security Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2531</td>
<td>Linux Operating System</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO2543</td>
<td>Workplace Communication Skills</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO2611</td>
<td>CIT Practicum or</td>
<td></td>
</tr>
<tr>
<td>OFFT2000</td>
<td>Employment Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT1110</td>
<td>Business Communications</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Business support elective choose from:

- BSAD1050 Introduction to Business 4.5
- BSAD2540 Principles of Management
- BSAD2520 Principles of Marketing
- OFFT1310 Office Accounting

54.0 hours

NETWORK MANAGER FOCUS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>INFO1371</td>
<td>Hardware Installation &amp; Maintenance</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1463</td>
<td>Advanced Hardware Troubleshooting</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2585</td>
<td>Windows Server Administration</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2631</td>
<td>Linux Network Administration</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2695</td>
<td>Advanced Windows Server</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2697</td>
<td>Networking Capstone</td>
<td>3.0</td>
</tr>
<tr>
<td>ELEC2760</td>
<td>Networking Infrastructure</td>
<td>4.5</td>
</tr>
<tr>
<td>ELEC2761</td>
<td>Router Implementation</td>
<td>4.0</td>
</tr>
<tr>
<td>ELEC2860</td>
<td>LAN Switching and Wireless</td>
<td>4.0</td>
</tr>
<tr>
<td>ELEC2861</td>
<td>Wide Area Networking</td>
<td>4.0</td>
</tr>
</tbody>
</table>

37.5 hours

TECHNICAL ELECTIVES CHOOSE FROM:

- INF01325 Internet Scripting (3.0)
- INF01511 Advanced Database Concepts (3.0)
- INF01515 Database Administration (3.0)
- INF01541 Social & Ethical Issues in Information Technology (2.0)
- INF02513 Troubleshooting Techniques (3.0)
- INF02564 Visual Basic (4.5)
- INF02581 Network Security Systems (3.0)
- INF02591 Advanced Network Security (3.0)
- INF02670 Desktop Support (4.5)
- INF02800 Advanced Technologies (2.0)

6.0 hours

This program offers classes online!

Course list for General Education requirements on page 65.
COMPUTER SUPPORT SPECIALIST FOCUS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO1371</td>
<td>Hardware Installation &amp; Maintenance</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1443</td>
<td>Help Desk Concepts</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO1463</td>
<td>Advanced Hardware Troubleshooting</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1493</td>
<td>Advanced Microsoft Access</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO1501</td>
<td>Integrated Applications</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1511</td>
<td>Advanced Database Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2513</td>
<td>Troubleshooting Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2585</td>
<td>Windows Server Administration</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2670</td>
<td>Desktop Support</td>
<td>4.5</td>
</tr>
</tbody>
</table>

28.0 hours

TECHNICAL ELECTIVES CHOOSE FROM:
- ELEC2760 Networking Infrastructure (4.5)
- ELEC2761 Router Implementation (4.0)
- ELEC2860 LAN Switching and Wireless (4.0)
- ELEC2861 Wide Area Networking (4.0)
- INFO1325 Internet Scripting (3.0)
- INFO1515 Database Administration (3.0)
- INFO1521 Web Graphics (2.0)
- INFO1522 Web Layout (2.0)
- INFO1541 Social & Ethical Issues in Information Technology (2.0)
- INFO2564 Visual Basic (4.5)
- INFO2581 Network Security Systems (3.0)
- INFO2591 Advanced Network Security (3.0)
- INFO2631 Linux Network Administration (4.5)
- INFO2695 Advanced Windows Server (3.0)
- INFO2800 Advanced Technologies (2.0)

15.5 hours

WEB APPLICATIONS PROGRAMMER FOCUS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>INFO1314</td>
<td>Java</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1414</td>
<td>Advanced Java or</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2664</td>
<td>Advanced Visual Basic</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2514</td>
<td>Java Server Programming or</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2674</td>
<td>ASP.NET Using Visual Basic</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2554</td>
<td>C++ (4.5)</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2585</td>
<td>Windows Server Administration</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2694</td>
<td>Team Program Implementation</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2698</td>
<td>Programmer Portfolio Development</td>
<td>1.0</td>
</tr>
</tbody>
</table>

36.0 hours

TECHNICAL ELECTIVES CHOOSE FROM:
- INFO1371 Hardware Installation & Maintenance (3.0)
- INFO1414 Advanced Java or
- INFO2664 Advanced Visual Basic (4.5)
- INFO1515 Database Administration (3.0)
- INFO1521 Web Graphics (2.0)
- INFO1541 Social & Ethical Issues in Information Technology (2.0)
- INFO2564 Visual Basic (4.5)
- INFO2585 Windows Server Administration (4.5)
- INFO2800 Advanced Technologies (2.0)

8.0 hours

GENERAL EDUCATION REQUIREMENTS:

Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

ORAL COMMUNICATIONS 4.5
(Choose ONE):
- SPCH1090 Fundamentals of Human Communication
- SPCH1110 Public Speaking
- SPCH2810 Business & Professional Communication

WRITTEN COMMUNICATIONS 4.5
(Choose ONE):
- ENGL1010 Composition I
- ENGL1015 Composition & Literature

MATH 4.5
- MATH1040 Business Math (or higher level MATH class)

SOCIAL SCIENCE 4.5
(Choose ONE):
- PSYC1250 Interpersonal Relations
- PSYC1810 Introduction to Psychology
- SOCI1010 Introduction to Sociology
- SOCI1020 Diversity in Society
- SOCI2150 Issues in Unity and Diversity

HUMANITIES 4.5

22.5 hours

Course list for General Education requirements on page 65.
TYPES OF JOBS AVAILABLE:
- Within the IBM computing platforms microcomputer (PC), mainframe (zSeries) and the mid-range (iSeries).

PC courses include Visual Basic, Java, HTML, JavaScript, Java Servlets, embedded SQL and JSPs as well as Microsoft Office products.

These courses will provide the programming skills needed to develop, implement and maintain Web-based applications.

The zSeries courses include JCL, TSO/ISPF, embedded DB2/SQL, COBOL and CICS. Students also are 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 iSeries curriculum focuses on the RPG IV programming language. Students create interactive applications that utilize sub-file processing. Students also will gain experience using Control Language, DDS, SEU, PDM, DFU, CLP and SDA.

Students 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.

The program will prepare students for attaining employment in a competitive IT market. Students will be able to choose companies based on their experience with a single platform or with a multi-platform environment.

PROGRAM OVERVIEW
Students will be able to complete the program in 18 months and will graduate with an Associate of Applied Science degree. Students not only have the option of employment, but they also may transfer credit to a four-year college or university to complete a Bachelor’s degree. This program is available only at the Milford Campus.

FOR MORE INFORMATION CONTACT:
Beth Stutzman, Program Chair
402-761-8395, 800-933-7223 x8395, bstutzma@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

MILFORD CAMPUS
Credit Hours Required for Graduation: 126.5
Please note: A grade of “C” or better is required in all prerequisite courses.

COMPUTER PROGRAMMING TECHNOLOGY
CORE COURSES:
Not listed in curriculum sequence order.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>INFO1111</td>
<td>Logic and Design</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO1117</td>
<td>Microcomputer Applications</td>
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<tr>
<td>INFO1151</td>
<td>Computer Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1217</td>
<td>Database Management</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO1221</td>
<td>Introduction to MVS Environment</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO1287</td>
<td>Operating Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1314</td>
<td>Java</td>
<td>4.5</td>
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<tr>
<td>INFO1325</td>
<td>Internet Scripting</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1337</td>
<td>Introduction to the iSeries</td>
<td>3.5</td>
</tr>
<tr>
<td>INFO1414</td>
<td>Advanced Java</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1428</td>
<td>COBOL</td>
<td>8.0</td>
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<tr>
<td>INFO1431</td>
<td>Web Page Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1458</td>
<td>RPG IV</td>
<td>8.0</td>
</tr>
<tr>
<td>INFO2514</td>
<td>Java Server Programming</td>
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</tr>
<tr>
<td>INFO2528</td>
<td>Advanced COBOL</td>
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</tr>
<tr>
<td>INFO2548</td>
<td>Customer Information Control System Programming</td>
<td>8.0</td>
</tr>
<tr>
<td>INFO2558</td>
<td>System Analysis &amp; Design</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO2565</td>
<td>Visual Basic</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2620</td>
<td>Networking Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2638</td>
<td>Applied Business Solutions</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO2664</td>
<td>Advanced Visual Basic</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2678</td>
<td>DB2 Database Applications &amp; SQL</td>
<td>3.5</td>
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<tr>
<td>ACF52020</td>
<td>Career Development</td>
<td>2.5</td>
</tr>
</tbody>
</table>

104.5 hours

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS 4.5
MATHEMATICS 4.5
MATH1040 Business Math (or higher)

(Plus two classes from the three areas below; no two classes from the same area.)

SCIENCE 4.5-7.5
SOCIAL SCIENCE 4.5
HUMANITIES 4.5

22.5 hours
# Criminal Justice

- **Associate of Applied Science Degree**

### Types of Jobs Available:
- Ballistics expert
- Communications officer
- Crime lab technician
- Crime prevention specialist
- Animal control officer
- K-9 unit specialist
- Railroad police
- Corrections officer
- Bailiff
- Investigator
- Patrol officer

Graduates of the program will find employment in law enforcement at the state, county, or city level. 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 also will provide advanced placement in a Bachelor’s degree program. Most federal programs require a Bachelor’s degree.

### Program Overview

This program provides a track for students who typically wish to work in fields of criminal justice and law enforcement.

### For More Information Contact:
- Don Jenkins, Program Chair
  402-437-3459, 800-642-4075 x3459, djenkins@southeast.edu
- Michele Richards, Academic Advisor-Lincoln
  402-437-2602, 800-642-4075 x2602, mrichard@southeast.edu
- Tom Young, Instructor–Beatrice
  402-228-8238, 800-233-5027 x1238, tyoung@southeast.edu
- or the College Admissions Office
  Beatrice 402-228-8214, 800-233-5027 x1214
  Lincoln 402-437-2600, 800-642-4075 x2600

Nebraska Law Enforcement Training Center:
3600 N. Academy Road, Grand Island, NE 68801
www.nletc.state.ne.us

### Nebraska Law Enforcement Focus:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIM2940</td>
<td>Law Enforcement Internship (Fourteen Weeks)</td>
<td>12.0</td>
</tr>
</tbody>
</table>

A criminal background check 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 CBC.

### General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

<table>
<thead>
<tr>
<th>Area</th>
<th>Course Title</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Communications</td>
<td>ENGL1010 Composition I (required)</td>
<td>4.5</td>
</tr>
<tr>
<td>Mathematics</td>
<td>MATH1050 or higher</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Social Science</td>
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<td>Humanities</td>
<td></td>
<td></td>
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<tr>
<td>Computer Technology</td>
<td></td>
<td>13.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### ‘NLETc Requirements’:

NLETc Admissions and Physical Training: Students entering the Law Enforcement focus should be aware of the admission requirements for acceptance at the Nebraska Law Enforcement Training Center for the 12 credit hour internship to complete requirements for the Associate of Applied Science degree. Students must meet the ‘NLETc Requirements’ as part of the application process at the Training Center.

1. Take and pass the required Test of Adult Basic Education 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 in both eyes
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

Course list for General Education requirements on page 65.
TYPES OF JOBS AVAILABLE:
- Servicing engines; power trains; hydraulic, electrical and electronic systems; air conditioning diagnosis and repair
- Field service worker

This program is offered jointly by Deere Construction & Forestry Equipment and SCC, in cooperation with Deere Construction & Forestry Equipment dealers.

Student in the program are required to have a sponsoring Deere Construction & Forestry Equipment dealer. Students are expected to continue employment at the dealership after graduation.

PROGRAM OVERVIEW
This program is offered on the Milford Campus. New students are admitted every two years. In addition to meeting general SCC requirements, students are tested to evaluate potential for success in the program.

Please note: If a student's dealership-sponsored employment is terminated for reasons beyond the student's control, such as lack of work, the student may be allowed to seek a different sponsoring dealership to continue in the program. If a student's dealership-sponsored employment is terminated for inappropriate behavior, such as failure to follow policies, poor attendance, lack of cleanliness and/or dishonesty, the student will be deemed “less than competent to perform required tasks” and will not be allowed to continue in the program.

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

MILFORD CAMPUS
Credit Hours Required for Graduation: 145.5-147.0

The program prepares students to be entry-level service technicians with Deere Construction & Forestry dealerships. Graduates typically continue employment with their sponsoring dealership. Each student spends five quarters on campus and two quarters working in a sponsoring Deere Construction & Forestry dealership. John Deere University Levels 1 & 2 Construction & Forestry Equipment classes must be successfully completed to qualify for graduation. These classes are assigned during the student's seventh quarter of training.

Deere Construction & Forestry Equipment Tech courses:
Course offerings and prerequisites will be determined by the program. A grade of “C” (2.0) or better in all JDCE classes is required to progress through the program.

DEERE CONSTRUCTION & FORESTRY CLASSES

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>JDCE1130</td>
<td>Deere Orientation</td>
<td>4.5</td>
</tr>
<tr>
<td>JDCE1131</td>
<td>Deere Fundamentals &amp; Safety</td>
<td>5.5</td>
</tr>
<tr>
<td>JDCE1132</td>
<td>Deere Welding I</td>
<td>1.5</td>
</tr>
<tr>
<td>JDCE1134</td>
<td>Deere Electrical/Electronics I</td>
<td>9.0</td>
</tr>
<tr>
<td>JDCE1340</td>
<td>Deere Theory of Engine Operation</td>
<td>4.5</td>
</tr>
<tr>
<td>JDCE1341</td>
<td>Deere Fuel Systems</td>
<td>3.5</td>
</tr>
<tr>
<td>JDCE1342</td>
<td>Deere Engine Repair</td>
<td>8.5</td>
</tr>
<tr>
<td>JDCE1344</td>
<td>Deere Engine Performance</td>
<td>2.0</td>
</tr>
<tr>
<td>JDCE1470</td>
<td>Dealer Cooperative Education</td>
<td>12.0</td>
</tr>
<tr>
<td>JDCE1343</td>
<td>Deere Electrical/Electronics II</td>
<td>7.0</td>
</tr>
<tr>
<td>JDCE1133</td>
<td>Deere HVAC</td>
<td>5.5</td>
</tr>
<tr>
<td>JDCE1441</td>
<td>Deere Advanced Fuel Systems &amp; Engine Diagnostics</td>
<td>6.0</td>
</tr>
<tr>
<td>JDCE2550</td>
<td>Deere Mechanical Power Trains</td>
<td>7.0</td>
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<tr>
<td>JDCE2551</td>
<td>Deere Hydraulics</td>
<td>6.0</td>
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<tr>
<td>JDCE2552</td>
<td>Deere Hydrostatic Drives</td>
<td>6.0</td>
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<tr>
<td>JDCE2553</td>
<td>Deere Welding II</td>
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</tr>
<tr>
<td>JDCE2670</td>
<td>Dealer Cooperative Education</td>
<td>12.0</td>
</tr>
<tr>
<td>JDCE2760</td>
<td>Deere Back Hoes/ Landscape Loaders</td>
<td>3.5</td>
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<tr>
<td>JDCE2761</td>
<td>Deere Excavators</td>
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</tr>
<tr>
<td>JDCE2762</td>
<td>Deere Crawler Dozers/Loaders</td>
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</tr>
<tr>
<td>JDCE2763</td>
<td>Deere Motor Graders</td>
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</tr>
<tr>
<td>JDCE2764</td>
<td>Deere Four Wheel Drive Loaders</td>
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<tr>
<td>JDCE2765</td>
<td>Deere Skid Steer Loaders</td>
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</tr>
<tr>
<td>JDCE2766</td>
<td>Deere 4WD Tractors/Articulated Truck</td>
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</tr>
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</table>

123.0 hours

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 65 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS 4.5
(MATHEMATICS 3.5-5.0
SCIENCE 3.5-5.0
HUMANITIES 3.5-5.0
COMPUTER TECHNOLOGY 13.5-15.0

22.5-24.00 hours

Please note: Students are required to purchase their own tool set. A list of required tools is available from the Program Chair or the College Admissions Office.

Course list for General Education requirements on page 65.
Dental Assisting

✓ Diploma

**TYPES OF JOBS AVAILABLE:**
- Within clinics, dental offices and laboratories
Dental assistants work with dentists to provide treatment to patients and help 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 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:
  - 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.

**PROGRAM OVERVIEW**
The program is offered 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

**LINCOLN CAMPUS**
This program is accredited by the Commission on Dental Accreditation (CODA), 211 East Chicago Avenue, Chicago, IL 60611, 312-440-2500, www.ada.org

**Credit Hours Required for Graduation:** 76.0

The Dental Assisting program provides opportunities to develop specialized skills in dental health education, chairside assisting, laboratory procedures, and business office operating procedures. The program provides clinical experiences at the University of Nebraska Medical Center-College of Dentistry, the Veterans Administration Dental Clinic, the Lincoln/Lancaster-County Dental Clinic, the People’s Health Clinic and in private dental offices. Graduates of the program are eligible to take the chairside certification examination of the Dental Assisting National Board, Inc., www.danb.org.

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

**SPECIAL PROGRAM REQUIREMENTS:**
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.

This program offers classes online!

**DENTAL ASSISTING COURSES:**

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<thead>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>*DENT1103</td>
<td>Oral Sciences I</td>
<td>3.0</td>
</tr>
<tr>
<td>*DENT1110</td>
<td>Preclinical Concepts</td>
<td>6.5</td>
</tr>
<tr>
<td>*DENT1210</td>
<td>Oral Sciences II</td>
<td>4.0</td>
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<td>*DENT1211</td>
<td>Dental Assisting Foundations I</td>
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<tr>
<td>*DENT1212</td>
<td>Oral Hygiene</td>
<td>2.0</td>
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<tr>
<td>*DENT1214</td>
<td>Clinical Concepts</td>
<td>3.5</td>
</tr>
<tr>
<td>*DENT1311</td>
<td>Dental Assisting Foundations II</td>
<td>4.5</td>
</tr>
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<td>*DENT1312</td>
<td>Dental Materials I</td>
<td>3.0</td>
</tr>
<tr>
<td>*DENT1313</td>
<td>Oral Radiography I</td>
<td>4.5</td>
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<tr>
<td>*DENT1314</td>
<td>Clinical Education I</td>
<td>6.5</td>
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<tr>
<td>*DENT1410</td>
<td>Practice Management Skills</td>
<td>3.0</td>
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<tr>
<td>*DENT1411</td>
<td>Dental Assisting Foundations III</td>
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<td>*DENT1413</td>
<td>Oral Radiography II</td>
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<td>*DENT1414</td>
<td>Clinical Education II</td>
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<tr>
<td>FSDT1350</td>
<td>Basic Nutrition</td>
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<tr>
<td>MEDA1101</td>
<td>Medical Terminology I</td>
<td>2.0</td>
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</table>

Total Credit Hours: 67.0 hours

**GENERAL EDUCATION REQUIREMENTS:**
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

**WRITTEN COMMUNICATIONS**
- SPCH1110 Public Speaking or
- SPCH1090 Fundamentals of Human Communication or
- SPCH2810 Business & Professional Communication

**SOCIAL SCIENCE**
- PSYC1250 Interpersonal Relations or
- PSYC1810 Introduction to Psychology

Total Credit Hours: 9.0 hours

**SPECIAL PROGRAM REQUIREMENTS:**
Verification of current health insurance policy, medical statement, hepatitis immunizations, health care provider CPR 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.

Course list for General Education requirements on page 65.
TYPES OF JOBS AVAILABLE:

- Dealership technician

Successful graduates will have a variety of responsibilities, including engine, power train, hydraulic system, electrical & electronic, and air conditioning diagnosis and repair. Students also can expect to work on tillage, planting, spraying, and harvesting equipment. Field service work also is part of the technician’s job.

PROGRAM OVERVIEW

This program is offered on the Milford Campus. New students are admitted twice a year in the winter and summer quarters. In addition to meeting general requirements of SCC, 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

MILFORD CAMPUS

Credit Hours Required for Graduation: 121.0-122.5

The Diesel Technology-Farm program provides students with skills to become entry-level technicians in the farm equipment industry. Training is provided on a variety of farm equipment makes and models.

DIESEL TECHNOLOGY - FARM COURSES:

Course offerings and prerequisites will be determined by the program. A grade of “C” (2.0) or better in all DESL classes is required to progress through the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>DESL1120</td>
<td>Basic Electrical</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL1121</td>
<td>Cranking Motors &amp; Ignition Systems</td>
<td>3.5</td>
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<tr>
<td>DESL1122</td>
<td>Charging Systems</td>
<td>3.0</td>
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<tr>
<td>DESL1123</td>
<td>Power Trains I</td>
<td>3.5</td>
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<tr>
<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>
<tr>
<td>DESL1225</td>
<td>Theory of Engine Operation</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1227</td>
<td>Theory of Fuel System Operation</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1228</td>
<td>Valve Trains</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1230</td>
<td>Diesel Engine Overhaul &amp; Inspection</td>
<td>4.0</td>
</tr>
<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>
</tr>
<tr>
<td>DESL1349</td>
<td>Diesel Fuel Injection Systems II</td>
<td>5.0</td>
</tr>
<tr>
<td>DESL1351</td>
<td>Mobile Hydraulics</td>
<td>8.5</td>
</tr>
<tr>
<td>DESL1362</td>
<td>Diesel Fuel Injection Systems Laboratory</td>
<td>2.0</td>
</tr>
<tr>
<td>DESL1453</td>
<td>Post-Cooperative Education Seminar</td>
<td>2.0</td>
</tr>
<tr>
<td>DESL1468</td>
<td>Cooperative Education</td>
<td>10.0</td>
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<tr>
<td>DESL2536</td>
<td>Farm Equipment Diesel Engine Tune-Up &amp; Diagnosis</td>
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<td>DESL2564</td>
<td>Farm Equipment Electricity</td>
<td>8.5</td>
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<td>DESL2566</td>
<td>Farm Equipment Power Trains</td>
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</tr>
<tr>
<td>DESL2567</td>
<td>Advanced Air Conditioning</td>
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<tr>
<td>DESL2602</td>
<td>Planting Equipment</td>
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<tr>
<td>DESL2603</td>
<td>Harvesting Equipment</td>
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<tr>
<td>DESL2604</td>
<td>Tillage &amp; Spraying Equipment</td>
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</table>

98.5 hours

GENERAL EDUCATION REQUIREMENTS:

Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS 4.5

(Plus three classes from the five areas below; no two classes from the same area.)

MATHEMATICS

SCIENCE

SOCIAL SCIENCE

HUMANITIES

COMPUTER TECHNOLOGY 13.5-15.0

22.5-24.0 hours

Please note: Students are required to purchase their own tool set. A list of required tools is available from the Program Chair or the College Admissions Office.
TYPES OF JOBS AVAILABLE:
- Diesel truck technician

Successful graduates will have a variety of responsibilities, including engine, power train, electrical & electronic, mobile hydraulic, and air conditioning system diagnosis and repair. You can also expect to work on steering and suspension systems, truck and trailer alignment, and truck air brakes.

PROGRAM OVERVIEW
This program is offered on the Milford Campus. New students are admitted twice a year in the winter and summer quarters. In addition to meeting general requirements of SCC, 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

MILFORD CAMPUS
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: 123.5-125.0

The Diesel Technology program is certified by the National Automotive Technician Educational Foundation and is led by ASE certified instructors. The program provides students with skills to become entry-level technicians in the diesel truck service industry.

DIESEL TECHNOLOGY - TRUCK COURSES:
Course offerings and prerequisites will be determined by the program. A grade of “C” (2.0) or better in all DESL classes is required to progress through the program.

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<tr>
<td>DESL1201</td>
<td>Electrical Systems I</td>
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<tr>
<td>DESL1211</td>
<td>Batteries &amp; Cranking Motors</td>
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<td>DESL1221</td>
<td>Electronic Ignition &amp; Charging Systems</td>
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<tr>
<td>DESL1231</td>
<td>Power Trains I</td>
<td>3.5</td>
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<tr>
<td>DESL1241</td>
<td>Diesel Welding</td>
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<tr>
<td>DESL1261</td>
<td>Hand &amp; Precision Measuring Tools</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL2251</td>
<td>Theory of Engine Operation</td>
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</tr>
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<td>DESL2271</td>
<td>Theory of Fuel System Operations</td>
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</tr>
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<td>DESL2281</td>
<td>Valve Trains</td>
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<td>DESL2301</td>
<td>Engine Overhaul &amp; Inspection</td>
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<td>DESL2321</td>
<td>Diesel and Gas Fuel Injection</td>
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<td>DESL2351</td>
<td>Electrical/Electronic Systems I</td>
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<td>DESL3451</td>
<td>Conventional Transmissions and Clutches</td>
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<tr>
<td>DESL3471</td>
<td>Truck Final Drives</td>
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<tr>
<td>DESL3481</td>
<td>Preventative Maintenance and Inspection</td>
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<tr>
<td>DESL4341</td>
<td>Air Brakes</td>
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<tr>
<td>DESL4351</td>
<td>Steering &amp; Suspensions</td>
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<td>DESL4361</td>
<td>Hydraulic Brakes</td>
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<td>DESL4381</td>
<td>Basic Hydraulics</td>
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<td>DESL4541</td>
<td>Heating &amp; Air Conditioning I</td>
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<td>DESL6302</td>
<td>Heating &amp; Air Conditioning II</td>
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<td>DESL6432</td>
<td>Automatic Truck Transmissions</td>
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<td>DESL6452</td>
<td>Electrical Systems III</td>
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<td>Electronic Diesel Engine Diagnosis &amp; Tune-Up</td>
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<td>DESL5582</td>
<td>Cooperative Education</td>
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</table>

101.0 hours

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS 4.5

(Plus three classes from the five areas below; no two classes from the same area.)

MATHEMATICS
SCIENCE
SOCIAL SCIENCE
HUMANITIES
COMPUTER TECHNOLOGY 13.5-15.0

22.5-24.0 hours

Please note: Students are required to purchase their own tool set. A list of required tools is available from the Program Chair or the College Admissions Office.

This SCC Program is Affiliated with ASE Accredited by NATEF
TYPES OF JOBS AVAILABLE:

- Preschool teacher
- Infant and toddler caregiver
- Before/after school activity coordinator
- Professional nanny
- Paraprofessional in public/private elementary schools
- Child care administrator
- Family support worker
- Corporate/public/private child care provider
- Family child care home provider

This program offers classes online!

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 Arts & Sciences Division with an early childhood education focus.

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.

SPECIAL PROGRAM REQUIREMENT:

A criminal background check 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 CBC.

FOR MORE INFORMATION CONTACT:
Bethanie Grass, Program Chair
402-437-2455, 800-642-4075 x2455, bgrass@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

LINCOLN CAMPUS

Credit Hours Required for Graduation:
In-Home Child Care Certificate: 36.0
Child Care Professional Diploma: 83.0
Associate of Applied Science Degree: 119.5

CERTIFICATE—IN-HOME CHILD CARE:

<table>
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>ECED1110</td>
<td>Infant and Toddler Development</td>
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<tr>
<td>ECED1120</td>
<td>Preschool Child Development</td>
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<tr>
<td>ECED1230</td>
<td>School Age Child Development</td>
<td>3.0</td>
</tr>
<tr>
<td>ECED1060</td>
<td>Observation, Assessment &amp; Guidance</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1260</td>
<td>Early Childhood Health, Safety &amp; Nutrition</td>
<td>4.5</td>
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<tr>
<td>ECED1270</td>
<td>Integrated Curriculum; ages 3-8</td>
<td>6.0</td>
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<tr>
<td>ECED1475</td>
<td>Professional In-Home Care</td>
<td>4.5</td>
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<tr>
<td>ECED1560</td>
<td>Comprehensive Family Child Care Practicum</td>
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<tr>
<td></td>
<td>OR</td>
<td></td>
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<tr>
<td>ECED1570</td>
<td>Comprehensive Professional Nanny Practicum</td>
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</table>

31.5 hours

GENERAL EDUCATION REQUIREMENTS: CERTIFICATE

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 65 for complete list.

(One class from one of the four following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SOCIAL SCIENCE

4.5 hours

Course list for General Education requirements on page 65.

ECED REQUIRED CORE COURSES:

(for diploma and associate of applied science degree)

<table>
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<td>ECED1050</td>
<td>Expressive Arts</td>
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<td>ECED1060</td>
<td>Observation, Assessment and Guidance</td>
<td>4.5</td>
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<tr>
<td>ECED1110</td>
<td>Infant and Toddler Development</td>
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<td>ECED1120</td>
<td>Preschool Child Development</td>
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<td>ECED1150</td>
<td>Introduction to Early Childhood Education</td>
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<td>ECED1160</td>
<td>Early Language &amp; Literature</td>
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<td>ECED1220</td>
<td>Pre-Practicum Seminar</td>
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<td>ECED1221</td>
<td>Infant and Toddler Practicum</td>
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<td>ECED1224</td>
<td>Preschool Math, Science and Social</td>
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<td>School Age Child Development</td>
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<td>ECED1240</td>
<td>Preschool/School Age Practicum</td>
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<td>Early Childhood Health, Safety and Nutrition</td>
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<tr>
<td>ECED2050</td>
<td>Children with Exceptionalities</td>
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<tr>
<td>ECED2070</td>
<td>Family &amp; Community Relations</td>
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<tr>
<td>ECED2800</td>
<td>Early Childhood Graduation Seminar</td>
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55.5 hours

DIPLOMA—CHILD CARE PROFESSIONAL FOCUS:

(ECED Required Core Courses 55.5)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
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<tbody>
<tr>
<td>ECED2060</td>
<td>Early Childhood Education Curriculum Planning</td>
<td>4.5</td>
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<tr>
<td>ECED1340</td>
<td>How Children Learn</td>
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<td>ECED2065</td>
<td>Child Care Head Teacher Practicum</td>
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<tr>
<td>ECED2067</td>
<td>Child Care Head Teacher Co-op</td>
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<tr>
<td></td>
<td>OR</td>
<td>3.0</td>
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</tbody>
</table>

18.5 hours

Additional Elective Hours:

7.5 hours

*Students will also have to complete an additional 7.5 elective credit hours. Any ECED course not required for specialization diploma or AAS degree OR any elective approved at the discretion of the academic advisor. See ECED listings for possible elective options.

GENERAL EDUCATION REQUIREMENTS: A.A.S.

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 65 for complete list.

(One class from each area below)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- COMPUTER TECHNOLOGY

13.5 hours

GENERAL EDUCATION REQUIREMENTS: A.A.S.

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 65 for complete list.

(One class from each area below)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- COMPUTER TECHNOLOGY

13.5 hours

SPECIAL PROGRAM REQUIREMENTS:

In addition to the criminal background check, 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, 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." 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.
Electrical & Electromechanical Technology

Electrical Systems Focus

Types of Jobs Available:
- Residential, commercial and industrial construction environments
- Designing, installing, maintaining and upgrading advanced electrical control circuits

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.

Electromechanical Systems Focus

Types of Jobs Available:
- Designing, installing, maintaining and upgrading industrial automated systems
- Designs in the machining, welding, fabrication, wiring and installation of new and existing production equipment

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 x8285, kreinsch@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

Milford Campus
Credit Hours Required for Graduation:
- Diploma – Construction Electrician: 85.0
- Associate of Applied Science Degree

Electrical Systems Focus: 149.0
Electromechanical Systems Focus: 149.5

Construction Electrician Diploma Required Courses:

<table>
<thead>
<tr>
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<th>COURSE TITLE</th>
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<td>AC Principles</td>
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<tr>
<td>ELEC1336</td>
<td>CAD &amp; Electrical Estimating</td>
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<td>ELEC1344</td>
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<td>ELEC1365</td>
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<td>Transformer Three Phase Systems</td>
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<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 or INFO1121 Microsoft Word & PowerPoint and INFO1131 Microsoft Excel
- Or if considering transfer to another institution:
  - INFO1010 Computer Literacy or BSAD1010 Microsoft Applications I

76.0 hours

General Education Requirements: Diploma
Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 65 for complete list.

Mathematics
MATH1050 Thinking Mathematically 4.5
(Plus one course from the following areas)

Oral Communications
Written Communications
Science
Social Science
Humanities 4.5
9.0 hours

Electrical Systems Focus
(Diploma courses (76.0) credits plus the following courses and general education hours)

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<thead>
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<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<td>ELEC2534</td>
<td>Programmable Logic Controllers I</td>
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<td>ELEC2546</td>
<td>Electrical Machine Controls</td>
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<td>ELEC2555</td>
<td>Industrial Communications &amp; Alarm Systems</td>
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<td>ELEC2564</td>
<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>MFGT1456</td>
<td>Manufacturing Processes II</td>
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<td>ACFS2020</td>
<td>Career Development</td>
<td>2.5</td>
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<tr>
<td>BSAD1730</td>
<td>Principles of Quality Management</td>
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Electromechanical Systems Focus

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<tr>
<td>ELEC1217</td>
<td>AC Principles</td>
<td>13.0</td>
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<tr>
<td>ELEC1337</td>
<td>Sketching &amp; CAD</td>
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<td>ELEC1344</td>
<td>Motor Controls</td>
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<td>ELEC1356</td>
<td>Fluid Power</td>
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<td>Industrial Machines &amp; Mechanical Systems</td>
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<td>ELEC1464</td>
<td>Transformer Three Phase Systems</td>
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<td>ELEC1474</td>
<td>Predictive Maintenance Principles</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>MFGT1456</td>
<td>Manufacturing Processes II</td>
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<tr>
<td>BSAD1730</td>
<td>Principles of Quality Management</td>
<td>2.5</td>
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Computer Course Requirements
A minimum of 2 credit hours in word processing and spreadsheets. Suggested courses:
- INFO1117 Microcomputer Applications or INFO1121 Microsoft Word & PowerPoint
- Or INFO1131 Microsoft Excel
- Or if considering transfer to another institution:
  - INFO1010 Computer Literacy or BSAD1010 Microsoft Applications I

127.0 hours

General Education Requirements: A.A.S.
Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 65 for complete list.

(Mathematics or MATH1050 or higher)

Science
PHYS1017 or PHYS1150 or PHYS1410
(Plus one course from one of the two areas below)

Social Science
Humanities 4.5
22.5 hours

Course list for General Education requirements on page 65.
The curriculum is provided with the cooperation of representatives of SCC and Nebraska representatives of the IBEW-Local 265. Applicants must meet the stated SCC and IBEW-Local 265 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, Construction & Electronics Division Dean
402-761-8266, 800-933-7223 x8266
402-437-2639, 800-642-4075 x2639, efosler@southeast.edu

Ken Reinsch, Electrical & Electromechanical 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 402-761-8243, 800-933-7223 x8243

IBEW TRAINING CENTER
For members of the International Brotherhood of Electrical Workers (IBEW - Local 265)

Classes are held at the IBEW Training Center, 6200 S. 14th Street in Lincoln.

Prepares students for a career in the commercial and residential electrical construction industry.

Credit Hours Required for Graduation: 117.5

Combination Theory/Laboratory classes one per year, as follows:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>ELET1714</td>
<td>DC Circuits and Blueprint Reading</td>
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<tr>
<td>ELET1719</td>
<td>AC Circuits and Wire Sizing</td>
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<td>ELET1724</td>
<td>Electronic Devices and Electrical Grounding</td>
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<tr>
<td>ELET1729</td>
<td>Logic Circuits and Electrical Motors</td>
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<tr>
<td>ELET1734</td>
<td>Process Controllers and Special Electrical Circuits</td>
<td>14</td>
</tr>
</tbody>
</table>

70.0 hours

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS 4.5

(Plus three classes from the five areas below; no two classes from the same area.)

MATHEMATICS
SCIENCE
SOCIAL SCIENCE
HUMANITIES

COMPUTER TECHNOLOGY 13.5

22.5 hours

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>
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<td>ELET1715</td>
<td>Electrical Wiring Applications I</td>
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<td>ELET1720</td>
<td>Electrical Wiring Applications II</td>
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<td>ELET1725</td>
<td>Electrical Wiring Applications III</td>
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<td>ELET1730</td>
<td>Electrical Wiring Applications IV</td>
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</tr>
<tr>
<td>ELET1735</td>
<td>Electrical Wiring Applications V</td>
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</tbody>
</table>

25.0 hours

Course list for General Education requirements on page 65.
Electronic Systems Technology

**Associate of Applied Science Degree**

**ELECTRONIC SYSTEMS TECHNICIAN FOCUS**

**COURSE TITLE**

**CREDIT HRS**

<table>
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<tr>
<th>COURSE #</th>
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<tr>
<td>ELEC1100</td>
<td>Digital Electronics</td>
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<td>ELEC1101</td>
<td>AC Electronics</td>
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</tr>
<tr>
<td>ELEC1102</td>
<td>Digital Circuits</td>
<td>5.0</td>
</tr>
<tr>
<td>ELEC1103</td>
<td>Active Devices</td>
<td>8.0</td>
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<tr>
<td>ELEC1104</td>
<td>Electronic Drafting</td>
<td>1.0</td>
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<tr>
<td>ELEC1105</td>
<td>Analog Circuits</td>
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<td>ELEC1106</td>
<td>Power Supply Systems</td>
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<td>ELEC1107</td>
<td>Advanced Digital Circuits</td>
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<td>Systems Troubleshooting</td>
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<td>ELEC1112</td>
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<td>ELEC1113</td>
<td>PC Operating Systems</td>
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<td>ELEC1114</td>
<td>Networking Infrastructure (CCNA 1)</td>
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<td>Router Implementation (CCNA 2)</td>
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<td>ELEC1116</td>
<td>Microprocessor Applications</td>
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<tr>
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</tr>
<tr>
<td>ACFS2020</td>
<td>Career Development</td>
<td>2.5</td>
</tr>
</tbody>
</table>

*Depends on Military Training Transcript.*

**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 and 1.5
- INFO1131 Microsoft Excel 1.5

Or if considering transfer to another institution:

- INFO1010 Computer Literacy or 4.5
- BSAD1010 Microsoft Applications 1 4.5

**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**

**TYPES OF JOBS AVAILABLE:**

- Robotics technician
- Technical manager
- Engineering assistant
- Field service technician
- Industrial automation technician
- Network administrator
- Network technician
- PC support technician
- Electronic systems designer
- Telemetry technician

Students focus 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, avionics, security systems and telephone systems.

**PROGRAM OVERVIEW**

Classes are offered on the Lincoln Campus during the day and night and on the Milford Campus during the day.

**FOR MORE INFORMATION CONTACT:**

John Pierce, Program Chair
402-437-2548, 800-642-4075 x2548 Lincoln
402-761-8394, 800-933-7223 x8394 Milford, jpierce@southeast.edu

Earl Fosler, Construction/Electronics 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

**LINCOLN AND MILFORD CAMPUSES**

Credit Hours Required for Graduation:

- Electronic Systems Technician Focus 123.0
- Electronic Systems Military Focus 107.0
- Computers, Automation, and Networking Systems Focus 156.5

**ELECTRONIC SYSTEMS MILITARY FOCUS**

**TYPES OF JOBS AVAILABLE:**

- Robotics technician
- Technical manager
- Engineering assistant
- Field service technician
- Industrial automation technician
- Network administrator
- Network technician
- PC support technician
- Electronic systems designer
- Telemetry technician

**PROGRAM OVERVIEW**

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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

**LINCOLN AND MILFORD CAMPUSES**

Credit Hours Required for Graduation:

- Electronic Systems Technician Focus 123.0
- Electronic Systems Military Focus 107.0
- Computers, Automation, and Networking Systems Focus 156.5

**ELECTRONIC SYSTEMS MILITARY FOCUS**

**COURSE #** | **COURSE TITLE** | **CREDIT HRS** |
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<tr>
<td>ACFS2020</td>
<td>Career Development</td>
<td>2.5</td>
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</tbody>
</table>

*Depends on Military Training Transcript.*

The student, with approval of the program chair, will complete a set of SCC ELEC courses. The student and program chair will select courses that will enhance technical expertise.

**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 and 1.5
- INFO1131 Microsoft Excel 1.5

Or if considering transfer to another institution:

- INFO1010 Computer Literacy or 4.5
- BSAD1010 Microsoft Applications 1 4.5

**ELECTRONIC SYSTEMS MILITARY FOCUS**

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**ELECTRONIC SYSTEMS MILITARY FOCUS**

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<tr>
<td>ELEC2860</td>
<td>LAN Switching and Wireless (CCNA 3)</td>
<td>4.0</td>
</tr>
<tr>
<td>ELEC2861</td>
<td>Wide Area Networking (CCNA 4)</td>
<td>4.0</td>
</tr>
<tr>
<td>ELEC2853</td>
<td>Hydraulics and Pneumatics</td>
<td>2.5</td>
</tr>
<tr>
<td>ELEC2863</td>
<td>PLCs and Automation</td>
<td>6.5</td>
</tr>
<tr>
<td>ELEC2883</td>
<td>Robotics and Vision Systems</td>
<td>3.0</td>
</tr>
</tbody>
</table>

*Depends on Military Training Transcript.*

**GENERAL EDUCATION REQUIREMENTS:**

Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements.

See page 65 for complete list.

(One class from each area below.)

- ORAL COMMUNICATIONS 4.5
- WRITTEN COMMUNICATIONS 4.5
- MATHEMATICS 4.5
  - MATH1050 or higher 4.5
- SCIENCE 4.5
  - PHYS1017 or PHYS1150 or PHYS1410 4.5

(Please one class from one of the two areas below.)

- SOCIAL SCIENCE 4.5
- HUMANITIES 4.5

22.5 hours

Course list for General Education requirements on page 65.
Types of Jobs Available:
- Ambulance services
- Hospital settings
- Health education instructor

Paramedics provide medical care, and their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting.

As an advocate for patients, paramedics seek to be proactive in affecting long-term health care by working in conjunction with other provider 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. EMS/Paramedic students will complete the coursework in classrooms and laboratories and gain hands-on-training while working in hospitals and with ambulance services. Graduates of the program receive an Associate of Applied Science degree and may take the National Registry certifying examination.

For More Information Contact:
Susan Noler, Dean of Health Occupations
402-437-2729, 800-642-4075, x2729, snoler@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

Lincoln Campus
Credit Hours Required for Graduation: 119.0

Emergency Medical Services/Paramedic Core Courses:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDA1101</td>
<td>Medical Terminology I*</td>
<td>2.0</td>
</tr>
<tr>
<td>EMTL1301</td>
<td>EMT Basic I*</td>
<td>5.0</td>
</tr>
<tr>
<td>EMTL1302</td>
<td>EMT Basic II*</td>
<td>5.0</td>
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<tr>
<td>EMTL1321</td>
<td>Introduction to Paramedicine</td>
<td>8.0</td>
</tr>
<tr>
<td>EMTL1322</td>
<td>Advanced Pharmacology for the Paramedic</td>
<td>4.5</td>
</tr>
<tr>
<td>EMTL1323</td>
<td>Patient Assessment and Emergency Cardiac Care for the Paramedic</td>
<td>10.5</td>
</tr>
<tr>
<td>EMTL1324</td>
<td>Paramedic Practicum I</td>
<td>4.0</td>
</tr>
<tr>
<td>EMTL1325</td>
<td>Medical Emergencies for the Paramedic</td>
<td>10.0</td>
</tr>
<tr>
<td>EMTL1326</td>
<td>Paramedic Practicum II</td>
<td>4.0</td>
</tr>
<tr>
<td>EMTL1327</td>
<td>Traumatic Emergencies for the Paramedic</td>
<td>6.5</td>
</tr>
<tr>
<td>EMTL1328</td>
<td>Paramedic Practicum III</td>
<td>4.0</td>
</tr>
<tr>
<td>EMTL1329</td>
<td>Special Consideration and Operations</td>
<td>4.5</td>
</tr>
<tr>
<td>EMTL1330</td>
<td>Paramedic Practicum IV</td>
<td>7.0</td>
</tr>
<tr>
<td>EMTL1331</td>
<td>Paramedic Special Certification Courses</td>
<td>4.0</td>
</tr>
<tr>
<td>EMTL1332</td>
<td>Paramedic Field Practicum</td>
<td>10.0</td>
</tr>
</tbody>
</table>

89.0 hours

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

General Education Requirements:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

ORAL COMMUNICATIONS 4.5
SPCH1110 Public Speaking recommended
WRITTEN COMMUNICATIONS 4.5
ENGL1010 English Composition I recommended
MATHEMATICS 4.5
MATH1100 Intermediate Algebra (or higher)

SCIENCE
BIOS1140 Human Anatomy with Lab* 6.0
BIOS2130 Human Physiology with Lab* 6.0

(Plus one class from the following three areas.)
SOCIAL SCIENCE 4.5
PSYC1810 Introduction to Psychology or
SOCI1010 Introduction to Sociology recommended
HUMANITIES 4.5
PHIL1060 Applied Ethics or
SPAN1010 Elementary Spanish I or
SIGN1010 American Sign Language recommended
COMPUTER TECHNOLOGY 4.5
BSAD1010 Microsoft Applications I or
INFO1010 Computer Systems recommended

30.0 hours

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 a health Statement with record of required 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. Minimum of C in other courses.
3) Must have passed Anatomy, Physiology, and Medical Terminology, EMT Basic I, and EMT Basic II and must hold a current EMT B license in the state of Nebraska before starting EMTL1321 (Introduction to Paramedicine).
4) A criminal background check will 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, accessing certain laboratory experiences or completing the program. A non-refundable fee of $45 will be assessed for this CBC.
5) 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.
Types of Jobs Available:

- With fire departments
- State, federal fire agencies
- Ambulance services
- Fire protection equipment companies
- 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.

Graduates are eligible to be certified as Nationally Registered Emergency Medical Technician Basic, Nebraska State Firefighter I & II, Nebraska State Fire Instructor I, and Nebraska Hazardous Materials First Responder Operations.

Program Overview

The program is available at the Lincoln Campus. Classes also are 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

Lincoln Campus

Credit Hours Required for Graduation: 103.5

The Fire Protection Technology program offers comprehensive instruction in building construction as related to the fire protection field, fire department management, hazardous materials, fire prevention fundamentals, investigation, public education, Firefighter I and other areas.

Required AAS Degree Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE1100</td>
<td>Principles of Emergency Services or</td>
<td>4.5</td>
</tr>
<tr>
<td>FIRE1111</td>
<td>Fire Administration I</td>
<td>4.5</td>
</tr>
<tr>
<td>FIRE1113</td>
<td>Instructor I</td>
<td>4.5</td>
</tr>
<tr>
<td>FIRE1120</td>
<td>Building Construction</td>
<td>4.5</td>
</tr>
<tr>
<td>FIRE1123</td>
<td>Public Fire Education</td>
<td>4.5</td>
</tr>
<tr>
<td>FIRE1131</td>
<td>Fire Protection Hydraulics</td>
<td>7.0</td>
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<tr>
<td>FIRE1241</td>
<td>Introduction to Fire Investigation</td>
<td>4.5</td>
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<tr>
<td>FIRE1245</td>
<td>Fire Inspector I</td>
<td>4.5</td>
</tr>
<tr>
<td>FIRE1247</td>
<td>Firefighter I</td>
<td>12.0</td>
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<tr>
<td>FIRE1249</td>
<td>Firefighter II</td>
<td>5.0</td>
</tr>
<tr>
<td>FIRE2251</td>
<td>Hazardous Materials</td>
<td>6.0</td>
</tr>
<tr>
<td>FIRE2252</td>
<td>Fire Detection &amp; Suppression Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>FIRE2262</td>
<td>Firefighting Operations or</td>
<td></td>
</tr>
<tr>
<td>FIRE2265</td>
<td>Firefighting Tactics and Strategy</td>
<td>4.5</td>
</tr>
<tr>
<td>EMTL1301</td>
<td>EMT-Basic I</td>
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</tr>
<tr>
<td>EMTL1302</td>
<td>EMT-Basic II</td>
<td>5.0</td>
</tr>
</tbody>
</table>

76.5 hours

Electives:

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
- FIRE 1116 Fire Officer IA 3.0
- FIRE1118 Fire Officer IB 3.0
- FIRE1119 Fire Officer II 4.0
- FIRE1135 Fire Apparatus Driver Operator 4.5
- FIRE2263 Firefighter Safety and Survival 4.5
- FIRE2999 Individual Special Projects 3.0
- FSDT1360 Lifetime Fitness 2.0
- SPAN1010 Elementary Spanish I 7.5

5.0 hours

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

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

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

- Oral Communications 4.5
- Written Communications 4.5
- Mathematics 4.5
- Social Science 4.5

(Plus one class from one of the two areas below.) 4.5

- Science or Humanities 22.5 hours

Course list for General Education requirements on page 65.
COURSE TITLE
CREDIT HRS

FOOD SERVICE/HOSPITALITY CORE CLASSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>FSDT1100</td>
<td>Introduction to the Food Service/Hospitality Industry</td>
<td>1.5</td>
</tr>
<tr>
<td>+FSDT1102</td>
<td>Sanitation &amp; Safety</td>
<td>4.5</td>
</tr>
<tr>
<td>+FSDT1104</td>
<td>Quantity Food Preparation I</td>
<td>2.0</td>
</tr>
<tr>
<td>+FSDT1105</td>
<td>Quantity Food Preparation I Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>+FSDT1110</td>
<td>Quantity Food Preparation II</td>
<td>2.0</td>
</tr>
<tr>
<td>+FSDT1111</td>
<td>Quantity Food Preparation II Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>+FSDT1114</td>
<td>Meal Service I</td>
<td>1.5</td>
</tr>
<tr>
<td>+FSDT1115</td>
<td>Meal Service I Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>+FSDT1118</td>
<td>Food Purchasing</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Credit Hours Required for Graduation:

- Diploma: 72.0 hours
- Certificate: 40.0 hours
- Associate of Applied Science Degree: 113.0 hours

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
- plus the General Education Requirements: 24.0 hours
- plus the AAS degree Focus area: 41.0 hours

40.0 hours

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 earn a Cardiopulmonary Resuscitation card prior to entering the second quarter of the program. Students will be required to purchase a professional uniform and appropriate shoes, and provide their own transportation to off-campus practicum and co-op learning sites. A minimum grade of "C" is required for all required Food Service/Hospitality program courses. A minimum grade of "C" also is 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

LINCOLN CAMPUS
Credit Hours Required for Graduation:

- Associate of Applied Science Degree: 113.0 hours
- Diploma: 72.0 hours
- Certificate: 40.0 hours

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

SOUTHEAST COMMUNITY COLLEGE  |  2009-2010
DIETETIC TECHNICIAN FOCUS:
The Dietetic Technician Focus is accredited by the Commission on Accreditation for Dietetics Education, 120 So. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800-877-1600. Upon graduation all students will be mailed a verification statement indicating completion of program requirements. Graduates of this focus are eligible to take the registration exam and apply for membership in the American Dietetic Association.

COURSE # | COURSE TITLE | CREDIT HRS
--- | --- | ---
+ FSDT1304 Diet Therapy I | 1.5
+ FSDT1305 Diet Therapy I Practicum | .5
+ FSDT1308 Nutrition II | 3.0
+ FSDT1309 Nutrition II Practicum | 1.0
FSDT1312 Diet Therapy II | 2.0
FSDT1313 Diet Therapy II Practicum | 1.0
FSDT2318 Diet Therapy III | 2.0
FSDT2319 Diet Therapy III Practicum | 1.0
FSDT2324 Dietetic Technician Practicum | 5.5
FSDT2326 Dietetic Technician Seminar | 2.0
FSDT2330 Nutrition III | 3.0
FSDT2146 Equipment and Layout | 3.0
FSDT2240 Industry Proficiency | 1.0
BIOS2130 Human Physiology or BIOS1000 Structure & Function of the Human Body | 6.0
MEDA1101 Medical Terminology I | 2.0
Additional Electives | 6.5

41.0 hours

LODGING FOCUS:
FSDT1404 Lodging and Hospitality | 3.0
FSDT1406 Tourism and Hospitality | 3.0
FSDT2184 Food Service/Hospitality Seminar I | 1.0
FSDT2160 Coop Education or FSDT2180 Practicum | 5.5
FSDT2402 Fundamentals of Event Planning | 4.5
FSDT2240 Industry Proficiency | 1.0
ACCT1200 Principles of Accounting | 4.5
BSAD2540 Principles of Management | 4.5
Suggested Food Service/Hospitality Electives
FSDT1122 Beverage Selection | 2.0
FSDT2142 Meal Service II | 2.0
FSDT2146 Equipment and Layout | 2.0

5.0 hours

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 | 4.5
ECON2120 Macroeconomics | 4.5
ENTR1050 Introduction To Entrepreneurship | 4.5
ENTR1060 Entrepreneurship Opp Analysis | 4.5
ENTR2070 Entrepreneurship and Financial Topics | 4.5
ENTR2090 Entrepreneurship Business Plan | 4.5

9.0 hours

41.0 hours

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 65 for complete list.

(One class from each area below. No two classes from the same area.)

ORAL COMMUNICATIONS | 4.5
WRITTEN COMMUNICATIONS | 4.5
MATHEMATICS | 4.5-7.5
SOCIAL SCIENCE | 4.5
SCIENCE | 4.5
(Plus the following two classes.)
FSDT1350 Basic Nutrition (program requirement) | 4.5

4.5 hours

FOOD SERVICE/HOSPITALITY DIPLOMA:
+Diploma courses are marked with a plus sign. Take the Food Service/Hospitality Core Courses, plus two General Education classes and additional FSDT classes to equal 72.0 hours.

FOOD SERVICE/HOSPITALITY CERTIFICATES:
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
+ Certificate courses are marked with a bullet.
Take the Food Service/Hospitality Core Courses plus one General Education class, plus other FSDT courses to equal 40 hours.

FOOD INDUSTRY MANAGER ONLINE CERTIFICATION
Food Service Training Certificate classes are offered online.

This set of classes for Food Industry Managers’ Certification has been granted approval from Dietary Managers Association, 406 Surrey Woods Drive, St. Charles, Ill. 60174, 800-223-1908. Successful completion of all courses and precepted field experience make the graduate eligible for active membership in Dietary Managers Association and eligible to take the credentialing exam to become a CDM, CFPP. The classes meet the requirements of the School Nutrition Association for certified managers.

FOOD INDUSTRY MANAGER CERTIFICATE COURSES:
COURSE # | COURSE TITLE | CREDIT HRS
--- | --- | ---
FSDT1870 Sanitation & Safety | 1.5
FSDT1872 Food Preparation Techniques | 1.0
FSDT1876 Introduction to Food Service | 1.0
FSDT1879 Protein & Starch Cookery Lab | .5
FSDT1881 Yeast & Quick Breads Lab | .5
FSDT1883 Fruits, Vegetables & Salads Lab | .5
FSDT1885 Desserts Lab | .5
FSDT1886 Basic Nutrition & Menu Planning | 2.0
FSDT1887 School Food Service | 1.0
FSDT1888 Principles of Diet Therapy & Nutrition Assessment 2.0
FSDT1896 Management Skills I | 1.5
FSDT1898 Management Skills II | 2.0

14.0 hours

In addition, students will complete one general education course to fulfill program requirements. Recommended classes are:
SPCH1090 Fundamental of Human Communication | 4.5
SPCH2810 Business & Professional Communication | 4.5
PSYC1250 Interpersonal Relations | 4.5
PSYC2960 Life-Span Human Development | 4.5

4.5 hours

These 18.5 hours of Food Industry Manager courses transfer into the Food Service/Hospitality associate degree program for FSDT1108 Food Service Concepts; FSDT1105 Quantity Food Prep I Lab; FSDT1110 Quantity Food Prep II Lab; and five elective hours.

FOR MORE INFORMATION CONTACT:
Lois Cockerham, 402-437-2712, 800-828-0072 x2712, lcockerh@southeast.edu

This program offers classes online!
This training program is offered jointly by Ford Motor Co. and SCC in cooperation with Ford, Lincoln-Mercury or Mazda dealers. Students must secure a Ford, Lincoln-Mercury or Mazda dealer to sponsor them during training.

**TYPES OF JOBS AVAILABLE:**
- Entry level technician in a Ford, Lincoln-Mercury or Mazda dealership.

**PROGRAM OVERVIEW**
Ford ASSET is recognized as the premier program in the global automotive industry for the training and placement of new manufacture-specific service technicians. This alliance was created so that a new generation of service technicians would be available. Ford Motor Co. 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, Lincoln-Mercury or Mazda dealership. Instructors follow a curriculum designed by an advisory committee comprised of representatives from SCC, Ford Motor Co. and Ford, Lincoln-Mercury or Mazda dealerships.

**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.

Please note: If a student’s dealership-sponsored employment is terminated for reasons beyond the student’s control, such as lack of work, the student may be allowed to seek a different sponsoring dealership to continue in the program. If a student’s dealership-sponsored employment is terminated for inappropriate behavior, such as failure to follow policies, poor attendance, lack of cleanliness and/or dishonesty, the student will be deemed “less than competent to perform required tasks” and will not be allowed to continue in 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

**MILFORD CAMPUS**
This program is accredited by the National Automotive Technicians Educational Foundation, 101 Blue Seal Drive, Suite 101, Leesburg, VA 20175, 703-669-6125, www.natef.org

**Credit Hours Required for Graduation:** 145.0-146.5

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**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.

**Course #** | **Course Title** | **Credit Hrs**
--- | --- | ---
ASST1110 | Ford Shop Orientation | 1.5
ASST1170 | Ford Shop Safety & Repair | 1.5
ASST1171 | Ford Welding | 1.0
ASST1173 | Ford Fundamentals | 2.0
ASST1175 | Ford Electrical & Electronic Principles | 12.0
ASST1178 | Ford Brake Systems | 4.0
ASST1268 | Dealer Cooperative Experience | 12.0
ASST1360 | Engine Performance Theory & Operation | 10.0
ASST1362 | Ford Climate Control | 5.5
ASST1363 | Ford Engine Repair | 7.5
ASST1468 | Dealer Cooperative Experience | 12.0
ASST2529 | Ford Manual Transmission, Transaxles, Clutches, and Transfer Cases | 7.0
ASST2531 | Ford Diesel Fuel & Emission Systems | 4.0
ASST2537 | Ford Rear Axle & Driveline | 2.0
ASST2538 | Engine Performance Diagnosis & Testing | 7.0
ASST2668 | Dealer Cooperative Experience | 12.0
ASST2728 | Ford Steering & Suspension Systems | 6.0
ASST2747 | Ford Body Electrical & Electronics | 5.5
ASST2748 | Ford Automatic Transmissions & Transaxles | 8.0
ASST2749 | Ford New Product Update | 2.0

**122.5 hours**

**GENERAL EDUCATION REQUIREMENTS:**
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

**ORAL COMMUNICATIONS** | 4.5
**WRITTEN COMMUNICATIONS** | 4.5
(Please note: Students are required to purchase their own tool set. A list of required tools is available from the Program Chair or the College Admissions Office.)

**COMBINED TOTAL:** 122.5 hours

**MATH** | **SCIENCE** | **SOCIAL SCIENCE** | **HUMANITIES** | **COMPUTER TECHNOLOGY** | 13.5 - 15.0

**22.5 - 24.0 hours**

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Please note: Students are required to purchase their own tool set. A list of required tools is available from the Program Chair or the College Admissions Office.

This SCC Program is Affiliated with ASE
Accredited by NATEF

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Course list for General Education requirements on page 65.
This educational program is offered jointly by General Motors and SCC in cooperation with GM dealers. Students must secure a General Motors dealer to sponsor them during training.

TYPES OF JOBS AVAILABLE:
- Service technician, specialty technician or service writer in a GM dealership.

PROGRAM OVERVIEW
Students spend four quarters as a full-time student on the Milford Campus and the remaining three quarters working in a GM 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, and 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.

Please note: If a student's dealership-sponsored employment is terminated for reasons beyond the student's control, such as lack of work, the student may be allowed to seek a different sponsoring dealership to continue in the program. If a student's dealership-sponsored employment is terminated for inappropriate behavior, such as failure to follow policies, poor attendance, lack of cleanliness and/or dishonesty, the student will be deemed "less than competent to perform required tasks" and will not be allowed to continue in 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

MILFORD CAMPUS
This program is accredited by the National Automotive Technicians Educational Foundation, 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: 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.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASEP1170</td>
<td>GM Shop Orientation &amp; Safety</td>
<td>2.0</td>
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<td>ASEP1171</td>
<td>GM Welding</td>
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<td>ASEP1173</td>
<td>GM Fundamentals</td>
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<tr>
<td>ASEP1175</td>
<td>GM Electrical and Electronic Principles</td>
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<td>ASEP1177</td>
<td>GM Brake Systems</td>
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<tr>
<td>ASEP1268</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
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<tr>
<td>ASEP1360</td>
<td>GM Powertrain Electronic Systems</td>
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<tr>
<td>ASEP1363</td>
<td>GM Engine Repair</td>
<td>9.5</td>
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<tr>
<td>ASEP1379</td>
<td>GM Heating &amp; Air Conditioning</td>
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<td>ASEP1468</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
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<tr>
<td>ASEP2528</td>
<td>GM Steering and Suspension Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>ASEP2529</td>
<td>GM Manual Transmission, Transaxles, Clutch &amp; Transfer Case</td>
<td>7.0</td>
</tr>
<tr>
<td>ASEP2537</td>
<td>GM Rear Axle Service</td>
<td>2.0</td>
</tr>
<tr>
<td>ASEP2538</td>
<td>GM Advanced Powertrain Electronic Systems</td>
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</tr>
<tr>
<td>ASEP2561</td>
<td>GM Diesel Fuel &amp; Emission Control System</td>
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</tr>
<tr>
<td>ASEP2668</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>ASEP2743</td>
<td>GM Powertrain Electronic Systems &amp; Driveability Diagnostics</td>
<td>5.5</td>
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<td>ASEP2747</td>
<td>GM Body Electrical &amp; Electronics</td>
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</tr>
<tr>
<td>ASEP2748</td>
<td>GM Automatic Transmission &amp; Transaxles</td>
<td>9.0</td>
</tr>
<tr>
<td>ASEP2749</td>
<td>GM New Product Update</td>
<td>2.0</td>
</tr>
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</table>

120.5 hours

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS 4.5
MATHEMATICS
SCIENCE
SOCIAL SCIENCE
HUMANITIES
COMPUTER TECHNOLOGY 13.5-15.0

22.5-24.0 hours

Please note: Students are required to purchase their own tool set. A list of required tools is available from the Program Chair or the College Admissions Office.

This SCC Program is Affiliated with ASE Accredited by NATEF

Course list for General Education requirements on page 65.
Graphic design includes the process of combining words and pictures to communicate a message. Graphic designers are visual communication problem solvers.

**TYPES OF JOBS AVAILABLE:**
- Designer for print publications such as newspapers, magazines and catalogs
- Art director in an advertising agency
- Designer for printers
- Billboard/sign designer
- Package designer
- Web designer

**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, interest, aptitude, test scores, grades, a workshop portfolio, and personal interview. Applicants must submit a portfolio of eight 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

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**MILFORD CAMPUS**

**Credit Hours Required for Graduation:** 139.0

**GRAPHIC DESIGN AAS DEGREE COURSES:**

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<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>EIGT1120</td>
<td>Drawing/Illustration I</td>
<td>6.0</td>
</tr>
<tr>
<td>EIGT1122</td>
<td>Introduction to Graphic Design</td>
<td>4.5</td>
</tr>
<tr>
<td>EIGT1126</td>
<td>Typography I</td>
<td>4.5</td>
</tr>
<tr>
<td>EIGT1136</td>
<td>Computer Graphics I</td>
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</tr>
<tr>
<td>EIGT1230</td>
<td>Typography II</td>
<td>4.5</td>
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<tr>
<td>EIGT1234</td>
<td>Computer Graphics II</td>
<td>6.0</td>
</tr>
<tr>
<td>EIGT1238</td>
<td>Drawing/Illustration II</td>
<td>6.0</td>
</tr>
<tr>
<td>EIGT1240</td>
<td>Publication Design</td>
<td>4.5</td>
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<tr>
<td>EIGT1348</td>
<td>Computer Graphics III</td>
<td>6.0</td>
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<tr>
<td>EIGT1354</td>
<td>Color Theory</td>
<td>6.0</td>
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<tr>
<td>EIGT1356</td>
<td>Photography &amp; Digital Imaging</td>
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<td>EIGT1460</td>
<td>Environmental &amp; Package Design</td>
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<td>EIGT1465</td>
<td>Corporate Identity Design</td>
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<td>EIGT1485</td>
<td>Web Design I</td>
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<tr>
<td>EIGT2567</td>
<td>Web Design II</td>
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<tr>
<td>EIGT2575</td>
<td>Graphic Design Portfolio I</td>
<td>7.5</td>
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<tr>
<td>EIGT2585</td>
<td>Print Reproduction Processes</td>
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<tr>
<td>EIGT2662</td>
<td>Web Design III</td>
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<tr>
<td>EIGT2664</td>
<td>Graphic Design Portfolio II</td>
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<td>EIGT2800</td>
<td>Graphic Design Internship</td>
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<tr>
<td>BSAD2520</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
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</table>

**116.5 hours**

**GENERAL EDUCATION REQUIREMENTS:**
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

| ORAL COMMUNICATIONS | 4.5 |
| WRITTEN COMMUNICATIONS | 4.5 |

(Plus three classes from the five areas below; no two classes from the same area.)

| MATHEMATICS | 13.5 |
| SCIENCE | |
| SOCIAL SCIENCE | |
| HUMANITIES | |
| COMPUTER TECHNOLOGY | 22.5 hours |

Course list for General Education requirements on page 65.
Health Information Management Systems

☑ Diploma

HIMS professionals collect, maintain and analyze the data doctors, nurses and other health care decision makers rely on to deliver quality health care. They are experts in managing patient health information and medical records, administering computer information systems, and coding the diagnoses and procedures for health care services provided to patients. They also have a multitude of work settings from which to choose, including hospitals, physician offices and clinics, long-term care facilities, insurance companies, government agencies, and home care providers.

TYPES OF JOBS AVAILABLE:
- HIM systems manager
- Privacy officer
- HIM college instructor
- Health data analyst
- Records technician specialist
- Physician practice manager coordinator

- Data quality manager
- Information security officer
- Consultant
- Insurance claims analyst
- Clinical coding specialist
- Patient information

PROGRAM OVERVIEW
The program is a collaborative effort between SCC’s Lincoln Campus and Central Community College’s Hastings Campus. Students apply for admission at CCC. Students can take classroom-based courses at SCC Lincoln and Web-based courses from CCC.

Because of an agreement between the two schools, courses listed in this brochure will automatically transfer to CCC toward completing the Diploma or Associate’s Degree.

FOR MORE INFORMATION CONTACT:
Linda Delgado, HIM Advisor/Instructor
402-437-2753, 800-642-4075 x2753, ldelgado@southeast.edu

Shawna Stump, Central Community College HIM Program Director
877-222-0780 x2514, sstump@cccneb.edu

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

LINCOLN CAMPUS
The HIMS program at Central Community College is accredited by Commission on Accreditation of Health Informatics and Information Management Education, in cooperation with the Council on Accreditation of the American Health Information Management Association. These are nationally accepted standards of practitioner roles and functions.

Credit Hours Required for Graduation:
Diploma: (granted through Southeast Community College)
(SCC-Lincoln) 47.0-Q (quarter)
(CCC-Hastings) 13.0-S (semester)

Associate Degree in Health Information Technology:
(granted through Central Community College)
(SCC-Lincoln) 60.5-Q (quarter)
(CCC-Hastings) 38.0-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.

SPECIAL PROGRAM REQUIREMENT:
A criminal background check 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 CBC.

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 HRS
---|---|---
BIOS1000 | Anatomy and Physiology | 6.0-Q
ENGL1010 | Composition I | 4.5-Q
MEDA1101 | Medical Terminology I | 2.0-Q
& MEDA1201 | Medical Terminology II | 3.0-Q
*OFFT255.0 | Introduction to Health Information Management | 2.5-S
*HIMS 135.0 | Health Care Delivery Systems | 2.0-S
BSAD1010 | Microsoft Applications I | 4.5-Q
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 | Computerized Medical Management | 2.0-S
OFFT 2800 | Employment Techniques | 3.0-Q
HIMS 1104 | Clinical Education | 4.0-Q
MEDA 1401 | Medical Diseases | 4.5-Q

* Indicates CCC Web-based Course only

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 HRS
---|---|---
MEDA1101 | Medical Terminology I | 2.0-Q
& MEDA1201 | Medical Terminology II | 3.0-Q
OFFT 155.0 | Intermediate MS Integration | 3.0-S
*OFFT 2800 | Advanced MS Integration | 3.0-S
OFFT 2430 | Administrative Office Management | 4.5-Q
or BSAD2370 | Human Resources Management | 4.5-Q
BIOS1000 | Anatomy and Physiology | 6.0-Q
ENGL1010 | Composition I | 4.5-Q
SPCH1090 | Fundamentals of Human Communication | 4.5-Q
or SPCH 1110 | Public Speaking | 4.5-Q
*HIMS 125.0 | Introduction to Health Information Management | 3.0-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
HIMS 100 | CPT Coding | 4.5-Q
HIMS 1103 | 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
MEDA 1401 | Medical Diseases | 4.5-Q
*OFFT 265.0 | Computerized Medical Management | 2.0-S
MATH 1100 | Intermediate Algebra | 4.5-Q
OFFT 2800 | Employment Techniques | 3.0-Q
*MEDA 133.0 | Pharmacology | 3.0-S
PSYC 1810 | Introduction to Psychology | 4.5-Q
or SOCI 1010 | Introduction to Sociology | 4.5-Q
* Indicates CCC Web-based Course only

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 SCC as required for this degree
- Minimum of “C” in all courses taken at CCC as required for this degree

Course list for General Education requirements on page 65.
Professionals in the HVAC/R industry design, build, install, service, maintain, troubleshoot and repair indoor comfort heating and cooling systems year-round.

**TYPES OF JOBS AVAILABLE:**
- Maintenance Specialist
- Building Engineer
- Service Technician
- Plant Manager
- Heating System Specialist
- Business Owner
- Steam Fitter
- Service Manager
- Sales Representative

**PROGRAM OVERVIEW**
The program is available only at the Milford Campus. Students may focus on the installation and maintenance of residential, commercial or industrial heating, ventilation, air conditioning and plumbing systems or refrigeration equipment.

**FOR MORE INFORMATION CONTACT:**
Glenn Pasho, Program Chair
402-761-8261, 800-933-7223 x8261, gpasho@southeast.edu

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

**MILFORD CAMPUS**
Credit Hours Required for Graduation: **132.0**

**HVAC/R Required Courses:**

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>HVAC1109</td>
<td>Electrical Fundamentals</td>
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<td>HVAC1131</td>
<td>Refrigeration Theory I</td>
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<tr>
<td>HVAC1132</td>
<td>Piping Practices</td>
<td>3.0</td>
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<tr>
<td>HVAC1133</td>
<td>Plumbing Theory/Print Reading</td>
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<td>HVAC1226</td>
<td>Refrigeration Lab I</td>
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<td>HVAC1230</td>
<td>Electrical Principles &amp; Practices</td>
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<td>HVAC1234</td>
<td>Plumbing Code</td>
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<td>HVAC1237</td>
<td>Refrigeration Theory II</td>
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<td>HVAC1251</td>
<td>Hydronic Theory</td>
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<td>HVAC1330</td>
<td>Residential HVAC Systems &amp; Controls I</td>
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<td>HVAC1331</td>
<td>Manual J/Manual D</td>
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<td>Sheet Metal Lab</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>HVAC1434</td>
<td>Refrigeration Lab II</td>
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<td>HVAC1435</td>
<td>HVAC Welding Practices</td>
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<td>HVAC1440</td>
<td>Mechanical Code</td>
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<td>HVAC1447</td>
<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>
<td>Cooperative Education</td>
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<td>Post Cooperative Education</td>
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<td>HVAC2600</td>
<td>HVAC/R Lab</td>
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<td>Troubleshooting Techniques Lab</td>
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<td>HVAC2649</td>
<td>Commercial HVAC Fundamental &amp; Practices II</td>
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<td>HVAC2650</td>
<td>Troubleshooting Techniques</td>
<td>4.0</td>
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<td>INFO1000</td>
<td>Computer Essentials</td>
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**GENERAL EDUCATION REQUIREMENTS:**
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

**ORAL COMMUNICATIONS** 4.5
**WRITTEN COMMUNICATIONS** 4.5
**SCIENCE** 6.0

(Plus two classes from the four areas below; no two classes from the same area.)

**MATH**
**SOCIAL SCIENCE**
**HUMANITIES**
**COMPUTER TECHNOLOGY** 24.0 hours

Course list for General Education requirements on page 65.
Human Services

Associate of Applied Science Degree

Types of Jobs Available:
- Mental health, developmental disabilities, and alcohol and drug counseling areas
- Long-term care administration
- Assisted living manager
- Social services and activities worker
- Areas related to working with youth

Program Overview
This program is available only at the Lincoln Campus, though clinical placements for students are available in a variety of communities.

For More Information Contact:
Program Chair
402-437-2748, 800-642-4075

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

Rebecca Shacklett, Alcohol and Drug Advisor
402-437-2745, 800-642-4075 x2745, rshacklett@southeast.edu

Theresa Parker, Long-Term Care Advisor
402-437-2750, 800-642-4075 x2750, tparker@southeast.edu

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

Lincoln Campus
This program is accredited by the Council for Standards in Human Services Education, John Heapes, President, Harrisburg Area Community College, Human Services Program, One HACC Drive, Harrisburg, PA 12110-2999, (717) 760-2518

Credit Hours Required for Graduation: 117.5

HMRS Core Courses:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hrs</th>
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<tbody>
<tr>
<td>HMRS1101</td>
<td>Human Services Concepts</td>
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<tr>
<td>+HMRS1102</td>
<td>Counseling Theories and Techniques</td>
<td>4.5</td>
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<tr>
<td>HMRS1201</td>
<td>Health Foundations</td>
<td>4.5</td>
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<td>(CNA/EMT/Nurse may credit HMRS1201 by waiver)</td>
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<tr>
<td>HMRS1320</td>
<td>Multicultural Competency</td>
<td>4.5</td>
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<tr>
<td>+HMRS1357</td>
<td>Multicultural Counseling</td>
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<tr>
<td>+HMRS1402</td>
<td>Group Theory and Process</td>
<td>4.5</td>
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<tr>
<td>+HMRS1403</td>
<td>Assessment, Case Planning/Management &amp; Professional Ethics for A &amp; D or</td>
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<tr>
<td>HMRS1405</td>
<td>Case Management &amp; Ethics for Human Services</td>
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<tr>
<td>+PSYC2960</td>
<td>Lifespan Human Development</td>
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36.0 hours

HMRS Focus Courses:
(Select 5 courses from the following list 22.5 credits)

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<thead>
<tr>
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<th>Course Title</th>
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<tbody>
<tr>
<td>HMRS1202</td>
<td>Behavior Therapy</td>
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<td>Crisis Intervention</td>
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<td>HMRS2360</td>
<td>Women's Issues in Human Services</td>
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<td>HMRS2363</td>
<td>Death, Dying, Grieving, &amp; Loss</td>
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<td>HMRS2501</td>
<td>Developmental Disabilities</td>
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<td>HMRS2502</td>
<td>Activities and Recreation in Human Services</td>
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<td>HMRS2504</td>
<td>Intellectural Disabilities</td>
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<td>HMRS2510</td>
<td>Clinical Education and Seminar 5</td>
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<td>HMRS2511</td>
<td>Clinical Education A &amp; D and Seminar 3</td>
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<td>HMRS2516</td>
<td>Co-Dependency &amp; Dysfunctional Families</td>
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<td>+HMRS2517</td>
<td>Medical &amp; Psychosocial Aspects of Alcohol/Drug Use, Abuse &amp; Addiction</td>
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<td>+HMRS2518</td>
<td>Clinical Treatment Issues in Chemical Dependency</td>
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<td>HMRS2521</td>
<td>Applied Behavior Analysis</td>
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<td>Human Sexuality</td>
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<td>Advanced Counseling</td>
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<td>HMRS2611</td>
<td>Clinical Education A &amp; D and Seminar 4</td>
<td>4.5</td>
</tr>
</tbody>
</table>

22.5 hours

General Education Requirements:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

- Oral Communications 4.5
- Written Communications 4.5
- Social Science
- PSYC1810 Introduction to Psychology 4.5

(Plus two classes from the four areas below; no two classes from the same area.)
- Mathematics
- Science
- Humanities
- Computer Technology 9.0

22.5 hours

Human Services Clinical Courses:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMRS1109</td>
<td>Pre-Clinical Education 1</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS1110*</td>
<td>Clinical Education and Seminar 1</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS1210</td>
<td>Clinical Education and Seminar 2</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS1310</td>
<td>Clinical Education and Seminar 3</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS1410</td>
<td>Clinical Education and Seminar 4</td>
<td>4.5</td>
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</table>

22.5 hours

Alcohol & Drug Clinical Courses:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMRS1109</td>
<td>Pre-Clinical Education 1</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS1110*</td>
<td>Clinical Education and Seminar 1</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS1210</td>
<td>Clinical Education and Seminar 2</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS1311</td>
<td>Clinical Education A &amp; D and Seminar 1</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS1411</td>
<td>Clinical Education A &amp; D and Seminar 2</td>
<td>4.5</td>
</tr>
</tbody>
</table>

22.5 hours

*Please note: Students need to obtain a First Aid and CPR card before progressing into HMRS1110 Clinical Education and Seminar 1.

Course list for General Education requirements on page 65.
Students may also choose electives from the Human Services Focus courses which were not used as part of the 22.5 hours.

**ELECTIVES:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMRS1355</td>
<td>Strategies for Relaxation</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS2361</td>
<td>Domestic Violence</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS2362</td>
<td>Child Abuse</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS2364</td>
<td>Adult Survivors of Childhood Sexual Abuse</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS2365</td>
<td>Mental Illness &amp; Family Issues</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS2710</td>
<td>Clinical Education and Seminar 7</td>
<td>5.0</td>
</tr>
<tr>
<td>HMRS2711</td>
<td>Clinical Education A &amp; D and Seminar 5</td>
<td>6.0</td>
</tr>
<tr>
<td>HMRS2811</td>
<td>Clinical Education A &amp; D and Seminar 6</td>
<td>6.0</td>
</tr>
</tbody>
</table>

**Total Electives:** 9.0 hours

**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.

**FOR STUDENTS INTERESTED IN PURSUITING ALCOHOL & DRUG (A & D) COUNSELING:**

+Required for A & D licensure.

1. A minimum of 300 clinical hours of clinical performance with a LADAC counselor. (At least 10 hours in each of the 12 core competencies/functions.

2. Hours supervised at 1:10 ratio by supervisor.

3-9-HMRS1102, HMRS1357, PSYC2960 (not online), HMRS1402, HMRS1403, HMRS2517, and HMRS2518.

**For more information, please contact:**

Rebecca Shacklett, Alcohol and Drug Advisor
402-437-2745, 800-642-4075 x2745, rshacklett@southeast.edu

**LONG-TERM CARE/ASSISTED LIVING COURSES**

- HMRS2541 Social Services for Long-Term Care Facilities 4.5
- HMRS2542 Financial Management for Long-Term Care 4.5
- HMRS2544 Patient Care & Services 4.5
- HMRS2547 Administration for Long-Term Care Facilities 4.5
- HMRS2549 Rules, Regulations and Standards Relating to the Operation of a Health Care Facility 4.5
- HMRS2550 Introduction to Assisted Living 4.5

(•=Approved Long-Term Care Administration licensure courses)

For students interested in pursuing Long-Term Care Administration and Assisted Living courses are also offered through the Business Administration program. Students would receive a degree in Business Administration with a focus in Long-Term Care Administration. After earning an Associate of Applied Science degree, students would need to pass and complete:

1. The five "•Approved Long-Term Care Administration licensure courses" in the Advisor Approved Electives listing
2. 640 hours of Administrator-in-Training (AIT) or another mentoring program (through and determined by the State of Nebraska.)
3. The NAB (National Association Boards of Examiners for Long-Term Care Administration) exam. Additional fees would be applicable for the NAB and the state of Nebraska.

**For more information, please contact:**

Theresa Parker, LTC Advisor
402-437-2750, 800-642-4075 x2750, tparker@southeast.edu

Course list for General Education requirements on page 65.
The John Deere Tech program is offered jointly by John Deere and SCC in cooperation with John Deere dealers. This model program was the first of its kind in the United States.

Students in this program are required to have a sponsoring John Deere dealer. Students are expected to continue employment at the dealership after graduation.

**TYPES OF JOBS AVAILABLE:**
- John Deere dealership technician who works on engines, power trains, hydraulic systems, electrical & electronics, air conditioning diagnosis and repair, tillage, planting, spraying, and harvesting equipment.

**PROGRAM OVERVIEW**
This program is located on the Milford Campus. During training, students will work for two quarters at their sponsoring dealership. New students are admitted once a year. In addition to meeting general requirements of SCC, 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.

Please note: If a student’s dealership-sponsored employment is terminated for reasons beyond the student’s control, such as lack of work, the student may be allowed to seek a different sponsoring dealership to continue in the program. If a student’s dealership-sponsored employment is terminated for inappropriate behavior, such as failure to follow policies, poor attendance, lack of cleanliness and/or dishonesty, the student will be deemed “less than competent to perform required tasks” and will not be allowed to continue in the program.

**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

**MILFORD CAMPUS**
Credit Hours Required for Graduation: 156.5-158.0

**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.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>JDAT1140</td>
<td>John Deere Fundamentals &amp; Safety</td>
<td>5.5</td>
</tr>
<tr>
<td>JDAT1142</td>
<td>John Deere Orientation</td>
<td>4.5</td>
</tr>
<tr>
<td>JDAT1144</td>
<td>John Deere Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>JDAT1146</td>
<td>John Deere Electrical/Electronics I</td>
<td>9.0</td>
</tr>
<tr>
<td>JDAT1240</td>
<td>John Deere Theory of Engine Operation</td>
<td>4.5</td>
</tr>
<tr>
<td>JDAT1242</td>
<td>John Deere Engine Repair</td>
<td>8.5</td>
</tr>
<tr>
<td>JDAT1244</td>
<td>John Deere Fuel Systems</td>
<td>3.5</td>
</tr>
<tr>
<td>JDAT1246</td>
<td>John Deere Tractor Performance</td>
<td>2.0</td>
</tr>
<tr>
<td>JDAT1370</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>JDAT1440</td>
<td>John Deere Heating/Air Conditioning</td>
<td>4.0</td>
</tr>
<tr>
<td>JDAT1442</td>
<td>John Deere Electrical/Electronics II</td>
<td>7.0</td>
</tr>
<tr>
<td>JDAT1446</td>
<td>John Deere Hydraulics I</td>
<td>6.5</td>
</tr>
<tr>
<td>JDAT1448</td>
<td>John Deere Power Trains I</td>
<td>6.5</td>
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<tr>
<td>JDAT2540</td>
<td>John Deere Hydraulics II</td>
<td>13.5</td>
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<td>John Deere Power Trains II</td>
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<td>JDAT2670</td>
<td>Dealer Cooperative Experience</td>
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</tr>
<tr>
<td>JDAT2740</td>
<td>John Deere Hydraulics III</td>
<td>2.5</td>
</tr>
<tr>
<td>JDAT2742</td>
<td>John Deere Power Trains III</td>
<td>2.5</td>
</tr>
<tr>
<td>JDAT2744</td>
<td>John Deere Tillage and Seeding Equipment</td>
<td>2.0</td>
</tr>
<tr>
<td>JDAT2746</td>
<td>John Deere Harvesting Equipment</td>
<td>7.0</td>
</tr>
<tr>
<td>JDAT2748</td>
<td>John Deere Electrical/Electronics III</td>
<td>4.0</td>
</tr>
<tr>
<td>JDAT2750</td>
<td>John Deere Advanced Technologies</td>
<td>3.5</td>
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</tbody>
</table>

134.0 hours

**GENERAL EDUCATION REQUIREMENTS:**
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)
- ORAL COMMUNICATIONS 4.5
- WRITTEN COMMUNICATIONS 4.5

(Plus three classes from the five areas below; no two classes from the same area.)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY 13.5-15.0

22.5-24.0 hours

Please note: Students are required to purchase their own tool set. A list of required tools is available from the Program Chair or the College Admissions Office.

This SCC Program is Affiliated with ASE Accredited by NATEF

Course list for General Education requirements on page 65.
Students in the program obtain a science background for application to a variety of laboratory positions. Specific examples of materials tested include soil, biological samples, pharmaceutical formulations, water and wastewater.

**TYPES OF JOBS AVAILABLE:**
- Laboratory technician working in a variety of laboratories, including quality assurance, analytical chemistry, biochemistry, biotechnology, microbiology, water treatment, and wastewater treatment.

**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.

Graduates may earn a Diploma in four quarters of full-time study or an Associate’s Degree in six quarters, full-time. Qualified students are able to enter the program during any quarter on either a full- or part-time basis.

**FOR MORE INFORMATION CONTACT:**
Don Mumm, Program Chair
402-437-2486, 800-642-4075 x2486, dmumm@southeast.edu
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214
Lincoln 402-437-2600, 800-642-4075 x2600

**LINCOLN CAMPUS**
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: 72.0
- Associate of Applied Science Degree: 104.0

**REQUIRED LBST COURSES:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>*LBST1100</td>
<td>Laboratory Science Orientation</td>
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</tr>
<tr>
<td>*LBST1101</td>
<td>Applied Chemistry I</td>
<td>3.0</td>
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<tr>
<td>*LBST1102</td>
<td>Applied Chemistry II</td>
<td>3.0</td>
</tr>
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<td>*LBST1111</td>
<td>Applied Chemistry I Laboratory</td>
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</tr>
<tr>
<td>*LBST1112</td>
<td>Applied Chemistry II Laboratory</td>
<td>1.5</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>
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<td>*LBST1171</td>
<td>Organic Chemistry Laboratory</td>
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<tr>
<td>*LBST1205</td>
<td>Introductory Biology</td>
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<td>*LBST1215</td>
<td>Introductory Biology Laboratory</td>
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<td>*LBST1221</td>
<td>Introduction to Microbiology</td>
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<td>*LBST1231</td>
<td>Introduction to Microbiology Laboratory</td>
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<td>*LBST1301</td>
<td>Water Quality</td>
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<tr>
<td>*LBST2122</td>
<td>Analytical Chemistry for Technicians II</td>
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<tr>
<td>+LBST2124</td>
<td>Analytical Chemistry for Technicians III</td>
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<td>*LBST2132</td>
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<td>LBST2134</td>
<td>Analytical Chemistry III Laboratory</td>
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<tr>
<td>*LBST2162</td>
<td>Biochemistry I</td>
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<td>LBST2173</td>
<td>Biochemistry II Laboratory</td>
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</tr>
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<tr>
<td>LBST2275</td>
<td>Applied Microbiology Laboratory</td>
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</tr>
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</table>

*Core classes required for a diploma.

+Any four classes with this designation, including accompanying laboratory class if applicable, must be chosen to apply toward a diploma.

Please note: There are special academic performance requirements in the program above the minimum requirements for graduation. Students must attain a minimum 2.25 cumulative GPA in the core science courses. A list of these courses is available in the program chair’s office. In addition, no more than two grades below “C” will be accepted in the core courses. Students may re-register for courses involved only once to remove the deficiencies.
Land Surveying/Civil Engineering

Types of Jobs Available:

- Land surveying technician that surveys the construction of streets, dams, bridges, highways, airports, and parks; survey boundary locations of sub-divisions, private property, and commercial property.
- Civil CAD drafter who draws computer drawings of plans for construction, boundaries, plats, maps for all planning, and conventional drawings for small projects.
- Construction materials inspector who tests construction materials and checks construction work.

Program graduates are working in small to large engineering consultant companies throughout Nebraska and neighboring states. Other graduates are continuing their education.

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 in land surveying, civil CAD drafting, or construction materials inspection.

The purchase of a laptop computer, land development desktop software, and an iPAD are optional as part of the program. For cost estimates, please request the program estimated expense form. Upon completion of the program, students will qualify for a nine-month work experience toward obtaining their Registered Land Surveyor license.

For More Information Contact:
Dale Mueller, Program Chair
402-761-8255, 800-933-7223 x8255, dmueller@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

Milford Campus

Credit Hours Required for Graduation: 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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<tbody>
<tr>
<td>LSCE1110</td>
<td>Land Surveyors Math</td>
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</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>
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<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>
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<tr>
<td>LSCE2620</td>
<td>Boundary Control and Legal Principles</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 Desktop</td>
<td>5.0</td>
</tr>
<tr>
<td>LSCE2667</td>
<td>Land Surveying Systems</td>
<td>5.0</td>
</tr>
</tbody>
</table>

106.5 hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 65 for complete list.

(One class from each area below.)

- ORAL COMMUNICATIONS 4.5
- WRITTEN COMMUNICATIONS 4.5
- MATHEMATICS MATH1080 Applied Algebra & Trigonometry (or higher) 4.5
- SOCIAL SCIENCE 4.5
- COMPUTER TECHNOLOGY 4.5

22.5 hours

Please note: It is optional for students to purchase their own laptop, software and accessories. A list of recommended products is available with the Program Chair or the College Admissions Office.

Course list for General Education requirements on page 65.
TYPES OF JOBS AVAILABLE:

- Tool maker
- Die maker
- Mold maker
- Precision machinist
- Machine builder
- CNC programmer
- CNC operator

Program graduates are working in small and large companies throughout Nebraska and neighboring states. Other graduates are continuing their education.

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

LINCOLN AND MILFORD CAMPUSES

Credit Hours Required for Graduation:
- Diploma: 80.5
- Associate of Applied Science Degree: 122.0

REQUIRED MACH DIPLOMA COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH1110</td>
<td>Orientation</td>
<td>0.5</td>
</tr>
<tr>
<td>MACH1121</td>
<td>Manufacturing Processes</td>
<td>5.0</td>
</tr>
<tr>
<td>MACH1156</td>
<td>Blueprint Reading &amp; Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>MACH1172</td>
<td>Machine Tool Lab I</td>
<td>6.5</td>
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<tr>
<td>MACH1222</td>
<td>Machine Tool Lab II</td>
<td>7.0</td>
</tr>
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<td>MACH1225</td>
<td>Materials of Industry</td>
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<td>MACH1241</td>
<td>Machinery’s Handbook</td>
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<td>MACH1250</td>
<td>Computer Aided Drafting</td>
<td>3.0</td>
</tr>
<tr>
<td>MACH1324</td>
<td>Machine Tool Lab III</td>
<td>7.0</td>
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<tr>
<td>MACH1349</td>
<td>Basic CNC</td>
<td>7.5</td>
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<tr>
<td>MACH1370</td>
<td>Applied Trigonometry</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH1428</td>
<td>Machine Tool Lab IV</td>
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<td>MACH1451</td>
<td>Advanced CNC</td>
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<tr>
<td>MACH1453</td>
<td>CNC Lathe</td>
<td>3.5</td>
</tr>
<tr>
<td>MACH1454</td>
<td>CAM</td>
<td>4.0</td>
</tr>
</tbody>
</table>

71.5 hours

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.

Course list for General Education requirements on page 65.

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

DIE MAKER FOCUS: (MILFORD)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH2530</td>
<td>Die Design I</td>
<td>2.0</td>
</tr>
<tr>
<td>MACH2532</td>
<td>Die Making Lab I</td>
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</tr>
<tr>
<td>MACH2547</td>
<td>Die Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>MACH2634</td>
<td>Die Design II</td>
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</tr>
<tr>
<td>MACH2636</td>
<td>Die Making Lab II</td>
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</tr>
<tr>
<td>MACH2535</td>
<td>Mold Theory</td>
<td>5.0</td>
</tr>
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</table>

28.0 hours

MOLD MAKER FOCUS: (MILFORD)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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</thead>
<tbody>
<tr>
<td>MACH2535</td>
<td>Mold Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>MACH2537</td>
<td>Injection Mold Design I</td>
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<tr>
<td>MACH2538</td>
<td>Mold Making Lab I</td>
<td>7.0</td>
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<tr>
<td>MACH2547</td>
<td>Die Theory</td>
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</tr>
<tr>
<td>MACH2640</td>
<td>Injection Mold Design II</td>
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<tr>
<td>MACH2642</td>
<td>Mold Making Lab II</td>
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28.0 hours

TOOL AND DIE MAKER FOCUS: (LINCOLN)

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<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>WELD1174</td>
<td>Machine Tool Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>MACH2245</td>
<td>Introduction to Molding</td>
<td>3.0</td>
</tr>
<tr>
<td>MACH2246</td>
<td>Jigs and Fixtures</td>
<td>6.0</td>
</tr>
<tr>
<td>MACH2255</td>
<td>Die Construction</td>
<td>7.0</td>
</tr>
<tr>
<td>MACH2258</td>
<td>Quality Control</td>
<td>3.0</td>
</tr>
<tr>
<td>MACH2266</td>
<td>Advanced Die Construction</td>
<td>7.5</td>
</tr>
</tbody>
</table>

28.0 hours

GENERAL EDUCATION REQUIREMENTS:

Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS 4.5
MATHEMATICS 4.5

(Plus two classes from the four areas below; no two classes from the same area.)

SCIENCE 9.0
HUMANITIES 9.0
COMPUTER TECHNOLOGY 9.0

22.5 hours
Types of Jobs Available:

- Professional repair technician
- Self-employed owner/technician

After a short period of time with an employer, many graduates will be assigned a service van to perform in-home service of major appliances. They will read wiring and system diagrams to diagnose malfunctions, repair major appliances in homes and provide in-person customer service.

Program Overview

The program is only available at the Milford Campus. Students use typical service tools and equipment to troubleshoot and repair major appliances in a laboratory designed to simulate working conditions in the industry.

For More Information Contact:

Glenn Pasho, Program Chair
402-761-8261, 800-933-7223 x8261, gpasho@southeast.edu

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

MILFORD CAMPUS

Credit Hours Required for Graduation: 57

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>Electricity for Major Appliances</td>
<td>7.0</td>
</tr>
<tr>
<td>MAAP1112</td>
<td>In-Home Customer Relations</td>
<td>3.0</td>
</tr>
<tr>
<td>MAAP1114</td>
<td>Electrical Dryer Technology</td>
<td>4.0</td>
</tr>
<tr>
<td>MAAP1118</td>
<td>Gas Dryer Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>MAAP1120</td>
<td>Dishwasher Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>MAAP1124</td>
<td>Washing Machine Technology</td>
<td>4.0</td>
</tr>
<tr>
<td>MAAP1128</td>
<td>Electric Range Technology</td>
<td>5.5</td>
</tr>
<tr>
<td>MAAP1132</td>
<td>Gas Range Technology</td>
<td>4.5</td>
</tr>
<tr>
<td>MAAP1136</td>
<td>Residential Refrigerator Technology</td>
<td>10.0</td>
</tr>
<tr>
<td>MAAP1150</td>
<td>Introduction to Major Appliance Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1000</td>
<td>Computer Essentials</td>
<td>1.0</td>
</tr>
</tbody>
</table>

48.0 Hours

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 65 for complete list.

(One class from each area below.)

- ORAL COMMUNICATIONS 4.5
- SOCIAL SCIENCE 4.5
  ECON1200 Personal Finance 9.0 hours

Course list for General Education requirements on page 65.
TYPES OF JOBS AVAILABLE:
- Product designer
- Operations manager
- Engineering coordinator
- Product research and development specialist
- Field engineer
- Direct manufacturing support specialist
- Quality control and assurance specialist
- Machine designer
- Lean manufacturing engineer
- Technical support engineer
- CNC programmer
- Tooling design and development specialist

SCC has a very active student chapter S218 of the Society of Manufacturing Engineers. This helps students make contacts with local industries and potential employers. Many graduates continue their education once they are on the job and have earned four-year degrees and beyond.

PROGRAM OVERVIEW
The program is only available at the Milford Campus. The 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 less expensive. They are "hands-on" people who also want to be part of the design process, 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. SCC graduates apply their skills in companies across the United States.

FOR MORE INFORMATION CONTACT:
Mark W. Eilers, Program Chair
402 761-8244, 800-933-7223 x8244, meilers@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

MILFORD CAMPUS
Credit Hours Required for Graduation: 153.5

Students in the Manufacturing Engineering Technology program have the opportunity to take part in a wide variety of manufacturing facilities along with taking part in Engineering Internships as they become available. Manufacturing Engineering Technology students use our Dimension three-dimensional rapid prototype printer to print a variety of design and proto-type projects. Students in the program are eligible in their fifth quarter to take the Certified Manufacturing Technologist exam offered by the Society of Manufacturing Engineers (www.sme.org)

Please note: A grade of "C" or better is required in all prerequisite courses.

MANUFACTURING ENGINEERING TECHNOLOGY AAS
DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>MFGT1125</td>
<td>Materials of Industry</td>
<td>5.0</td>
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<tr>
<td>MFGT1144</td>
<td>Industrial Drafting I</td>
<td>6.0</td>
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<tr>
<td>MACH241</td>
<td>Machinist's Handbook</td>
<td>5.0</td>
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<tr>
<td>MFGT1130</td>
<td>Industrial Drafting II</td>
<td>3.5</td>
</tr>
<tr>
<td>MFGT1333</td>
<td>Applied Hydraulic &amp; Pneumatics</td>
<td>7.0</td>
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<tr>
<td>MFGT1350</td>
<td>Basic Computer Aided Drafting</td>
<td>3.0</td>
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<tr>
<td>MFGT1354</td>
<td>Elementary Tool Design</td>
<td>6.5</td>
</tr>
<tr>
<td>MFGT1362</td>
<td>Plant Layout &amp; Materials Handling</td>
<td>3.5</td>
</tr>
<tr>
<td>MACH1370</td>
<td>Applied Trigonometry</td>
<td>4.5</td>
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<tr>
<td>MFGT1413</td>
<td>Electrical Fundamentals</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT1421</td>
<td>Manufacturing Processes I</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT1429</td>
<td>CNC Machines</td>
<td>3.5</td>
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<tr>
<td>MFGT1450</td>
<td>Advanced Computer Aided Drafting</td>
<td>1.5</td>
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<tr>
<td>MFGT1456</td>
<td>Manufacturing Processes II</td>
<td>4.5</td>
</tr>
<tr>
<td>MFGT1458</td>
<td>Electrical Drafting</td>
<td>2.0</td>
</tr>
<tr>
<td>MFGT2549</td>
<td>Quality Assurance &amp; SPC</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT2551</td>
<td>Time &amp; Motion Study</td>
<td>5.0</td>
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<tr>
<td>MFGT2559</td>
<td>Advanced Geometric Dimensioning &amp; Tolerancing</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT2566</td>
<td>Tool &amp; Product Design</td>
<td>4.0</td>
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<tr>
<td>MFGT2620</td>
<td>Programmable Logic Controllers in Work Cell Design</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT2635</td>
<td>Plastics: Design &amp; Engineering</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT2643</td>
<td>Strength of Materials</td>
<td>5.0</td>
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<tr>
<td>MFGT2668</td>
<td>Design and Production Problems</td>
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<tr>
<td>MFGT2670</td>
<td>Autodesk Inventor</td>
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<tr>
<td>MFGT2672</td>
<td>Mechanisms</td>
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<tr>
<td>MFGT2680</td>
<td>Solid Works</td>
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</table>

115.0 hours

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS | 4.5
- SPCH1110 Public Speaking (recommended)

WRITTEN COMMUNICATIONS | 4.5
- ENGL1000 Written Communications (recommended)

MATHEMATICS | 4.5
- MATH1050 Thinking Mathematically (or higher) (Prerequisite for MFGT1333, 1413, 2549, 2672, & MACH1370.)

PHYSICS | 4.5
- PHYS1017 Technical Physics or PHYS1150 Descriptive Physics (Prereq. for MFGT2566, 2668.)

COMPUTER TECHNOLOGY | 4.5
- BSAD1010 Microsoft Applications I (Prerequisite for MFGT2670) or INFO1010 Computer Literacy

22.5 hours

To complete the AAS degree, students are also required to take:

OFFT1110 Business Communications | 4.5
ECON1200 Personal Finance | 4.5
ACFS2020 Career Development | 2.5
BSAD2540 Principles of Management | 4.5

16.0 hours

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.

Course list for General Education requirements on page 65.
**Medical Assisting**

☑ Diploma

**TYPES OF JOBS AVAILABLE:**
Graduates work in offices and clinics of physicians, podiatrists, chiropactors, optometrists and other specialists. They answer the telephone, schedule appointments, work with billing and insurance agencies, prepare patients for examination, and assist the physician. They perform various tasks such as drawing blood, changing dressings, checking vital signs, and administering medication.

Program graduates are working in clinics and physicians’ offices throughout Nebraska or continuing their education.

**PROGRAM OVERVIEW**
This program is offered face-to-face on the Lincoln Campus, with some Web-based courses available. Students are admitted to the program in the spring and fall quarters. The program also is offered online with three visits to the Lincoln Campus for a skills check-off. The online program admits once a year in the spring quarter and is five quarters in length.

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

**LINCOLN CAMPUS**
The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Medical Assisting Education Review Board. Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350.

Credit Hours Required for Graduation: 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>
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<tbody>
<tr>
<td>BIOS1000</td>
<td>Structure and Function of the Human Body (or higher)</td>
<td>6.0</td>
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<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>
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<tr>
<td>OFFT1710</td>
<td>Word Applications I</td>
<td>4.5</td>
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<tr>
<td>MEDA1204</td>
<td>First Aid</td>
<td>2.0</td>
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<tr>
<td>MEDA1201</td>
<td>Medical Terminology II</td>
<td>3.0</td>
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<tr>
<td>MEDA1202</td>
<td>Communication in Allied Health</td>
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<tr>
<td>MEDA1203</td>
<td>Medical Law, Ethics &amp; Bioethics for the Medical Office Employee</td>
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<tr>
<td>MEDA1205</td>
<td>Exam Room I</td>
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<tr>
<td>MEDA1406</td>
<td>Basic Pharmacology</td>
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<td>MEDA1407</td>
<td>Medical Calculations</td>
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<tr>
<td>MEDA1301</td>
<td>Exam Room II</td>
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<tr>
<td>MEDT1161</td>
<td>Basic Urinalysis &amp; Microbiology for the Office Laboratory</td>
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<tr>
<td>MEDT1171</td>
<td>Basic Urinalysis &amp; Microbiology Laboratory</td>
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<tr>
<td>MEDT1181</td>
<td>Basic Hematology for the Office Laboratory</td>
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</tr>
<tr>
<td>MEDT1191</td>
<td>Basic Hematology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>OFFT2440</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2650</td>
<td>Computerized Medical Management</td>
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<tr>
<td>MEDA1401</td>
<td><strong>Clinical Education</strong></td>
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<tr>
<td>MEDA1402</td>
<td>Senior Clinical Seminar</td>
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<tr>
<td>MEDA1404</td>
<td>Medical Diseases</td>
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<tr>
<td>MEDA1405</td>
<td>Insurance for the Medical Office</td>
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</tbody>
</table>

70.0 hours

**Please note: Immediately prior to enrollment in MEDA1401, students must pass the following BLOCK OF CLASSES together.**

[MEDA1301, MEDT1161, MEDT1171, MEDT1181 & MEDT1191.]

If a student has to repeat MEDA1401, the same block of classes must be repeated prior to enrollment. If any of the block classes need to be repeated, they must all be repeated in the same term prior to being placed in a medical office for Clinical experience.

**GENERAL EDUCATION REQUIREMENTS:**
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

**WRITTEN COMMUNICATIONS**
ENGL1010 Composition I 4.5
**COMPUTER TECHNOLOGY**
BSAD1010 Microsoft Applications I 4.5
9.0 hours

**PROGRAM PREREQUISITES:**
Students entering the program must have keyboarding skills of 30 words per minute with three or fewer errors. Testing is available in the SCC Testing Center.

High school biology and other natural sciences are recommended prerequisites for Medical Assisting.

**SPECIAL PROGRAM REQUIREMENTS:**
1. A criminal background check 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 CBC.

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.

4. Students must pass all required courses for 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: Felony convictions may prevent a graduate from acquiring certification. Contact the American Association of Medical Assistants Certifying Board for more information.

**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 HIMS program or contact Linda Delgado at 402-437-2753, ldelgado@southeast.edu or the Admissions Office on the Lincoln Campus.

Course list for General Education requirements on page 65.
**COURSE TITLE** | **CREDIT HRS**
--- | ---
MEDT2501 Urinalysis Laboratory | 1.0
MEDT2521 Immunohematology I | 1.0
MEDT2531 Hemostasis I Laboratory | 1.0
MEDT2541 Clinical Chemistry I | 2.5
MEDT2551 Clinical Chemistry I Laboratory | 2.0
MEDT2561 Immunology | 2.0
MEDT2581 Hemostasis | 1.0
MEDT2582 Immunology/Hemostasis Laboratory | 2.0
MEDT2601 Parasitology | 1.0
MEDT2611 Parasitology Laboratory | 1.0
MEDT2621 Immunohematology II | 1.0
MEDT2631 Immunohematology II Laboratory | 1.0
MEDT2641 Clinical Chemistry II | 2.5
MEDT2651 Clinical Chemistry II Laboratory | 2.0
MEDT2681 Clinical Education Orientation I | 2.0
MEDT2690 Clinical Education I | 2.5
MEDT2701 Clinical Education II | 11.0
MEDT2702 Clinical Seminar I | 2.0
MEDT2703 Clinical Education Orientation II | 2.0
MEDT2801 Clinical Education III | 11.0
MEDT2802 Clinical Seminar II | 2.0

**TOTAL CREDIT HOURS:** 100.0 hours

**PROGRAM OVERVIEW**

The program is available at the Lincoln Campus and includes principles and technical instruction in the areas of hematology, clinical chemistry, clinical microbiology, immunohematology (blood banking), immunology/serology, parasitology, urinalysis, and clinical microscopy. Students obtain additional laboratory experiences and learning opportunities within hospital and clinic laboratories.

Students are admitted into the program in the summer quarter. The program can be completed in eight full-time quarters. Students may also choose a three-year option in which to complete the program. Graduates are eligible to take national certification examinations offered by the American Society for Clinical Pathology and/or the National Credentialing Agency for Laboratory Personnel, and may also transfer these two years of credit to the University of Nebraska Medical Center's Division of Clinical Laboratory Sciences.

**FOR MORE INFORMATION CONTACT:**
Janis Bible, Program Chair
402-437-3760, 800-642-4075 x2760, jbbbile@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

**LINCOLN CAMPUS**

This program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences, 8410 W. Bryn Mawr Ave., Ste. 670, Chicago, IL 60631, 773-714-8880, www.naacls.org

**CREDIT HOURS REQUIRED FOR GRADUATION:** 124.0

**MEDICAL LABORATORY TECHNOLOGY REQUIREMENTS:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>LBST1121</td>
<td>Survey of Chemistry</td>
<td>3.0</td>
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<tr>
<td>LBST1122</td>
<td>Survey of Chemistry Laboratory</td>
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</tr>
<tr>
<td>LBST1205</td>
<td>Introductory Biology</td>
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</tr>
<tr>
<td>LBST1215</td>
<td>Introductory Biology Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>MEDT1101</td>
<td>Clinical Laboratory Procedures</td>
<td>2.5</td>
</tr>
<tr>
<td>LBST1221</td>
<td>Introduction to Microbiology</td>
<td>2.0</td>
</tr>
<tr>
<td>LBST1231</td>
<td>Introduction to Microbiology Lab</td>
<td>1.5</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 for Technicians I Laboratory</td>
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</tr>
<tr>
<td>MEDT1201</td>
<td>Medical Laboratory Measurements</td>
<td>2.0</td>
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<tr>
<td>MEDT1100</td>
<td>Procedures in Phlebotomy</td>
<td>2.5</td>
</tr>
<tr>
<td>MEDT1301</td>
<td>Clinical Microbiology I</td>
<td>2.0</td>
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<tr>
<td>MEDT1311</td>
<td>Clinical Microbiology I Laboratory</td>
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<tr>
<td>MEDT1321</td>
<td>Hematology I</td>
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<td>MEDT1331</td>
<td>Hematology I Laboratory</td>
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<td>MEDT1401</td>
<td>Clinical Microbiology II</td>
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<td>LBST2125</td>
<td>Instrumental Analytical Chemistry</td>
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<tr>
<td>LBST2135</td>
<td>Instrumental Analytical Chemistry Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT2501</td>
<td>Urinalysis</td>
<td>1.0</td>
</tr>
</tbody>
</table>

*Recommended for transfer to 4-year institution. UNMC Articulation Agreement.*

**GENERAL EDUCATION REQUIREMENTS:**

Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

**ORAL COMMUNICATIONS**

*ORAL COMMUNICATIONS* 4.5

*SPCH1090 Fundamentals of Human Communication or SPCH1110 Public Speaking or SPCH2810 Business & Professional Communication

**WRITTEN COMMUNICATIONS** 4.5

*ENGL1010 Composition I

**MATHEMATICS** 4.5

*MAT1150 College Algebra or higher

**SCIENCE** 6.0

*BIO2130 Human Physiology & Lab

**SOCIAL SCIENCE** 4.5

*Recommended for transfer to 4-year institution. UNMC Articulation Agreement.*

**SPECIAL PROGRAM REQUIREMENTS:**

1. A criminal background check 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 CBC.

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.

4. 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: LBST1101/1111 and LBST1102/1112 may be substituted for LBST1421/1422.
Motorcycle, ATV and Personal Watercraft Technology

Diploma

Types of Jobs Available:
- Repair technician who diagnoses and repairs all areas of the vehicle, including engines and transmissions, suspension and brake systems, and electrical/electronic systems.
- Parts counter person
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.
- Sales associate
Program graduates are employed in dealerships, independent shops and owner/operator shops.

Program Overview
This program is available on the Lincoln Campus with classes beginning in January and July.

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

Lincoln Campus
Credit Hours Required for Graduation: 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</td>
<td></td>
</tr>
<tr>
<td>MSTT1147</td>
<td>Rideability and Electrical Update with Coop</td>
<td></td>
</tr>
<tr>
<td>WELD1178</td>
<td>Motorcycle Welding</td>
<td>4.0</td>
</tr>
</tbody>
</table>

69.5 hours

General Education Requirements:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below, four classes total.)

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Communications</td>
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<td>4.5</td>
</tr>
<tr>
<td>Written Communications</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>Science</td>
<td>Phys1150 Descriptive Physics</td>
<td>6.0</td>
</tr>
<tr>
<td></td>
<td>Advisor Approved Elective</td>
<td>4.5</td>
</tr>
</tbody>
</table>

19.5 hours

Please note: Students are required to purchase their own tool set. A list of required tools is available from the Program Chair or the College Admissions Office.

This SCC Program is Affiliated with ASE Accredited by NATEF

Course list for General Education requirements on page 65.
TYPES OF JOBS AVAILABLE:
• NDT technician
• NDT inspector
• Sales and marketing specialist
• NDT engineer
• Research and development specialist
• Contractor
• Business owner

PROGRAM OVERVIEW
The program is located on the Milford Campus and is one of the few programs of its kind in the United States that offer an Associate of Applied Science degree. Developed in cooperation with the many industries it serves, the program trains technicians who are in high demand in a wide variety of industries, including aircraft and aerospace, power generation and utilities, chemical and petrochemical, defense and military (civilian and enlisted), general manufacturing, and transportation.

FOR MORE INFORMATION CONTACT:
Randy Walbridge, Program Chair
402-761-8346, 800-933-7223 x8346, rwalbrid@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

MILFORD CAMPUS
Credit Hours Required for Graduation: 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>NDTT1238</td>
<td>Electrical &amp; Electronic Fundamentals</td>
<td>5.0</td>
</tr>
<tr>
<td>NDTT1255</td>
<td>NDT Methods</td>
<td>10.0</td>
</tr>
<tr>
<td>NDTT1263</td>
<td>Metallurgy</td>
<td>6.5</td>
</tr>
<tr>
<td>NDTT1356</td>
<td>Liquid Penetrant</td>
<td>3.0</td>
</tr>
<tr>
<td>NDTT1360</td>
<td>Ultrasonics I</td>
<td>7.5</td>
</tr>
<tr>
<td>NDTT1450</td>
<td>Eddy Current I</td>
<td>2.5</td>
</tr>
<tr>
<td>NDTT1458</td>
<td>Magnetic Particle</td>
<td>4.0</td>
</tr>
<tr>
<td>NDTT1464</td>
<td>Radiography I</td>
<td>9.0</td>
</tr>
<tr>
<td>NDTT1470</td>
<td>Radiation Safety &amp; Administration</td>
<td>5.0</td>
</tr>
<tr>
<td>NDTT2040</td>
<td>NDTT Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT2569</td>
<td>Radiography II &amp; Film Interpretation</td>
<td>8.0</td>
</tr>
<tr>
<td>NDTT2570</td>
<td>Eddy Current II</td>
<td>10.0</td>
</tr>
<tr>
<td>NDTT2652</td>
<td>Ultrasonics II</td>
<td>8.0</td>
</tr>
<tr>
<td>NDTT2675</td>
<td>Computer Applications in NDT</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT2679</td>
<td>Code Interpretation &amp; Procedure Development</td>
<td>4.5</td>
</tr>
</tbody>
</table>

114.5 hours

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 65 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS 4.5
MATHEMATICS 4.5

(Plus two classes from the four areas below; no two classes from the same area.)

SCIENCE
SOCIAL SCIENCE
HUMANITIES
COMPUTER TECHNOLOGY 9.0

22.5 hours

IN ADDITION STUDENTS MUST COMPLETE THE FOLLOWING COURSES:

BSAD2540 Principles of Management 4.5
PHYS1017 Technical Physics 4.5

9.0 hours

Course list for General Education requirements on page 65.
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. SCC 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

### MILFORD CAMPUS

| Credit Hours Required for Graduation: |  
|---------------------------------------|---|
| Associate of Occupational Studies Degree | **90.0**  
| Diploma | **48.0**  
| Certificate | **19.5-21.0**

The Occupational Studies Associate, Diploma, or Certificate awards are associated with a partnership between Southeast Community College and business and industry. These awards allow the College to recognize industry training along with college support courses.

**JOHN DEERE FOCUS:**

This focus provides John Deere Dealership personnel the opportunity to combine John Deere University course work with Southeast Community College course work to obtain a certificate, diploma or a two-year associate's degree for Service Technicians, and Service Managers.

**JOHN DEERE UNIVERSITY COURSES:**

Course offerings listed below are determined by John Deere Company based on current industry needs.

**BUSINESS AND GENERAL EDUCATION COURSES:**

These course offerings are determined by Southeast Community College, students may be eligible to articulate course work from another institution to fulfill these requirements.

**SERVICE TECHNICIAN CERTIFICATE**

| CREDIT HOURS |  
|--------------|---|
| John Deere corporate core classes | **15.0**  
| (As determined by JDU required credits for Service Tech-Advanced)  
| General education | **4.5**  
| (A minimum of 1 written or 1 oral communication course selected from the approved general education listing) | **19.5 hours**

**SERVICE TECHNICIAN DIPLOMA**

|  
| John Deere corporate core classes | **22.5**  
| (As determined by JDU required for Service Technician Master)  
| General Education courses | **22.5**  
| Corporate Core On-The-Job Training | **3.0**  
| (minimum of 1 year work experience) | **48.0 hours**

**SERVICE TECHNICIAN ASSOCIATE’S DEGREE**

|  
| John Deere University corporate core classes | **22.5**  
| (JDU Service Technician-Master standing)  
| General education classes | **22.5**  
| Corporate core On-The-Job Training | **9.0**  
| (minimum of 3 years work experience)  
| Approved electives | **36.0**  
| (see approved Electives for AOS-John Deere) TOTAL | **90.0 hours**

**SERVICE MANAGER CERTIFICATE**

| CREDIT HOURS |  
|--------------|---|
| John Deere corporate core classes | **7.5**  
| (As determined by JDU required credits for Service Tech-Advanced)  
| General education | **13.5**  
| Required 1 Written Communications course  
| 1 BSAD course  
| 1 additional course from General Education list | **21.0 hours**

**SERVICE MANAGER DIPLOMA**

|  
| John Deere corporate core classes | **15.0**  
| (As determined by JDU required for Service Manager-Master)  
| General Education course | **22.5**  
| (A minimum of 5 classes selected from the General education core, with no more than 1 class per category. Required 1 oral and 1 written communication course)  
| Corporate Core On-The-Job Training | **6.0**  
| (minimum of 2 years work experience)  
| Approved electives | **4.5**  
| (see approved Electives for AOS-John Deere) TOTAL | **48.0 hours**

**SERVICE MANAGER ASSOCIATE’S DEGREE**

|  
| John Deere University corporate core classes | **15.0**  
| (JDU Service Technician-Master standing)  
| General education classes | **22.5**  
| Corporate core On-The-Job Training | **12.0**  
| (minimum of 5 years work experience)  
| Approved electives | **40.5**  
| (see approved Electives for AOS-John Deere) TOTAL | **90.0 hours**

**APPROVED ELECTIVES FOR AOS-JOHN DEERE**

| Course |  
|--------|---|
| BSAD1010 Microsoft Applications I | **4.5**  
| BSAD1020 Microsoft Applications II | **4.5**  
| BSAD1050 Intro to Business | **4.5**  
| BSAD1090 Business Law I | **4.5**  
| BSAD2270 Professional Selling | **4.5**  
| BSAD2310 Business Ethics | **4.5**  
| BSAD2370 Human Resources | **4.5**  
| BSAD2430 Marketing Communications | **4.5**  
| BSAD2520 principals of Marketing | **4.5**  
| BSAD2540 Principals of Management | **4.5**  
| ECON2110 Microeconomics | **4.5**  
| ECON2120 Macroeconomics | **4.5**  
| ECON2120 Personal Finance | **4.5**  
| MATH1040 or higher | **4.5**

Note: Periodic changes in JDU requirements may require additional corporate core coursework.

Course list for General Education requirements on page 65.
COURSE TITLE  CREDIT HRS

• Certificate:
  - General Office Focus: 39.0
  - Microsoft Office Focus: 40.5

• Diploma:
  - General Office Focus: 83.0
  - Medical Transcription Focus: 83.5

• Associate of Applied Science Degree:
  - Administrative Office Focus: 110.0
  - Legal Office Focus: 113.0
  - Medical Office Focus: 113.0

This program offers students generalized training in office professions as well as course work in three focus areas: administrative, legal, and medical. With appropriate elective courses, students completing requirements for an associate of applied science degree in will be prepared to take the Certified Professional Secretary or Certified Administrative Professional examination awarded through the International Association of Administrative Professionals. 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 the Office Professional program must complete the college admissions requirements and the special program requirements:

1. Students will complete the pre-admission COMPASS test administered by SCC. This test will help determine the skills students currently have in math, writing, and reading comprehension. Scores from this test will be used to place students in appropriate math and writing courses as well as any developmental reading program that may be necessary. Developmental courses include the following:
   - ENGL0850 Reading Strategies I
   - ENGL0880 Reading Strategies II
   - ENGL0950 Writing Skills
   - ENGL0980 Basic Writing
   - MATH0900 Math Fundamentals
   - MATH0950 Beginning Algebra
   Your 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 OFFT1310 Office Accounting.

3. Prerequisite competencies required in the program include a typing/keyboarding skill of a minimum of 30 words per minute with three or fewer errors on a three-minute timing. Students who do not meet this requirement will complete Beginning Keyboarding I (OFFT1010) and/or Beginning Keyboarding II (OFFT1020).

4. If your 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.)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFT1010</td>
<td>Beginning Keyboarding I</td>
<td>2.0</td>
</tr>
<tr>
<td>*OFFT1020</td>
<td>Beginning Keyboarding II</td>
<td>2.0</td>
</tr>
<tr>
<td>OFFT1310</td>
<td>Office Accounting</td>
<td>4.5</td>
</tr>
</tbody>
</table>

AAS OFFICE PROFESSIONAL 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 |
- *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 |

56.0 hours
### ADMINISTRATIVE FOCUS COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD1050</td>
<td>Introduction to Business (Bea) or</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2430</td>
<td>Administrative Office Management (Linc)</td>
<td>4.5</td>
</tr>
<tr>
<td>*ACCT1200</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1680</td>
<td>Web Page Support</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1740</td>
<td>Desktop Publishing Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1760</td>
<td>Project Management Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2310</td>
<td>Financial Computer Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2720</td>
<td>Microsoft Office Integration</td>
<td>4.5</td>
</tr>
</tbody>
</table>

31.5 hours

### LEGAL FOCUS COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD1050</td>
<td>Introduction to Business (Bea) or</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2430</td>
<td>Administrative Office Management (Linc.)</td>
<td>4.5</td>
</tr>
<tr>
<td>*ACCT1200</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1090</td>
<td>Business Law I</td>
<td>4.5</td>
</tr>
<tr>
<td>*BSAD1100</td>
<td>Business Law II</td>
<td>4.5</td>
</tr>
<tr>
<td>*BSAD2310</td>
<td>Business Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>*OFFT2210</td>
<td>Legal Processes I</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2220</td>
<td>Legal Processes II</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2310</td>
<td>Financial Computer Applications</td>
<td>4.5</td>
</tr>
</tbody>
</table>

34.5 hours

### MEDICAL FOCUS COURSES:

<table>
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<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD1050</td>
<td>Introduction to Business (Bea) or</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2430</td>
<td>Administrative Office Management (Linc)</td>
<td>4.5</td>
</tr>
<tr>
<td>*ACCT1200</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>*BSAD1090</td>
<td>Medical Terminology I (Linc)</td>
<td>2.0</td>
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<tr>
<td>*MEDA1200</td>
<td>Medical Terminology II (Linc)</td>
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<tr>
<td>OFFT1120</td>
<td>Medical Terminology (Bea)</td>
<td>4.5</td>
</tr>
<tr>
<td>*MEDA1203</td>
<td>Medical Law, Ethics, and Bioethics (Linc)</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>
<tr>
<td>*OFFT2130</td>
<td>Medical Machine Transcription</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2440</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
</tr>
</tbody>
</table>

34.5/35.0 hours

### GENERAL EDUCATION REQUIREMENTS:

Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

(One class from each area below.)

**ORAL COMMUNICATIONS**: 4.5

**WRITTEN COMMUNICATIONS**: 4.5

**MATHEMATICS**: 4.5

**MATH1040** (Business Math) or higher

**SOCIAL SCIENCE**: 4.5

**PSYC1250** Interpersonal Relations

**COMPUTER TECHNOLOGY**: 4.5

OFFT1010 Microsoft Applications I

**22.5 hours**

### DIPLOMA CORE COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFT1110</td>
<td>Business Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1160</td>
<td>Keyboarding III</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1170</td>
<td>Keyboarding IV</td>
<td>3.0</td>
</tr>
<tr>
<td>*OFFT1710</td>
<td>Word Applications I</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1720</td>
<td>Word Applications II</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2000</td>
<td>Employment Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>*OFFT2020</td>
<td>Co-op Supervised Employment</td>
<td>5.0</td>
</tr>
<tr>
<td>*OFFT2060</td>
<td>Voice Recognition/Transcription</td>
<td>4.5</td>
</tr>
<tr>
<td>*BSAD1020</td>
<td>Microsoft Applications I</td>
<td>4.5</td>
</tr>
</tbody>
</table>

38.0 hours

### GENERAL OFFICE FOCUS:

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

**GENERAL OFFICE FOCUS**:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH1040</td>
<td>Business Math</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1680</td>
<td>Web Page Support</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1740</td>
<td>Desktop Publishing Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1760</td>
<td>Project Management Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2310</td>
<td>Financial Computer Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2340</td>
<td>Records and Information Management</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2410</td>
<td>Administrative Procedures I</td>
<td>4.5</td>
</tr>
</tbody>
</table>
| Advisor Approved Electives 9.0

31.5 hours

### MEDICAL TRANSCRIPTION FOCUS:

(Some courses for this focus are offered only on the Lincoln campus.)

**MEDICAL TRANSCRIPTION FOCUS**:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIOS1000</td>
<td>Structure and Function of the Human Body</td>
<td>6.0</td>
</tr>
<tr>
<td>BIOS1210</td>
<td>Anatomy and Physiology (Bea)</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1101</td>
<td>Medical Terminology I (Linc)</td>
<td>2.0</td>
</tr>
<tr>
<td>*MEDA1201</td>
<td>Medical Terminology II (Linc)</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT1120</td>
<td>Medical Terminology (Bea)</td>
<td>4.5</td>
</tr>
<tr>
<td>*MEDA1203</td>
<td>Medical Law, Ethics, and Bioethics (Linc)</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>
<tr>
<td>*MEDA1406</td>
<td>Basic Pharmacology (Linc)</td>
<td>2.0</td>
</tr>
<tr>
<td>*OFFT2130</td>
<td>Medical Machine Transcription</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2440</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
</tr>
</tbody>
</table>

32.0/32.5 hours

### CERTIFICATE

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

**GENERAL OFFICE FOCUS**:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFT1110</td>
<td>Business Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2060</td>
<td>Voice Recognition/Transcription</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1160</td>
<td>Keyboarding III</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1710</td>
<td>Word Applications I</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2000</td>
<td>Employment Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>MATH1040</td>
<td>Business Math</td>
<td>4.5</td>
</tr>
<tr>
<td>PSYC1250</td>
<td>Interpersonal Relations</td>
<td>4.5</td>
</tr>
</tbody>
</table>
| Advisor Approved Electives 9.0

34.5 hours

**MICROSOFT OFFICE FOCUS**:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BSAD1020</td>
<td>Microsoft Applications II</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1680</td>
<td>Web Page Support</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1710</td>
<td>Word Applications I</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1720</td>
<td>Word Applications II</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1740</td>
<td>Desktop Publishing Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1760</td>
<td>Project Management Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2060</td>
<td>Voice Recognition/Transcription</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2340</td>
<td>Records and Information Management</td>
<td>4.5</td>
</tr>
</tbody>
</table>

36.0 hours

### REQUIRED GENERAL EDUCATION DIPLOMA COURSES:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD1010</td>
<td>Microsoft Applications I</td>
<td>4.5</td>
</tr>
<tr>
<td>ENGL1010</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>PSYC1250</td>
<td>Interpersonal Relations</td>
<td>4.5</td>
</tr>
</tbody>
</table>

13.5 hours

### REQUIRED GENERAL EDUCATION CERTIFICATE COURSE:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD1010</td>
<td>Microsoft Applications I</td>
<td>4.5</td>
</tr>
</tbody>
</table>

4.5 hours

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

Course list for General Education requirements on page 65.
TYPES OF JOBS AVAILABLE:
- Parts manager
- Warranty manager
- Service manager
- Service writer
- General manager
- Self-employed
- Factory representative
- Counter sales person
- Merchandising representative
- Advertising representative
- Business office manager

Activities may include inventory control, computerized business systems and electronic cataloging, purchasing products, sales and marketing. The paid internship offers students opportunities to establish vital contacts with individuals in the field for full-time employment.

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.

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

MILFORD CAMPUS
Credit Hours Required for Graduation:
- Diploma: 88.0
- Associate of Applied Science: 110.5

Admission to the Parts Marketing & Management Program begins in the fall and winter terms, but students may enroll early and begin taking General Education or the other required non-PDSM classes before fall.

Course list for General Education requirements on page 65.
SOUTHEAST COMMUNITY COLLEGE   |   2009-2010

Pharmacy Technician

☑ Diploma

TYPES OF JOBS AVAILABLE:
• Pharmacy technician

Duties can be quite varied depending on the work setting. Technicians may assist the licensed pharmacist in filling prescriptions by counting tablets, packaging, labeling, receiving prescriptions, ordering, inventory control, mixing IVs, completing insurance claims, and many other activities.

Technicians are employed anywhere a licensed pharmacist may work, such as an acute care hospital, long-term care, home health, mail order and retail pharmacy services.

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:
Elina Pierce, Program Chair
402-228-8247, 800-233-5027 x1247, epierce@southeast.edu
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214

BEATRICE CAMPUS
This program is pursuing accreditation through the American Society of Health-Systems Pharmacist, 7272 Wisconsin Ave., Bethesda MD 20814, 301-657-3000, www.ashp.org

Credit Hours Required for Graduation: 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 courses must be passed with 70% (C) or above.

PHARMACY TECHNICIAN COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDA1101</td>
<td>Medical Terminology I</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1202</td>
<td>Communication in Allied Health</td>
<td>4.5</td>
</tr>
<tr>
<td>BIOS1000</td>
<td>Structure and Function of the Human Body</td>
<td>6.0</td>
</tr>
<tr>
<td>PHRM1101</td>
<td>Pharmacology/Pharmaceutical Products I</td>
<td>4.5</td>
</tr>
<tr>
<td>PHRM1121</td>
<td>Pharmacy Calculations I</td>
<td>4.5</td>
</tr>
<tr>
<td>PHRM1131</td>
<td>Pharmacy Operations I</td>
<td>3.0</td>
</tr>
<tr>
<td>PHRM1202</td>
<td>Pharmacology/Pharmaceutical Products II</td>
<td>4.5</td>
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<tr>
<td>PHRM1222</td>
<td>Pharmacy Calculations II</td>
<td>4.5</td>
</tr>
<tr>
<td>PHRM1232</td>
<td>Pharmacy Operations II</td>
<td>4.5</td>
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<tr>
<td>PHRM1240</td>
<td>Pharmacy Law &amp; Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>PHRM1241</td>
<td>Professional Trends &amp; Issues</td>
<td>4.5</td>
</tr>
<tr>
<td>PHRM1250</td>
<td>Pharmacy Clinical Education</td>
<td>8.0</td>
</tr>
</tbody>
</table>

53.5 hours

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

ORAL COMMUNICATIONS 4.5
SPCH1110 recommended
WRITE COMMUNICATIONS 4.5
ENGL1010 recommended

9.0 hours

SPECIAL PROGRAM REQUIREMENTS:
1. Students must have computer skills, health statement, current CPR- healthcare provider, hepatitis immunization.
2. A criminal background check and an Adult and Child Abuse check 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 CBC.

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.

Course list for General Education requirements on page 65.
TYPES OF JOBS AVAILABLE:
- Physical therapist assistant working in a variety of settings, including outpatient clinics or offices; hospitals; inpatient rehabilitation facilities; skilled nursing, extended care, or sub-acute facilities; homes; education or research centers; schools; hospices; industrial, workplace or other occupational environments; fitness centers and sports training facilities.

PTAs provide physical therapy services under the direction and supervision of a physical therapist. PTAs help people of all ages who have medical problems, or other health-related conditions that limit their ability to move and perform functional activities in their daily lives. PTAs must complete a two-year Associate’s degree and are licensed, certified, or registered in most states. Care provided by a PTA may include teaching patients/clients exercise for mobility, strength and coordination, training for activities such as walking with crutches, canes, or walkers, massage, and the use of physical agents and electrotherapy such as ultrasound and electrical stimulation.

PROGRAM OVERVIEW
This program is offered on the Lincoln campus.

FOR MORE INFORMATION CONTACT:
Betsy Becker, PT, Program Chair-Lincoln
402-437-2430, 800-642-4075 x2430
bbecker@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

LINCOLN CAMPUS
Credit Hours Required for Graduation: 108.5

Southeast Community College is seeking accreditation by the Commission on Accreditation in Physical Therapy Education of the American Physical Therapy Association (1111 North Fairfax Street, Alexandria, VA 22314; phone: 703-706-3245; accreditation@apta.org). The program will submit an Application for Candidacy, which is the formal application required in the pre-accreditation stage. Submission of this document does not assure the program will be granted Candidate for Accreditation status nor does it assure that the program will be granted Accreditation.

PREREQUISITE COURSES:
Prerequisite courses must be successfully completed prior to taking any PTAS classes.

ORAL COMMUNICATIONS
*SPCH1110 Public Speaking 4.5

WRITTEN COMMUNICATIONS
*ENGL1010 Composition I 4.5

MATHMATICS
*MATH1150 College Algebra 4.5

SCIENCE
*BIOS1140 Human Anatomy w/Lab or 6.0 or
*BIOS1210 Anatomy & Physiology w/Lab 6.0
*BIOS2130 Human Physiology w/Lab or 6.0 or
*BIOS1220 Anatomy & Physiology w/Lab 6.0

SOCIAL SCIENCE
*PSYC1810 Introduction to Psychology 4.5

*Meets the General Education Requirement.

All prerequisite or additional courses may be taken at SCC or at any accredited college or university and must meet SCC requirements for course transfer.

Course list for General Education requirements on page 65.

SPECIAL PROGRAM REQUIREMENTS:
1) High school graduate or GED;
2) Health Statement completed
3) Current CPR required prior to PTAS1301.
4) All courses must be passed with a minimum grade of C+ (75%) to progress in the program, and all PTAS classes must be taken in sequence.
5) A criminal background check 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 CBC.
6) Computer skills in keyboarding and Windows will be helpful.

PHYSICAL THERAPIST ASSISTANT CORE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>PTAS1100</td>
<td>Intro to Physical Therapy</td>
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<tr>
<td>PTAS1101</td>
<td>Kinesiology with Lab</td>
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<tr>
<td>PTAS1102</td>
<td>Pathophysiology for PTA</td>
<td>4.5</td>
</tr>
<tr>
<td>PTAS1103</td>
<td>Physical Therapy Skills &amp; Exercise I with Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>PTAS1104</td>
<td>Therapeutic Modalities I with Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>PTAS1202</td>
<td>Physical Therapy Skills &amp; Exercise II with Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>PTAS1203</td>
<td>Therapeutic Modalities II with Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>PTAS1204</td>
<td>Documentation in Clinical Services</td>
<td>3.0</td>
</tr>
<tr>
<td>PTAS1205</td>
<td>Advanced Procedures with Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>PTAS1206</td>
<td>Health Systems &amp; Issues</td>
<td>3.0</td>
</tr>
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<td>PTAS1207</td>
<td>Professional Issues</td>
<td>4.0</td>
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<tr>
<td>PTAS1301</td>
<td>Clinical Education I</td>
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<tr>
<td>PTAS1302</td>
<td>Clinical Education II</td>
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<tr>
<td>PTAS1303</td>
<td>Clinical Education III</td>
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Total: 69.0 hours

ADDITIONAL COURSES:

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<tr>
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<tbody>
<tr>
<td>HMRS1320</td>
<td>Multicultural Competency</td>
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<td>MEDA1101</td>
<td>Medical Terminology I</td>
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<tr>
<td>MEDA1201</td>
<td>Medical Terminology II</td>
<td>3.0</td>
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</tbody>
</table>

Total: 9.5 hours
Polysomnographic Technician

☑️Certificate

TYPES OF JOBS AVAILABLE:
Polysomnographic technicians monitor the activity of adults and pediatrics in sleep laboratories. They gather medical information, observe patients, collect data, and summarize information for the sleep physicians.

The Polysomnographic Technician can work in two areas of sleep medicine: diagnostics or research. The Polysomnographic technician can work in a hospital based sleep center or in an independent sleep center. Because most people sleep at night, the technician must enjoy working nights.

PROGRAM OVERVIEW
Individuals making application to the Polysomnographic Technology Program must be a graduate of an accredited Respiratory Care Program and/or accredited Registered Nursing program.

The Polysomnographic Technology Program is typically a two-quarter (6 months) program for a full-time students and includes classroom, lab and clinical through web-based instruction.

Students will complete a comprehensive program in patient assessment, equipment calibration, data acquisition, diagnostic evaluation, therapeutic modalities and follow-up care of patients.

LEARNING BY DOING – CLINICAL EXPERIENCE
Students are required to complete 150 contact hours of clinical education. Clinical and laboratory work will be completed in an approved local sleep center. Sleep centers approval and contracts will be completed on an individual bases.

Students complete 18 credit hours of didactic and clinical experience over two quarter terms. The program is offered online with clinical arranged in cooperation with a variety of healthcare facilities throughout the region. Students will be required to come to a SCC campus for final competency testing.

Upon completion of the program, students are eligible to take the national Comprehensive Registry Exam in Polysomnographic Technology.

FOR MORE INFORMATION CONTACT:
Charlotte Pasco, Program Chair
402-437-2781 or 800-643-4075, x2781, cpasco@southeast.edu
Or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075, x2600

LINCOLN CAMPUS
This program is in the process of seeking accreditation by the Committee on Accreditation for Respiratory Care (CoArc)
1248 Harwood Road, Bedford, TX  76021-4244, (817) 283-2835
FAX:  (817) 354-8519

Credit Hours Required for Graduation:  22.5

Graduates of an accredited Advanced Respiratory Care program or an accredited Associate Degree Nursing program or higher degree, may apply to become certified as a Polysomnographic Technician.

Technicians generally work in sleep labs where sleep studies are performed or may do portable studies in a variety of locations.

COURSE #  COURSE TITLE  CREDIT HRS
PSGT1000 Polysomnography I  4.5
PSGT1010 Polysomnography Lab  2.5
PSGT1020 Polysomnography Fundamentals  2.0
PSGT2000 Polysomnography II  2.0
PSGT2010 Polysomnography II Lab  1.0
PSGT2020 Seminar Review  1.0
PSGT2030 Clinical Education  5.0

18.0 hours

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

WRITTEN COMMUNICATIONS or
ORAL COMMUNICATIONS  4.5 hours

Students may (submit a transcript to see if they can) receive credit by transfer for a Written or Oral Communications requirement. If the student credit will not transfer, the student is required to take one General Education course.

SPECIAL PROGRAM REQUIREMENTS:
1. Proof of a current state license.
2. Current BLS (Healthcare Provider).
4. A criminal background check 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 CBC.
5. Complete the online Southeast Community College school orientation.
6. A 75% (C+) must be maintained in all courses in order to progress through the program.

Current students are required to attend a two-day conference at Southeast Community College-Lincoln Campus. Students are responsible for travel and lodging for the two days.
TYPES OF JOBS AVAILABLE:
• Licensed practical nurse

Graduates are eligible to apply to take the National Council Licensure Examination and become licensed practical nurses 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.

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 their 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 also is offered in Beatrice, Falls City, Geneva and Lincoln, Neb., on a part-time basis. Total time to complete the program is two 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
402-228-8264, 800-233-5027 x1264, chiggins@southeast.edu

Mary Trumble, Program Chair-Lincoln
402-437-2765, 800-642-4075 x2765, mtrumble@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214
Lincoln 402-437-2600, 800-642-4075 x2600

Course list for General Education requirements on page 65.
TYPES OF JOBS AVAILABLE:

- Professional truck driver

As a professional truck driver, graduates of the program will be employed either as a long-distance over-the-road driver or a local driver. Most 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. Drivers 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.

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 SCC backing range and perimeter road, before progressing to highway driving.

FOR MORE INFORMATION CONTACT:
David Grant, Program Chair
402-437-2695, 800-642-4075 x2695, dgrant@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

LINCOLN CAMPUS

Credit Hours Required for Graduation: 18.0

The Professional Truck Driver Training program prepares students for a career in over-the-road truck driving in both intrastate and interstate commerce.

This is a 10.5-week (one quarter) intensive truck driving course. Students learn to operate articulated vans and flat beds. Training includes driving on the city streets and rural roads, two-lane and interstate highways.

SCHEDULING:

First shift 7 a.m. to 1:30 p.m.
Second shift 15 days of: Classroom, 7 a.m. - 1:30 p.m.
36 days of: Driving, 1:30 - 8 p.m.

Students are assigned to either first or second shift by the program. Below is the guide for a student to complete an award in Professional Truck Driver Training.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>TRUK1110</td>
<td>Professional Truck Driver Training I</td>
<td>7.0</td>
</tr>
<tr>
<td>TRUK1120</td>
<td>Professional Truck Driver Training II</td>
<td>11.0</td>
</tr>
</tbody>
</table>

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.
RADILOGIC TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

PROGRAM OVERVIEW
The 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, and apply for state licensure. Individuals who have been convicted of, or plead guilty to, a felony or misdemeanor may not be eligible to sit for the ARRT exam and work as a medical radiographer. The student may file a pre-application with the ARRT in order to obtain a ruling on the impact of their eligibility for examination.

The Radiologic Technology program offers Lincoln classroom instruction and Web-based courses. The clinical courses are supervised and held at pre-approved accredited medical centers. Students are responsible for their own transportation and will rotate between rural and metropolitan hospitals, long-term care facilities, and various clinics.

FOR MORE INFORMATION CONTACT:
Kelly Findley, Lincoln Program Coordinator/Coord f 402-437-2777 or 800-642-4075, kfindley@southeast.edu

Bev Harvey, Distance Learning Coordinator/Coord f 402-437-2759 or 800-642-4075, bharvey@southeast.edu

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

This program offers classes online!

SPECIAL PROGRAM REQUIREMENTS:
1. CPR for Health Care Providers (or Professional Rescuer) certification is required prior to entrance into the program.
2. Health statement with required immunizations prior to entrance into the Program:
   a. Tetanus
   b. MMR (measles, mumps, rubella)
   c. Hepavax (Hepatitis B) Series of 3.
   d. Negative Tuberculosis Skin test (in the event a student has a positive TB skin test a negative TB chest x-ray is required).
3. A criminal background check 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 CBC.
4. Computer skills are necessary. It is highly suggested for students lacking in this area to enroll in Microsoft Office Applications.

ADVANCED STANDING
Advanced standing students may be one of the following:
• Possess a provisional or limited radiographer’s license (or the equivalent of a license for states without licensure law) AND have worked as a limited or provisional radiographer for the past year.
• Have completed a Radiography Program in another country.
• Have completed a Radiography Program and have been unable to pass the ARRT exam.

PREREQUISITE COURSES:

1. Credit Hours Required for Graduation: 116.0

   PROGRAM PREREQUISITES:
Program prerequisites and General Education requirements must be completed prior to entering the program (unless student meets Advanced Standing requirements – see section on Advanced 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 Prerequisite courses must be completed with a minimum grade of C+ (75%) PRIOR to entry into the Program. All Radiography Program courses must also be completed with a minimum grade of C+ (75%). If a student receives less than a C+ in any Radiography Program course, the student is dismissed and may recycle into the program, within one year, if there is an opening in the program that term and they meet program recycle requirements.

   All prerequisite or general education courses may be taken at SCC or at any accredited college or university and must meet SCC requirements for course transfer. Interested students must complete an application for admission to the program when beginning prerequisite courses.

   All prerequisite or general education 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

Certificate

Types of Jobs Available:
- Plant operator
- Lab technician
- Maintenance technician

Program Overview
The ethanol curriculum is a statewide offering by Nebraska community colleges. Some courses will be provided by SCC, and others will be provided by other community colleges in the state. 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

Milford Campus
Credit Hours Required for Graduation: 40.0

Certificate Core Courses:
The following core courses must be completed to meet the requirements for any focus area.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNEW1100</td>
<td>Process Dynamics</td>
<td>4.5</td>
</tr>
<tr>
<td>RNEW1115</td>
<td>Mechanical Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>RNEW1125</td>
<td>P&amp;ID, PFD Symbols</td>
<td>1.5</td>
</tr>
<tr>
<td>RNEW1160</td>
<td>Instrumentation &amp; Control</td>
<td>4.5</td>
</tr>
<tr>
<td>HVAC1109</td>
<td>Fundamentals of Electricity</td>
<td>4.0</td>
</tr>
</tbody>
</table>

17.5 hours

Ethanol Focus:
RNEW1101 Ethanol Process Fundamentals 3.0
RNEW1135 Distillation & Evaporation 6.0
RNEW1170 Microbial Ecology 4.5
LBST1205 Introductory Biology 3.0
LBST1215 Introductory Biology Lab 1.5

18.0 hours

General Education Requirements:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements.
See page 65 for complete list.

(One class from one of the areas below.)

Oral Communications or Written Communications

4.5 hours

Course list for General Education requirements on page 65.
TYPES OF JOBS AVAILABLE:
- Respiratory therapists work in a variety of settings.
  Employment of respiratory therapists is expected to increase faster than the average for all occupations through the year 2012 because of substantial growth in the middle-aged and elderly population, a development that will heighten the incidence of cardiopulmonary disease.

Although hospitals will continue to employ the vast majority of therapists, a growing number can expect to work outside of hospitals in home health care services, offices of physicians, outpatient centers, skilled nursing facilities and patients' homes.

PROGRAM OVERVIEW
Students complete a comprehensive curriculum in assessment, treatment, management, diagnostic evaluation, and care of patients with lung and heart problems. Supervised clinical practice at local hospitals and health centers gives students experience in common procedures such as administering medical gases, aerosols and inhaled medications, applying ventilatory support, and testing techniques used in diagnosis, monitoring and treatment. Clinical practice for the program is provided in cooperation with a variety of health care facilities throughout the region.

Upon completion of the program, students receive an Associate of Applied Science degree, at which time they are eligible to take the National Board for Respiratory Care exams and apply for state licensure.

The program offers Lincoln classroom instruction and Web-based courses.

FOR MORE INFORMATION CONTACT:
Charlotte L. Pasco, Program Chair
402-437-2781 or 800-642-4075, x2781, cpasco@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

LINCOLN CAMPUS
The Respiratory Care program is accredited by the Commission on Accreditation of Allied Health Education Programs www.caahep.org upon the recommendation of the Committee on Accreditation for Respiratory Therapy, 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835, www.coarc.com

Credit Hours Required for Graduation: 119.5

PROGRAM PREREQUISITES:
(These courses must be completed before entry to the program. Contact a program advisor for specific courses.)
- Human Anatomy & Physiology with Lab
- Microbiology with Lab
- Physics & Lab
- Chemistry & Lab
- Medical Terminology I

A program prerequisite may fulfill general education requirements.

NOTE: Students must maintain a GPA of 2.75 in the Program Prerequisites and a GPA of 2.5 in the General Education classes.

This program offers classes online!

Respiratory Care
Associate of Applied Science Degree

Respiratory Care Courses:
Student must complete the following RESP courses.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESP1111</td>
<td>Respiratory Anatomy &amp; Physiology</td>
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<tr>
<td>RESP1112</td>
<td>Respiratory Care Procedures I</td>
<td>5.5</td>
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<tr>
<td>RESP1113</td>
<td>Respiratory Pharmacology</td>
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<tr>
<td>RESP1114</td>
<td>Patient Care Principles</td>
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<tr>
<td>RESP1121</td>
<td>Cardiopulmonary Pathology</td>
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</tr>
<tr>
<td>RESP1122</td>
<td>Respiratory Care Procedures II</td>
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</tr>
<tr>
<td>RESP1126</td>
<td>Respiratory Care Procedures I</td>
<td>2.0</td>
</tr>
<tr>
<td>RESP1129</td>
<td>Clinical Education II</td>
<td>1.0</td>
</tr>
<tr>
<td>RESP1131</td>
<td>Cardiopulmonary Diagnostics</td>
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<tr>
<td>RESP1132</td>
<td>Mechanical Ventilation</td>
<td>6.5</td>
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<tr>
<td>RESP1139</td>
<td>Clinical Education III</td>
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<tr>
<td>RESP1143</td>
<td>Neonatal &amp; Pediatric Respiratory Care</td>
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<tr>
<td>RESP1144</td>
<td>Rehab/Home Care</td>
<td>3.0</td>
</tr>
<tr>
<td>RESP1147</td>
<td>Ventilator Management II</td>
<td>1.0</td>
</tr>
<tr>
<td>RESP1148</td>
<td>Critical Care Management &amp; Lab</td>
<td>4.0</td>
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<td>RESP1149</td>
<td>Clinical Education IV</td>
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<tr>
<td>RESP2251</td>
<td>Cardiovascular Physiology</td>
<td>4.0</td>
</tr>
<tr>
<td>RESP2255</td>
<td>Respiratory Care Professions II</td>
<td>3.0</td>
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<tr>
<td>RESP2257</td>
<td>Cardiopulmonary Procedures Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>RESP2259</td>
<td>Clinical Education V</td>
<td>8.0</td>
</tr>
<tr>
<td>RESP2263</td>
<td>Patient Education</td>
<td>2.0</td>
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<tr>
<td>RESP2267</td>
<td>Clinical Simulations Lab</td>
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<tr>
<td>RESP2268</td>
<td>Seminar Review</td>
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</tr>
<tr>
<td>RESP2269</td>
<td>Clinical Education VI</td>
<td>8.0</td>
</tr>
</tbody>
</table>

97.0 hours

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 65 for complete list.

- ORAL COMMUNICATIONS 4.5
- WRITTEN COMMUNICATIONS 4.5
- MATHEMATICS 4.5
- SOCIAL SCIENCE 4.5

(Plus one course from the following areas)
- SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY 4.5

22.5 hours

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 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 CBC.

Course list for General Education requirements on page 65.
Surgical Technology

Associate of Applied Science Degree

TYPES OF JOBS AVAILABLE:
- Surgical technologists work as a valuable and integral part of the surgical team. Surgical technologists perform a wide variety of tasks in the operating room. They anticipate the needs of the surgical team, hand instruments and assist the surgeon by holding retractors, cutting sutures, suctioning the wound, adjusting lights, and applying dressings. Additional responsibilities are to operate the sterilizer, set up the room in preparation for the procedure, care for and handle 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.

PROGRAM OVERVIEW
The program is available at the Lincoln Campus and online. 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 office for entry dates.

National Certification Examination will be administered before graduation. Upon verification of graduation from the program chair, each student passing the NCE will receive the official certification certificate from the National Board of Surgical Technologists and Surgical Assistants. The exam is administered through Applied Measurement Professionals Inc.

FOR MORE INFORMATION CONTACT:
Kathleen Uribe, Program Chair
402-437-2785, 800-642-4075 x2785, kuribe@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

LINCOLN CAMPUS
This program is accredited by the Commission on Accreditation of Allied Health Education Programs, www.cahep.org  ARC-ST, 6 West Dry Creek Circle, Suite 210, Littleton, CO 80120-1031, 303-694-9262

Credit Hours Required for Graduation: 104.0

All General Education Requirements and additional required courses must be completed with a grade of C or better before enrolling in SURT1600.

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 65 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS 4.5
MATHEMATICS 4.5
SOCIAL SCIENCE 4.5

18.0 hours

REQUIRED COURSES:
BIOS1140 Human Anatomy with Lab or BIOS1210 Human Anatomy & Physiology I with Lab and 6.0
BIOS2130 Human Physiology with Lab or BIOS1220 Human Anatomy & Physiology II with Lab and 6.0
BIOS1110 Biology of Microorganisms with Lab 6.0

18.0 hours

ADDITIONAL REQUIRED COURSES:
MEDA1101 Medical Terminology 2.0
MEDA1407 Medical Calculations 1.0

3.0 hours

SURGICAL TECHNOLOGY CORE COURSES:

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<tr>
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<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>SURT1600</td>
<td>Orientation to Surgical Technology</td>
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<tr>
<td>SURT1601</td>
<td>Techniques of Surgical Asepsis</td>
<td>2.5</td>
</tr>
<tr>
<td>SURT1603</td>
<td>Fundamentals of Surgical Technology I</td>
<td>4.0</td>
</tr>
<tr>
<td>SURT1604</td>
<td>Concepts of Surgical Procedures</td>
<td>2.0</td>
</tr>
<tr>
<td>SURT1701</td>
<td>Clinical Orientation</td>
<td>4.0</td>
</tr>
<tr>
<td>SURT1704</td>
<td>Surgical Procedures &amp; Techniques I</td>
<td>6.0</td>
</tr>
<tr>
<td>SURT1705</td>
<td>Principles of Surgical Technology</td>
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</tr>
<tr>
<td>SURT1803</td>
<td>Fundamentals of Surgical Technology II</td>
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<tr>
<td>SURT1804</td>
<td>Surgical Procedures &amp; Techniques II</td>
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</tr>
<tr>
<td>SURT1810</td>
<td>Clinical Education I</td>
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</tr>
<tr>
<td>SURT2904</td>
<td>Surgical Procedures &amp; Techniques III</td>
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</tr>
<tr>
<td>SURT2907</td>
<td>Senior Seminar</td>
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<tr>
<td>SURT2909</td>
<td>Correlated Patient Study</td>
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<td>SURT2910</td>
<td>Clinical Education II</td>
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</tr>
<tr>
<td>SURT2920</td>
<td>Advanced Clinical Studies</td>
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<tr>
<td>SURT2930</td>
<td>Clinical Education III</td>
<td>4.5</td>
</tr>
</tbody>
</table>

66.5 hours

SPECIAL PROGRAM REQUIREMENTS:
1. A current CPR card and TB test are required prior to entering the clinical portion of the program and required to remain current throughout the program.
2. All SURT courses must be passed with a C+ (75%).
3. A criminal background check 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 CBC.

Course list for General Education requirements on page 65.
TYPES OF JOBS AVAILABLE:
- Visual publicist, illustrator and designer in a variety of areas, including marketing and promotions departments within various industries. Jobs include graphic creation, Web construction, digital pre-flight, digital video production and printing press operation.

Students create illustrations, designs and layouts using specialized computer software. Students learn how to design projects for print and Web. Projects include posters, brochures, booklets and Web sites.

Program graduates are working in small and large companies throughout southeast Nebraska and neighboring states and/or continuing their education.

PROGRAM OVERVIEW
The 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 x2600

LINCOLN CAMPUS
Credit Hours Required for Graduation:
- Associate of Applied Science Degree: 116.0
- Diploma: 48.0
- Certificate: 31.5
  - Digital Publishing Focus: 28.0

VPUB CORE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPUB1110</td>
<td>Publishing Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1111</td>
<td>Platform Manipulation</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1112</td>
<td>Elements of Design</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1120</td>
<td>Design to Production</td>
<td>5.0</td>
</tr>
<tr>
<td>VPUB1121</td>
<td>Photoshop I</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1122</td>
<td>Page Layout I</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1125</td>
<td>Digital Typography</td>
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<tr>
<td>VPUB1130</td>
<td>Pre-Production Techniques</td>
<td>4.5</td>
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<tr>
<td>VPUB1131</td>
<td>Photoshop II</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1132</td>
<td>Page Layout II</td>
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<tr>
<td>VPUB1133</td>
<td>Creative Troubleshooting</td>
<td>2.0</td>
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<tr>
<td>VPUB1134</td>
<td>Web Design I</td>
<td>4.5</td>
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<tr>
<td>VPUB2241</td>
<td>Photoshop III</td>
<td>4.5</td>
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<tr>
<td>VPUB2242</td>
<td>Computer Illustration I</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB2244</td>
<td>Web Design II</td>
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</tr>
<tr>
<td>VPUB2245</td>
<td>Digital Video Production</td>
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</tr>
<tr>
<td>VPUB2252</td>
<td>Computer Illustration II</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB2254</td>
<td>Web Design III</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB2255</td>
<td>Portfolio Development</td>
<td>3.0</td>
</tr>
<tr>
<td>VPUB2260</td>
<td>Design Fieldwork</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB2265</td>
<td>3D Design</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1020</td>
<td>Microsoft Applications II</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2000</td>
<td>Employment Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>VPUB1110</td>
<td>Digital Publishing Diploma:</td>
<td>39.0 hours</td>
</tr>
<tr>
<td>VPUB1111</td>
<td>Publishing Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1112</td>
<td>Platform Manipulation</td>
<td>4.5</td>
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<tr>
<td>VPUB1121</td>
<td>Photoshop I</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1122</td>
<td>Page Layout I</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Please note: All VPUB courses must be passed with a "C" (70%) to progress through the program.

Course list for General Education requirements on page 65.
Welding Technology

Associate of Applied Science Degree  Diploma  Certificate

TYPES OF JOBS AVAILABLE:
- Welding technician
- Welding specialist
- Production welder
- Welding fitter
- Supervisor
- Inspector
- Welding machine operator
- Sales representative

PROGRAM OVERVIEW
The program is available on the Lincoln and Milford campuses and includes classroom instruction and extensive hands-on training. 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 also are widely utilized. 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 402-437-2600, 800-642-4075 x2600
Milford 402-761-8243, 800-933-7223 x8243

LINCOLN AND MILFORD CAMPUSES

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 advisor for more information.

WELD CORE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>WELD1100</td>
<td>Welding Orientation</td>
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<tr>
<td>WELD1110</td>
<td>SMAW Theory</td>
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<tr>
<td>WELD1112</td>
<td>SMAW Lab I</td>
<td>4.0</td>
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<tr>
<td>WELD1113</td>
<td>SMAW Lab II</td>
<td>4.0</td>
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<tr>
<td>WELD1115</td>
<td>Equipment &amp; Tools</td>
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<tr>
<td>WELD1117</td>
<td>Oxyacetylene Theory</td>
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<tr>
<td>WELD1119</td>
<td>OA Welding &amp; Cutting</td>
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<tr>
<td>WELD1122</td>
<td>GMAW Theory</td>
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<td>WELD1124</td>
<td>GMAW Lab I</td>
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<td>WELD1126</td>
<td>GMAW Lab II</td>
<td>3.0</td>
</tr>
<tr>
<td>WELD1128</td>
<td>Blueprint Reading &amp; Weld Symbols</td>
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<tr>
<td>WELD1129</td>
<td>Computer Aided Drafting</td>
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<tr>
<td>WELD1130</td>
<td>Metallurgy I</td>
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<tr>
<td>WELD1135</td>
<td>Advanced OA &amp; Plasma Cutting</td>
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<td>WELD1139</td>
<td>Welding Measurement &amp; Layout</td>
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<td>WELD1140</td>
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<td>Pipe Welding &amp; Cutting</td>
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<td>WELD1144</td>
<td>GTAW Theory</td>
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<td>WELD1148</td>
<td>GTAW (Mild Steel)</td>
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<tr>
<td>WELD1149</td>
<td>GTAW (SS &amp; AL)</td>
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<td>WELD2250</td>
<td>FCAW</td>
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<tr>
<td>WELD2254</td>
<td>Welding Codes &amp; Standards</td>
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<td>WELD2256</td>
<td>Welder Pre-Qualification</td>
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<td>WELD2258</td>
<td>Welder Qualification/Certification</td>
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<td>WELD2262</td>
<td>Welding Fabrication &amp; Repair</td>
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<tr>
<td>WELD2264</td>
<td>Quality Control &amp; NDT Methods</td>
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86.5 hours

WELD TECHNICAL ELECTIVES: 12.0

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<th>COURSE #</th>
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<tr>
<td>WELD1120</td>
<td>SMAW Lab III</td>
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<tr>
<td>WELD1252</td>
<td>GMAW (SS &amp; AL)</td>
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<tr>
<td>WELD1273</td>
<td>Special Welding Applications</td>
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<tr>
<td>WELD2550</td>
<td>Post-Cooperative Education</td>
</tr>
<tr>
<td>WELD2551</td>
<td>Cooperative Education</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 65 for complete list.

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS 4.5
MATHEMATICS 4.5

SCIENCE 9.0
SOCIAL SCIENCE 9.0
HUMANITIES 9.0
COMPUTER TECHNOLOGY 9.0

22.5 hours

CERTIFICATE:
Requires 36.0 credit hours of weld core courses, see program advisor.

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

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 advisor.

Course list for General Education requirements on page 65.
GENERAL EDUCATION REQUIREMENTS

Role/Mission of General Education - Students who earn a degree from Southeast Community College should exhibit both breadth and depth of knowledge. Therefore, SCC requires a General Education component in all degree programs. The goal is to provide all students, in both career and transfer curricula, a common, broad-based, well-rounded educational experience.

Every Program of Study requires students to take General Education classes as well as Program Core classes. To complete an ASSOCIATE’S DEGREE, whether it is of applied science, arts, science or occupational studies, a student must successfully complete a minimum of 22.5 quarter credits from general education requirements. Students should contact the program advisor to select general education courses from each category area which will meet that program’s graduation requirements. Transfer students should also work closely with the school to which they plan to transfer.

The Associate’s degree* requires at least one *ORAL COMMUNICATION and one *WRITTEN COMMUNICATION course, plus 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.

*ORAL COMMUNICATION 4.5
SPCH1090 Fundamentals of Human Communication (4.5)
SPCH1110 Public Speaking (4.5)
SPCH2810 Business and Professional Communication (4.5)

*WRITTEN COMMUNICATION 4.5
ENGL1000 Written Communications (4.5)
ENGL1010 Composition I (4.5)
ENGL1015 Composition and Literature (4.5)
(The associate degree requires ORAL and WRITTEN COMMUNICATION plus three of the other five areas.)

MATHEMATICS 4.5
MATH1040 Business Math (4.5)
MATH1050 Thinking Mathematically (4.5)
MATH1080 Applied Algebra & Trigonometry (4.5)
MATH1100 Intermediate Algebra (4.5)
MATH1150 College Algebra (4.5)
MATH1180 Elementary Statistics (4.5)
MATH1200 Trigonometry (4.5)
MATH1300 Pre-Calculus (7.5)
MATH1400 Applied Calculus (4.5)
MATH1600 Calculus & Analytic Geometry I (7.5)
MATH2030 Contemporary Mathematics (4.5)

SCIENCE 4.5-7.5
BIOS1010 General Biology (6.0)
BIOS1090 General Botany (6.0)
BIOS1110 Biology of Microorganisms (6.0)
BIOS1140 Human Anatomy & Lab (6.0)
BIOS1210 Human Anatomy & Physiology I (6.0)
BIOS1220 Human Anatomy & Physiology II (6.0)
BIOS2130 Human Physiology (6.0)
CHEM1050 Chemistry and the Citizen (6.0)
CHEM1090 General Chemistry I (6.0)
FSDT1350 Introduction to Nutrition (4.5)
GEOL1010 Physical Geology (6.0)
GEOL1060 Environmental Geology (4.5)
PHYS1017 Technical Physics (4.5)
PHYS1030 Astronomy (6.0)
PHYS1110 Survey of Physical Science (6.0)
PHYS1150 Descriptive Physics (6.0)
PHYS1410 General Physics I (7.5)
PHYS2110 College Physics I (7.5)

Notes:

SOCIAL SCIENCE 4.5
ANTH1120 General Anthropology (4.5)
ANTH2320 Introduction to Archaeology (4.5)
ECON1200 Personal Finance (4.5)
ECON2110 Macroeconomics (4.5)
ECON2120 Microeconomics (4.5)
GEOG1420 World Regional Geography (4.5)
HIST1000 Western Tradition I (4.5)
HIST1010 Western Tradition II (4.5)
HIST1810 Survey of Russian History (4.5)
HIST1820 Survey of Asian History (4.5)
HIST2010 American History I (4.5)
HIST2020 American History II (4.5)
HIST2100 Survey of World History to 1500 (4.5)
HIST2110 Survey of World History 1500 to present (4.5)
HIST2960 Survey of African American History (4.5)
POLS1000 American Government (4.5)
POLS1040 Comparative Politics (4.5)
POLS1080 Introduction To Political Science (4.5)
POLS1600 Introduction To International Relations (4.5)
PSYC1250 Interpersonal Relations (4.5)
PSYC1810 Introduction to Psychology (4.5)
SOC1101 Diversity in Society (4.5)
SOC1102 Issues of Unity and Diversity (4.5)

HUMANITIES 4.5
ARTS1010 Introduction to Visual Arts (4.5)
ARTS1050 Introduction to Art History & Criticism I (4.5)
ARTS1060 Introduction to Art History and Criticism II (4.5)
ARTS2650 Native American Art (4.5)
ARTS2750 Women in Art (4.5)
GERM1010 Elementary German I (7.5)
HUMS1100 Introduction To Humanities (4.5)
HUMS1200 20th Century Arts & Ideas (4.5)
MUSC1010 Introduction To Music (4.5)
MUSC2720 Music History & Literature I (4.5)
MUSC2730 Music History & Literature II (4.5)
MUSC2750 Introduction to American Music (4.5)
PHIL1010 Introduction To Philosophy (4.5)
PHIL1060 Applied Ethics (4.5)
PHIL1150 Critical and Creative Thinking (4.5)
PHIL2610/RELS2610 Comparative Religions (4.5)
SIGN1010 American Sign Language I (6.0)
SPAN1010 Elementary Spanish I (7.5)
THEA1120 Introduction To Theatre (4.5)
THEA1140 Basic Acting (4.5)

COMPUTER TECHNOLOGY 4.5
BSAD1010 Microsoft Applications I (4.5)
INFO1010 Computer Literacy (4.5)
Transferring Credits

Transferring Your Credits
Southeast Community College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges. Credit is therefore acceptable by most colleges and universities in the United States. Even though most courses listed under the Academic Transfer area at SCC transfer to most colleges and universities, you should consult with your advisor, the Registration and Record’s 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 advisor 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 admission requirements for the college – including the minimum GPA you will need from SCC to get 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.
- Courses must have a grade of ‘C’ or better to transfer the credits.
- Four-year schools require a minimum cumulative GPA of a 2.0 (‘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 transcript 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 transfer. Some schools have earlier deadlines.

The Nebraska Transfer Initiative
The Nebraska Transfer Initiative (see the Associate of Arts Articulation Matrix chart at the end 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 students 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.

The following four-year colleges and universities have approved course articulation agreements with Southeast Community College.
- (See pages 76-77 for the Nebraska Transfer Initiative Articulation Matrix.) Bellevue University
- Chadron State College
- Clarkson College
- College of Saint Mary
- Concordia University
- Dana College
- Doane College
- Grace University
- Hastings College
- Kansas State University
- Midland Lutheran
- Nebraska Christian College
- Nebraska Methodist College
- Nebraska Wesleyan University
- Northwest Missouri State University
- Peru State College
- Union College
- University of Nebraska-Kearney
- University of Nebraska-Lincoln
- University of Nebraska-Omaha
- University of Phoenix
- Wayne State College
- York College

University/College Transfer Courses for Specific Majors:
- Accounting
- Agricultural Sciences
- Agribusiness
- Agricultural Economics
- Agricultural Journalism
- Agronomy
- Animal Science
- Biochemistry
- Crop Protection
- Grazing Livestock Systems
- Horticulture
- Veterinary Science
- Veterinary Technologist
- Architecture
- Art
- Art History
- Business Administration
- Clothing and Textiles
- Commercial Art
- Computer Science
- Construction Science
- Criminal Justice
- Dietetics
- Early Childhood Education
- Education
- Art K-12
- Athletic Training
- Elementary
- Exercise Science
- Industrial Technology Education
- Middle Grades Education
- Music
- Secondary
- 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
- Mathematics
- Philosophy
- Physics
- Political Science
- Psychology
- Sociology
- Spanish
- Speech
- Statistics
- Library Assistant
- Management
- Marketing
- Medical Technology
- Music
- Natural Resources
- Nursing
- Occupational Therapy
- Pharmacy
- Physical Education
- Pre-Professional Studies
- Pre-Chiropractic
- Pre-Dental Hygiene
- 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
Transfer Program - Associate of Arts Curriculum

ARCS & SCIENCES
The Arts & Sciences Division is comprised of transfer areas of General Education, Humanities, Math, Science and Social Science. Students will be able to complete the first two years of general education credit or to take specific academic courses for transfer. These courses are carefully designed to meet transfer specifications, and SCC instructors are qualified professional educators in their subject areas. The result is that SCC students are consistently well prepared for success in their transfer colleges. Courses within the Developmental Education area also are located in the Arts & Sciences Division. Students who satisfactorily complete a two-year Arts & Sciences program may earn an Associate of Arts or an Associate of Science degree from Southeast Community College. The associate degree validates an ability to successfully complete college-level studies and may expand student options for further study and for career advancement.

FOR FURTHER INFORMATION ABOUT THIS PROGRAM, PLEASE CONTACT:

ACADEMIC ADVISORS
Mary Bartels-Lincoln
  402-437-2802, 800-642-4075 x2802, mbartels@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 Hagler-Vujovic, Co-Chair-Beatrice
  402-228-8268, 800-233-5027 x1268
Amanda Baron, Co-Chair-Lincoln
  402-323-3451
Carolee Ritter, 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
Sandeep Holay, Math Chair-Lincoln
  402-323-3444
Steven Bassett, Science Chair-Lincoln
  402-437-2487, 800-642-4075 x2487

SOCIAL STUDIES
Jan Arnold, Co-Chair-Beatrice
  402-228-8229, 800-233-5027 x1229
Dan Johnson, Co-Chair-Beatrice
  402-228-8232, 800-233-5027 x1232
Rose 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

This program offers classes online!

Course list for General Education requirements on page 65.

BEATRICE AND LINCOLN CAMPUSES
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 advisor to determine their curriculum.

A student who lacks a high school diploma or GED and is enrolled in the academic transfer courses may take a maximum of 24 credit hours. Enrolling in further academic transfer courses will require a high school diploma or GED.

Competency in the basic skills – reading writing and computation. These competencies are essential if you are to function effectively in transfer classes. You must meet the following minimum requirements to enroll in academic transfer courses.

1. Minimum proficiency in reading and writing, either at the original entrance assessment, subsequent assessment or in courses that address these competencies prior to enrollment in courses requiring these competencies.

2. Minimum proficiency in computational or algebraic skills, either at the original entrance assessment, subsequent assessment or in courses that address these competencies prior to enrollment in mathematics courses requiring these skills.

Mathematics, English and Reading Placement Policy: Students presenting proof of passing (a grade of C [P] or better) the prerequisite course are exempt from the readiness requirement. Otherwise, readiness is established by having a current, satisfactory score on the college placement exam (Compass/Asset/ACT).

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 advisor 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: 90.0

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>A.</td>
<td>Written Communication **</td>
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<tr>
<td>ENGL1010 Composition I or</td>
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<tr>
<td>ENGL1015 Composition and Literature and</td>
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<tr>
<td>ENGL1020 Composition II or</td>
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<tr>
<td>ENGL2560 Technical Writing or</td>
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<td></td>
</tr>
<tr>
<td>OFFT1110 Business Communications or</td>
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</tr>
<tr>
<td>OFFT2120 Business Communication Strategies</td>
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<tr>
<td>B.</td>
<td>Speech **</td>
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<tr>
<td>SPCH1090 Fund of Human Communication</td>
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<tr>
<td>SPCH1110 Public Speaking</td>
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<tr>
<td>SPCH2810 Business &amp; Professional Communication</td>
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</tr>
<tr>
<td>C.</td>
<td>Mathematics/Logic **</td>
<td>4.5</td>
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<td>(One class from the following)</td>
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<tr>
<td>MATH1150 College Algebra</td>
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<tr>
<td>MATH1180 Elementary Statistics</td>
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This program offers classes online!
### Transfer Program - Associate of Arts Curriculum

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<th>D. Natural Science with lab **</th>
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<td>(One class from Biological Science and one class from Physical Science. At least one course must have a lab.)</td>
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<tr>
<td><strong>BIOLOGICAL SCIENCE</strong></td>
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<tr>
<td>BIOS1010 General Biology</td>
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<td>BIOS1090 General Botany</td>
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<tr>
<td>BIOS1110 Biology of Microorganisms</td>
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<tr>
<td>BIOS1200 Introduction to Zoology</td>
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<tr>
<td>BIOS1400 Human Anatomy</td>
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<tr>
<td>BIOS1210 Human Anatomy &amp; Physiology I</td>
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<tr>
<td>BIOS2130 Human Physiology</td>
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<tr>
<td><strong>PHYSICAL SCIENCE</strong></td>
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<tr>
<td>CHEM1050 Chemistry and the Citizen</td>
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<tr>
<td>CHEM1090 General Chemistry I</td>
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<td>GEOG1500 Physical Geography</td>
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<td>GEOL1010 Physical Geology</td>
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<td>GEOL1060 Environmental Geology</td>
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<td>LBST1101/1111 Applied Chemistry I/Lab and</td>
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<td>LBST1102/1112 Applied Chemistry II/Lab</td>
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<tr>
<td>PHYS1030 Astronomy</td>
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<tr>
<td>PHYS1110 Survey of Physical Science</td>
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<tr>
<td>PHYS1150 Descriptive Physics</td>
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<td>PHYS1410 General Physics I</td>
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<td>PHYS2010 College Physics I</td>
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<tr>
<th>E. Humanities ** (3 classes total)</th>
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<tr>
<td>1. Literature or Philosophy (One class from the following)</td>
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<tr>
<td>ENGL1510 Introduction to Creative Writing</td>
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<tr>
<td>ENGL2050 Modern Fiction</td>
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<tr>
<td>ENGL2100 Introduction to Literature</td>
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<tr>
<td>ENGL2140 Introduction to Shakespeare</td>
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<tr>
<td>ENGL2150 Introduction to Women's Literature</td>
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<tr>
<td>ENGL2160 Children's Literature</td>
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<tr>
<td>ENGL2165 Adolescent Literature</td>
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<tr>
<td>ENGL2440 African American Literature</td>
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<tr>
<td>ENGL2450 Native American Literature</td>
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<tr>
<td>ENGL2460 Latin American/Hispanic Studies</td>
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<tr>
<td>ENGL2470 Asian American Literature</td>
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<tr>
<td>ENGL2520 Fiction Writing</td>
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<tr>
<td>ENGL2530 Poetry Writing</td>
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<tr>
<td>GERM1010 Elementary German I</td>
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| 2. Take two classes from the following | 9.0 |
| ARTS1010 Introduction to Visual Arts (Art Appreciation) |
| ARTS1050 Introduction to Art History and Criticism I |
| ARTS1060 Introduction to Art History and Criticism II |
| ARTS1110 Beginning Drawing I |
| ARTS1210 Design & Composition |
| ARTS1330 Beginning Ceramics I |
| ARTS2510 Beginning Painting I |
| ARTS2650 Native American Art |
| ARTS2750 Women in Art |
| BRDC2780 Public Relations Strategies & Techniques |
| ENGL1510 Introduction to Creative Writing |
| ENGL2050 Modern Fiction |
| ENGL2100 Introduction to Literature |
| ENGL2140 Introduction to Shakespeare |
| ENGL2150 Introduction to Women's Literature |
| ENGL2160 Children's Literature |
| ENGL2165 Adolescent Literature |
| ENGL2440 African American Literature |
| ENGL2450 Native American Literature |
| ENGL2460 Latin American/Hispanic Studies |
| ENGL2470 Asian American Literature |
| ENGL2520 Fiction Writing |
| ENGL2530 Poetry Writing |
| GERM1010 Elementary German I |

| GERM1020 Elementary German II |
| GERM2010 Second Year German I |
| GERM2020 Second Year German II |
| HUMS1100 Introduction to the Humanities |
| HUMS1200 20th-Century Arts & Ideas |
| JOUR1810 Introduction to Mass Communications |
| JOUR1820 News Writing & Reporting |
| MUSC1010 Introduction to Music |
| MUSC1610 Music Theory I |
| MUSC1620 Music Theory II |
| MUSC1630 Music Theory III |
| MUSC1640 Music Theory IV |
| MUSC2720 Music History & Literature I |
| MUSC2730 Music History & Literature II |
| MUSC2750 Introduction to American Music |
| PHIL1010 Introduction to Philosophy |
| PHIL1060 Applied Ethics |
| PHIL1150 Creative & Critical Thinking |
| PHIL2130 Bioethics |
| PHIL2610/RELS2610 Comparative Religions |
| PHOT1750 Beginning Photography |
| 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) |
| SPAN1010 Elementary Spanish I |
| SPAN1020 Elementary Spanish II |
| SPAN2010 Second Year Spanish I |
| SPAN2020 Second Year Spanish II |
| SPAN2030 Intensive Conversation |
| SPAN2040 Intensive Writing |
| SPAN2100 Accelerated Second Year of Spanish |
| SPCH2050 Oral Performance of Literature |
| SPCH2110 Intercultural Communication |
| THEA1010 Introduction to Theater |
| THEA1140 Basic Acting |

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<th>F. Social Sciences **</th>
<th>18.0</th>
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**G. Race, Ethnicity & Gender ** 4.5

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**H. Electives that fulfill the Associate Degree Requirements:** 25.5

(May be taken from — but are not limited to — the above listed classes or from classes listed below. Check with your SCC advisor or your receiving institution.)

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**A course may meet only one graduation requirement**

Course list for General Education requirements on page 65.
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 advisor 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: 90.0

COURSE # | COURSE TITLE | CREDIT HRS
--- | --- | ---
A. Written Communication ** | 9.0
ENGL1010 Composition I or
ENGL1015 Composition and Literature and
ENGL1020 Composition II or
ENGL2560 Technical Writing or
OFFT1110 Business Communications
OFFT2120 Business Communication Strategies
B. Speech ** | 4.5
(SOne class from the following)
SPCH1090 Fund of Human Communication
SPCH1110 Public Speaking
SPCH2810 Business & Professional Communication
C. Mathematics/Logic ** | 9.0
MATH1150 College Algebra
MATH1180 Elementary Statistics
MATH1200 Trigonometry
MATH1300 Precalculus
MATH1400 Applied Calculus
MATH1600 Calculus & Analytical Geometry I
MATH1700 Calculus & Analytical Geometry II
MATH2030 Contemporary Mathematics
PHIL2110 Introduction to Modern Logic
D. Natural Science with lab ** | 12.0
(One class from Biological Science and one class from Physical Science)
BIOLES0100 General Biology
BIOLES0900 General Botany
BIOLES1110 Biology of Microorganisms
BIOLES1220 Introduction to Zoology
BIOLES1410 Human Anatomy
BIOLES2100 Human Anatomy & Physiology I
BIOLES2310 Human Physiology
PHYS0100 Astronomy
PHYS0110 Survey of Physical Science
PHYS0150 Descriptive Physics
PHYS0140 General Physics I
PHYS0210 College Physics I

E. Humanities ** | 4.5
ARTS1010 Introduction to Visual Arts (Art Appreciation)
ARTS1055 Introduction to Art History and Criticism I
ARTS1060 Introduction to Art History and Criticism II
ENGL2050 Modern Fiction
ENGL2100 Introduction to Literature
ENGL2140 Introduction to Shakespeare
ENGL2150 Introduction to Women’s Literature
ENGL2160 Children’s Literature
ENGL2165 Adolescent Literature
ENGL2440 African American Literature
ENGL2450 Native American Literature
ENGL2460 Latino/a & Latin American Literature
ENGL2470 Asian American Literature
GERM1010 German German
GERM1010 German German
GERM1020 German German
GERM2010 Second Year German I
GERM2020 Second Year German II
HUMS1100 Introduction to the Humanities
HUMS1200 20th-Century Arts & Ideas
MUSC1010 Introduction to Music
PHIL1010 Introduction to Philosophy
PHIL1060 Applied Ethics
PHIL1150 Creative & Critical Thinking
PHIL2130 Bioethics
PHIL2710/RELS2710 Comparative Religions
SPAN1010 Elementary Spanish I
SPAN1020 Elementary Spanish II
SPAN2010 Second Year Spanish I
SPAN2020 Second Year Spanish II
SPAN2030 Intermediate Spanish
SPAN2040 Intensive Writing
SPAN2100 Accelerated Second Year of Spanish

F. Social Sciences ** | 4.5
ANTH1120 General Anthropology
ECON2110 Macroeconomics
ECON2120 Microeconomics
PSYC1250 Interpersonal Relations
PSYC2180 Introduction to Psychology
SOCI1010 Introduction to Sociology

G. Race, Ethnicity & Gender ** | 4.5
ARTS2560 Native American Arts
ARTS2750 Women in Art
ECED2050 Children with Exceptionalities
ENGL2150 Introduction to Women’s Literature
ENGL2440 African American Literature
ENGL2450 Native American Literature
ENGL2460 Latino/a and Latin American Literature
ENGL2470 Asian American Literature
GLST2980 Global Studies
HIST1820 Survey of Asian History
HIST2960 African American History
HMRS1320 Multicultural Competency
SOCI1010 Diversity in Society
SOCI2000 Women in Contemporary Society
SOCI2150 Issues of Unity & Diversity
SPCH2110 Intercultural Communication

H. Electives that fulfill the Associate Degree Requirements: 42.0
(May be taken from — but are not limited to — the above listed classes or from classes listed below. Check with your SCC advisor or your receiving institution.)
ACCT1200 Principles of Accounting I
ACCT1210 Principles of Accounting II
ACFS1010 Academic & Career Orientation
AGRI1131 Crop & Food Science
AGRI1141 Livestock Management & Selection
AGRI1153 Soils & Plant Nutrition
AGRI1171 Ag Technology
ANTH2230 Introduction to Archeology
ARTS1110 Beginning Drawing I
ARTS1120 Beginning Drawing II
ARTS1210 Design & Composition
ARTS1330 Beginning Ceramics I
ARTS1340 Beginning Ceramics II
ARTS2210 Beginning Graphic Design
ARTS2510 Beginning Painting I
ARTS2520 Beginning Painting II
BIOES1220 Human Anatomy & Physiology II
BIOLES1240 General Genetics
BRDC1860 Radio Workshop
BRDC2100 Broadcast Media Production
BRDC2780 Public Relations Strategies & Techniques
BRDC2830 Communication Law & Ethics
BRDC2860 Radio Workshop
BRDC2970 Radio Internship

Course list for General Education requirements on page 65.
<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
<td>BSAD1050</td>
<td>Introduction to Business</td>
</tr>
<tr>
<td>BSAD1090</td>
<td>Business Law I</td>
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<td>BSAD1100</td>
<td>Business Law II</td>
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<tr>
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<td>Principles of Marketing</td>
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<td>Introduction to Corrections</td>
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<tr>
<td>CRIM1030</td>
<td>Courts &amp; the Judicial Process</td>
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<tr>
<td>CRIM1050</td>
<td>Introduction to Forensic Science</td>
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<tr>
<td>CRIM1140</td>
<td>Reporting Techniques for Criminal Justice</td>
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<tr>
<td>CRIM2000</td>
<td>Criminal Law</td>
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<tr>
<td>CRIM2030</td>
<td>Police &amp; Society</td>
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<td>Community Based Corrections</td>
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<td>CRIM2100</td>
<td>Juvenile Justice</td>
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<td>CRIM2150</td>
<td>Social Issues in Criminal Justice</td>
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<td>CRIM2260</td>
<td>Criminal Investigation</td>
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<td>Rules of Evidence</td>
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<td>CRIM2940</td>
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<td>DRAF1120</td>
<td>Basic Computer Aided Drafting</td>
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<tr>
<td>ECON1200</td>
<td>Personal Finance</td>
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<td>EDU1080</td>
<td>Professional Practicum Experience</td>
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<td>EDU2300</td>
<td>Introduction to Special Education</td>
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<td>Introduction to English Language Learners</td>
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<td>EDU2500</td>
<td>Fundamentals of Child Development for Education</td>
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<td>Fundamentals of Adolescent Development for Education</td>
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<td>Professional Practicum Experiences II</td>
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<td>Professional Practicum Experiences III</td>
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<td>Introduction to Creative Writing</td>
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<td>ENGL2920</td>
<td>Fiction Writing</td>
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<td>Poetry Writing</td>
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<td>Introduction to Engineering Design</td>
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<td>ENGR1020</td>
<td>MATLAB Programming and Problem Solving</td>
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<tr>
<td>ENGR2010</td>
<td>Introduction to Circuits and Electronics</td>
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<td>ENGR2020</td>
<td>Engineering Statics</td>
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<td>FSST1350</td>
<td>Basic Nutrition</td>
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<td>GEOG1400</td>
<td>Intro to Human Geography</td>
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<td>GEOG1420</td>
<td>World Regional Geography</td>
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<tr>
<td>GEOG1500</td>
<td>Physical Geography</td>
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<td>GEOG1060</td>
<td>Environmental Geology</td>
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<td>HIST1810</td>
<td>Survey of Russian History</td>
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<td>HIST2010</td>
<td>American History I</td>
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<td>HIST2020</td>
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<td>HIST2110</td>
<td>World History since 1500</td>
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<td>HMR5104</td>
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<td>HMR52541</td>
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<td>Introduction to Mass Communication</td>
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<td>JOUR1820</td>
<td>News Writing &amp; Reporting</td>
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<td>Publications Production</td>
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<td>Biochemistry I &amp; II w/lab</td>
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<td>LIBR1110</td>
<td>Administration of Library and Information Environments</td>
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<td>LIBR1210</td>
<td>Public Services in Library and Information Sciences</td>
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<tr>
<td>LIBR1510</td>
<td>Reference Services in Library and Information Environments</td>
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<td>LIBR1610</td>
<td>Introduction to Children and Young Adult Services</td>
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<td>LIBR2200</td>
<td>Introduction to Library Collection Management</td>
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<tr>
<td>LIBR2400</td>
<td>Introduction to Technical Services – Cataloging</td>
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<td>LIBR2940</td>
<td>Library Science Capstone Practicum</td>
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<td>Calculus &amp; Analytic Geometry III</td>
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<td>MEDA1201</td>
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<td>MEDA1406</td>
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<td>MUSC1220</td>
<td>Individual Instruction in Voice</td>
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<td>MUSC1240</td>
<td>Individual Instruction in Brass</td>
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<td>MUSC1260</td>
<td>Individual Instruction in Woodwinds</td>
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<td>MUSC1310</td>
<td>Individual Instruction in Strings</td>
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<td>College Chorus</td>
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<td>MUSC1430</td>
<td>Vocal Ensemble: Showcase Singers</td>
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<td>MUSC1480</td>
<td>College Band</td>
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<td>MUSC1610</td>
<td>Music Theory I</td>
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<td>Music Theory II</td>
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<td>MUSC1630</td>
<td>Music Theory III</td>
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<td>Music Theory IV</td>
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<td>MUSC2520</td>
<td>Individual Instruction in Piano</td>
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<tr>
<td>MUSC2730</td>
<td>Music History &amp; Literature II</td>
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<td>NURS1306</td>
<td>Pathophysiology</td>
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<td>NURS1308</td>
<td>Pathophysiology through the Lifespan</td>
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<td>Lifetime Fitness</td>
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<td>PHOT1750</td>
<td>Beginning Photography</td>
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<td>PHOT1760</td>
<td>Digital Photography and Creative Imaging</td>
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<td>Photojournalism</td>
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<td>PHYS2120</td>
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<td>Comparative Politics</td>
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<tr>
<td>POLS1600</td>
<td>Introduction to International Relations</td>
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<tr>
<td>POLS2020</td>
<td>Introduction to State &amp; Local Government</td>
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<td>POLS2300</td>
<td>Political Parties</td>
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<td>PSYC2870</td>
<td>Psychology of the Personality</td>
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<td>PSYC2950</td>
<td>Introduction to Counseling</td>
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<td>PSYC2960</td>
<td>Life-span Human Development</td>
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<tr>
<td>PSYC2970</td>
<td>Introduction to Psychological Research</td>
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<td>PSYC2980</td>
<td>Abnormal Psychology</td>
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<td>SIGN1010</td>
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<td>SIGN2020</td>
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<td>SOC12250</td>
<td>Marriage and the Family</td>
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<td>Parenting</td>
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<td>Oral Performance of Literature</td>
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<td>Introduction to Theatre</td>
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<td>THEA1140</td>
<td>Basic Acting</td>
</tr>
<tr>
<td>THEA1860</td>
<td>Theatre Production</td>
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</table>

This program offers classes online!
Articulated Example / suggested courses with the University of Nebraska-Lincoln for
BUSINESS FOCUS:
Please work closely with your SCC Academic Advisor. It is ultimately the student’s responsibility to check with the institution where credit is being transferred.

<table>
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>A.</td>
<td>Written Communication</td>
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<tr>
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<td>ENGL1010 Composition I</td>
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<tr>
<td></td>
<td>OFFT2120 Business Communication Strategies</td>
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<td>B.</td>
<td>Speech Communication</td>
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<td>SPCH2810 Business &amp; Professional Communication</td>
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<td>C.</td>
<td>Mathematics/Logic (Select one)</td>
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<td></td>
<td>MATH1400 Applied Calculus</td>
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<tr>
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<td>MATH1600 Calculus &amp; Analytic Geometry I (1600 Required for major in Actuarial Science)</td>
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<tr>
<td>D.</td>
<td>Natural Science with Lab</td>
<td>10.5</td>
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<tr>
<td></td>
<td>Students must take one Biological Science and one Physical Science. At least one course must have a lab. Biological Science (Select one) Physical Science (Select one)</td>
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<tr>
<td>E.</td>
<td>Humanities</td>
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<td></td>
<td>1. Literature or Philosophy (Select one)</td>
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<tr>
<td></td>
<td>2. Arts (Select one)</td>
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<td>3. Third Humanities (Select one)</td>
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<td>F.</td>
<td>Social Sciences</td>
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<td>1. Social/Behavioral Science (Select one)</td>
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<td></td>
<td>2. Macroeconomics</td>
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<td>3. History (Select one)</td>
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<td>4. Fourth Social Science (Select one)</td>
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<td>G.</td>
<td>Race, Ethnicity &amp; Gender (Select one)</td>
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<td>Other Required Courses</td>
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<td>BSAD2520 Principles of Marketing</td>
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<td>ECON2120 Microeconomics</td>
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<td>MATH1180 Elementary Statistics</td>
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<tr>
<td>I.</td>
<td>Computer Proficiency Requirement</td>
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<td></td>
<td>INFO1005 Microsoft Office Applications</td>
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*This course will meet the computer proficiency requirement of UNL-CBA; however, the hours do not transfer as degree-applicable hours. This requirement may be met at UNL, but it must be completed before the student will be allowed to enroll in any junior level business courses.

Articulated example of suggested courses with the University of Nebraska-Lincoln (UNL), Peru State College (PSC), Chadron State College (CSC), or the University of Nebraska-Kearney (UNK)

EARLY CHILDHOOD EDUCATION FOCUS: (BIRTH TO GRADE 3)
Please work closely with your SCC Academic Advisor. Suggested courses vary depending on your transfer school. Ultimately, it is the student’s responsibility to check with the institution where credit is being transferred.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>A.</td>
<td>Written Communication</td>
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<tr>
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<td>See advisor for suggested courses for specific schools.</td>
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<td>C.</td>
<td>Mathematics/Logic (Select one)</td>
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<tr>
<td>D.</td>
<td>Natural Science with Lab</td>
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<td>Students must take one Biological Science and one Physical Science. At least one course must have a lab. See advisor for suggested courses for specific schools.</td>
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<td>UNL requires at least one of the following. PSC, CSC, and UNK require both:</td>
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<td>ENGL2160 Children's Literature</td>
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<td>See advisor for other suggested courses for specific schools.</td>
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<tr>
<td>F.</td>
<td>Social Sciences</td>
<td>18.0</td>
</tr>
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<td></td>
<td>1. Social/Behavioral Science (Select one)</td>
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<td></td>
<td>PSYC1810 Introduction to Psychology</td>
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<td></td>
<td>SOCI1010 Introduction to Sociology (Recommended for PSC)</td>
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<td>2. Economics/Political Science (Select one)</td>
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<td></td>
<td>HIST2010 American History I</td>
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<td>HIST2020 American History II</td>
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<td>4. Fourth Social Science (Select one)</td>
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<td>G.</td>
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<td>Required Educational and Other Courses 39.0-51.0 hrs.</td>
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<td>ECED1050 Expressive Arts (All schools)</td>
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<td>ECED1060 Observation, Assessment &amp; Guidance (All schools)</td>
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<td>ECED1110 Infant and Toddler Development (All schools)</td>
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<td>ECED1120 Preschool Child Development (All schools)</td>
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<td>ECED1150 Introduction to Early Childhood Education (UNL, PSC, UNK)</td>
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<td>ECED1220 Pre-Practicum (SCC prerequisite course)</td>
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<td>ECED1520 Preschool Practicum</td>
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<td>ECED1545 School Age Child Practicum</td>
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<td>ECED2060 Early Childhood Ed. Curriculum Planning (PSC, CSC, UNK)</td>
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<td>ECED2070 Family &amp; Community Relationships (PSC, CSC, UNK)</td>
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<td>EDUC1310 Introduction to Education (UNL)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>HLTH1010 Introduction to Health (UNK)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHED1000 Lifetime Fitness (UNL, PSC, CSC)</td>
<td></td>
</tr>
</tbody>
</table>

Course list for General Education requirements on page 65.
LIBRARY & INFORMATION SERVICES
ASSISTANT FOCUS:
Please work closely with your SCC Academic Advisor. It is ultimately the student's responsibility to check with the institution where credit is being transferred. SCC is partnering with Central Community College to offer these courses.

Credit Hours Required for Graduation:
AA Degree with LTA Focus 100.5

<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 **</td>
<td>4.5</td>
</tr>
<tr>
<td>C.</td>
<td>Mathematics/Logic **</td>
<td>4.5</td>
</tr>
<tr>
<td>D.</td>
<td>Natural Science with lab **</td>
<td>10.5</td>
</tr>
<tr>
<td></td>
<td>(One class from Biological Science and one class from Physical Science)</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>Humanities **</td>
<td>13.5</td>
</tr>
<tr>
<td>F.</td>
<td>Social Sciences **</td>
<td>18.0</td>
</tr>
<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: 36.0</td>
<td></td>
</tr>
</tbody>
</table>

Check with your SCC advisor or your receiving institution.)

** A course may meet only one graduation requirement

PRE-EDUCATION FOCUS:
(ELEMENTARY, MIDDLE, SECONDARY)
This focus allows pre-education students to complete some education and practicum courses as part of the A.A. degree and prepares students for transfer into education programs at Nebraska four-year colleges and universities. As Bachelor's degree requirements may vary from one college to another, please work closely with your SCC Academic Advisor. 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>
<tr>
<td>F.</td>
<td>Social Sciences</td>
<td>18.0</td>
</tr>
<tr>
<td></td>
<td>1. Social/Behavioral Science (Select one)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. Economics/Political Science (Select one)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>3. Geography/History (Select one)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4. Fourth Social Science</td>
<td></td>
</tr>
<tr>
<td>H.</td>
<td>Other Required Courses</td>
<td>44.5</td>
</tr>
<tr>
<td></td>
<td>EDUC1080 Practicum</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDUC1310 Introduction to Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDUC2160 Children's Literature or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDUC2165 Adolescent Literature</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDUC2500 Fundamentals of Child Development for Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDUC2510 Fundamentals of Adolescent Development for Education</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDUC2590 Instructional Technology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDUC2610 Educational Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDUC2970 Professional Practicum Experiences I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EDUC2971 Professional Practicum Experiences II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECED1409 PPST Preparation (recommended)</td>
<td></td>
</tr>
</tbody>
</table>

Course list for General Education requirements on page 65.
**Articulated Examples**

Articulated example / suggested courses with the University of Nebraska–Kearney for

**BROADCAST/JOURNALISM FOCUS:**

This focus allows pre-broadcasting or pre-journalism students at SCC to complete the first two years of a journalism degree and transfer to a 4-year college or university. The broadcasting/journalism focus also will prepare a student for entry level positions in radio broadcasting or community newspapers. Please work closely with your SCC Academic Advisor. It is ultimately the student's responsibility to check with the institution where credit is being transferred.

A "C" must be achieved in all focus courses to progress in the program.

<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>JOUR1810</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>Elective</td>
<td></td>
<td>1.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>42.0</strong></td>
</tr>
</tbody>
</table>

**JOURNALISM/PUBLIC RELATIONS FOCUS:**

JOUR1810 Intro to Mass Comm. | 4.5 |
JOUR1820 News Writing | 4.5 |
JOUR1840, 1880, 2840 Pub Productions (Jour Focus) or BRDC2100 Broadcast Media Productions (PR focus) | 4.5 |
BRDC2830 Comm. Law & Ethics | 4.5 |
PHOT1760 Digital Photography and Creative Writing | 4.5 |
PHOT2750 Photom­journalism | 4.5 |
BSAD1050 Intro to Business | 4.5 |
BRDC2780 Public Relation Strategies | 4.5 |
BSAD2520 Principles of Marketing | 4.5 |
JOUR1820 News Writing & Reporting | 4.5 |
Elective | | 1.5 |
| **Total** | | **46.5** |

**GENERAL EDUCATION REQUIREMENTS:**

**ORAL COMMUNICATION**

ENGL1010 COMPOSITION I | 4.5 |
ENGL1020 COMPOSITION II | 4.5 |

**MATHEMATICS (MATH1150 OR HIGHER)**

9.0 |

**SCIENCE**

12.0 |

**SPECIAL SCIENCE (PYSC1250 recommended)**

4.5 |

**HUMANITIES**

9.0 |

**RACE, ETHNICITY, & GENDER**

4.5 |

No two classes may be selected from the same area.

---

Articulated example / suggested courses with the University of Nebraska–Lincoln for

**PRE-ENGINEERING FOCUS:**

This focus allows a pre-engineering student at SCC to complete the first two years of an engineering degree program (STEP) and transfer to the University of Nebraska–Lincoln. Requirements vary with each engineering major. Please work closely with your SCC Academic Advisor. It is ultimately the student's responsibility to check with the institution where credit is being transferred.

A "C" must be achieved in all focus courses to progress in the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL1010 Composition I</td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>ENGL2560 Technical Writing</td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>SPCH2810 Business &amp; Professional Communication</td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>MATH1600 Calculus I</td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>MATH1700 Calculus II</td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>MATH2080 Calculus II</td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>MATH2200 Differential Equations</td>
<td>5.0</td>
<td></td>
</tr>
<tr>
<td>BIOS1010 General Biology</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>CHEM1090 General Chemistry I</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>PHYS2110 College Physics I</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>PHYS2120 College Physics II</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>ENGL1010 Composition I</td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>ENGL2560 Technical Writing</td>
<td>4.5</td>
<td></td>
</tr>
</tbody>
</table>

**Other Required Courses:**

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

Course list for General Education requirements on page 65.
Articulated examples / suggested courses with the University of Nebraska–Lincoln for

AGRICULTURAL SCIENCES & NATURAL RESOURCES 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 Advisor. 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></td>
<td>ENGL1010 Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Select one:</td>
<td></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.</td>
<td>Speech Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>C.</td>
<td>Mathematics/Logic</td>
<td>9.0</td>
</tr>
<tr>
<td></td>
<td>MATH1200 Trigonometry</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Select one:</td>
<td></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.</td>
<td>Natural Science with Lab</td>
<td>12.0</td>
</tr>
<tr>
<td></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>E.</td>
<td>Humanities</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>See SCC Advisor for recommendations.</td>
<td></td>
</tr>
<tr>
<td>F.</td>
<td>Social Sciences</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Select one:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ECON2110 Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>ECON2120 Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>G.</td>
<td>Race, Ethnicity &amp; Gender</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>See SCC Advisor for recommendations.</td>
<td></td>
</tr>
<tr>
<td>H.</td>
<td>Other Required Courses</td>
<td>49.5</td>
</tr>
<tr>
<td></td>
<td>MATH1180 Elementary Statistics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>CHEM1100 General Chemistry II</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</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>History</td>
<td>(See advisor for recommendations)</td>
</tr>
<tr>
<td></td>
<td>Social Sci.</td>
<td>(See advisor for recommendations)</td>
</tr>
<tr>
<td></td>
<td>Biological Sci.</td>
<td>(See advisor for recommendations)</td>
</tr>
</tbody>
</table>

Course list for General Education requirements on page 65.

Articulated examples / suggested courses with the University of Nebraska–Lincoln for

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 Advisor. 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></td>
<td>ENGL1010 Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Select 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>B.</td>
<td>Speech Communication</td>
<td>(Select One) 4.5</td>
</tr>
<tr>
<td>C.</td>
<td>Mathematics/Logic</td>
<td>(Select One) 4.5</td>
</tr>
<tr>
<td></td>
<td>MATH1180 Elementary Statistics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>MATH2030 Contemporary Math</td>
<td>4.5</td>
</tr>
<tr>
<td>D.</td>
<td>Natural Science with Lab</td>
<td>10.5</td>
</tr>
<tr>
<td></td>
<td>Students must take one Biological Science and one Physical Science. At least one course must have a lab. See SCC Academic Advisor for recommendations.</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>Humanities</td>
<td>13.5</td>
</tr>
<tr>
<td></td>
<td>1. Literature or Philosophy (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>2. Arts (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>3. Third Humanities (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>a. Assessment, Case Planning/Management &amp; Professional Ethics for A&amp;D</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b. Case Management &amp; Ethics for Human Services</td>
<td></td>
</tr>
<tr>
<td>F.</td>
<td>Social Sciences</td>
<td>18.0</td>
</tr>
<tr>
<td></td>
<td>PSYC1810 Introduction to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Economics/Political Science (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>History (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>PSYC2960 Lifespan Human Development</td>
<td>4.5</td>
</tr>
<tr>
<td>G.</td>
<td>Race, Ethnicity &amp; Gender</td>
<td>(Select one) 4.5</td>
</tr>
<tr>
<td>H.</td>
<td>Other Required Courses</td>
<td>22.5</td>
</tr>
<tr>
<td></td>
<td>HMRS1102 Counseling Theories &amp; Techniques</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>HMRS1320 Multicultural Competency</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>HMRS1357 Multicultural Counseling</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>HMRS2523 Human Sexuality</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>PSYC2980 Abnormal Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>I.</td>
<td>Electives</td>
<td>9.0 – 13.5</td>
</tr>
<tr>
<td></td>
<td>Students will take a maximum of three SCC courses in an approved minor or area of concentration. See your UNL advisor for recommendations.</td>
<td></td>
</tr>
</tbody>
</table>
## NEBRASKA Community Colleges
### Nebraska Initiative • Associate of Arts Articulation Matrix

<table>
<thead>
<tr>
<th>Category</th>
<th>English</th>
<th>Speech</th>
<th>Fine Arts</th>
<th>Fine Arts</th>
<th>Fine Arts</th>
<th>Business</th>
<th>Business</th>
<th>Business</th>
<th>Business</th>
<th>History</th>
<th>History</th>
<th>Humanities</th>
</tr>
</thead>
<tbody>
<tr>
<td>SCC Class</td>
<td>ENGL 1010 English Composition</td>
<td>SPCH 1110 Public Speaking</td>
<td>ARTS 1010 Intro to Visual Arts</td>
<td>MUSC 1010 Intro to Music</td>
<td>THEA 1010 Intro to Theatre</td>
<td>BSAD 1050 Intro to Business</td>
<td>BSAD 2520 Principles of Marketing</td>
<td>BSAD 2540 Principles of Mgmt.</td>
<td>ACCT 1200 Principles of Acc. I</td>
<td>ACCT 1210 Principles of Acc. II</td>
<td>HIST 2010 American History</td>
<td>HIST 2020 American History</td>
</tr>
<tr>
<td>Bellevue University</td>
<td>EN 101</td>
<td>CA 103</td>
<td>Art Elective</td>
<td>No Equivalent Course</td>
<td>No Equivalent Course</td>
<td>BA 101</td>
<td>BA 252</td>
<td>BA 232</td>
<td>AC 205</td>
<td>AC 206</td>
<td>HI 151</td>
<td>HI 152</td>
</tr>
<tr>
<td>Chadron State College</td>
<td>ENG 135</td>
<td>SP 135</td>
<td>No Equivalent Course</td>
<td>MUS 235</td>
<td>TH 235</td>
<td>N/A</td>
<td>MKTG 231</td>
<td>MGMT 230</td>
<td>ACTG 241</td>
<td>ACTG 242</td>
<td>HIST 231</td>
<td>HIST 232</td>
</tr>
<tr>
<td>Clarkson College</td>
<td>EN 101</td>
<td>CA 120</td>
<td>No Equivalent Course</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>HI 201</td>
<td>HI 202</td>
</tr>
<tr>
<td>College of Saint Mary</td>
<td>ENG 101</td>
<td>CAC 310</td>
<td>ART 200</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>HPS 131</td>
<td>HPS 132</td>
</tr>
<tr>
<td>Concordia University</td>
<td>ENG 102</td>
<td>CTA 103</td>
<td>ART 101</td>
<td>MU 101</td>
<td>CTA 151</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>HIST 115</td>
<td>HIST 115</td>
</tr>
<tr>
<td>Dana College</td>
<td>ENG 103</td>
<td>COM 116</td>
<td>Gen. Ed.</td>
<td>MUS 209</td>
<td>Gen. Ed.</td>
<td>Elective</td>
<td>BUS 311</td>
<td>BUS 303</td>
<td>ACC 101</td>
<td>ACC 102</td>
<td>HIS 103</td>
<td>HIS 104</td>
</tr>
<tr>
<td>Doane College</td>
<td>ENG 101</td>
<td>CMS 210</td>
<td>ART 204</td>
<td>FAR 103</td>
<td>THE 101</td>
<td>Business Elective</td>
<td>BUS 251</td>
<td>BUS 242</td>
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<td>ACC 104</td>
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SOUTHEAST COMMUNITY COLLEGE 2009-2010

www.southeast.edu
CHAPTER 2
COURSE DESCRIPTIONS

On the following pages are the descriptions (alphabetical by prefix) for credit courses offered at Southeast Community College.

Each course is identified with a lettered prefix and a course number, followed by the course title and campus where class is taught, class hours, lab/clinical/co-op/practicum hours (when applicable) and credit hours.

Following that is any prerequisite needed before taking the course and a brief description.

<table>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
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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.

= A little computer icon is visible for courses available online.
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• SPECIAL AND INDIVIDUALIZED COURSES

Special Topics Course (numbered 2799 with program prefix), are one-time course offerings that cover a specific topic that can not be offered on a consistent basis. The course will need to be approved through the SCC approval process and follow all guidelines affiliated with a regular course, i.e. course syllabus and outline. Individual Special Topic (numbered 2999 with program prefix), these are courses listed in various programs in which a student will be required to do an individual project. The course will be an elective course only, and will also require a course syllabus and outline for the student enrolled in the course.

ACCS • 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.

ACCS1104 Advanced Farm & Ranch Management
Prerequisites: ACCS1100, ACCS1101, and ACCS1102 or instructor approval.
36 3.5
Use of previous year's information and analysis to make business decisions based on the analysis of accurate records. Topics identify the need for maintaining an accurate and complete system of production and household records.

ACCS1100 Farm & Ranch Management Year 1
Prerequisite: ACCS1100.
36 4.5
Use of previous year's information and analysis to make business decisions based on the analysis of accurate records. Topics identify the need for maintaining an accurate and complete system of production and household records used in future analysis.

ACCS1101 Farm & Ranch Management Year 2
Prerequisite: ACCS1100.
36 4.5
Use of previous year's information and analysis to make business decisions based on the analysis of accurate records. Topics identify the need for maintaining an accurate and complete system of production and household records. Major changes considered utilizing two years of records to reflect various opportunities for improvement.

ACCS1102 Farm & Ranch Management Year 3
Prerequisites: ACCS1100 and ACCS1101.
36 4.5
Use of previous year's information and analysis to make business decisions based on the analysis of accurate records. Topics identify the need for maintaining an accurate and complete system of production and household records. Major changes considered utilizing three years of records to reflect various opportunities for improvement.

ACCS1112 Gold Medal Management
Prerequisites: ACCS1110 and ACCS1111.
6 12 6
Use of previous year's information and analysis to make business decisions based on the analysis of accurate records. Topics identify the need for maintaining an accurate and complete system of production and household records. Major changes considered utilizing three years of records to reflect various opportunities for improvement.

ACCT • ACCOUNTING

ACCT1200 Principles of Accounting I
Prerequisite: Accounting Competency recommended.
45 - 4.5
This course is designed to provide introductory knowledge of accounting principles, concepts, and practices. Included topics are the balance sheet, the income statement, the statement of owners equity, the statement of cash flows, worksheets, journals, ledgers, accruals, adjusting and closing entries, internal controls, inventories, fixed and intangible assets, liabilities, equity, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business.

ACCT1210 Principles of Accounting II
Prerequisite: ACCT1200.
45 - 4.5
This course is a continuation of ACCT1200. Principles of Accounting II includes accounting for businesses organized as corporations, cash flow statements, accounting for manufacturing businesses, preparing and using accounting data for management decision making, and analyzing and interpreting financial statements.

ACCT2050 Payroll Accounting
Prerequisite: ACCT1200.
30 - 3
Comprehensive course in payroll accounting principles and practices. Includes the evolution of payroll taxes and regulations, computation of wages and salaries and related withholdings as well as the filings of payroll reports. From the financial accounting perspective it will cover the analysis and journalizing of various payroll transactions.

ACCT2090 Cost Accounting
Prerequisite: ACCT2120.
45 - 4.5
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.

ACCS1010 Academic & Career Development
15 - 1.5
A general information course to help students develop skills for study, research, and test preparation. Includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students class and work schedules. Excellent course for students returning to school who are needing to upgrade skills in the use of computers for school work. Graded pass/no pass.

ACCT2130 Intermediate Accounting I
Prerequisite: ACCT2120.
45 - 4.5
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.

ACCT2230 Computerized Accounting
Prerequisites: ACCT2120 and BSAD1010.
45 - 4.5
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.

ACCS1010 Academic & Career Development
15 - 1.5
A general information course to help students develop skills for study, research, and test preparation. Includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students class and work schedules. Excellent course for students returning to school who are needing to upgrade skills in the use of computers for school work. Graded pass/no pass.

ACCT2800 Applied Accounting Capstone
Prerequisites: ACCT2050, ACCT2120, ACCT2130 & ACCT2150.
45 - 4.5
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.

ACCT2100 Principles of Accounting II
Prerequisite: ACCT1200.
45 - 4.5
This course is a continuation of ACCT1200. Principles of Accounting II includes accounting for businesses organized as corporations, cash flow statements, accounting for manufacturing businesses, preparing and using accounting data for management decision making, and analyzing and interpreting financial statements.

ACCT2090 Cost Accounting
Prerequisite: ACCT2120.
45 - 4.5
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.

ACCT2130 Intermediate Accounting I
Prerequisite: ACCT2120.
45 - 4.5
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.

ACCT2230 Computerized Accounting
Prerequisites: ACCT2120 and BSAD1010.
45 - 4.5
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.

ACCT2800 Applied Accounting Capstone
Prerequisites: ACCT2050, ACCT2120, ACCT2130 & ACCT2150.
45 - 4.5
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.
### Course Descriptions

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### Course Descriptions

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<td>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.</td>
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<td>Study of tillage and planting equipment used in agriculture crop production. Operation, uses, maintenance and field adjustment of equipment.</td>
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<td>Study of efficient utilization of range resources. Consolidates the range ecosystem with the utilization systems employed in modern livestock based agriculture. Includes study of production, harvesting, and utilization of forage crops to facilitate a year-round forage plan for livestock management.</td>
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<td>Study of management of animal health products. Review of common animal health problems and proper use of animal health products and equipment.</td>
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<td>25</td>
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<td></td>
<td>Prerequisite: AGRI1131.</td>
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<td></td>
<td>Methods of cereal grain crop storage. Maintenance of grain quality in farm and agribusiness storage facilities. Operation and adjustment of grain drying and handling equipment.</td>
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<tr>
<td>AGRI2254</td>
<td>Advanced Swine Production</td>
<td>B</td>
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<td></td>
<td>Prerequisite: AGRI1141.</td>
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<td></td>
<td>Study of profitable swine production. Consolidates swine production, marketing, meat processing and sales to consumers of pork products.</td>
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<tr>
<td>AGRI2255</td>
<td>Advanced Sheep Production</td>
<td>B</td>
<td>44</td>
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<td>Prerequisite: AGRI1141.</td>
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<tr>
<td></td>
<td>Study of profitable sheep production. Issues facing sheep producers and lamb feeders as a national industry working toward common goals.</td>
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<tr>
<td>AGRI2256</td>
<td>Advanced Beef Cattle Production</td>
<td>B</td>
<td>45</td>
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<td></td>
<td>Prerequisite: AGRI2231.</td>
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<td></td>
<td>Study of beef cattle and the interrelationship in the beef production chain.</td>
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<tr>
<td>AGRI2258</td>
<td>Livestock Ultrasound Technology</td>
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<td>Prerequisites: AGRI2231 and AGRI1257.</td>
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<td></td>
<td>Principles and technology of the use of ultrasound and supporting computer analysis software as it pertains to livestock.</td>
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<td>AGRI2265</td>
<td>Irrigation &amp; Water Management</td>
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<td>Prerequisite: AGRI1153.</td>
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<td></td>
<td>Principles of irrigation, soil, water and plant relationships, and operation of irrigation equipment. Irrigation scheduling, chemigation, and management of water to prevent erosion and maintain surface and groundwater quality.</td>
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<tr>
<td>AGRI2267</td>
<td>Advanced Marketing</td>
<td>B</td>
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<td>Prerequisite: AGRI1211.</td>
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<td></td>
<td>Study and application of option contracts in a market plan in conjunction with other market alternatives. Use of indicators through fundamental and technical analysis for pricing and timing to market ag commodities.</td>
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<td>AGRI2272</td>
<td>Advanced Live Animal &amp; Carcass Selection</td>
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<td>Prerequisite: AGRI1257.</td>
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<td>AGRI2279</td>
<td>Advanced Ag Technology</td>
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<td>Prerequisite: AGRI1171 or permission.</td>
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<td></td>
<td>Study and application of decision making techniques and forecasting through the use of microcomputer spreadsheet software, data management software, graphic presentations, and integration of decision making procedures.</td>
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<tr>
<td>AGRI2280</td>
<td>Advanced Crops</td>
<td>B</td>
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<td>Prerequisites: AGRI1131, AGRI1135, AGRI1153.</td>
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<tr>
<td></td>
<td>Study of crop production, including the major elements of growth and development, seed formation, fertilization, insect and disease control of crops grown on the high plains.</td>
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<td>ARCH1224</td>
<td>Plumbing Systems Drafting</td>
<td>M -</td>
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<td>Prerequisites: ARCH1158 and MATH1080. Co-requisite:</td>
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<td></td>
<td>ARCH1225</td>
<td>M 50 -</td>
<td>5</td>
<td></td>
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<tr>
<td></td>
<td>Heating &amp; Air Conditioning Systems Drafting</td>
<td>M -</td>
<td>70</td>
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<tr>
<td></td>
<td>Prerequisites: ARCH1107, ARCH1158 and MATH1080. Co-requisite:</td>
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<tr>
<td>ARCH1240</td>
<td>Computer Aided Drafting II (CAD)</td>
<td>M 25 25</td>
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<td></td>
<td>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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<tr>
<td>ARCH1311</td>
<td>Basic Estimating</td>
<td>M 50 -</td>
<td>5</td>
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<tr>
<td></td>
<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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<tr>
<td>ARCH1320</td>
<td>Freehand Drawing for Design Detailers</td>
<td>M 5 20 1</td>
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<td></td>
<td>Techniques of freehand drawing for construction work. How to express ideas graphically to assure correct interpretation.</td>
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<tr>
<td>ARCH1328</td>
<td>Structural Building Systems I</td>
<td>M 50 -</td>
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<tr>
<td>ARCH1329</td>
<td>Structural Building Systems II</td>
<td>M 50 -</td>
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<tr>
<td>ARCH1330</td>
<td>Structural Detailing &amp; Design I</td>
<td>M -</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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<tr>
<td>ARCH1332</td>
<td>Structural Detailing &amp; Design II</td>
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<tr>
<td>ARCH1340</td>
<td>Computer Aided Drafting III (CAD)</td>
<td>M 15 10 1.5</td>
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<td>Exercising in drawing the Floor Plan, Elevations, Section, Details, using the current drafting software.</td>
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<tr>
<td>ARCH1434</td>
<td>Fundamentals of Commercial Architecture</td>
<td>M 34 -</td>
<td>3</td>
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<tr>
<td>ARCH1436</td>
<td>Commercial Architectural Drafting</td>
<td>M -</td>
<td>172</td>
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<tr>
<td></td>
<td>Project: Production of architectural and structural working drawings for a small commercial building.</td>
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</table>
COURSE DESCRIPTIONS

SOUTHEAST Community College - Nebraska

Course# Title Location Class Lab Credit

ASEP2538 GM Advanced Powertrain Electronic Systems (online) M 20 50 3.5
Prerequisite: ASEP1468.
Advanced study of GM ignition systems, fuel delivery systems, emission control systems and diagnostic routines.

ASEP2561 GM Diesel Fuel & Emission Control System (online) M 20 10 2
Prerequisite: ASEP1468.

ASEP2668 Dealer Cooperative Experience (online) M - 480 12
Prerequisites: ASEP2528, 2529, 2537, 2538 and 2561.
Dealer coordinated work experience. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.

ASEP2743 GM Powertrain Electronic Systems & Drivability Diagnosis (online) M 40 40 5.5
Prerequisite: ASEP2668.
Diagnosis, adjustments and repair procedures using electrical meters, oscilloscopes and GM approved diagnostic test equipment.

ASEP2747 GM Body Electrical & Electronics (online) M 50 30 6
Prerequisite: ASEP2668.
Advanced electrical course covering operation, testing, diagnosis and repair of GM computerized body electrical and electronic systems.

ASEP2748 GM Automatic Transmission & Transaxles (online) M 80 40 9
Prerequisite: ASEP2668.
Operation, diagnosis, adjustment, and repair of the automatic transmissions used in rear-wheel and front-wheel drive General Motors cars. Removal and installation procedures and safety.

ASEP2749 GM New Product Update (online) M 20 - 2
Prerequisite: ASEP2668.
Overview of new product features for current model year. Includes available General Motors New Product information.

ASST1110 Ford Shop Orientation (online) M 15 6 1.5
Introduction to automotive shop procedures and repair. Proper use of hand and power tools. This course deals with many basic elements of automotive repair.

ASST1170 Ford Shop Safety & Repair (online) M 15 6 1.5
This course deals with shop safety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.

ASST1171 Ford Welding (online) M 10 8 1
Theory and practice of "GMAW" welding, braze welding, and oxyacetylene cutting. Equipment setup, safety and operation is stressed.

ASST1173 Ford Fundamentals (online) M 20 10 2
Introduction and use of Ford 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.

ASST1175 Ford Electrical & Electronic Principles (online) M 110 40 12
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.

ASST1178 Ford Brake Systems (online) M 30 30 4
Prerequisites: ASST1110, 1170, 1171, 1173, 1175, and 1178.
Study of operation, diagnosis, and service of disc, drum, and electronic brake systems on late model Ford vehicles.

ASST1268 Dealer Cooperative Experience M 480 12
Coordinated work experience from Ford dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

ASST1350 Ford Engine Performance Theory & Operation M 85 55 10
Study of engine tune-up, oscilloscope use and Ford computer system; basic computer operation, sensor operation and actuator operation. Theory and principles of operation of Ford fuel systems: fuel pumps, fuel tanks, filters and emission control systems. Ford fuel injection systems.

ASST1362 Ford Climate Control M 45 35 5.5
Study of operation, diagnosis, and service of air conditioning, heating and ventilation systems on late model Ford vehicles.

ASST1363 Ford Engine Repair M 65 35 7.5

ASST1468 Dealer Cooperative Experience M - 480 12
Prerequisites: ASST1360, 1362, and 1363.
Coordinated work experience from dealer in accordance with the program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

ASST2529 Ford Manual Transmissions, Transaxles, Clutches and Transfer Cases M 60 30 7
Operating principles and service of Ford manual transmissions and related drive train components. Diagnosis and repair procedures.

ASST2531 Ford Diesel Fuel & Emission Systems M 35 25 4
Study of operation, diagnosis, and service of diesel electronic and emission systems on late model Ford vehicles.

ASST2537 Ford Rear Axle & Driveline M 20 10 2
Operation, diagnosis and repair of drive shafts, universal joint axles, axle bearings, seals and differentials on late model Ford vehicles.

ASST2538 Ford Engine Performance Diagnosis & Testing M 60 40 7
Intermediate and advance electronic engine control diagnosis and testing of ignition, fuel, computer, emission, and EVAP systems. Analysis of OBD II monitors, intermittent problems, I/M testing, and gas emissions using the latest in diagnostic equipment including scopes and scanners.

ASST2668 Dealer Cooperative Experience M - 480 12
Prerequisites: ASST2521, 2531, and 2538.
Coordinated work experience from dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

ASST2728 Ford Steering & Suspension Systems M 50 50 6
Study of the principles of operations, disassembly procedures and repair of Ford steering and suspension systems. Power and Manually controlled integral and rack 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.

ASST2747 Ford Body Electrical & Electronics M 50 15 5.5
Advanced auto electricity covering theory, testing, diagnosis and repair of body electrical accessories: windows, power seats, windshield wipers, cruise controls and computer controlled body electronics.

ASST2748 Ford Automatic Transmissions & Transaxles M 70 40 8

ASST2749 Ford New Product Update M 20 - 2
Overview of new product features for current model year. Includes available Ford New Product information.
AUTB • AUTO COLLISION REPAIR TECHNOLOGY

<table>
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<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
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<td>Tools and Equipment</td>
<td>M 20</td>
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<td>Collision Repair Theory</td>
<td>M 75</td>
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<td>Collision Repair Lab</td>
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<td>Welding Lab</td>
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<td>Paint Finishes Theory</td>
<td>M 20</td>
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<td>Collision Repair Lab II</td>
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<td>AUTB1260</td>
<td>Electrical Repair I</td>
<td>M 15</td>
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<td>Paint Finishes Theory II</td>
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<td>AUTB1355</td>
<td>Estimating Theory</td>
<td>M 15</td>
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</table>

**Prerequisites:**
- AUTB1110

**Description:**
- Proper Identification, selection, usage, maintenance, and cost of tools and equipment used in the collision repair and maintenance program.
- Theory of repair processes using basic hand tools and progressing into use of power tools and filler materials. Theory of metal bending including the study of sheet metal, damage classification, types of damage, and corrective forces used to restore damaged components to original dimensions and contours.
- The processes involved in repairing minor non-structural automobile body panels as well as automobile body panel alignment. Material safety data sheet information to follow EPA and OSHA standards.
- Study of welding processes used in the auto collision repair industry including oxyacetylene fusion welding, brazing, S.M.A.W., G.M.A.W., aluminum processes, plasma arc cutting and resistance spot welding. Safety factors and equipment selection, application of the theory of expansion and contraction, and the effects of distortion and its control. Heavy emphasis on the MIG welding and structural spot welding used in structural unibody and non-structural panel replacement because of the heavy use of high strength steels used in the modern automobile following I-CAR (Inter-Industry Conference on Collision Repair) welding certification standards.
- Practice in basic metal repair fundamentals as it relates to the repair of non-structural automobile body panels. Repair on non-structural automobile body panels is done to replicate real world repairs. Automobile body panel alignment on vehicles to ensure quality repairs required according to collision repair industry standards.
- Practical experience in oxyacetylene welding, brazing, MIG welding, aluminum welding, gas and plasma cutting techniques used in collision repair following I-CAR (Inter-Industry Conference on Auto Collision Repair) welding certification standards.
- 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.
- 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.
- Projects will be assigned to students that will include basic metal repair, plastic repair, composite repair, as well as corrosion protection and priming operations with care of vehicle to be taken to ensure customer satisfaction.
- Theory of the automobile electrical storage and wiring system. Wiring troubleshooting processes and automobile lighting.

**Prerequisites:**
- AUTB1150
AUTT • AUTOMOTIVE TECHNOLOGY

AUTT1000 Shop Procedures  L/M 20 - 2
Introduction to automotive shop procedures and repair. This course deals with the many basic elements of automotive repair and the proper use of hand and power tools.

AUTT1010 Welding  L/M 10 20 1.5
Theory and practical applications of welding procedures as applied to the automotive field.

AUTT1100 Shop Safety and Repair  L/M 20 20 2.5
This course deals with shop safety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.

AUTT1103 Drive Trains  L/M 25 30 3.5
Theory and principle of power train operation from the engine to the drive wheels on automotive systems.

AUTT1105 Automotive Brake Systems  L/M 50 60 7
Theory, application and principles of operation of hydraulic disc and drum automotive brakes. This will include anti-lock brake systems with laboratory exercises in brake diagnosis and repair.

AUTT1106 Electrical Concepts  L/M 55 15 6
Basic electrical and electronic principles, Ohm's law, magnetism and electromagnetism as applied to automotive systems are covered. The use of DVMOM meters along with the practical use of them is covered. The design of storage batteries used in automotive systems is covered.

AUTT1107 HVAC I  L/M 40 20 4.5
Theory and operation of automotive HVAC systems is covered including diagnosis and repair of all manual heating and air conditioning systems.

AUTT1108 Automotive Fuel and Control Systems  L/M 70 50 8.5
Theory, design and operation of the automotive fuel system are covered. This includes fuel gauges, tanks, pumps and fuel injection components. A study of fuel manufacturing, testing, and fuel reaction as it applies to emission systems is covered. The use of service equipment to diagnose, evaluate and repair components of the fuel system are covered.

AUTT1203 Manual Transmission/Transaxle Theory  L/M 30 35 4
Theory, diagnosis, evaluation and repair of manual transmissions, clutches, drive lines, transfer cases and 4WD components.

AUTT1204 Steering and Suspension II  L/M 40 70 6
Theory, principles and practical experience of steering gears, wheels and tires, balancing, steering components, and 2- and 4-wheel alignment.

AUTT1206 Automotive Electricity  L/M 30 15 3.5
Starting and charging systems theory, design and operation are covered. Starting and charging systems diagnosis and repair are also covered.

AUTT1207 HVAC II  L/M 10 30 2
Advanced theory, operation, and diagnosis of the HVAC systems including automatic HVAC system diagnostics and repair.

AUTT1221 Engine Theory  L/M 50 - 5
Basic construction, physical principles and operation of two and four cycle engines as applied to single and multiple-cylinder engines. Ignition systems, fuel system, lubrication systems, cooling systems and valve trains are covered.

AUTT1222 Engine II  L/M 70 130 11
Advanced automotive engine coursework on removal, disassembly, and machining operations for complete major engine overhaul.

AUTT1306 Automotive Ignition Systems  L/M 10 15 1.5
Theory, operation and testing of automotive ignition systems is covered. This will include individual component testing, inspection and repair with the use of DVMOM meters.

AUTT1406 Automotive Electronics I  L/M 30 15 3.5
This course is an advanced auto electronics course covering the automotive wiring and accessories. Emphasis is placed on procedures, testing, diagnosing and repairing automotive systems.

AUTT1408 Advanced Engine Performance  L/M 60 90 9
Advanced engine performance includes fuel injection systems, ignition systems and vehicle driveability. Practical experience is gained through the inspection, service and repair of computer engine control systems using state-of-the-art equipment.

AUTT1506 Automotive Electronics II  L/M 30 30 4
Advanced interpretation and use of wiring diagrams, electronic component testing and repair. The use of advanced test equipment is covered.

AUTT2102 Automatic Transmission/Transaxle  L/M 100 80 12.5
Theory of operation, basic design, components, disassembly diagnosis and reassembly of automatic transmissions/transaxles is covered. Disassembly, reassembly and dyno-testing of transmissions/transaxles.

AUTT2303 Manual Transmission/Transaxle Lab  L/M 25 45 4
Diagnosis, evaluation and repair of transmissions/transaxles, rear axles, transfer cases, drive lines and front axles.

BIOS • BIOSCIENCE

BIOS1000 Structure and Function of Human Body  B/L 60 - 6
Overview of the normal structure and function of the human body systems and their interrelationships.

BIOS1010 General Biology  B/L 45 30 6
Fundamental processes of cells and organisms, cell structure, genetics, evolution, classification, diversity, and interaction of organisms at the molecular, cellular, organismic, ecosystem, and biosphere level. Designed for both non-majors and as a foundation for those planning additional work in biology. Includes lab.

BIOS1090 General Botany  B/L 45 30 6
Prerequisite: BIOS1010 or equivalent.
Survey of the plant kingdom with a study of representative plants from each of the major plant groups. Structure, relationships, economic importance and natural history of major plant groups.

BIOS1110 Biology of Microorganisms  B/L 45 30 6
Comparative study of microorganisms, principles and applications. Structure, function, development and control of pathogenic organisms. Laboratory includes isolation, culturing and staining techniques plus identification of unknown organisms.

BIOS1120 Introduction to Zoology  B 45 30 6
Prerequisite: BIOS1010 or equivalent.
Survey of the phyla of the animal kingdom. Emphasis on morphology, physiology, developmental cell biology and diversity of animal life. Laboratory includes observation and dissection of selected specimens.

BIOS1140 Human Anatomy & Lab  L 45 30 6
Study and identification of anatomical structures of the human body. Includes a detailed study of: tissues that make up the various body systems, integument, skeletal structures, joints, muscles (origin, insertion, action), peripheral and cranial nerves, brain structures, major blood vessels, heart structures, respiratory, digestive, reproductive, endocrine, and urinary systems. Lab complements the material presented in lecture. Utilize the knowledge in a laboratory setting by studying with a "hands-on" approach using models, dissected tissues, and pictures. Lecture concurrent with lab.

BIOS1210 Human Anatomy & Physiology I  B 45 30 6
Introduction to anatomy and physiology for students in biological medical and health related programs. Relationships between structure and function. Chemical, cellular and tissue levels of organization. Introduction to principal systems of the human body. Structure and function of the integumentary, skeletal, muscular and nervous systems of the body. Important physiology experiments and structural identification experiments.

BIOS1220 Human Anatomy & Physiology II  B 45 30 6
Continuation of the study of BIOS1210. Relationships between structure and function. Detailed study of the major systems of the human body including cardiovascular, respiratory, digestive, urinary, reproductive, endocrine and lymphatic systems. Special senses, immunity, fluid, electrolyte and acid-base dynamics. Important physiology experiments and structural identification experiments.
BIOS2130 Human Physiology & Lab L 45 30 6
Study of the functions of the various human body systems including the study of cells, chemical reactions in the body (metabolism), bone growth, muscle contraction, digestive processes, functions of various blood components, nerve impulses, urinalysis, endocrinology, reproduction, and immunology. Lab complements the material presented in lecture. Utilize the knowledge in a laboratory setting by studying with a "hands-on" approach using a variety of instruments that are used in hospital settings. Lab concurrent with lecture.

BIOS2410 General Genetics B 60 - 6
Prerequisites: 1000 level Bioscience course and one year of high school algebra.
Study of heredity factors of plants and animals. Genetic mechanisms of evolution; molecular genetics.

BRDC • BROADCASTING

BRDC1860 Radio Workshop B 15 90 4.5
Prerequisite: By permission only.
Introduction to the equipment and participation of radio broadcasting and participation in on-air or off-air production work at the College radio station. May be taken twice for credit.

BRDC2100 Broadcast Media Production B 15 90 4.5
Prerequisite: Grade of C or better in JOUR1810 or permission.
An introduction to the principles, practices, procedures and equipment utilized to produce broadcast quality advertising spots, public service announcements, news and interviews.

BRDC2780 Public Relations, Strategies & Techniques B 45 - 4.5
Study of strategies, problems, and procedures in public relations. Practice in solving public relations problems. Preparation of public relations material.

BRDC2830 Communication Law & Ethics B 45 - 4.5
A study of the theories, freedoms, legal aspects and responsibilities of the mass media. Emphasis is placed on the First Amendment as it relates to broadcasting.

BRDC2860 Radio Workshop B 15 90 4.5
Prerequisite: By permission only and a "C" or better in BRDC1860. Second workshop opportunity. Credit given to students who actively participate in on-air or off-air production work at the College radio station.

BRDC2965 Broadcasting Internship Seminar B 15 - 1.5
Prerequisite: Grade of C or better in BRDC2100 and BRDC2860. Preparation for the internship in the mass communication field or location where mass communication knowledge and skills are the primary requirements. Includes guidance by professional staff in an employment simulation.

BRDC2970 Radio Internship B - 120 3
Prerequisite: Grade of C or better in BRDC2965.
This course is open only to those pursuing an Associate of science/Associate of Arts degree. Students will be placed in a job situation to gain first-hand knowledge and experience in the field of radio. Placement may be in any field of radio: advertising sales, announcing, continuity or production.

BSAD • BUSINESS ADMINISTRATION

BSAD1010 Microsoft Applications I B/L/M 45 - 4.5
Prerequisite: Keyboarding skills and prior computer experience recommended.
Use of Windows operating system to learn about My Computer and Windows Explorer to manage folders and files. Use of a popular Internet browser to explore the World Wide Web and work with electronic mail. Use of Microsoft Office software suite to learn basic features and integration of the word processing application MS Word and the spreadsheet application MS Excel.

BSAD1020 Microsoft Applications II B/L/M 45 - 4.5
Prerequisite: BSAD1010.
Continues efficient use of Windows Explorer. Use of Microsoft (MS) Office software suite to continue integration, to learn basic/intermediate features of the MS PowerPoint presentation application and the MS Access database application, and to learn intermediate/advanced features of the MS Excel spreadsheet application.

BSAD1050 Introduction to Business B/L/M 45 - 4.5
An introductory study and overview of the roles 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 business. Business vocabulary used to understand and interpret business news and information.

BSAD1090 Business Law I B/L/M 45 - 4.5
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 settlements, torts, sales contracts under the U.C.C. and agency.

BSAD1100 Business Law II B/L/M 45 - 4.5
Prerequisite: BSAD1090.
Continuation of Business Law I. Study of business law relationships including personal and real property, wills and estates, landlord/tenant law, sales, commercial paper, business organization, credit transactions, and government regulation.

BSAD1230 Visual Merchandising B/L 45 - 4.5
Fundamentals of planning promotional activities and store design. Design and art principles for use in window and in-store displays. Lab includes construction of window displays and props, signing, store design planning and field experience.

BSAD1730 Quality Management B 25 - 2.5
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.

BSAD2020 Co-op Supervised Employment B/L/M - 200 5
Prerequisites: OFFT2000.
Practical work experience for the development of marketable skills for employment in the selected specialization. The course is under the guidance of the cooperative education coordinator. Open to Business Administration students only.

BSAD2270 Professional Selling B/L/M 45 - 4.5
Development of selling principles and concepts used in a wide variety of selling situations including specialty, wholesale and retail. Necessary personality traits, ethics, and negotiation techniques required for successful selling are stressed and applied through the use of sales presentations and demonstrations.

BSAD2310 Business Ethics B 30 - 3
Prerequisite: Writing/English Competency recommended.
Study of different perspectives of ethics and their impact on organizations and individuals. Current ethical issues as they relate to business.

BSAD2365 Leadership Practicum L - 200 5
This course provides students with hands-on experience in leadership, managerial decision-making, and professional communication including project management, team building, training and development, cultural competencies and social responsibility. Students will learn to plan, forecast, organize events and resources, lead, delegate, and motivate others. It is an interactive course that integrates all aspects of formal business education and training through service learning in collaboration with the International student organization, Students in Free Enterprise (SIFE). Students will be required to take a significant leadership role in SIFE and contribute to the annual written report and visual presentation for SIFE competition as part of this upper division credit class.

BSAD2370 Human Resources Management B/L/M 45 - 4.5
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.

BSAD2390 Small Business Management B/L/M 45 - 4.5
Prerequisites: ACCT2110.
How to plan, organize, operate and fund a small business. Creation of a business plan for either a retail, service, franchise or manufacturing operation. Entrepreneurial personality, buying or starting a business from scratch, evaluating franchising opportunities, and planning small business operations.

BSAD2400 Principles of Retailing B/L/M 45 - 4.5
Introduction to retailing principles in major retail areas. Policies and practices, marketing and business systems of small and large retailers are studied.
### Course Descriptions

**BSAD2430 Marketing Communications**  
Focus on planning for the optimal use of all communication elements: advertising, personal selling, sales promotions, public relations. Combination of these elements must be tightly interwoven for successful management of brand equity, coordinating all aspects to achieve the same goals.

**BSAD2460 Electronic Commerce Marketing**  
Application and management techniques in utilizing electronic commerce in the workplace. Strategies for businesses that may initiate or reassess the overall effectiveness and value of the digital elements of doing business to their overall corporate goals. Ethical and societal implications of e-commerce on the marketplace, customer base and employee commitment.

**BSAD2470 International Marketing**  
Focus on theory and strategy involved in the effective development and implementation of marketing strategies in the global business arena. Emphasis on managerial aspects of import and export marketing and of US products and services relating to the following areas: demand, competition, economics, social-cultural, political-legal, and technology. Special attention placed on the following details: culture, consumer behavior, distribution and trade agreements.

**BSAD2480 Sports Entertainment Marketing**  
Develop skills based on concepts and theories that are unique to the Sports Marketing arena. Examine basic principles of marketing in the sports environment. Structure provided on the unpredictability of the sports industry and comparisons of the elements of sports and marketing. Research conducted in sports marketing, study the elements of change in all sports and sports globalization.

**BSAD2520 Principles of Marketing**  
A study of the development of an effective marketing program including consumer behavior, product, pricing, distribution, and promotional strategies.

**BSAD2540 Principles of Management**  
Introduction to management theory and practice for supervisors of employees or managers of organizations. Functions of planning, organizing, directing, controlling and supervising. New and rapidly developing areas of management.

**BSAD2993 Special Projects**  
Must have permission of instructor, program chair, and division dean. Credit hours will vary.

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**CAPP • CHRYSLER (CAP) COLLEGE AUTOMOTIVE PROGRAM**

**CAPP1110 Chrysler Shop Orientation**  
M 15 6 1.5  
Introduction to automotive shop procedures and repair. Proper use of hand and power tools. This course deals with the many basic elements of automotive repair.

**CAPP1170 Chrysler Shop Safety and Repair**  
M 15 6 1.5  
This course deals with shop safety. OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube fitting, fasteners, micrometers and other equipment used by the professional automotive technician.

**CAPP1171 Chrysler Welding**  
M 10 8 1  
Theory and practice of “GMAW” welding, braze welding, and oxyacetylene cutting. Equipment setup, safety and operation is stressed.

**CAPP1173 Chrysler Fundamentals**  
M 20 10 2  
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**  
M 110 40 12  
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**  
M 40 20 4  
Theory, diagnosis, and repair procedures of disc, drum and Anti-lock brake system on current Chrysler vehicles.

**CAPP1268 Dealer Cooperative Experience**  
M - 480 12  
Coordinated work experience from Chrysler dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

**CAPP1360 Chrysler Electronic Fuel Systems**  
M 70 60 9.0  
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**  
M 50 30 6  
Advanced auto electricity 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**  
M 60 40 7  
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 cranking systems. Diagnosis, adjustments and repair procedures, using electrical meters, scopes and Chrysler Diagnostic equipment.

**CAPP1468 Dealer Cooperative Experience**  
M - 480 12  
Coordinated work experience from dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

**CAPP2258 Chrysler Steering & Suspension Systems**  
M 30 50 4.5  
Study of the principles of operations, disassembly procedures and repair of Chrysler steering and suspension systems. Power and Manually controlled integral and rack and pinion steering gears. Conventional and McPhearson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, on and off of vehicle.

**CAPP2530 Chrysler HVAC Systems**  
M 50 30 5.5  
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.

**CAPP2531 Chrysler Engine Repair**  
M 65 65 8.5  
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, inspection, measurement and reassembly of Chrysler gas and diesel engines. Accuracy of measurements, repair decisions and procedures involving correct and safe engine removal and installation.

**CAPP2668 Dealer Cooperative Experience**  
M - 480 12  
Coordinated work experience from dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

**CAPP2740 Chrysler Manual Transmission, Transaxles, Clutch and Transfer Case**  
M 55 40 7  
Operating principles and service of Chrysler manual transmissions and related drive train components. Diagnosis and repair procedures.

**CAPP2741 Chrysler Rear Axle Service**  
M 15 15 2  
Operation, diagnosis, and repair of drive shafts, universal joint axles, axle bearings, seals and differentials used on late model Chrysler vehicles.

**CAPP2742 Chrysler Diesel Fuel and Emission System**  
M 15 15 2  
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**  
M 80 40 9  
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**  
M 20 - 2  
Overview of new product features for current model year. Includes available Chrysler New Product Information.
CHEM • CHEMISTRY

CHEM0950 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. Does not fulfill science requirement for A.A. or A.S. degree.

CHEM1050 Chemistry and the Citizen
Prerequisite: MATH1100.
Designed for the non-science major. Survey of principles of chemistry, stressing concepts and qualitative understanding rather than problem solving and technical skills.

CHEM1090 General Chemistry I
Prerequisite: MATH1100.
Introduction to the principles of chemistry. States of matter, atomic and molecular structures and bonding. Periodic Law, gas laws, and kinetic molecular theory, solutions and their properties.

CHEM1100 General Chemistry II
Prerequisite: CHEM1090 with a grade of "C" or better.
A continuation of CHEM1090. Topics include chemical equilibrium and Kinetics, acids and bases, solubility product, electrochemistry and oxidation-reduction and qualitative analyses of ions. Brief introduction to organic and biochemistry.

CHEM2510 Organic Chemistry I
Prerequisite: CHEM1100.
The chemistry of compounds of carbon, hydrogen, oxygen and other elements. Alkanes; alkenes, petroleum products; alcohol; ethers; acids, fats, and oils; aldehydes and ketones; amino acids and proteins; carbohydrates; and applications to biochemistry.

CHEM2520 Organic Chemistry II
Prerequisite: CHEM2510.
Continuation of CHEM2510. Benzene and related compounds, nitro compounds, sulfuric acids, amines, diazonium compounds, phenols, alcohol, acids, dyes, stains and indicators, heterocyclic compounds and applications to biochemistry.

CHEM2610 Biochemistry
Prerequisite: CHEM2510 or permission.

NOTE: COMPUTER AIDED DESIGN DRAFTING — SEE DRAF
COMPUTER INFORMATION TECHNOLOGY & COMPUTER PROGRAMMING — SEE INFO

CNST • BUILDING CONSTRUCTION TECHNOLOGY

CNST1121 Concrete & Masonry Tools & Material
Course# Title Location Class Hours Lab Hours Credit Hours
M 83 - 8 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.

CNST1122 Concrete & Masonry Applications
Course# Title Location Class Hours Lab Hours Credit Hours
M - 217 7 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.

CNST1222 Residential Blueprint Reading
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 covered. The course emphasizes layout and design of a basic residential floor plan with reading specifications and understanding of the International Dwelling Code Book. The student completes a preliminary floor plan with schedules to be utilized in CNST1326, Residential Construction Drafting Lab. Coincides with CNST1225, Tools and Materials.

CNST1223 Construction Processes & Practices
Prerequisite: MATH1040.
Introduction to hand tools, construction safety, machine woodworking, modern practices and processes used in the building construction industry. Carpentry techniques, competency in blueprint reading, proper layout practices, parts cutting and assembly procedures.

CNST1225 Tools & Materials
Prerequisite: 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.

CNST1326 Residential Construction Drafting Laboratory
Prerequisite: CNST1223.

CNST1327 Residential Construction Drafting Theory
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.

CNST1328 Residential Construction Estimating Laboratory
Prerequisite: CNST1223 and BSAD1010.
Application of skills acquired in CNST1329. Using standardized forms and information, student develops lists of construction materials and prices for residential construction. Emphasis on accuracy, organization, and completeness.

CNST1329 Residential Construction Estimating Theory
Prerequisite: CNST1223.
Concepts of estimating quantities of residential construction materials. Interpretation of residential construction drawings and an introduction to quantity survey techniques and formulas. Decision making and materials estimate organization.

CNST1331 Drafting Aids & Trends
Prerequisite: CNST1223.
Fundamentals of commercial blueprint reading, introduction to the metric system, Leroy Lettering, plus Green Build basics.

CNST1430 Cabinetry & Carpentry Laboratory
Prerequisite: CNST1223, CNST1224 and CNST1326. Companion course to CNST1433.
Application of classroom instruction to job situations through the use of mock-up training aids, cabinets and other projects.

CNST1433 Carpenter Theory
Prerequisite: CNST1432. 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.

CNST2532 Residential Construction Applications
Prerequisites: CNST1430 and CNST1433. CPR and First Aid Certification training required.
Application of theory and technical courses to practical situations including residential framing, exterior finish, interior trim, cabinet making, and roofing. Primary project is a frame residence which provides experiences in all aspects of framing through exterior and interior trim work. Includes short information briefing daily.

CNST2537 Residential Construction Principles
Prerequisites: CNST1430 and CNST1433.
Acceptable methods of home construction as established by federal, state and local building codes. Work procedures and practices for home construction. Includes daily briefing for the house construction.
<table>
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<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class</th>
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<td>M 32</td>
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**CRIM • CRIMINAL JUSTICE**

**CRIM1010** Introduction to Criminal Justice  
B/L 45 - 4.5  
Provides an overview of the history, development, and philosophies of crime control within a democratic society. Examines the criminal justice system with emphasis on the police, the prosecution and defense, the courts, and the correctional agencies.

**CRIM1020** Introduction to Corrections  
B/L 45 - 4.5  
Outlines corrections in a systematic process showing the evolving changes in institutional and community based corrections. Topics include, but are not limited to, the history of corrections, the influence of social thought and philosophy on the development of corrections, the rights of the incarcerated inmate, and the duties of the correctional officer.

**CRIM1030** Courts & the Judicial Process  
B/L 45 - 4.5  
Prerequisite: CRIM1010 or advisor approval.  
Surveys the United States judicial system. Topics include, but are not limited to, legal and constitutional concepts, institutions and processes. Coverage includes adult and civil courts.

**CRIM1050** Introduction to Forensic Science  
B/L 45 30 6  
This course will provide an overview of several different disciplines that constitute forensic science. The topics covered will include safety, basic chemical principles, photography and the collection of evidence.

**CRIM1140** Reporting Techniques for Criminal Justice  
B/L 45 - 4.5  
Prerequisite: ENGL1010 or ENGL1015 or equivalent.  
The student learns to observe and document the behavior of crime victims, witnesses and suspects. The student also learns to accurately describe and record conditions and activities of crime scenes for courtroom presentations. In accordance with the legal guidelines of confidentiality, each student maintains a log of classroom and field experiences.

**CRIM2000** Criminal Law  
B/L 45 - 4.5  
Outlines the purpose and function of criminal law. Topics include, but are not limited to the rights and duties of citizens and police in relation to local, state, and federal law (i.e. arrest, search and seizure, confessions); the development, application, and enforcement of laws; constitutional issues; and sentencing.

**CRIM2030** Police and Society  
B/L 45 - 4.5  
Examines the role of the police in relationship to law enforcement and American society. Topics include, but are not limited to the role and function of police, the nature of police organizations and police work, and the patterns of police-community relations.

**CRIM2100** Juvenile Justice  
B/L 45 - 4.5  
Examines the origins, philosophy, and objectives of the juvenile justice system. Topics include, but are not limited to causation of crime (i.e. race/gender, socioeconomic relevance, victimization), the juvenile court system, the law enforcement approach, corrections, and prevention.

**CRIM2150** Contemporary Issues in Criminal Justice  
B/L 45 - 4.5  
Examines the relationships between law enforcement agencies and such complex social issues as, but not limited to, domestic violence, child abuse, elder abuse, gangs, and drugs.

**CRIM2200** Criminology  
B/L 45 - 4.5  
Examines crime and criminology from a broad social perspective. Emphasizes the nature and causes of crimes, investigation and prosecution, and treatment and prevention.

**CRIM2250** Ethics in Criminal Justice  
B/L 45 - 4.5  
Examines contemporary and historical theories that enhance today's ethical practices and dilemmas. Provides an introduction to the language, concepts, and traditions of ethics as they relate to the functional areas of criminal justice.

**CRIM2260** Criminal Investigation  
B/L 45 - 4.5  
Introduces criminal investigation procedures. Reviews the historical development and investigative processes related to law enforcement functions. Topics include, but are not limited to the proper collection, organization, and preservation of evidence using basic investigative tools; examining the primary sources of information; analyzing the importance of writing skills; and reviewing the constitutional (legal) limitations of the investigation.

**CRIM2310** Rules of Evidence  
B/L 45 - 4.5  
Emphasizes the concept of evidence and the rules governing its admissibility. Includes theoretical and pragmatic consideration of constitutional requirements affecting evidence and procedure.

**CRIM2860** Criminal Justice Internship  
B/L 180 4.5  
Prerequisite: Successful completion of previous CRIM courses.  
This course entails a series of planned and supervised activities in actual work situations. The employment must be directly related to the student's program of study. A total of 180 contact hours are required for this course.

**CRIM2940** Law Enforcement Internship  
B/L 480 12  
Provides instruction in basic law enforcement techniques at the Nebraska Law Enforcement Training Center. Instruction includes, but is not limited to; courtroom performance, traffic enforcement, civil process, techniques of arrest, firearms training, and criminal investigation applications.

**DENT • DENTAL ASSISTING**

Please note: Students must be at declared clinical track status before taking any DENT courses. Program Advisors must authorize registration forms prior to registering for the first DENT course. Each course builds on previous course content and must be passed with a minimum “C” grade before continuing in the program.

**DENT1103** Oral Sciences I  
L 30 - 3  
Prerequisite: Declared DENT students only.  
Survey course dealing with the basic overview of normal structure and functioning of the cellular, skeletal, cardiovascular, circulatory, neurological, respiratory, and immunological body systems and their interrelationships as related to dental structures.

**DENT1110** Preclinical Concepts  
L 40 75 6.5  
Prerequisite: Screening course for Dental Assisting Foundations I course DENT1211. Introduction to the history of the profession of dental assisting, the legal and ethical responsibilities of the dental assistant in the practice of dental assisting, professional terminology, state and national regulations governing dentistry, education of the dental team, and the process of national certification (CDA). Basic skills in dental health care worker protocol, patient care, communication with diverse population, equipment and instrument identification, high velocity evacuation, four-handed instrument exchange, manipulation of temporary cement, and occupational exposure protocol techniques.
### COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
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<th>Credit Hours</th>
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<tr>
<td>M3 15</td>
<td>Basic Electrical-Farm</td>
<td>M</td>
<td>20</td>
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<tr>
<td>M3 16</td>
<td>Cranking Motors &amp; Ignition Systems-Farm</td>
<td>M</td>
<td>28</td>
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**DESL • DIESEL TECHNOLOGY FARM**

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>M3 110</td>
<td>Charging Systems-Farm</td>
<td>M</td>
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<tr>
<td>M3 111</td>
<td>Power Trains I-Farm</td>
<td>M</td>
<td>30</td>
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<tr>
<td>M3 112</td>
<td>Hand Tools &amp; Precision Measurement Instruments-Farm</td>
<td>M</td>
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<tr>
<td>M3 113</td>
<td>Oxyacetylene &amp; Arc Welding-Farm</td>
<td>M</td>
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<tr>
<td>M3 114</td>
<td>Theory of Fuel System Operation-Farm</td>
<td>M</td>
<td>26</td>
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<tr>
<td>M3 115</td>
<td>Theory of Fuel System Operation-Farm</td>
<td>M</td>
<td>25</td>
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</tr>
<tr>
<td>M3 116</td>
<td>Valve Trains-Farm</td>
<td>M</td>
<td>22</td>
<td>33</td>
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<td>M3 117</td>
<td>Diesel Engine Overhaul &amp; Inspection-Farm</td>
<td>M</td>
<td>34</td>
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<tr>
<td>M3 118</td>
<td>Diesel &amp; LPG Fuel Systems I-Farm</td>
<td>M</td>
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<tr>
<td>M3 119</td>
<td>Basic Cab Air Conditioning-Farm</td>
<td>M</td>
<td>26</td>
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<tr>
<td>M3 120</td>
<td>Diesel Fuel Injection Systems I-Farm</td>
<td>M</td>
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**Prerequisites:**

- DESL1120: Principles of operation, and procedures for testing and repair of AC and DC type generator charging systems.
- DESL1126: 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 assembly, inspection, adjustments and reassembly of standard transmissions and differentials.
- DESL1160: Theory and practice of oxy acetylene braze welding and cutting, including proper operation of equipment. Principles and applications of SMAW (stick) in the flat, horizontal position.
- DESL1127: Theory and practice of oxy acetylene braze welding and cutting, including proper operation of equipment. Principles and applications of SMAW (stick) in the flat, horizontal position.
- DESL1128: Valve Trains-Farm. Prerequisites: DESL1120 and DESL1160. Theory, construction, and operation of engine valve trains. Valves, valve seats, camshafts, cam followers, valve springs, rocker 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 performed and proficiency evaluated.
- DESL1129: Diesel Engine Overhaul & Inspection-Farm. Prerequisites: DESL1120 and DESL1160. Experience in the operation and service methods for the following engine components: crankshafts, connecting rods, pistons, cylinder liners, bearing and crankcase assemblies. Crankcase lubricants, lubrication, and filtration systems. Laboratory in disassembly, inspection, measurements, reassembly, and adjustments performed on agricultural diesel engines.
- DESL1131: Basic Cab Air Conditioning-Farm. Prerequisites: DESL120 through DESL1235. Study of the theory of operation and repair of air conditioning, heating, and ventilation systems used on today's farm equipment.
<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
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<th>Credit Hours</th>
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<td>DESL351</td>
<td>Mobile Hydraulics-Farm</td>
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<td>Principles and application of theory, design, construction, fluid flow, and testing of hydraulic systems including pumps, actuators, reservoirs, and accumulators, lines, fitting, filters and fluids.</td>
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<td>DESL352</td>
<td>Diesel Fuel Injection Systems Laboratory-Farm</td>
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<td></td>
<td>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.</td>
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<tr>
<td>DESL468</td>
<td>Post-Cooperative Education Seminar-Farm</td>
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<td>Prerequisites: DESL120 through DESL1362. DESL1468. Evaluation of the on-the-job training to share experiences, ideas, and prepare for full-time employment upon graduation.</td>
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<tr>
<td>DESL469</td>
<td>Cooperative Education-Farm</td>
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<td>Prerequisites: DESL120 through DESL1362. On-the-job experience in a diesel repair shop or dealership. Application of skills and knowledge acquired in previous quarters. Meeting with supervising instructor three times throughout the quarter.</td>
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<tr>
<td>DESL2536</td>
<td>Farm Equipment Diesel Engine Tune-Up &amp; Diagnosis-Farm</td>
<td>M</td>
<td>11</td>
<td>35</td>
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<tr>
<td></td>
<td>Prerequisites: DESL1120 through DESL1362. Advanced study of diesel engines. Troubleshooting, cylinder head repair, and dynamometer testing of farm equipment diesel engines. Student projects accepted for repair, testing, and adjustment of farm equipment diesel engines.</td>
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<tr>
<td>DESL2534</td>
<td>Farm Equipment Electricity-Farm</td>
<td>M</td>
<td>56</td>
<td>93</td>
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<tr>
<td></td>
<td>Prerequisites: DESL120 through DESL1362. Advanced study in electrical and electronics. Theory, design, construction, troubleshooting, repair, and testing of farm equipment. Cranking motors, solenoid switches, alternator, regulators and related accessories. Diodes, transistors and microprocessors are included. Lab experiences on components.</td>
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<tr>
<td>DESL2566</td>
<td>Farm Equipment Power Trains-Farm</td>
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<td>54</td>
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<tr>
<td></td>
<td>Prerequisites: DESL120 through DESL1362. Advanced study of power trains. Theory, design, construction, troubleshooting, repair, and testing of farm equipment power trains, particularly transmissions classified as ‘on-the-road’ shift types. Farm equipment clutch systems included. Lab projects are accepted.</td>
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<tr>
<td>DESL2567</td>
<td>Advanced Air Conditioning-Farm</td>
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<td></td>
<td>Prerequisites: DESL120 through DESL1362. Review of Cab Air Conditioning fundamentals and service procedures. Diagnosing, system evaluation, repairing, and recharging exercises in the lab.</td>
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<tr>
<td>DESL2602</td>
<td>Planting Equipment-Farm</td>
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<td>50</td>
<td>77</td>
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<tr>
<td></td>
<td>Prerequisites: DESL120 through DESL1362. Theory, design, principles of operation, set up and adjustment, troubleshooting and repair of planting equipment. Row crop planters and grain drills. Electronic monitoring systems. Set up, operation, calibration, and troubleshooting of spraying equipment.</td>
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<tr>
<td>DESL2603</td>
<td>Harvesting Equipment-Farm</td>
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<td>Prerequisites: DESL120 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.</td>
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<tr>
<td>DESL2604</td>
<td>Tillage &amp; Spraying Equipment-Farm</td>
<td>M</td>
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<tr>
<td></td>
<td>Prerequisites: DESL120 through DESL1362. Theory, design, principles of operation, set up and adjustment, troubleshooting, and repair of tillage equipment. Spraying equipment theory, design, principles of operation, adjustment, troubleshooting and repair is included.</td>
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**DESL • DIESEL TECHNOLOGY TRUCK**

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>DESL2101</td>
<td>Electrical Systems I-Truck</td>
<td>M</td>
<td>23</td>
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<td>Basic electrical and electronic principles and applications of magnetism, electromagnetism, and the practice of electrical measurements with analog and digital meters.</td>
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<tr>
<td>DESL2111</td>
<td>Batteries &amp; Cranking Motors-Truck</td>
<td>M</td>
<td>24</td>
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<tr>
<td></td>
<td>Purpose: theory, construction, operation, and testing of lead acid batteries. Theory of cranking motor operation and its application to modern cranking systems. Lab activities include component and circuit testing with analogue and digital meters. Review of conventional ignition systems.</td>
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<tr>
<td>DESL2121</td>
<td>Electronic Ignition &amp; Charging Systems-Truck</td>
<td>M</td>
<td>22</td>
<td>34</td>
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<tr>
<td></td>
<td>Prerequisite: DESL2101. Theory, operation, and testing of electronic ignition systems. Theory of AC type charging systems and their application to modern vehicles. Lab work in charging system diagnosis, proper disassembly procedures, alternator component testing, reassembly, and complete system testing with results compared to specifications.</td>
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<tr>
<td>DESL2131</td>
<td>Power Trains I-Truck</td>
<td>M</td>
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<td>26</td>
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<tr>
<td></td>
<td>Theory of power transmission from engine to rear wheels. Engine measurements and performance, levers, gears, chains, clutches, transmissions, planetary gears, drive lines, differentials, rear axles, and disassembly, inspection, adjustments and reassembly of standard transmissions and differentials.</td>
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<tr>
<td>DESL2141</td>
<td>Diesel Welding-Truck</td>
<td>M</td>
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<tr>
<td></td>
<td>Instruction in gas metal arc welding (MIG), oxy acetylene braze welding and cutting, equipment set up, safety and operation is stressed.</td>
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<tr>
<td>DESL2161</td>
<td>Hand &amp; Precision Measuring Tools-Truck</td>
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<tr>
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<td>Proper use and care of power and hand tools. Micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tube flaring, fittings, and fasteners. Students project utilizing hand tools and measuring instruments.</td>
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<tr>
<td>DESL2251</td>
<td>Theory of Engine Operation-Truck</td>
<td>M</td>
<td>25</td>
<td>15</td>
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<tr>
<td></td>
<td>Prerequisites: DESL2011, DESL1211, DESL2221, and DESL2261. Basic physical operation and construction of two and four stroke cycle, single, and multiple cylinder engines. Ignition timing of four stroke cycle engines to factory specifications balance, compression, and cylinder leakage tests; type of internal combustion engine cooling systems, components and coolants.</td>
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<tr>
<td>DESL2271</td>
<td>Theory of Fuel System Operation-Truck</td>
<td>M</td>
<td>30</td>
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<tr>
<td></td>
<td>Prerequisites: DESL2011, DESL1211, DESL2221, and DESL2261. Study of fuel fundamentals, testing, octane and cetane numbers, additives, and how fuels react during compression and combustion in gasoline and diesel applications. The use of alternate fuels in gasoline and diesel engines including a discussion of the pros and cons. Theory, construction, and operation of fuel tanks, fuel gauges, fuel lift pumps, air and fuel filtering systems, fuel lines and intake/exhaust manifold systems. Includes theory, construction, and operation of heat exchangers. Theory, construction, operation, servicing, and troubleshooting of turbochargers is covered.</td>
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<tr>
<td>DESL2281</td>
<td>Valve Trains-Truck</td>
<td>M</td>
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<td>Prerequisites: DESL2011, DESL1211, DESL2221, DESL261 and DESL2251. Basic theory, construction and operation of engine valve trains. Valves, valve seats, camshafts, cam followers, valve springs, rocker 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 performed and proficiency evaluated.</td>
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<tr>
<td>DESL2301</td>
<td>Engine Overhaul &amp; Inspection-Truck</td>
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<td>25</td>
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<tr>
<td></td>
<td>Prerequisites: DESL2011, DESL1211, DESL2221, DESL261 and DESL2251. Design, construction, operation, and servicing of the following engine components; crankshaft, pistons, piston rings, connecting rods, and bearings. It also covers lubricants, lubrication systems, and filtration systems. Activities include disassembly, inspection, measurements, reassembly, and maintenance. Performance exhibited by assembly and adjustments of engine.</td>
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<tr>
<td>DESL2321</td>
<td>Diesel &amp; Gas Fuel Injection-Truck</td>
<td>M</td>
<td>35</td>
<td>20</td>
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<tr>
<td></td>
<td>Prerequisite: DESL2271. Theory of operation and construction of diesel/gasoline fuel injection system nozzles and injectors. Electronic injectors are covered. Lab work consists of testing and service procedures for nozzles/injectors. Theory of operation and service procedures for emission control devices used on diesel and gasoline applications included.</td>
<td></td>
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</table>
Principles, design, and construction of Allison automatic truck transmissions. Instruments, gauges, and electrical accessories are also covered. Engine/vehicle electronic sensors and computers included.

DESL3451 Conventional Transmissions & Clutches-Truck
Prerequisites: All first and second quarter classes.
Lecture, demonstration and laboratory course encompassing the principles, design, construction, operation, repair and adjustment of the transmission. Included are topics such as gearset theory, torque capacity, lubrication, cooling, and troubleshooting.

DESL3471 Truck Final Drives-Truck
Prerequisites: All first and second quarter classes.
Lecture, demonstration and laboratory course focused on the design, construction, and operation of truck final drives, including the principles of differential action and gear selection.

DESL3481 Preventive Maintenance & Inspection-Truck
Prerequisites: All first and second quarter classes.
Lecture, demonstration, and laboratory course designed to give students an understanding of preventive maintenance and inspection procedures for truck and trailer systems.

DESL3491 Air Brakes- Truck
Prerequisites: All first and second quarter classes.
Principles, components, operation, service, repair, adjustment and troubleshooting of the air brake system used on today's trucks, including safety, brake balance and anti-lock brakes.

DESL351 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, including safety, brake balance and anti-lock brakes.

DESL361 Hydraulic Brakes-Truck
Prerequisite: All first, second and third quarter classes.
Principles, components, operation, service, repair, adjustment and troubleshooting of the hydraulic brake system used on today's trucks, including safety, brake balance and anti-lock brakes.

DESL381 Basic Hydraulics-Truck
Principles and application of theory design, construction, and testing of hydraulic systems including pumps, actuators, reservoirs, accumulators, lines, fittings, filters and fluids.

DESL451 Heating and Air Conditioning I-Truck
Principles and application of theory design, construction, operation, service, repair, adjustment and troubleshooting of the air conditioning and heating systems used on today's trucks, including safety, brake balance and anti-lock brakes.

DESL542 Electrical Systems III-Truck
Prerequisites: DESL1201 through DESL4541.
Lecture, demonstration and laboratory course designed to give students an understanding of the principles, design, construction, and troubleshooting of the truck electrical system, including brake system.

DESL6482 Electronic Diesel Engine Diagnostics & Tune-Up-Truck
Prerequisites: DESL1201 through DESL4541.
Lecture, demonstration and laboratory course designed to give students an understanding of the principles, design, construction, and troubleshooting of the electronic diesel engine, including tune-up and troubleshooting of the electronic engine, setting customer specific parameters, progressive shifting to include the operation and adjustment of the engine brake system.

DRAFT • COMPUTER AIDED DESIGN DRAFTING

DRAF1120 Basic Computer Aided Drafting
Prerequisite: 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 (DRAF1120) before taking 3-D Solid Modeling (DRAF1220). Introductory two-dimensional drafting as used in Architectural, Electrical/Electronic, Mechanical, Structural, Piping. Menus, display, coordinates, draw, edit, save, plot, file management, drawing set-up, lettering, line types.

DRAF1125 Architectural Concepts
Prerequisite: DRAF1110 and DRAF1120
A study of commonly used materials and accepted methods of commercial construction. An introduction to construction drawings and documents.

DRAF1220 3-D Solid Modeling
Prerequisite: DRAF1110 and DRAF1120
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, Product Design.

DRAF1224 Basic Land Desktop
Prerequisite: DRAF1220.
Land Desktop enables students to create maps, model terrain, label points, perform alignments, define parcels quickly and easily, perform topographic analysis, use realworld coordinate systems, calculate volume totals and roadway geometry more rapidly and accurately.

DRAF1310 3-D Visualization
Prerequisite: DRAF1330 and DRAF1220.
Using computer aided design for the creation of illustrations for display and/or print incorporating color, texture, and spatial organization of ideas.

DRAF1330 Solid Works
Prerequisite: DRAF1110 and DRAF1220.
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
Prerequisite: DRAF1110 and MATH1080 or higher.
Theories of forces acting on bodies. Moments of forces, formulas for stresses in materials and structural members.

DRAF1400 Virtual Building Design with Revit Architecture
Prerequisites: DRAF1220, DRAF2100.
Using Revit Building software to create Building Information Models and using tools for parametric building design and documentation.

DRAF1500 Advanced Virtual Building Design w/Revit
Prerequisites: DRAF1400
Using Revit Building software to create Building Information Models and using tools for parametric building design and documentation at an advanced level.

DRAF2100 Commercial Construction Materials
Prerequisite: DRAF1110, DRAF1215 and ENGL1000 or 1010.
A comprehensive study of common building materials used in many areas and stages of commercial construction.
### COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
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<td>DRAF2210</td>
<td>Architectural Design</td>
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<tr>
<td>DRAF2120</td>
<td>Commercial Building Process</td>
<td>L 30</td>
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<tr>
<td>DRAF2130</td>
<td>Industrial Plastics</td>
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<td>DRAF2140</td>
<td>Building Utility Design</td>
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<td>Structural Steel Design with SDS/2</td>
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<td>Structural Design with Revit Structure</td>
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<td>Construction for Americans with Disabilities</td>
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<td>DRAF2200</td>
<td>Geometric Dimensioning &amp; Tolerancing</td>
<td>L 30</td>
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<td>Engineering Processes</td>
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<td>DRAF2215</td>
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<td>DRAF2220</td>
<td>Flat Pattern Layout</td>
<td>L 15</td>
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<tr>
<td>DRAF2230</td>
<td>Design Concepts</td>
<td>L 30</td>
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<tr>
<td>DRAF2240</td>
<td>Consumer Products-Design</td>
<td>L 15</td>
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### ECED • EARLY CHILDHOOD EDUCATION

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<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
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<tbody>
<tr>
<td>ECED1050</td>
<td>Expressive Arts</td>
<td>L 45</td>
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<tr>
<td>ECED1060</td>
<td>Observation, Assessment and Guidance</td>
<td>L 45</td>
<td>-</td>
<td>4.5</td>
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<tr>
<td>ECED1110</td>
<td>Infant and Toddler Development</td>
<td>L 45</td>
<td>-</td>
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<tr>
<td>ECED1112</td>
<td>Advanced Infant and Toddler Concepts</td>
<td>L 30</td>
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<tr>
<td>ECED1120</td>
<td>Preschool Child Development</td>
<td>L 30</td>
<td>-</td>
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<tr>
<td>ECED1150</td>
<td>Introduction to Early Childhood Education</td>
<td>45</td>
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<tr>
<td>ECED1160</td>
<td>Early Language and Literacy</td>
<td>L 45</td>
<td>-</td>
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<td>Course# (online)</td>
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<tr>
<td>ECED1220</td>
<td>Pre-Practicum</td>
<td>L 15 - 1.5</td>
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<td></td>
<td>This course is a pre or co-requisite for first ECED practicum.</td>
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<td></td>
<td>This course is designed to provide an orientation to practicum experiences in the early childhood education program. Students will understand practicum expectations and responsibilities, methods of evaluation, and the importance of professionalism in the work place. Students will review the process for setting up a practicum, forms used during the practicum, understand child care licensing requirements for their state, obtain a current health report and will be assessed a $45 fee for a required criminal background check. A grade of &quot;C&quot; or better is required to pass.</td>
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<tr>
<td>ECED1221</td>
<td>Infant / Toddler Practicum</td>
<td>L - 90 3</td>
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<td></td>
<td>Prerecorded: ECED1110. Co-enrolled in ECED1220 if this is the first practicum.</td>
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<td></td>
<td>This course is designed to provide an understanding of the developmental stages of children six weeks through age two by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interaction while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for infants and toddlers are also presented. Students are required to complete a minimum of 90 clock hours of practical work experience. Attendance at discussion/orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student. A passing grade of &quot;C&quot; or better is required for ECED majors.</td>
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<tr>
<td>ECED1224</td>
<td>Preschool Math, Science and Social Studies Curriculum</td>
<td>L 30 3</td>
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<tr>
<td></td>
<td>Pre/Co-requisite: ECED1120, 1230, 1060. Co-enrolled in ECED1220 if this is the first practicum.</td>
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<td></td>
<td>This course focuses on typical/typical development of the child ages 5-12 years in the domains of physical growth and motor skills, cognition and language, and social/emotional development. Grade of &quot;C&quot; or better required for ECED2065.</td>
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<tr>
<td>ECED1230</td>
<td>School Age Child Development</td>
<td>L 30 3</td>
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<td></td>
<td>This course focuses on typical/typical development of the child ages 5-12 years in the domains of physical growth and motor skills, cognition and language, and social/emotional development. Grade of &quot;C&quot; or better required for ECED2065.</td>
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<tr>
<td>ECED1240</td>
<td>Preschool/School Age Practicum</td>
<td>L - 90 3</td>
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<td></td>
<td>Pre/Co-requisites: ECED1120, 1230, 1060. Co-enrolled in ECED1220 if this is the first practicum.</td>
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<td></td>
<td>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 discussion/orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student. Grade of &quot;C&quot; or better required for all ECED majors.</td>
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<tr>
<td>ECED1260</td>
<td>Early Childhood Health, Safety and Nutrition</td>
<td>L 45 4.5</td>
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<td></td>
<td>Defines interrelationship of safety, nutritional planning &amp; health and how environmental factors affect young lives. Grade of &quot;C&quot; or better required for ECED2065.</td>
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<tr>
<td>ECED1270</td>
<td>Integrated Curriculum; Ages 3-8 years</td>
<td>L 30 90 6</td>
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<td>Prerequisite: ECED1110, ECED1120, ECED1230, ECED1060, ECED1260.</td>
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<td></td>
<td>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 &quot;C&quot; or better required for ECED majors.</td>
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<tr>
<td>ECED1340</td>
<td>How Children Learn</td>
<td>L 30 3</td>
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<td></td>
<td>Theory, methods, and planning techniques for teaching the young child in relation to thinking patterns and learning styles.</td>
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<tr>
<td>ECED1401</td>
<td>Displays in the Early Childhood Classroom</td>
<td>L 5 .5</td>
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<tr>
<td></td>
<td>Selection, construction and use of materials, activities and experiences that encourage creative display and bulletin board design. Curriculum designed for three to eight-year-olds.</td>
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<tr>
<td>ECED1402</td>
<td>Effective Technology in the Early Childhood Classroom</td>
<td>L 5 .5</td>
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<td></td>
<td>Introducing students to skills and techniques of incorporating computers and other forms of technology into the classroom.</td>
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<tr>
<td>ECED1403</td>
<td>Developing a Professional Portfolio for the Early Childhood Educator</td>
<td>L 5 .5</td>
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<td></td>
<td>Focuses on assisting the early childhood educator begin the process of developing and assembling a personal/professional portfolio to be used throughout their professional career.</td>
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**COURSE DESCRIPTIONS**

<table>
<thead>
<tr>
<th>Course# (online)</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
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<tr>
<td>ECED1404</td>
<td>Understanding Diversity in the Early Childhood Classroom</td>
<td>L - 45 .5</td>
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<tr>
<td></td>
<td>Focuses on developing a culture and ethnic awareness for early childhood educators as they respond sensitively to diversity in the classroom.</td>
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<tr>
<td>ECED1405</td>
<td>Portfolio Assessment in the Early Childhood Classroom</td>
<td>L - 45 .5</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>ECED1406</td>
<td>Effective Transitions in the Early Childhood Classroom</td>
<td>L - 45 .5</td>
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<td></td>
<td>Fun and effective ways to make transitions work in an early childhood setting.</td>
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<tr>
<td>ECED1407</td>
<td>Creative Group Times in the Early Childhood Classroom</td>
<td>L - 45 .5</td>
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<tr>
<td></td>
<td>This course focuses on the awareness of using creative techniques during group times in early childhood settings.</td>
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<tr>
<td>ECED1408</td>
<td>Effective Home Visits for the Early Childhood Educator</td>
<td>L - 45 .5</td>
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<td></td>
<td>Focuses on how to establish a stronger relationship with parents by planning and conducting positive, successful home visits.</td>
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<tr>
<td>ECED1409</td>
<td>PPST Preparation</td>
<td>L 10 1</td>
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<td>This course is designed to help you prepare for the Pre-Professional Skills Test. It will include an overview of the Praxis format, various test taking strategies, test myths and facts, and a pre/post test analysis.</td>
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<tr>
<td>ECED1475</td>
<td>Professional In-home Care</td>
<td>L 45 4.5</td>
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<td>Skills and requirements specifically for the person working in a home setting as a professional nanny or a family child care provider. Discussion of business plans, development of a parent handbook, selection of employment agencies, contract negotiations and interviewing of prospective clients and employers. Activity planning and scheduling for children of diverse ages and abilities. A grade of &quot;B&quot; or better is required for the In-Home Child Care Professional Focus.</td>
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<tr>
<td>ECED1520</td>
<td>Preschool Practicum</td>
<td>L - 45 1.5</td>
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<td>Pre/Co-requisites: ECED1120, 1060. Co-enrolled in ECED1220 if this is the first practicum.</td>
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<td>This course is designed to provide an understanding of the developmental stages of children from three to five 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 3-5 years of age 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 &quot;C&quot; or better required for all ECED majors.</td>
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<tr>
<td>ECED1521</td>
<td>Infant Practicum</td>
<td>L - 45 1.5</td>
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<td>Pre/Co-requisites: ECED1110. Co-enrolled in ECED1220 if this is the first practicum.</td>
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<td>This course is designed to provide an understanding of the developmental stages of children from six weeks through eighteen 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 3-5 years of age 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 &quot;C&quot; or better required for all ECED majors.</td>
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<tr>
<td>ECED1522</td>
<td>Toddler Practicum</td>
<td>L - 45 1.5</td>
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<td>Pre/Co-requisites: ECED1110. Co-enrolled in ECED1220 if this is the first practicum.</td>
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<td>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 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 &quot;C&quot; or better required for all ECED majors.</td>
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SOUTHEAST Community College - Nebraska

COURSE DESCRIPTIONS

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<tr>
<td>ECED1545</td>
<td>School Age Practicum</td>
<td>L 45 1.5</td>
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<td></td>
<td>Pre/co-requisites: ECED 1230, 1060. Co-enrolled in ECED 1220 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.</td>
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| ECED1560        | Comprehensive Family Child Care Practicum  | L 45 1.5 |             |           |              |
|                 | Open only to declared ECED students. Prerequisites: Program permission required and an over all GPA of 2.5 or above. Current First Aid/CPR certification. ECED1110, 1120, 1230, 1060, 1260, 1270. Pre- or Co-require: 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. |

| ECED1570        | Comprehensive Professional Nanny Practicum | L 45 1.5 |             |           |              |
|                 | Open only to declared ECED students. Prerequisites: Program permission required and an over all GPA of 2.5 or above. Current First Aid/CPR certification. ECED1110, 1120, 1230, 1060, 1260, 1270. Pre- or Co-require: 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. |

| ECED1575        | In-Home Child Care Professional Practicum | L 10 150 6 |             |           |              |
|                 | Pre-requisite: 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. 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 provider / 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 1 or II. 10 seminar / lecture hours will be arranged with the instructor/supervisor. |

| ECED1675        | In-Home Child Care Professional Coop       | L 10 200 6 |             |           |              |
|                 | Pre-requisite: Program Permission required to register. Must have taken or be taking ECED1475. Open only to declared students graduating with the In-home Child Care Professional diploma. Pre-requisites: ECED1221, 1240, 1050, 1160, 1224, and 1260 with a grade of “B” or better. Must have completed two of the Gen.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/or meet licensing standards. 10 seminar/lecture hours will be arranged with the instructor/supervisor. |

| ECED2050        | Children with Exceptionalities             | L 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 interventionist, interdisciplinary teams, and inclusion of children with special needs in natural environments. 9-15 additional clock hours observing children in an inclusive setting are required. |

| 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. |

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<tr>
<td>ECED2060</td>
<td>Early Childhood Education Curriculum Planning</td>
<td>L 45 - 4.5</td>
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<td>Students will be withdrawn from this class if they have not completed ECED1120, 1230, 1240 and three of the following methods classes: ECED 1050, 1160, 1224, 1260. The fourth methods class must be taken prior to or as a co-requisite with this class. This course prepares students to plan a developmentally appropriate curriculum and environments for children ages 3-8 years of age. Topics include environment design, writing goals and objectives, lesson plans, daily schedules, working with parents, and inclusionary practices. Grade of “C” or better required for ECED2065.</td>
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| ECED2065        | Child Care Head Teacher Practicum          | L 30 150 8 |             |           |              |
|                 | Open only to declared ECED students. Prerequisites: Program Permission. Overall GPA of 2.5 or above. Current first aid/CPR certification. ECED1050, 1060, 1110, 1160, 1220, 1221, 1224, 1230, 1240, 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 cooperating childcare 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. |

| ECED2067        | Child Care Head Teacher Coop               | L 30 200 8 |             |           |              |
|                 | Pre-requisite: Program permission required to register. Open only to declared students graduating with the Child Care Professional Diploma. Prerequisites: Overall GPA of 2.5 or above. Current first aid/CPR certification. ECED1110, 1120, 1230, 1160, 1224, 1050, 2060, 1221 and 1240 with a grade of C or above. A grade of B or better to meet graduation requirements. Practical work experience as a teacher in a licensed site. Site must meet certain guidelines set by the program. Presentation and discussion of child development topics and work related experiences. 30 seminar / lecture hours will be arranged with the instructor / supervisor. |

| ECED2070        | Family and Community Relationships         | L 45 - 4.5 |             |           |              |
|                 | This course focuses on the development of skills, techniques, and attitudes needed to form successful collaboration with diverse family systems and communities. Ten hours of volunteer service learning required. |

| ECED2450        | Administration of Early Childhood Programs | L 45 - 4.5 |             |           |              |
|                 | Prerequisites: ECED1221, 1240, 2050, 1260, 2060 and ENGL1010 or ENGL1015. It is strongly recommended that students have completed ECED2065 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 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 20 150 7 |             |           |              |
|                 | Prerequisite: Program permission required to register. ECED2065 with grade of B or better. Must be taken 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. |
EDUC2607 Individualized Practicum
Pre-requisite: Program permission
Practicum experiences designed to meet individual and program needs. A grade of B or better is required.

EDUC2675 Advanced Coop
Pre-requisite: Program permission required to register. Pre-requisites: EDUC2501 with a "B" or better, EDUC2150 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. EDUC1112 Advanced Infant and Toddler required for Coop completion in an infant or toddler setting. 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.

EDUC2800 Early Childhood Education Graduation Seminar
Pre-requisite: Program Permission. Open only to students graduating at the end of the current quarter. Designed for graduating Early Childhood Education students to complete and present their final project and professional portfolio in preparation for the workplace. Students will develop their personal philosophy of education and research current issues in education. A grade of B or better is required.

EDUC2999 Individual Special Project
Prerequisite: Program Permission. Selected educational experiences that provide intensive study and research on a topic beyond those included in the regular curriculum. Completed under the direction of a faculty member. Credit hours will vary, with 30 hours of lab per credit hour.

ECON • ECONOMICS

ECON1200 Personal Finance
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 investment, credit, major purchases (home/auto), risk management (home, life, health, auto), tax strategies, retirement and estate planning.

ECON2110 Macroeconomics
It is recommended that students have a strong college level math and accounting background before taking this class. A study of the "big ideas" of macroeconomics such as GDP, inflation, unemployment, labor productivity, and rational economic decision making using the marginal principle and diminishing returns. A look at public policy decisions using Keynesian fiscal and monetary policies, globalization and the economic challenges facing our economy.

ECON2120 Microeconomics
It is strongly recommended to complete Macroeconomics ECON2110, and have a strong college level math and accounting background before taking this class. A study of basic economic principles such as elasticity of demand, consumer choice, profit maximization, types of competition and asymmetric markets. A microeconomic focus on the behaviors on individual households and firms.

EDUC • EDUCATION

EDUC1080 Professional Practicum Experience I
Prerequisite/Concurrent enrollment: EDUC1310. Guided participation and observation in the schools. Trends in teaching, certification, the professional role of the teacher and other issues in teacher education. Includes on-campus class 1.5 hours each week and 3 hours per week in a school classroom. Graded pass/no pass.

EDUC1310 Introduction to Education
Overview of the field of education. Encourages critical thought regarding the role of education in society, the role of the teacher and educational practices in schools.

EDUC2160 Children's Literature
(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.

EIGT • GRAPHIC DESIGN

EIGT1120 Drawing/Illustration I
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.

EIGT1122 Introduction to Graphic Design
Prerequisite: Program Permission. This course is concerned with the basic principles of graphic design. Emphasis is placed on basic design processes and communication principles. 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.
## Course Descriptions

### EIGT1126 Typography I
- **Prerequisite:** Program Permission.
- This course provides a comprehensive introduction to effective type usage. The course builds upon the extensive language and practice of typographic and its application. Typographic principles are combined with a general history, both aesthetic and technical. The impact of legibility and readability will be investigated in relation to a student’s choice of selecting and applying type and related design elements.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 10
- **Credit Hours:** 4.5

### EIGT1136 Computer Graphics I
- **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 Adobe InDesign 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.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 60
- **Credit Hours:** 6

### EIGT1230 Typography II
- **Prerequisite:** EIGT1126.
- This course examines typographic 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.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 10
- **Credit Hours:** 4.5

### EIGT1234 Computer Graphics II
- **Prerequisite:** EIGT1136.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 60
- **Credit Hours:** 6

### EIGT1238 Drawing/Illustration II
- **Prerequisite:** EIGT1120.
- 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.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 60
- **Credit Hours:** 6

### EIGT1240 Publication Design
- **Prerequisite:** EIGT1126.
- The aesthetics of type and image remains the most widespread media for graphic designers. 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.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 15
- **Credit Hours:** 4.5

### EIGT1348 Computer Graphics III
- **Prerequisite:** EIGT1234.
- Computer Graphics III introduces QuarkXPress, along with continuing study into Photoshop, InDesign, and Illustrator. Layering, masking, and collage techniques are explored. Projects progressively build skills and teach how to integrate software for a professional-quality finished product.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 60
- **Credit Hours:** 6

### EIGT1354 Color Theory
- **Prerequisite:** EIGT1234.
- This course is a study of color beginning with the color theories of Munsell, Abbers, and others. Exercises to develop a sensitivity to color phenomena and color characteristics are studied. 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.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 60
- **Credit Hours:** 6

### EIGT1356 Photography & Digital Imaging
- **Prerequisite:** EIGT1234.
- This course is an introduction to photography as a creative medium. An exploration of the technical issues related to camera operation, control of light, lenses, film/recording and digital scanning will be emphasized. In addition to learning technical skills, the focus of the course will be devoted to the wide variety of creative image making strategies employed by photographers over the past 180 years using digital methods. A portion of this course will include the use of Photoshop as an image manipulation tool.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 60
- **Credit Hours:** 6

### EIGT1460 Environmental & Package Design
- **Prerequisite:** EIGT1240.
- This course is an introduction to photography as a creative medium. An exploration of the technical issues related to camera operation, control of light, lenses, film/recording and digital scanning will be emphasized. In addition to learning technical skills, the focus of the course will be devoted to the wide variety of creative image making strategies employed by photographers over the past 180 years using digital methods. A portion of this course will include the use of Photoshop as an image manipulation tool.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 60
- **Credit Hours:** 6

### EIGT1485 Web Design I
- **Prerequisite:** EIGT1348.
- 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.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 60
- **Credit Hours:** 6

### EIGT2567 Web Design II
- **Prerequisite:** EIGT1485.
- Web Design II introduces the development of actual web sites. Fundamental skills include project planning and management, content organization, visual design approach and navigation. Emphasis is placed on using functional methods that meet clear and concise application and technical requirements.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 60
- **Credit Hours:** 6

### EIGT2575 Graphic Design Portfolio I
- **Prerequisite:** Program Permission.
- In this course students will begin to explore on an individualized basis the development of a personal portfolio with an emphasis on demonstration of typographic, layout and image making skills. Portfolio development will focus on self promotion and development of a full ad campaign. This portfolio will use all the skills and knowledge acquired in the previous four quarters.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 105
- **Credit Hours:** 7.5

### EIGT2585 Print Reproduction Processes
- **Prerequisite:** EIGT1348.
- In this course students learn the fundamental processes and standard technical requirements used in the graphic arts industry. Beginning with prepress requirements, digital requirements, film output, platemaking, presses, paper, bindery and finishing and ancillary production issues, students will learn how the graphic arts industry functions and how to establish a professional working relationship with the industry. In addition to lectures and research, students will take field trips to multiple industry work sites to observe the variety of processes that exist within the graphic arts industry.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 60
- **Credit Hours:** 6

### EIGT2662 Web Design III
- **Prerequisite:** EIGT2567.
- Students will focus attention on producing a visually compelling and skillfully created portfolio website for presenting themselves, and their work, to prospective employers. Each site must be fully functional and posted. The successful creation of a personal graphic design web site is a requirement for graduation.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 60
- **Credit Hours:** 6

### EIGT2664 Graphic Design Portfolio II
- **Prerequisite:** EIGT2575.
- In this course students will on an individualized basis complete the development of a personal portfolio with an emphasis on demonstration of typographic, layout and image making skills. Portfolio development will focus on self promotion and development of a second full ad campaign. Along with completion of a portfolio, a personal sales/marketing presentation kit and resume will be required.
- **Location:** M
- **Class Hours:** 40
- **Lab Hours:** 120
- **Credit Hours:** 8

### EIGT2800 Graphic Design Internship
- **Prerequisite:** Program Permission.
- Practical graphic design work experience for the development of marketable employment skills. The course is under the guidance of the graphic design faculty.
- **Location:** M
- **Class Hours:** 80
- **Lab Hours:** 2
- **Credit Hours:** 2

### EIGT2999 Directed Independent Study in Graphic Design
- **Prerequisite:** Instructor permission.
- Must have permission of instructor and division dean.
### ELEC • ELECTRICAL & ELECTROMECHANICAL TECHNOLOGY AND ELECTRONIC SYSTEMS TECHNOLOGY

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</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>
<td>8</td>
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<tr>
<td></td>
<td>Prerequisite: MATH0950.</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>
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<td></td>
<td>Prerequisite: MATH0950.</td>
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<tr>
<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>
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<tr>
<td></td>
<td>Prerequisites: ELEC1131 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 nonresonant 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>
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<tr>
<td></td>
<td>Prerequisite(s): ELEC1129 and MATH1050.</td>
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<tr>
<td></td>
<td>AC circuits containing resistors, inductors, and capacitors in series and parallel combinations, including resonant and nonresonant 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>
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<td></td>
<td>Prerequisite: ELEC1127.</td>
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<td></td>
<td>Truth tables, Boolean algebra and number systems to explain the operation of AND, OR, and INVERTER functions. 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 TRIACS which make up complete electronic circuits. Device analysis, basic circuit design, and common troubleshooting practice for these devices.</td>
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<tr>
<td>ELEC1336</td>
<td>CAD &amp; Electrical Estimating</td>
<td>M</td>
<td>20</td>
<td>30</td>
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<td>Corequisite: ELEC1365.</td>
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<td></td>
<td>Introduction to computer based drafting systems for electrical applications followed by the design of electrical distribution system and computerized cost estimating.</td>
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<tr>
<td>ELEC1337</td>
<td>Sketching &amp; CAD</td>
<td>M</td>
<td>20</td>
<td>30</td>
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<td>Electromechanical students will learn the fundamentals of freehand sketching and computer based drafting for maintenance purposes.</td>
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<tr>
<td>ELEC1344</td>
<td>Motor Controls</td>
<td>M</td>
<td>20</td>
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<td>Prerequisite: ELEC1217.</td>
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<td></td>
<td>Practices in the operation, application, wiring, and troubleshooting of AC electrical control systems.</td>
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<tr>
<td>ELEC1356</td>
<td>Fluid Power</td>
<td>M</td>
<td>60</td>
<td>40</td>
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<td>Prerequisite: MATH1050.</td>
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<tr>
<td></td>
<td>Study of fluid power (hydraulic and pneumatic) systems. Circuitry and various components, their design, operation, application, and maintenance.</td>
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<tr>
<td>ELEC1362</td>
<td>Electronic Drafting</td>
<td>L/M</td>
<td>5</td>
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<td></td>
<td>Introduction to computer based drafting, circuit simulation, and PCB layout software for electronics applications. The software will include Capture, 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>Prerequisite: ELEC1217.</td>
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<td></td>
<td>Practical experience in the construction of residential wiring systems. Design, layout and estimating of a residential electrical system based on the National Electrical Code (NEC).</td>
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<tr>
<td>ELEC1376</td>
<td>Welding</td>
<td>M</td>
<td>20</td>
<td>30</td>
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<tr>
<td></td>
<td>Fundamentals of oxyacetylene equipment, OA cutting, brazing, and silver soldering. Arc welding theory and lab practice with emphasis on maintenance welding. Safe operation of equipment and application emphasized.</td>
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### COURSE DESCRIPTIONS

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<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>ELEC1422</td>
<td>Analog Circuits</td>
<td>L/M</td>
<td>60</td>
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<td>8</td>
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<tr>
<td></td>
<td>Theory and lab experience in design, testing, troubleshooting, and repair of multistage, small signal and power amplifiers using discrete and integrated circuitry for linear amplifier and oscillator applications. Principles of audio, IF and RF amplifiers are addressed.</td>
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<tr>
<td>ELEC1432</td>
<td>Power Supply Systems</td>
<td>L/M</td>
<td>25</td>
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<td>Prerequisite: ELEC1317.</td>
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<td></td>
<td>Operational theory of voltage regulating supplies and related system components. Troubleshooting techniques and test specifications will be covered and reinforced through lab applications.</td>
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<tr>
<td>ELEC1436</td>
<td>Power Transmission &amp; Lubricants</td>
<td>M</td>
<td>50</td>
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<tr>
<td></td>
<td>Prerequisites: MACH1121 and MFGT1456.</td>
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<td></td>
<td>Fundamentals of power transmission equipment including belt drives, chain drives, couplings, bearings, lubrication, and open and enclosed gearing.</td>
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<tr>
<td>ELEC1446</td>
<td>Industrial Machines &amp; Mechanical Systems</td>
<td>M</td>
<td>60</td>
<td>40</td>
<td>7</td>
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<tr>
<td></td>
<td>Prerequisites: ELEC1356, ELEC1376, ELEC1337, MACH1121, and MFGT1456.</td>
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<td>Troubleshooting and repair of mechanical equipment. Bending, installing conduits, and repair of clutches and brakes.</td>
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<tr>
<td>ELEC1474</td>
<td>Predictive Maintenance Principles</td>
<td>M</td>
<td>40</td>
<td>10</td>
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<td>Prerequisite: ELEC1217.</td>
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<td></td>
<td>Orientation, planning, and practical application of setting up a predictive maintenance program for inspection, testing, cleaning, fabricating, and adjusting of equipment.</td>
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<tr>
<td>ELEC1482</td>
<td>Advanced Digital Circuits</td>
<td>L/M</td>
<td>40</td>
<td>40</td>
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<td>Prerequisite: ELEC1227.</td>
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<td></td>
<td>Digital registers, counters, multiplexers, demultiplexers, encoders, decoders, arithmetic logic circuits, AD and DA conversion, and memory. Lab work includes circuit construction and measurement.</td>
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<tr>
<td>ELEC1495</td>
<td>Industrial Wiring</td>
<td>M</td>
<td>100</td>
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<tr>
<td></td>
<td>Study of the construction of electrical systems used in the industrial and commercial areas. Circuitry required in lighting, controller systems, power distribution (overhead), and service entrance for electrical systems of public and commercial buildings. Study of the National Electrical Code for industrial wiring.</td>
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<tr>
<td>ELEC2099</td>
<td>Military Service Electronics Training</td>
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<td>30-60</td>
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<td></td>
<td>Composite Electronics Technician training and experience received at US Government Armed Forces military training centers and deployment sites. SCC does not offer this course at their facilities. Credit depends on transcript.</td>
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<tr>
<td>ELEC2519</td>
<td>Communications Systems</td>
<td>L/M</td>
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<tr>
<td></td>
<td>Prerequisites: ELEC1422, ELEC1432, ELEC1482.</td>
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<td></td>
<td>Introduction to voice communication principles in electronics. Public and private telephone systems are described including local loops, PBX and long distance techniques. Telephone transmission, switching and signaling systems are covered. T1, T3, FDM, TDM, ISDN, DSL explained. Students are introduced to AM modulation techniques. Super heterodyne receiver principles are introduced.</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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<tr>
<td></td>
<td>Prerequisite: ELEC1482.</td>
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<td></td>
<td>Introductory course covering instruction set, bus structures, memory and I/O techniques for microprocessor and microcontroller based systems. Assembly language programming techniques and concepts will be applied using an Integrated Development Environment.</td>
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<tr>
<td>ELEC2534</td>
<td>Programmable Logic Controllers I</td>
<td>M</td>
<td>50</td>
<td>25</td>
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<tr>
<td></td>
<td>Prerequisite: ELEC1344. Corequisite: ELEC2564.</td>
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<tr>
<td></td>
<td>An introduction to Logic functions and the Programmable Logic Controller (PLC).</td>
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<tr>
<td>ELEC2546</td>
<td>Electrical Machine Controls</td>
<td>M</td>
<td>25</td>
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<td></td>
<td>Prerequisite: ELEC1344.</td>
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<tr>
<td></td>
<td>Continuation of Industrial Machines &amp; Mechanical Systems with more emphasis on design, troubleshooting and repair of electrical circuits.</td>
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**SOUTHEAST Community College - Nebraska**

<table>
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<th>Course#</th>
<th>Title</th>
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<th>Lab Hours</th>
<th>Credit Hours</th>
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<tr>
<td>ELEC2555</td>
<td>Industrial Communications &amp; Alarm Systems</td>
<td>M</td>
<td>25</td>
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<tr>
<td></td>
<td>Installation and maintenance of data communications systems, security/fire alarm systems, and telephone systems.</td>
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<tr>
<td>ELEC2560</td>
<td>Wi-Fi and RF Transmission Systems</td>
<td>L/M</td>
<td>30</td>
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<tr>
<td></td>
<td>Prerequisite: ELEC1219. Physical and electrical characteristics of antennas and transmission lines. Antennas of various types including Wi-Fi, directional, non-directional and isotropic are described. Marconi and Hertz antennas described in detail. Electromagnetic wave propagation explained. Transmission lines described include copper, fiber optic and waveguides. Radio frequencies from 300kHz through microwave are discussed.</td>
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<tr>
<td>ELEC2564</td>
<td>Industrial Electronics</td>
<td>M</td>
<td>75</td>
<td>50</td>
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<tr>
<td></td>
<td>Prerequisite: ELEC1217. Corequisite: ELEC2534. Study of solid state components such as transistors, triacs, diacs, and SCR's.</td>
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<tr>
<td>ELEC2570</td>
<td>Systems Troubleshooting</td>
<td>L/M</td>
<td>50</td>
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<tr>
<td></td>
<td>Prerequisite: ELEC2640. Introduction to the theoretical operation of audio systems and components. Test specifications, troubleshooting techniques will be covered and reinforced with lab applications. Video systems will be introduced. Basic troubleshooting techniques will be developed with lab projects.</td>
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<tr>
<td>ELEC2614</td>
<td>Industrial Control Systems</td>
<td>M</td>
<td>100</td>
<td>50</td>
<td>12</td>
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<tr>
<td></td>
<td>Prerequisite: ELEC2534, ELEC2564. A study of open and closed loop control systems, AC, DC, and brushless DC motor drives used in industry. Systems including process control, servo systems, and Robotics. With hands on experience of installation, setup, and troubleshooting.</td>
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<tr>
<td>ELEC2624</td>
<td>Programmable Logic Controllers II</td>
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<td>100</td>
<td>100</td>
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<td></td>
<td>Prerequisites: ELEC2534 and ELEC2564. Programming, wiring, and troubleshooting of Programmable Logic Controller (PLC).</td>
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<td>ELEC2640</td>
<td>Advanced Communications Systems</td>
<td>L/M</td>
<td>30</td>
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<tr>
<td></td>
<td>Prerequisite: ELEC2519. 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-Locked 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>
<td>30</td>
<td>50</td>
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<td></td>
<td>Prerequisite: ELEC2530. 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 programming and hardware interfacing techniques will be covered for both microprocessor and microcontroller based systems.</td>
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<tr>
<td>ELEC2750</td>
<td>Advanced Systems Troubleshooting</td>
<td>L/M</td>
<td>30</td>
<td>50</td>
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<tr>
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<td>Prerequisite: ELEC2570. 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>55</td>
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<tr>
<td></td>
<td>Prerequisite: ELEC2530. 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>ELEC2755</td>
<td>Structured Programming for Electronic Technicians</td>
<td>L/M</td>
<td>30</td>
<td>45</td>
<td>4.5</td>
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<td></td>
<td>Prerequisite: ELEC2530. Programming utilizing an object-oriented programming language. Specialized programming for electronic technicians with an emphasis on programming for industrial controls and computer networking applications.</td>
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<tr>
<td>ELEC2760</td>
<td>Networking Infrastructure</td>
<td>L/M</td>
<td>35</td>
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<tr>
<td></td>
<td>Introductory course on networking infrastructure 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>
<td>30</td>
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<td></td>
<td>Prerequisite: ELEC2760. Introductory course on networking infrastructure which includes switches, hubs, and routers. CCNA Exploration—Routing Protocols and Concepts course materials are utilized.</td>
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</table>

**ELEC2823** Network Operating Systems & Administration  
Prerequisites: ELEC2753, ELEC2760. Study of current network operating systems and applications installation, configuration and management, including Linux, Windows platforms and Novell Netware. Windows 2000 Server architecture will be studied in detail.  

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tr>
<td>ELEC2853</td>
<td>Hydraulics &amp; Pneumatics</td>
<td>M</td>
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<td></td>
<td>Prerequisite: ELEC1219. Study of fluid power (hydraulic and pneumatic) systems and devices. Circuitry and various components, their design, operation, and application.</td>
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<td>ELEC2860</td>
<td>LAN Switching and Wireless</td>
<td>L/M</td>
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<td></td>
<td>Prerequisite: ELEC2760. This course focuses on the application and configuration of Switches, 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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<td>ELEC2861</td>
<td>Wide Area Networking</td>
<td>L/M</td>
<td>30</td>
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<td></td>
<td>Prerequisites: ELEC2761 and ELEC2860. 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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<tr>
<td>ELEC2863</td>
<td>PLCs in Automation Systems</td>
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<td></td>
<td>Prerequisite: ELEC2672 or ELEC2735. 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>
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<td>20</td>
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<td></td>
<td>Prerequisites: ELEC2530. 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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<tr>
<td>ELET1714</td>
<td>DC Circuits and Blueprint Reading</td>
<td></td>
<td>120</td>
<td>60</td>
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<td></td>
<td>Co-requisite in ELET1715. A first course in electricity and electronics. Covers physical and electrical safety principles, DC electrical circuits, magnetism and blue print reading. Includes the interpretation and application selected articles of the National Electrical Code (NEC).</td>
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<td>ELET1715</td>
<td>Electrical Wiring Applications I</td>
<td>-</td>
<td>200</td>
<td>5</td>
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<td></td>
<td>Co-requisite in ELET1714. On the Job Training (OJT) to apply construction electrician principles covered in ELET1714.</td>
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<tr>
<td>ELET1719</td>
<td>AC Circuits and Wire Sizing</td>
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<td>120</td>
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<td></td>
<td>Co-requisite in ELET1714. 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. Conduit bending is introduced.</td>
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<td>ELET1720</td>
<td>Electrical Wiring Applications II</td>
<td>-</td>
<td>200</td>
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<td>Co-requisite in ELET1719. On the Job Training (OJT) to apply construction electrician principles covered in ELET1719.</td>
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<tr>
<td>ELET1724</td>
<td>Electronic Devices and Electrical Grounding</td>
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<td></td>
<td>Co-requisite in ELET1719. 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>
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<td>Co-requisite in ELET1724. 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>
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<td></td>
<td>Co-requisite in ELET1724. 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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**EMTL • EMERGENCY MEDICAL SERVICES**

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<th>Course#</th>
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<tr>
<td>EMTL1242</td>
<td>First Responder Transition to EMT Basic L</td>
<td>64 48</td>
<td>8</td>
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<tr>
<td>Prerequisites:</td>
<td>First Responder Certification, current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card.</td>
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<tr>
<td>This curriculum covers the material that is necessary for a student to progress from the level of Nebraska First Responder to Emergency Medical Technician Basic. This course is unique to Nebraska. It is adapted from the Department of Transportation EMT-B course and therefore uses Department of Transportation objectives.</td>
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<td>EMTL1265</td>
<td>First Responder L</td>
<td>38 19</td>
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<tr>
<td>Prerequisites:</td>
<td>Minimum 18 years of age, high school diploma or GED. Emergency procedures and skills appropriate for the first responder at medical emergencies. Especially appropriate for rescue squad members, law enforcement and fire personnel and persons needing advance first aid skills.</td>
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<tr>
<td>EMTL1301</td>
<td>EMT-Basic Part I L</td>
<td>40 35 5</td>
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<tr>
<td>Prerequisites:</td>
<td>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 ENGL0950.</td>
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<tr>
<td>This course is part of the required course for 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. 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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<td>• Module 1 - Preparatory</td>
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<td>• Module 2 - Airway Management</td>
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<td>• Module 3 - Patient Assessment</td>
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<td>• Module 4 - Medical Emergencies</td>
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<tr>
<td>• Pulse Oximetry</td>
<td></td>
<td>0</td>
<td>5</td>
<td>40</td>
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<td>• Glucometer</td>
<td></td>
<td>0</td>
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<tr>
<td>EMTL1302</td>
<td>EMT-Basic Part II L</td>
<td>35 50 5</td>
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<td>Prerequisites:</td>
<td>EMT-Basic I, EMTL1301. This course is part of the required course for 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. 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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<td>• Module 5 - Trauma Emergencies</td>
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<td>• Module 6 - Infants and Children</td>
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<td>• Module 7 - Operations</td>
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<td>EMTL321</td>
<td>Introduction to Paramedicine L</td>
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<td>Prerequisites:</td>
<td>EMTL301 (EMT-Basic I) &amp; EMTL302 (EMT-Basic II), BIOS1140 &amp; BIOS1140L (Human Anatomy &amp; Lab), BIOS2130 &amp; BIOS 2130L (Human Physiology and Lab), and MEDA1101 (Medical Terminology I) or Equivalent courses: Appropriate placement score or minimum passing grade of “P” in ENGL0950, ENGL0950, and MATH0950. 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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<td>EMTL322</td>
<td>Advanced Pharmacology for the Paramedic L</td>
<td>38 24 4.5</td>
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</table>
| Prerequisites: | EMTL1321. 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. | 0         |          | 4.5          | 38         

**COURSE DESCRIPTIONS**

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>EMTL323</td>
<td>Patient Assessment and Emergency Cardiac Care for the Paramedic L</td>
<td>86 58 10.5</td>
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<tr>
<td>Prerequisites:</td>
<td>EMTL322. 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>
<td>0</td>
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<td>10.5</td>
<td>86</td>
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<tr>
<td>EMTL324</td>
<td>Paramedic Practicum I L</td>
<td>- 126 4</td>
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<tr>
<td>Prerequisites:</td>
<td>EMTL322. This course includes 60 hours in the Emergency Department, 16 hours in the Operating Room, and 38 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field preceptor. This course is Part 1 of a 5 part series of clinical experiences that support the didactic elements of the paramedic courses.</td>
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<td>EMTL325</td>
<td>Medical Emergencies for the Paramedic L</td>
<td>83 53 10</td>
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<tr>
<td>Prerequisites:</td>
<td>EMTL323. This course will introduce the students to the appropriate assessment and management of medical emergencies involving the following: pulmonology, neurology, endocrinology, allergies and anaphylaxis, gastroenterology, urology and nephrology, and toxicology and substance abuse, hematology, environmental emergencies, infectious diseases, psychiatric and behavioral disorders, gynecology, and obstetrics. The students will also learn how to manage neonatal and pediatric emergencies.</td>
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<td>10</td>
<td>83</td>
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<td>EMTL327</td>
<td>Traumatic Emergencies for the Paramedic L</td>
<td>57 31 6.5</td>
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<tr>
<td>Prerequisites:</td>
<td>EMTL325. This course will discuss trauma and trauma systems and introduce the students to the appropriate assessment and management of patients suffering from various traumatic emergencies.</td>
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<td>6.5</td>
<td>57</td>
</tr>
<tr>
<td>EMTL328</td>
<td>Paramedic Practicum III L</td>
<td>- 124 4</td>
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<tr>
<td>Prerequisites:</td>
<td>EMTL326. This course includes 16 hours in Labor &amp; Delivery, 4 hours in the Pediatric Intensive Care Unit (PICU), 16 hours in the Children’s Emergency Department/Urgent Care, 8 hours in a psychiatric/behavioral unit, and 80 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field preceptor. This course is Part 2 of a 5 part series of clinical experiences that support the didactic elements of the paramedic courses.</td>
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<td></td>
<td>4</td>
<td>-124</td>
</tr>
<tr>
<td>EMTL329</td>
<td>Special Considerations and Operations L</td>
<td>38 26 4.5</td>
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<td></td>
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<tr>
<td>Prerequisites:</td>
<td>EMTL327. The students will also learn how to manage the following special situations: geriatric patients, abuse and assault, and the challenged patient. It will also discuss acute interventions for the chronic care patient. It will discuss special situations including hazardous materials incidents, medical incident command, and crime scene awareness. The course will also address how to recognize and respond to terrorist acts.</td>
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<td>4.5</td>
<td>38</td>
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<tr>
<td>EMTL330</td>
<td>Paramedic Practicum IV L</td>
<td>- 214 7</td>
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<tr>
<td>Prerequisites:</td>
<td>EMTL328. This course includes 60 hours in the Emergency Department, 4 hours in the Burn Unit, and 150 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field preceptor. This course is Part 4 of a 5 part series of clinical experiences that support the didactic elements of the paramedic courses.</td>
<td>0</td>
<td></td>
<td>7</td>
<td>-214</td>
</tr>
<tr>
<td>EMTL331</td>
<td>Paramedic Special Certification Courses L</td>
<td>32 32 4</td>
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<td></td>
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<tr>
<td>Prerequisites:</td>
<td>EMTL329. 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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<td></td>
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<tr>
<td>EMTL332</td>
<td>Paramedic Field Practicum L</td>
<td>- 300 10</td>
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<tr>
<td>Prerequisites:</td>
<td>EMTL330. This course includes 300 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field preceptor. It will require the student to act as a Team Leader for each emergency call. This course is Part 5 of a 5 part series of clinical experiences that support the didactic elements of the paramedic courses and is an integral part in the final evaluation process in the completion of the Paramedic Program.</td>
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<td>10</td>
<td>-300</td>
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</table>
ENGL • ENGLISH

Placement in English courses will be determined by a placement examination. Your advisor will register you for the appropriate English course.

ENGL0250 Spelling Improvement  
B/L 15 - 1.5  
Self-paced and individually programmed approach to improving the ability to spell. Students learn to analyze their particular difficulties with spelling and practice various methods to improve spelling and writing vocabulary. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0350 Vocabulary Foundations  
L 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 programmed and individualized instruction. (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 grammar and usage. Parts of speech, management of the sentence in its various patterns, current usage, punctuation, capitalization, spelling, numbers, etc. ENGL0810 does not fulfill the composition requirement in any program. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0830 Reading Skills Tune-up  
B 5 30 1.5  
A developmental reading course to prepare students to succeed in college course work. Course work includes computer-aided instruction and personal tutoring. Instructional time is arranged to accommodate students’ class and work schedules. May be taken along with college courses not requiring high levels of reading skill. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0840 Language Skills Tune-up  
B/L/M 5 30 1.5  
A developmental course to upgrade students’ language and writing skills to be successful in college courses. Includes computer-aided instruction and personal tutoring. Instructional time is arranged to accommodate students’ class and work schedules. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0845 Language Skills  
B/L/M 30 - 3  
This is the first course in a sequence designed to improve students’ language and writing skills and prepare them to be successful in college courses. This course includes group and individualized instruction. Students must achieve appropriate level on assessment to advance to ENGL0900 Beginning Writing. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0850 Reading Strategies I  
B/L/M 45 - 4.5  
This class will develop the basic 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. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0880 Reading Strategies II  
B/L/M 45 - 4.5  
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. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0885 Advanced Reading Strategies  
B/L/M 45 - 4.5  
Prerequisite: Grade of "C" or better in ENGL0880 or instructor permission. 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. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0890 Speed Reading  
B/L 15 - 1.5  
Individualized approach to learning speed reading strategies needed to succeed in college. Designed for students who need help improving reading speed and comprehension. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0950 Beginning Writing  
B/L/M 45 - 4.5  
Prerequisite: A grade of "C" or better in ENGL0840 or ENGL0845 or appropriate placement score. 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 also emphasized. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)
COURSE DESCRIPTIONS

SOUTHEAST Community College - Nebraska

Course# (online) | Title | Location | Class Hours | Lab Hours | Credit Hours
--- | --- | --- | --- | --- | ---
FIRE1113 | Instructor I | L | 45 | - | 4.5
Prerequisite: FIRE1249 or Firefighter II certificate
Principles, procedures and techniques for teaching. Formulating objectives, making lesson plans and conducting a class. Students who pass this class will be eligible to take the Nebraska Firefighter Instructor Certification test. This class prepares the student to meet the requirements of Fire Service Instructor I per NFPA 1041 Standard for Fire Service Instructor Professional Qualifications.

FIRE1116 | Fire Officer IA | 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. FIRE1116 and FIRE1118 are required to meet NFPA1021.

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. FIRE1116 and FIRE1118 are required to meet NFPA1021.

FIRE1119 | Fire Officer II | L | 40 | 4
Prerequisite: FIRE1117, FIRE1118, or Fire Officer I Certification.
Administrative and operational aspects associated with the daily operations of a mid-level company officer/supervisor. Addresses many of the high specialized and complex/technical issues confronted by a first-line to mid-level supervisor during a normal tour of duty. Provides an awareness / 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 I per NFPA 1021 Standard for Fire Officer Professional Qualifications. FIRE1116 and FIRE1118 are required to meet NFPA1021.

FIRE1120 | Building Construction | L | 45 | - | 4.5
Prerequisite: FIRE1247 or Firefighter I
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 Educator.

FIRE1131 | Fire Protection Hydraulics | L | 72 | 8 | 7
Prerequisite: FIRE1247 or Firefighter I certificate
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.

FIRE1125 | Fire Apparatus Driver Operator | L | 30 | 45 | 4.5
Prerequisite: FIRE1249 or Firefighter II certificate; and FIRE 1131
Information and skills for the technical, practical apparatus pumping, and driving requirements for fire emergency vehicles. Driving topics include safe code requirements for emergency vehicles, 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.

FIRE1241 | Introduction to Fire Investigation | L | 45 | - | 4.5
Prerequisite: FIRE1247 or Firefighter I certificate
Importance of fire-cause investigation to the fire service, the firefighter’s role in detecting and preserving evidence. Methods used to determine fire origin.

FIRE1245 | Fire Inspector I | L | 45 | - | 4.5
Introduction to NFPA 1 Uniform Fire Code and NFPA 101 Life Safety Code. Covers the history of codes, the need for codes and how to use the code book. This class prepares the student to meet the requirements of Inspector I per NFPA 1031 Standard for Professional Qualifications for Fire Inspection.

FIRE1247 | Firefighter I | L | 90 | 90 | 12
Prerequisites: Completion ENGL0980 or equivalent placement score; Completion of FIRE1100 or equivalent; and completion of MATH0950 or equivalent placement score.
Information and skills to perform basic fire fighting functions on the fire ground. Upon completion, students are eligible to take the Nebraska State Firefighter I Certification Test. This class prepares the student to meet the requirements of Firefighter I per NFPA 1001 Standard for Fire Fighter Professional Qualifications and Hazardous Materials First Responder Operations per NFPA 472 Standard for Responders to Hazardous Materials Incidents.

FIRE1249 | Firefighter II | L | 35 | 45 | 5
Prerequisite: FIRE1247 or Firefighter I Certification.
Course builds on Firefighter I information including techniques and methods of essential and advanced fire ground tasks. This class prepares the student to meet the requirements of Firefighter II per NFPA 1001 Standard for Fire Fighter Professional Qualifications.

FIRE2251 | Hazardous Materials Technician | L | 50 | 30 | 6
Prerequisites: 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.

FIRE2252 | Fire Detection & Suppression Systems | L | 45 | - | 4.5
Provides information relating to the features of design and operation of building fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. Addresses requirements of automatic sprinkler systems, standpipe systems and fire pumps.

FIRE2262 | Firefighting Operations | L | 25 | 60 | 4.5
Prerequisite: FIRE1249 or Firefighter II certificate
Applies Firefighter I and II skills to fireground company operations. Includes flammable gas fire fighting, vehicle fire fighting, interior and exterior structural fire fighting, flat roof ventilation, pitched roof ventilation, hose lays, search and rescue operations, and self-rescue techniques.

FIRE2263 | Firefighter Safety and Survival | L | 45 | - | 4.5
Prerequisite: FIRE1247 or Firefighter I certificate
Course that provides awareness of firefighter survival needs along with the hands-on training to conduct self-rescue and work as a member of a rapid intervention team.

FIRE2265 | Firefighting Strategy and Tactics | L | 45 | - | 4.5
Prerequisite: FIRE1249 or Firefighter II certificate
Provides in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. Addresses decision making and actions necessary to achieve life safety, incident stabilization and property conservation goals in a safe and effective manner.

FIRE2999 | Individual Special Projects | 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.

FSDT1100 | Introduction to the Food Service/Hospitality Industry | L | 15 | - | 1.5
Corequisites: FSDT1104 and 1105.
Career options, mission statements and the professional organizations associated with the industry. Guest speakers will share their experiences. Course will include work simplification techniques, history of the industry, social issues and other career related topics.

FSDT1102 | Sanitation & Safety | L | 30 | 45 | 4.5
Prerequisite: Completion of FIRE1249 or Firefighter II certificate
Lecture will focus on sanitation as it relates to the food service industry. Covers microbiology of foodborne illnesses, their detection and preventative measure; personal hygiene in food service; establishing a food safety system, such as HACCP; creating a clean and sanitary facility; safety practices; and overall sanitation management. Students will complete projects/assignments related to foodborne illnesses, HACCP, cleanliness, sanitation of equipment, and developing an in-service of a sanitation topic.

FSDT1104 | Quantity Food Preparation I | L | 20 | - | 2
<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSDT1105</td>
<td>Quantity Food Preparation I Lab</td>
<td>L</td>
<td>60</td>
<td>2</td>
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<tr>
<td></td>
<td>Corequisites: FSDT1102 and FSDT1104 or with special permission. Learning basic cooking skills and techniques, stocks, soups, sauces, meat, poultry and fish cookery, making food for basic food preparation techniques and prepare products in quantity to sell as take-home products to customers.</td>
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<tr>
<td>FSDT1108</td>
<td>Food Service Concepts</td>
<td>L 15 -</td>
<td>1.5</td>
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<td></td>
<td>Introduction to types of food service operations and employment opportunities. Field trips and guest speakers.</td>
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<tr>
<td>FSDT1110</td>
<td>Quantity Food Preparation II</td>
<td>L 20 -</td>
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<tr>
<td></td>
<td>Prerequisite: FSDT1102. Science of foods: baking techniques, garnishing, starches, quick breads, pastry, cakes, cookies, yeast breads, garnishing, and starches.</td>
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<tr>
<td>FSDT1111</td>
<td>Quantity Food Preparation II Lab</td>
<td>L 15 -</td>
<td>1.5</td>
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<td></td>
<td>Prerequisites: FSDT1102, FSDT1104 and FSDT1105. Corequisite: FSDT1110 or with special permission. Quantity production for all bakery items, made in quantity, sold in the cafeteria or as take-home items. Continuation of principles learned in FSDT1105 with increased application of work improvement techniques.</td>
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<tr>
<td>FSDT1114</td>
<td>Meal Service I</td>
<td>L 15 -</td>
<td>1.5</td>
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<td>A study of the server's job, types of establishments, and different types of service, including French, Russian, English, American, Banquet, Family-Style, Buffets, and more. Current issues such as embracing diversity, preventing harassment and maintaining a good work place environment; taking reservation, preparing the dining room, greeting and serving the guests to presentation of the check and how to troubleshoot potential problems.</td>
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<tr>
<td>FSDT1115</td>
<td>Meal Service I Lab</td>
<td>L 15 -</td>
<td>1.5</td>
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<td>Serving dinners/luncheons for Food Production II, catering events, and utilizing public relation skills.</td>
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<tr>
<td>FSDT1118</td>
<td>Food Purchasing</td>
<td>L 40 -</td>
<td>4</td>
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<td>Prerequisites: FSDT1104, FSDT1110 or related work experience. Study of quantity purchasing of fresh fruits and vegetables, dairy products, cereal products, fish, poultry, meat, convenience foods, beverages. Pricing of all food products and recipes.</td>
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<tr>
<td>FSDT1119</td>
<td>Food Purchasing Practices</td>
<td>L 15 -</td>
<td>1.5</td>
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<td>Prerequisites: FSDT104, FSDT1104 or related work experience. Taken simultaneously with FSDT1118. Awareness of quantity food purchasing including field trips to various purveyors and suppliers.</td>
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<tr>
<td>FSDT1122</td>
<td>Beverage Selection &amp; Management</td>
<td>L 20 -</td>
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<td>Instruction given in responsible alcohol service techniques and to enhance the knowledge of liquor laws. Discussion on how to taste or drink wine, food with wine, proper maintenance of wine, different varietals, production of wine, beer and spirits, maintenance of alcohol inventories, cost control and profitability.</td>
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<tr>
<td>FSDT1126</td>
<td>Food Production I</td>
<td>L 30 -</td>
<td>3</td>
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<td>Prerequisites: FSDT1104, FSDT1105, FSDT1110, FSDT1111, FSDT1118 and FSDT1119. Course work in menu planning, menu DESCRIPTIONS, recipe writing, waste studies, portion and production controls, forecasting, and pricing. Preparation for Food Production II.</td>
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<tr>
<td>FSDT1127</td>
<td>Food Production I Lab</td>
<td>L 60 -</td>
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<td></td>
<td>Prerequisites: FSDT1102, FSDT1104, FSDT1105, FSDT1110, FSDT1111, FSDT1118 and FSDT1119. Corequisite: FSDT1126. Applying principles of management function, including menu planning, inventory, purchasing, forecasting, pricing, marketing, cashing, and food sales for the cafeteria production.</td>
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<tr>
<td>FSDT1130</td>
<td>Food Service Strategies</td>
<td>L 30 -</td>
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<td>Application of management principles to food service operations, regulations governing the operation of a food service establishment and role and function of a leader in food service.</td>
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<tr>
<td>FSDT1131</td>
<td>Food Service Strategies Lab</td>
<td>L 45 -</td>
<td>1.5</td>
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<td></td>
<td>Co-requisite: FSDT1130. Application of management techniques including orientation, job descriptions and schedules, evaluations, marketing techniques and other management related principles.</td>
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<tr>
<td>FSDT1138</td>
<td>Food Cost Control</td>
<td>L 40 -</td>
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<td>Application of accounting and record keeping. Teaches the necessity of controlling costs in all facets of an operation. Overview of food, beverage and labor control. Detailed look at food costs, controlling operation and sales. Operation costs and sales, discussion of labor cost control.</td>
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COURSE DESCRIPTIONS

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<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>FSDT1870</td>
<td>Sanitation &amp; Safety</td>
<td>L 15 - 1.5</td>
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<tr>
<td>FSDT1872</td>
<td>Food Preparation Techniques</td>
<td>L 12 - 1</td>
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<tr>
<td>FSDT1876</td>
<td>Introduction to Food Service</td>
<td>L 12 - 1</td>
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<tr>
<td>FSDT1879</td>
<td>Protein &amp; Starch Cookery Lab</td>
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<td>FSDT1881</td>
<td>Yeast Breads &amp; Quick Breads Lab</td>
<td>L 5 4 .5</td>
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<tr>
<td>FSDT1883</td>
<td>Fruits, Vegetables &amp; Salads Lab</td>
<td>L 4 3 .5</td>
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<tr>
<td>FSDT1885</td>
<td>Desserts Lab</td>
<td>L 5 4 .5</td>
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<tr>
<td>FSDT1886</td>
<td>Basic Nutrition &amp; Menu Planning</td>
<td>L 21 - 2</td>
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<tr>
<td>FSDT1887</td>
<td>School Food Service</td>
<td>L 10 - 1</td>
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<tr>
<td>FSDT1888</td>
<td>Principles of Diet Therapy &amp; Nutritional Assessment</td>
<td>L 21 - 2</td>
<td></td>
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<tr>
<td>FSDT1896</td>
<td>Management Skills I</td>
<td>L 15 - 1.5</td>
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<tr>
<td>FSDT1898</td>
<td>Management Skills II</td>
<td>L 21 - 2</td>
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<tr>
<td>FSDT2140</td>
<td>Food Production II</td>
<td>L 15 105 5</td>
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<tr>
<td>FSDT2142</td>
<td>Meal Service II</td>
<td>L 20 - 2</td>
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<tr>
<td>FSDT2146</td>
<td>Equipment &amp; Layout</td>
<td>L 30 - 3</td>
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<tr>
<td>FSDT2154</td>
<td>Food Service Hospitality Seminar I</td>
<td>L 10 - 1</td>
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FSDT1870: Sanitation in the food industry. Microbiology, sanitary food handling and storage, personal health and hygiene, housekeeping, pest control, HACCP food safety program, and safety procedures. Prerequisite for all labs.

FSDT1872: Describes effect of cooking on fruits and vegetables, portion costs, meat cookery, bakery processes, convenience foods, production forecasting, and standardized recipes. Prerequisite for all labs.

FSDT1876: Overview of types of food service operations and jobs; advantages of employment in the food service profession; and national and state agencies and laws governing food service operations.

FSDT1879: Includes course work and laboratory experience in selection and preparation of high protein foods.

FSDT1881: Includes course work and laboratory experience in quality preparation of bread products.

FSDT1883: Includes course work and laboratory experience in preparation techniques for retaining quality and nutritional value of fruits, vegetables and salads.

FSDT1885: Includes course work and laboratory experience in quantity preparation of desserts.

FSDT1886: Covers food nutrients, their functions, food sources and their relationship to the maintenance of health through the life cycle. The factors affecting menu planning and a systematic method for planning nutritious and appealing meals.

FSDT1887: Describes the planning of meals to meet the requirements of USDA school meal patterns, and the involvement of food service personnel in nutritional education.

FSDT1888: Focus on the study of modified diets to meet special health needs, and the understanding of nutritional screening methods.

FSDT1896: 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.

FSDT1898: Topics related to employee communication and human relations: quality assurance, leadership styles, organizational charts, job descriptions, employee recruitment, effective communication, employee orientation, training programs, performance evaluations, motivation and scheduling.

FSDT2140: This class is a culmination of all the classes the students have had until now. Menu research and development, planning a menu systematically, in correct menu form, descriptive copy. The student uses managerial skills they have learned to produce and manage the kitchen and dining room staff for a fine dining experience that is open to the public. Other production areas include positions as Sous Chef, Pastry Cook, Gardener, and working the dishroom.

FSDT2142: Merchandising, customer relations, menu planning, menu mechanics and a profile of the industry. Development of a restaurant menu.

FSDT2146: 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: Corequisite: FSDT2160 or FSDT2180 or special permission. Presentation and discussion of current food industry topics, goals, job seeking skills and discussion of student’s practicum and cooperative work experience.

FSDT2156: Corequisite: FSDT2160 or FSDT2180 or special permission. Presentation and discussion of current food industry topics, job seeking skills and discussion of student’s practicum and cooperative work experience.

FSDT2160: Cooperative Education

FSDT2162: Prerequisites: FSDT1104, FSDT1110, and FSDT1214. American, European and Artesian Breads, laminate doughs, high breads, yeast and cake doughnuts, pies, cake making and assembling, fancy cookies.

FSDT2166: Cost control of budgets, food and labor costs.

FSDT2172: Prerequisite: Special permission of program supervisor. Students are assigned to a food service facility at a pay scale agreed to by both student and food service facility. Experience in planning, organizing, preparing, and managing the production and service of quality food in quantity. Individual objectives are established for each student.

FSDT2180: Food Service Practicum

FSDT2181: Food Service Practicum

FSDT2182: Prerequisites: FSDT1104, FSDT1110, and FSDT1214. Students will research, plan, prepare, and evaluate menus, and foods made in class for a buffet which is open to the public. Students will prepare rolled-fondant, Austrian-lace techniques, and bread-dough art sculptures.

FSDT2220: Buffet Decorating & Catering Lab

FSDT2221: Buffet Decorating & Catering Lab

FSDT2222: International Cuisine

FSDT2224: Restaurant Fundamentals

FSDT2225: The marriage of gourmet cooking and nutrition. Adopting recipes to meet nutritional modifications.

FSDT2226: Culinary Nutrition

FSDT2228: Garde Manger

FSDT2230: Advanced Pastries

FSDT2240: Industry Proficiency

FSDT2256: Food Service Seminar II

FSDT2258: Food Service Seminar II

FSDT2318: Diet Therapy III

FSDT2319: Diet Therapy III Practicum

Develop skills in counseling patients, continuation of chart interpretation, nutrition screening, case study completion, emphasis on hospital settings.
<table>
<thead>
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- **GERM • GERMAN**
  - **GERM1010** Elementary German I
  - **GERM1020** Beginning German II
  - **GERM2010** Second Year German I

- **GEOG • GEOGRAPHY**
  - **GEOG1400** Introduction to Human Geography
  - **GEOG1420** World Regional Geography
  - **GEOG1500** Physical Geography

- **GEOL • GEOLOGY**
  - **GEOL1010** Physical Geology
  - **GEOL1060** Environmental Geology

- **HIST • HISTORY**
  - **HIST1000** Western Tradition I
  - **HIST1010** Western Tradition II
  - **HIST1810** Survey of Russian History
  - **HIST2010** American History I Early America
  - **HIST2020** American History II Late America
  - **HIST2100** Survey of World History to 1500
  - **HIST2110** Survey of World History – 1500 to Present

- **GLST • GLOBAL STUDIES**
  - **GLST2980** Global Studies

- **HIMS • HEALTH INFORMATION MANAGEMENT SYSTEMS**
  - **HIMS1102** CPT Coding
  - **HIMS1103** HIMS ICD-9 Coding

- **FSDT • DIETETIC TECHNOLOGIES**
  - **FSDT2324** Dietetic Technician Practicum

- **BIOS • BIOLOGY**
  - **BIOS1090** Introduction to Biology

- **MEDA • MEDICAL TECHNOLOGY**
  - **MEDA1201** Introduction to Medical Technology

- **HIMS • HEALTH INFORMATION MANAGEMENT SYSTEMS**
  - **HIMS1102** CPT Coding
  - **HIMS1103** HIMS ICD-9 Coding

- **HIST • HISTORY**
  - **HIST2010** American History I Early America
  - **HIST2020** American History II Late America

- **FSDT • DIETETIC TECHNOLOGIES**
  - **FSDT2324** Dietetic Technician Practicum
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For course description, refer to HMR5110 Clinical Education and Seminar 1.

Prerequisites: HMRS1109 and permission.

Prerequisite: HMRS1102 or basic counseling skills.

Prerequisite: HMRS1112 and permission.

Prerequisites: HMRS1110 and credit by waiver.

Prerequisite: HMRS1112.

Prerequisites: HMRS1111 and permission.

Models for understanding people and their problems including crisis counseling.

Prerequisites: HMRS1111 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. Seminars will be held every two weeks. Students and faculty will discuss the application of theory to practice, share resources, and discuss trends in the field.
HMRS2501 Developmental Disabilities
L 45 - 4.5
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, oppositional defiant disorder, conduct disorder, and Tourette’s Syndrome.

HMRS2502 Activities & Recreation in Human Services
L 45 - 4.5
Selecting and developing recreational and educational activities with clients. Includes computer use.

HMRS2504 Intellectual Disabilities
L 45 - 4.5
Study of the nature, causes, and factors which influence the delivery of services to people who have intellectual disabilities (mental retardation).

HMRS2505 Complex Care Services for Elderly
L 45 - 4.5
Prerequisites: HMRS1110 and permission.
For course description, refer to HMRS1110 Clinical Education and Seminar 1.

HMRS2511 Clinical Education A & D and Seminar 3
L 10 135 4.5
Prerequisites: HMRS1110 and permission.
For course description refer to HMRS1311, Clinical Education A & D and Seminar 1.

HMRS2516 Co-Dependency & Dysfunctional Families
L 45 - 4.5
Co-dependency and dysfunctional family systems. Evaluation and assessment, treatment, and self-help groups will be discussed.

HMRS2517 Medical & Psychosocial Aspects of Alcohol/Drug Use, Abuse & Addiction
L 45 - 4.5

HMRS2518 Clinical Treatment Issues in Chemical Dependency
L 45 - 4.5
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.

HMRS2521 Applied Behavior Analysis
L 45 - 4.5
Review of Behavior Therapy application includes exposure therapy, modeling and skills training, cognitive restructuring, behavioral medicine, and psychological disorders.

HMRS2523 Human Sexuality
L 45 - 4.5
Introduction to human sexuality and sexual function/ dysfunction. Attitudes and values about sexuality.

Horticulture Programs

HORT1135 Turfgrass Management
B 45 3 4.5
Basic study of turfgrass species and varieties and the procedures for maintaining a lawn, including disease, insects, and soil fertility. Focuses on the practical aspects of managing putting greens, lawns, and landscape turf. Prerequisite: HORT1122.

HORT1136 Turfgrass Pests
B 45 3 4.5
Study and control of turfgrass weeds and diseases. Prerequisite: HORT1122.

HORT1137 Turfgrass Lawns
B 45 3 4.5
Study of the biology of turfgrass plants and their role in turfgrass management. Focuses on the practical aspects of managing putting greens, lawns, and landscape turf. Prerequisite: HORT1122.

HORT1138 Turfgrass Food Crops
B 45 3 4.5
Study of the biology of turfgrass plants and their role in turfgrass management. Focuses on the practical aspects of managing putting greens, lawns, and landscape turf. Prerequisite: HORT1122.

HORT1139 Arboriculture
B 45 3 4.5
Introduction to the biology of trees, and their selection and placement in a landscaping design. Includes general tree management including planting, pruning, fertilizing and disease repair. Prerequisite: HORT1132.

HORT1140 Turfgrass Breeding
B 45 3 4.5
Study of the biology of turfgrass plants and their role in turfgrass management. Focuses on the practical aspects of managing putting greens, lawns, and landscape turf. Prerequisite: HORT1122.

HORT1141 Turfgrass Nutrition
B 45 3 4.5
Study of the biology of turfgrass plants and their role in turfgrass management. Focuses on the practical aspects of managing putting greens, lawns, and landscape turf. Prerequisite: HORT1122.

HORT1142 Turfgrass Equipment Maintenance
B 45 3 4.5
Basic study of turfgrass species and varieties and the procedures for establishment and maintenance of a turfgrass lawn. Emphasis on grass, pest control, irrigation requirements and other mowing procedures. Prerequisite: HORT1132.

HORT1211 Turfgrass I
B 45 3 4.5
Basic study of turfgrass species and varieties and the procedures for establishment and maintenance of a turfgrass lawn. Emphasis on grass, pest control, irrigation requirements and other mowing procedures. Prerequisite: HORT1132.

HORT1212 Turfgrass II
B 45 3 4.5
Basic study of turfgrass species and varieties and the procedures for establishment and maintenance of a turfgrass lawn. Emphasis on grass, pest control, irrigation requirements and other mowing procedures. Prerequisite: HORT1132.

HORT1213 Turfgrass III
B 45 3 4.5
Basic study of turfgrass species and varieties and the procedures for establishment and maintenance of a turfgrass lawn. Emphasis on grass, pest control, irrigation requirements and other mowing procedures. Prerequisite: HORT1132.

HORT1214 Turfgrass IV
B 45 3 4.5
Basic study of turfgrass species and varieties and the procedures for establishment and maintenance of a turfgrass lawn. Emphasis on grass, pest control, irrigation requirements and other mowing procedures. Prerequisite: HORT1132.

HORT1215 Turfgrass V
B 45 3 4.5
Basic study of turfgrass species and varieties and the procedures for establishment and maintenance of a turfgrass lawn. Emphasis on grass, pest control, irrigation requirements and other mowing procedures. Prerequisite: HORT1132.

HORT2214 Turfgrass Equipment Maintenance
B 6 90 3
Basic study of proper maintenance and repair of horticultural equipment including blade sharpener, small engine repair, and scheduled maintenance.

HORT2286 Advanced Landscaping
B 45 3 4.5
Detailed study of advanced techniques including retaining walls, constructed structures and various color schemes.
SOUTHEAST Community College - Nebraska

Course Descriptions

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<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
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<td>Prerequisite: HVAC1133.</td>
<td>Study of uniform plumbing code. Piping practices, pipe fittings and plumbing fixtures. Drains waste and vent systems are designed and applied to residential structures.</td>
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<td>Prerequisites: HVAC1109 and HVAC1131.</td>
<td>Study of basic mechanical components used in the operation of basic refrigeration systems.</td>
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<td>Hydronic Theory</td>
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<td>Study of the classifications and descriptions of hydronics systems and the component parts which make up a hydronic heating system including a description of each part, its function and how it is rated.</td>
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<td>Prerequisite: HVAC1230.</td>
<td>Emphasis on control circuits and electrical schematics, HVAC sensors, furnace components and central air conditioning components. Basic HVAC system installation, maintenance and operating sequences are discussed. Safety rules for HVAC technicians are also presented.</td>
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<td>Sheet Metal Lab</td>
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<td>Introduction to pattern development and fabrication of fittings used in the heating/air conditioning industry. Layout techniques include radial line development and triangulation.</td>
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<td>HVAC1226, 1230, 1237.</td>
<td>Emphasis on commercial refrigeration controls, electrical wiring schematic, theory application of different refrigeration systems, methods of defrost, basic operation of cuber and flaker ice machines.</td>
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<td>Heat Pump Principles</td>
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<td>Prerequisite: HVAC1230.</td>
<td>The study of components, controls, system design, installation, troubleshooting, start-up, standard service procedures, wiring diagrams and annual operating costs.</td>
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<td>Prerequisite: HVAC1343.</td>
<td>Laboratory application of commercial refrigeration theory. Exposure to the electrical and mechanical operation of refrigeration systems associated with walk-in coolers and freezers, open freezer case, ice machines, reach-in freezers and coolers, computer diagnostic programs, and electrical wiring panels.</td>
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<td>Study of theory and practice of welding, cutting fundamentals including safety, oxy-fuel, flame cutting, and MIG/ARC welding.</td>
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<td>Study of the Uniform Mechanical Code and it application to the installation and maintenance of heating, air conditioning and ventilation systems.</td>
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<td>Prerequisite: HVAC1330.</td>
<td>Basic commercial/industrial air conditioning control applications, electrical-mechanical, electronic-mechanical, and pneumatic (air) actuated control components. Building operation supervisory systems are briefly discussed.</td>
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<td>M</td>
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<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Study of the EPA HVAC/R certification requirements and procedures for Type I, II, III, and Universal Certification. Upon completion, each student will be required to pass to Type I and Type II of an EPA approved test. Type III is optional.</td>
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<tr>
<td>HVAC1452</td>
<td>Residential Install Lab</td>
<td>M</td>
<td>-</td>
<td>70</td>
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</tr>
<tr>
<td>Prerequisites: HVAC1234 and 1336.</td>
<td>Application of theory and technical courses to practical situations including installation of plumbing, heating and air conditioning equipment. Primary project is a residence constructed on the College campus.</td>
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</table>
### Course Descriptions

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<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HVAC1461</td>
<td>Residential HVAC Systems &amp; Controls II</td>
<td>M</td>
<td>50 - 5</td>
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<tr>
<td></td>
<td>Prerequisite: HVAC1330. Study of high efficiency, condensing gas fired furnaces. Includes special control applications and different mechanical devices such as humidifiers, electronic air cleaners, and programmable thermostats. Firing rates, efficiency measuring, venting and installation procedures studied. Solid state controls discussed to the extent practical.</td>
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<tr>
<td>HVAC2500</td>
<td>Cooperative Education</td>
<td>M</td>
<td>400 10</td>
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</tr>
<tr>
<td></td>
<td>Prerequisites: HVAC1494 and HVAC1452. On-the-job experience doing heating, air conditioning, refrigeration, sheet metal, heat pumps or plumbing with employers. Application of skills and knowledge acquired in previous quarters. Meeting with supervising instructor three times throughout the quarter.</td>
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<tr>
<td>HVAC2510</td>
<td>Post-cooperative Education</td>
<td>M</td>
<td>20 - 2</td>
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<tr>
<td></td>
<td>Evaluation of the on-the-job training. Preparation for full-time employment. Classroom oral presentation and written report of co-op experience.</td>
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<tr>
<td>HVAC2600</td>
<td>HVAC/R Lab</td>
<td>M</td>
<td>100 3</td>
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<tr>
<td></td>
<td>Prerequisite: HVAC1461. Lab setting employing the use of residential and light commercial HVAC/R equipment, training panels and interactive computer programs to acquire experience with wiring, function, operation and troubleshooting of heating, ventilation, air conditioning and refrigeration equipment.</td>
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<tr>
<td>HVAC2610</td>
<td>Troubleshooting Techniques Lab</td>
<td>M</td>
<td>50 1.5</td>
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</tr>
<tr>
<td></td>
<td>Prerequisite: HVAC1461. Application of servicing and troubleshooting residential and light commercial HVAC/R equipment, both mechanically and electrically. Emphasis is placed on the &quot;hands-on&quot; use of service instruments from the Carrier Corporation Manual, HVAC Servicing Procedures. Additionally, creating electrical ladder (schematics) and wiring training panels and troubleshooting fault simulators will be emphasized. Troubleshooting actual units brought into the shop and service calls off campus will be included as practical.</td>
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<tr>
<td>HVAC2649</td>
<td>Commercial HVAC Fundamentals &amp; Practices II</td>
<td>M</td>
<td>50 - 5</td>
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<tr>
<td></td>
<td>Prerequisite: HVAC1447. Theory and practices of commercial air conditioning system operation. An in-depth study of human comfort, psychrometrics and the engineering principles that apply to heating, ventilating and air conditioning (HVAC). The eight basic processes of HVAC are studied via the psychrometric chart.</td>
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### INFO • COMPUTER INFORMATION TECHNOLOGY

#### AND

#### COMPUTER PROGRAMMING TECHNOLOGY

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO1000</td>
<td>Computer Essentials</td>
<td>M</td>
<td>10 - 1</td>
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<tr>
<td></td>
<td>Students will learn how to login to the computer labs and use Windows. Features of Microsoft Windows and the Microsoft Word - processing program are the main focus. Students will learn the basics of the personal computer. Students will learn to create, edit, and print documents in Microsoft Word.</td>
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<tr>
<td>INFO1005</td>
<td>Microsoft Office Applications</td>
<td>L</td>
<td>60 2</td>
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<tr>
<td></td>
<td>No prerequisite. Basic skills in Microsoft Word, Excel, Access, and PowerPoint designed for transfer to UNL College of Business Administration, Class does not count for SCC General Education requirements or for the Computer Information Technology program. Pass/No Pass only.</td>
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<tr>
<td>INFO1010</td>
<td>Computer Literacy</td>
<td>L</td>
<td>40 15 4.5</td>
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<tr>
<td></td>
<td>No prerequisite. Introduces computer hardware 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 Computer Information Technology program course requirements.</td>
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<tr>
<td>INFO1111</td>
<td>Logic and Design</td>
<td>M</td>
<td>50 - 5</td>
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<tr>
<td></td>
<td>An introduction to programming logic and structured program design using object-oriented principles.</td>
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</tbody>
</table>
# Course Descriptions

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>INFO1371</td>
<td>Hardware Installation &amp; Maintenance</td>
<td>L</td>
<td>20</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisites: INFO1151, INFO1161, and MATH1040 or higher–Computer Info Tech. INFO1111 and ELEC1317-Electronics.</td>
<td>Overview of computer system components. Fundamental concepts of installation, interfacing, and preventive maintenance.</td>
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<tr>
<td>INFO1381</td>
<td>Data Communications &amp; Networking</td>
<td>L</td>
<td>40</td>
<td>15</td>
<td>4.5</td>
</tr>
<tr>
<td>Prerequisites: INFO1121, INFO1151, and INFO1161.</td>
<td>Introduction to data communications and network terminology. Concepts related to network services, data transmission, and protocols.</td>
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<tr>
<td>INFO1391</td>
<td>TCP/IP</td>
<td>L</td>
<td>30</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisite: INFO1381.</td>
<td>An in-depth coverage of all the salient models, protocols, services, and standards that govern TCP/IP.</td>
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<tr>
<td>INFO1414</td>
<td>Advanced Java</td>
<td>L/M</td>
<td>30</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>Prerequisite: INFO214.</td>
<td>Object-oriented programming covering advanced Java topics.</td>
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<tr>
<td>INFO1428</td>
<td>COBOL</td>
<td>M</td>
<td>50</td>
<td>100</td>
<td>8</td>
</tr>
<tr>
<td>Prerequisites: INFO1221.</td>
<td>An in-depth study of the American National Standard COBOL language, ANSI COBOL 85 and structured standards. Practice in coding basic business applications and business reporting functions in the related lab assignments.</td>
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<tr>
<td>INFO1431</td>
<td>Web Page Fundamentals</td>
<td>L/M</td>
<td>20</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisites: INFO1151 and INFO1161 - Lincoln. INFO1117- Milford.</td>
<td>Overview of basic web page design. Create and edit web pages including text, images, hyperlinks, tables, forms, cascading style sheets.</td>
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<tr>
<td>INFO1441</td>
<td>Advanced Windows Operating System</td>
<td>L</td>
<td>20</td>
<td>30</td>
<td>3</td>
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<tr>
<td>Prerequisite: INFO381 or ELEC2760.</td>
<td>Implement and use Windows advanced features to connect, manage, and troubleshoot Windows systems in a workgroup and domain environment.</td>
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<tr>
<td>INFO1443</td>
<td>Help Desk Concepts</td>
<td>L</td>
<td>20</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Prerequisites: ENGL1010 or ENGL1015, and the following: INFO1121, INFO1121, INFO1151, and INFO1161.</td>
<td>Terminology, structure, and tools related to help desk operations.</td>
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<tr>
<td>INFO1458</td>
<td>RPG IV</td>
<td>M</td>
<td>50</td>
<td>100</td>
<td>8</td>
</tr>
<tr>
<td>Prerequisite: INFO1337.</td>
<td>Programming of the Series computer using RPG IV (Report Program Generator) language. Applications used in RPG IV illustrate basic input/output, calculations, comparisons, control breaks, tables, arrays, and data base file I/O - using DB2/400. Subfile processing is used for on-line applications.</td>
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<tr>
<td>INFO1463</td>
<td>Advanced Hardware Troubleshooting</td>
<td>L</td>
<td>20</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisite: INFO1371.</td>
<td>Diagnose and correct computer hardware problems. Assemble a PC system unit.</td>
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<tr>
<td>INFO1491</td>
<td>Network Security Fundamentals</td>
<td>L</td>
<td>30</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisites: INFO1391 and INFO441.</td>
<td>Examination of information security basics focusing on the threats, trends, and ramifications related to the security practices and procedures on an Enterprise network.</td>
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<tr>
<td>INFO1493</td>
<td>Advanced Microsoft Access</td>
<td>L</td>
<td>-</td>
<td>60</td>
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<tr>
<td>Prerequisite: INFO1211.</td>
<td>Advanced database techniques using Access.</td>
<td></td>
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<tr>
<td>INFO1501</td>
<td>Integrated Applications</td>
<td>L</td>
<td>-</td>
<td>90</td>
<td>3</td>
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<tr>
<td>Prerequisites: INFO1211, INFO1131, and INFO1211.</td>
<td>Project based course covering advanced topics and integration of word processing, spreadsheet, database, and presentation software.</td>
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<tr>
<td>INFO1511</td>
<td>Advanced Database Concepts</td>
<td>L</td>
<td>20</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisite: INFO1111.</td>
<td>Advanced topics in database management. Topics include database relationships, SQL, and additional work with DBMS software.</td>
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<tr>
<td>INFO1515</td>
<td>Database Administration</td>
<td>L</td>
<td>20</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisite: INFO1111.</td>
<td>Introduction to the database administration concepts using Microsoft SQL Server. Topics include creating and managing databases, tables, indexes, views, stored procedures, triggers, and user-defined functions. Additional topics include installation issues and management tools.</td>
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## SOUTHEAST Community College - Nebraska

<table>
<thead>
<tr>
<th>Course#</th>
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<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
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<tbody>
<tr>
<td>INFO1512</td>
<td>Web Layouts</td>
<td>L</td>
<td>-</td>
<td>60</td>
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<tr>
<td>Prerequisite: INFO1211.</td>
<td>Introduction to Dreamweaver for web page development.</td>
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<tr>
<td>INFO1525</td>
<td>Web Server Scripting</td>
<td>L</td>
<td>30</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>Prerequisites: INFO1314, INFO1325, INFO1511, and INFO2564.</td>
<td>Server-side scripting techniques for web database access.</td>
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<tr>
<td>INFO1541</td>
<td>Social &amp; Ethical Issues in Information Technology</td>
<td>L</td>
<td>20</td>
<td>-</td>
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<tr>
<td>Prerequisites: ENGL1010 or ENGL1015 and the following: INFO1121, INFO1161.</td>
<td>Study of ethical and social implications of computer technology.</td>
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<tr>
<td>INFO2513</td>
<td>Troubleshooting Techniques</td>
<td>L</td>
<td>20</td>
<td>30</td>
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<tr>
<td>Prerequisite: INFO2543.</td>
<td>Instructor supervised simulation requiring students to troubleshoot computer-related problems.</td>
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<tr>
<td>INFO2514</td>
<td>Java Server Programming</td>
<td>L/M</td>
<td>30</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>Prerequisites: INFO1414 and INFO1431.</td>
<td>Skills needed to develop and implement web-based database applications using Java servlets, Java server pages, and JDBC database techniques.</td>
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<tr>
<td>INFO2528</td>
<td>Advanced COBOL</td>
<td>M</td>
<td>50</td>
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<tr>
<td>Prerequisites: INFO1428 and INFO12678.</td>
<td>An advanced study of the American National Standard COBOL language, (ANS COBOL /85). Programming techniques include multiple level table and variable length record processing, alternate index processing and embedded SQL, VSAM file processing, COBOL internal sort, and subprograms. Programming experience to apply the advanced techniques in the related lab assignments.</td>
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<tr>
<td>INFO2531</td>
<td>Linux Operating System</td>
<td>L</td>
<td>15</td>
<td>15</td>
<td>2</td>
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<tr>
<td>Prerequisites: INFO1151 and INFO1161.</td>
<td>Fundamental concepts and use of the Linux operating system.</td>
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<tr>
<td>INFO2543</td>
<td>Workplace Communication Skills</td>
<td>L</td>
<td>15</td>
<td>15</td>
<td>2</td>
</tr>
<tr>
<td>Prerequisites: ENGL1010 or ENGL1015 and the following: INFO1131, INFO1214, INFO1311, INFO1381, INFO1431.</td>
<td>Essential skills and techniques necessary in an IT work environment including communications, teamwork, customer service, and conflict management.</td>
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<tr>
<td>INFO2548</td>
<td>Customer Information Control System Programming</td>
<td>M</td>
<td>50</td>
<td>100</td>
<td>8</td>
</tr>
<tr>
<td>Prerequisites: INFO2514, INFO1428, INFO12678.</td>
<td>Study of primary Command Level CICS concepts and applications programming instructions. Lab experience will allow student to write a common business on-line application using CICS, VSAM &amp; DB2/SQL.</td>
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<tr>
<td>INFO2554</td>
<td>C++</td>
<td>L</td>
<td>30</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>Prerequisite: INFO1314.</td>
<td>Introduction to object-oriented programming using C++.</td>
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<tr>
<td>INFO2558</td>
<td>Systems Analysis &amp; Design</td>
<td>M</td>
<td>50</td>
<td>-</td>
<td>5</td>
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<tr>
<td>Prerequisites: INFO1428 and INFO1431.</td>
<td>System concepts and terms, program definition, interviewing techniques, and specific requirements for a computer system. Project groups will design systems for the INFO2638 Computer Programming Projects course.</td>
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<tr>
<td>INFO2564</td>
<td>Visual Basic</td>
<td>L</td>
<td>30</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>Prerequisite: INFO1214.</td>
<td>Program coding in Visual Basic .NET using a graphical interface.</td>
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<tr>
<td>INFO2565</td>
<td>Visual Basic</td>
<td>M</td>
<td>50</td>
<td>45</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2581</td>
<td>Network Security Systems</td>
<td>L</td>
<td>20</td>
<td>30</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisites: INFO1491 and INFO2585.</td>
<td>Provides an in-depth exploration of various methods for attacking and defending a network.</td>
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</table>
Course# | Title | Location | Class | Lab | Credit | Hours | Hours | Hours
--- | --- | --- | --- | --- | --- | --- | --- | ---
INFO2685 | Windows Server Administration | L | 40 | 15 | 4.5 | Prerequisites: INFO1371, INFO1391, and INFO1441. Skills needed for managing a Windows 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 | L | 20 | 30 | 3 | Prerequisite: INFO2581. Emphasis on intrusion detection and essential practices, such as developing and implementing a security policy.
INFO2594 | Team Program Design | L | 10 | 15 | 1.5 | Prerequisites: INFO1314 and either INFO1414 or INFO2664. Use proper techniques to develop and document the design of a complete system project.
INFO2611 | CIT Practicum | L | - | 90 | 3 | Prerequisite: Permission of Program Chair. Students spend 90 hours at a work site applying computer knowledge and skills in career interest area. Exact nature of work varies. Individual objectives established for each student.
INFO2620 | Networking Concepts | M | 25 | 25 | 3 | Prerequisite: INFO1151. Introduction to network concepts and terminology as it relates to the various types of networks, protocols, topologies and security issues.
INFO2631 | Linux Network Administration | L | 40 | 15 | 4.5 | Prerequisites: INFO1371, INFO1391, and INFO2531. Skills needed for managing a Linux based network, including installation, using resources, security and setting up users.
INFO2638 | Applied Business Solutions | M | 150 | 5 | Prerequisites: INFO1325, INFO2528, INFO2548 and INFO2558. Projects to apply programming languages and systems design in the creation of the total application of an Information System. Student groups work with industry and are responsible for file design, programming operations, documentation, and management output. Formal presentation of the completed system is required.
INFO2664 | Advanced Visual Basic | L/M | 30 | 45 | 4.5 | Prerequisites: (INFO1031I or INFO1217) and (INFO2564 or INFO2565). Advanced programming in Visual Basic.NET stressing object-oriented programming techniques.
INFO2670 | Desktop Support | L | 40 | 15 | 4.5 | Prerequisites: INFO2513 and INFO2585. Skills and knowledge to support end users in a Microsoft Windows environment.
INFO2674 | ASP.NET Using Visual Basic | L | 30 | 45 | 4.5 | Prerequisite: INFO2664. Object-oriented programming in Visual Basic.NET.
INFO2678 | DB2 Database Application & SQL | M | 30 | 20 | 3.5 | Prerequisite: INFO1217. Co-requisite: INFO1428. Introductory course of IBM's DB2 Database Management or INFO2548. SQL (Structured Query Language).
INFO2694 | Team Program Implementation | L | 10 | 60 | 3 | Prerequisites: INFO2594 and either INFO1525 or both INFO1414 and INFO2664. Develop projects applying system design and programming languages in the creation of a total computer application.
INFO2695 | Advanced Windows Server | L | 20 | 30 | 3 | Prerequisite: INFO2585. In-depth coverage of planning, implementing, configuring, maintaining, and troubleshooting an Active Directory infrastructure using Windows Server.
INFO2697 | Networking Capstone | L | 15 | 45 | 3 | Prerequisites: INFO2631 and INFO2695. Project-based course implementing and maintaining network infrastructures.
INFO2698 | Programmer Portfolio Development | L | - | 30 | 1 | Prerequisite: INFO2594. Using previous course training, students develop a capstone portfolio of programs to present to potential employers. Students will be expected to document their portfolio content.
INFO2800 | Advanced Technologies | L | - | 60 | 2 | Prerequisite: Permission of Program Chair. Study of advanced technology topics in computers.

**JDAT • JOHN DEERE TECH**

**JDAT1140 John Deere Fundamentals & Safety**
Prerequisites: JDAT1140 through JDAT1146. This course deals with basic physical principles, operation and construction of two and four stroke cycle engines. It includes 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 also covers the types of internal combustion engine cooling systems, lubrication systems, air intake systems, and exhaust systems.

**JDAT1142 John Deere Orientation**
Prerequisites: JDAT1140 through JDAT1146. On-the-job experience in a John Deere agricultural repair shop. 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.

**JDAT1144 John Deere Welding**
Theory and practice of oxyacetylene brazing and cutting including proper operation of equipment. Principles, safety, procedures, and application of gas metal arc welding (MIG).

**JDAT1146 John Deere Electrical/Electronics**
Prerequisites: JDAT1140 through JDAT1146. This course deals with basic physical principles, operation, and construction of two and four stroke cycle engines. It includes 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 also covers the types of internal combustion engine cooling systems, lubrication systems, air intake systems, and exhaust systems.

**JDAT1147 John Deere Engine Repair**
Prerequisites: JDAT1140 through JDAT1146. This course deals with basic physical principles, operation, and construction of two and four stroke cycle engines. It includes 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 also covers the types of internal combustion engine cooling systems, lubrication systems, air intake systems, and exhaust systems.

**JDAT1149 John Deere Fuel Systems**
Prerequisites: JDAT1140 through JDAT1146. Operation, theory, testing, and repair methods for spark ignition engine fuel system along with normal and abnormal combustion theory. Fuel production, testing, storage, and handling are also covered. This course includes fuel system injection equipment. Injection system includes injection nozzle and rail components, fuel flow, and fuel filtering systems. Maintenance procedures including engine fuel pumps is also covered.

**JDAT1246 John Deere Tractor Performance**
Prerequisites: JDAT1140 through JDAT1146. On-the-job experience in a John Deere agricultural repair shop. 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.

**JDAT1370 Dealer Cooperative Experience**
Prerequisites: JDAT1140 through JDAT1246. On-the-job experience in a John Deere agricultural dealership. Application of skills and concepts learned in previous quarters. Supervised by Southeast Community College-Milford Campus John Deere Tech Instructors.

**JDAT1440 John Deere Heating/Air Conditioning**
Prerequisites: JDAT1140 through JDAT1370. Theory, operation, and repair of John Deere air conditioning, heating, and ventilation systems including the operation, handling, and troubleshooting of recovery/recycling equipment. Retrofit procedures for converting equipment from R-12 to R314A refrigerant is also covered. Operation and repair of Climate Control Systems is covered. John Deere Agricultural Equipment is included.

**JDAT1442 John Deere Electrical/Electronics II**
Prerequisites: JDAT1140 through JDAT1370. Repair of electrical fundamentals and safe operation of meters is included. An introduction to combine and tractor electrical systems are included as well as troubleshooting techniques for circuit diagnosis using electrical schematics. Testing electrical circuits with meters is part of the lab exercises. Basic CAN BUS and AMS components are included.
COURSE DESCRIPTIONS

SOUTHEAST Community College - Nebraska

Course# Title Location Class Lab Credit
JDAT1446 John Deere Hydraulics I M 60 15 6.5
- Prerequisites: JDAT1140 through JDAT1370.
- Introduction to basic hydraulic concepts, principles, symbols, and safety.
- Theory and construction of open-center and closed-center systems, pumps, valves, cylinders, motors, accumulators, and testing equipment as used on Waterloo built row-crop tractors.

JDAT1448 John Deere Power Trains I M 60 15 6.5
- Prerequisites: JDAT1140 through JDAT1370.
- Theory, function, and operation of gears, clutches, planetary gears, drive lines, differentials, and transmissions. Design, construction, operation, and service methods of bearings, seals, and shafts.

JDAT2540 John Deere Hydraulics II M 130 20 13.5
- Prerequisites: JDAT1140 through JDAT1448.
- John Deere row-crop tractor theories of operation of low pressure, high pressure, and control systems. Theory and function of load sense systems, cooling lube circuits, and pilot oil. Diagnostic testing and repair of hydraulic components and systems.

JDAT2542 John Deere Power Trains II M 110 40 12
- Prerequisites: JDAT1140 through JDAT1448.
- Theory of power transmission from engine to traction wheels. Complete disassembly, inspection, and reassembly of John Deere clutches, 2-speed planetary, differentials, final drives, mechanical front-wheel drive, power takeoffs, and transmissions as used in Waterloo built row-crop tractors. Syncro-range, quad-range, and powershift transmission, repair, adjustment, and diagnostics.

JDAT2670 Dealer Cooperative Experience M - 480 12
- Prerequisites: JDAT1140 through JDAT2542.
- On-the-job experience in a John Deere agricultural dealership. Application of skills and concepts learned in previous quarters. Supervised by Southeast Community College-Milford Campus John Deere Tech Instructors.

JDAT2740 John Deere Hydraulics III M 21 15 2.5
- Prerequisites: JDAT1140 through JDAT2670.
- Principles, function, and application of low and high pressure systems as used in four wheel drive, 6000, and 7000 series John Deere tractors. Construction, fluid flow and testing of hydraulic components and systems.

JDAT2742 John Deere Power Trains III M 21 15 2.5
- Prerequisites: JDAT1140 through JDAT1448.
- Theory of function and operation of power trains as applied to the four wheel 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, pow-quad, and the 12 speed, 18 speed, and 19 speed powershifts.

JDAT2744 John Deere Tillage and Seeding Equipment M 20 10 2
- 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 M 60 30 7
- Prerequisites: JDAT1140 through JDAT2670.
- Theory, function, and operation of power trains 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 M 30 30 4
- 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 M 30 18 3.5
- Prerequisites: JDAT1140 through JDAT2670.
- Operation, theory, testing, and repairs of precision farming tools to include Global Positioning Systems as used for Ag Management Solutions. Included are parallel tracking (guidance systems), yield mapping/monitoring, field documentation (acre counters, fuel consumption, periodical maintenance of machine, etc.), map-based seeding, Accu-depth (tilleage machines), and Crop Verify (tracing crop from planting to harvest).

Course# Title Location Class Lab Credit
JDCE • DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH

JDCE1130 Deere Orientation M 30 45 5.5
- 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.

JDCE1131 Deere Fundamentals M 45 30 4.5
- 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 fittings, and fasteners. Safety, product labels, and material safety data sheets, and handling of hazardous materials will be explained. Safe forklift operation will be covered.

JDCE1132 Deere Welding I M 10 20 1.5
- Theory and practice of oxyacetylene braze welding and cutting including proper operation of equipment. Principles, safety procedures, and application of gas metal Arc welding (MIG) on sheet metal.

JDCE1133 Deere HVAC M 40 50 5.5
- Theory, operation, and repair of Deere heating, ventilation, and air-conditioning systems. Includes proper operation of recovery/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 is included. Safety is stressed in this course.

JDCE1134 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.

JDCE1139 John Deere Theory of Engine Operation M 40 20 4.5
- Study of basic physical 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 also covers the types of internal combustion engine cooling systems, lubrication systems, air intake systems, and exhaust systems. Safety training is included.

JDCE1141 Deere Fuel Systems M 30 18 3.5
- Operation, theory, testing, and repair methods for 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 systems includes the injection pump, and nozzle components, fuel flow, and fuel filtering systems. Maintenance procedures including proper removal, installation, and timing of fuel injection pumps is also covered. Safety is stressed.

JDCE1142 Deere Engine Repair M 50 112 8.5

JDCE1143 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 multi-meter in electrical circuits. Techniques of circuit diagnosis using electrical schematics. Function, operation and repair of semiconductors and transistors. Microprocessor operation including inputs and outputs. Testing of machine circuits including lighting, accessory, instrumentation, and gauges. Lab projects include the repair procedures and testing of cranking motors and alternators. Safety is stressed in this course.

JDCE1144 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.

JDCE1145 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.
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**JDCE2761 - JDCE2766**

- Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere construction equipment as used in Deere construction equipment. Safety is stressed.
- Safety training will be included.

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**LBST • LABORATORY SCIENCE TECHNOLOGY**

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**Course Descriptions**

**LBST1201 Structure & Function of Organisms**
Introductory biology course stressing basic biological principles, taxonomy, anatomy, physiology and embryology. Fulfills biology Elective requirements.

**LBST1205 Introductory Biology**
Basic biology course emphasizing cellular and molecular biology. Cell structure and function, the nature of heredity and metabolism.

**LBST1208 Ecology**
Basic biology course concerned with the interrelationships among organisms and their environments. Emphasis on the roles of microorganisms. Fulfills biology Elective requirements.

**LBST1211 Structure & Function of Organisms Laboratory**
Laboratory course to accompany LBST1201. Practice of concepts learned in LBST1201.

**LBST1215 Introductory Biology Laboratory**
Laboratory course to accompany LBST1205. Practice of concepts learned LBST1205.

**LBST1221 Introduction to Microbiology**
Laboratory course to accompany LBST1205.

**LBST1231 Introduction to Microbiology Laboratory**
Laboratory course to accompany LBST1221.

**LBST1301 Water Quality**

**LBST1401 Introduction to Biotechnology**
Prerequisites: Declared Agriculture Business & Management Technology or Laboratory Science Technology Students. Explanation of biotechnology, introductory lab exercises and career information.

**LBST1411 Survey of Biology and Microbiology**
A survey course in basic biology and microbiology. Includes and introduction to biomolecules, proteins, nucleic acids, lipids, and carbohydrates, cell structure and function, basic metabolism, and growth and reproduction of microorganisms.

**LBST1421 Survey of Chemistry**
A survey course in basic chemistry principles. Topics include properties and structure of matter, names and formulas of inorganic compounds, significant figures and the metric system, moles and equations, solutions, chemical equilibrium, acids and bases, and organic chemistry.

**LBST1422 Survey of Chemistry Laboratory**
Laboratory course to accompany LBST1421. Practice of concepts learned in LBST1421.

**LBST1431 Biotechnology I**
Prerequisites: LBST1401, 1411, 1412, 1421, 1422. Co-requisite: LBST1432. Overview of biotechnology with a focus on general biochemistry, the structure and function of biomolecules, and a review of applicable principles of organic chemistry.

**LBST1432 Biotechnology I Laboratory**
Prerequisites: LBST1401, 1411, 1412, 1421, 1422. Co-requisite: LBST1431. Laboratory exercises in biotechnology, protein analysis, and elementary nucleic acid analysis.

**LBST1441 Water/Wastewater Chemistry and Microbiology**

**LBST2122 Analytical Chemistry for Technicians II**
Prerequisites: LBST1221 and LBST1231.

**LBST2134 Analytical Chemistry III Laboratory**
Laboratory course to accompany LBST2124.

**LBST2135 Instrumental Analytical Chemistry Laboratory**
Laboratory course to accompany LBST2125.

**LBST2162 Biochemistry I**
Prerequisites: LBST1205 or equivalent.

**LBST2172 Biochemistry I Laboratory**
Laboratory course to accompany LBST2162.

**LBST2173 Biochemistry II Laboratory**
Laboratory course to accompany LBST2163.

**LBST2261 Sanitation**
Prerequisites: LBST1221 and LBST1231 or equivalent.

**LBST2265 Applied Microbiology**
Prerequisites: LBST1221 and LBST1231 or equivalent. Study of man’s interaction with microorganisms. Immunology, the nature of infectious diseases, resistance to diseases.

Performance liquid chromatography (HPLC), gas chromatography (GC), and instrumental analysis of a variety of biologically significant molecules.

LBST2451 Bioanalysis Laboratory L 20 - 2
Prerequisite: LBST1421, 1422, 1431, 1432. Co-requisite: LBST2452.

Instrumental analysis of a variety of biologically significant molecules. Laboratory instrumental techniques such as capillary electrophoresis, high performance liquid chromatography (HPLC), gas chromatography (GC), and atomic absorption spectroscopy (AA) will be covered.

LBST2452 Bioanalysis Laboratory L 30 - 1
Prerequisite: LBST1421, 1422, 1431, 1432. Co-requisite: LBST2451.

Emphasis on preparation of samples for instrumental analysis.

Practical, hands-on experience in a local industrial or governmental laboratory. Differentiated from LBST2522 in that student receives no pay but receives credits for 90 clock hours spent in the laboratory. Credits in LBST2522 may be substituted for credits in this course.

LBST2522 Cooperative Education L 200 - 5
Prerequisite: Permission of the program chair.

Part-time employment experience in a laboratory or other appropriate setting. Clock hours, pay and exact nature of work are determined by the employer. Credits in this course can be substituted in full or in part for LBST2501/LBST2502.

LIBR • LIBRARY SCIENCE

LIBR courses are offered in partnership with Central Community College, please see the Academic Transfer program for articulated samples and for contact information.

LPNS • PRACTICAL NURSING

LPNS1155 Transition to Practical Nursing B/L 60 - 60 8
Prerequisites: Admission to the Practical Nursing program.

Introduction to the role of the Practical Nurse as a member of the healthcare team. The nursing process is used to provide safe health care according to legal, ethical, and holistic principles across the lifespan. Concepts of communication, medical asepsis, physical assessment, medical calculations and basic medication administration are introduced.

LPNS1156 Foundations of Practical Nursing I B/L 35 - 35 6

The focus of this course is on basic principles and procedures within the scope of practice for practical nursing. Introductory concepts of geriatric care, death and dying, complications of bedrest, thermoregulation, and calculation and administration of parental medications are included.

LPNS1157 Foundations of Practical Nursing II B/L 25 - 60 4.5

The focus of this course is on basic principles and procedures within the scope of practice for practical nursing. Introductory concepts of wound care, surgical asepsis, urinary needs, perioperative care, and basic concepts of fluid and electrolytes including IV therapy.

LPNS1158 Growth and Development B/L 30 - 3

Introduction to human development from conception to death. Explores theories of human development including several major theorists. The physical, psychosocial, cognitive, and moral aspects of development and health promotion are explored throughout the lifespan.

LPNS1176 Pharmacology B/L 30 - 3
Prerequisite: BIOS1000 or BIOS1140 & BIOS2130 or BIOS1210 & BIOS1220.

Provides an introductory discussion of Pharmacology, drug and patient information, legal standards, drug development, drug actions and classifications across the lifespan.

LPNS1178 Practical Nursing Across the Lifespan I B/L 55 - 105 9

The study of patient needs along the wellness/illness continuum incorporating concepts in maternal/child health and medical/surgical nursing within the scope of practice for the practical nurse. Principles of health prevention, promotion, and maintenance are emphasized.

LPNS1179 Practical Nursing Across the Lifespan II B/L 55 - 105 9

A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in maternal/child health, medical/surgical nursing within the scope of practice for the practical nurse. Principles of health prevention, promotion, and maintenance are emphasized.

LPNS1180 Practical Nursing Across the Lifespan III B/L 55 - 105 9

A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in more complex medical/surgical nursing within the scope of practice for the practical nurse. Principles of health prevention, promotion, and maintenance are emphasized.

LPNS1181 Practical Nursing Across the Lifespan IV B/L 55 - 105 9

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 prevention, promotion, and maintenance are emphasized.
COURSE DESCRIPTIONS

LSCE1110 Land Surveyors Math
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 volumes of various basic and composite figures, 2) solving linear equations and systems of equations, 3) graphing linear and quadratic equations, 4) right triangle trigonometry and solving oblique triangles using Law of Sines and Cosines.

LSCE1120 Plane Surveying
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 elevation changes.

LSCE1126 Basic Civil CAD
This course introduces computer aided drafting (CAD) and examines the equipment that makes up a CAD workstation. It also covers the operating system (Microsoft Windows) that enables the equipment to function as a unit. The course shows how to use AutoCAD to set up drawings and construct lines, circles, arcs, other shapes, geometric constructions, and text. Students will use display and editing techniques as well to obtain information about their drawings and work with drawing files. This course also introduces recommended drafting standards for students to use for properly preparing drawings with AutoCAD. This course also covers basic hand-lettering skills, drafting media, and the use of a civil engineering scale.

LSCE1220 Engineering Surveying
Prerequisites: LSCE1120, BSAD1010 or INFO1010, and LSCE1110. Studies related to surveying as carried out in traversing, traverse computations, area and volume, Measuring horizontal and vertical angles using a variety of different instruments and readouts. Solving practical surveying problems using basic trigonometry. Field note forms. Safety practices. Continuation of study and application of surveying mathematics.

LSCE1226 Civil CAD II
Prerequisites: LSCE1126, BSAD1010 or INFO1010 & LSCE1110. This course examines dimensioning, blocks, attributes, section views, external references, multiview layouts, command aliasing 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. Student drawings will be plotted or printed. This course also covers recommended drafting standards and practices for students to use for properly preparing drawings with AutoCAD. This course also introduces the students into the basic use of the Survey Pro RECON data collector software.

LSCE1230 Earthwork Inspection
Prerequisites: LSCE1110, and BSAD1010 or INFO1010. Study of properties of soils affecting the ability to support structures such as bridges, highways, residential and building sites. Inspector’s duties are studied regarding his/her function to ensure that a quality foundation or embankment is constructed. Areas of study include compaction, soil types, basic geology, and density and moisture of soils used in construction.

LSCE1232 Highway Plan Reading
Prerequisites: LSCE1110, and BSAD1010 or INFO1010. A programmed study that teaches the fundamentals of reading and interpreting a complete set of highway plans. Continuation of study and application of surveying mathematics.

LSCE1230 Route & Construction Surveying
Prerequisites: LSCE1220, LSCE1223, and MATH1080 or higher. Study of circular and vertical curves as employed in construction projects. Area and volume computations; Slope staking, building and pipeline staking. Fieldwork for topographic details using total station equipment, GPS and electronic data collector. Unit of study also covers sanitary sewer networks and principles of hydraulics.

LSCE1234 Concrete Inspection
Prerequisite: LSCE1230 and MATH1080 or higher. Study based on the fundamental principles of cement and concrete. Understanding of cement, concrete, and concrete products as applied to the job. Reasons behind the “why” of cement and concrete. Study of ingredients, placement, and other factors which affect the quality of pavement and structures. Role of the inspector in maintaining quality control of concrete construction projects. Includes Concrete Field Testing Technician Grade I certification through the American Concrete Institute. Continuation of study and application of surveying mathematics.

LSCE1326 Civil CAD III
Prerequisite: LSCE1226 and MATH1080 or higher. This course introduces Land Desktop software, drawings of subdivision plats and computer aided drafting projects. This course provides the applications of design and layout of a basic plan set. Using Land Desktop surface information, design cross section templates and apply to road design. Determine cut and fill projections. Applying and interviewing for placement, basic preparation for the on-the-job experience, and the explanation of the process used for school supervision and evaluation of the cooperative education experience.

LSCE1320 Cooperative Education
Prerequisites: LSCE1320, LSCE1324, LSCE1326, and ENGL1000/1010. On-the job experience doing surveying, drafting, or materials testing/inspection with employers. Application of skills and knowledge acquired in previous quarters.

LSCE2520 Geodetic Surveying
Prerequisite: LSCE1320. Study of control surveys, state plane coordinates, photogrammetry, and global positioning systems. Application of field work using GPS for construction staking. Applications of trigonometry are used to solve surveying problems. Continuation of study and application of surveying mathematics.

LSCE2526 Principles of Land Development
Prerequisite: LSCE1320. Study and application of AutoDESK Land Desktop engineering software including Civil Drafting Design, Land Desktop, Survey, and Map workspaces. Includes a full cycle of field surveying to finish drawing projects. Study and application of ArcGIS desktop software.

LSCE2546 Civil CAD IV
Prerequisite: LSCE1326. Study and application of AutoDESK Land Desktop engineering software including Civil Drafting Design, Land Desktop, Survey, and Map workspaces. Continuation of the use of the Survey Pro RECON software. Continuation of hand-lettering projects.

LSCE2620 Boundary Control & Legal Principles
Prerequisite: LSCE2520 and SPCH1090, 1110 or 2810. Study of the advanced methods and equipment for making surveying measurements. Using a property description, students conduct a record history search. Field search for locating survey points and field-to-field survey, processing data and drawing is completed.

LSCE2626 Civil CAD V
Prerequisite: LSCE2546, LSCE2525, and SPCH1090, 1110 or 2810. Using Land Desktop software, complete drawings using survey field notes, legal descriptions, and city plat drawings. Draw up a mortgage survey. Continuation in the use of the Survey Pro RECON software. Continuation of hand-lettering projects.

LSCE2646 Advanced Land Development Desktop
Prerequisite: LSCE2546 and SPCH1090, 1110 or 2810. Study of advanced computer aided design. Use of engineering software, Autodesk Land Desktop Civil Design, survey map, and Land Desktop work space settings. Surveying field projects in electronic data collection are downloaded into the computer using LTD and Foresight DXM software.

LSCE2667 Land Survey Systems
Prerequisite: LSCE2520 and SPCH1090, 1110 or 2810. Study of the Public Land system of division and the legal descriptions of plots of land, and methods for describing boundaries and locating property including easements and floodplain boundaries.

MACH • MACHINE TOOL TECHNOLOGY

MACH1110 Orientation
L/M 5 - 5
Orientation to the College philosophy, goals, objectives and rules in the machine tool area.

MACH1121 Manufacturing Processes
L/M 50 - 5
Theory and safe operation of machine and hand tools. Covers metrology, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.

MACH1156 Blueprint Reading & Drawing
L/M 20 30 3
Basic theory and laboratory work in blueprint reading, drafting, equipment utilization, lettering, and geometric constructions. Shape and size description, section views and freehand sketching.

SOUTHEAST Community College - Nebraska
MACH1172 Machine Tool Lab I  L/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  L/M  10  190  7
Prerequisites: MACH1110, MACH1121 and MACH1172.

MACH1225 Materials of Industry  L/M  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, turning, drilling, threading, and thread bearing problems.

MACH1241 Machinery's Handbook  L/M  50  -  5
Continuation of Basic Engine Lathe I. See course description for MACH1810.
Prerequisite: MACH1110.
MACH1811 Basic Engine Lathe II  L  10  20  1.5
Continuation of Basic Engine Lathe I. See course description for MACH1810.
Prerequisite: MACH1810.

MACH1250 Computer Aided Drafting (CAD)  L/M  20  30  3
Fundamentals of Computer Aided Drafting using AutoCAD computer operating systems. AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting.

MACH1324 Machine Tool Lab III  L/M  10  190  7
Prerequisite: MACH1222.
Practice using machine tools. Lathe, milling machine, surface grinder, cylindrical, and cutter grinder. Projects for lab work. Introduction to die and mold construction.

MACH1349 Basic CNC  L/M  65  35  7.5
Basic theory and laboratory work in basic programming, operation and maintenance of CNC machines. Operation and maintenance of Coordinate Measuring Machines (C.M.M.).

MACH1370 Applied Trigonometry  L/M  45  -  4.5
Use of trigonometry for design and shop problems. Electronic calculator is used for most assigned problems.

MACH1428 Machine Tool Lab IV  L/M  10  140  5.5
Prerequisite: MACH1324.
Advanced projects to improve proficiency on machine tools.

MACH1451 Advanced CNC  L/M  40  20  4.5
Prerequisites: MACH1250, MACH1349, and MACH1370.
Advanced programming, operation, and setup of CNC machines.

MACH1453 CNC Lathe  L/M  30  15  3.5
Prerequisites: MACH1250, MACH1349, and MACH1370.
Fundamentals of manual and conversational programming, operation, and maintenance of the CNC Lathe.

MACH1454 CAM  L  40  10  4
Prerequisite: MACH1250.
Introduction to the fundamentals of Computer Aided Manufacturing. Various functions and methods of 3D AND 2D CAM programming will be covered.

MACH1800 Basic Milling Machine I  L  10  20  1.5
Prerequisite: MACH1110.
Basic milling machine course. Practice in using and identifying the many different kinds of milling machines used today. Selection of proper milling cutters, spindle speeds and table feeds, and work-holding devices. Practice in alignment, location of part edge finding and proper use of various milling processes.

MACH1801 Basic Milling Machine II  L  10  20  1.5
Prerequisite: MACH1800.
Continuation of Basic Milling Machine I. See course description for MACH1800.

MACH1810 Basic Engine Lathe I  L  10  20  1.5
Prerequisite: MACH1110.
Basic engine lathe use. Identification of types of engine lathes in use today. Exercises in turning, facing, drilling, boring, taper turning and external threads. Proper speeds and feeds, proper tool bit geometry, and correct setup procedures.

MACH1824 Quality Control  L  30  40  2
Prerequisites: MACH1110 through MACH1454.
Inspection procedures used to determine product quality. Application of shop methods to produce parts in accordance with blueprint specifications using a variety of measuring instruments. Statistical Process Control (SPC) will be introduced.

MACH2258 Advanced Die Construction  L  20  175  7.5
Prerequisite: MACH2256.
Continuation of MACH2256. Utilizing laboratory equipment to design and make a progressive die and produce 100 pieces to specifications.

MACH2530 Die Design I  L/M  10  40  2
Prerequisites: MACH1110 through MACH1454.
Study of the design of piercing and blanking dies. Laboratory work in developing and preparing working drawings for a die which the student will construct during the fifth quarter.

MACH2532 Die Making Lab I  M  10  190  7
Prerequisites: MACH1110 through MACH1454.
Practical experience in construction of metal dies. Two types of dies are built, one from the student's own blueprint designed in Die Design I. Use of form ground and wire EDM (electric discharge machine) construction methods.

MACH2535 Mold Theory  M  50  -  5
Prerequisites: MACH1110 through MACH1454.
Fundamental processes and basic construction of plastic molds (compression, transfer, and injection), molds for die casting (pressure molding of nonferrous alloys) and rubber molds.

MACH2537 Injection Mold Design I  M  10  40  2
Prerequisites: MACH1110 through MACH1454.
Basic principles and design of injection molds, gating methods, and runner systems. Study of mold making materials and standard mold bases and components. Use of basic principles and designs in developing plans for a single cavity mold that will be constructed as a laboratory project.

MACH2538 Mold Making Lab I  M  10  190  7
Prerequisites: MACH1110 through MACH1454.
Construction of plastic injection molds, one from the student's prints designed in the injection mold design class. Construction of two other molds to pre-designed specifications. Construction of some components using CNC lathe and mills.

MACH2547 Die Theory  M  50  -  5
Prerequisites: MACH1110 through MACH1454.
Study of the design and construction of shearing, blanking, piercing, cutoff, bending, and forming. Punch presses and die sets.

MACH2634 Die Design II  M  10  40  2
Prerequisites: 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.
MACH2636 Die Making Lab II
Prerequisites: MACH110 through MACH1454.
Practical experience in construction of two dies. Construction of one die following blueprints developed in the Die Design II. Electrical discharge machine EDM die construction methods. Electrode is made on CNC mill.

MACH2640 Injection Mold Design II
Prerequisites: MACH110 through MACH1454.
Design of a single cavity injection mold. Laboratory work in developing and preparing working drawings for a mold to be constructed during the sixth quarter.

MACH2642 Mold Making Lab II
Prerequisites: MACH110 through MACH1454.
Practical experience in constructing two molds. Construction of one injection mold from blueprints developed in the Injection Mold Design II class. Use of wire feed and ram type electrical discharge machining and engraving. Completed projects are set up and run to evaluate the quality of the finished molds.

MACH2900 Special Machining Applications
Prerequisite: Program Chair Permission
Course requirements and objectives arranged by the program chair.

MAAP • MAJOR APPLIANCE PROFESSIONAL TECHNOLOGY

MAAP1110 Electricity for Major Appliances
Overview of magnetism, electricity and electronic fundamentals for the appliance technician including the application of Ohm’s Law in both DC and AC 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 Customer Relations
Understanding the concepts of in-home customer service from both the customer’s viewpoint as well 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
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
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
Theory and operating principles of the electrical, mechanical, soap and water systems involved with different brands of dishwashers, disposers & compactors. Diagnosis and repair of residential dishwashers.

MAAP1124 Washing Machine Technology
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.

MAAP1124 Electric Range Technology
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
Operation and servicing of gas ovens and cooktops including both LP and natural gas systems. Venting and ventilation and the measurement for carbon monoxide. Burners, control valves and flame ignition systems.

MAAP1136 Residential Refrigerator Technology
Refrigeration theory, proper methods of evacuating/charging residential refrigerators, refrigeration cycles, temperature/pressure relationships, compressors, measuring devices, evaporators, condensers and methods of controlling frost in residential refrigerators, window air conditioners and portable dehumidifiers. EPA refrigerant certification test is part of this course.

MAAP1150 Introduction to Major Appliance Technology
Study of 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 van ride-a-longs with experienced technicians.

MATH • MATHEMATICS

MATH0850 Math Review & Tune-up
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 accommodate students’ class and work schedules. Excellent for nontraditional students needing to review math rules and techniques. Should be taken before attempting the above listed courses as test scores indicate.

MATH0900 Math Fundamentals
Covers basic computational skills for review or initial mastery. Topics include fractions and decimals; ratios, proportion, and percent; operations with numbers; problem solving and estimation; basic study skills for mathematics.

MATH0950 Beginning Algebra
Prerequisite: Grade of “C” or better in MATH0900 or appropriate score on the math placement test. Study of elementary concepts of algebra. Emphasis on developing functional competency. Practical applications.

MATH0980 Geometry
Prerequisite: Grade of “C” or better in MATH0950 or equivalent.
Development of spatial awareness and critical thinking skills. Through use of contraction, labs and proofs, discovery of properties of lines, angles, polygons, circles. With the use of Cartesian, coordination of the relationship between algebra and geometry.

MATH1040 Business Math
Prerequisite: Grade of “C” or better in MATH0950 or appropriate score on the math placement test. This course is for the student who needs specific math skills to address financial problems and/or applications. Students will learn mathematics as it relates to retail, payroll, financial analysis, interest earned, and money management. Students may use a calculator and computer to solve a variety of applications.

MATH1050 Thinking Mathematically
Prerequisite: Grade of “C” or better in MATH0950 or appropriate score on math placement test.
This course is designed to help student think mathematically. It will cover various topics including critical thinking, measurement, geometry, advanced algebra skills, basic trigonometry, statistics and other contemporary topics.

MATH1100 Intermediate Algebra
Prerequisite: Grade of “C” or better in MATH0950 or appropriate score on the math placement test.
This course will cover a variety of algebra and trigonometry skills. Topics will include: order of operations; powers, exponents, engineering and scientific notation, polynomials, metric prefixes, and logarithms; factoring, quadratic equation; solving absolute value equations, solving two equations/two unknowns; transposing formulas; solving complex 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. Various relevant applications will be discussed.

MATH1150 College Algebra
Prerequisites: A grade of “C” or better in MATH1100 or appropriate score on the math placement test.
Study of college algebra. Emphasis on 1) equations and inequalities, 1st and 2nd degree equations and inequalities, linear systems, polynomials and rational functions, exponents and radicals, functions and relations, exponential and logarithmic. May not fulfill the math requirement for the associate of arts or associate of science degree—check with the transfer institution.

MATH1180 Algebra & Trigonometry
Prerequisite: Grade of “C” or better in MATH0950 or appropriate score on the math placement test.
Review of topics in a second year high school algebra course taught at the college level. Topics include: real numbers, 1st and 2nd degree equations and inequalities, linear systems, polynomials and rational functions, exponents and radicals, functions and relations, exponential and logarithmic. May not fulfill the math requirement for the associate of arts or associate of science degree—check with the transfer institution.

MATH1180 College Algebra
Prerequisites: A grade of “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, 4) exponential and logarithmic functions, 5) systems of equations and inequalities, and 6) analytic geometry. A graphing calculator may be required.
<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
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<tbody>
<tr>
<td>MATH1200</td>
<td>Trigonometry</td>
<td>L 45 - 4.5</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>MATH1300</td>
<td>Precalculus</td>
<td>L 75 - 7.5</td>
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<td>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 the concept of a function and its graph. 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.</td>
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<tr>
<td>MATH1400</td>
<td>Applied Calculus</td>
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<td>Prerequisite: “C” or better in MATH1150 or appropriate score on the math placement test. Fundamentals of differential and integral calculus with emphasis on applications from business, economics and the life sciences. Not open to pre-engineering or pre-architectural majors.</td>
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<td>MATH1600</td>
<td>Calculus &amp; Analytic Geometry I</td>
<td>L 75 - 7.5</td>
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<td>Prerequisite: A grade of &quot;C&quot; or better in MATH1150 and MATH1200 or equivalent, or appropriate score on the math placement test. Review of functions, introduction to limits, differentiation of algebraic and trigonometric functions, applications, anti-differentiation and the definite integral. A graphing calculator is required.</td>
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<td>MATH1700</td>
<td>Calculus &amp; Analytic Geometry II</td>
<td>L 75 - 7.5</td>
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<td>Prerequisite: A grade of &quot;C&quot; or better in MATH1600 or equivalent. Continuation of MATH1600. Study of antiderivatives, methods of integration: numerical methods, coordinates and conics, differential equations, Taylor and Fourier approximation.</td>
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<tr>
<td>MATH2030</td>
<td>Contemporary Mathematics</td>
<td>L 45 - 4.5</td>
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<td>Prerequisite: A grade of &quot;C&quot; or better in MATH1100 and one year of geometry and appropriate score on math placement test. Applications of quantitative reasoning and methods to problems and decision making in the areas of management, statistics and social choice. Topics include networks, critical paths, linear programming, sampling, central tendency, inference, voting methods, power index, game theory, and fair division problems.</td>
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<tr>
<td>MATH2080</td>
<td>Calculus &amp; Analytical Geometry III</td>
<td>L 60 - 6</td>
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<td>Prerequisite: MATH1700. Study of calculus and analytic geometry for functions of two or more variables. Coordinates, three-dimensional vectors, three-dimensional analytic geometry, differentiation and integration of functions of many variables. Use of some mathematical software.</td>
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<tr>
<td>MATH2200</td>
<td>Differential Equations</td>
<td>L 45 - 4.5</td>
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<td>Prerequisite: MATH2080. Introduction to the theory and applications of differential equations. Linear differential equations, elementary existence theorems, power series methods of solution, boundary value problems and linear systems.</td>
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**MEDA • MEDICAL ASSISTING**

**MEDA1101 Medical Terminology I**

Introduction to medical terms. System for building a basic structure of medical terms. Pronouncing, spelling, defining terms and common medical abbreviations included.

**MEDA1102 Administrative Medical Assisting**

Prerequisite: Admission to Medical Assisting program and appropriate assessment score. Introduction to medical assisting. Provides general knowledge needed for administrative duties. Required for first quarter students who are accepted into Medical Assisting program.
<table>
<thead>
<tr>
<th>Course# (online)</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MEDT1100</td>
<td>Procedures in Phlebotomy</td>
<td>L 20</td>
<td>15</td>
<td>2.5</td>
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<td>Introduction to the principles and skills needed to safely perform venipuncture and capillary blood collection techniques and special collection procedures. Quality assurance procedures pertaining to collection and transport of specimens, laboratory safety, ethical and legal issues pertaining to phlebotomy, and anatomy and physiology of cardiovascular system included. Supervised instruction and experience in collection techniques in lab.</td>
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<tr>
<td>MEDT1101</td>
<td>Clinical Laboratory Procedures</td>
<td>L 15</td>
<td>30</td>
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<td>Prerequisite: Admission to the Medical Laboratory Technology Program. Introduction to clinical laboratory procedures. Basic laboratory techniques and skills required in the field of medical laboratory technology. Laboratory safety, equipment, quality control, and basic techniques.</td>
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<tr>
<td>MEDT1161</td>
<td>Basic Urinalysis &amp; Microbiology for the Office Laboratory</td>
<td>L 10</td>
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<td>Prerequisite: Concurrent with MEDA1301. Study of routine medical office procedures: urine and throat cultures, wet preps, and complete UA with microscopic and serology tests. Specimen collection, handling, quality control methods, and laboratory safety.</td>
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<td>MEDT1171</td>
<td>Basic Urinalysis &amp; Microbiology Laboratory</td>
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<td>Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1161. Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture.</td>
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<td>MEDT1181</td>
<td>Basic Hematology for the Office Laboratory</td>
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<td></td>
<td>Prerequisite: Concurrent with MEDA1301. Study of hematology tests required in medical offices: automated cell counts, hematocrit, 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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<tr>
<td>MEDT1191</td>
<td>Basic Hematology Laboratory</td>
<td>L - 30</td>
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<td></td>
<td>Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1181. Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture.</td>
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<tr>
<td>MEDT1201</td>
<td>Medical Laboratory Measurements</td>
<td>L 20</td>
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<tr>
<td></td>
<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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<tr>
<td>MEDT1301</td>
<td>Clinical Microbiology I</td>
<td>L 20</td>
<td>- 2</td>
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<tr>
<td></td>
<td>Prerequisites: LBST1221, LBST1231, MEDT1101. Concurrent with MEDT1321 and MEDT1331. Study of routine procedures in clinical microbiology emphasizing the isolation and identification of common pathogenic bacteria.</td>
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<tr>
<td>MEDT1311</td>
<td>Clinical Microbiology I Laboratory</td>
<td>L - 60</td>
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<td>Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1301. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.</td>
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<td>MEDT1321</td>
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<td>L 20</td>
<td>- 2</td>
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<tr>
<td></td>
<td>Prerequisites: MEDT1101 or permission. Concurrent with MEDT1301 and MEDT1331. Study of routine laboratory procedures of the hematology laboratory. Identification of normal cellular constituents of the blood.</td>
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<tr>
<td>MEDT1331</td>
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<td>MEDT1401</td>
<td>Clinical Microbiology II</td>
<td>L 20</td>
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<tr>
<td></td>
<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>L 20</td>
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<tr>
<td></td>
<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>MEDT1431</td>
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<td>MEDT2501</td>
<td>Urinalysis</td>
<td>L 10</td>
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<td></td>
<td>Prerequisites: MEDT1421 and MEDT1431. Study of normal and abnormal chemical and cellular constituents of urine.</td>
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<tr>
<td>MEDT2521</td>
<td>Immunohematology I</td>
<td>L 10</td>
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<td></td>
<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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<td>MEDT2541</td>
<td>Clinical Chemistry I</td>
<td>L 25</td>
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<td>MEDT2551</td>
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<tr>
<td>MEDT2561</td>
<td>Immunology</td>
<td>L 20</td>
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<tr>
<td></td>
<td>Prerequisites: MEDT1401 and MEDT1411 or program permission. Introduction to Immunology. Immune system, antigens, antibodies, complement, and reactions of antigens and antibodies. Relationships to diseases that are immunologically involved.</td>
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<td>MEDT2581</td>
<td>Hemostasis</td>
<td>L 10</td>
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<td></td>
<td>Prerequisites: MEDT1421 and MEDT1431. Principles of blood coagulation and basic coagulation procedures.</td>
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<tr>
<td>MEDT2582</td>
<td>Immunology/Hemostasis Laboratory</td>
<td>L 10</td>
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<td>Must be taken concurrently with the lectures. Laboratory which accompanies MEDT2561 and MEDT2561. Skills and laboratory techniques corresponding to the theoretical information presented in the lectures.</td>
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<tr>
<td>MEDT2601</td>
<td>Parasitology</td>
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### MEDT - Clinical Education

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<td>MEDT2611</td>
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<td>MEDT2621</td>
<td>Immunohematology II</td>
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<td>Prerequisites: MEDT2521 and MEDT2531. Continuation of immunohematology, including theory and application of blood banking practices and procedures. Compatibility testing, transfusion reactions, and special testing procedures.</td>
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<td>Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2621. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.</td>
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<td>MEDT2641</td>
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<td>Prerequisites: MEDT2541 and MEDT2551. Advanced study in the theory and application of clinical chemistry procedures. Manual and automated testing, disease states and quality control.</td>
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<td>MEDT2651</td>
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<td>MEDT2681</td>
<td>Clinical Education Orientation I</td>
<td>L</td>
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<td>Prerequisite: 6th quarter standing. Introduction to the hospital and clinic laboratories where the students might receive their clinical experiences. Professional ethics, patient confidentiality, laboratory safety, and phlebotomy skills reviewed.</td>
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<td>MEDT2690</td>
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<td>Co-require: MEDT2681. Phlebotomy experience and additional learning opportunities within a clinic and/or hospital laboratory. Application of theory and skills acquired in classroom and laboratory courses. Experience with LIS (Laboratory Information Systems).</td>
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<td>MEDT2701</td>
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<td></td>
<td>Prerequisite: MEDT2690. Continuation of laboratory experience and training opportunities within a hospital and clinic laboratory. Rotation throughout departments of the clinical laboratory. Application of theory and skills acquired in classroom and laboratory courses.</td>
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<td>MEDT2702</td>
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<tr>
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<td>Prerequisite: MEDT2701. Group interaction, participation, and presentation relating to various aspects of the clinical laboratory.</td>
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<td>MEDT2703</td>
<td>Clinical Education Orientation II</td>
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<tr>
<td></td>
<td>Concurrent with MEDT2701. Review of clinical laboratory theory and technical skills for Clinical Education II and III. Requirements and clinical rotation schedules are presented.</td>
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<td>MEDT2710</td>
<td>Clinical Project I (optional)</td>
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<td>30-90</td>
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<td>Special papers or projects as suggested by the college or clinical sites.</td>
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<tr>
<td>MEDT2801</td>
<td>Clinical Education III</td>
<td>L</td>
<td>-330</td>
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<td>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.</td>
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<td>MEDT2802</td>
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<td>Must be taken concurrently with MEDT2801. Group interaction, participation, and presentation relating to various aspects of the clinical laboratory.</td>
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<td>Clinical Project II (optional)</td>
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<td>30-90</td>
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<td>Special papers or projects as suggested by the College or clinical sites.</td>
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### MFGT - Manufacturing Engineering Technology

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<th>Course#</th>
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<th>Class Hours</th>
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<tr>
<td>MFGT1125</td>
<td>Materials of Industry</td>
<td>M</td>
<td>50</td>
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<tr>
<td></td>
<td>Introduction to materials (steel, iron, etc.) used in industry. Properties, uses, specifications, availability, and heat treatment. Special attention given to tool steel.</td>
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<td>MFGT1144</td>
<td>Industrial Drafting I</td>
<td>M</td>
<td>20</td>
<td>130</td>
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<td>Basic industrial drafting; Drawing instruments, lettering, geometric construction, orthographic projections, dimensioning and sectioning, auxiliary views, detail and assembly drawings.</td>
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<tr>
<td>MFGT1250</td>
<td>Industrial Drafting II</td>
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<td>Prerequisite: MFGT1144, MFGT1350. Continuation of MFGT1144 covering precision dimensioning, an introduction to geometric dimensioning and tolerancing, pictorial drafting, sheet metal layout, threads and fastening devices, welding symbols and drawings, and a team approach to product design.</td>
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### Course Descriptions

**MFGT1125 Materials of Industry**

- **Prerequisite:** MATH1050, MFGT1250, MFGT1450.
- **Description:** Introduction to fluid power (hydraulic and pneumatic) systems, circuitry and various components, their design, operation, and application. Practical manufacturing-related systems. Use of standard ANSI symbols.

**MFGT1350 Basic Computer Aided Drafting**

- **Prerequisite:** MFGT1250, MFGT1450.
- **Description:** Fundamentals of Computer Aided Drafting using AutoCAD on IBM compatible microcomputers; AutoCAD menus, AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting.

**MFGT1354 Elementary Tool Design**

- **Prerequisite:** MFGT1250, MFGT1450.
- **Description:** Design of shearing, blanking, piercing, cutoff, bending, and forming dies. Study of the parts and components used in these dies. Punch presses and die sets are also covered.

**MFGT1362 Plant Layout & Materials Handling**

- **Prerequisite:** MFGT1250, MFGT1450.
- **Description:** Study of manufacturing flow, material handling, J.I.T., use of available facilities and equipment, packaging, shipping, receiving, and employee protective equipment.

**MFGT1413 Electrical Fundamentals**

- **Prerequisite:** MATH1050.
- **Description:** Fundamental concepts of electricity. Energy, basic electrical fundamentals, and circuits and devices. Application of Ohm’s Law, power and efficiency formulas to problems involving basic circuits. Sources and effects of electric current, magnetism, electromagnetism, generators, and motors.

**MFGT1421 Manufacturing Processes I**

- **Prerequisite:** MATH1050, MFGT1250, MFGT1450.
- **Description:** The 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.

**MFGT1429 CNC Machines**

- **Prerequisite:** MFGT1250, MFGT1450.
- **Description:** Basic programming of Computer Numerical Control Machines is studied. Manual programming and programming with Mastercam X are covered.

**MFGT1450 Advanced Computer Aided Drafting**

- **Prerequisite:** MFGT1250, MFGT1450.
- **Description:** Course devoted to the needs of the intermediate AutoCAD user. AutoCAD Mechanical software power tools are unveiled to the AutoCAD users. Attention 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**

- **Prerequisite:** MFGT1250, MFGT1450.
- **Description:** Basic operation of the lathe, milling machine and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.

**MFGT1458 Electrical Drafting**

- **Prerequisite:** MFGT1250, MFGT1450.
- **Description:** Study of graphical methods of describing industrial electrical controls and control circuits. Elementary or schematic diagrams, connection and block diagrams, and printed circuit drawings using computer aided drafting techniques. Use of American Standard Association and National Electrical Component Association Standards.
MFGT2549 Quality Assurance & SPC
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
Prerequisite: MATH1050.
Study of systematic, practical, and scientifically correct treatment of present-day motion and time study along with application of economics and productivity as applicable to the manufacturing field.

MFGT2559 Advanced Geometric Dimensioning & Tolerancing
Prerequisite: MFGT1250.
Study and application of current methods, symbols, and principles of geometric dimensioning and tolerancing as per ASME 14.5M-1994.

MFGT2566 Tool & Product Design
Prerequisites: PHYS1017 or PHYS1150, MACH1370, MFGT1250, MFGT1450.
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.

MFGT2620 Programmable Logic Controllers in Work Cell Design
Prerequisite: MFGT1413
An introduction to logic functions, the programmable logic controller (PLC) and their uses in machine control.

MFGT2635 Plastics: Design & Engineering
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
Prerequisites: PHYS1017 or PHYS1150, MACH1370.
The study of resultant and equilibrant of forces, moments, simple stresses, properties of materials, bolted, riveted and welded joints, centroids, and moment of inertia.

MFGT2668 Design & Production Problems
Prerequisites: PHYS1017 or PHYS1150, MFGT1250, MFGT1450, MFGT2670.
Analysis of practical design and production problems. Development of manufacturing and assembly procedures and the necessary equipment needed to manufacture specific products or components. Previously learned skills and concepts applied in the development of economical designs.

MFGT2670 Autodesk® Inventor
Prerequisite: BSAD1010, MFGT1250, MFGT1450.
Course devoted to the needs of the experienced AutoCAD user. Autodesk Inventor software is used extensively for the creation of adaptive parametric solid model parts and assemblies. Students will become familiar with assembling parametric detail and assembly drawings with parts lists, simulating assembly motion for analysis, using Finite Element Analysis to solve stress analysis and using Inventor Studio for photo realistic images.

MFGT2672 Mechanisms
Prerequisites: MATH1050, MFGT1250, MFGT1450, 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 bar, slider crank, quick return, toggle, straight line, parallel, and intermittent motion devices.

MFGT2680 Solid Works
Prerequisite: MFGT2670.
This course introduces the advances user to SolidWorks® software. SolidWorks® software is used extensively for the creation of adaptive parametric solid model parts, assemblies, and drawings to industrial standards.

MSTT • MOTORCYCLE, ATV, AND PERSONAL WATERCRAFT TECHNOLOGY

MSTT1000 Shop Procedures & Hand Tools
Effective use of parts and service information resources. Proper use and care of hand and power tools. Safety practices and procedures. Use of precision measuring instruments.

MSTT1112 Basic Engine Theory
Prerequisite MSTT1000.
Introduction to basic engine design and components in two-cycle and four-cycle engine operation. Hands-on experience in rebuilding two-cycle and four-cycle engines.

MSTT1113 Metric Measure
Prerequisite MSTT1000.
Introduction to metric system (SI). Practice in measurements of area, volume, weight and capacity. Proper use of metric precision measuring equipment.

MSTT1120 Wheels & Tires
Prerequisite MSTT1000.
Theory and maintenance of stamped steel, spiked and magnesium wheels. Inspection, service, repair and balance of various tire designs.

MSTT1122 Frames, Suspensions, & Brakes
Prerequisite MSTT1000.
Theory of frame geometry and function of the suspensions units. Proper procedures for maintaining and rebuilding of various types of steering heads, forks, shocks, swing arms and suspension components on motorcycles and ATV’s. Theory and operation and proper service procedures of drum and disk brakes.

MSTT1125 Electrical Concepts
Basic electrical and electronic principles, Ohm’s law, magnetism and electromagnetism as applied to the motorcycle, ATV, and personal watercraft are covered. The proper and effective use of analog and digital meters.

MSTT1131 Electrical Circuits
Prerequisite MSTT1125.
Theory of electrical circuits and ignition systems for motorcycles, ATV’s and personal watercraft. Troubleshooting and repair of electrical circuits.

MSTT1132 Fuel & Ignition Systems
Prerequisite MSTT1125.
Introduction to carburetion and fuel injection systems used on motorcycles, ATV’s, and personal watercraft.

MSTT1133 Tune up & Rideability
Prerequisite MSTT1125.
Proper procedures for diagnosis and troubleshooting of engine performance problems. Procedures for adjustment of ignition systems, valve trains and fuel delivery systems.

MSTT1138 Personal Watercraft
Prerequisite MSTT1125.
Proper repair and maintenance of various types of personal watercraft with special attention to steering, cooling systems, fuel delivery, and propulsion operation and repair.

MSTT1140 Transmission and Final Drives
Prerequisite MSTT1112.
Theory of clutches, gear ratios, drive trains for constant mesh and automatic transmissions as used on motorcycles and ATV’s.

MSTT1141 Engine Rebuild and Overhaul
Prerequisite MSTT1112.
Disassembly and reassembly procedures of two-cycle and four-cycle motorcycle, ATV, and personal watercraft engines.

MSTT1145 Engine Machine Operations
Prerequisite MSTT1000-MSTT1112.
Study and application of machining operations used in the repair and maintenance of two-cycle and four-cycle engines. Boring and honing cylinders, rebuilding crankshafts, grinding valves and valve seats.

MSTT1146 Rideability and Electrical Update
Prerequisite MSTT1133.
Advanced electrical update and review covering all systems and diagnosis relating to engine performance and emissions.

MSTT1147 Rideability and Electrical Update with Coop
Prerequisite: MSTT1133.
Advanced electrical update and review of all systems and diagnosis relating to engine performance and emission. Lab time is split approximately 50% Coop work experience at a local repair facility.
**MUSC • MUSIC**

**MUSC1010** Introduction to Music  
B/L 45 - 4.5  
An introduction to musical forms, styles, and composers within a historical perspective. Includes an introduction to music elements as well as a range of music literature.

**MUSC1015/1020, 2010/2020, 2030/2040**  
Individual Instruction in Voice  
B 15 - 1.5  
Study and performance of standard literature, scales, and etudes for voice. A recital will be given at the end of the quarter.

**MUSC1220/1230, 2220/2230, 2220/2230**  
Individual Instruction in Band  
B 15 - 1.5  
Study and performance of standard literature, scales, and etudes for brass. A recital will be given at the end of the quarter.

**MUSC1240/1250, 2240/2250, 2280/2290**  
Individual Instruction in Woodwinds  
B 15 - 1.5  
Study and performance of standard literature, scales, and etudes for woodwinds. A recital will be given at the end of the quarter.

**MUSC1260 Class Piano I**  
B - 30 1.5  

**MUSC1261 Guitar I**  
B - 30 1.5  

**MUSC1270 Class Piano II**  
B - 30 1.5  
Prerequisite: MUSC1260 or permission of instructor.  
Continuation of MUSC1260 Class Piano I. Increasing technical facility and functional skills; playing by ear, and adding improvisation and harmonization skills.

**MUSC1310/1320, 2310/2320, 2610/2620**  
Individual Instruction in Strings  
B 15 - 1.5  
Study and performance of standard literature, scales, and etudes for strings. A recital will be given at the end of the quarter.

**MUSC1410/1420, 2390/2400, 2410/2420**  
College Chorus  
B - 30 1.5  
Study and performance of standard choral literature for mixed voices. Public appearance both on and off campus required.

**MUSC1430, 1440, 2430, 2440**  
Vocal Ensemble: Showcase Singers  
B - 60 3  
Participation by audition only and permission of instructor.  
Select group of singers with performance emphasis on jazz repertoire. Includes several off-campus performances.

**MUSC1480/1490, 2480/2490 2500/2510**  
College Band  
B - 30 1.5  
Performance of standard band music. Appears at designated functions both on and off campus are required.

**MUSC1610 Music Theory I**  
B/L 45 30 6  
Introduction to the fundamentals of music, notation, rhythm, meter, scales, keys, intervals, triads, seventh chords, inversion and figured bass. Sight singing, dictation and keyboard.

**MUSC1620 Music Theory II**  
B/L 45 30 6  
Prerequisite: MUSC1610 or permission of instructor.  
Study of basic harmonic techniques of the baroque, classical and romantic periods including chord progressions, cadences, harmonization, completion and composition. Elements of form, such as phrase, period and phrase group. Continued work in sight singing, dictation and keyboarding.

**MUSC1630 Music Theory III**  
B/L 45 30 6  
Prerequisite: MUSC1620 or permission of instructor.  
Subjects covered will be modulation; secondary dominants; diminished sevenths; neapolitan and augmented sixths; and chords of the ninth, eleventh, and thirteenth. Continued work with sight singing and dictation.

**MUSC1640 Music Theory IV**  
B/L 45 30 6  
Prerequisite: MUSC1630 or permission of instructor.  
Theoretical thinking and aural comprehension covering chromatic harmony and voice leading. Increased chromaticism developed in 19th- and 20th-century popular music. Continued work with sight singing and dictation.

**MUSC2260 Class Piano III**  
Prerequisite: MUSC170 or permission of instructor.  
Preparation of repertoire for performance. Continue working on piano fundamentals, and playing by ear. Additional chords and scales presented.

**MUSC2270 Class Piano IV**  
Prerequisite: MUSC2260 or permission of instructor.  
Preparation of solo repertoire as well as accompaniments from vocal/instrumental literature. Improvisation, harmonizing, sight-reading and transposition stressed. Review of scales and chords.

**MUSC2520/2530, 2540/2550, 2580/2590**  
Individual Instruction in Piano  
B 15 - 1.5  
Prerequisite: MUSC2270 or instructor permission.

**MUSC2720 Music History & Literature I**  
B/L 45 - 4.5  
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.

**MUSC2730 Music History & Literature II**  
B/L 45 - 4.5  
Tracing the historical development of music from Middle Ages through end of Baroque. Comprehensive survey with emphasis on styles and characteristics of the classical, romantic, impressionistic and modern schools.

**NDTT • NONDESTRUCTIVE TESTING TECHNOLOGY**

**NDTT1121 Visual Inspection Method**  
M 30 45 4.5  
Concepts and applications of visual inspection as it relates to other NDT methods. Use of optical devices, precision measurement tools and gauges. Use of various tools in laboratory and field situations.

**NDTT1133 Manufacturing Processes**  
M 100 - 10  
Study of metal forming casting and forging processes, metals production, plastic, and other material types. Materials joining processes and nontraditional machining methods along with allied cutting processes.

**NDTT1138 Welding Processes**  
M 20 30 3  
Introduction to the theory and practice of oxy-acetylene hand torch cutting. SAWH practice includes study of variables and parameters of equipment and operation. Safety of welding and cutting equipment and lab work emphasized.

**NDTT1164 Blueprint Reading & CAD**  
M 40 35 5  
Study of industrial graphics language for shape description, size description, instrument drawing, blueprint reading, pictorial drawing (isometric and oblique drawing) and CAD.

**NDTT1236 Electrical & Electronic Fundamentals**  
M 50 - 5  
Prerequisite: MATH1050.  
Introduction to electrical and electronic fundamentals. Sources and effects of electric current, magnetism, and electromagnetism. Formulas for problem solving in basic circuitry. Instrumentation used in NDT. System concepts and basic troubleshooting.

**NDTT1255 NDT Methods**  
M 75 75 10  
Prerequisites: MATH1050, NDTT1121, NDTT1133 and NDTT1138.  
Introduction to the UT, RT, PT, MT, and ET methods of nondestructive testing. Fundamental operating principles and traditional applications. Laboratory work on instrument and equipment familiarization, instrument calibration, inspection, procedures, and reporting of inspection results.

**NDTT1263 Metallurgy**  
M 50 50 6.5  
Prerequisites: MATH1050, NDTT1133 and NDTT1138.  
Study of the nature of metals, methods of metallurgical examination, mechanical testing, chemistry, and production of metals.

**NDTT1356 Liquid Penetrant**  
M 20 30 3  
Prerequisites: NDTT1121 and NDTT1255.  
Study of proper penetrant testing techniques and applications. Process control for the solvent removable, post emulsifiable, and water wash penetrant techniques. Study of codes, standards, inspection procedures, and job specifications for liquid penetrant inspection.
SOUTHEAST Community College - Nebraska

Course Descriptions

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<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
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</thead>
<tbody>
<tr>
<td>NDTT1360 Ultrasounds I</td>
<td>M</td>
<td>40</td>
<td>110</td>
<td>7.5</td>
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<tr>
<td>Prerequisites: MATH1050 and NDTT1255.</td>
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<tr>
<td>Applications and ultrasonic inspection techniques. Technique requirements specified in selected codes, standards, and job specifications. Examination and reporting consistency. Introduction to ultrasonic system configuration and computers.</td>
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| NDTT1450 Eddy Current I | M | 20 | 20 | 2.5 |
| Prerequisites: NDTT1236, NDTT1255, and NDTT2040. |  |
| 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. |  |

| NDTT1458 Magnetic Particle | M | 30 | 30 | 4 |
| Prerequisites: NDTT1236, NDTT1255, and NDTT2040. |  |
| Study of proper MT testing techniques and applications. Control of inspection variables in all forms of magnetic particle inspection. Study of codes, standards, inspection procedures, and job specifications as they relate to magnetic particle inspection. |  |

| NDTT1464 Radiography I | M | 60 | 90 | 9 |
| Prerequisites: NDTT2125 and NDTT2040. |  |
| Applications and radiographic inspection techniques. Technique requirements specified in selected codes, standards, and job specifications. Examination and reporting consistency. Methods for developing RT techniques in situations where limited information is available about a test object or where codes and standards do not exist. |  |

| NDTT1470 Radiation Safety & Administration | M | 50 | - | 5 |
| Prerequisites: NDTT1255 and NDTT2040. |  |

| NDTT2040 NDTT Mathematics | M | 45 | - | 4.5 |
| Introduction to advanced math skills. Common and natural logarithms, industrial application, angles and triangles. Angular measurement, right triangle and oblique triangle trigonometry and vectors. Polar and rectangular coordinates. Capabilities, functions and use of scientific calculators. |  |

| NDTT2569 Radiography II & Film Interpretation | M | 50 | 100 | 8 |
| Prerequisites: NDTT1464 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, forgeries, electrical components and composite materials. |  |

| NDTT2570 Eddy Current II | M | 75 | 75 | 10 |
| Prerequisite: NDTT1450. |  |
| Continued study of electromagnetic testing. Advanced theory and operation of single and multifrequency, and multiparameter data acquisition systems. Multifrequency data collection and evaluation. System calibration and standardization methods related to phase analysis instrumentation. Data analysis concepts and computer based analysis and reporting systems. Introduction to Remote Field Testing (RFT) theory, instrumentation, calibration or equipment and data acquisition. |  |

| NDTT2652 Ultrasounds II | M | 50 | 100 | 8 |
| Prerequisite: NDTT1360. Corequisites: NDTT2675 and NDTT2679. |  |
| Continued study of ultrasonic testing. Developing testing techniques and procedures. Instrumentation, calibration methods, code requirements, evaluation procedures. Computer assisted motion control and data acquisition systems. |  |

| NDTT2675 Computer Applications in NDT | M | 30 | 45 | 4.5 |
| Prerequisites: BSAD1010 and NDTT1360. Corequisites: NDTT2652 and NDTT2679. |  |
| Study of computer assisted NDT. Motion control and data acquisition techniques. Assigned projects for practical adaptation of a computer to an inspection situation. |  |

| NDTT2679 Code Interpretation & Procedure Development | M | 35 | 40 | 4.5 |
| Corequisites: NDTT2652 and NDTT2675. |  |
| Development of technical skills for writing qualifiable test procedures. Audit and surveillance procedures and implementation. Quality assurance functions. |  |

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<tr>
<td>NURA1401 Basic Nursing Assistant</td>
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<td>6.5</td>
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<td>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.</td>
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NURS • ASSOCIATE DEGREE NURSING

All prerequisite courses and NURS courses must be passed with a “C+” or better.

<table>
<thead>
<tr>
<th>Course#</th>
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</tr>
</thead>
<tbody>
<tr>
<td>NURS1206 Introduction to Professional Nursing</td>
<td>L</td>
<td>20</td>
<td>-</td>
<td>2</td>
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<tr>
<td>Prerequisites: BIOS1140, BIOS1110, SOCI1010, BIOS2130, MATH1150, and CHEM1050.</td>
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<tr>
<td>Overview of the current nursing organizations, development of the nursing profession, and the health care system. An overall introduction to the philosophy, objectives, and curriculum framework of the associate degree program is presented. Caring is introduced as an integral concept of nursing. Discussions of the concepts of health/illness continuum, health care delivery, basic human needs, professional behavior, communication, legal/ethical issues, and multicultural diversity.</td>
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| NURS1207 Introduction to Nursing Pharmacology | L | 20 | - | 2 |
| Prerequisites: BIOS1140, BIOS1110, MATH1150, BIOS2130, CHEM1050. |  |
| Students are introduced to pharmacology and math concepts required to provide safe and effective care for individual clients with common disease conditions along the health/illness continuum. Nursing process is applied to pharmacotherapy. Legal aspects, state and federal regulations of drugs are introduced. Pharmacokinetics, pharmacotherapy, pharmacodynamics and drugs as they affect various body systems are discussed. |  |

| NURS1304 Transition to Associate Degree Nursing | L | 10 | - | 1 |
| Prerequisites: BIOS1140, BIOS2130, CHEM1050, ENGL1010 or ENGL1015, FSDT1350, MEDA1407, MATH1150, PSYC2960, SOCI1010. |  |
| Required for the licensed practical nurse (licensed in Nebraska) requesting advanced placement into the Associate Degree Nursing program. Oriented toward developing associate degree level nursing skills for new role of student nurse. An overall introduction to the philosophy, objectives and curriculum framework of the Associate Degree Nursing program is presented. Includes the nursing process and the roles and functions of the associate degree nurse. |  |

| NURS1305 Basic Nursing Concepts I | L | 30 | 90 | 6 |
| Prerequisites: NURS1206, MEDA1406/1407, PSYC2960, ENGL1010 or ENGL1015, and FSDT1350. |  |
| Students are introduced to pharmacology and math concepts required to patient care, and introduce the nurse and client role in a variety of health care settings. |  |

| NURS1306 Pathophysiology | L | 45 | - | 4.5 |
| Prerequisites: BIOS1140, BIOS2130, CHEM1050, and BIOS1110. |  |
| This course is designed for students pursuing a career in nursing or other health related fields. Students are introduced to common disease conditions, terminology such as etiology, prognosis, and signs and symptoms. Concepts such as inflammation, immunity, allergy, and neoplasia are explained. General diagnostic and treatment procedures for each system are included. Physiological adaptation, diagnostic tests and treatment procedures for each body system are explained. |  |

| NURS1307 Nursing Concepts II | L | 5 | 75 | 3 |
| Prerequisite/co-requisite NURS1305 and NURS1306 or NURS1308. |  |
| Students are introduced to the principles and skills needed to care for individual clients with common disease conditions along the health/illness continuum. Pathophysiology, diet therapy, diagnostic tests and pharmacology are correlated with the nursing process when identifying common health problems and planning care. Clinical experiences are correlated with theory in a variety of health care settings. |  |

| NURS1308 Pathophysiology through the Lifespan | L | 60 | - | 6 |
| Prerequisites: BIOS1140, BIOS2130, CHEM1050, BIOS1110. |  |
| This course is designed for students pursuing a career in nursing or other health related fields. Students are introduced to concepts related to mechanisms of the disease process. Foundational concepts of inflammation, 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. |  |
NURS2400 Nursing Assessment
Prerequisite: NURS1304 or NURS1305. Co-requisites: NURS2403/2404.
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.

NURS2403 Gerontological Nursing Concepts
Prerequisite: NURS1305. Co-requisite: NURS2400.
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.

NURS2404 Nursing Concepts III
Prerequisite: NURS1305/1306/1307. Co-requisites: NURS2400/2403.
Focus on the nursing process applied to clients’ adaptive responses to stressors, including hospitalization and the disease process. Perioperative 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.

NURS2501 Nursing Concepts Related to the Childbearing Family
Prerequisite: NURS2404.
Normal psychological and physiological changes/adaptations that occur during the maternity cycle are examined along with pre-, post- and perinatal stressors/adaptations of the maternity client/childbearing family. The student explores family structures, stressors, and subsequent adaptation of the family 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.

NURS2502 Nursing Concepts Related to Child Rearing Family
Prerequisite: NURS2404.
The course utilizes the nursing process based on the knowledge of childhood variations to specific pediatric problems while reinforcing normal growth and developmental processes. Concepts of nutrition, pharmacology and pathophysiology are integrated in the course. The student gains insight within the secondary care setting by helping the pediatric client/child rearing family cope with the stress of illness and by promoting family health.

NURS2503 Nursing Pharmacology
Prerequisite: NURS 2404
Students are introduced to pharmacology and mathematical concepts needed to provide safe and effective care for individual clients with complex disease conditions along the health/illness continuum. Nursing process is utilized when planning the pharmacological care of these clients.

NURS2602 Mental Health Nursing Concepts
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 behavior in secondary care settings. Further development of the nurse-client relationship, techniques and therapeutic communication skills are emphasized. Overview of the modes of therapy (including psychopharmacology) and intervention in recurring maturational and situational crisis are considered. Crisis theory interventions are introduced. Pathophysiology, diet therapy and pharmacology are integrated. Clinical experience to correlate with theory is provided in a variety of acute health care settings. The clinical portion of this course allows the student to practice decision-making skills for groups of clients in selected health care settings to further develop communicative and technical skills. Content includes legal/ethical issues in nursing and health care, nursing roles, trends in nursing and reality shock.

OFFT • OFFICE PROFESSIONAL

OFFT1010 Beginning Keyboarding I
Prerequisite: Eligible for ENGL1010 or ENGL101S. Recommend BSA1010 or INFO1121.
Study of principles and techniques of writing business letters, electronic and written messages, and reports. Principles of grammar, punctuation, and correct word usage that have practical application in writing for business purposes.

OFFT1120 Medical Terminology
Study of medical vocabulary for practitioners in the field of medicine. Much of the course is auto-instructional with extra drill and practice during class sessions.

OFFT1160 Keyboarding III
Prerequisite: OFFT1020 or equivalent, 30 GWAM minimum.
Uses a comprehensive diagnostic approach to build speed while maintaining a high degree of accuracy. A speed of 40 GWAM is a C, and 50 GWAM is an A on five-minute timings with five or fewer errors. Introduction to the electronic calculator and proficiency development in operating the 10-key pad by touch. Uses appropriate practice exercises and timed writings to produce a minimum speed of 100 key strokes per minute with at least 95% accuracy.

OFFT1310 Office Accounting
Introduction to basic principles of accounting for a personal service enterprise. Analyzing, sorting, classifying, journalizing, and posting business transactions; taking a trial balance; preparing a work sheet; adjusting and closing the books; preparing an income statement, a statement of owner’s equity, and a balance sheet, and working with payroll records.

OFFT1880 Web Page Support
Prerequisite: BSA1010
Design and preparation of Web pages, documents, and communication for electronic delivery. E-forms, e-mail etiquette, pdf file creation, online publishing, and file transfer included.

OFFT1710 Word Applications I
Prerequisites: BSA1010 and OFFT2020.
Create, format, and edit basic business office documents such as letters, memos, reports, and tables using Microsoft Word. Emphasis on usable/mailable copy.

OFFT1720 Word Applications II
Prerequisite: OFFT1710.
Create, format, and edit advanced office documents such as tables, letters with special parts, two-page memos, long reports, and merge using Microsoft Word. Emphasis on usable/mailable copy.

OFFT1740 Desktop Publishing Applications
Prerequisite: OFFT1710.
Apply basic layout and design concepts in newsletters and other office documents using Microsoft Office applications: Word and Publisher. Emphasize importance of usable/mailable copy.
Course# | Title | Location | Class Hours | Lab Hours | Credit Hours
---|---|---|---|---|---
OFFT1760 | Project Management Applications | B/L | 45 - 4.5 | | |
OFFT2420 | Administrative Procedures II | B/L | 45 - 4.5 | | |
OFFT2000 | Employment Techniques | B/L | 30 - 3 | | |
OFFT2300 | Medical Office Procedures | B/L | 45 - 4.5 | | |
OFFT2020 | Co-op Supervised Employment | B/L | 200 5 | | |
OFFT2060 | Voice Recognition/Transcription | B/L | 45 - 4.5 | | |
OFFT2120 | Business Communication Strategies | B/L | 45 - 4.5 | | |
OFFT2130 | Medical Machine Transcription | B/L | 45 - 4.5 | | |
OFFT2210 | Legal Processes I | L | 45 - 4.5 | | |
OFFT2220 | Legal Processes II | L | 45 - 4.5 | | |
OFFT2310 | Financial Computer Applications | B/L | 45 - 4.5 | | |
OFFT2340 | Records and Information Management | B/L | 45 - 4.5 | | |
OFFT2410 | Administrative Procedures I | B/L | 45 - 4.5 | | |

Prerequisites: BSAD1020.

Use critical thinking and team work skills to manage the tasks and resources required to complete a project. Utilize Microsoft Project software to plan and track project progress. Use Microsoft Outlook and PDAs to communicate effectively with team members. Prepare appropriate documents and presentation materials as necessary throughout the project process.

Priorprerequisite: Declared students only. OFFT1110, OFFT2120, HIM1103, VPUB1130, or VPUB1134. This class should be taken immediately before Co-op Supervised Employment and graduation for associate degree or diploma students.

Development of techniques and skills necessary for students to be successful in seeking or retaining employment within career area.

Under the guidance of a cooperative education coordinator, practical work experience for development of marketable skills in an office position. Open to Office Professional students only with a minimum GPA of 2.0.

OFFT1760 | Project Management Applications | B/L | 45 - 4.5 | | |

Prerequisite: BSAD1020.

OFFT2000 | Employment Techniques | B/L | 30 - 3 | | |

Prerequisites: Declared students only. OFFT1110, OFFT2120, HIM1103, VPUB1130, or VPUB1134. This class should be taken immediately before Co-op Supervised Employment and graduation for associate degree or diploma students.

This class should be taken immediately before Co-op Supervised Employment and graduation for associate degree or diploma students.

OFFT2060 | Voice Recognition/Transcription | B/L | 45 - 4.5 | | |

Prerequisites: OFFT1710 and OFFT1110.

OFFT2120 | Business Communication Strategies | B/L | 45 - 4.5 | | |

Prerequisites: ENGL1010 or ENGL1015 or OFFT1110. Recommend BSAD1010 or INFO1121.

Study of principles of effective written and oral business communication. Communication strategies used in business disciplines.

OFFT2130 | Medical Machine Transcription | B/L | 45 - 4.5 | | |

Prerequisites: MEDA1201 or OFFT1110 and OFFT2060.

Practice using medical abbreviations, terminology, and phrases; transcription of basic hospital cases from recorded dictation using Microsoft Word.

OFFT2210 | Legal Processes I | L | 45 - 4.5 | | |

Prerequisites: OFFT1710 and OFFT2060.

OFFT2220 | Legal Processes II | L | 45 - 4.5 | | |

Prerequisite: OFFT2210.

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.

OFFT2310 | Financial Computer Applications | B/L | 45 - 4.5 | | |

Prerequisites: ACCT1200 and BSAD1020.

Excel spreadsheet projects from a financial perspective, accounts receivable and accounts payable with subsidiary ledgers, payroll concepts, and computerized accounting software.

OFFT2340 | Records and Information Management | B/L | 45 - 4.5 | | |

Prerequisites: BSAD1020.

Introduction to records management. Rules 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 | B/L | 45 - 4.5 | | |

Prerequisite: OFFT1710.

Comprehensive coverage of relevant skills and procedures in the performance of office duties including the role of the administrative assistant, communication skills, and reference sources. Provides the student with the opportunity to apply relevant skills for today's automated work environment.

OFFT2420 | Administrative Procedures II | B/L | 45 - 4.5 | | |

Prerequisite: 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 | | |

Prerequisite: OFFT1710.

Designed to acquaint the administrative assistant with the various theories of management and related concepts relevant to their office duties and responsibilities.

OFFT2440 | Medical Office Procedures | B/L | 45 - 4.5 | | |

Prerequisites: MEDA1101 or OFFT1110, and OFFT1710 or by permission; OFFT2060 recommended.

Integration of relevant medical office skills and procedures in the performance of modern medical office duties. Simulations included.

OFFT2460 | Office Simulation | B/L | 45 - 4.5 | | |

Prerequisites: OFFT1200 or OFFT1110, MATH1040, OFFT1110, OFFT2340, OFFT2410, and PSYC1250 or by permission. Corequisite: OFFT2420.

OFFT2650 | Computerized Medical Management | L | 30 - 3 | | |

OFFT2720 | Microsoft Office Integration | B/L | 45 - 4.5 | | |

Prerequisites: BSAD1020, OFFT2340, and OFFT2410.

OFFT3010 | Special Projects | B/L | 10 - 1 | | |

OFFT3020 | Special Projects | B/L | 20 - 2 | | |

OFFT3030 | Special Projects | B/L | 30 - 3 | | |

Prerequisites: Completion of at least 55 credit hours; a minimum 2.5 GPA; and permission of advisor and program chair.

Study of a particular area in the office technology field, arranged with the student's advisor and approved by the program chair.

PDSM • PARTS MARKETING & MANAGEMENT

PDSM11120 | Nomenclature I | M | 110 30 12 | | |

Function, composition, life expectancy, and nomenclature of the commonly requested parts. Identification of those parts most often in demand. Also, the principles of diesel and gas engines, electrical system components, fuel systems. Students will disassemble and reassemble these components.

PDSM1131 | Aftermarket Catalogs & Obsolescence I | M | 30 80 5.5 | | |

Introduction to jobber parts catalog indexing and use. Location of parts on shelves, changing out items on counter tickets and first level return of parts, use of price sheets and classifications. The course includes the computerized parts systems.

PDSM1221 | Nomenclature II | M | 35 15 4 | | |

Continuation of commonly requested parts, their function, composition, life expectancy, and nomenclature. Also the principles of transmissions, differentials, steering, suspension, brakes, and air conditioning.

PDSM1222 | Dealership Cataloging, & Obsolescence II | M | 40 60 6 | | |

Study and use of General Motors, Ford, and Chrysler parts cataloging and the various levels of pricing retail, wholesale, and dealer goods. There will be a continued learning of nomenclature by using these references.

PDSM1223 | Service Writing, Warranty Policies, & Tools | M | 20 30 3 | | |

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.
### Course Descriptions

**PHED1150 Introduction to Physical Education**  
- **B 45 - 4.5**  
  For the prospective physical education major or minor at the secondary school level. Survey of physical education, history, principles, objectives. Review of activities offered in the P.E. curriculum.

**PHED1600 Introduction to Recreation**  
- **B 45 - 4.5**  
  Principles, history and philosophy of recreation and leisure. Introduces recreation as a profession. Explores recreation and leisure studies throughout the life cycle.

**PHED1800 Physical Education in the Elementary School**  
- **B 45 - 4.5**  
  For the prospective elementary teacher and the physical education major. Study of curriculum and methods of teaching physical education at the elementary level. Needs and characteristics of elementary school-age child by grade level.

**PHED2010/2020 Officiating Sports**  
- **B 30 - 3**  
  Study and application of rules, techniques and interpretations for becoming officials or coaches in football, volleyball, soccer, basketball, softball or baseball.

### INTERCOLLEGIATE ATHLETICS

The following courses will allow student athletes to earn credit through participation in intercollegiate athletics. Regular attendance and participation in all squad activities required.

**PHED1300/2300, 1310/2310**  
**Intercollegiate Golf**  
- **B - 1.5**

**PHED1320/2320, 1330/2330 (men)**  
**Intercollegiate Basketball**  
- **B - 1.5**

**PHED1340/2340, 1350/2350 (women)**  
**Intercollegiate Basketball**  
- **B - 1.5**

**PHED1360/2360, 1370/2370**  
**Intercollegiate Volleyball**  
- **B - 1.5**

**PHED1380/2380, 1385/2385, 1390/2390, 1395/2395**  
**Intercollegiate Baseball**  
- **B - 1.5**

**PHED1380/2380, 1385/2385, 1390/2390, 1395/2395**  
**Intercollegiate Softball**  
- **B - 1.5**

**PHIL • PHILOSOPHY**

**PHIL1010 Introduction to Philosophy**  
- **B/L 45 - 4.5**  
  Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015.  
  Introduction to the components of philosophy through readings from the history of philosophy (ancient, modern, and contemporary) combined with the examination of topics such as metaphysics, logic, ethics, epistemology, aesthetics, philosophy of religion, freedom, and self-identity. Exposure to a range of ideas and readings representing a variety of cultural and ethnic backgrounds.

**PHIL1060 Applied Ethics**  
- **B/L 45 - 4.5**  
  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.

**PHIL1150 Critical and Creative Thinking**  
- **B/L 45 - 4.5**  
  Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015.  
  Designed to increase critical (convergent thinking) and creative (divergent thinking) thinking skills. Explores the use of logic and perception to analyze ideas, construct and evaluate arguments, and draw logical conclusions. Raise 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.

**PHIL2110 Introduction to Modern Logic**  
- **B/L 45 - 4.5**  
  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.

**PHIL2130 Bioethics**  
- **B/L 45 - 4.5**  
  Prerequisite: ENGL1010 or ENGL1015 or equivalent.  
  Philosophical study of moral problems in the health care industry. Exploration of issues that include the allocation of scarce medical resources, patients' rights, biomedical research and transplants, abortion, maternal-fetal conflict, death and dying, socialized medicine, and the right to health care.

**PHIL2610 Comparative Religions**  
- **B/L 45 - 4.5**  
  Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015.  
  This course will offer a cross-cultural introduction to the world’s major religious/philosophical traditions or faith systems through a comparison of historical origins, rituals, beliefs, practices, and sacred texts and sources.
### COURSE DESCRIPTIONS

**PHOT • PHOTOGRAPHY**

<table>
<thead>
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<tr>
<td>PHOT1750</td>
<td>Beginning Photography</td>
<td>B</td>
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<td>PHOT1760</td>
<td>Digital Photography and Creative Imaging</td>
<td>B</td>
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**PHRM • PHARMACY TECHNICIAN**

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<tr>
<td>PHRM1110</td>
<td>Pharmacology/Pharmaceutical Products I</td>
<td>B</td>
<td>45 - 4.5</td>
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<td>Pharmacy Calculations I</td>
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<td>PHRM1131</td>
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<td>B</td>
<td>10 60 3</td>
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<td>B</td>
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<tr>
<td>PHRM1222</td>
<td>Pharmacy Calculations II</td>
<td>B</td>
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<td>PHRM1232</td>
<td>Pharmacy Operations II</td>
<td>B</td>
<td>20 75 4.5</td>
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<tr>
<td>PHRM1240</td>
<td>Pharmacy Law &amp; Ethics</td>
<td>B</td>
<td>30 - 3</td>
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<td>PHRM1241</td>
<td>Professional Trends &amp; Issues</td>
<td>B</td>
<td>45 - 4.5</td>
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<td>PHRM1250</td>
<td>Pharmacy Clinical Education</td>
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**PHYS • PHYSICAL SCIENCE**

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<td>Astronomy</td>
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<td>PHYS1150</td>
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<td>General Physics II</td>
<td>B/L</td>
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<tr>
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<td>PHYS1150</td>
<td>Descriptive Physics</td>
<td>B/L/M</td>
<td>45 30 6</td>
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**POLS • POLITICAL SCIENCE**

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<td>American Government</td>
<td>B/L</td>
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<td>POLS1040</td>
<td>Comparative Politics</td>
<td>L</td>
<td>45 - 4.5</td>
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<tr>
<td>POLS1080</td>
<td>Introduction to Political Science</td>
<td>L</td>
<td>45 - 4.5</td>
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*PHRM1101 Pharmacology/Pharmaceutical Products I Prerequisites: BIOG1000, MEDIT1101 and 1202, and ENGL101* The focus of this course is the study of therapeutic agents, their classification, properties, actions and effects on the human body and their role in the management of disease.

*PHRM1121 Pharmacy Calculations I Prerequisites: PHRM1101* Examination of the qualifications, operational guidelines and job duties of a pharmacy technician.

*PHRM1131 Pharmacy Operations I Prerequisites: PHRM1121* The focus of this course is to orient the student to the general and specific tasks, as well as responsibilities involved in the practice of pharmacy in an institution as well as community setting.

*PHRM1220 Pharmacology/Pharmaceutical Products II Prerequisites: PHRM1131* The focus of this course is the study of therapeutic agents, their classification, properties, actions and effects on the human body and their role in the management of disease.

*PHRM1222 Pharmacy Calculations II Prerequisites: PHRM1220* Students will study appropriate policies and procedures for recording of and preparation of bulk, unit dose, special doses of drugs. Students will gain knowledge of durable medical equipment. Patient instruction and communication will be covered.

*PHRM1232 Pharmacy Operations II Prerequisites: PHRM1222* This course will continue study of pharmacy functions such as packaging and/or repackaging of pharmaceuticals, stock rotation/expiration, disposal, records and all the rules and regulations for overall pharmacy operations.

*PHRM1240 Pharmacy Law & Ethics Prerequisites: Permission.* This course will focus on the ethical issues within the pharmacy industry and those that arise with individual patient situations. The students will focus on laws effecting pharmacy technician's functioning according to the legal limits of delegation by the pharmacist. Students will learn the basic principles of ethical decision making and study cases/scenarios in order to apply those principles to real situations.

*PHRM1241 Professional Trends & Issues Prerequisites: PHRM1232 and 1240* Review and critique experiential learning with correlation of classroom theory. Students will have the opportunity to participate in discussions on topics of current interest in pharmacy practice, related to their clinical experience.

*PHRM1250 Pharmacy Clinical Education* This course emphasizes the basics of pharmacy practice and exposes the student to the practical aspects of dispensing, compounding and inventory control at an "on the job" training site in an institutional, retail or alternative pharmacy practice setting.

*PHYS1017 Technical Physics Prerequisites: MATH1050 or MATH1080 or equivalent.* Study of physics applied to technical trades. Measurement, mechanics, and heat. Metric system, conversion of units, material properties, forces, vectors, equilibrium, fraction, straight line motion, trajectories, rotational motion, simple harmonic motion, simple machines, waves and sound, thermal expansion, and heat transfer.

*PHYS1030 Astronomy Prerequisite: MATH0950 or permission of the instructor.* The study of the nature and motions of the night sky, planets, the sun, the stars, and their lives, galaxies, and the structure of the universe. This is an elementary course designed for non-science majors with an approach that uses minimal mathematics. Laboratory allows students to study selected topics in more detail.

*PHYS1110 Survey of Physical Science Prerequisites: from chemistry, physics, astronomy, geology and meteorology.* Includes lab.

*PHYS1150 Descriptive Physics Prerequisites and/or Co-requisite(s): MATH0950 or equivalent.* Conceptual survey of physics for the non-science major. Topics covered include motion, fluids, heat, electricity, magnetism, waves, and optics. Emphasis will be placed on using concepts to analyze physical problems.

*PHYS1410 General Physics I Prerequisite: High school trigonometry with "B-" or better, or MATH1200 or equivalent.* Detailed algebra and trigonometry based study of one and two dimensional motion, including kinematics, Newton's Laws, energy, and momentum. Additional topics from the areas of rotational motion, oscillations, waves, fluids, and heat will also be covered. Emphasis will be placed on both concepts and mathematical problem solving.

*PHYS1420 General Physics II Prerequisite: PHYS1410 or equivalent.* Continuation of PHYS1410. Topics covered include electricity, magnetism, waves, optics, and modern physics. Emphasis will be placed on both concepts and mathematical problem solving.

*PHYS2110 College Physics I Prerequisites: High school physics and MATH1600, or by permission, and concurrent with MATH1600.* Detailed calculus-based study of one and two dimensional motion, including kinematics, Newton's Laws, energy, and momentum. Additional topics from the areas of rotational motion, oscillations, waves, fluids, and heat will also be covered. Emphasis will be placed on both concepts and mathematical problem solving. The course is taught in an interactive style that integrates lecture, laboratory, and small group activities into one combined session.

*PHYS2120 College Physics II Prerequisites: PHYS2110 or equivalent.* Calculus-based continuation of PHYS2110. Topics covered include waves, sound, light, electricity, magnetism, and modern physics. Emphasis will be placed on both concepts and mathematical problem solving. The course is taught in an interactive style that integrates lecture, laboratory, and small group activities into one combined session.

*POLS1000 American Government Study of the functioning of the political system through an analysis and application of its underlying theories.*

*POLS1040 Comparative Politics Focus on the description and analysis of modern political systems and their respective ideologies. First half of course focuses on broad structural features of government. Second half of course looks at several individual nation states. Final part of course analyses problems facing modern political systems.*

*POLS1080 Introduction to Political Science Introduction to Political Science will address major political concepts and controversies that have developed in the world: liberty, equality, democracy, human nature, among others. The course will provide students with an overview of basic principles, approaches and methods of the discipline representing the social scientific mode of inquiry. Students will be exposed to national, comparative, and international politics as well as political thought.*
PSGT1000 Polysomnography I L 45 - 4.5
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 interactions.

PSGT1010 Polysomnography Lab L 75 2.5
This course provides the hands-on application of patient preparation, instrument setup and calibration, recording and monitoring techniques, pressure and oxygen therapy applications and patient to technologist interactions.

PSGT2000 Polysomnography II L 20 - 2
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 MST, MT, pediatric and infant, procedures.

PSGT2020 Seminar Review L 10 - 1
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 Technologist Exam.

PSGT2030 Clinical Education L 150 5
This course provides practical application of theories covered in previous PSGT courses. Emphasis is placed on polysomnography testing and procedures.

POLS1600 Introduction to International Relations L 45 - 4.5
Introductory survey of the actors, institutions, processes, and theories of international relations - including a study of contemporary global issues.

POLS2020 State & Local Government B/L 45 - 4.5
Prerequisite: POLS1000 or permission of instructor.
Study of the structure and operation of state and local government with special attention to the direct impact on the individual citizen.

POLS2300 Political Parties L 45 - 4.5
Prerequisite: POLS1000 strongly recommended.
Comprehensive review of party politics and elections in the United States. Emphasis on the historical development of the American party system; political party organization in America; voting and elections; and the activity of parties in government.

POLS2799 Internship Experience L 45 - 4.5
Students will acquire the skills necessary to understand the interaction of legislators, political parties, interest groups, and media. Students will learn practical application of political concepts while observing a real world arena in which this interaction occurs.

NOTE: PRACTICAL NURSING — SEE LPNS
NOTE: PROFESSIONAL TRUCK DRIVER TRAINING — SEE TRUK

PSYC • PSYCHOLOGY

PSYC2870 Psychology of the Personality B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of the instructor.
Systematic study of personality theories, the factors influencing personality development and the dynamics of personal adjustment.

PSYC2880 Social Psychology B/L 45 - 4.5
Prerequisite: PSYC1810 or SOC1101 or permission of the instructor.
Introduction to the science of psychology including the study of learning theory, memory, personality, growth and development, neurological aspects, abnormal behavior therapies, intelligence, motivation, emotion, sensation, perception and theoretical perspectives.

PSYC2890 Child Psychology B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of the instructor.
Study of developmental approach to human behavior from conception to adolescence. Personality, cognition, language, behavioral change and emotion will be discussed.

PSYC2900 Adolescent Psychology B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of the instructor.
Study of developmental approach to normal adolescence from puberty to young adulthood. Impact of social factors on psychological behavior development.

PSYC2920 Introduction to Counseling B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of instructor.
Overview of major counseling theories and intervention strategies. Skills involved in providing feedback to clients, crisis intervention and other methods of short-term counseling. Cross-cultural approaches to counseling.

PSYC2960 Life-span Human Development B/L 45 - 4.5
Integration of the basic concepts and principles of physical, cognitive and psychosocial development at each major stage of life. Provides an essential background for students in psychology, nursing, education, social welfare and home economics; for workers in community service; and for parents and prospective parents.

PSYC2970 Introduction to Psychological Research B 45 - 4.5
Prerequisite: PSYC1810 or permission of instructor.
Introduction to the methodological aspects of psychology. Survey of research reports from a variety of psychological perspectives. Scientific research methods in psychology. Significant biases in human thought. Designing individual experiments. For nursing students only.

PSYC2980 Abnormal Psychology B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of instructor.
Course covers etiology, treatment and prevention of abnormal behavior, use of DSM IV as diagnostic tool, effects of labeling.

PSYC1250 Interpersonal Relations B/L/M 45 - 4.5
Personal development and adjustment; self-esteem building, values clarification and decision-making, interpersonal communication skills, appreciation of diversity, development of healthy personal and professional relationships.

PSYC1810 Introduction to Psychology B/L/M 45 - 4.5
Introduction to the science of psychology including the study of learning theory, memory, personality, growth and development, neurological aspects, abnormal behavior therapies, intelligence, motivation, emotion, sensation, perception and theoretical perspectives.

PSYC1880 Child Psychology B/L 45 - 4.5
Prerequisite: Grade of “C” or better in PSYC1810.
This course will allow students to develop more depth-of-understanding in specific areas of psychology, such as domestic violence, sexuality, psychology of gender, history of psychology, health psychology.

PSYC1900 Psychological Assessment B/L/M 45 - 4.5
Prerequisite: PSYC1810 or SOC1101 or permission of the instructor.
This course will allow students to develop more depth-of-understanding in specific areas of psychology, such as domestic violence, sexuality, psychology of gender, history of psychology, health psychology.

PSYC1910 Abnormal Psychology B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of the instructor.
Course covers etiology, treatment and prevention of abnormal behavior, use of DSM IV as diagnostic tool, effects of labeling.
### PTAS - Physical Therapist Assistant

Please note: Students must be admitted into the program and have completed all prerequisites and additional required courses with a minimum grade of C+ before taking any PTAS courses. Each PTAS course builds on previous course content and must be completed with a minimum grade of C+ before continuing.

<table>
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<td>PTAS1100</td>
<td>Intro to Physical Therapy</td>
<td>L 45</td>
<td>- 4.5</td>
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<tr>
<td></td>
<td>This course introduces the student to the profession of physical therapy and the role of the physical therapist assistant emphasizing professional ethics, standards of practice, professional communication and a history of the profession. Basic patient care, privacy rights and body mechanics to be discussed.</td>
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<td>Course sequencing: PTAS1100 and MTAS1100</td>
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<tr>
<td>PTAS1101</td>
<td>Kinesiology with Lab</td>
<td>L 45</td>
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<td>This course focuses on the movement of the musculoskeletal and nervous systems of the body including muscle origins, insertions and actions, nerve innervations. In addition, motion and the effects of forces and levers relative to the body will be studied.</td>
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<td>PTAS1102</td>
<td>Pathophysiology for PTA</td>
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<td></td>
<td>An exploration of pathogenesis, prognostic and therapeutic management of the diseases and abnormalities of structure and function and how they effect rehabilitation. Emphasis is placed on conditions most commonly encountered in physical therapy.</td>
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<tr>
<td>PTAS1103</td>
<td>Physical Therapy Skills and Exercise I with Lab</td>
<td>L 35</td>
<td>30 4.5</td>
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<td></td>
<td>Instruction of the theory and clinical application of therapeutic exercise and basic skills as they relate to normal and abnormal movement of the body.</td>
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<td>PTAS1104</td>
<td>Therapeutic Modalities I with Lab</td>
<td>L 35</td>
<td>30 4.5</td>
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<td></td>
<td>Study of physical agents and therapeutic modalities (application and therapy) including indications, contraindications and precautions when using manual therapy techniques, cryotherapy, thermal agents, ultrasound, mechanical modalities (e.g. traction)</td>
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<td>PTAS1105</td>
<td>Physical Therapy Skills and Exercise II with Lab</td>
<td>L 35</td>
<td>30 4.5</td>
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<td></td>
<td>This course covers further development of therapeutic exercise and skills related to rehabilitation and function.</td>
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### RADT - Radiologic Technology

Please note: Students must be admitted into the program and have completed all prerequisites with a minimum grade of C+ before taking any RADC courses. Each RADC course builds on previous course content and must be completed with a minimum grade of C+ before continuing.

<table>
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<tr>
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<td>Introduction to Diagnostic Imaging</td>
<td>L 20</td>
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<tr>
<td></td>
<td>This course introduces the student to the profession of diagnostic imaging and the role of the radiologic technologist emphasizing professional ethics, standards of practice, professional communication and a history of the profession. Basic patient care, privacy rights and body mechanics to be discussed.</td>
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<td>Essentials of radiographic exposure formulation. Elements contributing to radiographic quality in the areas of density, contrast, recorded detail and distortion. Basic concepts of digital imaging and patient dose.</td>
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<td>L 45</td>
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<td></td>
<td>Anatomy and positioning of the chest and abdomen. Image evaluation and critique of these procedures. Application of procedural terminology and clinical data. Application of infection control, ethics, and pharmacology in the radiography practice.</td>
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<td>Radiographic anatomy and positioning of the abdominal contents with contrast media, upper extremity, and shoulder girdle. Image evaluation / critique of these procedures.</td>
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<td>Diagnostic Imaging Theory</td>
<td>L 45</td>
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<td>Continuation of the study of fundamental physical principles from mechanics to electromagnetism. Application of these principles to the construction and operation of fundamental x-ray equipment. Analysis of basic x-ray circuit. Construction and operation of tomographic, mobile and fluoroscopic equipment. Comparison of computed and direct radiography.</td>
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<td>Anatomy and positioning of the chest and abdomen. Image evaluation and critique of these procedures.</td>
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<td>Supervised clinical practice. Rotating shifts and assignments. competency evaluations of difficult chest and abdomen exams, and distal upper extremity.</td>
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<td>Anatomy and positioning of the bony thorax, cranium, facial bones, sinuses, and other skull exams. Image evaluation/critique of these procedures. Critical thinking and imaging of trauma patients and various advanced radiographic procedures.</td>
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<td>Overview of equipment, procedures, techniques, anatomy, and imaging protocols of specialty areas including sonography, MRI, nuclear medicine, radiation therapy, cardiovascular/interventional, and mammography.</td>
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<td>Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of the lower extremity.</td>
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<td>CT Imaging</td>
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<td>Study of computed tomography with emphasis on equipment, procedures, techniques, anatomy, and imaging protocol.</td>
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<td>RADT2254</td>
<td>Advanced Patient Care Management</td>
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<td></td>
<td>Psychological, social, and economic needs of the elderly. Overview of various cultural groups and cultural competencies.</td>
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<td>RADT2259</td>
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<td>Clinical practice with less assistance to foster increased proficiency and responsible decision-making in a variety of situations. Competency evaluation of the pelvic girdle, bony thorax, spine, and mobile orthopedic.</td>
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<td>RADT2265</td>
<td>Pathophysiology</td>
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<td>Review of human anatomy and physiology. Pathologies and congenital abnormalities of all systems. Application of critical thinking and technical factors.</td>
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<tr>
<td>RADT2269</td>
<td>Clinical Education VI</td>
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<td>Clinical practice with less assistance to foster increased proficiency and responsible decision-making in a variety of situations. Competency evaluations of cranial, surgical, and pediatric exams.</td>
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<td>RADT2276</td>
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<td></td>
<td>Exploration of advanced concepts of radiographic production, radiographic processing, conservative use of equipment and quality assurance techniques. Application of critical thinking.</td>
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<tr>
<td>RADT2279</td>
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<td>Clinical practice with less assistance to foster increased efficient and responsible decision-making in a variety of situations. Competency evaluations of miscellaneous procedures in surgery, trauma, pediatrics, and advanced contrast.</td>
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<td>RADT2288</td>
<td>Senior Seminar</td>
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<td>Review of course materials to prepare for National Board exam.</td>
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<td>L 225</td>
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<td></td>
<td>Clinical practice with less assistance to foster increased efficient and responsible decision making in a variety of situations. Competency evaluations of miscellaneous procedures will be continued. Arthograms, myelograms, etc.</td>
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**RELS • RELIGIOUS STUDIES**

**RELS52610 Comparative Religions** B/L 45 - 4.5

Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015. This course will offer a cross-cultural introduction to the world's major religious/philosophical traditions or faith systems through a comparison of historical origins, rituals, beliefs, practices, and sacred texts and sources.

**RESP • RESPIRATORY CARE**

Please note: Students must be admitted into the program AND have completed all program prerequisites with a GPA of 2.5; 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 Anatomy & Physiology L** 45 - 4.5

An in-depth study of the cardiopulmonary system including anatomy, 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 application. 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 cardiopulmonary and autonomic nervous systems. Includes drug dosage calculation, administration, and clinical side effects.

**RESP1114 Patient Care Principles** L 45 - 4.5

Development of assessment skills in regards to patient history, physical exam and laboratory studies with emphasis on proper charting of assessment.

**RESP1121 Cardiopulmonary Pathology** L 45 - 4.5

Study of concepts and theory of basic cardiopulmonary diseases to include etiology, pathology, diagnosis, clinical manifestations, radiological and laboratory findings; prevention, prognosis and treatment.

**RESP1122 Respiratory Care Procedures II and Lab** L 45 60 6.5

Theory and practice of the fundamentals of lung volume expansion therapy, bronchial pulmonary hygiene techniques, advanced airway management and aerosol therapy. Lab is concurrent with lecture. Lab complements the material presented in lecture as well as material learned in previous courses.

**RESP1126 Respiratory Care Profession I** L 20 - 2

Study of moral responsibilities of health care as well as an overview of the Respiratory Care profession expectations. Role playing, case studies and critical thinking are used to address patient interaction, decision making and professionalism.

**RESP1129 Clinical Education II** L 30 1

An orientation to the clinical sites, infection control and record-keeping, observation of therapy, 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 for diagnosing cardiopulmonary pathologies through the diagnostic concepts used in respiratory care. Including techniques utilized for 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 practicing the set-up, application, monitoring of various adult ventilators used in the hospital setting. Lab is concurrent with lecture.

**RESP1139 Clinical Education III** L 150 5

Practice of basic respiratory care procedures to include medical gas, aerosol/humidity therapy, aerosolized drug therapy, resuscitation, airway management, lung expansion therapy, and bronchial hygiene therapy. Includes clinical conferences and case studies.

**RESP1143 Neonatal & Pediatric Respiratory Care** L 50 - 5

Study of neonatal and pediatric physiology, pathology, clinical situation management, infant and pediatric mechanical ventilation. Includes simulated practice with procedures and equipment.

**RESP1144 Respiratory Rehabilitation & Home Care** L 30 3

Overview of pulmonary rehabilitation, subacute care, and home care principles and practices.

**RESP1147 Ventilator Management II Lab** L 30 1

Extended lab study of advanced mechanical Ventilation from RESP1132. Includes clinical conferences and case studies, patient scenarios and ventilator interaction will be utilized.

**RESP1148 Critical Care Management** L 40 - 4

Study of respiratory management of patients in critical care settings with emphasis on critical thinking skills in patient assessment and monitoring, and recommending alternative therapies. Extensive use of case studies, patient scenarios and ACLS algorithms.

**RESP1149 Clinical Education IV** L 150 5

Practice in adult critical care, basic pulmonary function testing, arterial blood gases, EKGs, mechanical ventilation, and emergency airway management. Includes clinical conferences and student case study presentations.

**RESP2251 Cardiovascular Physiology** L 40 - 4

Study of the cardiovascular system with emphasis on hemodynamic monitoring of the critically ill and pharmacologic control of cardiac output.
**COURSE DESCRIPTIONS**

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**RNEW • RENEWABLE ENERGY**

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**SIGN • SIGN LANGUAGE**

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**SOCI • SOCIOLOGY**

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SOCI2260 Parenting
Prerequisite: PSYC2960 or permission of instructor.
This course will introduce the student to effective parenting skills and strategies for solving family problems. Emphasis is placed on parent-child relationships, developmental milestones of infants through adolescence, family communication, family composition and issues related to abuse and neglect. Parenting challenges such as single-parenthood, divorce, custody issues, stepfamily systems and conflict management will be explored.

SOCI2799 Special Topics in Sociology
Prerequisite: Grade of “C” or better in SOC1010.
This course will allow students to develop a more in-depth understanding in a specific area of sociology.

SPAN • SPANISH

SPAN1010 Elementary Spanish I
Prerequisites: Spanish placement test.
First of a four-level language sequence focusing on the essentials of Spanish. Covers fundamental mechanical and grammatical concepts which are built upon progressively. Emphasizes using Spanish from the onset and developing basic facility in the four linguistic skills: listening, speaking, reading and writing. (Laboratory required.)

SPAN1020 Elementary Spanish II
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 facility in the four linguistic skills and expands upon mechanical and grammatical concepts from SPAN1010. (Laboratory required.)

SPAN2010 Second-year Spanish A
Prerequisites: SPAN1020 (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.)

SPAN2020 Second-year Spanish B
Prerequisites: SPAN2010 (Spanish II) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010 or ENGL1015.
Last course of the four-level language sequence. Provides ample opportunities to develop vocabulary, strengthen the four linguistic skills, and increase awareness and appreciation of contemporary Hispanic literature. Conducted primarily in Spanish. (Laboratory may be required.)

SPAN2030 Intensive Conversation
Prerequisite: SPAN2020, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor.
Focuses on the development of oral proficiency so that students may be able to express and discuss their ideas and experiences in clear, direct Spanish. The primary goals are fluency and cultural comprehension reinforced through reading, writing, and listening activities.

SPAN2040 Intensive Writing
Prerequisite: SPAN2020, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor.
Focuses on the achievement of oral and written communication proficiency so 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
Prerequisite: SPAN1020 (Spanish II) or equivalent score on Spanish placement exam and departmental permission.
An accelerated version of SPAN2010 (a three-hour course) and SPAN2020 (a three-hour course). Fulfills requirements for both SPAN2010-2020. (Laboratory may be required.)

SPCH • SPEECH

SPCH1090 Fundamentals of Human Communication
Prerequisite: Eligible for ENGL1000.
This course provides a theoretical basis and practical experience in basic interpersonal, small group, and public communication skills. Topics include the communication process, self-concept, verbal and nonverbal communication, perception, listening, interpersonal and group communication, conflict management, interviewing, audience analysis and strategies for adapting delivery/message to audience needs during a presentation and public speaking. Students will perform at least three research-based oral presentations before an audience.

SPCH1110 Public Speaking
Prerequisite: Eligible for ENGL1000.
This course provides both theoretical basis and practical instruction for speaking effectively in public. Emphasis on training in basic speech skills including: development of voice, topic selection, audience analysis, speech preparation and organization, researching, strategic and creative language use, effective listening and delivery skills, strategies for adapting delivery/message to audience needs during the presentation, and common types of public presentations, while acknowledging the influence of various cultural and ethnic backgrounds. Students will perform at least three research-based oral presentations before an audience.

SPCH2050 Oral Performance of Literature
Prerequisite: Eligible for ENGL1010.
Introduction 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
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
Prerequisite: Eligible for ENGL1000.
The study of communication to function successfully with others in the workplace. Focus on the basic processes of communications including: communication and cultural diversity, developing interpersonal relationships, interviewing techniques, working in small groups and teams, managing effective meetings, and various types of presentations (including individual and group). Students will perform at least three research-based oral presentations before an audience.

SURT • SURGICAL TECHNOLOGY

SURT1600 Orientation to Surgical Technology
Prerequisite: Admission to the Surgical Technology Program.
Introduction to the surgical technology program, the health care system, effective communication, multicultural diversity, legal/ethical issues, infection control, and basic skills necessary to effectively function as a health care team member.

SURT1601 Techniques in Surgical Asepsis
Prerequisite: Admission to the Surgical Technology Program.
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 aseptic roles of the Surgical Technologist.

SURT1603 Fundamentals of Surgical Technology
Prerequisite: Admission to the Surgical Technology Program.
Study of instruments, supplies, and equipment used in the perioperative process of surgery.

SURT1604 Concepts of Surgical Procedures
Prerequisite: Admission to the Surgical Technology Program.
Study of the resection concept, abdominal incisions, commonly used instruments, sutures and needles required for basic surgical procedures.
SOUTHEAST Community College - Nebraska

Course Descriptions

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tr>
<td>SURT1701</td>
<td>Clinical Orientation</td>
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<td>Prerequisite: SURT1601.</td>
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<td>SURT1704</td>
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<td>SURT1705</td>
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<td>SURT1803</td>
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<td></td>
<td>Clinical practice with application of the student's basic skills, aseptic technique, and instrument knowledge to operative procedures in the hospital.</td>
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<tr>
<td>SURT2904</td>
<td>Surgical Procedures &amp; Techniques III</td>
<td>L</td>
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<td>Prerequisite: SURT1804.</td>
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<tr>
<td>SURT2907</td>
<td>Senior Seminar</td>
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<td></td>
<td>Preparation for employment, exposure to professional organizations, the study of ethical and legal aspects of the surgical environment, and leadership skills and concepts.</td>
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<tr>
<td>SURT2909</td>
<td>Correlated Patient Study</td>
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<td>20</td>
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<td></td>
<td>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.</td>
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<td>SURT2910</td>
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<td></td>
<td>Adapting to a new hospital environment with further development in skill efficiency and consistency.</td>
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<tr>
<td>SURT2920</td>
<td>Advanced Clinical Studies</td>
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<td>Study of expanded roles and further development in skills relating to advanced surgical specialties.</td>
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<tr>
<td>SURT2930</td>
<td>Clinical Education III</td>
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<td>Prerequisites: SURT2910.</td>
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<td></td>
<td>The application of the student's acquired skills and aseptic technique to the operating room team and environment on a more independent basis.</td>
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THEA • THEATRE

THEA1110 Introduction to Theatre
B/L 45 - 4.5
Introduction to the forms and functions of the dramatic arts within an historical perspective. Includes an introduction to basic theatre skills as well as an introduction to a range of dramatic literature.

THEA1140 Basic Acting
B 45 - 4.5
Introduction to the techniques and history of acting through individual and group exercises, study and discussion of text and professional example. Allows students to build connections between life and acting through lecture, discussion, observation, improvisation and scene work. Familiarizes student with the history and development of acting theories using selected examples of its various cultural contexts.

THEA1850/1860/2850/2860/2880 Theatre Production
B 30-60-90 - 1.5-3-4.5
Prerequisite: By permission of play director.
Introduction to theory and principles of theatre production. Concentration on all phases of theatre production. Public performance produced.

THEA1851/1861/1871/1881, THEA2851/2861/2871/2881 Theatre Practicum
B 15-30-45 - 1.5-4.5
Prerequisite: Permission of instructor.
Practicum is a practical learning experience in selected areas of theatre production. Under a cooperative educational experience and agreement between the College and an outside theatre production, students are able to earn credit for practical theatre production experience. Experience may include but will not be limited to design, construction and promotion. Students will work a minimum of 15/30/45 hours per quarter in conjunction with community acting group and its staff.

TRUK • PROFESSIONAL TRUCK DRIVER TRAINING

TRUK1110 Professional Truck Driver Training I
L 40 96 7
Prerequisites: Student must meet minimum entrance requirements.
Intensive training course for tractor/trailer drivers. Vehicle inspection and preventative maintenance; hands-on defensive driving; skills development in coupling and uncoupling, backing, and shifting; and city and highway driving.

TRUK1120 Professional Truck Driver Training II
L 60 164 11
Prerequisites: Student must successfully complete TRUK1110 (Professional Truck Driver Training I)
Intensive training course for tractor/trailer drivers. Accident procedures, daily driver’s log, trip planning, hazard perception speed management, extreme driving conditions, hands-on defensive driving, skills development in shifting, and city and highway driving.

VPUB • VISUAL PUBLICATIONS

VPUB1110 Publishing Concepts
L 30 45 4.5
This course is a prerequisite to all other VPUB courses.
This course provides students with a broad perspective on the development of visual communication and the print industry. Students will acquire hands on experience working with various methods of visual communication.

VPUB1111 Platform Manipulation
L 30 45 4.5
This course is a prerequisite to all other VPUB courses.
This course introduces the student to the Macintosh and PC platforms. The student will learn page-layout basics and gain fundamental skills using hardware, software and peripheral devices to create media for print and Web.

VPUB1112 Elements of Design
L 45 - 4.5
This course is a prerequisite to all other VPUB courses.
Students will explore the fundamentals of visual perception, proportion, lighting, dimension, and color theory. They will have experience in 2 and 3 dimensional designs.

VPUB1120 Design to Production
L 30 50 4.5
Prerequisites: VPUB1110 and VPUB1111.
Students will follow the process of seeing designs from their conception through to the offset printing process. This gives the student the technical knowledge needed to design for production specifications. Hands-on experience with plates, proof making, and offset duplicators.
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<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tr>
<td>VPUB1121</td>
<td>Photoshop I</td>
<td>L 40</td>
<td>15</td>
<td>4.5</td>
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<tr>
<td></td>
<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, and tool bar while introducing the concepts of photo manipulation including file formats, layer techniques, filters, picture taking and PDF creation.</td>
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<tr>
<td>VPUB1122</td>
<td>Page Layout I</td>
<td>L 40</td>
<td>15</td>
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<td></td>
<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 class projects, each student will become skilled in the basics of page layout and document construction.</td>
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<td>VPUB1125</td>
<td>Digital Typography</td>
<td>L 20</td>
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<td></td>
<td>Prerequisites: VPUB1110, VPUB1111, &amp; VPUB1112. This course will introduce 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>
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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>
<td>L 45</td>
<td>- 4.5</td>
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<td></td>
<td>Prerequisite: VPUB1121. Expands on techniques used in Photoshop I. Web graphics, color correction tools and interaction with other software will be covered.</td>
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<tr>
<td>VPUB1132</td>
<td>Page Layout II</td>
<td>L 45</td>
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<td>Prerequisite: VPUB1122. Building on the fundamentals introduced in Page Layout I, this course will introduce new construction elements with a focus on the essentials required for successful layout. Rules and tips for dealing with images and color. Students will preflight, print composites and color separation documents.</td>
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<tr>
<td>VPUB1133</td>
<td>Creative Troubleshooting</td>
<td>L 20</td>
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<td></td>
<td>Prerequisites: VPUB1110, VPUB1111, &amp; VPUB1112. Demonstrate creative troubleshooting strategies and problem solving skills as it relates to the printing and publishing field.</td>
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<td>VPUB1134</td>
<td>Web Design I</td>
<td>L 25</td>
<td>60</td>
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<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 25</td>
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<td></td>
<td>Prerequisite: VPUB1131. Using Photoshop as a creative tool, students apply their skills to advanced projects that will serve as portfolio pieces.</td>
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<tr>
<td>VPUB2242</td>
<td>Computer Illustration</td>
<td>L 35</td>
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<td></td>
<td>Prerequisite: 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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<td>VPUB2244</td>
<td>Web Design II</td>
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<td>Prerequisites: VPUB1131, VPUB1134. Students will build upon the foundation learned in Web Design I and expand knowledge in web page layout program. Students will save and incorporate graphics, text, and animation using Adobe Flash in conjunction with Dreamweaver.</td>
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<tr>
<td>VPUB2245</td>
<td>Digital Video Production</td>
<td>L 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 CD, Web and Podcasting. The course concentrates on the creation of video for Podcasting and the Web.</td>
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<td>VPUB2252</td>
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<td>Prerequisite: VPUB2242. 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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<td>Prerequisite: VPUB2244. 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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<td>VPUB2255</td>
<td>Portfolio Development</td>
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<td>Prerequisites: VPUB2244 &amp; VPUB2245. Using previous course work, students will develop a complete portfolio including print, Web, and CD formats. Class and industry presentations will prepare the student for the future job market. Students will be expected to defend their portfolio choices and explore individual design philosophy.</td>
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<td>VPUB2260</td>
<td>Design Fieldwork</td>
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<td>Prerequisites: VPUB2255 or advisor permission. Under the direction of an experienced instructor, students have an opportunity to apply their classroom knowledge in a real-world situation. Students may be placed in an external internship or complete projects for the College.</td>
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<td>VPUB2265</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 Maxon's Cinema 4DXL.</td>
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### WELD • WELDING

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<td>Orientation to the college philosophy, goals, objectives within the welding program area.</td>
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<td>WELD1110</td>
<td>SMAW Theory</td>
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<td>Prerequisite: WELD1100. 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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<td>Prerequisite: WELD1110. Beginning welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.</td>
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<td>Prerequisite: WELD1112. 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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<td>WELD1115</td>
<td>Equipment &amp; Tools</td>
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<td>Prerequisite: WELD1100. Explanation of safe operation and the proper use of equipment, power tools, and hand tools.</td>
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<td>WELD1117</td>
<td>Oxycetylene Theory</td>
<td>L/M 20</td>
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<td></td>
<td>Prerequisite: WELD1100. Study of the theory, safety, equipment and applications of the Oxycetylene Welding process.</td>
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<td>WELD1119</td>
<td>QA Welding &amp; Cutting</td>
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<td>Prerequisite: WELD1117. Laboratory exercises with the Oxycetylene Welding, Braze Welding, Oxycetylene Cutting and related processes.</td>
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<td>WELD1120</td>
<td>SMAW Lab III</td>
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<td>Prerequisite: WELD1113. Advanced welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.</td>
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<td>Course# (online)</td>
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<td>WELD1122</td>
<td>GMAW Theory</td>
<td>L/M</td>
<td>30 - 3</td>
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<tr>
<td>Prerequisite: WELD1100.</td>
<td>Study of Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Study and use of various filler wires and shielding gases and welding power source set-up.</td>
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<tr>
<td>WELD1124</td>
<td>GMAW Lab I</td>
<td>L/M</td>
<td>10 60 3</td>
<td></td>
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</tr>
<tr>
<td>Prerequisite: WELD1122.</td>
<td>Beginning welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.</td>
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<tr>
<td>WELD1126</td>
<td>GMAW Lab II</td>
<td>L/M</td>
<td>10 60 3</td>
<td></td>
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</tr>
<tr>
<td>Prerequisite: WELD1124.</td>
<td>Advanced welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.</td>
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<tr>
<td>WELD1128</td>
<td>Blueprint Reading &amp; Weld Symbols</td>
<td>L/M</td>
<td>50 - 5</td>
<td></td>
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</tr>
<tr>
<td>Prerequisite: WELD1100.</td>
<td>Introduction to blueprint reading and drawing 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</td>
<td>20 15 2.5</td>
<td></td>
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</tr>
<tr>
<td>Prerequisite: WELD1128.</td>
<td>Fundamentals of computer aided drafting using AutoCAD®. Study of the AutoCAD® menus, settings and drawing 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</td>
<td>40 - 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: WELD1100.</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</td>
<td>10 30 2</td>
<td></td>
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</tr>
<tr>
<td>Prerequisite: WELD1119.</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</td>
<td>30 30 4</td>
<td></td>
<td></td>
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<tr>
<td>Prerequisite: WELD1100.</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</td>
<td>30 - 3</td>
<td></td>
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</tr>
<tr>
<td>Prerequisite: WELD1136.</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</td>
<td>30 30 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisites: WELD1113, WELD1119, WELD1139.</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</td>
<td>20 - 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prerequisite: WELD1100.</td>
<td>Study of Gas Tungsten 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</td>
<td>15 75 4</td>
<td></td>
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</tr>
<tr>
<td>Prerequisite: WELD1144.</td>
<td>Welding of carbon steel with the Gas Tungsten 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</td>
<td>10 60 3</td>
<td></td>
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<tr>
<td>Prerequisite: WELD1144.</td>
<td>Welding of stainless steel and aluminum with the Gas Tungsten 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</td>
<td>10 23 1.5</td>
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<tr>
<td></td>
<td>Basic welding and practice in joining metals together. Preparation for MACH1225 Materials of Industry.</td>
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</tbody>
</table>
Chapter 3
ENROLLMENT

To have a successful college experience 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.

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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 SCC is one of these tests approved by the U.S. Department of Education to determine a student's ability to benefit.

Transcript and/or testing 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 SCC 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 adult students who register and attend classes together. Other special enrollment opportunities for students under 16 will be identified in the course description and/or advertisement.

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

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

Some programs of study will require a criminal background check.

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 SCC 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.

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.

*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

STUDENT STATUS

Full time = 12 or more credit hours per term
Part time = fewer than 12 credit hours per term
3/4 time = 9 through 11.5 credit hours per term
1/2 time = 6 through 8.5 credit hours per term
Less than 1/2 time = Fewer than 6 credit hours per term

Contact the campus Registration and Records Office for questions about student status for terms other than quarter (summer sessions, short courses, or others.)
A. HIGH SCHOOL OR GED TRANSCRIPTS

II. SUBMIT TRANSCRIPTS

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 academic 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.)

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. High school transcripts and College transcripts identify specific courses taken in high school and college that may affect the courses that students register for in their SCC college program of study.

3. Prior to entering a program of study, students who have NOT completed a high school diploma or a GED program must demonstrate the ability to benefit from college classes by achieving a minimum score on the SCC assessment/placement exam, which is required by federal regulation governing Title IV programs. The ASSET/COMPASS assessment/placement used by SCC is approved by the U.S. Department of Education to determine a student’s ability to benefit. (Contact the campus Testing and Assessment Office for additional information.)

4. Students must have a high school diploma or equivalent to receive an Associate Degree, Diploma or Certificate from SCC.

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 Continuing Education Division 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.

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, be reported on the high school transcript, be brought in by the student); 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 through campus Admissions and Career Advising staff.

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.

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 and retest at no charge.
2. Individuals having any test scores older than 5 years will be asked to retake the COMPASS test but will not be charged for retesting. Additional retests are $15.
3. When an SCC instructor in English, writing or math, or an SCC Testing/Assessment Center staff person requests a retest, there will be no fee assessed.
4. Individuals who wish to retake the COMPASS test must have completed additional study in the test area(s) that they did not pass the first time, and be able to demonstrate that additional study to SCC Testing Center staff before they will be allowed to retest. Individuals must wait 30 days between the first and second testing to allow adequate time to study in the problem areas and prepare for the second test. Individuals will not be permitted a second retest (third time of testing) until 30 days after the first retest (second time of testing).

IV. SUBMIT ANY ADDITIONAL INFORMATION REQUIRED FOR YOUR CHOSEN PROGRAM OF STUDY.

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

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

NEBRASKA RESIDENCY REQUIREMENTS

To be eligible to register at resident tuition rates at SCC, 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 SCC if the standards set forth in any one of the following eight (8) categories are met:

1. An individual who is a graduate of an accredited Nebraska senior high school, or has previously been enrolled at SCC 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 has 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 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 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 SCC, 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.
INTERNATIONAL STUDENTS

The following requirements apply for students applying to SCC 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 can 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.

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

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) 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 office is responsible for collecting and maintaining all student records and grades, is in charge of registrations, and 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 eCashier monthly payment plan. (See Payment Policy - Financial Planning)

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.

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.

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 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 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:

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

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 online 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. Specific dates for individual classes are included in the printed credit class schedule each 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.

"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.

ADDING COURSES AFTER INITIAL REGISTRATION

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

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
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.

REFUNDS

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.

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

Formula:  
\[
\text{REFUND} = \left( \frac{\text{Drop Date} - \text{Course Start Date}}{\text{(Course End Date) - (Course Start Date)}} \right) \times 100
\]

Credit class Table:

- \(0.000 - 12.499\) . . .100
- \(12.5\) and over . . .0

Non-Credit class Table:

- % elapsed . . . of refund
day before . . .100
- start day or after . . .0

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

LAST DATE TO DROP A CREDIT CLASS AND RECEIVE 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 online 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.

ELECTRONIC REFUNDS

Electronic payment of refunds is the FASTEST, safest, and most convenient method for students to receive refunds.

Students can sign up on WebAdvisor for an electronic payment option. The College recommends that students sign up to have refunds transferred electronically to their existing bank account. If a student does not currently have a bank account, the College has made arrangements with Union Bank and Trust Company of Lincoln for the student to open a Simply Free Checking account or a Union Savings account. The student may start the process of opening a Union bank account via WebAdvisor or they may stop at any Union Bank branch office to open an account.

If a student does not sign up for electronic payment of refunds, a check will be processed at the same time that funds are electronically transferred to other students. Depending upon the day of the week, holidays, and the speed of the Post Office, paper checks may take up to 10 days or more to reach the student. Checks will be processed off site and will not be available for pickup by students. Paper checks will be mailed to the student's current address.

If you are having your check deposited electronically, please check your bank account online, if your bank provides online access, to verify when your refund was deposited.

If you are receiving your refund by paper check, please wait a week after paper checks are mailed before inquiring about your refund.

(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 TO DROP A NON-CREDIT CLASS AND RECEIVE 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."

www.southeast.edu
The cost of a quality education at SCC 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
Southeast Community College 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 toward 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. Institutional Financial Aid is awarded on a first-come, first-served basis.

| PRIORITY FILING DEADLINE DATES for completing necessary financial aid forms are as follows: |
| April 1 | for summer term |
| July 1 | for fall term |
| October 1 | for winter term |
| January 1 | for spring term |

SCC PARTICIPATES IN THE FOLLOWING FINANCIAL AID PROGRAMS:

FEDERAL FINANCIAL AID
PELL GRANT
The Pell Grant is a grant from the federal government that does not have to be paid back. The 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
SEOG awards are made to undergraduate students with exceptional financial need. SCC has a limited amount of funds to award to eligible students. Eligible Pell Grant recipients with the lowest Expected Family Contribution are considered first for available Federal SEOG funds.

ACADEMIC COMPETITIVENESS GRANT
The Academic Competitiveness Grant is a Federally funded/need-based grant for undergraduate students who graduated from high school after January 1, 2005.
The ACG is a grant awarded to full-time students who have completed rigorous high school coursework and have met other criteria. Students must be seeking a qualified 2-year degree, and maintain a cumulative GPA of 3.0 or higher.

FEDERAL COLLEGE WORK-STUDY PROGRAM
SCC participates in the Federal College Work-Study Program. FCWS funds are awarded to students on the basis of financial need.

Students seeking FCWS need to complete and return a Work-Study Application for consideration. Forms can be picked up at the SCC 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 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 $5,500 per school year. Dependent, second-year students may borrow a maximum of $6,500 per school year (subject to other restrictions per federal regulations). Independent, first-year students may borrow a maximum of $9,500 per school year. Independent, second-year students may have a loan limit of $10,500.

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 estimated cost of education minus other financial aid.

NEBRASKA STATE FINANCIAL AID
NEBRASKA STATE GRANT
NSG funds are awarded to Nebraska residents on the basis of financial need eligibility. Students apply by completing the FAFSA. Eligibility is determined by state guidelines.

INSTITUTIONAL FINANCIAL AID
SCC TUITION GRANT
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 FAFSA. This institutional grant is awarded on the basis of financial need.

SCHOLARSHIPS
SCC's 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 the SCC Scholarship Committee 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 aid is terminated or a student withdraws or is academically suspended, unused funds are returned to the appropriate fund, including but not limited to NSG, SEOG and SCC Tuition Grant.
Scholarships available include those provided through the SCC Educational Foundation and others designated by contributors for specific categories.
For more information and a listing of available scholarships by campus, contact the campus Financial Aid Office or visit us online.
APPLYING ONLINE FOR SCC SCHOLARSHIPS

The SCC Educational Foundation was organized in 1975, with the sole intent of maintaining, developing and extending services to the College and to further educational opportunities to students, staff and the residents of the area which it serves. The mission of the Foundation is to support the vitality and growth of SCC to benefit students, staff and communities it serves.

The SCC Scholarship application is available ONLINE and has open enrollment during the following calendar days:

Nov 1 – Nov 22
- Current and new SCC students who plan to attend “winter quarter” (January - March).

Dec 1 – Feb 22
- Current and new SCC students who plan to attend “spring quarter” (April - June).

May 1 – May 22
- Current and new SCC students who plan to attend “summer quarter” (July - September).

Aug 1 – Aug 22
- Current and new SCC students who plan to attend “fall quarter” (October – December).

Note: To be considered for scholarships based on financial need, the applicant must also complete the FAFSA for the appropriate school year.

For the academic year beginning July 2009, applicants will need to complete the new 2009-2010 FAFSA (www.fafsa.ed.gov) to be considered for need-based scholarships being offered during that academic year.

If a student is unable to apply online, he/she may contact the Financial Aid Office with an explanation of extenuating circumstances and may receive assistance with the application process.

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

SCC 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 approximately 30 business days after enrollment is approved.

SATISFACTORY ACADEMIC PROGRESS

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

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 Deadline Dates 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 FAFSA FORM.

The Financial Aid Office encourages completion of the FAFSA online upon completion of your tax return. 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 SCC 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 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 return, 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.

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

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

(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

Many students rely on federal government loans to finance their education. These loans have low interest rates and do not require credit checks or collateral. Student loans also provide a variety of deferment options and extended repayment terms. Student loans include Federal Stafford Loans.

All Stafford Loans are either subsidized (the government pays the interest while you’re in school) or unsubsidized (you pay all the interest, although you can have the interest payments deferred until after graduation). To receive a subsidized Stafford Loan, you must be able to demonstrate financial need.

With the unsubsidized Stafford loan, you can defer the payments until after graduation by capitalizing the interest. This adds the interest payments to the loan balance, increasing the size and cost of the loan. All students, regardless of need, are eligible for the unsubsidized Stafford Loan.

Repayment begins six months after the student graduates or drops below half-time enrollment. The standard repayment term is 10 years.

Failure to maintain attendance in at least 6 credit hours CANCELS any future loan disbursements. Please notify the Financial Aid Office when returning to school after a break in attendance.

New students must complete a master promissory note and complete loan entrance counseling.

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 nor be able to register for classes at SCC 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).

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 drops the course online by utilizing WEBADVISOR or provides the College's Registration and Records Office with an "OFFICIAL DROP/ADD FORM FOR CREDIT CLASSES."

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.

Forms titled "OFFICIAL DROP/ADD FORM FOR CREDIT CLASSES" are available at the campus Registration and Records Office.

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

If a balance owed remains, it is the responsibility of the student to pay this balance before they would be allowed to register for future courses at SCC.

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 be returned to the U.S. Department of Education and/or the Stafford/Plus loan lender. Students called to non-training active military duty should provide documentation to the campus Dean of Student Services.

ELECTRONIC REFUNDS

Electronic payment of refunds is the FASTEST, safest, and most convenient method for students to receive refunds. Students can sign up on WebAdvisor for an electronic payment option. The College recommends that students sign up to have refunds transferred electronically to their existing bank account. If a student does not currently have a bank account, the College has made arrangements with Union Bank and Trust Company of Lincoln for the student to open a Simply Free Checking account or a Union Savings account. The student may start the process of opening a Union bank account via WebAdvisor or they may stop at any Union Bank branch office to open an account.

If a student does not sign up for electronic payment of refunds, a check will be processed at the same time that funds are electronically transferred to other students. Depending upon the day of the week, holidays, and the speed of the Post Office, paper checks may take up to 10 days or more to reach the student. Checks will be processed off site and will not be available for pickup by students. Paper checks will be mailed to the student's current address.

If you are having your check deposited electronically, please check your bank account online, if your bank provides online access, to verify when your refund was deposited.

If you are receiving your refund by paper check, please wait a week after paper checks are mailed before inquiring about your refund.

(Refer to the Financial Planning section for further information on tuition and refunds.)

CREDIT CLASS 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. "NO" refund is allowed after 12.500% of time has elapsed since the first day of the start of class. Specific drop dates for individual classes are published each term in the credit class schedule.

NON-CREDIT CLASS REFUND

The student is entitled to a 100% refund for any non-credit class officially dropped prior to the start date of the class. "NO" refund is allowed if the class is dropped on or after the start date of the class.

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 of the term (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.
Once it is determined how much Title IV aid must be returned, the federal funds must be returned in the order specified by the law. This priority order is as follows:

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

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

CAFEeteria/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.

   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 withdraw from the College will follow this specific refund schedule.
   - During the first week (5 days, not including Saturdays, Sundays and holidays) of the term, 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.

DEBTS

All financial obligations to the College must be paid before a student may register for any future courses 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 eCashier Monthly Payment Plan

Students may enroll in the "FACTS" eCashier monthly payment plan. "FACTS" eCashier provides an option for budgeting tuition and other educational expenses. Contact the campus Business Office for a "FACTS" eCashier 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. Cost estimate sheets are available for the programs of study. Check out the Expense Sheets available online or contact your campus Student Services Office for more information.
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 online via WebAdvisor or a paper form may be obtained from the Registration and Records Office.

ATTENDANCE

ATTENDANCE POLICY

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

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

RESERVE AND GUARD TRAINING

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

GRADUATION

GRADUATION AWARDS/HONORS

Southeast Community College awards the following:

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

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

- **Associate of Occupational Studies Degree (A.O.S.):** Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed program or course of study.

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

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

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

GRADUATION RATES

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

GRADUATION REQUIREMENTS

All students are required to meet certain requirements before they are permitted to graduate from any program at SCC. 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. A student must have a high school diploma or equivalent to receive an Associate Degree, Diploma or Certificate from SCC.

3. 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.

4. 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.

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 SCC 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 as the first digit of the course number are designated as developmental and may not be used to fulfill degree requirements. Example ENGL 0810.
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 SCC, 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.

Exceptions to #2, #3, #3a or #3b must be approved by the Vice President for Instruction.

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

TRANSFER CREDIT

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

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

CREDIT BY WAIVER

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

Tech Prep Advanced Placement

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

In order to receive Tech Prep Advanced Placement, a student must:

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

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

CREDIT BY EXAMINATION

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

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

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

College Level Examination Program (CLEP)

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.

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

SCC administers the 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 SCC students may have CLEP scores recorded on their SCC transcripts. Acceptable CLEP credits are recorded as PX (Pass by Examination).
GRADES & RECORDS

FERPA

SCC 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. SCC may provide directory lists of graduates to senior institutions that have an articulation agreement with SCC.

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

- Student Name
- Major field of study
- Dates of attendance
- Enrollment status
- Most recent previous school attended
- Degrees and awards received
- Honors and awards received, including Dean’s List and other academic honors
- Participation in officially recognized co-curricular activities (e.g., music, sports)
- Weight and height of athletic team members
- Parking permit number and auto license number
- Photograph

When available, the student’s physical address, e-mail address and/or telephone number will be released at the discretion of the Student Services Office.

*Use of Photographs:

Photographers employed or contracted by SCC regularly take photographs of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs will be taken at public venues such as athletic events and concerts. Or they may be taken in organized campus photo shoots where the subjects will have given verbal consent to be photographed. Individuals who are photographed while attending a public event or who verbally agree to participate in a photo shoot will be understood to have authorized SCC to use their likeness in print and electronic materials to promote the College. The College will retain the usage rights to the photographs in perpetuity.

To avoid having this information released, the student must submit a written request to the campus Student Services Office within 10 classroom days, not including Saturdays, Sundays, and holidays, after initial enrollment in the College. After the initial 10-day period, any new request for withholding of directory information shall require a 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 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 FERPA should be directed to the campus Registration and Records Office.

RETENTION OF STUDENT RECORDS

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

GRADES

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 toward 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 such a Dean’s List is maintained.

ACADEMIC STANDING

Good Academic Standing

Students must maintain a cumulative GPA 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

SCC believes 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/advisor 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 will continue on 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 SCC 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. Students may request an “Appeal Request Form” from the Dean of Student Services who will 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 more strict 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. Programs and divisions which establish standards that differ from College standards stated herein will be responsible for notifying affected students of these standards and the students’ academic standing as well as maintaining program/division records with respect to these students.

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 GPA of 3.00; or 37.5 quarter credit hours with a minimum GPA of 2.50 following the term(s) for which bankruptcy is sought.

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

Courses and grades which are granted academic bankruptcy will remain on the student's official transcript, but will be marked with a # symbol. Bankrupt credit hours and grades will not count toward graduation or be included in calculating the student’s cumulative GPA. Courses which have been considered in granting a previous graduation award may not be bankrupt.

Warning – Students who are granted academic bankruptcy may be required to pay back some or all benefits received for those courses and terms for which veterans' benefits or financial aid was received.

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

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 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 online with WebAdvisor using login ID and password. Contact Student Services for more information.

MID-TERM GRADES

At mid-term, all instructors are required to review students’ academic progress. Instructors enter mid-term grades on WebAdvisor 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.

Attempts will be made by the Student Retention Office to contact students and address the issue of coursework being below acceptable standards if students are failing at mid-term. It is the responsibility of each student to seek help from a College Career Services Advisor, Retention Specialist, TRIO Student Support personnel, the instructor or any other person the student feels can assist. Mid-term grades do not become part of the student’s permanent record.

GRADE CHANGES

If a student questions or is in disagreement with the grade the instructor issued for a class, the student must contact the campus Registration and Records Office. It is the student’s responsibility to review his/her grades for accuracy. Grade disputes must be resolved within 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 maybe 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 is determined by multiplying the honor points earned for each course by the credit hours for the course. The sum total of the honor points earned is then divided by the total number of credits attempted.

Example:

\[
\text{Math} \times 4.5 \text{ cr. hrs.} \times 3.0 = 13.5 \text{ pts.} \\
\text{Comp} \times 2.0 \text{ cr. hrs.} \times 4.0 = 8.0 \text{ pts.} \\
6.5 \text{ total cr. hrs.} = 21.5 \text{ total pts.}
\]

\[
(21.5 \text{ points}) \div (6.5 \text{ credit hours}) = 3.30 \text{ (GPA earned for these two classes.) (See the Credit Transcript Key)}
\]
TRANSCRIPTS

ISSUANCE OF TRANSCRIPTS

1. SCC issues a transcript upon 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 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

SCC maintains special cooperative programs and transfer agreements with many colleges and universities.

Any student who has successfully completed the courses identified in the articulated 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.

GRADING SYSTEM & CREDIT TYPES

# Bankruptcy
AU Audit
BF Balance forward as of 7/1/94
CIP Course In Progress
CR Credit
CW Credit by Waiver
I Incomplete
NC Non-credit
NP No Pass
P Pass
PX Pass-Exam
TR Transfer Credit
U Unsatisfactory/Repeat
W Withdrawal

EXPLANATION OF TRANSCRIPT GRADES

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

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.

BF Balance Forward: Courses before 7/1/94 are not on this computer system.

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

CR Credit Class

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

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." Therefore, the 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.

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.

NC Non-credit Course

NG Not Graded

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

NS No Show

www.southeast.edu
P Pass: The letter grade "P" is assigned when credit is granted for successful completion of campus-approved "Pass/No-Pass" course. 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.

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.

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

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

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

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. A repeated course will be listed with a "U" and 0.00 credit hours.

NON-CREDIT TRANSCRIPT KEY

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<th>Description</th>
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<td>Pass (with formal assessment)</td>
</tr>
<tr>
<td>NG</td>
<td>Permanent</td>
<td>Completed (with no assessment)</td>
</tr>
<tr>
<td>I</td>
<td>Temporary</td>
<td>Incomplete</td>
</tr>
<tr>
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<tr>
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CEU - continuing education units are given for designated non-credit courses. Ten hours of instruction is equivalent to one CEU.

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.

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</table>

*Not included in GPA
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POLICIES

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**ACCESS/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

**LINCOLN**
Career Advising Center, Learning Resource Center

**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, ethnicity, religion, sex, age, marital status, national origin, 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 Access, 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.

**HARASSMENT/DISCRIMINATION PROHIBITED**
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 Advisor, 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, SCC has a responsibility to maintain a working environment free of racial intimidation and harassment.

• **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 - E-3F(1-3)**
Southeast Community College is committed to maintaining learning and working environments that are free from all forms of illegal harassment and discrimination. Accordingly, harassment based on an individual’s race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law is prohibited. The College will not tolerate harassment or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to the College while they are on College property or at events conducted, sponsored or sanctioned by the College. Each member of the College community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

Prohibited discriminatory harassment is defined as conduct that is sufficiently severe, pervasive, and objectively offensive as to substantially disrupt or undermine a person’s ability to participate in or to receive the benefits, services, or opportunities of the College, and/or has the effect of creating an intimidating, hostile, or offensive environment.

Harassment when directed at an individual because of his/her race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors...
prohibited by law may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and, any conduct that may create a hostile working or academic environment. Inquiries concerning the application of Southeast Community College's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access, Equity and Diversity; SCC Area Office.

CONDUCT EXPECTATIONS

ACADEMIC INTEGRITY

As you pursue your studies at SCC, 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 SCC'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 being 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 or perceived as a weapon on College owned or controlled property or at any College sponsored or supervised functions without prior authorization from College officials.
10. Littering, defacing, destroying, vandalizing or damaging property owned or being used by the College.
11. Removing College property or property assigned to the College without authorization.
12. Unauthorized entry onto College property or property under the control of the College.
13. Unauthorized use of College equipment or facilities.
14. Violating campus parking and/or driving regulations.
15. Violating College policies, rules or regulations.
16. Discrimination or harassment on the basis of race, color, religion, sex, age, marital status, national origin, ancestry, veteran status or disability.
17. Disorderly conduct or lewd, indecent or obscene conduct on College owned or controlled property or at College sponsored or College supervised functions.
18. Theft of property, money, or other items deemed College/student possessions/property.
19. Items of Public Display - SCC 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 locker 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 provides licensed software on its computers for students' use and training.

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. Users will abide by the guidelines regarding the lawful use of computers and software. Students who do not abide by SCC computer use policy will be subject to penalties outlined in the "Computer Use Violations" section.

COPYRIGHT LAW

The copyright law of the United States (Title 17, U.S. Code) governs the reproduction of copyrighted materials, including publications, computer software, audio music, video, 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.
The following notice is in compliance with the recently passed H. R. 4137, the Higher Education Opportunity Act:

Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities. If students reproduce or offer full-length sound recordings for download without the authorization of the copyright owner, they are in violation of federal copyright law and could face civil as well as criminal penalties. The most common violations of unauthorized distribution of copyrighted material are software and sound recording piracy.

SOFTWARE PIRACY
Unauthorized duplication, distribution or use of someone else’s intellectual property, including computer software, constitutes copyright infringement and is illegal and subject to both civil and criminal penalties. The ease of this illegal online behavior causes many computer users to forget the seriousness of the offense. As a result of the substantial amounts of money the software industry loses each year from software piracy, the software companies are enforcing their rights through courts and lobbying for and getting stiffer criminal penalties. It is a felony to reproduce or distribute illegal copies of copyrighted software.

SOUND RECORDING PIRACY
Another form of copyright infringement is the unauthorized duplication and distribution of sound recordings. Online piracy is increasing as many people use the Internet to illegally distribute digital audio files (e.g. MP3 format). The Recording Industry Association of America (RIAA) monitors the Internet daily and scans for sites that contain music. They have been successful in getting the sound recordings removed from those sites.

Federal copyright law grants copyright owners (typically, a record company) the exclusive rights to reproduce, adapt, distribute and, in some cases, digitally transmit their sound recordings. Therefore, the following activities, if unauthorized by copyright owners, may violate their rights under federal law:

• Making a copy of all or a portion of a sound recording onto a computer hard drive, server or other hardware used in connection with a web site or other online forum.
• Transmitting a copy or otherwise permitting users to download sound recordings from a site or other forum; and/or
• Digitally transmitting to users, at their request, a particular sound recording chosen by or on behalf of the recipient.

Technology, will handle computer use violations. Disciplinary actions as a result of violations may include the following:

• Loss of access privileges
• SCC judicial sanctions as defined within the code of student conduct
• Monetary reimbursement to the College or other appropriate sources if responsible for malicious damage to the College network of information systems
• Expulsion or suspension from SCC
• Prosecution under applicable civil or criminal laws

STUDENT HOUSING DATA NETWORK ACCEPTABLE USE POLICY
A "Residence Hall Computer Use Policy" agreement must be signed and returned to the dorm manager before Internet service is provided to the student’s room. 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.

Students’ use of the SCC-provided network access indicates their acceptance of this policy, as well as their responsibility to use the connection appropriately and in accordance with applicable laws and regulations. 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.

NOTICE: 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, peer-to-peer file sharing, 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. (See item # 14 below.)

• PROHIBITED INTERNET USAGE: (Applies to all computers used by students at Southeast Community College):

1. Sharing copyrighted material such as MP3s and software is strictly prohibited.
2. Students must observe copyright laws, license restrictions and SCC policies when receiving, retransmitting or destroying software or data. Any receipt, retransmission or destruction of software or data must observe copyright laws, license restrictions and SCC policies. 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. Using the SCC Internet connection for gambling, viewing/downloading/distributing pornography, or other illegal activities.
5. Attempting to damage or disrupting 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. Altering or extending beyond intended use of in-room connections. No more than one device should be connected to each active network port. Network hubs are prohibited.

7. Using in-room connections to provide access to the Internet or SCC resources to individuals not formally affiliated with the College.

8. Attempting to capture transmissions on the network not addressed to the student's location. In other words, "sniffing" – the digital equivalent of wire-tapping – is not allowed.

9. Attempting to gain access to any data, software or services, without explicit permission of the owner.

10. Concealing or misrepresenting user's or another's identity using network connections. Examples: Sending electronic mail under an assumed name. Sharing a login password with another individual is prohibited.

11. Using SCC computing resources, including in-room connections, 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. Excessively using 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 MP3s and MPEGs). Sending out mass e-mails and/or spamming also are prohibited.

13. Sending messages that are fraudulent, harassing, obscene, threatening, or other messages that violate 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 connections to conduct such research.
   ■ The instructor must provide each student with the specific assignment in writing. This document authorizes a student to access Internet sites that would otherwise be prohibited.
   ■ To access the restricted sites on a college-owned computer or college-owned Internet connection, the student must first clear such access with the LRC staff or the computer lab attendant in the area where the computer is located. Students must provide the LRC staff their name, SCC ID card, 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.

LEGAL DOWNLOAD OPTIONS FOR RESIDENT HALL STUDENTS

SCC does not block legal download sites providing residence hall students the opportunity to purchase audio, video, and/or games using the SCC Housing Data Network. Examples of vendors who sell music or subscriptions to music are: iTunes, Napster, Passalong, Puretracks, f.y.e., URGE, MusicGiants, eMusic, GetMusic, PayPlay.fm, etc. It will be the student's responsibility to provide evidence of ownership and/or license for anything downloaded using the SCC Housing Data Network. SCC does use bandwidth shaping and traffic monitoring tools to deter peer-to-peer and unauthorized downloads.

ELECTRONIC DEVICES

Classroom 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 policy may lead to formal disciplinary action. (See also "Cell Phones" and "Telephones." )

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.

DISCRIMINATION

Students who believe they have been discriminated against should contact the College's Access/Equity/Diversity Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

DRUG, ALCOHOL AND CONTROLLED SUBSTANCE POLICY

SCC'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-2.

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

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

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

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

Reasonable Cause: When cause exists as determined by staff, a student suspected of being under the influence of drugs, alcohol or controlled substance while on campus or at a College activity may be requested to submit to a drug/alcohol test. The staff shall report the fact to the campus Dean of Student Services (or designated representative). If the Dean of Student Services (or designated representative) concurs that reasonable cause exists to believe that a student is under the influence of drugs, alcohol or controlled substance, then the student shall be requested to submit a test of his or her urine for the purpose of determining the presence of illegal drugs. An evidential-breath-test-device will be used to determine alcohol content. The testing shall be performed under the supervision of the campus Dean of Student Services, or by such other persons as may be designated by him/her. The student shall also be requested to execute a consent form authorizing the analysis of his or her urine for the purpose of determining the presence of illegal drugs. 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 contain the release of the written results of such tests to the College. The refusal of a student to give a urine specimen, breath-sample test or to execute a consent form when requested to do so shall be grounds for dismissal.

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

The Vice President for Student Services and the campus Dean of Student Services shall be notified when a student has been directed by the College to follow the College's Drug and Alcohol Testing procedures.

Refusal to Test: Refusal to submit to the types of drug and alcohol tests employed by the College will be grounds for dismissal from the College. A refusal to test is defined to be conduct which would obstruct the proper administration of a test. A delay in providing the urine or breath specimen could be considered a refusal. If a student cannot provide a sufficient urine specimen or adequate breath, he/she will be evaluated by a physician of the College's choice. If the physician cannot find legitimate medical explanation for the inability to provide a specimen (either urine or breath), it will be considered a refusal to test. In that circumstance, the student will be subject to dismissal.

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

1) marijuana, 2) cocaine, 3) opiates, 4) amphetamines, and 5) phencyclidine (PCP). The urinalysis procedure starts with the collection of a urine sample. Urine specimens will be submitted to and all confirmatory tests shall be performed by a clinic, hospital or laboratory which is licensed pursuant to the federal Clinical Laboratories Improvement Act of 1967, 42 U.S.C. 263a, or which is accredited by the College of American Pathologists for testing. As part of the collection process, the specimen provided would be split into two vials: a primary vial and a secondary vial. A certified laboratory will perform initial screening on all primary vials. In the event that the primary specimen test is positive, a confirmation test of that specimen will be performed before being reported by the laboratory to the Medical Review Officer as a positive.

A written record of the chain of custody of the specimen shall be maintained from the time of the collection of the specimen until the specimen is no longer required. All laboratory results will be reported by the laboratory to a MRO designated by the College. Negative test results shall be reported by the MRO to the College. Before reporting a positive test to the College, the MRO will attempt to contact the student to discuss the test results. If the MRO is unable to contact the student directly, the MRO will contact the College management official, designated in advance by the College, who shall in turn, contact the student and direct the student to contact the MRO. Upon being so directed, the student shall contact the MRO immediately or, if after the MRO's customary business hours, then at the start of the next business day.

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

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

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

DISCIPLINARY ACTIONS AND STUDENT GRIEVANCES

STUDENT RIGHTS & RESPONSIBILITIES
The following statements of rights and responsibilities clarify those rights which a student may expect as a student of Southeast Community College, and the obligations and responsibilities which admission to the College places upon the student.

A. Submitting an Application for Admission or a course Registration Form to SCC 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 the College. Acceptance for admission, or course registration, in turn represents the extension of a privilege to participate in educational programs and activities and to remain a student as long as the academic and behavioral standards of the College are met.

B. Each student is guaranteed the privilege of exercising his/her rights without fear or discrimination or retaliation. Such rights include:
1. Freedom to pursue educational goals; appropriate opportunities for learning shall be provided by the College.
2. Due Process and fairness in the implementation of disciplinary actions.
3. The right to free inquiry, expression and assembly provided a student's actions do not interfere with the rights of others, interfere with the teaching-learning process, disrupt the normal operation of the College, and are in accordance with College policy.
5. Personal safety, security and the continuity of the educational process.

C. The right to inspect and review personal educational records, challenge the contents of records, and receive copies of all or parts of their records.

D. Due Process and fairness in filing and resolving grievances concerning alleged abridgement of rights

(Refer to section Disciplinary Process and Procedure.)

DISCIPLINARY PROCEDURES

DISCIPLINARY 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.)
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.
Sanction - A detriment, penalty, loss of reward or restriction in response to a violation of a College policy as a means of enforcing the policy.

DISCIPLINARY PROCESS AND PROCEDURE

When a student is suspected of violating a rule or regulation, he/she will be made aware of these suspicions by the Dean of Student Services or designated staff member in a timely manner. The rule or regulation that may have been violated, and the evidence supporting the suspicion, should be thoroughly discussed with the student. The purpose of this discussion is to establish the seriousness of the misconduct and to determine the appropriate sanction (response).

The following sanctions are options which may be considered and imposed:

A. Warning - An oral or written statement to a student alleging that he/she is violating, or has violated, College rules or regulations, must “cease and desist,” and may be subject to more severe disciplinary action in the future for continuing, similar, or additional violations.

A warning is not a grievable sanction.

B. Probation - A written reprimand and sanctions 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, make restitution, or comply with any other terms and conditions deemed by College Administration to be necessary and appropriate. Violation of any College rule or regulation during the probationary period may be cause for additional disciplinary action.

NOTE: Students who violate College policies, rules or regulations generally receive a warning or probation prior to suspension or dismissal from the College. HOWEVER, SUSPENSION OR DISMISSAL MAY BE THE FIRST ACTION TAKEN WHEN THE MISCONDUCT IS DEEMED SERIOUS AND SUCH ACTION IS DEEMED APPROPRIATE AND NECESSARY.

C. 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, including terms of any restitution and/or service to be rendered by the student. The Dean of Student Services is responsible for administering suspensions and dismissals. Students have the right to request a hearing prior to a suspension.

D. Dismissal - Termination of student status. Readmission to the College shall not be granted. Restitution may also be required. Students have the right to request a hearing prior to a dismissal. Only students who are considered for Disciplinary Probation, Suspension or Dismissal are entitled to a Disciplinary Hearing. The Formal Grievance Process will be followed when a student requests a hearing. The following guidelines will be adhered to:

NOTE: Students who are scheduled for a Disciplinary Hearing or Appeal involving Suspension or Dismissal from class or College activities will generally be allowed to continue attending classes, remain on campus and attend College events/activities until the Disciplinary Hearing/Appeal is completed. However, when it is determined by College Administration (e.g. Dean of Student Services, a Campus Director, or the President) that continued attendance presents reasonable concerns regarding issues of student/staff safety, health or welfare, attendance will be restricted until after the Committee or the administrator hearing an appeal has rendered a determination and issues a recommendation concerning attendance.
All students have the right of Due Process and fairness in filing and resolving grievances concerning an alleged abridgement or misapplication of College policy, including, but not limited to:
- Disciplinary action
- Student scholastic progress
- Grades
- Financial aid
- Actions or activities of the College
- Americans with Disabilities Act Reasonable Accommodations

**Reasonable Accommodations**
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.

**Use of Legal Counsel**
Appeal Hearings are administrative in nature and present an opportunity for both sides to present and/or clarify facts. Neither party will be allowed the presence or use of legal counsel at any stage of the Appeal Process. However, if the student is concurrently facing criminal charges generated by the same incident that resulted in the disciplinary action, the student would be allowed the right of passive assistance of counsel during the hearing and appeals procedure.

**Note:** Legal counsel may not speak on behalf of the student or in his/her stead. When the student is allowed to utilize legal counsel to provide passive assistance, the College also retains the right to have legal counsel present to provide passive assistance.

**ADA/504 Grievance**
These procedures 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.

**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.

Note: 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/Appeals Involving Suspension or Dismissal**
Students who are scheduled for a Disciplinary Hearing or Appeal involving Suspension or Dismissal from class or College activities will generally be allowed to continue attending classes, remain on campus and attend College events/activities until the Disciplinary Hearing/Appeal is completed.

However, when it is determined by College Administration (e.g., Dean of Student Services, a Campus Director, or the President) that continued attendance presents reasonable concerns regarding issues of student/staff safety, health or welfare, attendance will be restricted until after the Committee or the administrator hearing an appeal has rendered a determination and issues a recommendation concerning attendance.

**Grievance/Discipline/Appeals Procedures for Students**

The purpose of a Student Grievance procedure is to secure, at the lowest level possible, equitable and timely solutions to problems that may arise. Grievances may be addressed through an informal or formal procedure.

A Grievance may be “Withdrawn” by the student at any time during the Grievance Procedure.

**Grievance 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.

**Informal Grievance Process**
An attempt should be made by both parties to resolve the grievance in a timely fashion and at the lowest possible level of involvement.

a. The grievance must be raised by the student within five (5) days from the date the grievant could have reasonably gained knowledge of the alleged misapplication or non-application of College rules or policies, but in no event, more than twenty (20) days from the occurrence giving rise to the grievance.

b. The student must communicate with the involved participants, including, but not limited to, instructor, the program chair, the division dean, and the involved support staff as a first attempt to resolve the grievance informally.

**Note:** Students are encouraged to seek resolution of the grievance through the informal process. If the grievance is not resolved at this level, the Formal Grievance Procedure may be initiated.

**Formal Grievance Procedure**
The Formal Grievance Procedure is available to all currently enrolled 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 the Informal Grievance Process is concluded.

**Step 1.**

If the Informal Grievance Process has not resulted in a satisfactory/acceptable resolution, a Formal Grievance Form may be completed and submitted to the campus Dean of Student Services.

**Step 1.1 - To initiate a Formal Grievance, a Formal Grievance Form must be completed and submitted to the campus Dean of Student Services. Formal Grievance Forms and a related checklist are available from the campus Dean of Student Services Office.**

**Step 1.2 - The campus Dean of Student Services will, within five (5) days, or on a date mutually agreed upon by the Dean and grievant, call together the Grievance/Disciplinary Hearing Committee. The campus Dean of Student Services or the dean’s designee will serve as Chairperson of the Grievance/Disciplinary Hearing Committee. The Dean of Student Services may not serve as the Chairperson at the Grievance Hearing for any disciplinary action he/she administered, or for discipline administered by anyone the Dean of Students supervises.**
Grievance/Disciplinary Hearing Committee

The campus Dean of Student Services shall be responsible for appointing a minimum of five (5) members to the Student Grievance/Disciplinary Hearing Committee each term.

A Grievance/Disciplinary Hearing Committee may include, but is not limited to:
- The Campus Dean of Student Services (ex officio)
- 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 consists of five (5) committee members. If a quorum is not established, the hearing must be rescheduled. Grievance and Disciplinary Hearings are administrative in nature and afford all participants a fair opportunity to present and clarify the facts of the situation.

**STEP 2.**

Within five (5) days of the date the complaint is received by the campus Dean of Student Services, the Grievance/Disciplinary Hearing Committee shall meet to gather, review and clarify information from all relevant parties, and to 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 is permitted to appear in person to review the complaint. Such a request must be indicated on the Formal Grievance Form.
2. The employee(s) against whom the student has filed a grievance will be invited by the Committee Chairperson to present and clarify facts and information relating to the student-filed grievance.
3. Committee members, the student and other participants will receive copies of the formal grievance when deemed appropriate by the Dean or Committee Chairperson.
4. The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.
5. Hearings are not open to the public or to College staff not invited by the Committee Chairperson to participate.
6. Participants will be excused after their statements are given and questioning has ended.
7. The Committee Chairperson may make any reasonable procedural rulings deemed necessary to expedite the hearing, to limit the amount or nature of information presented by participants, and to safeguard the confidentiality of statements given at the hearing. Specific procedures will be explained by the Committee Chairperson prior to the beginning of the meeting or hearing.
   (Note: The Committee Chairperson may exclude from the meeting or hearing any persons who fail to comply with the procedures or rulings of the Committee Chairperson.
8. The student may have witnesses and an advisor of his/her choice, who have specific personal knowledge of the situation being grieved, to be selected from faculty, staff or student body of the College. (See “Use of Legal Counsel” for exception to these guidelines.) In no instance will another person be permitted to speak independently for the student or in his/her stead.
9. Students are responsible for notification of their selected advisors and/or witnesses. Prior to the hearing, the student must inform the Committee Chairperson whether the selected advisor(s) and/or witness(es) will attend the hearing.
10. If the student fails to appear at a scheduled hearing, and has not requested that the hearing be rescheduled and provided a reasonable basis for doing so, the committee may, at its discretion, proceed on the basis of available information.
11. An audio recording will be made of the information presented, and a copy of the recording will be made available to the student grievant if requested.
12. After hearing the information provided by the student and other participants concerning the grievance, committee members will discuss the grievance in closed session.
13. A separate audio recording will be made of the Committee discussion after the student grievant and the other participants have been excused. (This separate audio recording will be filed under confidential cover with the appropriate SCC employee(s) if the student grievant requests an Appeal Hearing following the steps outlined in the Grievance Appeal Process.)
14. The Committee shall review and consider the information presented and consult with appropriate College staff as necessary and appropriate. After review and consideration, the committee may decide to:
   a.) uphold the action taken; or
   b.) grant the remedy requested by the grievant; or
   c.) select an alternative resolution.
15. A decision requires a simple majority vote of the committee members present. However, a minimum of five (5) committee members must be present and available to conduct a vote.
16. Within five (5) days (excluding Saturdays, Sundays and holidays) that the College is in session, from the date that the hearing was conducted, a written response shall be prepared by the Committee Chairperson and sent to the student grievant. The response will be delivered to the student via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.
   The response shall include:
   a. the committee’s determination
   b. a reference 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.
17. Copies of the decision/response to the student shall be sent under confidential cover to those against whom the grievance was filed, the Vice President for Student Services, Grievance Committee Members, Campus Director, and 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/Disciplinary Hearing Committee Chairperson shall forward all grievance materials, information and audio recordings to the next SCC employee(s) identified in the appeal process.
19. If the student grievant does not appeal, all grievance-related documents and recordings shall be retained and filed in the Dean of Student Services’ Office.
**PROCESS TO APPEAL**

**A. Appeal to the Vice President/Campus Director**

If the student is not satisfied with the decision of the Grievance/Disciplinary Hearing Committee, the student may file, with the Vice President/Campus Director, a written request for a Grievance Appeal Hearing with the College Vice President that the domain of the grievance pertained to (Instruction, Technology, Student Services), as identified by the committee. The request must be filed within five (5) days of receiving the Grievance/Disciplinary Hearing Committee's decision.

The Grievance/Disciplinary Hearing Committee Chairperson shall forward all grievance materials, information and audio recordings to the appropriate College Vice President 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 requested within twenty (20) days of the date the request was received.

The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.

**B. Appeal to the College President**

If the decision of the appropriate Vice President/Campus Director is not satisfactory to the grievant, the grievant may request in writing within five (5) days an Appeal Hearing with the College President. The College President will hold the Appeal Hearing request within twenty (20) days of the date the request was received.

The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.

**C. Appeal to the Board of Governors**

Only matters involving a student’s Suspension or Dismissal from the College may be appealed to the Board of Governors. If the decision of the College President is not satisfactory to the grievant, the grievant may request in writing within five (5) days an Appeal Hearing with the Board of Governors.

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

The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.

**D. External Avenues for Redress**

In the event the grievant filing an appeal is not satisfied with the decision of the College, the grievant may wish to explore avenues of redress external to the College.

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**HEALTH, SAFETY AND SECURITY**

**LAW ENFORCEMENT CONTACTS**

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**

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

SCC 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 College. 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 DISEASES
SCC 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 AND DANGEROUS INSTRUMENTS PROHIBITED
POLICY
The possession, concealment or use of firearms, weapons, fireworks and explosive materials, or other dangerous instruments is prohibited in college-owned buildings, grounds or vehicles, or at any location where a meeting, activity or athletic event is conducted, sponsored or sanctioned by the College.

The authority to develop, implement, and interpret administrative guidance for this policy is vested in the Vice President for Student Services. Responsibility for monitoring and enforcing established administrative guidelines will be assigned to the appropriate College staff at SCC locations.

ADMINISTRATIVE GUIDELINES/PROCEDURES
1. Definitions/ Examples of Prohibited Items
   a. Firearms – Any weapons designed or readily converted to expel any projectile by the action of an explosive. Examples include: pistol, revolver, starter gun, rifle, shotgun, short rifle, and short shotgun.
   b. Weapons – Any knife with a blade over three and one-half inches in length. Examples include: daggers, dirks, knives, and stilettos, or other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds.
   c. Fireworks and Explosive Materials – Any composition or device designed for the purpose of producing a visible or audible effect by combustion, deflagration, or detonation. Examples include: common fireworks (firecrackers, bottle rockets, sparklers, ground/ aerial/whistling devices); ammunition; black powder; gun powder, other explosive or combustible articles.
   d. Dangerous Instruments – Any air or gas-powered pistol or rifle, including paintball/BB/pellet or tranquilizer guns/rifles; knuckles and brass or iron knuckles; bow and arrow, or any other projectile weapon or device; atomic, radiological, chemical, bacteriological, or biological materials.

2. Exceptions
   These prohibitions apply to everyone (i.e., employees, students, invitees, and visitors) except:
   a. Law Enforcement Officials carrying or using weapons in conjunction with their official duties; and
   b. Use of prohibited items is permitted if/when an approved part of the regular course of instruction or college-approved activity.

3. Violations
   Violation of this policy 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, SCC 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 also is available to the public at http://www.nsp.state.ne.us on the Nebraska State Patrol’s Web site.

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
SCC 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. SCC 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 SCC 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 gases or vapors, or potentially injurious light radiation. Non Side Shield eyewear is not acceptable.

Eyewear 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 SCC 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
- Adams Hall - Interior walls, restroom
- Ag Center - Interior walls
- Hoover Hall - Interior walls, restroom

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

MILFORD
Cornhusker Hall
- Under lower stairwells and lower floor area

Dunlap Center
- Restrooms, hallway

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 - Basement

Nebraska Hall
- Lower Level

Pioneers Complex
- Lower Level

Welsh Center
- Dressing room/weight room

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 sticker for the campus parking lots. Contact your campus’ Student Services Office for more information. Each campus encourages owners to lock their cars.

The College is not responsible for damages to a car while parked on college property. Students are responsible for having insurance coverage on their vehicles.

Campus speed limits and all state and local traffic regulations must be observed. Driving against the normal flow of traffic is not allowed.

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

1. All faculty, staff and enrolled students who use the parking lots are required to display a parking permit. Permits are issued to students at registration.

2. Student parking is located in the lots south of the residence halls, west of Hoover, and in the lots east of Kennedy Center not designated "handicapped" and "visitor."

3. Residential student parking is designated in the lot west of Hoover Hall.

4. No vehicle is permitted to occupy more than one stall. Please park between the lines. Improper parking will result in a citation and fine.

5. Students using parking lots with angled parking stalls are not permitted to move ahead into a stall that faces against the flow of traffic. Students parking against the flow of traffic will be ticketed.

6. General student parking is not allowed in the following designated areas and will result in a citation and fine:
   - visitor parking
   - handicapped parking (without visible permit)
   - designated NO PARKING or restricted zones
   - service entrances
   - Family Resource Center lot west of Adams Hall

**FINES**

1. Parking fines may be paid at the Business Office located in the Kennedy Center. Hours are 8 a.m. - 5 p.m., Monday through Friday.

2. Failure to pay fines will result in the following:
   - Fine will increase as noted on the citation.
   - Student may not register for next term.
   - Transcripts will not be issued.

3. Students who have repeated parking violations and unpaid fines will be subject to having their vehicle towed at their expense plus the expense of the violation.

**OTHER REGULATIONS**

1. Major repair of vehicles on campus is discouraged. Inoperable vehicles will be towed at owner’s expense if allowed to remain on campus property an unreasonable length of time.

2. For your safety, keep your car doors locked and do not leave valuables in your car.

**SNOW REMOVAL PARKING REGULATIONS**

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

2. Roosevelt/Kennedy/Wahington 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 mph 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 meetings
   - b) Handicapped Parking (without visible special permit)
   - c) On campus streets, drives or service drives.

5. Vehicles left overnight without prior approval are subject to being towed. To obtain approval call the physical plant, 402-437-2570.

**VIOLATION FEES**

Illegally parked vehicles will be ticketed and violators will be required to pay parking fines according to the fine schedule. Repeat 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 handicapped permit valid only on the SCC-Lincoln campus may be obtained at the Physical Plant Office. A doctor's statement stating need is required. No fee required. Call 437-2570.

**DOWNTOWN ENERGY SQUARE ESQ PARKING**

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

**MILFORD**

**PARKING PERMITS**

1. All students are required to register the vehicles they will be driving on campus. All vehicles parked on campus must have a valid permanent or temporary parking permit.

2. Permits are available on the day of class registration or from the parking office in the Physical Plant Building Hours: 7:30 a.m.-Noon and 1–4:15 p.m.

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 mph.

**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 trap 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 five 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.
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 fifth 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 or property an unreasonable length of time.
3. Major mechanical work is not allowed on campus or in parking areas.
4. For your safety, we suggest you keep your car doors locked. Do not leave valuables in your car. Purchase and installation of smooth "Theft Proof" lock knobs are advised.
5. Responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not an acceptable excuse for violation of parking regulations.
6. Operation of snowmobiles on all College property is prohibited.
7. All vehicles must be removed from campus over the winter and summer breaks.

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

QUALITY ASSURANCE

ASSESSMENT OF STUDENT LEARNING AND PROGRAM REVIEW
Student assessment is a major focus in higher education. The programs at SCC 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.

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.
# Chapter 7

**STUDENT SERVICES**

## Academic Support
- Career Advising Services
  - Academic Advising
  - Disability Services
  - Placement & Assessment Center
  - Non-Traditional Students
  - Personal Counseling
  - Student Retention and Success
  - Testing and Assessment
  - Makeup Testing (LINCOLN)
  - Test Proctoring
  - Tutoring Services
- Placement Services
  - Alumni
  - Employment
- TRIO Student Support Services
- TRIO Upward Bound

## Campus/Student Life
- Announcements & Cancellations
- Athletics
  - Intercollegiate Athletics
  - Intramural Athletics
- Bookstore
- Bus Service
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- Calendar
- Child Care
- Clubs & Organizations
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  - Student Organization Guidelines
- College Colors
- Commons Areas
  - Student Centers
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- Facilities Use
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## Food and Drinks
- Government & Leadership
  - Student Ambassadors
  - Student Senate
  - Residence Hall Assistants
  - Student Representative on the Board of Governors
- Housing
- I.D. cards
- Law Enforcement Contact
- Learning Resource Centers - Library and Media Services
- Mail
- Messages
- Newspapers
- Notary
- Performing Arts (BEATRICE)
- Photocopy
- Radio Station KQIQ-FM
- Solicitation on Campus
- Telephones
- Tools
- Web Tools
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

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.

STUDENT RETENTION AND SUCCESS
The Student Retention Specialist on each campus assists students who are experiencing academic difficulty by assisting them develop plans for success. The Retention Specialist also has many resources on a variety of topics related to student success, including improving study skills, improving testing skills, and improving time management skills.

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.)

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

1. All tests must have a makeup test form properly completed and attached.
2. Students referred for testing must know the title or name of the test, know the instructor's name, and present a picture ID or positive identification by SCC personnel.
3. It is very important that the test be available in the testing center once permission has been given for the student to test.
4. 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.

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

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

Math tutor is available for students on the second floor of the Eicher Technical Center, Monday through Thursday, 4-5 p.m. Some programs have peer tutors. Check with your program chairperson or instructor for tutor availability, times and locations.
PLACEMENT SERVICES
Placement services for alumni and current students include:
- career advising
- posting of job listings on campus or online at (https://placement.southeast.edu)
- job referrals
- resume assistance
- interviewing techniques
- on-campus interviews
- career fairs

ALUMNI
The Alumni Offices of SCC 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 off-campus employment opportunities should visit and register with the online Placement Web tool at www.southeast.edu or contact the Placement Office on campus. Click on Placement Center then click on Online Employment Services.

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

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 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.
- TRIO/SSS students have access to intensive academic advising, personal counseling, mentoring, laptop computers, the textbook lending programs, and assistance with transferring to four-year colleges.
- TRIO/SSS students benefit from personal assistance in applying for and managing financial aid, as well as TRIO/SSS grant aid to those that qualify.
- TRIO/SSS students have the opportunity to participate in guided career exploration and job shadowing.
- TRIO/SSS students have the opportunity to take part in special off-campus cultural activities, leadership and campus visits with other TRIO/SSS students.
- Special topics in SSS workshops:
  - Time management
  - Recognizing and developing your strengths
  - Money management
  - 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 SCC 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.

First-generation students are those whose parents have not graduated from a four-year college.

The SCC Upward Bound program began Sept. 1, 2003 and is located on the Beatrice Campus. The College partners 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 six-week summer instructional program which includes an out of state trip for qualifying students. Upward Bound participants who graduate from high school have the opportunity to participate in the Bridge Academy – a college transition program that gives students the opportunity to live on campus, take an SCC class, and adjust to becoming a successful college student. 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 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, KZKK (96-KX) 96.9 FM, KTGL (THE EAGLE) 92.9 FM, KNDD 1570 AM, 103.1 FM, or 105.5 Translator/Beatrice, KBRZ 102.7 FM (THE BREEZE), KFGF 98.1 FM, KFHX 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 will be held as 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 KLKN TV (Lincoln)

**Radio:**
- KBBK 107.3 FM, KFGE 98.1 FM, KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KZKX 96.9 FM, KQKQ 98.5 FM, KQKQ 98.5 FM, KZKX (96-KX) 96.9 FM, KFGE 98.1 FM, KTGL (THE EAGLE) 92.9 FM, KBBK 107.3 FM, KFGE 98.1 FM
- KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KZKX (96-KX) 96.9 FM, KQKQ 98.5 FM, KQKQ 98.5 FM, KZKX (96-KX) 96.9 FM, KFGE 98.1 FM, KTGL (THE EAGLE) 92.9 FM, KBBK 107.3 FM, KFGE 98.1 FM

**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 KLKN TV (Lincoln)

**Radio:**
- KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KZKX (96-KX) 96.9 FM, KQKQ 98.5 FM, KTGL (THE EAGLE) 92.9 FM, KBBK 107.3 FM, KFGE 98.1 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. Students should use good judgment in making travel decisions. Students can call the campus to check for cancellation.

**General-Purpose-Bulletin-Boards and the Posting/Distribution of Informational Material**

Each campus may provide general-purpose-bulletin-boards which are clearly identified as such. College general-purpose-bulletin-boards 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 general-purpose-bulletin-boards are processed by the Campus Director's Office or designee. The College reserves the right to require any organization requesting use of College general-purpose-bulletin-boards to provide proof of adequate liability insurance which includes SCC as an additional named insured.

The specific use shall observe these rules:

1. No posting for commercial or business purposes.
2. Only one poster per activity.
3. No poster larger than 11 by 17 inches.
4. Posted material is to be removed on the day following the event. No material posted for more than 14 days. Bulletin boards are to be completely cleared at the end of the academic term.
5. Posters, notices, or announcements may not be posted anywhere except on designated general-purpose-bulletin-boards without prior permission of the Campus Director.

Costs incurred for removal of items posted in violation of this regulation shall be billed to the organization, business, or individual found responsible.

Informational material may be distributed in College buildings by student organizations recognized by the College, but only with the permission of the Campus Director. Such material may be distributed on College property outside of the buildings by individuals or organizations, regardless of whether they are recognized by the College, provided that the Campus Director shall establish guidelines relating to time, location, and manner of such distribution, and that the Campus Director has given permission for the distribution.

Materials may not be distributed so as to interfere with pedestrian or vehicular traffic, or the educational program of the College, or to create a problem of litter. Flyers may not be placed on windshields of vehicles on College property. Costs incurred in removal of any items distributed in violation of these regulations will be billed to the individuals or organizations found responsible.
ATHLETICS

INTERCOLLEGIATE ATHLETICS

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

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

SCC's athletic participation is governed by the eligibility rules of the NJCAA.

INTRAMURAL ATHLETICS

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

BOOKSTORE

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

BUS SERVICE

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

CAFETERIA/FOOD SERVICE

The College provides food service on each campus. Vending machines also are 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 also are available in the snack bar area. Catering service is available by special arrangements.

LINCOLN

The campus operates a cafeteria located in the main hallway near the front entrance and is open to SCC students, personnel and the general public. The cafeteria serves breakfast and lunch, and a snack menu throughout the afternoon and evening hours. Vending machines and a microwave also are 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 also are available. The cafeteria is closed on Friday evenings and on weekends.

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

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

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

A cafeteria committee comprised of students, the manager and the Dean of Student Services, meets regularly to discuss mutual problems. All comments and concerns about the cafeteria are handled through this committee. Special meetings are called when needed. The cafeteria contract is on a declining balance. When you purchase food, the amount will be subtracted from your account. You cannot carry over credit to the next term.

CALENDAR

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

A College calendar with each campus beginning, ending, registration, and graduation dates is available on the College 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 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 advisable. Services are available for children aged six weeks to kindergarten. The Center offers full-time and part-time options.

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

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.
SOUTHEAST Community College - Nebraska

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

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

CLUBS & ORGANIZATIONS
STUDENT ORGANIZATIONS
SCC 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
SCC 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 advisor and be approved by the Student Senate and the campus administration. In order for a student organization to gain a sense of satisfaction and accomplishment as well.

Fund-raising activities by recognized student organizations or other non-profit organizations may only be conducted with the permission of the Campus Director.

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 improves 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 contests and sponsor students in the annual fall Collegiate Crops Judging Contest in Kansas City, Missouri, or in 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 NINL (Nebraska Nursery & Landscape Association), and GCSSA (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 courses. These courses are not required to become a club member. Expenses for travel are raised by the club through various activities. College scholarships are available to members of the Livestock Judging Club.

Rodeo/Horse Show – Students gain leadership skills and have opportunities to participate in 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 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 group 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. The 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 with 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 nursing organizations. It serves as a network with other students throughout the state of Nebraska.

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.

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 in various campus and community service projects. They also are eligible to apply for transfer scholarships to four-year institutions. SCC-Beatrice has a thriving chapter composed of about 60 members.

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 (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. The 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 with an additional opportunity for educational and leadership training, community involvement, and personal and professional camaraderie.

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

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

LICENSED PRACTICAL NURSES ASSOCIATION 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 it's applications, connects Linux users in the area, and exposes others to alternative computing solutions they may not be aware of.

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 leadership skills and meet goals, improves their coping skills, increase their knowledge and skills on how to make the system work, and to experience greater involvement in the College.

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 of educational opportunities for professional and personal growth; 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.

NEBRASKA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)–The purposes of the SCC student section of NAECY Chapter of the Nebraska AECY, 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, 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.

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.

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

SKILLSUSA–This club is an affiliate of the National SkillsUSA, an organization that prepares America’s high performance workers. SkillsUSA is designed to provide quality education experiences in leadership, teamwork and character development. It builds and reinforces self-confidence, work attitudes and communication skills and emphasizes high-ethical standards, superior work skills and 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 team 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 conductive to optimum 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 is an affiliate of the American Welding Society and open to 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 Architectural Engineering Technology and Building Construction Technology. The purpose of the organization is to increase student awareness of the commercial construction industry through the use of guest speakers, product demonstrations, and field trips; to provide students networking opportunities with other construction division students and construction professionals; to provide community service; and to develop leadership skills in the student members.

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.

INTERNATIONAL SOCIETY OF CERTIFIED ELECTRONIC TECHNICIANS (ISCET) – ISCET has helped train, prepare, and test technicians in the electronics and appliance service industry for over thirty years. The Certified Electronics Technician (CET) Program, founded in 1965, is designed to measure the degree of theoretical knowledge and technical proficiency of practicing technicians. The voluntary certification concept enables employers to separate knowledgeable job applicants from those with less training and skills. All of the instructors in the EST program are CET certified in at least one journeyman field of electronics. SCC is an authorized testing center for the CET exams. Most electronics students take and pass the test before graduating from SCC. The national average pass rate of the Associate level test is 43%. Pass rate for SCC students is over 70%.

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

NATIONAL ELECTRONICS SERVICE DEALERS ASSOCIATION (NESDA) - For over fifty years, NESDA has been the premier association of, and for, professional servicers across the United States, with a number of members in foreign countries.

NATIONAL SYSTEMS CONTRACTORS ASSOCIATION (NSCA) - NSCA is the leading not-for-profit association representing the commercial electronic systems industry. With a slate of more than 2,500 member companies worldwide, the National Systems Contractors Association is a powerful advocate and to all who work within the low-voltage industry, including systems contractors/integrators, product manufacturers, consultants, sales representatives, architects, specifying engineers and other allied professionals.

SCC AMATEUR RADIO CLUB - This is a Ham radio club that all students automatically become associated with when they enter into the communications classes on the Milford campus of SCC's Electronic Systems Technology program. We have an extensive set of radios and antenna systems with which we teach radio systems and enable students to get “on air” to communicated with other amateur radio enthusiasts around the world. Our call sign is K0KCI.

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 and Machine Tool 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
SCC 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 or register at www.southeast.edu. Click on Placement Center then click on Online Employment Services.

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 SCC 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 only clear 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 non-voting member of the SCC governing board. If you would like more information on Student Senate, contact the Student Activities Coordinator on your campus.

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.

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.

I.D. CARDS

Free photo identification cards (IDs) are available for each student for use on campus in the LRC, Business Office, Bookstore, entry to College activities, etc. Photo IDs are not transferable. A $5 fee is charged to replace lost cards lost in the current term. A new ID card would be issued without the $5 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

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 - LIBRARY AND MEDIA SERVICES

The Learning Resource Centers of SCC operate to provide accessible learning environments for students and employees. By using both traditional and electronic resources, the LRCs meet the needs of students and employees at each campus while serving the College as a whole.

Hours of service, phone numbers and access to the LRCs’ electronic resources are available at the LRCs’ page www.southeast.edu/academics/library.asp. Loan policies vary by location. A valid student identification card is required to check out materials. Overdue fees and replacement fees may be charged for late, lost or damaged materials. Passwords are needed for remote use of the databases. Students and employees should contact their campus LRC for passwords and training with the databases.

Media services are available through the LRCs. Although each campus LRC laminates materials and runs transparencies, the Media services differ by campus. If interested in media services, contact your campus LRC for additional information.

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.
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 mailbox 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
SCC-Milford __ Hall, Room # ______
611 State Street
Milford, NE 68405-8498

Outgoing - A mailbox for outgoing mail is located on campus by the Eicher Technical Center on the north side of the LRC.

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

NEWSPAPERS

BEATRICE
The Storm Warning is a weekly bulletin of current events and news that is produced by the student activities coordinator and is distributed on campus each Monday.

Students may work on the campus newspaper, The Challenge, in a variety of capacities if they have experience from high school, another college, or a commercial newspaper. Positions are open for reporters, photographers and page layout designers who are familiar with Pagemaker software. Students receive one hour of college credit.

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 as well as online. Deadline for submitting articles and news items is the preceding Thursday at 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.

NOTARY

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

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.

PERFORMING ARTS–BEATRICE

COLLEGE CHORUS–The College Chorus performs a variety of musical styles in concerts on campus and for organizations in the community.

SHOWCASE SINGERS–The Showcase Singers is an auditioned small performance ensemble that performs a wide variety of choreographed music.

THEATRE–Theatre production classes are open to all interested students. Theatre students rehearse and perform two productions each school year.

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.

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.

RADIO STATION KQIQ-FM
Under the direction of a general manager, students operate SCC’s on-campus radio station, KQIQ-FM, on the Beatrice Campus. Located at 88.3 on the FM dial, KQIQ serves as a training ground for students interested in careers in broadcasting. Students produce news programs and commercials, conduct interviews for talk-show segments, air public service announcements, and provide entertainment with a variety of music. Persons interested in more information about the station can send an e-mail to: kqiq@southeast.edu, call the station at (402) 228-8269, or call the general manager at (402) 228-3468 ext. 1354.

SOLICITATION ON CAMPUS
Solicitation on campus grounds, including Residence Halls or students residences, is prohibited. Commercial vendors, authorized by the Campus Director and invited by a designee of the College, are exempt and allowed to supply necessary items.
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.")

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.

WEB TOOLS
Students, faculty, staff, alumni and the general public can access a variety of information about the College through our Web tools.

SCC HOMEPAGE
www.southeast.edu

SCC STAFF AND STUDENT LINKS
my.southeast.edu

PLACEMENT OFFICE EMPLOYMENT TOOL
https://placement.southeast.edu/

ONLINE CLASS INFORMATION
http://online.southeast.edu/

SOUTHEAST ON iTUNES
http://itunes.southeast.edu/

WEBADVISOR HELP
http://helpdesk.southeast.edu/
Chapter 8

Get your hands on SCC’s CONTINUING EDUCATION

1-800-828-0072  |  402-437-2700

Adult Basic Education
English as a Second Language
G.E.D. (high school diploma)
Interpreter Training

Customized Training for Business & Industry

Driver Education & Safety

Industrial & Technical Trades

Family & Consumer Science
Food Service Training

Emergency Medical Services & Health

Computers ed2go

Home Improvement

Personal Enrichment & Leisure

SCC-Continuing Education Center  |  301 S. 68th Street Place, Lincoln, NE 68510
SCC offers 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 non-traditional times, in non-traditional places and with non-traditional formats. Distance learning courses use the same curriculum and meet the same standards as those offered face-to-face 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 HEALTH ACADEMY

The SCC Distance Learning Health Academy allows students to take classes online while remaining in their communities and regions. At the same time SCC works with the student's 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 SCC. 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 the 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 percent 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.

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

SCC will work with local hospitals or clinics to develop a plan for addressing student needs, including whether 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 at (402) 228-8272 or 800-233-5027 x1272 or e-mail bmorgan@southeast.edu for more information.

COOPERATIVELY OFFERED PROGRAMS

EARLY CHILDHOOD EDUCATION

Early Childhood Education is being offered online as a joint venture between SCC and the other five community colleges in Nebraska. Career possibilities are in the areas of preschool teachers, infant and toddler caregivers, and before-and-after-school activity coordinators for school-age children in Head Start programs.

MEDICAL CODING (HEALTH INFORMATION MANAGEMENT SERVICES)

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

FIBER OPTICS

The fiber optics system is a fully interactive distance learning system, using fiber optic cable between sites to transmit video, audio and data signals. Academic and career/technical course offerings are available through this system. Both day and evening courses are available.

Southeast Nebraska Distance Learning Consortium is a fiber optic system in southeast Nebraska that is comprised of four SCC locations (Beatrice, Lincoln, Milford, Energy Square), Peru State College, Educational Service Units 3, 4, 5 and 6, and more than 50 public school districts.

OFF-CAMPUS COURSES

Off-campus courses are conducted within the College area, but not at one of the SCC campuses. Credit classes meet the approved curriculum, meet the same criteria and have the same course number as a campus class and are taught by an instructor approved by the College. Some credit courses may have prerequisites or minimum required scores on an assessment test prior to registration. ASSET, COMPASS and ACT/SAT scores are frequently used to determine placement. Courses are frequently held at local high schools.

HIGH SCHOOL CAREER ACADEMY PARTNERSHIPS

SCC and school districts within our service area have formed Career Academy Partnerships. These CAPs provide high school juniors and seniors the opportunity to take college-level credit courses. The courses are considered “dual credit” meaning the student will receive credit for the high school and college course at the same time. Students can explore career fields and may be able to participate in community career events including tours, job-shadowing experiences, and listening to speakers.

For more information please contact:
Rod Rhodes, 402-228-8286 or 822-233-5027 x1286
rrhodes@southeast.edu

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:

- Business Administration
- Dental Assisting
- Office Professional
- Radiologic Technology
- Surgical Technology
- Also: Transfer and general education courses

Programs that offer classes online will have this online icon!
CHAPTER 10
BOARD OF GOVERNORS
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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, SCC 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

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

Equal Opportunity/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 Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu.

Declaración de política sobre equidad/antidiscriminación - La política publica de Southeast Community College es de proveer 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, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu.
ABOUT SCC

SCC is a two-year institution of higher education governed by an 11-member Board of Governors. The College's primary service area is comprised of 15 counties. The college operates on the quarter system and has campuses in Beatrice, Lincoln and Milford. SCC offers more than 50 Programs of Study, most technical in nature. Job placement is what makes SCC such a good choice. More than 90 percent of graduates continue to find employment or continue their education.

ACCREDITATION

SCC is fully accredited by the North Central Association of Colleges and Schools.

North Central Association of Colleges and Schools
Commission on Institutions of Higher Education
30 N. LaSalle St., Suite 2400, Chicago, IL 60602-2504
800-621-7440 | (312) 263-0456 | Fax: (312) 263-7462
info@hlcommission.org | www.ncahlc.org

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
• Certificate
• Diploma

CALENDAR

SCC operates on a quarter calendar system with terms that start in January (Winter), April (Spring), July (Summer) and October (Fall).

ENROLLMENT

The 2008 Fall Quarter enrollment was 10,557 students, the largest in school history. During the 2007-08 academic year, the College also served nearly 20,000 non-credit students enrolled in Continuing Education classes on the campuses and in communities throughout southeast Nebraska.

ENTREPRENEURSHIP CENTER

Located at 285 S. 68th St. Place in Lincoln, SCC’s Entrepreneurship Center serves as a resource center for anyone interested in entrepreneurship. The center staff offers assistance to anyone interested in starting a business or looking for direction on their path to business independence. One floor of the center is dedicated to business incubation. The center also hosts credit and non-credit classes on entrepreneurship and is home to Lincoln Public School’s Entrepreneurship Focus Program and the Information Technology Program.

HISTORY

The College has been operating in its current structure since July 1, 1973, when a statewide community college system was implemented by the Legislature. However, the campus in Milford existed long before 1973. The first postsecondary technical institution, exclusively offering two-year postsecondary degrees in vocational/technical programs, was established by the Nebraska Unicameral in 1941 at Milford. Operated by the Nebraska Department of Education, the school was originally established to meet the occupational education needs of the entire state. In 1971, the Legislature passed a bill which combined junior colleges (Fairbury, established in 1941, in SCC’s area), state vocational/technical colleges, and the area technical schools into one system of two-year institutions. The consolidation originally established eight technical community college areas. The number was reduced to six when Lincoln merged with Southeast in 1973. As conceived in 1971, Nebraska community college areas were to be governed locally by elected boards. Southeast derives its operating revenue from three major sources: local property taxes, state aid (a combination of sales and income tax funds apportioned by the Legislature), and tuition.

LOCATIONS

The College operates primary campuses in Beatrice, Lincoln and Milford, as well as more than 20 off-campus sites within the 15 counties.

BEATRICE CAMPUS
4771 W. Scott Road, Beatrice, NE 68310-7042
800-233-5027, (402) 228-3468, Fax: (402) 228-2218

LINCOLN CAMPUS
8800 O St., Lincoln, NE 68520-1299
800-642-4075, (402) 471-3333, Fax: (402) 437-2404

MILFORD CAMPUS
600 State St., Milford, NE 68405-8498
800-933-7223, (402) 761-2131, Fax: (402) 761-2324

AREA OFFICE
301 S. 68th St. Place, Lincoln, NE 68510-2449
(402) 323-3400, Fax: (402) 323-3420

CONTINUING EDUCATION CENTER
301 S. 68th St. Place, Lincoln, NE 68510-2449
800-828-0072, (402) 437-2700, Fax: (402) 437-2703

ENERGY SQUARE
1111 O St., Suite 112, Lincoln, NE 68508-3614
(402) 323-3441, Fax: (402) 323-3453

ENTREPRENEURSHIP CENTER
285 S. 68th St. Place, Lincoln, NE 68510-2449
(402) 323-3383, Fax: (402) 323-3399
SOUTHEAST Community College - Nebraska

PRIMARY SERVICE AREA
The College serves the following 15 counties in southeast Nebraska:

- Cass
- Lancaster
- Saline
- Fillmore
- Nemaha
- Saunders
- Gage
- Otoe
- Seward
- Jefferson
- Pawnee
- Thayer
- Johnson
- Richardson
- York

TECHNICAL & CAREER EDUCATION
Students may choose from applied technology programs grouped into seven divisions:

1) AGRICULTURE/FOOD/NATURAL RESOURCES DIVISION
2) BUSINESS DIVISION
3) COMMUNICATIONS & INFORMATION TECHNOLOGY DIVISION
4) COMMUNITY SERVICES & RESOURCES DIVISION
5) CONSTRUCTION & ELECTRONICS DIVISION
6) HEALTH SCIENCES DIVISION
7) TRANSPORTATION & MANUFACTURING DIVISION

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 within the Arts & Sciences Division. Students enrolled in the academic transfer program may earn an Associate of Arts or an Associate of Science Degree. Located within the division are Developmental Education, General Education, Humanities, Math, Science, and Social Science. 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.

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 the following intercollegiate sports: 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
In recent years, more than 90 percent 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. 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.

STUDENT DIVERSITY
SCC 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 non-traditional careers. SCC also welcomes students with disabilities and complies with the Americans with Disabilities Act. 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.
BEATRICE CAMPUS
SCC-Beatrice Campus
4771 W. Scott Road
Beatrice, NE 68310-7042
402-228-3468, 800-233-5027
The campus is located on 900 acres on the west edge of Beatrice, Nebraska.
Schedule a visit online or call to schedule a tour.

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.

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, Distance Learning, Journalism, Office Professional, 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

Truman Center: Gymnasium, Theatre, Wellness Center.

Classrooms for: Art, Theatre, Speech, Music

Beatrice campus offers
- Athletics
- Fine Arts
- Housing
and the following programs:
- Academic Transfer
- Agriculture Business & Management Technology
- Business Administration
- Criminal Justice
- Office Professional
- Pharmacy Technician
- Practical Nursing

Carter Building: Student housing located off-campus, for qualified students with families.

Roosevelt Hall: Residence Hall

Washington Hall: Residence Hall
Established in 1941, SCC-Milford enjoys a long history as Nebraska's premier technical college.
LINCOLN CAMPUS

SCC-Lincoln Campus
8800 O Street
Lincoln, NE 68520-1299
402-471-3333, 800-642-4075

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.

A Classrooms for: Laboratory Science, General Studies
B Classrooms for: Associate Degree Nursing, Dental Assisting, Emergency Medical Services/Paramedic, Health Information Management Systems, Medical Assisting, Medical Laboratory Technology, Physical Therapist Assistant, Polysomnographic Technician, 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
FP TC: 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 Learning Resource Center including ABE/GED, Advising, Assessment & Testing, Career Advising Center, Computer Lab, Multi-Academic Center (Tutoring)
M Classrooms for: Automotive Technology
N Classrooms for: Computer Aided Design Drafting; Electronic Systems Technology
O Student Activities Center, Gym, Student Center, Wellness Center
R Classrooms for: Computer Information Technology
S Classrooms for: Professional Truck Driver Training
T Classrooms for: Business Administration, Office Professional
U Academic Advising; Classrooms for: Academic Transfer Education, Continuing Education, Human Services, Visual Publications, and a Multi-Purpose Room

NCCE: (Located off-campus)
Nebraska Center for Excellence in Electronics
4740 Discovery Drive, Lincoln NE
Classrooms for: Customized Training Services for Business and Industry
SOUTHEAST Community College - Nebraska

ENERGY SQUARE LOCATION

SCC-Lincoln’s (Energy Square Location)
1111 O Street, Suite 112, Lincoln, NE 68508-3614
402-323-3441, 800-642-4075

The ESQ location offers convenience in downtown Lincoln, at 1111 O Street, on the first floor of the Energy Square Building.

The downtown location offers ACADEMIC TRANSFER classes.

Discount parking MAGNETIC STRIPS are available through the CITY OF LINCOLN PARKING OFFICE
850 "Q" Street, 402-441-6472, 7:30 am-5:30 pm.
You must bring your student ID and CURRENT TERM class schedule.

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:
Customized Training for Business & Industry
CONTINUING EDUCATION CENTER
301 S. 68th St. Place, Lincoln, NE 68510-2449
402-437-2700, 800-828-0072

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

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.

ENTREPRENEURSHIP CENTER
285 S. 68th St. Place, Lincoln, NE 68510-2449
402-323-3383, 800-642-4075

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

SCC’s Entrepreneurship Center staff and services can help guide students and community members toward education which is physical, virtual and practical in nature.

It is a place to go to have questions answered by professionals regarding starting or maintaining an entrepreneurial venture.

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, Entrepreneur Incubator Businesses and Physical Therapist Assistant.
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.
**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.

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**SCC-Continuing Education & Entrepreneurship Centers 4th floor**

**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.

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

**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.
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

### BOARD OF GOVERNORS

- **Allensworth, Jacki**, Treasurer - District 5  
  8541 A Street • Lincoln, NE 68520

- **Baker, Darryl** - District 3  
  1600 South Ninth • Beatrice, NE 68310

- **Boellstorff, Kathy** - District 2  
  62902 - 733rd Road • Johnson, NE 68378

- **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

- **Heiden, Ed C.** - District 2  
  RR 1, Box 117 • Sterling, NE 68443

- **Humphrey, Carl R.** - District 1  
  10311 N. 150th Street • Waverly, NE 68462

- **Johnson, Ruth M.** - District 4  
  819 North 33rd Street • Lincoln, NE 68503

- **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

- **Ottmann, Steve, Faculty Representative**  
  SCC Lincoln Campus • Lincoln, NE 68520
SOUTHEAST Community College - Nebraska

PERSONNEL

ADMINISTRATIVE / PROFESSIONAL

Robert J. Aguilar, Superintendent, Physical Plant
Diploma, Northeast High School, Lincoln, NE 1960; Master Plumber 1972

Justin Allman, John Deere Trainer Level I
AAS, Illinois Central College, East Peoria, IL 2002; BS, Pittsburg State University, Pittsburg, KS 2004

Lori Balke, Admissions Representative
BS, University of Nebraska, Lincoln, NE 1985

Catherine A. Barringer, Director, Learning Resource Center
BA, Mount Marty, Yankton, SD 1971; MA, University of South Dakota, Vermillion, SD 1975

Mary Bartels, Academic Advisor
BA, University of Nebraska, Lincoln, NE 1971

Kaye Bartels-Eiland, 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

Susan Dauber, Distance Learning Curriculum Designer/Technical Coordinator
BS, Pittsburg State University, Pittsburg, KS 1979; MS, Pittsburg State University, Pittsburg, KS 1980

Mark Bayliss, Testing Center Coordinator
BA, Siena Heights, Adrian, MI 1992; MA, Siena Heights, Adrian, MI 1996

Jeff Brei, Food Service Assistant Manager
AAS, Northeast Community College, Norfolk, NE 2003; AAS, Southeast Community College, Lincoln, NE 2005

Alan W. Brunekow, Information Services Manager
AAS, Southeast Community College, Milford, NE 1978

Chris Buckman, John Deere Program Technician
BS, Pittsburg State University, Pittsburg, KS 1973

Carolyn Butler, Professional Development Coordinator
BS, Kearney State College, Kearney NE 1979; MA, Colorado State University, Fort Collins, CO 1983

Donald L. Byrnes, Vice President for Human Resources and Staff Development
BS, University of Nebraska, Lincoln, NE 1964; MA, Kearney State College, Kearney, NE 1969

Six-year Educational Administration Specialist, University of Nebraska-Lincoln 1973

Thomas Cardwell, Dean, Student Services/Student Support Programs & Services
BA, University of Nebraska, Lincoln, NE 1975; MA, University of Nebraska, Lincoln, NE 1977; PhD, University of Nebraska, Lincoln, NE 2000

Amy Chesley, Director, Continuing Education/Business
AAS, Southeast Community College, Lincoln, NE 1993; BA, Concordia University, Seward, NE 2006

Janet Claassen, Tech Prep Coordinator
BA, Nebraska Wesleyan University, Lincoln, NE 1970; Teacher Certification, University of Nebraska, Omaha, NE 1971; MA, University of Nebraska, Lincoln, NE 1978

Gary Cooper, Superintendent, Physical Plant
U.S. Naval Schools Construction; Air Force CDC & ECI; University of Nebraska, Lincoln, NE, Nebraska Dept. of Health

Bryan Crouch, John Deere Trainer Level II
AAS, Navarro College, Corsicana, TX 1998; BS, Sam Houston State University, Huntsville, TX 1999

Rebecca Czaja-Stevens, Director, TRIO Programs
BS, University of Nebraska, Kearney, NE 2002

Susan Dauber, Distance Learning Curriculum Designer/Technical Coordinator
AA, Southeast Community College, Crete, NE 1978; BA, Kearney State College, Kearney, NE 1977; MA, University of Nebraska, Lincoln, NE 1983

Melissa Decker, TRIO/Upward Bound Education Specialist
AAS, Southeast Community College, Beatrice, NE 1990; BS, Peru State College, Peru, NE 1992

Babette Dickinson, Director, Adult Basic Education
BA, University of Nebraska, Lincoln, NE 1971

Joel R. Dickinson, Admissions Representative
BS, Black Hills State University, Spearfish, SD 1986

Stephen Dietz, Student Retention Specialist
BA, Doane College, Crete, NE 2006

Susan Dunn, Access/Equity Specialist
BFA, Doane College, Crete, NE 1978; MLS-Library Science, Emporia State University, Emporia, KS 1979; MLS-Legal Studies, University of Nebraska College of Law, Lincoln, NE 1992

Jeanette Egger, Food Service Manager/Cook
AAS, Southeast Community College, Lincoln, NE 1997

Kathy Eitzmann, Dean, Business Division
BS, Truman State University, Kirksville, Missouri 1988; MA, Doane College, Crete, NE 2002

Heather Evans, Student Retention Specialist
BA, Doane College, Crete, NE 2006

Margaretta Feyerherm, Student Retention/Multicultural Recruitment Specialist
BA, University of Nebraska, Lincoln, NE 1996; MA, University of Nebraska, Lincoln, NE 1997

Earl R. Fosler, Dean, Construction & Electronics Division/Communications & Information Technology Division
Diploma, Nebraska Vocational Technical School, Milford, NE 1964

Susan Kash-Brown, Assistant Director, ESL
BA, Southeast Community College, Milford, NE 1973

Mary Lou Mittan, Assistant Director/Counselor for TRIO/Student Support Services
BS, University of Nebraska, Lincoln, NE 1971; MA, University of Nebraska, Lincoln, NE 1976

Nancy Holman, Director, Continuing Education/Family & Consumer Science and Leisure Activities
BS, University of Nebraska, Lincoln, NE 1975

Jack J. Huck, President
BA, Nebraska Wesleyan University, Lincoln, NE 1969; MEd, University of Nebraska, Lincoln, NE 1971; EdD, University of Nebraska, Lincoln, NE 1975

Leonard Havlovic, John Deere Trainer
BA, University of Nebraska, Lincoln NE 1973

Lorraine Jendry, Assistant Director, Adult Basic Education
BS, Kansas State University, Manhattan, KS 1985

Sarah Jones, Bookstore Manager
BS, University of Nebraska, Lincoln, NE 2002

Susan Larson, Assistant Director of Continuing Education Health Occupations RN, Diploma, Nebraska Methodist Hospital School of Nursing, Omaha, NE 1977

Maurine Leeser, Assistant Director Health/EMS
AAS, Central Community College, Columbus NE 1973; EMS Certification, Northeast Community College, Norfolk NE 1992

Jerry Alan Magorian, Director, Continuing Education/Trades & Industry/Customized Training Services
AAS, Northeast Community College, Milford, NE 1974; BS, University of Nebraska, Lincoln, NE 1975

Barry R. Masin, Assistant Campus Director
BS, University of Nebraska, Lincoln, NE 1973

Bernard Mason, Testing Center Specialist
BS, Iowa State University, Ames, IA 1987

Rachel J. Mason, Student Activities Coordinator
BA, Kearney State College, Kearney, NE 1981

Douglas Meyer, Admissions Representative
BS, University of Nebraska, Lincoln, NE 1996

Jason Misegades, John Deere Trainer Level II
BA, Barton County Community College, Great Bend, KS 2000; BA, Pittsburg State University, Pittsburg, KS 2002

Mary Lou Mitman, Assistant Director/Counselor for TRIO/Student Support Services
BS, University of Nebraska, Lincoln, NE 1971; MS, Wayne State College, Wayne, NE 1994

Joyce Rubenacker, Associate Director, Financial Aid
AAS, Southeast Community College, Lincoln NE 2004; BS, Bellevue University, Omaha, NE 2007
PERSONNEL

SCC—July 1, 2009–June 30, 2010

Timothy Mittan, Director, Entrepreneurship Center
BS, Peru State College, Peru, NE 1986; MA, Doane College, Crete, NE 2001

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, Campus Director/Director of Distance Learning
BS, University of Nebraska, Lincoln, NE 1980; MA, University of Nebraska, Lincoln, NE 1995

Aaron Motsinger, John Deere Trainer Level I
BS, North Carolina State University, Raleigh, NC 2008

Clinton Munson, John Deere Trainer Level I
BS, Southern Illinois University, Carbondale, FL 2004

Janet C. Nason, Director, Accounting and Finance
BS, University of Nebraska, Lincoln, NE 1968

Emerson “Lyke” Neal, Vice President for Technology/Campus Director
BA, Evangel College, Springfield, MO 1971

Corinne Need, Central Community College, Hastings NE 1995; BS, Bellevue University, Omaha NE 1997

Susan Noler, Dean, Health Sciences Division
BSN, Creighton University, Omaha, NE 1968; MSN, University of Washington, Seattle, WA 1974

Patrick O’Neill, Career Advisor/Assessment
BA, University of Nebraska, Omaha, NE 1984; MPA, University of Nebraska, Omaha, NE 1992

Stu Osterthun, Administrative Director, Public Information and Marketing
BS, Northwest Missouri State University, Maryville, MO 1983; MSED, Southwestern College, Winfield, KS 1995

Cheryl Parks, Financial Aid Associate Director
AA, Southeast Community College, Beatrice, NE 2004

BS, Peru State College, Peru NE 2008

Ryan Peary, John Deere Training Program
BS, University of Missouri, Columbia, MO 2006

Mike Pegram, Director, Career Advising
BA, Truman State University, Kirksville, MO 1997; MS, Western Illinois University, Macomb, IL 2000

Gregory G. Peters, Career Advisor/Assessment
BS, University of Nebraska, Lincoln, NE 1972; MS, University of Nebraska, Lincoln, NE 1974

Frederick J. Petch, Director, John Deere Training
AAS, Southeast Community College, Milford, NE 1971; BS, University of South Dakota, Vermillion, SD 1975

Janalee Petch, Director, Learning Resource Center
High School Diploma, 1970

James Presley, John Deere Trainer Level III
AAS, Northwest Missouri State College, Senatobia, MS 1976

James Prescott, John Deere Trainer Level I
Auto Body Certification, West Haven, CT 1985

Carrie Puhalla, Head Women’s Volleyball Coach/Student Activities
BS, Northwest Missouri State University, Maryville, MO 1995

Rod Rhodes, Director, Career Academies & K-12 Connections/Associate Campus Director
BA, Nebraska Wesleyan University, Lincoln, NE 1982; MS, University of Nebraska, Omaha, NE 1988

Jill A. Rice, Assistant Director, TRIO/Upward Bound
BA, Doane College, Crete, NE 1999; MA, Doane College, Crete, NE 2002

Michele Richards, Academic Advisor
AAS, Lincoln School of Commerce, Lincoln, NE 1992; BA, Doane College, Crete, NE 1998

Diane Rink, Director, Registration and Records
AAS, Southeast Community College, Lincoln, NE 1990; BS, Doane College, Crete, NE 1992; MS, University of Oklahoma, Norman, OK 1994

Amy Rockel, Instructional Designer/Trainer
BA, University of Nebraska, Lincoln, NE 2001

Ashley Rose, Admissions Representative
AAS, Southeast Community College, Beatrice, NE 2004; BS, Peru State College, Peru, NE 2005

Richard A. Ross, Dean, Arts and Sciences Division
BS, Emporia State University, Emporia, KS 1964; MA, Louisiana State University, Baton Rouge, LA 1969

Kyle Rutschman, John Deere Trainer Level I
BS, Pittsburg State University, Pittsburg, KS 1998

Karen S. Sachtleben, Career Counselor/Assessment
BS, University of Nebraska, Lincoln, NE 1976; MA, University of Nebraska, Lincoln, NE 1998

Kari Schell, Director, Child Development Center
AAS, Central Community College, Columbus, NE 1998; BS, University of Nebraska, Lincoln, NE 2001

Denise Schlake, Dean, Ag/Food/Natural Resources Division/Community Services & Resources Division
BS, University of Nebraska, Lincoln, NE 1979; MS, University of Nebraska, Lincoln, NE 1981; PhD, University of Missouri, Columbia, MO 1995

Pam Sedlacek, Bookstore Manager
AA, Southeast Community College, Lincoln, NE 1983; BA, Chadron State College, Chadron, NE 1991

Jerry Shald, John Deere Trainer, Level III
AAS, Southeast Community College, Milford, NE 1979

Joanne C. Shimm, Director, Learning Resource Center
ABE, Western Bible College, Morrison, CO 1983; BA, Kearney State College, Kearney, NE 1983; MA, Kearney State College, Kearney, NE 1990

Judy Shonerd, Resource Development Specialist
BS, University of Nebraska, Lincoln 1996

Robert Smallfoot, Administrative Director, Nebraska Career Connections
BS, University of Nebraska, Lincoln, NE 1971; MEd, University of Nebraska, Lincoln, NE 1975; PhD, University of Nebraska, Lincoln, NE 1983

Ronald D. Snyder, Director, Continuing Education/Customized Training Services
Diploma, Cleveland Institute of Electronics 1971; BA, University of Nebraska, Lincoln, NE 1967; MA, University of Nebraska, Lincoln, NE 1973; PhD, University of Nebraska, Lincoln, NE 1985

David A. Sorenson, Dean, Student Services/Financial Aid
BA, Ames Community College, Ames, IA 1977; BEd, Colorado State University, Fort Collins, CO 1984; MEd, Colorado State University, Fort Collins, CO 1986

Jose J. Soto, Vice President for Access/Equity/Diversity
BA, Inter-American University of Puerto Rico 1975; JD, University of Nebraska Lincoln College of Law, Lincoln, NE 1984

Lisa St. Louis, Director, Purchasing Administrative Services
BA, Doane College, Crete, NE 1988

Jaye Steffens, Associate Director Financial Aid
BS, Kearney State College, Kearney, NE 1978

Theodore G. Suhr, Vice President for Administrative Services
BS, University of Nebraska, Lincoln, NE 1968; MBA, University of Nebraska, Lincoln, NE 1972

Rhonda C. Taft, Director, Continuing Education/Manufacturing & Transportation Division
Diploma, Southeast Community College, Lincoln, NE 1981

Kirby Taylor, Okuma Trainer
AAS, Southeast Community College, Milford NE 1994

Lisa J. Thomas, Associate Registrar
AA, Fairbury Jr. College, Fairbury, NE 1972; BS, Peru State College, Peru, NE 1993

Laura L. Thompson, Publications Specialist
AAS, Southeast Community College, Lincoln, NE 2007

Shelly Tolle, Placement Specialist
AAS, Southeast Community College 1982; BA, Peru State College, Peru, NE 2005

Lori Vancura, Associate Register
BA, Briar Cliff College, Sioux City, IA 1985; MA, University of Wisconsin, Menomonee, WI 1994

Jeanette L. Volker, Vice President for Student Services/Campus Director
BS, University of Nebraska, Lincoln, NE 1965; MA, University of Nebraska, Lincoln, NE 1983

Elizabeth “Lis’’ Vosta, Supervisor, Print Shop
Diploma, Southeast Community College, Lincoln, NE 1979

Jeanette Walsh, Director, Continuing Education/Health Programs
RN, Diploma, Nebraska Methodist Hospital School of Nursing, Omaha, NE 1975; BSN, University of Nebraska Medical Center, Omaha, NE 1992

Jennifer J. Warren, Bookstore Manager
BS, Nebraska Wesleyan University, Lincoln, NE 1995

Theresa Webster, Associate Dean, Student Services
BA, University of Nebraska, Lincoln, NE 1998; MA, Doane College, Crete, NE 2003

Charles E. Whitehead, Superintendent, Physical Plant
Holmesville High School Diploma 1963

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Dolores Cast, Account Clerk II – Business Office

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Mary Harms, Custodian II – Physical Plant

Mary Ann Harms, Admissions Technician – Admissions
<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lynda R. Heiden</td>
<td>Executive Secretary – Area Office</td>
</tr>
<tr>
<td>Heiser, Carrie</td>
<td>Fitness/Wellness Coordinator – Student Services</td>
</tr>
<tr>
<td>Donna Hill</td>
<td>Financial Aid Technician – Financial Aid</td>
</tr>
<tr>
<td>Reynaldo Huamancha</td>
<td>Custodian II – Physical Plant</td>
</tr>
<tr>
<td>Shannon Ibarra, Baker</td>
<td>Child Development Group Supervisor – Child</td>
</tr>
<tr>
<td>Sharon Ibarra</td>
<td>Development Center</td>
</tr>
<tr>
<td>Raymond Jantzen</td>
<td>Maintenance Worker I – Physical Plant</td>
</tr>
<tr>
<td>Diane Jiskra</td>
<td>Secretary I – Placement</td>
</tr>
<tr>
<td>Kelly Johnson</td>
<td>Copy Machine Operator – Print Shop</td>
</tr>
<tr>
<td>Macey Johnson</td>
<td>Child Development Group Supervisor – Child</td>
</tr>
<tr>
<td>Sherri Jones-Parks</td>
<td>Account Clerk II – Administrative Services</td>
</tr>
<tr>
<td>Candice Jurgens</td>
<td>Secretary I – TRIO Programs</td>
</tr>
<tr>
<td>Bryan Kahler</td>
<td>Custodian II – Physical Plant</td>
</tr>
<tr>
<td>Kevin Kelly</td>
<td>Information Systems Technician – Information</td>
</tr>
<tr>
<td>Karen Kilham</td>
<td>Teaching Lab Assistant II – Computer Information</td>
</tr>
<tr>
<td>Erin Killman</td>
<td>Secretary I – Continuing Education</td>
</tr>
<tr>
<td>Angela King</td>
<td>Secretary I – Placement</td>
</tr>
<tr>
<td>Alexander C. Koch</td>
<td>Custodian I – Physical Plant</td>
</tr>
<tr>
<td>Jenny Kroger</td>
<td>Secretary II – Continuing Education</td>
</tr>
<tr>
<td>Marlar W. Landell</td>
<td>Account Clerk I – Business Office</td>
</tr>
<tr>
<td>Eric Landkamer</td>
<td>Maintenance Worker II – Physical Plant</td>
</tr>
<tr>
<td>Rosemarie Lange</td>
<td>Secretary II – Health Occupations</td>
</tr>
<tr>
<td>Lacey Lehr</td>
<td>Secretary I, Registration and Records – Student</td>
</tr>
<tr>
<td>Mindy Lemon</td>
<td>Admissions Technician – Student Services</td>
</tr>
<tr>
<td>Brenda Lennen</td>
<td>Secretary I – Veterans Services/Financial Aid</td>
</tr>
<tr>
<td>Ruth Lewis</td>
<td>Custodian I – Physical Plant</td>
</tr>
<tr>
<td>Theresa Linder</td>
<td>Secretary I – Registration &amp; Records</td>
</tr>
<tr>
<td>Brian J. Liska</td>
<td>Assistant Parts Store Manager – Business Office</td>
</tr>
<tr>
<td>Marilyn Love</td>
<td>Account Clerk III – Business Office</td>
</tr>
<tr>
<td>Leon S. Lovitt</td>
<td>Farm Manager – Agriculture/Laboratory Science</td>
</tr>
<tr>
<td>Sandra McKinnon</td>
<td>Secretary I – Health Occupations Division</td>
</tr>
<tr>
<td>Jonathan Males</td>
<td>Custodian I – Physical Plant</td>
</tr>
<tr>
<td>Sandra Miles</td>
<td>Assistant Bookstore Manager – Campus Services</td>
</tr>
<tr>
<td>Mark Monson</td>
<td>Food Service Worker – Cafeteria/24 Hour Bar</td>
</tr>
<tr>
<td>Rochelle Morton</td>
<td>Secretary I – Continuing Education</td>
</tr>
<tr>
<td>Beth A. Naylor</td>
<td>Secretary II – Physical Plant</td>
</tr>
<tr>
<td>Siddig Noor</td>
<td>Teaching Lab Assistant – Computer Information</td>
</tr>
<tr>
<td>Wesley Odell</td>
<td>Maintenance Worker II – Physical Plant</td>
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<tr>
<td>Rosemary Ohlsen</td>
<td>Secretary I – Financial Aid</td>
</tr>
<tr>
<td>Donna Osterhoudt</td>
<td>Secretary I – Academic Education Division</td>
</tr>
<tr>
<td>Mark Overman</td>
<td>Custodian I – Physical Plant</td>
</tr>
<tr>
<td>Pamela S. Overman</td>
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</tr>
<tr>
<td>Lorraine Pasika</td>
<td>Food Service Worker – Cafeteria/24 Hour Bar</td>
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<tr>
<td>Amy Pearce</td>
<td>Financial Aid Technician – Student Services</td>
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<tr>
<td>Larry Peterson</td>
<td>Maintenance Worker II – Physical Plant</td>
</tr>
<tr>
<td>Patricia Peterson</td>
<td>LRC Specialist – LRC</td>
</tr>
<tr>
<td>Rhonda Pricerel</td>
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</tr>
<tr>
<td>Brian Piontek</td>
<td>Press Operator – Print Shop</td>
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<tr>
<td>Charlene M. Prai</td>
<td>Secretary I – Registration &amp; Records</td>
</tr>
<tr>
<td>Readeith A. Rediger</td>
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</tr>
<tr>
<td>S. Clark Rediger</td>
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</tr>
<tr>
<td>Marilyn Reil</td>
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</tr>
<tr>
<td>Max Reis</td>
<td>Custodian I – Physical Plant</td>
</tr>
<tr>
<td>Karen A. Reitz</td>
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</tr>
<tr>
<td>Rod Richards</td>
<td>Network Systems Technician – Information Services</td>
</tr>
<tr>
<td>Brooke Robbins</td>
<td>Secretary I – Entrepreneurship Center</td>
</tr>
<tr>
<td>Denise Roth</td>
<td>Secretary II – Parts Store</td>
</tr>
<tr>
<td>Duane Roth</td>
<td>Lead Programmer/Analyst – Information Services</td>
</tr>
<tr>
<td>Lora Roth</td>
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<tr>
<td>Marty Rowland</td>
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</tr>
<tr>
<td>Jennifer Rupprech</td>
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</tr>
<tr>
<td>James Sassman</td>
<td>Custodian II – Physical Plant</td>
</tr>
<tr>
<td>Dennis D. Schmidt</td>
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<tr>
<td>Schweitzer, Doreta J.</td>
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<tr>
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</tr>
<tr>
<td>Bruce A. Schwisow</td>
<td>Maintenance Worker II – Physical Plant</td>
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<tr>
<td>Cory Scott</td>
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</tr>
<tr>
<td>Richard Sherman</td>
<td>Custodian I – Physical Plant</td>
</tr>
<tr>
<td>Janet Simmons</td>
<td>Secretary I – Public Information and Marketing</td>
</tr>
<tr>
<td>Lisa Simon</td>
<td>Catering Coordinator/Event Scheduler</td>
</tr>
<tr>
<td>Leo P. Sougey</td>
<td>Custodian I – Physical Plant</td>
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<tr>
<td>John Spellman</td>
<td>Maintenance Worker II – Physical Plant</td>
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<tr>
<td>Bruce Spitzer</td>
<td>Parts Store Manager – Business Office</td>
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<tr>
<td>John Stabenow</td>
<td>Maintenance Worker II – Physical Plant</td>
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<tr>
<td>Joy Steckly</td>
<td>Account Clerk III – Business Office</td>
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<tr>
<td>Jason Steele</td>
<td>Custodian I – Physical Plant</td>
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<tr>
<td>Carrie Stollar</td>
<td>Child Development Group Supervisor – Child</td>
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<tr>
<td>Sandra L. Studnicka</td>
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<tr>
<td>Gordon Stutzman</td>
<td>Maintenance Worker I – Physical Plant</td>
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<tr>
<td>Jolene Stutzman</td>
<td>Payroll Specialist – Business Office</td>
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<tr>
<td>Judith Stutzman</td>
<td>Custodian I – Physical Plant</td>
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<tr>
<td>Michelle M. Taftoya</td>
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</tr>
<tr>
<td>Richard L. Tetherow</td>
<td>Custodian II – Physical Plant</td>
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<tr>
<td>Bang Tran</td>
<td>Media Services Specialist – LRC</td>
</tr>
<tr>
<td>Nancy Travis</td>
<td>Secretary I – Business Occupations Division</td>
</tr>
<tr>
<td>Lindsay Troyer</td>
<td>Secretary I – Admissions – Student Services</td>
</tr>
<tr>
<td>Melissa Troyer</td>
<td>Financial Aid Technician – Financial Aid</td>
</tr>
<tr>
<td>Paul Tardy</td>
<td>Maintenance Worker II – Physical Plant</td>
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<tr>
<td>Eric Unrau</td>
<td>Child Development Group Supervisor – Child</td>
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<tr>
<td>Patricia Underwood</td>
<td>Secretary II – Academic Education</td>
</tr>
<tr>
<td>Daniel Vajrgt</td>
<td>Assistant Bookstore Manager – Student Services</td>
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<tr>
<td>Marcia VanAndel</td>
<td>Secretary I – Placement</td>
</tr>
<tr>
<td>Julie A. Vasey</td>
<td>Secretary II – Physical Plant</td>
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<tr>
<td>Larry Mark Vasey</td>
<td>Custodian II – Physical Plant</td>
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<tr>
<td>Janet Vaughn</td>
<td>Child Development Group Supervisor – Child</td>
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<td>Amina Vidusic</td>
<td>Custodian I – Physical Plant</td>
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<tr>
<td>William R. Vlasnik</td>
<td>Custodian II – Physical Plant</td>
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<tr>
<td>Carolyn &quot;Susie&quot; Watson</td>
<td>Assistant Bookstore Manager – Student Services</td>
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<tr>
<td>Cheryl Watson</td>
<td>Accounting Clerk I – Campus Services</td>
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<tr>
<td>Carol Wells</td>
<td>Secretary II – Student Services</td>
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<tr>
<td>Connie S. Wergin</td>
<td>Admissions Technician – Admissions</td>
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<tr>
<td>Sheri L. Wiemann</td>
<td>Child Development Group Supervisor – Child</td>
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<tr>
<td>Arlene J. Williams</td>
<td>Custodian I – Physical Plant</td>
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<tr>
<td>Randy Williams</td>
<td>Network Systems Technician – Information Services</td>
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<tr>
<td>Sally D. Weigb</td>
<td>Secretary II, Construction/Electronics/Manufacturing/Transportation Occupations Division</td>
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<tr>
<td>Patsy L. Wohlgemuth</td>
<td>Account Clerk III – Continuing Education</td>
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<tr>
<td>Michael Wood</td>
<td>Maintenance Worker I – Physical Plant</td>
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<tr>
<td>Beth H. Woofler</td>
<td>LRC Specialist – LRC</td>
</tr>
<tr>
<td>Sharon Zuhlke</td>
<td>Food Service Coordinator – Cafeteria/24 Hour Bar</td>
</tr>
</tbody>
</table>

**SOUTHEAST Community College - Nebraska**
**SOUTHEAST Community College - Nebraska**

**CHRYSLER (CAP) - COLLEGE AUTOMOTIVE PROGRAM**

- Don Black ........ Black Motor Company
- Dave Pruggmair ...... State of Nebraska
- Mike Cameron ........ Jim Earp Chrysler
- Randy Christensen ... Gib Walter Motors
- Joe Cogdell ............ Herpolsheimers
- Robert Crumbliss ... Herpolsheimers
- Bill Dittmar ........ Jerry Spady Jeep
- Gary Holloway ...... Roy's Chrysler
- Steve Ernst .......... Great Plains Chrysler
- Dave Eskra .......... Twin Rivers Chrysler
- Rod Hill .............. Performance Dodge
- Rod Hoppe ............. Subway Motors
- Kurt Johnson .......... Midway Chrysler
- Jim Kolza ............ Kobza Motor Inc
- Mark Krenzler ......... Tinchler Chrysler
- Dan Landemann ....... Dan Landemann
- Chris Michaels ...... Stan Olsen Auto Center
- Larry Ottregen ...... Performance Chrysler
- Randy Pickenspaugh .. Conhusker Auto Center
- Kim Schmidt .......... Schmidt Motors
- Steve Schwarting ....... Jenny Dodge
- Ron Schwartz ...... Armbuster Motor Co
- John Setz .......... Billion Automotive
- Phil Spady ............ Phil Spady Chrysler
- Todd Webster .......... Baxter Chrysler
- Mike Wiles ............. Hansen Motors

**COMPUTER AIDED DESIGN DRAFTING**

- Carol Andria ........... Lincoln Public Schools
- Troy Bormett .......... Arentech Boiler Systems
- Todd Blackshere ...... Trigad, Inc.
- Bob Brubacher ........ American Meter Co.
- Dan Bonogofsky ...... Schoenleiber, Sherman & Co.
- Tom Frech .............. Design & Drafting Consultant
- Denise Haake .......... Landscapes Unlimited
- Dan Johnsen .......... Bah Vermeer Tractor
- Jennifer Heap ........ University of Nebraska-Lincoln Facilities Management & Planning
- Dan Hensath ............ Davis Design
- Eric Kuhlman .......... Lincoln Electric System
- Dale Korbelt ......... Pegler/Syco
- Brad Lyon ............. Vulcraft
- Dennis Mahn .......... Dennis Mahn & Son
- Dave Merchant .......... Blue Ox
- Mike Murphy .......... Lincoln Electric System
- Chris Pickenspaugh .. Lincoln Electric System
- Doug Nelson .......... New Ventures
- Larry Pester .......... Valmont Industries, Inc.
- Dwayne Scholtz ...... Lincoln Public Schools
- Kendall Stege .......... Nebraska Department of Roads
- Lana Tolbert .......... City of Lincoln
- Ryan Vanek .......... Cyber Systems
- Kevin Vaught .......... Cycloonaire

**COMPUTER INFORMATION TECHNOLOGY**

- Mark Bartles .......... The Gallup Organization
- Dennis Bryd ........ Windstream Communications
- Russ Gammer .......... Neosport Communications
- Ed Gilmore .......... Duncan Aviation
- Dave Graff .............. Fiserv
- Dahn Hopper .......... Apex Information Technology
- Ed Hopper .............. Time Warner Cable-Nebraska Division
- Ed Jones ................. Sandhills Publishing
- Kirk Langer .......... Lincoln Public Schools
- David Manner ......... Lincoln Electric System
- Larry McCielen .......... Perot Systems
- Rob Nickolaus .......... Nelnet
- Eric Talmidge .......... Credence Corporation
- Jerome White .......... Perot Systems

**COMPUTER PROGRAMMING TECHNOLOGY**

- Scott Gobert .......... DST Systems
- Mike Flanagan ...... Black Motor Company
- David Hattan .......... State of Nebraska
- Jennifer Hecke .......... Americus Life Insurance Corp
- Jo Ann Hiegenkamp ...... Mid America Computer
- Mark Hulien .......... Kawasaki Motors Manufacturing
- Sue Lobinger .......... First National Bank
- Terry Lowe ............. City of Lincoln
- Vicl Pfitzner ......... Fiserv
- Scott Prestler .......... Fiserv
- Steven Sleggett .......... Assurity Life Insurance
- Eric Talmidge .......... Credence Corporation
- Bill Wielchus ...... Allstate Financial

**CRIMINAL JUSTICE**

- Chief Alan Waldman ...... Seward Police Department
- Chief Charles W. Asbury .. City of Lincoln
- Vanessa Clover .......... University of Nebraska
- Chief Donald Gall .......... City of Lincoln
- Chief David Crow .......... City of York
- Chief Donald Klug .......... City of York
- Chief Fred L. Lang .......... City of York
- Chief Forrest K. Siekken ...... City of Milford
- Chief George York .......... City of Lincoln
- Chief Jerry Yoder .......... University of Nebraska
- Jeremiah Yurka .......... Program Graduate

**DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH**

- Guy Anderson .......... Murphy Tractor
- Bill Bardshar .......... Murphy Tractor
- Baby Blackshere ...... Murphy Tractor
- Chuck Brandt .......... Murphy Tractor
- Dean Davis .......... Erb Equipment Co
- Dean Ewing .......... John Deere Equipment
- Scott Dickey .......... Murphy Tractor
- Terry Dueser .......... Murphy Tractor
- Paul Ewing .......... Metro Equipment
- Richard Fawson .......... John Deere Equipment
- Roland Hammond ...... Murphy Tractor
- Mike Karst .......... Murphy Tractor
- Kurt Kruse .......... Murphy Tractor
- Marv Losch .......... Murphy Tractor
- Larry Mueller .......... Erb Equipment Co
- Harry Pegram .......... Murphy Tractor
- Mike Rafferty .......... Murphy Tractor
- Ken Rice .......... Murphy Tractor
- Tom Sakers .......... Murphy Tractor
- Gary Schumacher ......... Murphy Tractor
- Tom Udland .......... Murphy Tractor
- Skip Welte .......... Murphy Tractor
- Terry Wicken .......... Erb Equipment Co

**DENTAL ASSISTING**

- Doug Barrett .......... Dental Designs Laboratory
- Dr. Rick Brunmeier ...... Private Practice
- Mr. Dan Byers .......... Patterson Dental Supply Co.
- Mary Drahotha .......... Dr. Jack Schneider
- Dr. Lon Flagtewt .......... Private Practice
- Dr. James Ganser .......... Private Practice
- Dr. Braches Gershen .......... Private Practice
- Jodi Gerla ............. Dr. Monte Zysset
- Kathy Gregg, CDA .......... UNMC, College of Dentistry
- Jenny Hagener .......... Private Practice
- Dr. Rebecca Hohl .......... Private Practice
- Dr. Steven Korns .......... Private Practice & Dental Assisting Program
- Dr. Curt Kuster .......... UNMC College of Dentistry
- Jill Lotthson .......... Dr. James Ganser
- Deb Meyerhoff, RDH .......... City/County Health Dept Dental Div
- Dr. Henry St. Germain .......... UNMC, College of Dentistry
- Dr. Melanie Steckelberg .......... Steckelberg Dental
- Dr. Craig Wink .......... Private Practice
- Dr. Monte Zysset .......... Private Practice

**DIESEL TECHNOLOGY - FARM**

- Randy Auer .......... Stubbendick Implement
- Larry Blauhm .......... Toners, Inc.
- Gary Declina .......... Fairbanks International
- John Evans .......... NMC
- Mike Haack .......... Plains Power & Equipment
- Glenn Hietpas .......... Kawasaki Manufacturing
- Andy Hunten .......... Virgil Implement Company
- David Jannes Jr. .......... Nebraska Equipment
- Mike Kastanek .......... Kastanek Enterprises
- Arnold Ref .......... Midwest Diesel
- Dent Roesland .......... NML
- Rex Varilek .......... Credence Carrier Corp
- Lavern Shaw .......... Agco Prod Reliability Grp
- Marvin Siebert .......... NML
- Ryan Simpson .......... NML
- Rex Varilek .......... Precision Diesel Fuel Injection
- Mike Vogt .......... Parkhom’s, Inc.
- Jesse Williams .......... Case New Holland
<table>
<thead>
<tr>
<th>Name</th>
<th>Company/Title</th>
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<tbody>
<tr>
<td>Bob Schipman</td>
<td>Molex, Inc.</td>
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<tr>
<td>Scott Ragland</td>
<td>Ragland Automation, Inc.</td>
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<td>Gregg Poe</td>
<td>3M Company</td>
</tr>
<tr>
<td>Geoffrey Horejs</td>
<td>Metropolitan Community College.</td>
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<tr>
<td>Billy Gist</td>
<td>Lincoln Industries</td>
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<td>Allen Fangman</td>
<td>Seward Electronics</td>
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<td>Joseph Ruicka</td>
<td>Lincoln Benefit Life</td>
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<td>Jim Woita</td>
<td>J &amp; J Diesel</td>
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<tr>
<td>JoAnn Bartek</td>
<td>Lincoln High School</td>
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<tr>
<td>Jo Bell</td>
<td>Westminster Preschool</td>
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<td>Renee Foley</td>
<td>North East Family Center</td>
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<td>Chris Hudson</td>
<td>Ivy League Child Development Center</td>
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<td>Anita Jarek</td>
<td>Auburn Public Schools</td>
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<tr>
<td>Sharon Kinzma</td>
<td>BryanLGH Child Development Center</td>
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<tr>
<td>Brandie Langel</td>
<td>T.E.A.C.H. Early Childhood Nebraska</td>
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<td>Linda Meyers</td>
<td>State Department of Education</td>
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<td>Cyndi Sergeant</td>
<td>Knowledge Link</td>
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<td>Sheree Moses</td>
<td>Lincoln Public Schools</td>
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<td>Amy Par</td>
<td>Cedar's Youth Services</td>
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<td>Terry Phillips</td>
<td>Nebraska Department of Education/Early Childhood Training Program</td>
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<td>Julie Rose</td>
<td>Dimensions Early Education Programs</td>
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<td>Pat Schmidt</td>
<td>Lincoln Public Schools</td>
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<tr>
<td>Deanna Jurek</td>
<td>Trinity Infant/Child Care</td>
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<tr>
<td>Holly Unruh</td>
<td>Holly's Childcare Home</td>
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<tr>
<td>Linda Zinke</td>
<td>Nebraska Association for the Education of Young Children, Inc.</td>
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<td>Ed Bergstraesser</td>
<td>Department of Building &amp; Safety</td>
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<tr>
<td>Steve Hoffart</td>
<td>Brase Electrical Contracting Corp</td>
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<tr>
<td>Ray Bruegeman</td>
<td>Miller Electric</td>
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<td>Robert Byrn</td>
<td>NPPD</td>
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<td>Jim Estberg</td>
<td>Black &amp; Watch</td>
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<td>Nathan Johnson</td>
<td>H K Scholz Co</td>
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<td>Shannon Hess</td>
<td>Hoss Electric</td>
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<td>Christopher Hostetler</td>
<td>Lincoln Public Schools</td>
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<td>Mike Klockenga</td>
<td>Progressive Electric</td>
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<td>Roy Lamb II</td>
<td>Lincoln Electric JCTC</td>
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<td>Randy Parde</td>
<td>3M-Valley Plant</td>
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<td>Mark Peterson</td>
<td>M &amp; D Electric</td>
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<td>Bob Reiter</td>
<td>Midwest Medical Transport Co</td>
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<td>Harold K Scholz Co</td>
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<td>Al Benes</td>
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<td>Craig Emester</td>
<td>University of Nebraska</td>
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<td>Spirit Aerosystems</td>
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<td>Dan Edwards</td>
<td>BD Medical/Pharmaceuticals</td>
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<td>Allen Fangmeier</td>
<td>Hamilton-Sundstrand</td>
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<td>Metropolitan Community College.</td>
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<td>Robert Hain</td>
<td>Kawasaki Motors Manufacturing Corp</td>
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<td>Jerry Hardnock</td>
<td>Novartis Consumer Health</td>
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<td>Geoff Croxton</td>
<td>Metropolitan Community College.</td>
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<td>Wynn Laferty</td>
<td>Lincoln Industries</td>
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<td>Chuck Krueger</td>
<td>J&amp;J/Kinder Instruments</td>
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<td>Scott Rigeland</td>
<td>Randag Automation, Inc.</td>
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<td>Dave Scheele</td>
<td>Neapco</td>
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<td>Bob Smithson</td>
<td>Vishay/Dale Electronics</td>
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<td>Brad Armstrong</td>
<td>Security Equipment</td>
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<td>Will Geffken</td>
<td>Cygnus Corporation</td>
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<td>Steve Faber</td>
<td>Eakes Office Plus</td>
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<td>Lynne French</td>
<td>Becton Dickinson</td>
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<tr>
<td>Patrick Ginz</td>
<td>Nebraska Public Power District</td>
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</tbody>
</table>

**ELECTROMECHANICAL TECHNOLOGY**

- Chris Blaha: Thomas Built Buses
- Gary Donnar: Cummins Central Power
- Aaron Hummel: Lincoln Truck Center
- Dave McHale: Wicks Street Tows
- James Knight: Diesel Pickup Shop
- Joel Kroft: Cornhusker Int'ls Trucks
- Rich Link: Molex, Inc.
- Todd Miles: Fremont Contract Carriers
- Dave Mumm: Crane Sales & Service
- T J Novak: Nebraska Truck & Equipment
- Dale Riebe: Nebraska Dept of Roads
- Randy Polak: Crete Carrier Corporation
- Armo Selsdon: Midwest Linemen
- Gary Stepanek: Salem Truck Service
- Harry Swenson: Cornhusker Int’ls Trucks
- Scott Vanderheiden: Peterbilt of Council Bluffs

**EARLY CHILDHOOD EDUCATION**

- John Aden: Lincoln High School
- Jo Bell: Westminster Preschool
- Renee Foley: North East Family Center
- Chris Hudson: Ivy League Child Development Center
- Anna Jarek: Auburn Public Schools
- Sharon Kinzma: BryanLGH Child Development Center
- Kristin Krueger: Auburn Public Schools
- Brandie Langel: T.E.A.C.H. Early Childhood Nebraska
- Linda Meyers: State Department of Education
- Cyndi Sergeant: Knowledge Link
- Sheree Moses: Lincoln Public Schools
- Amy Par: Cedar's Youth Services
- Terry Phillips: Nebraska Department of Education/Early Childhood Training Program
- Julie Rose: Dimensions Early Education Programs
- Pat Schmidt: Lincoln Public Schools
- Deanna Jurek: Trinity Infant/Child Care
- Holly Unruh: Holly's Childcare Home
- Linda Zinke: Nebraska Association for the Education of Young Children, Inc.

**ELECTRICAL TECHNOLOGY**

- Ed Bergstraesser: Department of Building & Safety
- Steve Hoffart: Brase Electrical Contracting Corp
- Ray Bruegeman: Miller Electric
- Robert Byrn: NPPD
- Jim Estberg: Black & Watch
- Nathan Johnson: H K Scholz Co
- Shannon Hess: Hoss Electric
- Christopher Hostetler: Lincoln Public Schools
- Mike Klockenga: Progressive Electric
- Roy Lamb II: Lincoln Electric JCTC
- Brandie Langel: 3M-Valley Plant
- Mark Peterson: M & D Electric
- Bob Reiter: Midwest Medical Transport Co
- Matthew Schafer: Bison Electric
- Ross Schott: Harold K Scholz Co
- Mark Sedlacek: Brase Electrical

**FIRE PROTECTION TECHNOLOGY**

- Chuck Clifford: State Farm Insurance
- Valene Cook: Creative Crook
- Matt Ferris: Ferris Financial Group
- Dave Huntington: Minnesota Contractor
- Dave Kentopp: Coastal Corp
- Jim Krieger: The Gallup Organization
- Larry Hochen: Morten Law Office
- Sue Shamblin: Diet Center
- Neal Steinberg: Steinberg Law Office
- Kathy Thornburg: University of Nebraska-Lincoln
- Lori Warner: Beatrice Area Chamber of Commerce & Tourism
- Sue Westhahn: TierOne Bank
- Joseph Young: Department of Economic Development

**FOOD SERVICE TRAINING**

- Mary Ann Brennan, R.D.: Nutrition Services
- Kathy Bohinski, R.D.: Blue Valley Nutrition Home
- Cheryl Slama: Crete Manor
- Melody Tenen, R.D.: Consulting Dietitian
- Denise Tenny: Waverly Center
- Edith Zumwalt, M.S., R.D., SNS: Lincoln Public Schools
SCC—July 1, 2009—June 30, 2010

LABORATORY SCIENCE TECHNOLOGY

Jackie Andersen ................................................. Southeast Iowa Renewable Energy
Larry Arnold ......................................................... National Soil Survey Lab
Crystal Babcock ................................................. Nebraska Dept of Agriculture Laboratory
Charlie Focht ......................................................... Agriculture
Lori Guenter ......................................................... Novartis Consumer Health
Kim Haman ......................................................... Novartis Consumer Health
Dr. Clague Hodgson .............................................. Nature Technology Corporation
Thomas C. Johnson .............................................. MDS Pharma Services
Patty Jones ......................................................... NCRS Soil Survey Lab
John Keith ............................................................ Lincoln Water System
Eric Lee ............................................................... Lincoln Water System
Joe Oxwall ......................................................... E-Energy Adams, LLC
Reuben Rieke ...................................................... Rieke Metals
Crystal Schaecher ............................................. USDA Soil Survey Lab
Cindy Wiebelt ............................................. Nebraska Dept of Agriculture Laboratory

LAND SURVEYING/CIVIL ENGINEERING TECHNOLOGY

Mikaeli Ammon ............................................. HWS Consulting Plastics
Ryan Beeken .................................................. Olsson Associates
Virlyn Bolte .................................................. Land Services, LLC
Mark Bergmann ............................................. Nebraska Department of Roads
Tom Bruggeman ............................................ Olsson Associates
Thomas Catlett ............................................. Regis Engineering Group
Will Coner ..................................................... Nebraska Department of Roads
Steve Cobb ...................................................... Nebraska State Surveyor
David Hoffart .................................................. TransWorks
B J Kolman ....................................................... Geophysical Associates
Marshall Krcaarik .......................................... Nebraska Department of Roads
Christopher Lane ........................................... Space & Lewis Engineers
Tim Longfellow ............................................. LeGrand Engineering Group
Bob Lewis ....................................................... Stone Strong Systems
Jerry Perry ..................................................... Lancaster County Engineering
Joseph Schuler .............................................. EEO Consulting Group
Mike Schwab .................................................. EEO Consulting Group
Doug Sommers ............................................. Nebraska Department of Roads
Mark Street .................................................... Professional Land Surveyor

MACHINE TOOL TECHNOLOGY

Mike Anderson .................................................. Burlington Northern
Kurt Brandt ....................................................... Molex, Inc.
John Buske ....................................................... Precision Machine
Cheston Coft ..................................................... TMCO
Dan Collingham ............................................. Lenco
Tim Daitz ......................................................... Dated D Tool & Engineering
Clint Doolittle .................................................. Gamer Industries
Jeff Dyer ............................................................... Lozier Corporation
Michael Faye .................................................... American Hydraulics
Lynn Hedell ...................................................... Lincoln High School
Gary Hinkey ...................................................... Lincoln High School
Tom Jorgensen ............................................ Ishay Dale Electronics
Don Knop ......................................................... Lincoln Machine
A J (Andy) Leatherman ..................................... American Hydraulics
Dr. Jeff Nieves .................................................. UNL
Tom Osmanski ............................................. Ishay Dale Electronics
Dr. Justin Penning ............................................. Dremco Tool & Die
Armie Rudder .................................................. Omega Machine
Scott Ruppers ................................................... Dodge County
Jim Wylidal ..................................................... Ti-V Tool & Mfg
Rick Wagner .................................................... Lincoln Tool & Design

MAJOR APPLIANCE PROFESSIONAL TECHNOLOGY

Tanner Andrews ............................................. Andy’s Appliance Repair
Gary Babek ..................................................... Full Throttle Motorsports
Mike Babek .................................................... Full Throttle Motorsports
Tom Domzalski .............................................. Schaefers
John Foreman .................................................. Electrolux Corporation
Dan Peterson .................................................... Heatilator
Garry Reese .................................................... Whirlpool Corporation
John Reinders ............................................. Industry Consultant

MANUFACTURING ENGINEERING TECHNOLOGY

Doug Badger .................................................... Molex, Inc.
Justin Bell ....................................................... Uniforms
Tim Bragg ....................................................... Timpte Co
Rod Benson ..................................................... Exmark Manufacturing
J R Clesy ......................................................... Behlen Manufacturing Co
Shannon Coft .................................................. Behlen Manufacturing Co
Tom Gregory ..................................................... Valmont Inc
Brian Havelic .............................................. Kawasaki Motors Manufacturing Corp
Richard Jelliska ........................................... Kawasaki Motors Manufacturing Corp
Troy Just ......................................................... HTI Plastics
Keith Lang ....................................................... Schneider Electric
Barbara Riley .................................................. Store Kraft Manufacturing Co
Scott Shaw ....................................................... Molex, Inc.
Ray Sisson ......................................................... Samuel Corp
Kevin Vaught ................................................... Cycone
Tony Vojvaska ............................................... Afac Industries
Scott Vol ............................................................... MetalQuest Unlimited

MEDICAL ASSISTING

Bev Aldridge ................................................. Sutton Ryan Dermatology
Wally Boever ................................................. Holy Family Medical Associates
Angelie Boever .............................................. Holy Family Medical Associates
Pat Harvey, CMA ............................................. Allergy, Asthma & Immunology Associates
Richard Jirovec, MD ..................................... Williamsburg Family Physicians
Sandi Keenan ............................................. Grand Island Clinic & Clinic of Gisha
Amy King ..................................................... Nebraska Hematology Oncology, PC
Dave Kitzke .................................................... Lincoln Family Medical Group
Tami Kuehn-Damme, CMA, LRT ....................... Urgent Care
Julie Lindstrom .................................................... North Lincoln Family Medical Center
Sherry Martin, CMA/LRT ................................... North Lincoln Family Medical Center
Mary Bell Mikus, CMA ........................................ Lincoln Pediatric Group
Annie Prater, CMA ............................................. Antelope Creek Family Physicians
Deb Rogers-early ............................................. Holy Family Medical Associates
Connie Sabata, RN ........................................... Williamsburg Family Physicians, PC
Barbara Worster .............................................. Holy Family Medical Associates

MEDICAL LABORATORY TECHNOLOGY

Elizabeth Alexander ....................................... Columbus Community Hospital
Ruth Ann Bartels ............................................ Physicians Laboratory Services, Inc.
Sharon Olson .............................................. Elizabeth Park Radial Laboratory
Brooke Benson ............................................. Nebraska Heart Institute Hospital
Lodge Carroll .................................................. Crete Area Medical Center
Mark Hadden .............................................. Bryan-Tuttle Motorsports
Christa Engel ................................................... Bryan-GLH Medical Center
Patty Eschliman ....................................... Madonna Rehabilitation Hospital Laboratory
Gayle Hesner .................................................. University of Nebraska Medical Center
Maggie Horak .................................................. Saint Elizabeth Regional Medical Center
Kay Huff ......................................................... Fremont Area Medical Center
Jeff Hulme ..................................................... University of Nebraska Medical Center
Lynn Kasten ..................................................... Saint Elizabeth Regional Medical Center
Sandy King ..................................................... Pediatrics, P.C.
Jill Kolls ......................................................... Neely Medical Group
Pam Kopp ......................................................... VA-Nebraska/Western Iowa Health Care System
Karen Maidays .............................................. Downtown Physician Group
Cindy McGill ............................................. Nebraska Hematology-Oncology, PC
Rob McKelvey ............................................. Lincoln Park South Laboratory
Ryan Nelson .................................................. Southeast Nebraska Cancer Center
Linda Papik .................................................... Arthritis Center of Nebraska
Gregory Post, PH.D, DABCC ......................... Physicians Laboratory Services, Inc.
Theresa Schuster ............................................. Lincoln Pediatric Group
Donna Sluss-Smith ........................................ St. Mary’s Hospital
Marcia Vasak .................................................. Community Member
Becky Wenz .................................................... Beatrice Community Hospital

MOTORCYCLE, ATV & PERSONAL WATERCRAFT TECHNOLOGY

Bill Brandl ......................................................... Brandl Cycle
Nathan Deckinger ........................................ Lincoln Cycle & ATV
Ken Fraley ....................................................... Avenue Cycle
Gary Gibbs ..................................................... LeMans Corp. Parts Unlimited, Drag Specialties
Brian Giomini .............................................. Star City Motor Sports
Mark Grady ..................................................... Star City Motor Sports
Randy Hall ....................................................... Norstar
Rod Hanquist .................................................... Hanquist Service
Wayne Krumpus ............................................. Rod’s Powersports
Mary Linton ................................................. MetalWorks Direct
Richard Matson ............................................. BMW Motorcycles of Omaha
Cory Muschab .............................................. Full Throttle Motorsports
Tom Osmanski ............................................. Lincoln Cycle & ATV
Trevor Nebesniak ........................................ Star City Motor Sports
Mark Robertson .............................................. Robertson Cycle
Eric Schuler .................................................... Lincoln Cycle & ATV
Sam Wittstruck ............................................. Lincoln Cycle & ATV
John Zahler ...................................................... JZ Motorcycle Repair

NONDESTRUCTIVE TESTING TECHNOLOGY

Jerry Beasley .................................................. Omaha Public Power
Shane Flesker .................................................. Omaha Public Power
Nick Brinkhoff .............................................. North Star Imaging Inc
Matt Conaway .............................................. Cesna Aircraft Co
Tony Doney ..................................................... Tony Doney
Douglas Eber ................................................. Checkmate
Jim Halberg .................................................... Hawker Beechcraft
Jeff Hiltner ..................................................... Terrace
Don Horzewski ............................................. Lincoln Machine Co
Donald Klizing ............................................. US Army Defense Ammunition Center
Nile Kumar .................................................... EPM Technologies
Jeri Matza ....................................................... MPM Products
Dennis McMillan ............................................. Arcen
Jokie McCormick ........................................... Centerline
Bob Saathoff .................................................. Cesna Aircraft Co
Angelo Tarantino .............................................. Northeast Inspection
Ray Vranega ................................................... Dakota Pipeline
Michael Wechsler ........................................... Conam Inspection
Michael Wedemeyer ..................................... Fisher Controls Intl
Larry Welander ................................................ Capital Contractors

ADVISORY COMMITTEES
SOUTHEAST Community College - Nebraska

OFFICE PROFESSIONAL
Carol Andringa ........................................ Lincoln Public Schools
Susan Barnard ........................................ Goossen Construction, Inc.
Carol Barns ........................................ Nebraska State Patrol
Diane Bruns ........................................ Edward Jones Investments
Kara Burwell ......................................... Olsson Associates
Barbara Byrd ......................................... Nebraska Department of Education
Liz Daubendiek ....................................... Exmark Manufacturing
Mary Douglas ....................................... Rembold Luthie LLP
Christine Dunbar .................................... Associated Anesthesiologists, PC
April Isaacs, SPHR .................................... Saint Elizabeth Regional Medical Center
Peggy Lemon ......................................... US Bank
Katie Meyfield ....................................... Lincoln Trust Company
Wendy Menke ......................................... Meyer and Associates, P.C.
Karen Morten ......................................... Prairie Health Ventures
Beverly Newton ...................................... Nebraska Department of Education
Carolyn Sebek ....................................... Saint Elizabeth Regional Medical Center
Lacey Stroff ........................................ Niemeyer Design Data
Lori Stroff ............................................ NMC
Stephanie Wallman ................................. Beatrice Police Department

PARTS MARKETING & MANAGEMENT
Nolan Bivens .......................................... Williamson Honda
Doug Bogue .......................................... State Farm Insurance
Micheal Neubert ................................. Si Oil Detroit Diesel
Lynn Buller ........................................ Wicks’ Sterling Trucks
Dennis Christensen ......................... Russochrysler Cars
Mark Deary .......................................... O’Reilly Auto Parts
Todd Davidson ................................ Osceola Imp & Supply
Scott Freeburger .................................. Carquest
Terry Jansen ......................................... Vermeer High Plains
Timothy Jensen ..................................... Friesen Chevrolet
Brian Mollett ........................................ Redhawk Brand
Pat McMillen ....................................... Anderson Ford
Crag Neonburg ..................................... Plains Power & Light
Kendall Nitzschke ................................ Nebraska Equipment Co
Joseph Pitz .......................................... Fairbanks International
Jim Schaefer ........................................ Central Nebraska
Barry Stutzman ..................................... NKC
Justin Sullivan ..................................... Beatrice Ford Lincoln Mercury
John Sweet ............................................. Knieit Ford
Brad Wettsted ........................................ Crete Carrier Corporation

PHARMACY TECHNICIAN
Donna Blake ......................................... Novartis Consumer Health
Dr. J. Chris Bradberry, Pharm.D., Ph.D. ... Creighton University Medical Center
Rick Haase ............................................ Casbaugh Pharmacy
Kurt Cline ............................................ Saint Elizabeth Regional Medical Center
Claude Frech ........................................ BB&I Stores, Inc
Richard Haase ...................................... Novartis Consumer Health
John Hofman, RPh ................................ Bryan Plaza Pharmacy
Ken Marvin ............................................. Kerr’s Pharmacy
Shannon O’Rourke ................................. Medicine Shoppe
Jackie Patel ........................................... Wal-Mart Pharmacy
Amy Renard .......................................... Russ’ Pharmacy
John Russell ......................................... UNMC College of Pharmacy
Dennis Russell, R.P., Pharm.D. .......... Jefferson Community Health Center
Sara Steele ............................................. Lincoln Regional Center

PHYSICAL THERAPY ASSISTANT
Lynn Hallowell-Gottlieben, PT ............ Madonna Therapy Plus
Gaile Keene, PT, PhD, PT, ATR ................ Creighton University Medical Center
Greg Karst, PT, Ph.D ................................ University of Nebraska Medical Center
Rob Koza, PT ......................................... Midwest Physical Therapy and Sports Center
Bob Loucks, DPT ................................. Community Health Services
Kristy Oberg, PTA .................................... Ambassador Lincoln
Rossena Poilni, PTA .............................. Tabitha Health Care Services
Audrey Sevenkern, PT ............................... Aegis
Heather Teut, PTA ................................. Lincoln Orthopedic
John Holling, PT ...................................... Bryan Medical Center
Dr. Wenja Zeng, MD ........................... Madonna Rehabilitation Hospital

POLYSOMNOGRAPHIC TECHNICIAN
Chris Akers ........................................... Saint Elizabeth Regional Medical Center
Ryan Bopagan ........................................ Children’s Medical Center
Rusty Byrd ............................................. Beatrice Health Care System
Cindy Dahl ........................................ BryanMedical Center
Jamie Gibson ....................................... BryanMedical Center
Brad Johnson ....................................... Grand Island Heart Institute
Astra Mednis ......................................... Saint Elizabeth Regional Medical Center
Bill Peters ............................................. Community Member
Troy Stentz ............................................ Sonic Sleep Disorder Center

PROFESSIONAL TRUCK DRIVER TRAINING
David Billings ....................................... QuickCity Delivery
Rick Buchholz ...................................... Werner Enterprises
Mark Christensen ................................ Nebraska Department of Motor Vehicles
Brent Falgione ....................................... Crete Carrier Corp
Dennis Ferguson ................................ Noah’s Motors
Nance Harris ......................................... Nebraska Trucking Association
Stan Harvey .......................................... Shaffer Trucking
Jack Ingheim ......................................... Hunt Transportation
Larry Johnson ....................................... Nebraska Trucking Association
Bill Linton ............................................. Nebraska State Patrol
Ken Mach ............................................ Nebraska Department of Motor Vehicles
Bob Miller ............................................. Ready Mixed Concrete
Ron Ostergard ..................................... Shaffer Trucking
Don Oster ............................................. Agricultural Research
Ben Rogers ......................................... Nationwide Transportation
Stuart Schneider ................................... Keim Trucks, Inc.
Jim Schnieder ..................................... Builders Supply
Bruce Slaven ......................................... Keim Trucks, Inc.

RADIOLOGIC TECHNOLOGY
LeAnne Brodersen ................................ Faith Regional Health Services
Gloria Burkey ........................................ BryanMedical Center
Kim Clark ............................................. Bank & Trust Company
Dr. Michael DeWald ................................ Advanced Medical Imaging
Sharon Harms ....................................... BryanMedical Center
Mike KEDIUM ....................................... Saint Elizabeth Regional Medical Center
Megan Johnson ..................................... BryanMedical Center
Linda Johnson ....................................... BryanMedical Center
Larry Kishmetscher ......................... Saint Elizabeth Regional Medical Center
Connie Lyon ....................................... Community Member
Joni Schwaeb ....................................... Beatrice Community Hospital
Amy Sermon ........................................ Saint Elizabeth Regional Medical Center

RESPIRATORY CARE
Bill Bailey, RN BSN ............................. BryanMedical Center
Bill Christen, RRT .................................... The Ambassador-Omaha
Julie Fuller, CRT ..................................... Saint Elizabeth Regional Medical Center
Lindsey KIZER, RRT ................................. Madonna Rehabilitation Hospital
Jim Pelton, CRT .................................... St. Francis Medical Center
Kari Rect, RRT, RN .................................. Madonna Rehabilitation Hospital
Dr. John Riedsordf, MD ............................ Nebraska Medicine
Bob Sayers, RRT ..................................... Nebraska Heart Hospital
Jay Smith, RRT ......................................... Saint Elizabeth Regional Medical Center
Brad Walburn, RRT .................................. The Ambassador-Lincoln
Rebecca Willis ....................................... Madonna Rehabilitation Hospital
Amy Wise ............................................. BryanMedical Center
Marky Wynn, RRT .................................... BryanMedical Center

SURGICAL TECHNOLOGY
Jennifer Bartels, RN ................................ Saint Elizabeth Regional Medical Center
Patty Botford, RN ..................................... Saint Elizabeth Regional Medical Center
Courtney Burke, CST ............................. BryanMedical Center
Angela Burkey, CST ................................ Nebraska Surgery Center
Jennifer Case, RN ..................................... Saint Elizabeth Regional Medical Center
Maureen Chambers, RN ........................ Lincoln Hospital
Holly Didier, RN ......................................... BryanMedical Center
Janice Dickel, RN ..................................... BryanMedical Center
Jennie Garrison, CST/CFA ......................... Nebraska Heart Hospital
Nancy Gondringr, RN ............................. Saint Elizabeth Regional Medical Center
Becky Hansbrough, RN, BSN, CNOR .... BryanMedical Center
Karl Hruska, CST ..................................... Saint Elizabeth Regional Medical Center
Rochelle Huber, RN ................................. BryanMedical Center
Chris Krejci ............................................ BryanMedical Center
Ruby McGuire ....................................... BryanMedical Center
Jami Prange, RN BSN .............................. Nebraska Heart Hospital
Katie Rasna, RRT ....................................... Bryan Medical Center
Jon Ruyle ............................................. Bryan Medical Center
Darren Shinner ....................................... Deub Orthopaedics
Karla Stobbs, RRT ................................. Saint Elizabeth Regional Medical Center
Macy Thelan, CST ..................................... Saint Elizabeth Regional Medical Center
Mary Jo Vawerko, RN ................................ Urology Surgery
Shawn Vawerko ..................................... Saint Elizabeth Regional Medical Center
Marlene Wagner, CST .............................. Lincoln Hospital
Rose Yankech, RN, MSN, CNOR ........ BryanMedical Center

VISUAL PUBLICATIONS
Deb Bridges ......................................... Directsuits
Keith Burge .......................................... Eagle Printing
Kendra Duncan ...................................... Time Warner Cable
Lori Gibbs ............................................. Firespring
Kim Haeas ............................................. UNL Printing & Graphic Services
David Jane ............................................. Design Co.
Chad Pinkman ....................................... Jacob North Companies
Dave Welch ............................................. Sterling Digital Networks
Thane Webb .......................................... Firespring
Paige Zutavern ....................................... Strictly Business Magazine

WELDING TECHNOLOGY
Scott Albertson ...................................... Boilermakers Local 83
Nick Alcorn ............................................ Poudre Valley
Brian Hilliker ....................................... Shahanan Mechanical & Electrical
Shane Jackson ....................................... TMCO
Rick Madson ......................................... Global Standards
Bryan Masek ......................................... Shahanan Mechanical & Electrical
Michael Meyer .................................... Kawasaki Motors Manufacturing Corp
Wayne Reinhart .................................. Midwest Mechanical
Jeff Plager ............................................. Praxair
Roland Reiss .......................................... Midwest Mechanical
Tom Schmidt ......................................... BuySell
Steve Schiegel ..................................... Pfizer
Gregory Schneor ................................... Lindsay Manufacturing Co.
John Thompson ..................................... Linwood