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 help make your experience positive.

This catalog contains detailed information about our various Programs of Study, including what courses you will take, the types of jobs you can expect after successful completion, and what skills you will use on the job. With more than 50 program 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 93 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 and fun classes that satisfy personal interest. Our award-winning 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. 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. Your success is what we’re all about.

Dr. Jack J. Huck, President
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, 2010–June 30, 2011:

### TUITION RATES

<table>
<thead>
<tr>
<th>Type</th>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nebraska resident</td>
<td>All credit hours taken (per credit hour/per term)</td>
<td>$48</td>
</tr>
<tr>
<td>Out-of-State</td>
<td>All credit hours taken (per credit hour/per term)</td>
<td>$59</td>
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### GENERAL FEES

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

#### BEATRICE CAMPUS

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Costs (per quarter - rates include Internet access, cable TV and phone service)</td>
<td>Per Student</td>
</tr>
<tr>
<td>Deposit (refundable damage/surety deposit)</td>
<td>$100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roosevelt and Washington Halls</td>
<td>$998</td>
</tr>
<tr>
<td>2-4 per room-per student</td>
<td></td>
</tr>
<tr>
<td>Hoover Hall</td>
<td>$998</td>
</tr>
<tr>
<td>2 per room-per student</td>
<td></td>
</tr>
<tr>
<td>3 or more per room-per student</td>
<td>$752</td>
</tr>
</tbody>
</table>

#### MILFORD CAMPUS

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residence Hall Costs</td>
<td>Per Student</td>
</tr>
<tr>
<td>Deposit (refundable damage/surety deposit)</td>
<td>$100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nebraska and Cornhusker Residence Halls (men's residence halls)</td>
<td>$1216</td>
</tr>
<tr>
<td>1 per room-per student (dorm-style Nebraska Hall with commons area)</td>
<td></td>
</tr>
<tr>
<td>2 per room-per student (Nebraska and Cornhusker Halls)</td>
<td>$1358</td>
</tr>
<tr>
<td>3 per room-per student (Nebraska and Cornhusker Halls)</td>
<td>$1197</td>
</tr>
<tr>
<td>4 per room-per student (Nebraska Hall)</td>
<td>$1098</td>
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<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pioneer Hall Complex (apartment-style women's &amp; family housing)</td>
<td>$1481</td>
</tr>
<tr>
<td>Cafeteria and apartment (per quarter) (4 per unit-per student)</td>
<td></td>
</tr>
<tr>
<td>Board (cafeteria food) only - cafeteria rates per quarter (14 meals per week)</td>
<td>$804</td>
</tr>
<tr>
<td>Housing only - apartment housing per quarter (4 per unit-per student)</td>
<td>$677</td>
</tr>
<tr>
<td>Married/Single Parent Student Housing - per month</td>
<td>$680</td>
</tr>
</tbody>
</table>

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 degree program also is offered completely online.
☑ = This program offers some core courses online.
# 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 seven general education areas, and a Diploma program must complete one course from two of the seven general education 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)
- FSID1350 Basic 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)

### SOCIAL SCIENCE 4.5
- ANTH1020 Introduction to Cultural Anthropology (4.5)
- ANTH1120 General Anthropology (4.5)
- ECON1120 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)
- SOC1100 Introduction to Sociology (4.5)
- SOC1120 Diversity in Society (4.5)
- SOC1250 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)
- THEA1010 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

TRANFERRING 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 must 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 admissions 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 the credits will be used for your major.
- Courses must have a grade of "C" or higher to transfer.
- Four-year schools require a minimum cumulative GPA of 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 courses you took at that institution.
- Your grades at SCC will be used to make an admissions decision for the school you plan to transfer to. After you transfer, however, you will have credits on your transcripts but no GPA until you complete courses at your transfer institution.
- The number of credits you are able to transfer over does not include developmental courses.
- Your transfer school will want an official transcript from SCC once you transfer. To do this, go to the Student Services Office on your campus to request a transcript.
- Apply to your transfer school at least 6-9 months before you wish to attend. Some schools have earlier deadlines.

THE NEBRASKA TRANSFER INITIATIVE
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 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 also 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:
COPIES OF UNIVERSITY/ COLLEGE DEGREE REQUIREMENTS ARE AVAILABLE IN THE REGISTRATION AND RECORDS OFFICE in Beatrice and Milford and in Career Services in Lincoln FOR THE FOLLOWING MAJORS:

Accounting
Agricultural Sciences
   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 Technician 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
<table>
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<tr>
<th></th>
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</tr>
</thead>
<tbody>
<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>TBD</td>
<td>TBD</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>
<td>PH 101</td>
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<td>Chadron State College</td>
<td>EN 135</td>
<td>SP 135</td>
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<td>MUS 235</td>
<td>TH 235</td>
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<td>TBD</td>
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<td>MKTG 231</td>
<td>MGMT 230</td>
<td>ACTG 241</td>
<td>ACTG 242</td>
<td>HIST 231</td>
<td>HIST 232</td>
<td>PHL 231</td>
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<td>Clarkson College</td>
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<td>BU 306</td>
<td>BU 130</td>
<td>BU 199</td>
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</tr>
<tr>
<td>College of St. Mary</td>
<td>EN 101</td>
<td>CAC 310</td>
<td>ART 200</td>
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<td>-</td>
<td>TBD</td>
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<td>HPS 131</td>
<td>HPS 132</td>
<td>PHL 101</td>
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<tr>
<td>Concordia University</td>
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<td>CTA 103</td>
<td>ART 101</td>
<td>MU 101</td>
<td>CTA 151</td>
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<td>-</td>
<td>HIST 115</td>
<td>HIST 113</td>
<td>PHL 201</td>
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<tr>
<td>Dana College</td>
<td>EN 103</td>
<td>COM 116</td>
<td>Gen. Ed.</td>
<td>MUS 209</td>
<td>Gen. Ed.</td>
<td>TBD</td>
<td>TBD</td>
<td>BU 311</td>
<td>BU 303</td>
<td>ACC 101</td>
<td>ACC 102</td>
<td>HIS 103</td>
<td>HIS 104</td>
<td>PH 201</td>
<td></td>
<td></td>
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<tr>
<td>Doane College</td>
<td>EN 101</td>
<td>CM 210</td>
<td>ART 204</td>
<td>FAR 103</td>
<td>THE 101</td>
<td>TBD</td>
<td>TBD</td>
<td>BUS 251</td>
<td>BUS 242</td>
<td>ACC 103</td>
<td>ACC 104</td>
<td>HIS 205</td>
<td>HIS 206</td>
<td>PRE 110</td>
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<tr>
<td>Doane College</td>
<td>EN 101</td>
<td>CM 210</td>
<td>ART 204</td>
<td>FAR 103</td>
<td>THE 101</td>
<td>TBD</td>
<td>TBD</td>
<td>BUS 251</td>
<td>BUS 242</td>
<td>ACC 103</td>
<td>ACC 104</td>
<td>HIS 205</td>
<td>HIS 206</td>
<td>PRE 110</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Great Plains University</td>
<td>EN 101, 102</td>
<td>SP 120</td>
<td>No Equivalent Course</td>
<td>MUS 211</td>
<td>COM 360</td>
<td>TBD</td>
<td>TBD</td>
<td>BU 101</td>
<td>BU 312</td>
<td>BU 300</td>
<td>AC 201</td>
<td>AC 202</td>
<td>SS 431</td>
<td>SS 432</td>
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<tr>
<td>Hastings College</td>
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<td>COM 100</td>
<td>AHT 200</td>
<td>MU 200</td>
<td>THR 200</td>
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<td>TBD</td>
<td>BUS 340</td>
<td>BUS 330</td>
<td>ACC 100</td>
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<td>HIS 151</td>
<td>HIS 153</td>
<td>PHL 100</td>
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<td>Midland Lutheran University</td>
<td>EN 101</td>
<td>SPE 110</td>
<td>ART 120</td>
<td>MUS 101</td>
<td>THE 100</td>
<td>TBD</td>
<td>TBD</td>
<td>Business Elective</td>
<td>BUS 242</td>
<td>BUS 217</td>
<td>BUS 103</td>
<td>BUS 104</td>
<td>HIS 205</td>
<td>HIS 207</td>
<td>PHL 200</td>
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<td>Nebraska Christian College</td>
<td>EN 101</td>
<td>SP 101</td>
<td>N/A</td>
<td>WA 100</td>
<td>N/A</td>
<td>CT 110</td>
<td>CT 120</td>
<td>N/A</td>
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<td>Diesel Technology-Truck</td>
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**Locations Offered:**
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- = Entire program available online
- = Some classes available online

**Awards Offered:**
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- A.S. = Associate of Science Degree
- A.A.S. = Associate of Applied Science Degree
- A.O.S. = Associate of Occupational Studies Degree

**Starting Terms:**
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- F= Fall Quarter (October)
- W= Winter Quarter (January)
- S= Spring Quarter (March)
- All= All Quarters
- CA= Call the Admissions Office for the next start term.
Transfer Program - Associate of Arts Curriculum

☑ Associate of Arts Degree

ARTS & 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
Lila Thomas-Beatrice
402-228-8278, 800-233-5027 x1278, lthomas@southeast.edu
Mary Bartels-Lincoln
402-437-2802, 800-642-4075 x2802, mbartels@southeast.edu
Corrine Neel-Lincoln
402-437-2788, 800-642-4075 x2788, cneel@southeast.edu
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402-437-2602, 800-642-4075 x2602, mrichard@southeast.edu

HUMANITIES
Danny Delong, Co-Chair-Beatrice
402-228-8241, 800-233-5027 x1241
Nancy Hagler-Vujovic, Co-Chair-Beatrice
402-228-8268, 800-233-5027 x1266
Amanda Baron, Co-Chair-Lincoln
402-323-3451
Carolee Ritter, Co-Chair-Lincoln
402-437-2476, 800-642-4075 x2476

MATH/SCIENCE
Bob Eddy, Math/Science 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

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 and 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 higher) 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 requirements for the student’s field of study. Not all courses will be available at all campuses.

Credit Hours Required for Graduation: 90.0

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<td>OFFT1110</td>
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** Race, Ethnicity & Gender **  

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H. Electives that fulfill the Associate Degree Requirements  

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** A course may meet only one graduation requirement.
# Transfer Program - Associate of Science Curriculum

## 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

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<td>(Science requirements vary depending on transfer institutions and major. Check with your advisor and receiving institution.)</td>
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<td>BIOS1230</td>
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<td>CHEM1090</td>
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<td>and Chem I &amp; II with Labs</td>
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<td><strong>G.</strong> Race, Ethnicity &amp; Gender **</td>
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<td>ARTS2650</td>
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<td>Women in Art</td>
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<td>Latino/a and Latin American Literature</td>
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<td>SOCI2150</td>
<td>Issues of Unity &amp; Diversity</td>
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<td>(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.)</td>
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<td>AGR114</td>
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<td>ARTS1110</td>
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<td>ARTS1120</td>
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<td>Design &amp; Composition</td>
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<td>ARTS1340</td>
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<tr>
<td>ARTS2210</td>
<td>Beginning Graphic Design</td>
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</table>
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.

UNIVERSITY OF NEBRASKA–LINCOLN

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>A.</td>
<td>Written Communication</td>
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<tr>
<td>B.</td>
<td>Speech Communication</td>
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<td>C.</td>
<td>Mathematics/Logic</td>
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<tr>
<td></td>
<td>MATH1200 Trigonometry</td>
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<td>MATH1600 Calculus &amp; Analytic Geometry I</td>
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<td>D.</td>
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<td>BIOS1010 General Biology</td>
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<td>CHEM1090 General Chemistry I</td>
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<td>E.</td>
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<td>F.</td>
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<td>ECON2110 Macroeconomics</td>
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<td>ECON2120 Microeconomics</td>
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<td>G.</td>
<td>Race, Ethnicity &amp; Gender (Select one)</td>
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NOTES: ____________________________________
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BUSINESS FOCUS:

DOANE COLLEGE

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.

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<td></td>
<td>OFFT1110 Business Communications</td>
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<tr>
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<td>OR</td>
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<tr>
<td></td>
<td>OFFT2120 Business Communication Strategies</td>
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<td>B.</td>
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<td>SPCH1110 Public Speaking</td>
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<td>C.</td>
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<td>MATH1600 Calculus &amp; Analytic Geometry I</td>
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<td>Natural Science with Lab</td>
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<td>1. Social/Behavioral Science</td>
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<td>2. Macroeconomics</td>
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<td>3. History</td>
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<td>4. American Government</td>
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NOTES: ____________________________________
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Articulated Examples—July 1, 2010–June 30, 2011

Course list for General Education requirements on page 4.
**BUSINESS FOCUS:**

**UNIVERSITY OF NEBRASKA-LINCOLN**

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.

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<tr>
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<td>Written Communication</td>
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<td>ENGL1010 Composition I</td>
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<td>OFFT2120 Business Communication Strategies</td>
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<td>Speech Communication</td>
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<tr>
<td>C.</td>
<td>Mathematics/Logic (Select one)</td>
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<td>(1600 Required for major in Actuarial Science)</td>
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<td>D.</td>
<td>Natural Science with Lab (Select two)</td>
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<td>Students must take two natural sciences. At least one course must have a lab.</td>
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<tr>
<td>E.</td>
<td>Humanities</td>
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<td>1. Literature or Philosophy (Select one)</td>
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<td>3. Third Humanities (Select one)</td>
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<td>3. History (Select one)</td>
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<td>I.</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.

**NOTES:**

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**CHIL, 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.

**UNIVERSITY OF NEBRASKA-LINCOLN**

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<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>Students must take two natural sciences. 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>Geography/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 (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>H.</td>
<td>Other Required Courses</td>
<td>18.0</td>
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<tr>
<td></td>
<td>HMRS1320 Multicultural Competency</td>
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<tr>
<td>I.</td>
<td>Electives</td>
<td>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>

**NOTES:**

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Articulated Examples—July 1, 2010–June 30, 2011

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.

CHADRON STATE COLLEGE
PERU STATE COLLEGE
UNIVERSITY OF NEBRASKA-KEARNEY
UNIVERSITY OF NEBRASKA-LINCOLN

COURSE #    COURSE TITLE                              CREDIT HRS
A. Written Communication (Select two)                        9.0
   See advisor for suggested courses for specific schools.
B. Speech (Select one)                                       4.5
   See advisor for suggested courses for specific schools.
C. Mathematics/Logic (Select one)                            4.5
   See advisor for suggested courses for specific schools.
D. Natural Science with lab                                  10.5
   Students must take two natural sciences. At least one course must have a lab. See advisor for suggested courses for specific schools.
E. Humanities                                                13.5
   See advisor for suggested courses for specific schools.
F. Social Sciences                                           18.0
   1. Social/Behavioral Science (Select one)
      PSYC1810 Introduction to Psychology
      SOCI1010 Introduction to Sociology (Recommended for PSC)
   2. Economics/Political Science (Select one)
   3. History (Select one)
   4. Fourth Social Science (Select one)
   See advisor for suggested courses for specific schools.
G. Race, Ethnicity and Gender (Select one)                   4.5
   See advisor for suggested courses for specific schools.
H. Required Educational and Other Courses 39.0-51.0 hrs.
   See advisor for suggested courses for specific schools.
ECED1050 Expressive Arts
ECED1060 Observation, Assessment & Guidance
ECED1110 Infant and Toddler Development
ECED1120 Preschool Child Development
ECED1150 Introduction to Early Childhood Education
ECED1160 Early Language and Literature
ECED1220 Pre-Practicum
ECED1221 Infant and Toddler Practicum
ECED1230 School Age Child Development
ECED1240 Preschool/School Age Practicum
ECED1520 Preschool Practicum
ECED1545 School Age Child Practicum
ECED2050 Children with Exceptionalities
ECED2060 Early Childhood Ed. Curriculum Planning
ECED2070 Family & Community Relationships
ECED2800 Graduation Seminar (Satisfies Ed. Program admissions requirement)
EDUC1310 Introduction to Education
HLTH1010 Introduction to Health
PHED1000 Lifetime Fitness

NOTES: ____________________________________

HEALTH INFORMATION MANAGEMENT SYSTEMS

This focus allows students to take general education and prerequisite courses toward the HIMS programs at Central Community College in Hastings.  Students may take classroom or web-based courses at SCC Lincoln, then transfer to Central Community College to complete the Medical Coding Diploma or their Associate of Applied Science Degree in HIMS.

Central Community College has created an agreement to accept 42.5 quarter credit hours toward the diploma and 47 quarter credit hours toward the Associate of Applied Science degree.

Please contact Linda Delgado, HIMS advisor, at 402-437-2753 or ldelgado@southeast.edu.

CENTRAL COMMUNITY COLLEGE

Credit Hours Required for Graduation:
Diploma                        42.5
AAS Degree                     69.5

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    Structure and Function of the Human Body  6.0
BSAD1010    Microsoft Applications I                  4.5
ENGL1010    Composition I                             4.5
HIMS1102    CPT Coding                                 4.5
HIMS1103    HIMS ICD-9-CM Coding                       6.0
HIMS1104    Clinical Education                        4.5
MEDA1101    Medical Terminology I                      2.0
MEDA1201    Medical Terminology II                     3.0
MEDA1404    Medical Diseases                          4.5
OFFT2000    Employment Techniques                     3.0

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
MEDA1201    Medical Terminology II                     3.0
OFFT2720    Microsoft Office Integration               4.5
BIOS1000    Structure and Function of the Human Body   6.0
ENGL1010    Composition I                             4.5
HIMS1102    CPT Coding                                 4.5
HIMS1103    HIMS ICD-9-CM Coding                       6.0
MEDA1404    Medical Diseases                          4.5
MATH1100    Intermediate Algebra                      4.5
OFFT2000    Employment Techniques                     3.0
PSYC1810    Introduction to Psychology                4.5

NOTES: ____________________________________
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.

UNIVERSITY OF NEBRASKA-OMAHA

Credit Hours Required for Graduation:
AA Degree with LIS Focus 91.5

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</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>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>
</tbody>
</table>

H. Electives that fulfill the Associate Degree – Library Technical Assistant Focus Requirements: 27.0

Check with your SCC advisor or your receiving institution.
LIBR1010 Foundations of Library and Information Services
LIBR2100 Reference Resources and Service
LIBR2150 Managing Collections in Libraries and Information Agencies
LIBR2210 Cataloging and Classification
LIBR2250 Leadership and Management in Library and Information Agencies
LIBR2990 Library Capstone Practicum

** A course may meet only one graduation requirement

NOTES: ____________________________________________
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### PRE-EDUCATION FOCUS:

**NEBRASKA FOUR-YEAR COLLEGES/UNIVERSITIES**

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<thead>
<tr>
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<tr>
<td>A.</td>
<td>Written Communication</td>
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</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>
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</tr>
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</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>
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<tr>
<td></td>
<td>2. Economics/Political Science (Select one)</td>
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<td></td>
<td>3. Geography/History (Select one)</td>
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<td></td>
<td>4. Fourth Social Science</td>
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<td>H.</td>
<td>Other Required Courses</td>
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<tr>
<td></td>
<td>EDUC1080 Professional Practicum Experience I</td>
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<tr>
<td></td>
<td>EDUC1310 Introduction to Education</td>
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<tr>
<td></td>
<td>EDUC2160 Children’s Literature</td>
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<td>OR</td>
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<tr>
<td></td>
<td>EDUC2165 Young Adult Literature</td>
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<td></td>
<td>EDUC2300 Introduction to Special Education</td>
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<td></td>
<td>EDUC2350 Introduction to English Language Learners</td>
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<td></td>
<td>EDUC2500 Fundamentals of Child Development for Education</td>
<td></td>
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<td>OR</td>
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<tr>
<td></td>
<td>EDUC2510 Fundamentals of Adolescent Development for Education</td>
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<td></td>
<td>EDUC2590 Instructional Technology</td>
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<td></td>
<td>EDUC2610 Educational Psychology</td>
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<td></td>
<td>EDUC2970 Professional Practicum Experiences II</td>
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<tr>
<td></td>
<td>EDUC2971 Professional Practicum Experiences III</td>
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<td></td>
<td>ECED1409 PPST Preparation (recommended)</td>
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</tr>
</tbody>
</table>

**NOTES:**

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### 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.

This focus is appropriate for majors in Agriculture, Biological Systems, Civil, Electrical, Industrial and Mechanical Engineering. It is ultimately the student’s responsibility to check with the institution where credit is being transferred.

**UNIVERSITY OF NEBRASKA—LINCOLN**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>A.</td>
<td>Written Communication</td>
<td>9.0</td>
</tr>
<tr>
<td></td>
<td>ENGL1010 Composition I</td>
<td></td>
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<tr>
<td></td>
<td>ENGL2560 Technical Writing or ENGL1020 Composition II</td>
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</tr>
<tr>
<td>B.</td>
<td>Speech Communication</td>
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<tr>
<td></td>
<td>SPCH2810 Business &amp; Professional Communication</td>
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<tr>
<td>C.</td>
<td>Mathematics</td>
<td>25.5</td>
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<tr>
<td></td>
<td>MATH1600 Calculus I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH1700 Calculus II</td>
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</tr>
<tr>
<td></td>
<td>MATH2080 Calculus II</td>
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</tr>
<tr>
<td></td>
<td>MATH2200 Differential Equations</td>
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</tr>
<tr>
<td>D.</td>
<td>Science (select four)</td>
<td>27.0</td>
</tr>
<tr>
<td></td>
<td>BIOS1010 General Biology</td>
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<tr>
<td></td>
<td>CHEM1090 General Chemistry I</td>
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<tr>
<td></td>
<td>CHEM1100 General Chemistry II</td>
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</tr>
<tr>
<td></td>
<td>PHYS2110 College Physics I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PHYS2120 College Physics II</td>
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<tr>
<td>E.</td>
<td>Humanities</td>
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</tr>
<tr>
<td>F.</td>
<td>Social Science</td>
<td>4.5</td>
</tr>
<tr>
<td>G.</td>
<td>Race, Ethnicity, and Gender</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Other Required Courses</td>
<td></td>
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<tr>
<td></td>
<td>ENGR1010 Freshman Multidisciplinary Design</td>
<td></td>
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<tr>
<td></td>
<td>ENGR1020 MATLAB Programming &amp; Problem Solving</td>
<td></td>
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<tr>
<td></td>
<td>ENGR2010 Introduction to Circuits and Electronics</td>
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</tr>
<tr>
<td></td>
<td>ENGR2020 Engineering Statics</td>
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</tr>
</tbody>
</table>

**NOTES:**

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Course list for General Education requirements on page 4.
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
Livestock Focus: 132.0

Students who wish to pursue an associate of science degree in agriculture should visit with an SCC-Beatrice Agriculture Business & Management Technology faculty advisor.

AGRICORE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR11133</td>
<td>Agribusiness Careers</td>
<td>4.5</td>
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<tr>
<td>AGR11131</td>
<td>Crop &amp; Food Science</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR11171</td>
<td>Ag Technology</td>
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<tr>
<td>AGR1205</td>
<td>Enterprise Analysis</td>
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<td>AGR1216</td>
<td>Agribusiness Management</td>
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<td>AGR2204</td>
<td>Agribusiness Intern Seminar I</td>
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<tr>
<td>AGR2281</td>
<td>Agribusiness Cooperative Internship</td>
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<tr>
<td>AGR2285</td>
<td>Agribusiness Internship Seminar II</td>
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<tr>
<td>AGR2291</td>
<td>Ag Business Sales</td>
<td>4.5</td>
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</table>

42.0 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 4 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.)

MATHMATICS
SCIENCE
SOCIAL SCIENCE
HUMANITIES
COMPUTER TECHNOLOGY 13.5

22.5 hours

AGRIBUSINESS FOCUS:

<table>
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<tbody>
<tr>
<td>AGR1135</td>
<td>Basic Fertilizer Management</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR1141</td>
<td>Livestock Management &amp; Selection</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR1153</td>
<td>Soils &amp; Plant Nutrition</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR1211</td>
<td>Agricultural Marketing</td>
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<tr>
<td>AGR1221</td>
<td>Livestock Nutrition</td>
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</tr>
<tr>
<td>AGR2219</td>
<td>Pesticide Certification</td>
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<tr>
<td>AGR2232</td>
<td>Harvesting Equipment (or2233)</td>
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<tr>
<td>AGR2233</td>
<td>Planting and Tillage Equipment (or2232)</td>
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<td>AGR2267</td>
<td>Advanced Marketing</td>
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<tr>
<td>AGR2279</td>
<td>Advanced Ag Technology</td>
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<tr>
<td>AGR1143</td>
<td>Introduction to Equine Management</td>
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<td>AGR1257</td>
<td>Live Animal Selection &amp; Carcass Evaluation</td>
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<td>AGR2202</td>
<td>Advanced Ag Business Management</td>
<td>6.0</td>
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<tr>
<td>AGR2220</td>
<td>Ag Chemicals &amp; Equipment Application</td>
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<td>AGR2223</td>
<td>Principles of Livestock Feeding</td>
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<td>AGR2231</td>
<td>Animal Breeding</td>
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<td>AGR2245</td>
<td>Animal Health</td>
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<td>AGR2253</td>
<td>Grain Management</td>
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<td>AGR2258</td>
<td>Livestock Ultrasound Technology</td>
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<td>AGR2265</td>
<td>Irrigation and Water Management</td>
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<td>AGR2280</td>
<td>Advanced Crops</td>
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<td>AGR2795</td>
<td>Special Topics – Cooperatives</td>
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<td>HORT1132</td>
<td>Horticulture Plant Identification &amp; Selection</td>
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<td>Greenhouse Management</td>
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<td>HORT1155</td>
<td>Basic Landscaping</td>
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<td>HORT1239</td>
<td>Arboriculture</td>
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<td>HORT1242</td>
<td>Turfgrass Management</td>
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</table>

Agribusiness Focus: 64.5
Electives: 3.0
67.5 hours

CROPS FOCUS:

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>AGR1135</td>
<td>Basic Fertilizer Management</td>
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<tr>
<td>AGR1141</td>
<td>Livestock Management &amp; Selection</td>
<td>6.0</td>
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<td>Soils &amp; Plant Nutrition</td>
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<td>AGR1211</td>
<td>Agricultural Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2202</td>
<td>Advanced Ag Business Management (or 2279)</td>
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<tr>
<td>AGR2279</td>
<td>Advanced Ag Technology (or 2202)</td>
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<tr>
<td>AGR2219</td>
<td>Pesticide Certification</td>
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<td>AGR2220</td>
<td>Ag Chemicals &amp; Equipment Application</td>
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<tr>
<td>AGR2232</td>
<td>Harvesting Equipment</td>
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<tr>
<td>AGR2233</td>
<td>Planting &amp; Tillage Equipment</td>
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<tr>
<td>AGR2279</td>
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Crops Focus: 63.0-64.5
Electives: 3.0-4.5
67.5 hours

Course list for General Education requirements on page 4.
### Diversified Agriculture Focus:

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<td>Livestock Management &amp; Selection</td>
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<td>Soils &amp; Plants Nutrition</td>
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**Agricusiness Course Take a Minimum of 6 Credits**

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**Livestock Courses Take a Minimum of 12 Credits**

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<td>Range &amp; Forage Management</td>
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**Crops Courses Take a Minimum of 12 Credits**

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<td>Ag Chemicals &amp; Equipment Application</td>
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**Mechanics Courses Take a Minimum of 9 Credits**

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<td>Management of Turfgrass Pests</td>
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<td>HORT1155</td>
<td>Basic Landscape Design</td>
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### Horticulture Focus:

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<td>Soils &amp; Plant Nutrition</td>
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<td>Ag Chemicals &amp; Equipment Application</td>
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<td>AGR2222</td>
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Horticulture Focus: 63.0-64.5

Electives: 3.0-4.5

**67.5 hours**
**LIVESTOCK FOCUS:**

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Select 9 hours from the following courses:

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Livestock Focus: 64.5

Electives: 3.0

**PROGRAM ELECTIVES**

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<td>HORT2214</td>
<td>Horticulture Equipment Maintenance</td>
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<tr>
<td>HORT2286</td>
<td>Advanced Landscaping</td>
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<tr>
<td>HORT2288</td>
<td>Golf Course Management</td>
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<td>HORT2292</td>
<td>Landscape Maintenance</td>
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</tr>
<tr>
<td>HORT2295</td>
<td>Advanced Golf Course Management</td>
<td>8.0</td>
</tr>
<tr>
<td>HORT2999</td>
<td>Individual Special Project</td>
<td>0.5-4.5</td>
</tr>
</tbody>
</table>
Architectural-Engineering Technology

Associate of Applied Science Degree

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 higher for graduating from this program. Corequisite classes must be taken during the same quarter, as theory & lab information changes each quarter. All classes, ARCH1103 through ARCH2546 are prerequisites for acceptance into the 6th quarter.

ARCHITECTURAL-ENGINEERING TECHNOLOGY COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARCH1103</td>
<td>Materials of Construction</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCH1107</td>
<td>Heating &amp; Air Conditioning Systems I</td>
<td>3.5</td>
</tr>
<tr>
<td>ARCH1115</td>
<td>Light Construction Principles</td>
<td>5.0</td>
</tr>
<tr>
<td>ARCH1150</td>
<td>Computer Aided Drafting I (CAD)</td>
<td>2.0</td>
</tr>
<tr>
<td>ARCH1158</td>
<td>Basic Architectural Drafting</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCH1208</td>
<td>Heating &amp; Air Conditioning Systems II</td>
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<tr>
<td>ARCH1210</td>
<td>Elementary Structural Design</td>
<td>4.5</td>
</tr>
<tr>
<td>ARCH1224</td>
<td>Plumbing Systems Drafting</td>
<td>2.5</td>
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<tr>
<td>ARCH1225</td>
<td>Plumbing Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>ARCH1226</td>
<td>Heating &amp; Air Conditioning Systems Drafting</td>
<td>2.5</td>
</tr>
<tr>
<td>ARCH1240</td>
<td>Computer Aided Drafting II (CAD)</td>
<td>3.0</td>
</tr>
<tr>
<td>ARCH1311</td>
<td>Basic Estimating</td>
<td>5.0</td>
</tr>
<tr>
<td>ARCH1320</td>
<td>Freehand Drawing for Design Detailers</td>
<td>1.0</td>
</tr>
<tr>
<td>ARCH1328</td>
<td>Structural Building Systems I</td>
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<tr>
<td>ARCH1329</td>
<td>Structural Building Systems II</td>
<td>5.0</td>
</tr>
<tr>
<td>ARCH1330</td>
<td>Structural Detailing &amp; Design I</td>
<td>1.5</td>
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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>
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<tr>
<td>ARCH1434</td>
<td>Fundamentals of Commercial Architecture</td>
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<tr>
<td>ARCH1436</td>
<td>Commercial Architectural Drafting</td>
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</tr>
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<td>ARCH1438</td>
<td>Residential Design and Drafting</td>
<td>4.5</td>
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<tr>
<td>ARCH12531</td>
<td>Electrical Systems Theory</td>
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<tr>
<td>ARCH2533</td>
<td>Advanced Mechanical Systems Theory</td>
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<tr>
<td>ARCH2542</td>
<td>Electrical Systems Drafting</td>
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<tr>
<td>ARCH2544</td>
<td>Advanced Mechanical Systems Drafting</td>
<td>2.5</td>
</tr>
<tr>
<td>ARCH2546</td>
<td>Site Planning &amp; Surveying</td>
<td>3.0</td>
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<tr>
<td>ARCH2637</td>
<td>Comprehensive Project Design</td>
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<tr>
<td>ARCH2639</td>
<td>Construction Estimating</td>
<td>3.5</td>
</tr>
<tr>
<td>ARCH2641</td>
<td>Life Safety Code</td>
<td>3.0</td>
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<tr>
<td>ARCH2648</td>
<td>Comprehensive Project Drawing</td>
<td>8.0</td>
</tr>
<tr>
<td>ARCH2710</td>
<td>Construction Law</td>
<td>4.5</td>
</tr>
</tbody>
</table>

112.5 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 4 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS 4.5
MATHEMATICS 4.5

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

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

SCIENCE 3.0
SOCIAL SCIENCE 3.0
HUMANITIES 3.0
COMPUTER TECHNOLOGY 3.0

22.5 hours

Course list for General Education requirements on page 4.
Associate Degree Nursing

- Associate of Applied Science Degree

**TYPES OF JOBS AVAILABLE:**
- Registered Nurse (when licensed) in a variety of settings, including acute care, surgery centers, clinics, and long-term care facilities

Graduates are eligible to sit for the National Council Licensure Examination (NCLEX-RN). Graduates must pass the NCLEX-RN to obtain a license as a Registered Nurse. Program graduates work in small and large facilities throughout Nebraska and the United States. Many graduates have continued their education and are on the way to earning a Bachelor’s or Master’s degree.

**PROGRAM OVERVIEW**
This program provides instruction in basic nursing skills, medical/surgical nursing, maternal/child nursing, mental health, and gerontology. An intensive curriculum of math, chemistry, microbiology, anatomy, physiology and other related sciences gives students an essential academic foundation for 608 hours of clinical practice in various settings.

General Education courses may be taken at any SCC location or transferred from an accredited college or university. The Associate Degree Nursing program is available only on the Lincoln Campus.

**APPLICATION REQUIREMENTS**
Students must fulfill special program requirements before they will be admitted into the program’s core courses. Contact the Admissions Office for a self-advising sheet and more information.

**FOR MORE INFORMATION CONTACT:**
Virginia Hess, Program Chair
402-437-2730, 800-642-4075 x2730, vhess@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

**ADMISSION REQUIREMENTS:**
1. Complete an application for admission to the Associate Degree Nursing (ADN) program after the initial 33.0 credit hours have been completed with a grade of C+ or higher 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 "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.
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.

Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. Contact the State Board of Nursing with questions.

**INITIAL PROGRAM REQUIREMENTS:**
All courses must be completed with a grade of C+ or higher before enrolling in Associate Degree Nursing (NURS) core courses. The math and science courses must have been completed within the last 5 years.

- **Human Anatomy w/Lab:** 6.0
- **Biology of Microorganisms w/Lab:** 6.0
- **Human Physiology w/Lab:** 6.0
- **Chemistry & the Citizen w/Lab:** 6.0
- **Intro to Sociology:** 4.5
- **College Algebra (or higher):** 4.5

**GENERAL EDUCATION REQUIREMENTS:**
- **ENGL1010 Composition I:** 4.5
- **PSYC1250 Interpersonal Relations:** 4.5
- **PSYC1810 Introduction to Psychology:** 4.5
- **INFO1010 Computer Literacy:** 4.5
- **BSAD1010 Microsoft Applications I:** 4.5
- **FSDT1350 Basic Nutrition:** 4.5
- **MATH1040 College Algebra:** 4.5
- **ENGL1015 Composition II:** 4.5
- **ENGL2015 Composition III:** 4.5
- **PSYC1250 Interpersonal Relations:** 4.5
- **PSYC1810 Introduction to Psychology:** 4.5
- **FSDT1350 Basic Nutrition:** 4.5
- **BSAD1010 Microsoft Applications I:** 4.5
- **FSDT1350 Basic Nutrition:** 4.5

**ASSOCIATE DEGREE NURSING CORE COURSES:**
Following is a list of required courses to complete an A.A.S. degree in the ADN program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>NURS1304</td>
<td><em>Transition</em>*</td>
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<tr>
<td>NURS1206</td>
<td><em>Intro to Professional Nursing</em></td>
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</tr>
<tr>
<td>NURS1207</td>
<td><em>Intro to Nursing Pharmacology</em></td>
<td>2.0</td>
</tr>
<tr>
<td>NURS1305</td>
<td><em>Nursing Concepts I</em></td>
<td>6.0</td>
</tr>
<tr>
<td>NURS1306</td>
<td><em>Pathophysiology</em></td>
<td>4.5</td>
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<tr>
<td>NURS1307</td>
<td><em>Nursing Concepts II</em></td>
<td>3.0</td>
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<tr>
<td>NURS2400</td>
<td><em>Nursing Assessment</em></td>
<td>4.5</td>
</tr>
<tr>
<td>NURS2403</td>
<td><em>Gerontological Nursing Concepts</em></td>
<td>3.5</td>
</tr>
<tr>
<td>NURS2404</td>
<td><em>Nursing Concepts III</em></td>
<td>6.0</td>
</tr>
<tr>
<td>NURS2501</td>
<td><em>Nursing Concepts-Childbearing Family</em></td>
<td>6.0</td>
</tr>
<tr>
<td>NURS2502</td>
<td><em>Nursing Concepts-Child Rearing Family</em></td>
<td>6.0</td>
</tr>
<tr>
<td>NURS2503</td>
<td><em>Nursing Pharmacology</em></td>
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<tr>
<td>NURS2502</td>
<td><em>Mental Health Nursing Concepts</em></td>
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<tr>
<td>NURS2603</td>
<td><em>Nursing Concepts IV</em></td>
<td>6.5</td>
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</tbody>
</table>

58.0 hours

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

**REQUIRED SUPPORT COURSE:**
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 4 for complete list.

**ORAL COMMUNICATIONS**
**WRITTEN COMMUNICATIONS**
ENGL1010 Composition I 4.5

**SCIENCE**
FSDT1350 Basic Nutrition 4.5

13.5 hours

Nine (9.0) hours of the Initial Program Requirements plus the 13.5 hours of General Education Requirements fulfill the required 22.5 hours. General Education Requirements may be completed prior to enrolling in Associate Degree Nursing (NURS) core courses.

Please note: Licensed Practical Nurse (LPN) Advanced Standing is available 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.

**LINCOLN CAMPUS**
This program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway Street, New York, NY 10006, 212-812-0390, www.nlnac.org; and approved by the Nebraska Board of Nursing.

**Credit Hours Required for Graduation:**
108.0

**33.0 hours**

Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. Contact the State Board of Nursing with questions.
Auto Collision Repair Technology

☑ Associate of Applied Science Degree

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.

AUTO COLLISION REPAIR CORE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>AUTB1150</td>
<td>Tools &amp; Equipment</td>
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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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<td>AUTB1170</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>AUTB1255</td>
<td>Collision Repair Lab II</td>
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<td>Paint Finishes Theory II</td>
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<td>AUTB1355</td>
<td>Estimating Theory</td>
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<td>AUTB1360</td>
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<td>AUTB1365</td>
<td>Refinishing Lab I</td>
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<td>AUTB1370</td>
<td>Collision Repair Lab III</td>
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<td>AUTB1450</td>
<td>Structural Repair Theory</td>
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<tr>
<td>AUTB1455</td>
<td>Safety Restraints Systems</td>
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<td>AUTB1460</td>
<td>Collision Repair Lab IV</td>
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<td>AUTB1465</td>
<td>Refinishing Lab II</td>
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<td>AUTB2550</td>
<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>AUTB2565</td>
<td>Collision Repair Lab V</td>
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<td>AUTB2650</td>
<td>Collision Repair Lab VI</td>
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<tr>
<td>BSAD2270</td>
<td>Professional Selling</td>
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</tr>
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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 4 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

22.5-24.0 hours

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.

This SCC Program is Affiliated with ASE
Accredited by NATEF

Course list for General Education requirements on page 4.
Automotive Technology

✔ 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, brakes, electrical/electronics, heating and air conditioning and drivability.
- 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, 800-642-4075 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" or higher in all AUTT classes is required to progress through the program.

AUTOMATIC COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>AUTT1000</td>
<td>Shop Procedures</td>
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<tr>
<td>AUTT1010</td>
<td>Welding</td>
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<tr>
<td>AUTT1100</td>
<td>Shop Safety &amp; Repair</td>
<td>2.5</td>
</tr>
<tr>
<td>AUTT1103</td>
<td>Drive Trains</td>
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<td>AUTT1105</td>
<td>Automotive Brake Systems</td>
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<td>AUTT1106</td>
<td>Electrical Concepts</td>
<td>6.0</td>
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<tr>
<td>AUTT1107</td>
<td>HVAC I</td>
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<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>
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<tr>
<td>AUTT1206</td>
<td>Automotive Electricity</td>
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<td>HVAC II</td>
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<tr>
<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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<tr>
<td>AUTT1406</td>
<td>Automotive Electronics I</td>
<td>3.5</td>
</tr>
<tr>
<td>AUTT1408</td>
<td>Advanced Engine Performance</td>
<td>9.0</td>
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<td>AUTT1506</td>
<td>Automotive Electronics II</td>
<td>4.0</td>
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<tr>
<td>AUTT2102</td>
<td>Automatic Transmission/Transaxle</td>
<td>12.5</td>
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<tr>
<td>AUTT2303</td>
<td>Manual Transmission/Transaxle Lab</td>
<td>4.0</td>
</tr>
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</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 4 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS
WRITTEN COMMUNICATIONS
SCIENCE
PHYS1150 Descriptive Physics

6.0

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

MATHEMATICS
HUMANITIES
COMPUTER TECHNOLOGY

9.0

24.0 hours

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.

Students are also required to wear program shirts while in class or laboratory settings. Shirts are available through the SCC bookstore.

This SCC Program is Affiliated with ASE

Accredited by NATEF
Building Construction

☑ Associate of Applied Science Degree

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 or Associated General Contractors student chapters. 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” or higher 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>CNST1123</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>2.8</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>
</tr>
<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>
</tr>
<tr>
<td>CNST2637</td>
<td>Building Construction Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>CNST2634</td>
<td>Commercial Construction Drafting Laboratory</td>
<td>2.0</td>
</tr>
<tr>
<td>CNST2636</td>
<td>Commercial Construction Estimating Laboratory</td>
<td>2.5</td>
</tr>
<tr>
<td>CNST2639</td>
<td>Commercial Construction Drafting Theory</td>
<td>3.5</td>
</tr>
<tr>
<td>CNST2641</td>
<td>Commercial Construction Estimating Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>CNST2643</td>
<td>Fundamentals of Structural Steel</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON1200</td>
<td>Personal Finance</td>
<td>4.5</td>
</tr>
</tbody>
</table>

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 4 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 4.
Business Administration

**Associate of Applied Science Degree**

**Certificate**

**TYPES OF JOBS AVAILABLE:**
- Assistant manager
- Executive director assistant
- Customer service associate
- Self-employed
- Accounts receivable manager
- Bookkeeper
- Business analyst
- Insurance claims representative
- Sales associate
- Human resources assistant
- Insurance agent
- Accounting clerk
- Billing clerk
- Office assistant
- Claims processor

**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 Insurance/Financial Services. 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.

A flexible schedule on the Milford campus is available. Please contact the program chair for more information.

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 Insurance and Financial Services Focus can hold jobs in the insurance and financial services industry.

Students taking the certificate courses for the Event-Venue Operations Management will gain an in-depth knowledge of the event and venue management industry and a practical awareness of contemporary event and venue operations.

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, sdxeter@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

For the Event-Venue Operations Management Certificate:

- Jo Taylor, Program Chair 402-437-2465, 800-642-4075 x2465, jtaylor@southeast.edu
- Tim Mittan, Director, Entrepreneurship Center
  402-437-2524, 800-642-4075 x2524, tmittan@southeast.edu
- or the College Admissions Office
  Beatrice 402-228-8214, 800-233-5027 x1214
  Lincoln 402-437-2600, 800-642-4075 x2600
  Milford 402-761-8243, 800-933-7223 x8243

Students who are interested in Long Term Care Administration should see page 59.

**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 coursework 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 (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 I (OFFT1010)
   - Beginning Keyboarding II (OFFT1020)

**ALL CAMPUSES**

This program is accredited by the Association of Collegiate Business Schools & Programs, 11520 West 119th Street, Overland Park, KS 66213, (913) 339-9356, www.acbsp.org

**Credit Hours Required for Graduation:**

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Certificate</td>
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<tr>
<td>Diploma</td>
<td>52.5</td>
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**Associate of Applied Science Degree:**

<table>
<thead>
<tr>
<th>Program Focus</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>111.0</td>
</tr>
<tr>
<td>Entrepreneurship</td>
<td>111.5</td>
</tr>
<tr>
<td>General Business</td>
<td>111.0</td>
</tr>
<tr>
<td>Information Systems</td>
<td>111.0–113.5</td>
</tr>
<tr>
<td>Insurance/Financial Services</td>
<td>111.5</td>
</tr>
<tr>
<td>Marketing</td>
<td>111.5</td>
</tr>
</tbody>
</table>

All prerequisite courses must have a grade of “C” or higher 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>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT1200</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT1210</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1020</td>
<td>*Microsoft Applications II</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1090</td>
<td>Business Law I</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT1110</td>
<td>~Business Communications or</td>
<td></td>
</tr>
<tr>
<td>OFFT2120</td>
<td>*Business Communication Strategies</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2000</td>
<td>*Employment Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD2310</td>
<td>Business Ethics</td>
<td>4.5</td>
</tr>
<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>
<td>4.5</td>
</tr>
</tbody>
</table>

**48.0 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>
<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>5.0</td>
</tr>
<tr>
<td>ACCT2050</td>
<td>*Payroll Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCT2090</td>
<td>*Cost Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT2100</td>
<td>Individual Income Tax Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT2130</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>ECON1200</td>
<td>Personal Finance</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT2800</td>
<td>*Applied Accounting Capstone</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**39.5 hours**
### 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>
</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>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>INSU1100</td>
<td>Fundamentals of Insurance I</td>
<td>4.5</td>
</tr>
<tr>
<td>FINA1130</td>
<td>*Fundamentals of Investing</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2050</td>
<td>Entrepreneurship Financial Topics</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2070</td>
<td>Entrepreneurship Financial Topics</td>
<td>4.5</td>
</tr>
<tr>
<td>INSU1120</td>
<td>*Principles of Underwriting and Claims</td>
<td>4.5</td>
</tr>
<tr>
<td>INSU1140</td>
<td>*Principles of Financial Services and Products</td>
<td>4.5</td>
</tr>
<tr>
<td>INSU1150</td>
<td>*Fundamentals of Insurance II</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT11680</td>
<td>*Web Page Support</td>
<td>4.5</td>
</tr>
<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>OFFT, VPUB or INFO adv. electives**</td>
<td>9.0</td>
<td></td>
</tr>
</tbody>
</table>

**Other OFFT/VPUB/INFO classes may be taken but are not to exceed 9 hours, may not include previously taken classes, and may not include OFFT1010/ OFFT1020/ OFFT1310/ INFO1000/ INFO1005/ INFO1010. Refer to catalog for a complete listing.

### 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>
</tr>
</thead>
<tbody>
<tr>
<td>INFO1111</td>
<td>Computer Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1214</td>
<td>Program Design and Problem Solving or</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1111</td>
<td>Logic and Design</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO1217</td>
<td>Database Management</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO1211</td>
<td>Microsoft Access and</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO1131</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>
<tr>
<td>INFO1005/ INFO1010</td>
<td>Refer to catalog for a complete listing.</td>
<td>9.0</td>
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</tbody>
</table>

**Other OFFT/VPUB/INFO classes may be taken but are not to exceed 9 hours, may not include previously taken classes, and may not include OFFT1010/ OFFT1020/ OFFT1310/ INFO1000/ INFO1005/ INFO1010. Refer to catalog for a complete listing.

### 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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</thead>
<tbody>
<tr>
<td>ACCT2230</td>
<td>Computerized Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2270</td>
<td>Professional Selling</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2370</td>
<td>Human Resource Management</td>
<td>4.5</td>
</tr>
<tr>
<td>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>BSAD2430</td>
<td>Marketing Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2470</td>
<td>Electronic Commerce Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT1680</td>
<td>*Web Page Support</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2090</td>
<td>*Entrepreneurship Business Plan</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT2050</td>
<td>*Payroll Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACCT2090</td>
<td>*Cost Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT2100</td>
<td>Individual Income Tax Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT2110</td>
<td>*Business Income Tax Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT2130</td>
<td>*Intermediate Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT2140</td>
<td>*Intermediate Accounting II</td>
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<td>ACCT2230</td>
<td>*Computerized Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT2800</td>
<td>*Applied Accounting Capstone</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1070</td>
<td>Customer Service</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1100</td>
<td>*Business Law II</td>
<td>4.5</td>
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<tr>
<td>BSAD1230</td>
<td>Visual Merchandising</td>
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<tr>
<td>BSAD1730</td>
<td>Quality Management</td>
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<td>BSAD2030</td>
<td>*Co-op Supervised Employment</td>
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<tr>
<td>BSAD2270</td>
<td>Professional Selling</td>
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<tr>
<td>BSAD2365</td>
<td>Leadership Practicum</td>
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</tr>
<tr>
<td>BSAD2370</td>
<td>Human Resources Management</td>
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</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>BSAD2430</td>
<td>Marketing Communications</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>Event Marketing</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>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>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>ENTR2090</td>
<td>*Entrepreneurship Business Plan</td>
<td>4.5</td>
</tr>
<tr>
<td>FINA1130</td>
<td>*Fundamentals of Investing</td>
<td>4.5</td>
</tr>
<tr>
<td>INSU1100</td>
<td>Fundamentals of Insurance I</td>
<td>4.5</td>
</tr>
</tbody>
</table>

* Course has prerequisite.
~ Required competency must be met before taking course.
### INSURANCE/FINANCIAL SERVICES FOCUS:

This business focus provides the practical skills necessary for entry-level insurance and financial services positions. The following courses must be completed for an A.A.S. Degree.

This business focus prepares students for a rewarding career in the insurance or financial services industry. Courses introduce students to the insurance industry including the products offered, claims, and many areas of the insurance and financial services industry. Graduates would have many opportunities with local and national companies. Positions such as claims processor, client service representative, contract center associate, and licensing representative are just some of the positions. Students could also start working toward series exams for financial professional representatives and enjoy the start of a great career.

**COURSE #** | **COURSE TITLE** | **CREDIT HRS**
---|---|---
INSU1100 | Fundamentals of Insurance 1 | 4.5
BSAD1070 | Customer Service | 4.5
BSAD1100 | Business Law II | 4.5
BSAD2020 | *Co-op Supervised Employment | 5.0
ECO1200 | Personal Finance | 4.5

**30 hours**

Out of the courses listed below, you must take a minimum of 18.0 credit hours.

**Recommended Insurance Electives:**

<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>MEDA1201</td>
<td>Medical Terminology II OR</td>
<td>3.0</td>
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<tr>
<td>OFFT1120</td>
<td>Medical Terminology (Bea)</td>
<td>4.5</td>
</tr>
<tr>
<td>INSU1120</td>
<td>*Principles of Underwriting and Claims</td>
<td>4.5</td>
</tr>
<tr>
<td>INSU1150</td>
<td>*Fundamentals of Insurance 2</td>
<td>4.5</td>
</tr>
<tr>
<td>FINA1130</td>
<td>*Fundamentals of Investing</td>
<td>4.5</td>
</tr>
<tr>
<td>INSU1140</td>
<td>*Principals of Financial Services &amp; Products</td>
<td>4.5</td>
</tr>
</tbody>
</table>

*Course has prerequisite.  
~ Required competency must be met before taking course.

### 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.

**COURSE #** | **COURSE TITLE** | **CREDIT HRS**
---|---|---
BSAD2030 | *Co-op Supervised Employment or | 4.5 |
BSAD2365 | Leadership Practicum | 5.0 |
BSAD2270 | Professional Selling | 4.5 |
BSAD2520 | Principles of Marketing | 4.5 |
BSAD2430 | Marketing Communications | 4.5 |
ECO1200 | Personal Finance | 4.5 |

**BSAD2030 BSAD2365** | **BSAD2270 BSAD2520** | **BSAD2430 BSAD2480** | **BSAD2460 BSAD2470** | **BSAD1100 OFFT1680** |

**23.0 hours**

(Choose one class from the two options below.)

**BSAD2370 Human Resources Management | 4.5**

(Choose one class from the two options below.)

**BSAD2390 *Small Business Management | 4.5**

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

**BSAD1070 Customer Service | 4.5**

**BSAD1100 *Business Law II | 4.5**

**BSAD1230 Visual Merchandising | 4.5**

**BSAD2370 Human Resources Management | 4.5**

**BSAD2390 *Small Business Management | 4.5**

**BSAD2400 Principles of Retailing | 4.5**

**BSAD2460 Electronic Commerce Marketing | 4.5**

**BSAD2470 International Marketing | 4.5**

**BSAD2480 Event Marketing | 4.5**

**BSAD2635 Leadership Practicum | 4.5**

**INSU1100 Fundamentals of Insurance II | 4.5**

**OFFT1680 *Web Page Support | 4.5**

**61.0 hours**

*Course has prerequisite.

### 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 4 for complete list.

**ORAL COMMUNICATIONS**

**WRITTEN COMMUNICATIONS**

**ENGL1010 ~Composition I** or **ENGL1015 ~Composition & Literature**

**4.5 hours**

**4.5 hours**

**MATHEMATICS**

**4.5 hours**

**SOCIAL SCIENCE**

**4.5 hours**

**COMPUTER TECHNOLOGY**

**BSAD1010 Microsoft Applications I | 4.5**

**22.5 hours**

### BUSINESS ADMINISTRATION DIPLOMA:

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

**DIPLOMA CORE COURSES:**

- **ACCT1200 Principles of Accounting I | 4.5**
- **BSAD1101 Microsoft Applications I | 4.5**
- **BSAD1102 *Microsoft Applications II | 4.5**
- **BSAD2310 Business Ethics | 4.5**
- **BSAD2540 Principles of Management | 4.5**
- **OFFT1110 ~Business Communications or | 4.5**
- **OFFT1210 *Business Communication Strategies | 4.5**
- **OFFT1220 *Employment Techniques | 3.0**
- **ADVISOR APPROVED ELECTIVES: (BSAD, ECON, ENTR, ACCT) | 9.0**

**DIPLOMA GENERAL EDUCATION REQUIREMENTS:**

**WRITTEN COMMUNICATIONS**

**ENGL1010 ~Composition I** or **ENGL1015 ~Composition & Literature**

**4.5 hours**

**MATHEMATICS**

**9.0 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.

**CERTIFICATE CORE COURSES:**

- **ENTR1050 Introduction to Entrepreneurship | 4.5**
- **ENTR2070 Entrepreneurship Financial Topics | 4.5**
- **ENTR2050 Marketing for the Entrepreneur | 4.5**
- **ENTR2090 *Entrepreneurship Business Plan | 4.5**
- **ENTR2050 Marketing for the Entrepreneur | 4.5**
- **ENTR2060 Entrepreneurship Legal Issues | 4.5**
- **ENTR2070 Entrepreneurship Financial Topics | 4.5**
- **BSAD2540 Principles of Management | 4.5**
- **Approved General Education Elective | 4.5**

**Total: 36.0 hours**

### EVENT–VENUE OPERATIONS MANAGEMENT CERTIFICATE:

This certificate will equip students with an in-depth knowledge of the event and venue management industry and a practical awareness of contemporary event and venue operations. It will provide a thorough understanding of key concepts and theories in event operations combined with practical skills in key areas such as event conception and implementation, marketing, risk management, client service and venue management.

**SUGGESTED COURSE OF STUDY:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVOM1060</td>
<td>Customers and the Event Experience</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR1050</td>
<td>Introduction to Entrepreneurship</td>
<td>4.5</td>
</tr>
<tr>
<td>FSTD2402</td>
<td>Fundamentals of Event Planning</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1070</td>
<td>Customer Service</td>
<td>4.5</td>
</tr>
<tr>
<td>EVOM1150</td>
<td>Venue Operations Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2480</td>
<td>Event Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>SFCH2810</td>
<td>Business and Professional Communication</td>
<td>4.5</td>
</tr>
<tr>
<td>EVOM2210</td>
<td>Event-Venue Practicum</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Total: 36.0 hours**
Chrysler CAP - College Automotive Program

✓ Associate of Applied Science Degree

TYPES OF JOBS AVAILABLE:

• Entry level technician in a Chrysler Dealership

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, suspension system, brakes, drivability, 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

Todd Morrill, Instructor
402-761-8426, 800-933-7223 x8426, tmorrill@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" or higher 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>
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</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>
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<tr>
<td>CAPP1173</td>
<td>Chrysler Fundamentals</td>
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<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>
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<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>
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<tr>
<td>CAPP2741</td>
<td>Chrysler Rear Axle Service</td>
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<tr>
<td>CAPP2742</td>
<td>Chrysler Diesel Fuel and Emission System</td>
<td>2.0</td>
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<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>3.0</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 4 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

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.

Students are required to wear program uniforms while in classroom or laboratory settings.

This SCC Program is Affiliated with ASE
Accredited by NATEF
Computer Aided Design Drafting

Associate of Applied Science Degree

Types of Jobs Available:

- 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 higher 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 design 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. A minimum grade of "C" or higher is required in all courses for graduation from this program.

Entry level requirements for DRAF1330 are: two years of recent industry AutoCad experience, or Tech Prep credit from high school within the last year, or take course DRAF1120.

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>
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<tr>
<td>DRAF1400</td>
<td>Virtual Building Design w/Revit</td>
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<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>
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<tr>
<td>DRAF2110</td>
<td>Architectural Design</td>
<td>3.0</td>
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<tr>
<td>DRAF2120</td>
<td>Commercial Construction Process</td>
<td>3.0</td>
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<tr>
<td>DRAF2130</td>
<td>Industrial Plastics</td>
<td>3.0</td>
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<tr>
<td>DRAF2150</td>
<td>Structural Steel Design w/SDS/2</td>
<td>5.0</td>
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<tr>
<td>DRAF2180</td>
<td>Professional Practice-Architectural</td>
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<tr>
<td>DRAF2200</td>
<td>Geometric Dimensioning &amp; Tolerancing</td>
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<tr>
<td>DRAF2210</td>
<td>Engineering Processes</td>
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<tr>
<td>DRAF2215</td>
<td>Plastics Part Design</td>
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<tr>
<td>DRAF2220</td>
<td>Flat Pattern Layout</td>
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<td>DRAF2230</td>
<td>Design Concepts</td>
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<tr>
<td>DRAF2240</td>
<td>Consumer Product Design</td>
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<tr>
<td>DRAF2260</td>
<td>Jigs &amp; Fixture-Design</td>
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<tr>
<td>DRAF2520</td>
<td>Electronic Drafting</td>
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<tr>
<td>ACFS2020</td>
<td>Career Development</td>
<td>2.5</td>
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<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>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>DRAF1224</td>
<td>Basic Land Desktop</td>
<td>5.0</td>
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<tr>
<td>DRAF2190</td>
<td>Construction For Americans with Disabilities</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2140</td>
<td>Building Utility Design</td>
<td>5.0</td>
</tr>
<tr>
<td>DRAF2160</td>
<td>Structural Design w/Revit Structure</td>
<td>5.0</td>
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<tr>
<td>DRAF2999</td>
<td>Individual Special Projects</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2620</td>
<td>Co-op Education Drafting I</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2621</td>
<td>Co-op Education Drafting II</td>
<td>3.0</td>
</tr>
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</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 4 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
MATH1100 Intermediate Algebra 4.5

PHYS1150 Descriptive Physics 6.0

ECON2120 Microeconomics 4.5

24.0 hours

SCIENCE

PHYS1150 Descriptive Physics 6.0

SOCIAL SCIENCE

ECON2120 Microeconomics 4.5

MATH1040 Business Math (or higher level MATH class) 4.5

32.0 hours

AAS DEGREE CORE COURSES:
The following core courses must be completed to meet the requirements in the Computer Information Technology AAS degree.

COURSE # | COURSE TITLE | CREDIT HRS
--- | --- | ---
INFO1121 | Microsoft Word & PowerPoint | 1.5
INFO1131 | Microsoft Excel | 1.5
INFO1151 | Computer Fundamentals | 4.5
INFO1161 | Windows Operating Systems | 4.5
INFO1211 | Microsoft Access | 2.0
INFO1214 | Program Design & Problem Solving | 4.5
INFO1311 | Database Concepts | 3.0
INFO1381 | Data Communications & Networking | 4.5
INFO1391 | TCP/IP | 3.0
INFO1431 | Web Page Fundamentals | 3.0
INFO1441 | Advanced Windows Operating System | 3.0
INFO1491 | Network Security Fundamentals | 3.0
INFO2531 | Linux Operating System | 2.0
INFO2543 | Workplace Communication Skills | 2.0
INFO2611 | CIT Practicum or OFFT2000 Employment Techniques | 3.0
INFO2631 | Linux Network Administration | 4.5
INFO2695 | Advanced Windows Server | 3.0
INFO2697 | Networking Capstone | 3.0
ELEC2760 | Networking Infrastructure | 4.5
ELEC2761 | Router Implementation | 4.0
ELEC2860 | LAN Switching and Wireless | 4.0
ELEC2861 | Wide Area Networking | 4.0

54.0 hours

NETWORK MANAGER FOCUS:

COURSE # | COURSE TITLE | CREDIT HRS
--- | --- | ---
INFO1371 | Hardware Installation & Maintenance | 3.0
INFO1463 | Advanced Hardware Troubleshooting | 3.0
INFO2585 | Windows Server Administration | 4.5
INFO2631 | Linux Network Administration | 4.5
INFO2695 | Advanced Windows Server | 3.0
INFO2697 | Networking Capstone | 3.0
ELEC2760 | Networking Infrastructure | 4.5
ELEC2761 | Router Implementation | 4.0
ELEC2860 | LAN Switching and Wireless | 4.0
ELEC2861 | Wide Area Networking | 4.0

37.5 hours

TECHNICAL ELECTIVES CHOOSE FROM:

INFO1325 | Internet Scripting (3.0) | 6.0
INFO1511 | Advanced Database Concepts (3.0) | 3.0
INFO1515 | Database Administration (3.0) | 3.0
INFO1541 | Social & Ethical Issues in Information Technology (2.0) | 3.0
INFO1585 | Virtualization Management (2.0) | 3.0

Course list for General Education requirements on page 4.
### 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>
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</tr>
</tbody>
</table>

**TOTAL:** 28.0 hours

### TECHNICAL ELECTIVES CHOOSE FROM:

- 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)
- INFO1585 Virtualization Management (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)

**TOTAL:** 15.5 hours

### PROGRAMMER FOCUS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>INFO2695</td>
<td>Advanced Windows Server</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2800</td>
<td>Advanced Technologies</td>
<td>2.0</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>

**TOTAL:** 8.0 hours

### TECHNICAL ELECTIVES CHOOSE FROM:

- INFO1325 Internet Scripting (3.0)
- INFO1371 Hardware Installation & Maintenance (3.0)
- INFO1443 Advanced Java (4.5)
- INFO1463 Advanced Database Concepts (3.0)
- INFO1493 Web Graphics (2.0)
- INFO1501 Web Layout (2.0)
- INFO1515 Database Administration (3.0)
- INFO1541 Social & Ethical Issues in Information Technology (2.0)
- INFO1585 Visual Basic (4.5)
- INFO1594 Team Program Design (1.5)
- INFO2694 Team Program Implementation (3.0)
- INFO2698 Programmer Portfolio Development (1.0)

**TOTAL:** 35.5 hours

### GENERAL EDUCATION REQUIREMENTS:

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

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

- **MATHMATICS** (Choose ONE):
  - MATH1040 Business Math (or higher level MATH class)

- **SOCIAL SCIENCE** (Choose ONE):
  - PSYC1250 Interpersonal Relations
  - PSY1810 Introduction to Psychology
  - SOCI1020 Diversity in Society
  - SOCI1210 Issues in Unity and Diversity

- **HUMANITIES** (Choose ONE from the Humanities list of...
Computer Programming Technology

☑ Associate of Applied Science Degree

TYPES OF JOBS AVAILABLE:
- Within the IBM computing platforms microcomputer (PC), mainframe (zSeries) and the mid-range IBMi.

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 IBMi 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.

A flexible schedule is available. Please contact the program chair for more information.

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

Course list for General Education requirements on page 4.
Course list for General Education requirements on page 4.

CRIMINAL JUSTICE CORE COURSES:

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<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>CRIM1010</td>
<td>Introduction to Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM1030</td>
<td>Courts and the Judicial Process</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM1140</td>
<td>Reporting Techniques for Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2000</td>
<td>Criminal Law</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2030</td>
<td>Police and Society</td>
<td>4.5</td>
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CRIMINAL JUSTICE FOCUS:

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<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>CRIM1020</td>
<td>Introduction to Corrections</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM1050</td>
<td>Introduction to Forensic Science</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2250</td>
<td>Ethics in Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2860</td>
<td>Criminal Justice Internship</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Advisor approved Electives (A foreign language is suggested.)</td>
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NEBRASKA LAW ENFORCEMENT FOCUS:

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<tbody>
<tr>
<td>CRIM2860</td>
<td>Criminal Justice Internship</td>
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<tr>
<td>CRIM2940</td>
<td>Law Enforcement Internship (Fourteen Weeks)</td>
<td>12.0</td>
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</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 4 for complete list.

MATHEMATICS
MATH 1050 or higher

SCIENCE
HUMANITIES
COMPUTER TECHNOLOGY

LINCOLN AND BEATRICE CAMPUSES

Course offerings and prerequisites will be determined by the program. A grade of "C" or higher is required in all CRIM classes to progress through the program.

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.

Credit Hours Required for Graduation: 90.0

CRIMINAL JUSTICE FOCUS:

- 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:

- Rita Dondlinger, Program Chair
  402-437-3459, 800-642-4075 x3459, rdondlinger@southeast.edu
- 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

CONTACT YOUR PROGRAM ADVISOR TO SELECT GENERAL EDUCATION COURSE/S FROM EACH CATEGORY WHICH WILL MEET YOUR PROGRAM'S GRADUATION REQUIREMENTS.

- Advisor Approved Electives (A foreign language is suggested.) 4.5
Provide driving record (obtain from NE Department of Motor Vehicles)
15. Pay $100 non-refundable processing fee
16. Plan to submit application to the Training Center six months prior to attending
17. Plan to interview at the Training Center as part of the admission process
18. Have CPR & First Aid Certification

Deere Construction & Forestry Equipment Tech
✓ Associate of Applied Science Degree

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: 146.0-147.5

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” or higher in all JDCE classes is required to progress through the program.

DEERE CONSTRUCTION & FORESTRY CLASSES

<table>
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<tr>
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<th>COURSE TITLE</th>
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<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>7.0</td>
</tr>
<tr>
<td>JDCE1341</td>
<td>Deere Fuel Systems</td>
<td>3.5</td>
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<tr>
<td>JDCE1342</td>
<td>Deere Engine Repair</td>
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<tr>
<td>JDCE1470</td>
<td>Dealer Cooperative Education</td>
<td>12.0</td>
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<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>
</tr>
<tr>
<td>JDCE2551</td>
<td>Deere Hydraulics</td>
<td>6.0</td>
</tr>
<tr>
<td>JDCE2552</td>
<td>Deere Hydrostatic Drives</td>
<td>6.0</td>
</tr>
<tr>
<td>JDCE2553</td>
<td>Deere Welding II</td>
<td>1.0</td>
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<tr>
<td>JDCE2670</td>
<td>Dealer Cooperative Education</td>
<td>12.0</td>
</tr>
<tr>
<td>JDCE2760</td>
<td>Deere Back Hoes/ Landscape Loaders</td>
<td>3.5</td>
</tr>
<tr>
<td>JDCE2761</td>
<td>Deere Excavators</td>
<td>3.5</td>
</tr>
<tr>
<td>JDCE2762</td>
<td>Deere Crawler Dozers/Loaders</td>
<td>3.5</td>
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<tr>
<td>JDCE2763</td>
<td>Deere Motor Graders</td>
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<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>
<td>JDCE2766</td>
<td>Deere 4WD Tractors/Articulated Truck</td>
<td>3.5</td>
</tr>
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123.5 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 4 for complete list.

(One class from each area below.)

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>COURSE</th>
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</tr>
</thead>
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<tr>
<td>ORAL COMMUNICATIONS</td>
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<tr>
<td>WRITTEN COMMUNICATIONS</td>
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<tr>
<td>SCIENCE</td>
<td>PHYS1150 Description Physics</td>
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</tr>
<tr>
<td>MATHEMATICS</td>
<td>24.0 hours</td>
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</tbody>
</table>

Course list for General Education requirements on page 4.
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.

Students are required to wear program uniforms while in classroom or laboratory settings.

Dental Assisting

☑ Diploma

TYPES OF JOBS AVAILABLE:
Successful graduates will have the opportunity to perform a variety of laboratory, clinical and office tasks. Dental assistants work alongside a dentist to provide dental treatment to patients. They have specialized skills that allow them to keep the patient's mouth clean with suction devices, prepare materials, assist during surgical procedures, and expose and process dental x-rays. Other skills might include:

- Polishing teeth
- Sterilizing and disinfecting dental equipment and instruments
- Educating patients regarding oral hygiene
- Communicating post-operative instructions

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: 75.5

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

All (DENT) courses must be passed with a (C+) or higher. All General Education courses must be passed at the (C) or higher.

SPECIAL PROGRAM REQUIREMENT:
A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of $45 will be assessed for this background check.

DENTAL ASSISTING COURSES:

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<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>*DENT1103</td>
<td>Oral Sciences I</td>
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<td>*DENT1110</td>
<td>Preclinical Concepts</td>
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<tr>
<td>*DENT1210</td>
<td>Oral Sciences II</td>
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<tr>
<td>*DENT1211</td>
<td>Dental Assisting Foundations I</td>
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<tr>
<td>*DENT1212</td>
<td>Oral Hygiene</td>
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<tr>
<td>*DENT1214</td>
<td>Clinical Concepts</td>
<td>3.5</td>
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<tr>
<td>*DENT1311</td>
<td>Dental Assisting Foundations II</td>
<td>4.5</td>
</tr>
<tr>
<td>*DENT1312</td>
<td>Dental Materials I</td>
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</tr>
<tr>
<td>*DENT1313</td>
<td>Oral Radiography I</td>
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<td>*DENT1314</td>
<td>Clinical Education I</td>
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<tr>
<td>*DENT1410</td>
<td>Practice Management Skills</td>
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<td>Dental Assisting Foundations III</td>
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<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>
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</table>

66.5 hours

*Clinical track courses

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 4 for complete list.

WRITTEN COMMUNICATIONS 4.5
- SPCH1110 Public Speaking or
- SPCH1090 Fundamentals of Human Communication or
- SPCH2810 Business & Professional Communication

SOCIAL SCIENCE 4.5
- PSYC1250 Interpersonal Relations or
- PSYC1810 Introduction to Psychology

9.0 hours
SPECIAL PROGRAM REQUIREMENTS:
Verification of current health insurance policy, health 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.

Diesel Technology–Farm

☑ Associate of Applied Science Degree

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" or higher 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>
</tr>
<tr>
<td>DESL1122</td>
<td>Charging Systems</td>
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<tr>
<td>DESL1123</td>
<td>Power Trains I</td>
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<tr>
<td>DESL1126</td>
<td>Hand &amp; Precision Measuring Tools</td>
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<td>DESL1160</td>
<td>Oxyacetylene and Arc Welding</td>
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<tr>
<td>DESL1225</td>
<td>Theory of Engine Operation</td>
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<td>DESL1227</td>
<td>Theory of Fuel System Operation</td>
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<td>DESL1228</td>
<td>Valve Trains</td>
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<td>DESL1230</td>
<td>Diesel Engine Overhaul &amp; Inspection</td>
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<td>DESL1235</td>
<td>Diesel &amp; LPG Fuel Systems I</td>
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<td>DESL1331</td>
<td>Basic Cab Air Conditioning</td>
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<td>DESL1349</td>
<td>Diesel Fuel Injection Systems II</td>
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<tr>
<td>DESL1351</td>
<td>Mobile Hydraulics</td>
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<tr>
<td>DESL1362</td>
<td>Diesel Fuel Injection Systems Laboratory</td>
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<td>DESL1453</td>
<td>Post-Cooperative Education Seminar</td>
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<td>DESL1468</td>
<td>Cooperative Education</td>
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<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>
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<td>Farm Equipment Power Trains</td>
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<td>DESL2567</td>
<td>Advanced Air Conditioning</td>
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<td>DESL2602</td>
<td>Planting Equipment</td>
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<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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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 4 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS 4.5
SCIENCE
PHYS1150 Descriptive Physics 6.0

(Plus two classes from the four areas below; no two classes from the same area.)
MATHEMATICS
SOCIAL SCIENCE
HUMANITIES
COMPUTER TECHNOLOGY

Course list for General Education requirements on page 4.
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.

Students are required to wear program shirts while in classroom or laboratory settings. Shirts may be purchased in the SCC Bookstore.

Diesel Technology-Truck

Associate of Applied Science Degree

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: 124.5 – 126.0

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” or higher in all DESL classes is required to progress through the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>DESL1201</td>
<td>Electrical Systems I</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL1211</td>
<td>Batteries &amp; Cranking Motors</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL1221</td>
<td>Electronic Ignition &amp; Charging Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1231</td>
<td>Power Trains I</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL1241</td>
<td>Diesel Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>DESL1242</td>
<td>Shielded Metal Arc Diesel Welding</td>
<td>1.0</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>
<td>3.0</td>
</tr>
<tr>
<td>DESL2271</td>
<td>Theory of Fuel System Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL2281</td>
<td>Valve Trains</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL2301</td>
<td>Engine Overhaul &amp; Inspection</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL2321</td>
<td>Diesel and Gas Fuel Injection</td>
<td>4.0</td>
</tr>
<tr>
<td>DESL2351</td>
<td>Electrical/Electronic Systems I</td>
<td>4.0</td>
</tr>
<tr>
<td>DESL3451</td>
<td>Conventional Transmissions and Clutches</td>
<td>6.5</td>
</tr>
<tr>
<td>DESL3471</td>
<td>Truck Final Drives</td>
<td>4.0</td>
</tr>
<tr>
<td>DESL3481</td>
<td>Preventative Maintenance and Inspection</td>
<td>5.5</td>
</tr>
<tr>
<td>DESL4341</td>
<td>Air Brakes</td>
<td>4.5</td>
</tr>
<tr>
<td>DESL4351</td>
<td>Steering &amp; Suspensions</td>
<td>5.0</td>
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<tr>
<td>DESL4361</td>
<td>Hydraulic Brakes</td>
<td>3.0</td>
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<tr>
<td>DESL4381</td>
<td>Basic Hydraulics</td>
<td>2.5</td>
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<tr>
<td>DESL4541</td>
<td>Heating &amp; Air Conditioning I</td>
<td>3.5</td>
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<tr>
<td>DESL6302</td>
<td>Heating &amp; Air Conditioning II</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL6432</td>
<td>Automatic Truck Transmissions</td>
<td>3.5</td>
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<tr>
<td>DESL6452</td>
<td>Electrical Systems III</td>
<td>6.0</td>
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<tr>
<td>DESL6482</td>
<td>Electronic Diesel Engine Diagnosis &amp; Tune-Up</td>
<td>5.5</td>
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<tr>
<td>DESL5412</td>
<td>Post-Cooperative Education Seminar</td>
<td>2.0</td>
</tr>
<tr>
<td>DESL5582</td>
<td>Cooperative Education</td>
<td>10.0</td>
</tr>
</tbody>
</table>

102.0 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 4 for complete list.

(One class from each area below.)

Oral Communications 4.5
Written Communications 4.5
Science
Phys1150 Descriptive Physics 6.0
(Plus two classes from the four areas below; no two classes from the same area.)
Mathematics
Social Science
Humanities
Computer Technology 9.0

24.0 hours
Early Childhood Education

- Associate of Applied Science Degree
- Diploma
- Certificate

**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

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.

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.

**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.**

**FOR MORE INFORMATION CONTACT:**

Bethanie Grass, Program Chair
402-437-2455, 800-642-4075 x2455, bggrass@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

**LINCOLN CAMPUS**

Credit Hours Required for Graduation:

- Certificate:
  - In-Home Child Care: 36.0
  - Home Visitor/Family Advocate: 42.0
- Child Care Professional Diploma: 83.5
- Associate of Applied Science Degree:
  - Early Childhood Education: 119.5
  - Entrepreneurship Focus: 120.0

**CERTIFICATE—IN-HOME CHILD CARE:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED1110</td>
<td>Infant and Toddler Development</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1120</td>
<td>Preschool Child Development</td>
<td>3.0</td>
</tr>
<tr>
<td>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>ECED1250</td>
<td>Early Childhood Health, Safety &amp; Nutrition</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1270</td>
<td>Integrated Curriculum; ages 3-8</td>
<td>6.0</td>
</tr>
<tr>
<td>ECED1475</td>
<td>Professional In-Home Care</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1560</td>
<td>Comprehensive Family Child Care Practicum</td>
<td>1.5</td>
</tr>
<tr>
<td>ECED1570</td>
<td>Comprehensive Professional Nanny Practicum</td>
<td>1.5</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 4 for complete list.

(One class from one of the four following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SOCIAL SCIENCE

4.5 hours

**CERTIFICATE—HOME-VISITOR/FAMILY ADVOCATE:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>ECED1060</td>
<td>Observation, Assessment and Guidance</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1110</td>
<td>Infant and Toddler Development</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1120</td>
<td>Preschool Child Development</td>
<td>3.0</td>
</tr>
<tr>
<td>ECED1130</td>
<td>Social/Emotional Development and Behavior Guidance</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED2050</td>
<td>Children with Exceptionalities</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED2070</td>
<td>Family and Community Relationships</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1220</td>
<td>Pre-Practicum</td>
<td>1.5</td>
</tr>
<tr>
<td>ECED1550</td>
<td>Home Visit Practicum</td>
<td>1.5</td>
</tr>
<tr>
<td>HMRS1102</td>
<td>Counseling Theories &amp; Techniques</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS1320</td>
<td>Multicultural Competency</td>
<td>4.5</td>
</tr>
<tr>
<td>PSYC1250</td>
<td>Interpersonal Relations (Gen. Ed. Req.)</td>
<td>4.5</td>
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42.0 hours

**ECED REQUIRED CORE COURSES:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>ECED1010</td>
<td>Introduction to Professional Portfolio Development</td>
<td>1.5</td>
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<tr>
<td>ECED1050</td>
<td>Expressive Arts</td>
<td>4.5</td>
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<tr>
<td>ECED1060</td>
<td>Observation, Assessment and Guidance</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1110</td>
<td>Infant and Toddler Development</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1120</td>
<td>Preschool Child Development</td>
<td>3.0</td>
</tr>
<tr>
<td>ECED1150</td>
<td>Introduction to Early Childhood Education</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Course list for General Education requirements on page 4.
### ECED1160 Early Language & Literature 4.5
### ECED1220 Pre-Practicum Seminar 1.5
### ECED1221 Infant and Toddler Practicum 3.0
### ECED1224 Preschool Math, Science and Social Studies Curriculum 3.0
### ECED1230 School Age Child Development 3.0
### ECED1240 Preschool/School Age Practicum 3.0
### ECED1260 Early Childhood Health, Safety and Nutrition 4.5
### ECED2050 Children with Exceptionalities 4.5

#### 56.0 hours

**DIPLOMA—CHILD CARE PROFESSIONAL FOCUS:**

(ECED Required Core Courses 56.0 hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECED2060 Early Childhood Education Curriculum Planning</td>
<td>4.5</td>
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<tr>
<td>ECED2066 Child Care Head Teacher Practicum</td>
<td>3.0</td>
</tr>
<tr>
<td>ECED2457 ECED Administration for the Entrepreneur</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED2570 ECED Administration for the Entrepreneur Practicum</td>
<td>5.0</td>
</tr>
<tr>
<td>ENTR1050 Introduction to Entrepreneurship</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2040 Entrepreneurship Feasibility Study</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2050 Marketing for the Entrepreneur</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2070 Entrepreneurship Financial Topics</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2090 Entrepreneurship Business Plan</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**General Education Requirements:** 22.5

**Elective Credit:** 7.5

**119.5 hours**

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### A.A.S. ECED ENTREPRENEURSHIP FOCUS:

(ECED Required Core Courses 56)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED2060 Early Childhood Education Curriculum Planning</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED2066 Child Care Head Teacher Practicum</td>
<td>5.0</td>
</tr>
<tr>
<td>ECED2457 ECED Administration for the Entrepreneur</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED2570 ECED Administration for the Entrepreneur Practicum</td>
<td>5.0</td>
</tr>
<tr>
<td>ENTR1050 Introduction to Entrepreneurship</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2040 Entrepreneurship Feasibility Study</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2050 Marketing for the Entrepreneur</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2070 Entrepreneurship Financial Topics</td>
<td>4.5</td>
</tr>
<tr>
<td>ENTR2090 Entrepreneurship Business Plan</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**General Education Requirements:** 22.5

**Elective Credit:** 7.5

**120.0 hours**

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**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 4 for complete list.

(One class from each area below)

<table>
<thead>
<tr>
<th>Area</th>
<th>Credits</th>
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<tbody>
<tr>
<td>Oral Communications</td>
<td>4.5</td>
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<tr>
<td>Written Communications</td>
<td>4.5</td>
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</table>

**9.0 hours**

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**A.A.S. EARLY CHILDHOOD EDUCATION:**

(ECED Required Core Courses 56)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ECED1130 Social/Emotional Development and</td>
<td></td>
</tr>
</tbody>
</table>

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**Behavior Guidance** 4.5

**ECED1340 How Children Learn** 3.0

**ECED2450 ECED Administration** 4.5

**ECED2065 Child Care Head Teacher Practicum** 8.0

**ECED2510 ECED Administration Practicum** 2.0

**ECED2575 Advanced Practicum or** 7.0

**ECED2675 Advanced Co-op**

**General Education Requirements:** 22.5

**Elective Credit:** 7.5

---

**119.5 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 4 for complete list.

(One class from each area below)

<table>
<thead>
<tr>
<th>Area</th>
<th>Credits</th>
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<tbody>
<tr>
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<td>4.5</td>
</tr>
<tr>
<td>Written Communications</td>
<td>4.5</td>
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</tbody>
</table>

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

**MATHEMATICS**

**SCIENCE**
COURSE TITLE
CREDIT HRS
COURSES:
CONSTRUCTION ELECTRICIAN DIPLOMA REQUIRED
MILFORD CAMPUS
FOR MORE INFORMATION CONTACT:
PROGRAM OVERVIEW
Types of jobs available:
- Residential, commercial and industrial construction electrical 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.

ELECTRICAL 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 x8258, 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 – Electromechanical Systems Focus: 149.0
- Electromechanical Systems Focus: 149.5

CONSTRUCTION ELECTRICIAN DIPLOMA REQUIRED COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>ELEC131</td>
<td>DC Principles</td>
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<tr>
<td>ELEC1217</td>
<td>AC Principles</td>
<td>13.0</td>
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<tr>
<td>ELEC1336</td>
<td>CAD &amp; Electrical Estimating</td>
<td>3.0</td>
</tr>
<tr>
<td>ELEC1344</td>
<td>Motor Controls</td>
<td>3.0</td>
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</table>

ADDITIONAL ELECTIVE HOURS*
*Students will have to complete additional 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.

Electrical & Electromechanical Technology

ELECTRICAL SYSTEMS FOCUS
Types of jobs available:
- Residential, commercial and industrial construction electrical 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 x8258, 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 – Electromechanical Systems Focus: 149.0
- Electromechanical Systems Focus: 149.5

CONSTRUCTION ELECTRICIAN DIPLOMA REQUIRED COURSES:

<table>
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>ELEC135</td>
<td>Residential &amp; Commercial Wiring</td>
<td>18.0</td>
</tr>
<tr>
<td>ELEC1464</td>
<td>Transformer Three Phase Systems</td>
<td>7.0</td>
</tr>
<tr>
<td>ELEC1474</td>
<td>Predictive Maintenance Principles</td>
<td>4.0</td>
</tr>
<tr>
<td>ELEC1495</td>
<td>Industrial Wiring</td>
<td>13.0</td>
</tr>
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</table>

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 I 4.5

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 4 for complete list.

MATHEMATICS
MATH1050 Thinking Mathematically 4.5

(Plus one class from the following areas.)

WRITTEN COMMUNICATIONS

SOCIAL SCIENCE
HUMANITIES 9.0 hours

SCIENCES

MATHEMATICS

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 4 for complete list.
See page 4 for complete list.
(One class from each area below.)

**ORAL COMMUNICATIONS**
4.5

**WRITTEN COMMUNICATIONS**
4.5

**MATHEMATICS**
4.5

MATH1050 or higher

**SCIENCE**
4.5

PHYS1017 or PHYS1150
or PHYS1410

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

**SOCIAL SCIENCE**

**HUMANITIES**
4.5

**22.5 hours**

### Electrician Construction - IBEW Option

☑ Associate of Applied Science Degree

The curriculum is provided with the cooperation of representatives of SCC and Nebraska representatives of the **International Brotherhood of Electrical Workers, 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:**
Nathan Watermeier, Construction & Electronics Division Dean
402-761-8266, 800-933-7223 x8266
402-437-2639, 800-642-4075 x2639, nwatermeier@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
Milford 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>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELET1714</td>
<td>DC Circuits and Blueprint Reading</td>
<td>14</td>
</tr>
<tr>
<td>ELET1719</td>
<td>AC Circuits and Wire Sizing</td>
<td>14</td>
</tr>
<tr>
<td>ELET1724</td>
<td>Electronic Devices and Electrical Grounding</td>
<td>14</td>
</tr>
<tr>
<td>ELET1729</td>
<td>Logic Circuits and Electrical Motors</td>
<td>14</td>
</tr>
<tr>
<td>ELET1734</td>
<td>Process Controllers and Special Electrical Circuits</td>
<td>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 4 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:

Course list for General Education requirements on page 4.
COURSE TITLE
COURSE TITLE
COURSE TITLE
CREDIT HRS
CREDIT HRS
CREDIT HRS

ELECTRONIC SYSTEMS MILITARY FOCUS

TYPES OF JOBS AVAILABLE:
- Car stereo installer/repairer
- Audio technician
- Video technician
- Home theater installer/repairer
- Radio/TV broadcast engineer
- Studio technician
- Two-way radio installer/repairer
- Telephone technician
- Avionics technician
- Security systems installer/repairer

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.

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

Classroom and laboratory activities also prepare technicians to install, configure and repair industrial control systems which include such devices as programmable logic controllers (PLCs), robotics, and vision 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, j pierce@southeast.edu

Military Electronics Focus
Nathan Watermeier, Construction/Electronics Division Dean
402-437-2639, 800-642-4075 x2639 Lincoln
402-761-8266, 800-933-7223 x8266 Milford, nwatermeier@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 TECHNICIAN FOCUS:

COURSE #  COURSE TITLE  CREDIT HRS
ELEC1199 DC Electronics  8.0
ELEC1219 AC Electronics  8.0
ELEC1227 Digital Circuits  5.0
ELEC1317 Active Devices  8.0
ELEC1362 Electronic Drafting  1.5
ELEC1422 Analog Circuits  8.0
ELEC1432 Power Supply Systems  3.0
ELEC1482 Advanced Digital Circuits  5.0
ELEC1519 Communication Systems  6.0
ELEC2530 Microprocessor Applications  6.0
ELEC2560 WIFI & RF Transmission Systems  3.5
ELEC2570 Systems Troubleshooting  6.0
ELEC2640 Advanced Communication Systems  4.5
ELEC2735 Advanced Microprocessor Applications  4.5
ELEC2750 Advanced Systems Troubleshooting  4.5
ELEC2753 PC Operating Systems  6.5
ELEC2760 Networking Infrastructure (CCNA 1)  4.5
ELEC2761 Router Implementation (CCNA 2)  4.0
ACFS2020 Career Development  2.5

98.5 hours

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  3.0
INFO1131 Microsoft Excel  1.5
Or if considering transfer to another institution:
BSAD1010 Microsoft Applications I  4.5
ACFS2020 Career Development  2.5

2.0 hours

ELECTRONIC SYSTEMS MILITARY FOCUS:

COURSE #  COURSE TITLE  CREDIT HRS
ELEC2099 Military Service Electronics Training  30.0-60.0*
ELEC2121 Technical Electives  22.5-52.5*
ELEC2360 General Education Requirements  22.5
ELEC2365 Computer Requirement  2.0

107.0 hours

*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.

COMPUTERS, AUTOMATION, AND NETWORKING SYSTEMS FOCUS:

(Electronic Systems Technician classes) 101.0
(General Education requirements) 22.5

COURSE #  COURSE TITLE  CREDIT HRS
ELEC2755 Structured Programming for Electronic Technicians  4.5
ELEC2823 Network Operating Systems & Administration  9.0
ELEC2853 Hydraulics and Pneumatics  2.5
ELEC2860 LAN Switching and Wireless (CCNA 3)  4.0
ELEC2861 Wide Area Networking (CCNA 4)  4.0

Course list for General Education requirements on page 4.
Emergency Medical Services/Paramedic

Associate of Applied Science Degree

Emergency Medical Services/Paramedic

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:
Ryan Batenhorst, Program Chair
402-437-2795, 800-642-4075, x2795, rbatenhorst@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

Lincoln Campus
Credit Hours Required for Graduation: 119.5

Emergency Medical Services/Paramedic Core Courses:

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

Students must successfully complete Anatomy, Physiology, Medical Terminology, Intermediate Algebra (or higher), EMT Basic I, and EMT Basic II and must be licensed as an EMT B in the state of Nebraska before starting EMTL1321 Introduction to Paramedicine.

*EMT Basic I & II are offered through the SCC Continuing Education Division. Please call (402) 437-2700 or (800) 828-0072 for the Continuing Education Division.

Initial Program Requirements: 28.5 hours

Mathematics
MATH1100 Intermediate Algebra (or higher) 4.5

Science
PHYS1017 or PHYS1150 or PHYS1410 4.5

General Education Requirements: 13.5 hours

ORAL COMMUNICATIONS (4.5)
SPCH1110 Public Speaking recommended 4.5

WRITTEN COMMUNICATIONS (4.5)
ENGL1010 English Composition I recommended 4.5

MATHEMATICS (4.5)

SCIENCE (12.0)

(Plus one class from the following three areas.)

SOCIAL SCIENCE
Psychology or Sociology recommended 4.5

HUMANITIES
Ethics or Spanish or Sign Language recommended 4.5

COMPUTER TECHNOLOGY
Microsoft Applications recommended 4.5

General Education Requirements: 13.5 hours

Nine (9.0) hours of the Initial Program Requirements plus the 13.5 hours of General Education Requirements fulfill the required 22.5 hours. General Education Requirements may be completed prior to enrolling in 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 for admission.

2) All EMTL courses, unless otherwise specified on the course syllabus, must be passed with a C+ in order to progress through the program. Minimum of C in other courses.

3) 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.

4) Misdemeanor or felony convictions may prevent a graduate from acquiring National Registry certification or a state license. Contact the National Registry of Emergency Medical Technicians and the state of Nebraska EMS Program with questions.

Energy Generation Operations

Associate of Applied Science Degree

TYPES OF JOBS AVAILABLE:

- Nuclear Power Plant Operators
- Coal-Fired Power Plant Operators
- Natural Gas Turbine and Reciprocating Engine Power Plant Operators
- Ethanol Production Facility Operator
- Bio-Diesel Production Facility Operator
- Solar Plant Operator
- Wind Turbine Technician
- Wind Turbine Farm Operator

PROGRAM OVERVIEW

Classes are offered on Milford campus. Flexible scheduling may be available. Contact the program chair for more information.

This program is designed to provide five quarters of common core curriculum for several types of energy generation systems operations. Energy Generation Operators must understand and oversee all aspects of a power generating facility, whether that facility is generating electricity or liquid fuels. Students will study a wide range of necessary topics to gain this broad understanding of plant operations and maintenance. Then in the 6th quarter, specific types of fuel operations will be covered in detail to prepare students for careers in the type of energy generating plant of their choosing.

FOR MORE INFORMATION CONTACT:

John Pierce, Program Chair
402-761-8394, 800-933-7223 x8394, jpierce@southeast.edu

or the College Admissions Office

Milford 402-761-8243, 800-933-7223 x8243

Pending Post-Secondary Coordinating Commission approval.

MILFORD CAMPUS

Credit Hours Required for Graduation:

<table>
<thead>
<tr>
<th>Focus</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biofuels Focus</td>
<td>120.0</td>
</tr>
<tr>
<td>Fossil Fuels (Coal, Gas Turbine) Focus</td>
<td>114.0</td>
</tr>
<tr>
<td>Nuclear Focus</td>
<td>120.5</td>
</tr>
<tr>
<td>Wind Technology Focus</td>
<td>108.0</td>
</tr>
</tbody>
</table>

Course list for General Education requirements on page 4.
NUCLEAR FOCUS
ENER2200 Introduction to Nuclear Energy 4.5
ENER2210 Nuclear Plant Layout 3.0
ENER2220 Reactor Plant Materials 4.5
ENER2230 Radiation Detection & Protection 3.5
ENER2240 Reactor Safety 4.5
Core Credits  100.5
Total Credits for Nuclear Energy Generation: 120.5

WIND TECHNOLOGY FOCUS
ENER2700 Introduction to Wind Turbine Systems 1.0
ENER2710 Rotor Systems 2.0
ENER2720 Wind Farm Management 4.5
ENER2730 Wind Turbine Electrical & Fluid Systems 4.5
Core Credits
96.0
Total Credits for Wind Power Generation: 108.0

Fire Protection Technology
☒ Associate of Applied Science Degree

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:
Terry Spoor, Program Chair
402-437-2677, 800-642-4075 x2677, tspoor@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 1 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 FIRE1111</td>
<td>4.5</td>
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<tr>
<td>FIRE1113</td>
<td>Fire Administration I</td>
<td>4.5</td>
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<tr>
<td>FIRE1120</td>
<td>Instructor I</td>
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<tr>
<td>FIRE1123</td>
<td>Building Construction</td>
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<td>FIRE1125</td>
<td>Public Fire Education</td>
<td>4.5</td>
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<tr>
<td>FIRE1131</td>
<td>Fire Protection Hydraulics</td>
<td>7.0</td>
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<td>FIRE1241</td>
<td>Introduction to Fire Investigation</td>
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<td>FIRE1245</td>
<td>Fire Inspector I</td>
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<td>FIRE1247</td>
<td>Firefighter I</td>
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<td>FIRE1249</td>
<td>Firefighter II</td>
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<tr>
<td>FIRE2251</td>
<td>Hazardous Materials Technician</td>
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<td>FIRE2252</td>
<td>Fire Detection &amp; Suppression Systems</td>
<td>4.5</td>
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<tr>
<td>FIRE2262</td>
<td>Firefighting Operations or FIRE2263</td>
<td>4.5</td>
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<tr>
<td>FIRE2265</td>
<td>Firefighting Tactics and Strategy</td>
<td>4.5</td>
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<tr>
<td>EMTL1301</td>
<td>EMT-Basic I</td>
<td>5.0</td>
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<tr>
<td>EMTL1302</td>
<td>EMT-Basic II</td>
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<td></td>
<td>Electives* may include but are not limited to:</td>
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<tr>
<td></td>
<td>ACFS2020 Career Development</td>
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<tr>
<td></td>
<td>BSAD1050 Introduction to Business Administration</td>
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<tr>
<td></td>
<td>SIGN1010 American Sign Language I</td>
<td>3.0</td>
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<tr>
<td></td>
<td>FIRE1116 Fire Officer IA</td>
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<tr>
<td></td>
<td>FIRE1118 Fire Officer IB</td>
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<tr>
<td></td>
<td>FIRE1119 Fire Officer II</td>
<td>4.0</td>
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<tr>
<td></td>
<td>FIRE1135 Fire Apparatus Driver Operator</td>
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<tr>
<td></td>
<td>FIRE2000 Fire Protection Internship</td>
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<tr>
<td></td>
<td>FIRE2263 Firefighter Safety and Survival</td>
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<tr>
<td></td>
<td>FIRE2999 Individual Special Projects</td>
<td>3.0</td>
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<td></td>
<td>FSDT1360 Lifetime Fitness</td>
<td>2.0</td>
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<tr>
<td></td>
<td>SPAN1010 Elementary Spanish I</td>
<td>7.5</td>
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<tr>
<td></td>
<td></td>
<td>76.0 hours</td>
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</tbody>
</table>

*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 higher to graduate from this program.

GENERAL EDUCATION REQUIREMENTS:
Contact your program advisor to select general education course/s from Course list for General Education requirements on page 4.
A.A.S. DEGREE REQUIREMENTS:

For More Information Contact:

Lincoln 402-437-2600, 800-642-4075 x2600

Jo Taylor, Program Chair
402-437-2465, 800-642-4075 x2465, jtaylor@southeast.edu

Dietetic Technician 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 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 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.

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

FOOD SERVICE/HOSPITALITY CORE CLASSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSDT1100</td>
<td>Introduction to the Food Service/Hospitality Industry</td>
<td>1.5</td>
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<tr>
<td>+FSDT1102</td>
<td>Sanitation &amp; Safety</td>
<td>2.0</td>
</tr>
<tr>
<td>+FSDT1104</td>
<td>Quantity Food Preparation I</td>
<td>3.0</td>
</tr>
<tr>
<td>+FSDT1105</td>
<td>Quantity Food Preparation I Lab</td>
<td>3.0</td>
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<tr>
<td>+FSDT1108</td>
<td>Food Service Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>+FSDT1110</td>
<td>Quantity Food Preparation II</td>
<td>3.0</td>
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<tr>
<td>+FSDT1111</td>
<td>Quantity Food Preparation II Lab</td>
<td>3.0</td>
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<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>1.5</td>
</tr>
<tr>
<td>+FSDT1118</td>
<td>Food Purchasing</td>
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<tr>
<td>+FSDT1119</td>
<td>Food Purchasing Practices</td>
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<tr>
<td>+FSDT1126</td>
<td>Food Production I</td>
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<td>+FSDT1127</td>
<td>Food Production I Lab</td>
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<tr>
<td>+FSDT1130</td>
<td>Food Service Strategies</td>
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<tr>
<td>+FSDT1131</td>
<td>Food Service Strategies Lab</td>
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<tr>
<td>+FSDT1138</td>
<td>Food Cost Control</td>
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<td>FSDT1350</td>
<td>Basic Nutrition</td>
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<td>FSDT1360</td>
<td>Lifetime Fitness</td>
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<tr>
<td>FSDT2140</td>
<td>Food Production II</td>
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48.0 hours

FOOD SERVICE MANAGEMENT FOCUS:

<table>
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<tbody>
<tr>
<td>FSDT1122</td>
<td>Beverage Selection and Management</td>
<td>4.5</td>
</tr>
<tr>
<td>FSDT1150</td>
<td>Selection of Meat Products</td>
<td>4.5</td>
</tr>
<tr>
<td>FSDT2142</td>
<td>Meal Service II</td>
<td>4.5</td>
</tr>
<tr>
<td>FSDT2154</td>
<td>Food Service Hospitality Seminar I</td>
<td>4.5</td>
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<tr>
<td>FSDT2160</td>
<td>Co-op Education or Verification</td>
<td>4.5</td>
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<tr>
<td>FSDT2180</td>
<td>Practicum</td>
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</tr>
<tr>
<td>FSDT1208</td>
<td>Advanced Food Prep I</td>
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</tr>
<tr>
<td>FSDT1209</td>
<td>Advanced Food Prep I Lab</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT1310</td>
<td>Office Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>FSDT2146</td>
<td>Equipment &amp; Layout</td>
<td>4.5</td>
</tr>
<tr>
<td>FSDT2240</td>
<td>Industry Proficiency</td>
<td>4.5</td>
</tr>
</tbody>
</table>

25.0 hours

Additional Electives 7.0

9.0 hours

CULINARY ARTS FOCUS:

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

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSDT1122</td>
<td>Beverage Selection and Management</td>
<td>4.5</td>
</tr>
<tr>
<td>FSDT1150</td>
<td>Selection of Meat Products</td>
<td>4.5</td>
</tr>
<tr>
<td>FSDT2142</td>
<td>Meal Service II</td>
<td>4.5</td>
</tr>
<tr>
<td>FSDT2154</td>
<td>Food Service Hospitality Seminar I</td>
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<tr>
<td>FSDT2160</td>
<td>Food Service Co-op or Hospitality Co-op or</td>
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<tr>
<td>FSDT2180</td>
<td>Practicum</td>
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<td>FSDT1204</td>
<td>Artistry for Baker</td>
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<td>Advanced Food Prep I</td>
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<tr>
<td>+FSDT1215</td>
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41.0 hours

Course list for General Education requirements on page 4.
### 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 4 for complete list.

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>Written Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4.5-7.5</td>
</tr>
<tr>
<td>Social Science</td>
<td>4.5</td>
</tr>
<tr>
<td>Science</td>
<td></td>
</tr>
<tr>
<td>FSDT1350 Basic Nutrition (program requirement)</td>
<td>4.5</td>
</tr>
</tbody>
</table>

(Plus the following two classes.)

**COMPUTER TECHNOLOGY**

- **INFO1121 Microsoft Word & PowerPoint**: 4.5
- **LODGING FOCUS**
  - FSDT1102 Sanitation & Safety: 4.5
  - FSDT1104 Quantity Food Preparation I: 2.0
  - FSDT1110 Quantity Food Preparation II: 2.0
  - FSDT1304 Diet Therapy I: 1.5
  - FSDT1350 Basic Nutrition: 4.5
  - FSDT1887 School Food Service: 1.0
  - FSDT1890 Food Service Management Skills: 4.0

Students desiring to become a certified dietary manager through the Dietary Managers Association also need to take the following classes.

- FSDT1851 FIM Co-op I: 0.5
- FSDT1852 FIM Co-op II: 1.0
- FSDT1853 FIM Co-op III: 1.0
- FSDT1854 FIM Co-op IV: 1.5

**FOR MORE INFORMATION ON FIM CLASSES CONTACT:**

Lois Cockerham, 402-437-2712, 800-828-0072 x2712, lcockerh@southeast.edu

**EVENT–VENUE OPERATIONS MANAGEMENT CERTIFICATE:**

This certificate will equip students with an in-depth knowledge of...
Ford ASSET

☑ Associate of Applied Science Degree

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

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 Morpew, Program Chair
402-761-8317, 800-933-7223 x8317, rmorpew@southeast.edu
Tony Schafers, Instructor
402-761-8276, 800-933-7223 x8376, tschafers@southeast.edu
Dennis Wagner, Instructor
402-761-8310, 800-933-7223 x8310, dwagner@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

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 higher in all ASST classes is required to progress through the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>ASST1110</td>
<td>Ford Shop Orientation</td>
<td>1.5</td>
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<tr>
<td>ASST1170</td>
<td>Ford Shop Safety &amp; Repair</td>
<td>1.5</td>
</tr>
<tr>
<td>ASST1171</td>
<td>Ford Welding</td>
<td>1.0</td>
</tr>
<tr>
<td>ASST1173</td>
<td>Ford Fundamentals</td>
<td>2.0</td>
</tr>
<tr>
<td>ASST1175</td>
<td>Ford Electrical &amp; Electronic Principles</td>
<td>12.0</td>
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<tr>
<td>ASST1178</td>
<td>Ford Brake Systems</td>
<td>4.0</td>
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<tr>
<td>ASST1268</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>ASST1360</td>
<td>Engine Performance Theory &amp; Operation</td>
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</tr>
<tr>
<td>ASST1362</td>
<td>Ford Climate Control</td>
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</tr>
<tr>
<td>ASST1363</td>
<td>Ford Engine Repair</td>
<td>7.5</td>
</tr>
<tr>
<td>ASST1468</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>ASST2529</td>
<td>Ford Manual Transmission, Transaxles, Clutches,</td>
<td>7.0</td>
</tr>
<tr>
<td></td>
<td>and Transfer Cases</td>
<td></td>
</tr>
<tr>
<td>ASST2531</td>
<td>Ford Diesel Fuel &amp; Emission Systems</td>
<td>4.0</td>
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<tr>
<td>ASST2537</td>
<td>Ford Rear Axle &amp; Driveline</td>
<td>2.0</td>
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<tr>
<td>ASST2538</td>
<td>Engine Performance Diagnosis &amp; Testing</td>
<td>7.0</td>
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<tr>
<td>ASST2668</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
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<tr>
<td>ASST2728</td>
<td>Ford Steering &amp; Suspension Systems</td>
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<td>ASST2747</td>
<td>Ford Body Electrical &amp; Electronics</td>
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<tr>
<td>ASST2748</td>
<td>Ford Automatic Transmissions &amp; Transaxles</td>
<td>8.0</td>
</tr>
<tr>
<td>ASST2749</td>
<td>Ford New Product Update</td>
<td>2.0</td>
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</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 4 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.)

MATHMATICS: 4.5
SCIENCE: 4.5

Course list for General Education requirements on page 4.
General Motors ASEP

☑ Associate of Applied Science Degree

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
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
Mark Chrisensen, Instructor
402-761-8306, 800-933-7223 x8306, mchriste@southeast.edu
Jon Kisby, Instructor
402-761-8302, 800-933-7223 x8302, jkisby@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” or higher 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>
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<tbody>
<tr>
<td>ASEP1170</td>
<td>GM Shop Orientation &amp; Safety</td>
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<tr>
<td>ASEP1171</td>
<td>GM Welding</td>
<td>1.0</td>
</tr>
<tr>
<td>ASEP1173</td>
<td>GM Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>ASEP1175</td>
<td>GM Electrical and Electronic Principles</td>
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</tr>
<tr>
<td>ASEP1177</td>
<td>GM Brake Systems</td>
<td>4.0</td>
</tr>
<tr>
<td>ASEP1268</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>ASEP1360</td>
<td>GM Powertrain Electronic Systems</td>
<td>6.5</td>
</tr>
<tr>
<td>ASEP1363</td>
<td>GM Engine Repair</td>
<td>9.5</td>
</tr>
<tr>
<td>ASEP1379</td>
<td>GM Heating &amp; Air Conditioning</td>
<td>5.0</td>
</tr>
<tr>
<td>ASEP1468</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<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>
<td>3.5</td>
</tr>
<tr>
<td>ASEP2561</td>
<td>GM Diesel Fuel &amp; Emission Control System</td>
<td>2.0</td>
</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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<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>
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</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 4 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.)
Graphic Design

Associate of Applied Science Degree

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

MILFORD CAMPUS
Credit Hours Required for Graduation: 144.0

GRAPHIC DESIGN AAS DEGREE COURSES:

<table>
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<tr>
<th>COURSE #</th>
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<tr>
<td>EIGT1120</td>
<td>Drawing/Illustration I</td>
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<tr>
<td>EIGT1122</td>
<td>Introduction to Graphic Design</td>
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<tr>
<td>EIGT1126</td>
<td>Typography I</td>
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<tr>
<td>EIGT1136</td>
<td>Computer Graphics I</td>
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<tr>
<td>EIGT1230</td>
<td>Typography II</td>
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<tr>
<td>EIGT1234</td>
<td>Computer Graphics II</td>
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<td>EIGT1238</td>
<td>Drawing/Illustration II</td>
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<td>EIGT1240</td>
<td>Publication Design</td>
<td>4.5</td>
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<tr>
<td>EIGT1343</td>
<td>Video Production/Editing</td>
<td>4.5</td>
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<tr>
<td>EIGT1354</td>
<td>Color Theory</td>
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<tr>
<td>EIGT1356</td>
<td>Photography &amp; Digital Imaging</td>
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<tr>
<td>EIGT1455</td>
<td>Design Portfolio Development</td>
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<td>EIGT1456</td>
<td>Environmental Design</td>
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<td>EIGT1457</td>
<td>Interactive Design</td>
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<td>EIGT1460</td>
<td>3D 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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<td>EIGT2567</td>
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<td>EIGT2568</td>
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<td>EIGT2575</td>
<td>Graphic Design Portfolio I</td>
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<td>EIGT2585</td>
<td>Print Reproduction Processes</td>
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<td>EIGT2662</td>
<td>Web Design III</td>
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<td>Web Design IV</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>
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</tr>
</tbody>
</table>

121.5 hours

Course list for General Education requirements on page 4.
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 4 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

Heating, Ventilation, Air Conditioning & Refrigeration Technology

Associate of Applied Science Degree

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.

A flexible schedule on the Milford campus is available. Please contact the program chair for more information.

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:

<table>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
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<td>HVAC1109</td>
<td>Electrical Fundamentals</td>
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<td>HVAC1131</td>
<td>Refrigeration Theory I</td>
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<td>HVAC1132</td>
<td>Piping Practices</td>
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<td>HVAC1133</td>
<td>Plumbing Theory/Print Reading</td>
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<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>HVAC1336</td>
<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>HVAC1435</td>
<td>HVAC Welding Practices</td>
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HVAC1440 Mechanical Code 2.0
HVAC1447 Commercial HVAC Fundamental & Practices I 5.0
HVAC1450 EPA Refrigerant Certification 2.0
HVAC1452 Residential Install Lab 2.0
HVAC1461 Residential HVAC Systems & Controls II 5.0
HVAC2500 Cooperative Education 10.0
HVAC2510 Post Cooperative Education 2.0
HVAC2600 HVAC/R Lab 3.0
HVAC2610 Troubleshooting Techniques Lab 1.5
HVAC2649 Commercial HVAC Fundamental & Practices II 5.0
HVAC2650 Troubleshooting Techniques 4.0
INFO1000 Computer Essentials 1.0

108.0 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 4 for complete list.
(One class from each area below.)

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS 4.5
MATHEMATICS

PHYS1150 Descriptive Physics 6.0

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

SCIENCE

HMRS1101 Human Services Concepts 4.5
HMRS1301 Multicultural Competency 4.5
HMRS1320 Multicultural Counseling 4.5
HMRS2500 HVAC/R Lab 3.0
HMRS1403 Assessment, Case Planning/Management & Professional Ethics for A & D or
HMRS1405 Case Management & Ethics for Human Services 4.5
+PSYC2960 Lifespan Human Development 4.5
PSYC2980 Abnormal Psychology 4.5

36.0 hours

+Required for A & D licensure.

HUMAN SERVICES FOCUS COURSES:
(Select 5 courses from the following list 22.5 credits)

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<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<td>HMRS1109</td>
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<td>HMRS1110</td>
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<td>Clinical Education and Seminar 2</td>
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<tr>
<td>HMRS1410</td>
<td>Clinical Education and Seminar 4</td>
<td>4.5</td>
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22.5 hours

HUMAN SERVICES CLINICAL COURSES:

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>5.0</td>
</tr>
<tr>
<td>HMRS1411</td>
<td>Clinical Education A &amp; D and Seminar 2</td>
<td>5.0</td>
</tr>
</tbody>
</table>

22.5 hours

Total General Education requirements: 22.5 hours

Total Electives: 9.0 hours

For More Information Contact:
Carrie Rocco Healy, Program Chair/Clinical Education Coordinator 402-437-2746, 800-642-4075 x2746, chealy@southeast.edu
or the College Admissions Office Lincoln 402-437-2600, 800-642-4075 x2600

Human Services

Associate of Applied Science Degree

Types of Jobs Available:
- Mental health, developmental disabilities, and alcohol and drug counseling areas
- 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.

Lincoln Campus
This program is accredited by the Council for Standards in Human Service Education, 1935 S. Plum Grove Road, PMB297, Palatine, IL 60067, Web Site: www.cshe.org.

Credit Hours Required for Graduation: 113.0

HMRS Core Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMRS1101</td>
<td>Human Services Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>+HMRS1102</td>
<td>Counseling Theories and Techniques</td>
<td>4.5</td>
</tr>
<tr>
<td>HMRS1320</td>
<td>Multicultural Competency</td>
<td>4.5</td>
</tr>
<tr>
<td>+HMRS1325</td>
<td>Multicultural Counseling</td>
<td>4.5</td>
</tr>
<tr>
<td>+HMRS1403</td>
<td>Assessment, Case Planning/Management &amp; Professional Ethics for A &amp; D or</td>
<td></td>
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<tr>
<td>HMRS1405</td>
<td>Case Management &amp; Ethics for Human Services</td>
<td>4.5</td>
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<tr>
<td>+PSYC2960</td>
<td>Lifespan Human Development</td>
<td>4.5</td>
</tr>
<tr>
<td>PSYC2980</td>
<td>Abnormal Psychology</td>
<td>4.5</td>
</tr>
</tbody>
</table>

55
23.5 hours

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

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 clinical experiences, or completing the program. A non-refundable fee of $45 will be assessed for this background check.

FOR STUDENTS INTERESTED IN PURSUING ALCOHOL & DRUG (A & D) COUNSELING:
+Required for A & D licensure.
++Required for students to obtain both the AAS and licensure in alcohol and drug counseling.

A minimum of 300 clinical hours with a LADAC counselor that include at least 10 hours in each of the 12 core competencies/functions.

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

1. A minimum of 300 clinical hours with a LADAC counselor that include at least 10 hours in each of the 12 core competencies/functions.

Please note: Students who are interested in Long Term Care Administration should see page 59.

John Deere Tech

☑ Associate of Applied Science Degree

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” or higher in all JDAT classes is required to progress through the program.

<table>
<thead>
<tr>
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<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>JDAT1242</td>
<td>John Deere Engine Repair</td>
<td>13.0</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>
</tr>
<tr>
<td>JDAT2540</td>
<td>John Deere Hydraulics II</td>
<td>13.5</td>
</tr>
<tr>
<td>JDAT2542</td>
<td>John Deere Power Trains II</td>
<td>12.0</td>
</tr>
<tr>
<td>JDAT2670</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</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>2.0</td>
</tr>
</tbody>
</table>
Course list for General Education requirements on page 4.
Contact your program advisor to select general education course/s from each category which will meet your program's graduation requirements. See page 4 for complete list.

(One class from each area below.)

- **ORAL COMMUNICATIONS**: 4.5
- **WRITTEN COMMUNICATIONS**: 4.5
- **MATHEMATICS**: MATH1150 College Algebra or higher 4.5
- **SCIENCE**: PHYS1150 Descriptive Physics 6.0
- **SOCIAL SCIENCE**: 4.5

**24.0 hours**

**ADDITIONAL REQUIREMENTS:**

In addition, students will need to complete 11 credit hours from the following courses. Please select the courses with a program advisor.

- Computer Electives 5.0
- Biology Elective 3.0
- Advisor Approved Elective 3.0

**11.0 hours**

*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**

- **Associate of Applied Science Degree**

**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.

A flexible schedule on the Milford campus is available. Please contact the program chair for more information.

The purchase of a laptop computer, land development desktop software, and an iPAC 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 higher is required in all LSCE and General Education courses to progress through or graduate from the program.

**REQUIRED LSCE COURSES:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>LSCE1110</td>
<td>Land Surveyors Math</td>
<td>5.0</td>
</tr>
<tr>
<td>LSCE1120</td>
<td>Plane Surveying</td>
<td>9.0</td>
</tr>
<tr>
<td>LSCE1126</td>
<td>Basic Civil CAD</td>
<td>7.0</td>
</tr>
<tr>
<td>LSCE1220</td>
<td>Engineering Surveying</td>
<td>6.0</td>
</tr>
<tr>
<td>LSCE1226</td>
<td>Civil CAD II</td>
<td>6.5</td>
</tr>
<tr>
<td>LSCE1230</td>
<td>Earthworks Inspection</td>
<td>3.0</td>
</tr>
<tr>
<td>LSCE1232</td>
<td>Highway Plan Reading</td>
<td>3.0</td>
</tr>
<tr>
<td>LSCE1320</td>
<td>Route and Construction Surveying</td>
<td>5.0</td>
</tr>
<tr>
<td>LSCE1324</td>
<td>Concrete Inspection</td>
<td>4.0</td>
</tr>
</tbody>
</table>
Administration is intended to meet individual state educational requirements.

An administrator is the chief executive responsible for planning, organizing, leading and supervising the operations of a home for the aged licensed by Health and Human Services. Specific duties include budget administration, personnel activities, supervision, public relations, leading regulatory changes and facility management.

This program is online only and is one of the few programs of its kind in the United States that offer an Associate of Applied Science degree. General Education classes may be taken online or face-to-face. Developed in cooperation with many long term care administrators in the profession this degree supplies a great foundation for individuals who desire advancement in long term care or an administrative position.

Students will need to pass and complete an administrator in training (AIT) program according to their states’ requirements. This is in addition to the student’s degree and not part of the curriculum. After educational and state specific AIT program the student will need to take and pass a national exam, National Association of Long Term Care Administrator Boards (NAB) for licensure requirements. Some States will require a State exam.

Additional fees would be applicable for the State specific AIT and NAB exam paid to them and not the college.

FOR MORE INFORMATION CONTACT:
Theresa Parker, Program Chair
402-437-2750, 800-842-4075 x2750, tparker@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-842-4075 x2600

Pending Post-Secondary Coordinating Commission approval.

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.

LINCOLN CAMPUS
Credit Hours Required for Graduation:
Associate of Applied Science Degree: 108.5
Certificate: 36.0

REQUIRED LONG TERM CARE A.A.S. COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>LTC1000</td>
<td>Introduction to LTCA</td>
<td>4.5</td>
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<tr>
<td>LTC1010</td>
<td>Diverse Relationships and Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>LTC1020</td>
<td>Death, Dying, Grieving, Loss and Hospice</td>
<td>4.5</td>
</tr>
<tr>
<td>LTC1030</td>
<td>Dietary Management</td>
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</tr>
<tr>
<td>LTC1040</td>
<td>Introduction to Assisted Living</td>
<td>4.5</td>
</tr>
<tr>
<td>LTC1050</td>
<td>Administration for LTC Facilities</td>
<td>4.5</td>
</tr>
<tr>
<td>LTC1060</td>
<td>Social Services for LTC Facilities</td>
<td>4.5</td>
</tr>
<tr>
<td>LTC1070</td>
<td>Patient Care and Services for LTC Facilities</td>
<td>4.5</td>
</tr>
<tr>
<td>LTC2010</td>
<td>Foundations of Leadership</td>
<td>4.5</td>
</tr>
<tr>
<td>LTC2020</td>
<td>Marketing &amp; Public Relations for Long Term Care</td>
<td>4.5</td>
</tr>
<tr>
<td>LTC2030</td>
<td>Care Management and Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>LTC2040</td>
<td>Financial Management for LTC Facilities</td>
<td>4.5</td>
</tr>
<tr>
<td>LTC2050</td>
<td>Rules, Regulations and Standards Relating to the Operation of a Health Care Facility</td>
<td>4.5</td>
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<tr>
<td>LTC2060</td>
<td>Employment Techniques</td>
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<tr>
<td>LTC2070</td>
<td>Capstone</td>
<td>4.5</td>
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</tbody>
</table>

63.5 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 4 for complete list.

ORAL COMMUNICATIONS
SPCH1110 *Public Speaking (suggested) 4.5

Course list for General Education requirements on page 4.
WRITTEN COMMUNICATIONS  
ENGL1010 *Composition I (suggested) 4.5
MATHEMATICS  
MATH1040 *Business Math (suggested) 4.5
SOCIAL SCIENCE  
PSYC1810 *Introduction to Psychology (required) 4.5
COMPUTER TECHNOLOGY  
BSAD1010 Microsoft Applications I 4.5

In addition, students must complete the following courses:
ACCT1200 *Principles of Accounting 14.5
BSAD1050 *Introduction to Business 4.5
BSAD1090 Business Law I 4.5
ACCT2050 Payroll Accounting 4.5
PSYC2980 Abnormal Psychology 4.5

22.5 hours

Total AAS degree: 108.5 hours

**LTCa Certificate:**
This certificate is for individuals who already have an associate's degree or higher in another program and wish to earn a certificate for Long Term Care Administration.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>LTCA1040</td>
<td>Introduction to Assisted Living</td>
<td>4.5</td>
</tr>
<tr>
<td>LTCA1050</td>
<td>Administration for LTC Facilities</td>
<td>4.5</td>
</tr>
<tr>
<td>LTCA1060</td>
<td>Social Services for LTC Facilities</td>
<td>4.5</td>
</tr>
<tr>
<td>LTCA1070</td>
<td>Patient Care and Services Facilities</td>
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<tr>
<td>LTCA2040</td>
<td>Financial Management for LTC Facilities</td>
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<tr>
<td>LTCA2050</td>
<td>Rules, Regulations and Standards Relating to the Operation of a Health Care Facility</td>
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</tr>
<tr>
<td>LTCA2070</td>
<td>Capstone</td>
<td>4.5</td>
</tr>
</tbody>
</table>

31.5 hours

Certificate students are required to complete one general education course to fulfill the certificate requirements. Recommended classes are: (choose one)
SPCH1110 *Public Speaking or
ENGL1010 *Composition I or
PSYC1810 *Introduction to Psychology or
BSAD1010 Microsoft Applications

4.5 hours

Total Certificate hours: 36.0 hours

*Available for transfer at many colleges and universities. Check with your receiving institution for requirements.

**Machine Tool Technology**

- Associate of Applied Science Degree
- Diploma
- Certificate

**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 402-761-2600, 800-642-4075 x2600  
Milford 402-761-8243, 800-933-7223 x8243

**Lincoln and Milford Campuses**

**Credit Hours Required for Graduation:**
- Certificate: 22.0
- Diploma: 80.5
- Associate of Applied Science Degree: 122.0

- Die Maker Focus
- Mold Maker Focus
- Tool and Die Maker Focus

**Required Mach Diploma Courses:**

<table>
<thead>
<tr>
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<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>MACH1110</td>
<td>Orientation</td>
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<tr>
<td>MACH1121</td>
<td>Manufacturing Processes</td>
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<tr>
<td>MACH1156</td>
<td>Blueprint Reading &amp; Drawing</td>
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<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>
<tr>
<td>MACH1225</td>
<td>Materials of Industry</td>
<td>5.0</td>
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<tr>
<td>MACH1241</td>
<td>Machinery's Handbook</td>
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<tr>
<td>MACH1250</td>
<td>Computer Aided Drafting</td>
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<tr>
<td>MACH1324</td>
<td>Machine Tool Lab III</td>
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<td>MACH1349</td>
<td>Basic CNC</td>
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<tr>
<td>MACH1370</td>
<td>Applied Trigonometry</td>
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<tr>
<td>MACH1428</td>
<td>Machine Tool Lab IV</td>
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<tr>
<td>MACH1451</td>
<td>Advanced CNC</td>
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</tr>
<tr>
<td>MACH1453</td>
<td>CNC Lathe</td>
<td>3.5</td>
</tr>
<tr>
<td>MACH1454</td>
<td>CAM</td>
<td>4.0</td>
</tr>
</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.

**MACH A.A.S. Degree Requirements:**
Not all courses may be available at each SCC campus.

**Die Maker Focus: (Milford)**

<table>
<thead>
<tr>
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<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>MACH2530</td>
<td>Die Design I</td>
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<tr>
<td>MACH2532</td>
<td>Die Making Lab I</td>
<td>7.0</td>
</tr>
<tr>
<td>MACH2547</td>
<td>Die Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>MACH2634</td>
<td>Die Design II</td>
<td>2.0</td>
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<tr>
<td>MACH2636</td>
<td>Die Making Lab II</td>
<td>7.0</td>
</tr>
<tr>
<td>MACH2535</td>
<td>Mold Theory</td>
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</table>

28.0 hours

**Mold Maker Focus: (Milford)**

<table>
<thead>
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<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>MACH2535</td>
<td>Mold Theory</td>
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<tr>
<td>MACH2537</td>
<td>Injection Mold Design I</td>
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<tr>
<td>MACH2538</td>
<td>Mold Making Lab I</td>
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<tr>
<td>MACH2547</td>
<td>Die Theory</td>
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TOOL AND DIE MAKER FOCUS: (LINCOLN)

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</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>MACH2256</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 4 for complete list.

(One class from each area below.)

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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<tbody>
<tr>
<td>ORAL COMMUNICATIONS</td>
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</tr>
<tr>
<td>WRITTEN COMMUNICATIONS</td>
<td>4.5</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>4.5</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Credits</th>
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</thead>
<tbody>
<tr>
<td>SCIENCE</td>
<td></td>
</tr>
<tr>
<td>SOCIAL SCIENCE</td>
<td></td>
</tr>
<tr>
<td>HUMANITIES</td>
<td>9.0</td>
</tr>
<tr>
<td>COMPUTER TECHNOLOGY</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Certificate: 22.5 hours

INTELLIGENT MACHINE INTEGRATION CERTIFICATE: (MILFORD)

This certificate is for individuals who already have an associate's degree or higher in Machine Tool Technology or Manufacturing Engineering Technology and wish to earn a certificate in Intelligent Machine Integration. Classes will cover automation and advanced CNC concepts for manufacturing environments that are becoming more computer- and network-driven.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>THNC2100</td>
<td>Manufacturing Windows Operating Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>THNC2120</td>
<td>Manufacturing Networking Fundamentals</td>
<td>6.0</td>
</tr>
<tr>
<td>THNC2130</td>
<td>Manufacturing Automation and Integration</td>
<td>6.0</td>
</tr>
<tr>
<td>THNC2140</td>
<td>Advanced CNC Machining Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>THNC2150</td>
<td>Partners In THINC Applications</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Certificate: 22.0 hours

Major Appliance Professional Technology

Associate of Applied Science Degree: 122.0 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:
MILFORD CAMPUS
Credit Hours Required for Graduation: 75.5

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>7.5</td>
</tr>
<tr>
<td>MAAP1112</td>
<td>In-Home Customer Relations</td>
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</tr>
<tr>
<td>MAAP1114</td>
<td>Electrical Dryer Technology</td>
<td>4.0</td>
</tr>
<tr>
<td>MAAP1116</td>
<td>Gas Dryer Technology</td>
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</tr>
<tr>
<td>MAAP1118</td>
<td>Dishwasher Technology</td>
<td>5.0</td>
</tr>
<tr>
<td>MAAP1120</td>
<td>Top-Loading Washing Machine Technology</td>
<td>5.5</td>
</tr>
<tr>
<td>MAAP1122</td>
<td>Front-Loading Washing Machine Technology</td>
<td>6.5</td>
</tr>
<tr>
<td>MAAP1124</td>
<td>Electric Range Technology</td>
<td>5.5</td>
</tr>
<tr>
<td>MAAP1126</td>
<td>Gas Range Technology</td>
<td>4.0</td>
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<tr>
<td>MAAP1128</td>
<td>Domestic Refrigerator Technology</td>
<td>1.5</td>
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<tr>
<td>MAAP1130</td>
<td>Domestic Refrigerator Mechanical Systems</td>
<td>8.0</td>
</tr>
<tr>
<td>MAAP1132</td>
<td>Domestic Refrigerator Sealed Systems</td>
<td>8.5</td>
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<tr>
<td>MAAP1150</td>
<td>Introduction to Major Appliance Technology</td>
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</tr>
<tr>
<td>INFO1000</td>
<td>Computer Essentials</td>
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</tr>
</tbody>
</table>

66.5 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 4 for complete list.

(One class from each area below.)

ORAL COMMUNICATIONS 4.5
SOCIAL SCIENCE 4.5
ECON1200 Personal Finance 9.0 hours

Manufacturing Engineering Technology

✓ Associate of Applied Science Degree ✓ Certificate

TYPES OF JOBS AVAILABLE:
• Product designer
• Engineering coordinator
• Machine designer
• Operations manager
• Field engineer
• CNC programmer

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>MACH1241</td>
<td>Machinery's Handbook</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT1250</td>
<td>Industrial Drafting II</td>
<td>3.5</td>
</tr>
<tr>
<td>MFGT1333</td>
<td>Applied Hydraulics &amp; Pneumatics</td>
<td>7.0</td>
</tr>
<tr>
<td>MFGT1350</td>
<td>Basic Computer Aided Drafting</td>
<td>3.0</td>
</tr>
<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>
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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>
</tr>
<tr>
<td>MFGT1450</td>
<td>Advanced Computer Aided Drafting</td>
<td>1.5</td>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>MFGT2668</td>
<td>Design and Production Problems</td>
<td>3.5</td>
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</table>

Please note: A grade of “C” or higher is required in all prerequisite courses.
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>MFGT2670</td>
<td>Autodesk Inventor</td>
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<tr>
<td>MFGT2672</td>
<td>Mechanisms</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT2680</td>
<td>Solid Works</td>
<td>1.5</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>General Education Requirements</strong></td>
<td><strong>115.0 hours</strong></td>
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</table>

**MEDICAL ASSISTING 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>MEDA1102</td>
<td>Administrative Medical Assisting</td>
<td>2.0</td>
</tr>
<tr>
<td>OFTT1710</td>
<td>Word Applications I</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDA1204</td>
<td>First Aid</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1201</td>
<td>Medical Terminology II</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1202</td>
<td>Communication in Allied Health</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDA1203</td>
<td>Medical Law, Ethics &amp; Bioethics for the Medical Office Employee</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1205</td>
<td>Exam Room I</td>
<td>2.5</td>
</tr>
<tr>
<td>MEDA1406</td>
<td>Basic Pharmacology</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1407</td>
<td>Medical Calculations</td>
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</tr>
<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>
<td>1.0</td>
</tr>
<tr>
<td>MEDT1171</td>
<td>Basic Urinalysis &amp; Microbiology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT1181</td>
<td>Basic Hematology for the Office Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT1191</td>
<td>Basic Hematology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>OFTT2440</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
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<tr>
<td>OFFT2650</td>
<td>Computerized Medical Management</td>
<td>3.0</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>
<tr>
<td>MEDA1404</td>
<td>Medical Diseases</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDA1405</td>
<td>Insurance for the Medical Office</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>Medical Assisting Courses</strong></td>
<td><strong>70.0 hours</strong></td>
</tr>
</tbody>
</table>

**INTelligent Machine Integration Certificate:**

This certificate is for individuals who already have an associate's degree or higher in Machine Tool Technology or Manufacturing Engineering Technology and wish to earn a certificate in Intelligent Machine Integration. Classes will cover automation and advanced CNC concepts for manufacturing environments that are becoming more computer- and network-driven.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>THNC2100</td>
<td>Manufacturing Windows Operating Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>THNC2120</td>
<td>Manufacturing Networking Fundamentals</td>
<td>6.0</td>
</tr>
<tr>
<td>THNC2130</td>
<td>Manufacturing Automation and Integration</td>
<td>6.0</td>
</tr>
<tr>
<td>THNC2140</td>
<td>Advanced CNC Machining Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>THNC2150</td>
<td>Partners In THNC Applications</td>
<td>2.0</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>Certificate: 22.0 hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Medical Assisting**

**Diploma**

**Types of Jobs Available:**
Graduates work in offices and clinics of physicians, podiatrists, chiropractors, optometrists and other specialties. 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. Southeast Community College, in cooperation with Central Community College, provides an opportunity for students to earn an associates degree in Medical Assisting.

**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.

**Course List for General Education Requirements on page 4.**
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 4 for complete list.

WRITTEN COMMUNICATIONS
ENGL1010 Composition I 4.5

COMPUTER TECHNOLOGY
BSAD1010 Microsoft Applications I 4.5

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 higher 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 associate degree in Health Information Technology or a diploma in Medical Coding. If interested see the Academic Transfer program or contact Linda Delgado at 402-437-2753, ldelgado@southeast.edu or the Admissions Office on the Lincoln Campus.

Medical Laboratory Technology

✓Associate of Applied Science Degree

TYPES OF JOBS AVAILABLE:
- Medical laboratory technician performing general tests in various clinical laboratory settings, including blood banking, chemistry, hematology, immunology and microbiology. MLTs perform tests that aid in the diagnosis and treatment of disease.

Program graduates attain employment in a variety of settings, such as hospitals, clinics, physician offices, private and public health institutions, pharmaceutical laboratories, and animal clinics.

Graduates work in small and large facilities throughout Nebraska and neighboring states. Many continue their education and earn a Bachelor’s degree in Clinical Laboratory Science/Medical Technology.

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 the national certification examination offered by the American Society for Clinical Pathology Board of Certification, and may 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
402-437-2760, 800-642-4075 x2760, jbible@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, 5600 N. River Road, Suite 720, Rosemont, IL 60018, 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>
</tr>
</thead>
<tbody>
<tr>
<td>LBST1421</td>
<td>Survey of Chemistry</td>
<td>3.0</td>
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<td>LBST1422</td>
<td>Survey of 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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<tr>
<td>MEDT1101</td>
<td>Clinical Laboratory Procedures</td>
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<tr>
<td>LBST1221</td>
<td>Introduction to Microbiology</td>
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<td>LBST1231</td>
<td>Introduction to Microbiology Lab</td>
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<tr>
<td>LBST1112</td>
<td>Analytical Chemistry for Technicians I</td>
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<tr>
<td>LBST1131</td>
<td>Analytical Chemistry for Technicians I Laboratory</td>
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<td>MEDT2101</td>
<td>Medical Laboratory Measurements</td>
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<tr>
<td>MEDT1100</td>
<td>Procedures in Phlebotomy</td>
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<tr>
<td>MEDT1301</td>
<td>Clinical Microbiology I</td>
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<td>MEDT1311</td>
<td>Clinical Microbiology I Laboratory</td>
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<td>MEDT1321</td>
<td>Hematology I</td>
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<td>MEDT1331</td>
<td>Hematology I Laboratory</td>
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</tr>
<tr>
<td>MEDT1401</td>
<td>Clinical Microbiology II</td>
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<tr>
<td>MEDT1411</td>
<td>Clinical Microbiology II Laboratory</td>
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<tr>
<td>MEDT1221</td>
<td>Hematology II</td>
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<td>MEDT1431</td>
<td>Hematology II Laboratory</td>
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<tr>
<td>LBST2125</td>
<td>Instrumental Analytical Chemistry</td>
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<tr>
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<td>Instrumental Analytical Chemistry Laboratory</td>
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<td>MEDT2501</td>
<td>Urinalysis</td>
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<tr>
<td>MEDT2511</td>
<td>Urinalysis Laboratory</td>
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<tr>
<td>MEDT2521</td>
<td>Immunohematology I</td>
<td>1.0</td>
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<tr>
<td>MEDT2531</td>
<td>Immunohematology I Laboratory</td>
<td>1.0</td>
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<td>MEDT2541</td>
<td>Clinical Chemistry I</td>
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<td>MEDT2551</td>
<td>Clinical Chemistry I Laboratory</td>
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<tr>
<td>MEDT2561</td>
<td>Immunology</td>
<td>2.0</td>
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<td>MEDT2581</td>
<td>Hemostasis</td>
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<td>MEDT2582</td>
<td>Immunology/Hemostasis Laboratory</td>
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<td>MEDT2601</td>
<td>Parasitology</td>
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<td>Parasitology Laboratory</td>
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<td>MEDT2621</td>
<td>Immunohematology II</td>
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MEDT2631 Immunochemistry Laboratory 1.0
MEDT2641 Clinical Chemistry II 2.5
MEDT2651 Clinical Chemistry II Laboratory 2.0
MEDT2681 Clinical Chemistry 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
Computer Elective 1.5

100.0 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 4 for complete list.

(One class from each area below.)

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
MATH1150 College Algebra or higher

SCIENCE 6.0
BIOS2130 Human Physiology & Lab

SOCIAL SCIENCE 4.5

24.0 hours

* 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 and/or titers, 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. Flu immunization may be required.

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 LBST1121/1122. BIOS5101/5102 may be substituted for LBST1205/1215.

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...
SOUTHEAST Community College - Nebraska

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>
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<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>Periodic Maintenance and Emission Controls</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></td>
<td>Rideability and Electrical Update with Coop</td>
<td>6.0</td>
</tr>
<tr>
<td>MSTT1147</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

WELD1176 Automotive and Motorcycle Welding 4.0 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 4 for complete list.

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

ORAL COMMUNICATIONS 4.5
WRITTEN COMMUNICATIONS 4.5
SCIENCE
PHYS1150 Descriptive Physics 6.0
Advisor Approved Elective 4.5

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.

Students are also required to wear program shirts while in class or laboratory settings. Shirts are available through the SCC bookstore.

Nondestructive Testing Technology

☑️ Associate of Applied Science Degree

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

Course list for General Education requirements on page 4.
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. Students must attain a grade of "C" or higher in all NDTT courses to receive an AAS Degree.

REQUIRED NDTT COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
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<tbody>
<tr>
<td>NDTT1121</td>
<td>Visual Inspection Methods</td>
<td>4.5</td>
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<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>
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<tr>
<td>NDTT1164</td>
<td>Blueprint Reading &amp; CAD</td>
<td>5.0</td>
</tr>
<tr>
<td>NDTT1236</td>
<td>Electrical &amp; Electronic Fundamentals</td>
<td>5.0</td>
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<tr>
<td>NDTT1255</td>
<td>NDT Methods</td>
<td>10.0</td>
</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>
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<tr>
<td>NDTT1360</td>
<td>Ultrasonics I</td>
<td>7.5</td>
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<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>
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<tr>
<td>NDTT2570</td>
<td>Eddy Current II</td>
<td>10.0</td>
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<tr>
<td>NDTT2652</td>
<td>Ultrasonics II</td>
<td>8.0</td>
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<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>
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<tr>
<td></td>
<td></td>
<td><strong>114.5 hours</strong></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 4 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
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY 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

Occupational Studies

☑ Associate of Occupational Studies Degree
☑ Diploma ☑ Certificate

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 & Manufacturing 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: 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

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

SERVICE TECHNICIAN DIPLOMA

John Deere corporate core classes 22.5
(A as determined by JDU required for Service Technician Master)
General Education courses 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 3.0
(minimum of 1 year work experience)
TOTAL 48.0 hours

SERVICE TECHNICIAN ASSOCIATE'S DEGREE

John Deere University corporate core classes 22.5
(JDU Service Technician-Master standing)
Course list for General Education requirements on page 4.

**General education classes**
22.5

**Corporate core On-The-Job Training**
(9.0 minimum of 3 years work experience)

**Approved electives**
(see approved Electives for AOS-John Deere)
36.0

**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

**TOTAL**
**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
(see approved Electives for AOS-John Deere)
40.5

**TOTAL**
**90.0 hours**

**APPROVED ELECTIVES FOR AOS-JOHN DEERE**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD1010</td>
<td>Microsoft Applications I</td>
<td>4.5</td>
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<tr>
<td>BSAD1020</td>
<td>Microsoft Applications II</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1050</td>
<td>Intro to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1090</td>
<td>Business Law I</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2270</td>
<td>Professional Selling</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2310</td>
<td>Business Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2370</td>
<td>Human Resources</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2430</td>
<td>Marketing Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2520</td>
<td>Principals of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2540</td>
<td>Principals 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>
<td>4.5</td>
</tr>
<tr>
<td>ECON1200</td>
<td>Personal Finance</td>
<td>4.5</td>
</tr>
<tr>
<td>MATH1040</td>
<td>or higher</td>
<td>4.5</td>
</tr>
</tbody>
</table>

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

**Office Professional**

- Associate of Applied Science Degree
- Diploma
- Certificate

**TYPES OF JOBS AVAILABLE:**
- Administrative assistant
- Office manager
- General office clerk
- Medical transcriptionist
- Legal office assistant
- Medical office assistant
- Executive assistant
- Desktop publisher
- Customer service assistant
- Receptionist
- Computer operator

**PROGRAM OVERVIEW**
The program is available on the Lincoln and Beatrice campuses. Students may choose a Certificate focusing on general office or Microsoft Office skills, a Diploma focusing on general office or medical transcription skills, or an Associate of Applied Science degree focusing on administrative, legal or medical office skills.

Graduates are equipped with knowledge of cutting-edge technology and software, a professional attitude, and enhanced skills in the office environment.

You can expect to use traditional office skills on the job as well as new technology. Soft skills such as teaming, ethics, attitude and professional work habits and responsibilities also are covered.

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

**FOR MORE INFORMATION CONTACT:**
Sharon Dexter, Program Co-Chair–Beatrice
402-228-8284, 800-233-5027 x1284, sdexter@southeast.edu

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

Karen Hemsen, Program Chair–Lincoln
402-437-2426, 800-642-4075 x2426, khermsen@southeast.edu

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

**BEATRICE AND LINCOLN CAMPUSES**

**Credit Hours Required for Graduation:**
- Certificate: 39.0
- Diploma: 40.5
- Associate of Applied Science Degree: 110.0

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 higher 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** Beginning Writing
- **ENGL0980** Intermediate 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 higher. 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 Keyboarding I (OFFT1010) and/or 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>Keyboarding I</td>
<td>2.0</td>
</tr>
<tr>
<td>OFFT1020</td>
<td>Keyboarding II</td>
<td>2.0</td>
</tr>
<tr>
<td>OFFT1310</td>
<td>Office Accounting</td>
<td>4.5</td>
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</table>

**AAS OFFICE PROFESSIONAL CORE COURSES:**

<table>
<thead>
<tr>
<th>OFFT1110</th>
<th>Business Communications</th>
<th>4.5</th>
</tr>
</thead>
<tbody>
<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>
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<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>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>
<tr>
<td>OFFT2420</td>
<td>Administrative Procedures II</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2460</td>
<td>Office Simulation</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1020</td>
<td>Microsoft Applications II</td>
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Total: **56.0 hours**

**ADMINISTRATIVE FOCUS COURSES:**

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<tr>
<th>BSAD1050</th>
<th>Introduction to Business (Bea) or OFFT2430 Administrative Office Management (Linc)</th>
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<tbody>
<tr>
<td>OFFT2300</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>
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<tr>
<td>OFFT1740</td>
<td>Desktop Publishing Applications</td>
<td>4.5</td>
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**LEGAL FOCUS COURSES:**

<table>
<thead>
<tr>
<th>BSAD1050</th>
<th>Introduction to Business (Bea) or OFFT2430 Administrative Office Management (Linc)</th>
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<tr>
<td>*OFFT2340</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>
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<tr>
<td>*OFFT1740</td>
<td>Desktop Publishing Applications</td>
<td>4.5</td>
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Total: **31.5 hours**

**LEGAL FOCUS COURSES:**

<table>
<thead>
<tr>
<th>BSAD1050</th>
<th>Introduction to Business (Bea) or OFFT2430 Administrative Office Management (Linc)</th>
<th>4.5</th>
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<tbody>
<tr>
<td>BSAD1050</td>
<td>Business Law I</td>
<td>4.5</td>
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<tr>
<td>BSAD1100</td>
<td>Business Law II</td>
<td>4.5</td>
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<tr>
<td>BSAD2130</td>
<td>Business Ethics</td>
<td>4.5</td>
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<td>BSAD2310</td>
<td>Employment Techniques</td>
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<td>OFFT2200</td>
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<tr>
<td>OFFT2220</td>
<td>Legal Processes I</td>
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<td>OFFT2230</td>
<td>Project Management Applications</td>
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<tr>
<td>OFFT2240</td>
<td>Financial Applications</td>
<td>4.5</td>
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Total: **36.0 hours**

**LEGAL FOCUS COURSES:**

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<tr>
<th>BSAD1050</th>
<th>Introduction to Business (Bea) or OFFT2430 Administrative Office Management (Linc)</th>
<th>4.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD1050</td>
<td>Business Law I</td>
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<tr>
<td>BSAD1100</td>
<td>Business Law II</td>
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</tr>
<tr>
<td>BSAD2130</td>
<td>Business Ethics</td>
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</tr>
<tr>
<td>BSAD2310</td>
<td>Employment Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT2200</td>
<td>Employment Techniques</td>
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</tr>
<tr>
<td>OFFT2220</td>
<td>Legal Processes I</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2230</td>
<td>Project Management Applications</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT2240</td>
<td>Financial Applications</td>
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</tbody>
</table>

Total: **36.0 hours**

**Supplemental Courses:**

**MATH1040** Business Math or higher

**MEDICAL FOCUS COURSES:**

<table>
<thead>
<tr>
<th>BSAD1050</th>
<th>Introduction to Business (Bea) or OFFT2430 Administrative Office Management (Linc)</th>
<th>4.5</th>
</tr>
</thead>
<tbody>
<tr>
<td>*ACCT1200</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>*BIOS1100</td>
<td>Structure and Function of the Human Body or BIOS1210 Anatomy and Physiology (Bea)</td>
<td>6.0</td>
</tr>
<tr>
<td>MEDA1101</td>
<td>Medical Terminology I (Linc) and MEDA1201 Medical Terminology II (Linc)</td>
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<tr>
<td>OFFT1210</td>
<td>Medical Terminology (Bea)</td>
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<tr>
<td>MEDA1203</td>
<td>Medical Law, Ethics, and Bioethics (Linc)</td>
<td>3.0</td>
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<tr>
<td>MEDA1404</td>
<td>Medical Diseases</td>
<td>4.5</td>
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<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>
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<tr>
<td>OFFT2440</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total: **34.5/35.0 hours**

**MATH1040** or BIOS1100 or BIOS1210

**SOCIAL SCIENCE**

| PSYC1250 | Interpersonal Relations                         | 4.5 |

**COMPANY TECHNOLOGY**

| BSAD1010 | Microsoft Applications I                        | 4.5 |

Total: **22.5 hours**

**DIPLOMA CORE COURSES:**

<table>
<thead>
<tr>
<th>OFFT1110</th>
<th>Business Communications</th>
<th>4.5</th>
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<tbody>
<tr>
<td>OFFT1160</td>
<td>Keyboarding III</td>
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</tr>
<tr>
<td>OFFT1170</td>
<td>Keyboarding IV</td>
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<tr>
<td>OFFT1710</td>
<td>Word Applications I</td>
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<tr>
<td>OFFT1720</td>
<td>Word Applications II</td>
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<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>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>
<tr>
<td>OFFT2420</td>
<td>Administrative Procedures II</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2460</td>
<td>Office Simulation</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1020</td>
<td>Microsoft Applications II</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total: **38.0 hours**

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

**GENERAL OFFICE FOCUS:**

<table>
<thead>
<tr>
<th>BSAD1050</th>
<th>Introduction to Business (Bea) or OFFT2430 Administrative Office Management (Linc)</th>
<th>4.5</th>
</tr>
</thead>
<tbody>
<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>
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</table>

**MATH1040** Business Math or higher

Course list for General Education requirements on page 4.
Course list for General Education requirements on page 4.
A flexible schedule on the Milford campus is available. Please contact the program chair for more information.

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.

PARTS MARKETING & MANAGEMENT REQUIREMENTS:
Course offerings and prerequisites will be determined by the program.

DIPLOMA CORE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PDSM1120</td>
<td>Nomenclature I</td>
<td>12.0</td>
</tr>
<tr>
<td>PDSM1131</td>
<td>Aftermarket Cataloging &amp; Obsolescence I</td>
<td>5.5</td>
</tr>
<tr>
<td>PDSM1221</td>
<td>Nomenclature II</td>
<td>4.0</td>
</tr>
<tr>
<td>PDSM1222</td>
<td>Dealership Cataloging &amp; Obsolescence II</td>
<td>6.0</td>
</tr>
<tr>
<td>PDSM1223</td>
<td>Service Writer, Warranty Policies, and Tools</td>
<td>3.0</td>
</tr>
<tr>
<td>PDSM1226</td>
<td>Counter Sales &amp; Operations</td>
<td>2.0</td>
</tr>
<tr>
<td>PDSM1321</td>
<td>Parts Management &amp; Advanced Counter Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>PDSM1325</td>
<td>Merchandising &amp; Advertising</td>
<td>4.0</td>
</tr>
<tr>
<td>PDSM1327</td>
<td>Customer Sales &amp; Relations</td>
<td>3.5</td>
</tr>
<tr>
<td>PDSM1339</td>
<td>Agriculture/Construction Cataloging</td>
<td>6.0</td>
</tr>
<tr>
<td>PDSM1428</td>
<td>Cooperative Education</td>
<td>12.0</td>
</tr>
</tbody>
</table>

ADVISOR APPROVED ELECTIVES:

- BSAD1010 Microsoft Applications I 4.5
- BSAD2270 Professional Selling 4.5
- BSAD2520 Principles of Marketing 4.5
- OFFT1310 Office Accounting 4.5

DIPLOMA GENERAL EDUCATION REQUIREMENTS:

- ENGL1000 Written Communications 4.5
- SPCH1110 Public Speaking 4.5

88.0 hours

A.A.S. CORE CLASSES:
(Diploma classes 88.0)

- BSAD2400 Principles of Retailing 4.5
- BSAD2540 Principles of Management 4.5

A.A.S. ADDITIONAL GENERAL EDUCATION CLASSES:

- MATH1040 Business Math 4.5
- ECON1200 Personal Finance 4.5
- PSYC1250 Interpersonal Relations 4.5

22.5 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.

This SCC Program is Affiliated with ASE

Pharmacy Technician

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

Course list for General Education requirements on page 4.
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 a (C) or higher.

**PHARMACY TECHNICIAN COURSES:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</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>
</tr>
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<td>PHRM1240</td>
<td>Pharmacy Law &amp; Ethics</td>
<td>3.0</td>
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<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:**

Take one general education course from each category below. See page 4 for complete list.

**ORAL COMMUNICATIONS** 4.5

**WRITTEN COMMUNICATIONS** 4.5

**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.

**Physical Therapist Assistant**

☑️ Associate of Applied Science Degree

**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: 109.5

"Southeast Community College has been granted Candidate for Accreditation status 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; email: accreditation@apta.org). Candidacy is not an accreditation status nor does it assure eventual accreditation. Candidate for Accreditation is a pre-accreditation status of affiliation with the Commission on Accreditation in Physical Therapy Education that indicates the program is progressing toward 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

MATHEMATICS
*MATH1150  College Algebra  4.5

SCIENCE
*BIOS1140  Human Anatomy w/Lab  6.0
*BIOS2130  Human Physiology w/Lab  6.0

SOCIAL SCIENCE
*PSYC1810  Introduction to Psychology  4.5

*Meets the General Education Requirement.

All prerequisite or additional courses must have been taken within the last five years. They may be taken at SCC or at any accredited college or university and must meet SCC requirements for course transfer.

SPECIAL PROGRAM REQUIREMENTS:
1) High school graduate or GED;
2) Health Statement completed
3) Ten hours of job shadowing and submission of a program-provided job shadow information form.
4) Current CPR required prior to PTAS1301.
5) All courses must be passed with a minimum grade of C+ to progress in the program, and all PTAS classes must be taken in sequence.
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.
7) 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>
<td>4.5</td>
</tr>
<tr>
<td>PTAS1101</td>
<td>Kinesiology with Lab for PTA</td>
<td>6.0</td>
</tr>
<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>
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</table>

70.0 hours

ADDITIONAL COURSES:
HMRS1320  Multicultural Competency  4.5
MEDA1101  Medical Terminology I        2.0
MEDA1201  Medical Terminology II       2.0

9.5 hours

Polysomnographic Technology

TYPES OF JOBS AVAILABLE:
Polysomnographic technologists 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 technologist can work in two areas of sleep medicine; diagnostics or research. The Polysomnographic technologist can work in a hospital based sleep center or in an independent sleep center. Because most people sleep at night, the technologist 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 a two-quarter (6 months) program for a full-time student 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 240 contact hours of lab/clinical education. Clinical and laboratory work will be completed in an approved local sleep center. Sleep centers approval and contracts will be complete on an individual bases.

Students complete 18 credit hours of didactic and clinical experience over two quarter terms. The program is offered online.

Course list for General Education requirements on page 4.
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 a two-day workshop.

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

FOR MORE INFORMATION CONTACT:
Jamie Hosler, Program Director
402-437-2782 or 800-643-4075, x2782, jhosler@southeast.edu
Or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075, x2600

LINCOLN CAMPUS
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 Technologist.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>PSGT1000</td>
<td>Polysomnography I</td>
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<td>PSGT1010</td>
<td>Polysomnography Lab</td>
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<tr>
<td>PSGT1020</td>
<td>Polysomnography Fundamentals</td>
<td>4.0</td>
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<tr>
<td>PSGT2000</td>
<td>Polysomnography II</td>
<td>2.0</td>
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<td>PSGT2010</td>
<td>Polysomnography II Lab</td>
<td>1.0</td>
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<tr>
<td>PSGT2020</td>
<td>Seminar Review</td>
<td>1.0</td>
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<tr>
<td>PSGT2030</td>
<td>Clinical Education</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>18.0 hours</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 4 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 Respiration or RN 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 (C+) must be maintained in all courses in order to progress through the program.
7. 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.

Practical Nursing

Diploma

TYPES OF JOBS AVAILABLE:
- Licensed practical nurse

Graduates are eligible to apply to take the National Council of Nursing Licensure Examination and apply for licensure in their state of choice. 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
BEATRICE AND LINCOLN CAMPUSES

This program is accredited by the National League for Nursing Accrediting Commission, 3343 Peachtree Road NE, Suite 500 Atlanta, Georgia 30326, www.nlnac.org

Credit Hours Required for Graduation: 75.5

PRACTICAL NURSING DIPLOMA COURSES:
All program nursing courses must be taken in sequence. Courses marked (*/**) may be taken prior to entering the program. **Students planning to continue into an RN program should select alternate courses that will apply to both programs. To continue to an RN program students should take Anatomy and Physiology courses with lab.

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 4 for complete list. (One class from each area below.)

WRITTEN COMMUNICATIONS 4.5
ENGL1000 Written Communications or ENGL1010 Composition I

SCIENCE 4.5
FSDT1350 Nutrition 9.0 hours

OTHER COURSES TO IMPROVE SUCCESS IN THE PROGRAM:
Math, Medical Terminology, Computer Literacy, Human Relations, First Aid.

Special program requirements:
1. Must have taken a basic nursing assistant course and be on the Nebraska Registry for nursing assistants
2. Specific immunizations and current CPR-Healthcare Provider level.

3. A “C+” must be achieved in all courses to progress in the program.
4. Anatomy and Physiology courses must be taken within 5 years of admission.
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.

Professional Truck Driver Training

✔ Certificate

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>
</tr>
</thead>
<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.

Radiologic Technology

Associate of Applied Science Degree

TYPES OF JOBS AVAILABLE:
- Radiologic technologists work in a variety of settings, including hospitals, clinics, doctors’ offices, and private/governmental institutions. Graduates are eligible to work in any state in the nation once they have earned their board certification and attained necessary state licensure.

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/Co-Chair
402-437-2777 or 800-642-4075, x2777, kfindley@southeast.edu

Tracy Buch, Distance Learning Coordinator/Co-Chair
402-437-2779 or 800-642-4075, x2779, tbuch@southeast.edu

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

LINCOLN CAMPUS
This program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606, 312-704-5300, www.jrcert.org

Credit Hours Required for Graduation: 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+ PRIOR to entry into the Program. All Radiography Program courses must also be completed with a minimum grade of C+. If a student receives less than a C+ in any Radiography Program course, the student is dismissed and may not be accepted 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.

PREREQUISITE COURSES:

- Human Anatomy and Human Physiology with a lab (two terms required) *
- Concept-based or technical physics with a lab

*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.
### 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.

### SPECIAL PROGRAM REQUIREMENTS

- CPR for Health Care Providers (or Professional Rescuer) certification is required prior to entrance into the program.
- Health statement with required immunizations prior to entrance into the program:
  - Tetanus
  - MMR (measles, mumps, rubella)
  - Hepatitis B (Hepatitis B) Series of 3.
  - Negative Tuberculosis Skin test (in the event a student has a positive TB skin test a negative TB chest x-ray is required).
  - Heptavax (Hepatitis B) Series of 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.
- Computer skills are necessary. It is highly suggested for students lacking in this area to enroll in a computer technology course.

### ADVANCED STANDING

Advanced standing students may have the Program prerequisites waived prior to program eligibility but are required to complete all general education courses according to college policy. These courses may be transferred from another accredited institution or they may be taken at SCC during the program; they must be completed by graduation from the Program.

### Respiratory Care

**Associate of Applied Science Degree**

### 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 for Respiratory Care (www.coarc.com) 1248 Harwood Road, Bedford, Texas 76021-4244, (817) 283-2835, www.coarc.com

**Credit Hours Required for Graduation:** 121.0

### PROGRAM PREREQUISITES:

(May be transferred or earned at SCC. 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.
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>
<td>4.5</td>
</tr>
<tr>
<td>RESP1112</td>
<td>Respiratory Care Procedures I</td>
<td>5.5</td>
</tr>
<tr>
<td>RESP1113</td>
<td>Respiratory Pharmacology</td>
<td>4.5</td>
</tr>
<tr>
<td>RESP1114</td>
<td>Patient Care Principles</td>
<td>4.5</td>
</tr>
<tr>
<td>RESP1121</td>
<td>Cardiopulmonary Pathology</td>
<td>4.5</td>
</tr>
<tr>
<td>RESP1122</td>
<td>Respiratory Care Procedures II</td>
<td>6.5</td>
</tr>
<tr>
<td>RESP1126</td>
<td>Respiratory Care Professions I</td>
<td>2.0</td>
</tr>
<tr>
<td>RESP1129</td>
<td>Clinical Education II 1.0</td>
<td></td>
</tr>
<tr>
<td>RESP1131</td>
<td>Cardiopulmonary Diagnostics</td>
<td>4.0</td>
</tr>
<tr>
<td>RESP1132</td>
<td>Mechanical Ventilation</td>
<td>6.5</td>
</tr>
<tr>
<td>RESP1139</td>
<td>Clinical Education III 3.0</td>
<td></td>
</tr>
<tr>
<td>RESP1143</td>
<td>Neonatal &amp; Pediatric Respiratory Care</td>
<td>5.0</td>
</tr>
<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>
</tr>
<tr>
<td>RESP1149</td>
<td>Clinical Education IV</td>
<td>5.0</td>
</tr>
<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>
</tr>
<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>
</tr>
<tr>
<td>RESP2267</td>
<td>Clinical Simulations Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>RESP2268</td>
<td>Seminar Review</td>
<td>4.0</td>
</tr>
<tr>
<td>RESP2269</td>
<td>Clinical Education VI</td>
<td>8.0</td>
</tr>
</tbody>
</table>

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.
3. Completed Health Statement
4. All RESP courses must be passed with a minimum grade of (C+) to progress through the program. If a C+ 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.
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. Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. Contact the State Licensing Board if there are questions.

Surgical Technology

TYPES OF JOBS AVAILABLE:
Surgical Technologists are allied health professionals, who are an integral part of the surgical team. The surgical technologist’s primary responsibilities are maintaining the sterile field, handing instruments, providing sterile items, anticipating the needs of the team and assisting the surgeon during surgery.

The job outlook for the surgical technologist remains positive. Their main role is to work in the operating room of a hospital, surgery center, specialty center or doctor’s office. Other jobs may include surgery scheduler, materials manager, clinical preceptor, education coordinator, tissue/organ procurement technologist, private scrub for a surgeon, sterile processing manager, medical sales representative, surgical first assistant, traveling surgical technologist, clinical instructor, program director, and labor and delivery surgical technologist.

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.caahep.org, ARC-ST, 6 West Dry Creek Circle, Suite 210, Littleton, CO 80120-8031, 303-694-9262

Credit Hours Required for Graduation: 105.0

All General Education Requirements and additional required courses must be completed with a grade of C or higher 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 4 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:

COURSE # COURSE TITLE CREDIT HRS
SURT1600 Orientation to Surgical Technology 2.0
SURT1601 Techniques of Surgical Asepsis 3.0
SURT1603 Fundamentals of Surgical Technology I 4.0
SURT1604 Concepts of Surgical Procedures 2.0
SURT1701 Clinical Orientation 4.0
SURT1704 Surgical Procedures & Techniques I 6.0
SURT1705 Principles of Surgical Technology 4.0
SURT1803 Fundamentals of Surgical Technology II 2.0
SURT1804 Surgical Procedures & Techniques II 5.0
SURT1810 Clinical Education I 7.0
SURT2904 Surgical Procedures & Techniques III 5.0
SURT2907 Senior Seminar 2.0
SURT2909 Correlated Patient Study 2.5
SURT2910 Clinical Education II 8.0
SURT2920 Advanced Clinical Studies 5.0
SURT2930 Clinical Education III 4.5

66.0 hours

SPECIAL PROGRAM REQUIREMENTS:

1. Student must have a health statement, a current healthcare provider CPR card and TB test prior to entering the clinical portion of the program. Each must remain current throughout the program.

2. All SURT courses must be passed with a C+.

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.

Visual Publications

Associate of Applied Science Degree
Diploma
Certificate

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
- Offset Printing Focus: 28.0

VPUB CORE COURSES:

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

93.0 hours

Please note: All VPUB courses must be passed with a “C” to progress through the 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 4 for complete list.

9.0 hours

ORAL COMMUNICATIONS  4.5
WRITTEN COMMUNICATIONS  4.5

1.5 hours

COMPUTER TECHNOLOGY
BSAD1010  Microsoft Applications I OR INFO1010  Computer Literacy  4.5

22.5 hours

MATHEMATICS  4.5
SOCIAL SCIENCE  4.5

39.0 hours

DIGITAL PUBLISHING DIPLOMA:
VPUB1110  Publishing Concepts  4.5
VPUB1111  Platform Manipulation  4.5
VPUB1112  Elements of Design  4.5
VPUB1121  Photoshop I  4.5
VPUB1122  Page Layout I  4.5
VPUB1132  Page Layout II  4.5
VPUB1134  Web Design I  4.5
VPUB2242  Computer Illustration I  4.5
OFFT2000  Employment Techniques  3.0

23.0 hours

GENERAL EDUCATION REQUIREMENTS:
Written Communications  4.5
(choose one class from one of the areas below)
Mathematics  4.5
Social Science  4.5

9.0 hours

CERTIFICATE:
Digital Publishing Focus:
VPUB1110  Publishing Concepts  4.5
VPUB1111  Platform Manipulation  4.5
VPUB1121  Photoshop I  4.5
VPUB1122  Page Layout I  4.5
VPUB1132  Page Layout II  4.5
VPUB1134  Web Design I  4.5

27.0 hours

GENERAL EDUCATION REQUIREMENTS:
Written Communications  4.5

4.5 hours

Certification

Offset Printing Focus:
VPUB1110  Publishing Concepts  4.5
VPUB1111  Platform Manipulation  4.5
VPUB1120  Design to Production  4.5
VPUB1133  Creative Troubleshooting  2.0
VPUB2260  Design Fieldwork  4.5
OFFT2000  Employment Techniques  3.0

23.0 hours

GENERAL EDUCATION REQUIREMENTS:
Mathematics  4.5

4.5 hours

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.

A flexible schedule on the Milford campus is available. Please contact the program chair for more information.

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:
Mark Hawkins, Program Co-Chair-Lincoln  402-437-2694, 800-642-4075 x2694, mhawkins@southeast.edu
Dan Zabel, Program Co-Chair-Lincoln  402-437-2692, 800-642-4075 x2692, dzabel@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
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>
<thead>
<tr>
<th>COURSE #:</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2100</td>
<td>Introduction to Literature</td>
<td>B/L</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Prerequisite:** ENGL1010 or permission of instructor.

Introduction to the major genres and conventions associated with literature. Includes fiction, poetry, drama, and memoir. By employing critical reading/thinking skills and analytical and creative writing skills, students will understand literature more fully. Exposure to a range of authors representing a variety of cultural and ethnic backgrounds.

*Please note that those courses with a zero (0) as the first digit of the course number are designated as developmental and may not be used to fulfill degree requirements. Example ENGL 0810.*

= A little computer icon is visible for courses available online.
SOUTHEAST Community College - Nebraska

COURSE DESCRIPTIONS

ACCT Accounting
ACFS Academic Foundation
AGRI Agriculture Business & Management
ANTH Anthropology
ARCH Architectural-Engineering Technology
ARTS Art
ASEP General Motors ASEP
ASST Ford ASSET
AUTB Auto Collision Repair Technology
AUTT Automotive Technology
BIOS Bioscience
BSAD Business Administration
CAPP Chrysler CAP
CHEM Chemistry
CNST Building Construction Technology
CRIM Criminal Justice
DENT Dental Assisting
DESL Diesel Technology
DRAF Computer Aided Design Drafting
ECED Early Childhood Education
ECON Economics
EDUC Education
EIGN Graphic Design
ELEC Electrical & Electromechanical Technology, Electronic Systems Technology
ELET Electrician Construction - IBEW Option
EMTL Emergency Medical Services/Paramedic
ENER Energy Generation Operations
ENGL English
ENGR Engineering
ENTR Entrepreneurship
ESLX English as a Second Language
EVOM Event-venue operations management
FINA Financial Services
FIRE Fire Protection Technology
FSDT Food Service/Hospitality
GEOG Geography
GEOL Geology
GERM German
GLST Global Studies
HIMS Health Information Medical Services
HIST History
HLTH Health
HMRS Human Services
HORT Horticulture
HUMS Humanities
HVAC Heating, Ventilation, Air Conditioning & Refrigeration Technology
INFO Computer Information Technology, Computer Programming Technology
INSU Insurance
JDAT John Deere Tech
JDCE Deere Construction & Forestry Equipment Tech
JOUR Journalism
LABT Laboratory Science Technology
LIBR Library Science
LPNS Practical Nursing
LSCE Land Surveying/Civil Engineering Technology
LTCM Long-Term Care Administration
MAAP Major Appliance Professional Technology
MACH Machine Tool Technology
MATH Math
MEDA Medical Assisting
MEDT Medical Laboratory Technology
MFGT Manufacturing Engineering Technology
MSTT Motorcycle, ATV & Personal Watercraft Technology
MUSC Music
NDTT Nondestructive Testing Technology
NURA Nursing Assistant
NURS Associate Degree Nursing
OFFT Office Professional
OSJD Occupational Studies John Deere
PDSM Parts Marketing & Management
PHED Physical Education
PHIL Philosophy
PHOT Photography
PHRM Pharmacy Technician
PHYS Physical Sciences
POLS Political Science
PSGT Polysomnographic Technology
PSYC Psychology
PTAS Physical Therapist Assistant
RADA Radiologic Technology
RESL Religious Studies
RESP Respiratory Care
SIGN Sign Language
SOCI Sociology
SPAN Spanish
SPCH Speech
SURG Surgical Technology
THEA Theatre
THNC Intelligent Machine Integration
TRUK Professional Truck Driver Training
VPUH Visual Publications
WELD Welding Technology
SPECIAL AND INDIVIDUALIZED COURSES

Special Topics Course (numbered 2799 with program prefix), are one-time course offerings that cover a specific topic that cannot 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 outlines.

Individual Special Topic (numbered 2999 with program prefix), 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.

ACCT • ACCOUNTING

ACCT1200 Principles of Accounting I B/L/M 45 - 4.5
Prerequisite: Accounting Competency recommended.
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 B/L/M 45 - 4.5
Prerequisite: ACCT1200.
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 analyzing accounting data for management decision making, and analyzing and interpreting financial statements.

ACCT2050 Payroll Accounting B/L/M 30 - 3
Prerequisite: ACCT1200.
This course is designed to provide introductory knowledge of payroll accounting principles, concepts, and practices. Included topics are the payroll cycle, payroll tax regulations, payroll calculations, payroll transactions, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business.

ACCT2130 Intermediate Accounting I B/L/M 45 - 4.5
Prerequisite: ACCT1210.
This course is a continuation of ACCT1210. Intermediate Accounting I includes accounting for manufacturing businesses, cost accounting, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business.

ACCT2230 Computerized Accounting B/L/M 45 - 4.5
Prerequisites: ACCT1210 and BSA1010.
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.

ACFS • ACADEMIC FOUNDATIONS

ACFS0800 Student Success B/L/M 30 - 3
Prerequisite: Accounting Competency recommended.
This course offers students an array of strategies to help them succeed in college.

ACFS0890 Freshman Seminar B/L/M 15 - 1.5
Prerequisite: Accounting Competency recommended.
This course is designed to assist students in making decisions about academic and career goals based on their personal interests, skills, and values. The course will also focus on an array of skills that college students need to be successful.

ACFS1020 Academic and Career Skills for Success B/L/M 25 - 2.5
Prerequisite: Accounting Competency recommended.
This course is designed to assist students in making decisions about academic and career goals based on their personal interests, skills, and values. The course will also focus on an array of skills that college students need to be successful.

ACFS1010 Academic & Career Development L/M 25 - 2.5
Prerequisite: Accounting Competency recommended.
This course is designed to assist students in making decisions about academic and career goals based on their personal interests, skills, and values. The course will also focus on an array of skills that college students need to be successful.

ACFS2020 Career Development L/M 25 - 2.5
Prerequisite: Accounting Competency recommended.
This course is designed to assist students in making decisions about academic and career goals based on their personal interests, skills, and values. The course will also focus on an array of skills that college students need to be successful.

AGRI • AGRICULTURE BUSINESS & MANAGEMENT

AGRI1000 Introduction to Agriculture and Horticulture Technologies B/L/M 45 - 4.5
Prerequisites: Accounting Competency recommended.
This course is designed to assist students in making decisions about academic and career goals based on their personal interests, skills, and values. The course will also focus on an array of skills that college students need to be successful.

AGRI1106 Electric & Gas Welding B/L/M 15 - 3
Prerequisite: Accounting Competency recommended.
This course is designed to assist students in making decisions about academic and career goals based on their personal interests, skills, and values. The course will also focus on an array of skills that college students need to be successful.

AGRI1108 Agribusiness Careers B/L/M 45 - 4.5
Prerequisite: Accounting Competency recommended.
This course is designed to assist students in making decisions about academic and career goals based on their personal interests, skills, and values. The course will also focus on an array of skills that college students need to be successful.

AGRI1110 Crop & Food Science B/L/M 45 - 4.5
Prerequisite: Accounting Competency recommended.
This course is designed to assist students in making decisions about academic and career goals based on their personal interests, skills, and values. The course will also focus on an array of skills that college students need to be successful.

AGRI1125 Basic Ag Leadership B/L/M 45 - 4.5
Prerequisite: Accounting Competency recommended.
This course is designed to assist students in making decisions about academic and career goals based on their personal interests, skills, and values. The course will also focus on an array of skills that college students need to be successful.

AGRI1135 Basic Ag Leadership B/L/M 45 - 4.5
Prerequisite: Accounting Competency recommended.
This course is designed to assist students in making decisions about academic and career goals based on their personal interests, skills, and values. The course will also focus on an array of skills that college students need to be successful.
<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>AGRI1171</td>
<td>Ag Technology</td>
<td>B</td>
<td>21</td>
<td>27</td>
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<tr>
<td></td>
<td>Introduction to electronic spreadsheets for solving agricultural problems with emphasis on logical and systematic decision making. Preparation for computer use in subsequent courses.</td>
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<tr>
<td>AGRI1177</td>
<td>Companion Animals</td>
<td>B 45</td>
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<td></td>
<td>Principles and practices for the life cycle and care of companion animals which may include nutrient regimen, breed identification, various infectious and non-infectious disease diagnostics and treatment, anatomy, physiology, parasitic life cycles and internal and external identification, medication requirements for certain problems and the importance of companion animals in contemporary society.</td>
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<tr>
<td>AGRI1195</td>
<td>Advanced Electric and Gas Welding</td>
<td>B</td>
<td>15</td>
<td>30</td>
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<tr>
<td></td>
<td>Prerequisite: AGRI1116 or instructor permission.</td>
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<tr>
<td>AGRI1205</td>
<td>Enterprise Analysis</td>
<td>B 45</td>
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<td></td>
<td>Study of record keeping techniques and processes for horticulture, crop, and livestock production units. Manual and computerized record keeping techniques for production operations used to determine alternatives, effective and efficient cash flow operations and cost accounting with the least amount of additional training.</td>
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<tr>
<td>AGRI1211</td>
<td>Agriculture Marketing</td>
<td>B 45</td>
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<td>4.5</td>
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<tr>
<td></td>
<td>Introduction to utilization of marketing alternatives in pricing agricultural products. Emphasis on sources of fundamental and technical information, charting, developing local basis estimates and computing hedges.</td>
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<tr>
<td>AGRI1216</td>
<td>Agribusiness Management</td>
<td>B 45</td>
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<td></td>
<td>Introduction to management principles in agribusiness. Management simulation and computer systems illustrate the decision-making process.</td>
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<tr>
<td>AGRI1218</td>
<td>Basic Farm Engines</td>
<td>B 30</td>
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<td></td>
<td>Principles of operation and care of diesel, gasoline and LP gas engines. P arts identification and analysis of engine and parts failure. Tune-up of engines and familiarity with overhaul procedures.</td>
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<tr>
<td>AGRI1221</td>
<td>Livestock Nutrition</td>
<td>B 60</td>
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<td></td>
<td>Prerequisite: AGRI1141 or instructor permission.</td>
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<tr>
<td>AGRI1225</td>
<td>Advanced Ag Business Management</td>
<td>B 45</td>
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<td>4.5</td>
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<tr>
<td></td>
<td>Methods of selection and evaluation of live animals and carcasses. Training in selection of replacement breeding animals of economic importance. Purchasing slaughter animals and carcasses for primal cuts within the meat industry.</td>
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<tr>
<td>AGRI1258</td>
<td>Introduction to Meats</td>
<td>B 45</td>
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<td>4.5</td>
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<td></td>
<td>Identification and grading of retail and wholesale cuts of meat of swine, beef and sheep, with emphasis on economic and nutritional value. Carcass grading and processing is covered.</td>
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<tr>
<td>AGRI1272</td>
<td>Intermediate Live Animal Selection</td>
<td>B 8</td>
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<td></td>
<td>Prerequisite: AGRI1257.</td>
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<tr>
<td>AGRI2202</td>
<td>Advanced Ag Business Management</td>
<td>B 51</td>
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<td></td>
<td>Study of business management systems within the total business operation. Methods of acquiring financial resources for agricultural or any business such as purchasing, leasing, and contractual agreements. Includes developing cash flow, income balance sheets, partial budgets, and developing and utilizing a management plan.</td>
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<tr>
<td>AGRI2204</td>
<td>Agribusiness Intern Seminar I</td>
<td>B 45</td>
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<td>4.5</td>
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<td></td>
<td>Guidelines for agribusiness internship. Applying and interviewing for placement, basic preparation for the specific internship experience and the process to be used for supervision and evaluation on the job.</td>
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<tr>
<td>AGRI2212</td>
<td>Ag Machinery Maintenance</td>
<td>B 6</td>
<td>90</td>
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<td></td>
<td>Study of engines, hydraulics and power trains for use in maintenance of agriculture machinery. Proper maintenance, adjustment, operation and minor repair of agricultural power machinery.</td>
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<tr>
<td>AGRI2219</td>
<td>Pesticide Certification</td>
<td>B 28</td>
<td>20</td>
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<td></td>
<td>Study of the current laws and regulations as they affect the commercial application of pesticides. Serves as preparation for the Nebraska Commercial Pesticide Applicators Examination.</td>
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<tr>
<td>AGRI2220</td>
<td>Ag Chemicals &amp; Equipment Application</td>
<td>B 23</td>
<td>73</td>
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<tr>
<td></td>
<td>Pre/co-requisite: AGRI1153.</td>
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<tr>
<td>AGRI2222</td>
<td>Agriculture Analysis</td>
<td>B 21</td>
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<td></td>
<td>Prerequisite: AGRI1153 or AGRI2223.</td>
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<tr>
<td>AGRI2223</td>
<td>Principles of Livestock Feeding</td>
<td>B 23</td>
<td>25</td>
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<td></td>
<td>Practical course in equipment use, testing procedures and analysis interpretation. Testing in areas of soil, forages, feed stuffs and water.</td>
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<tr>
<td>AGRI2225</td>
<td>Advanced Leadership Skills</td>
<td>B 30</td>
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<td>Prerequisite: AGRI1224 or permission.</td>
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<tr>
<td>AGRI2226</td>
<td>Grain Management</td>
<td>B 45</td>
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<tr>
<td></td>
<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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<tr>
<td>AGRI2227</td>
<td>Animal Health</td>
<td>B 45</td>
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<tr>
<td></td>
<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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<tr>
<td>AGRI2230</td>
<td>Advanced Beef Cattle Production</td>
<td>B 45</td>
<td></td>
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<tr>
<td></td>
<td>Study of profitable beef production. Consolidates swine production, marketing, meat processing and sales to consumers of pork products.</td>
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<tr>
<td>AGRI2231</td>
<td>Range &amp; Forage Management</td>
<td>B 45</td>
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<tr>
<td></td>
<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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<tr>
<td>AGRI2256</td>
<td>Advanced Cattle Production</td>
<td>B 45</td>
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<tr>
<td></td>
<td>Study of profitable sheep production. I issues facing sheep producers and lamb feeders as a national industry working toward common goals.</td>
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<tr>
<td>AGRI2257</td>
<td>Animal Breeding</td>
<td>B 66</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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</tbody>
</table>

**COURSE DESCRIPTIONS**

SOUTHEAST Community College - Nebraska
AGRI2258 Livestock Ultrasound Technology B 25 23 3
Prerequisites: AGRI2231 and AGRI1257.
Principles and technology of the use of ultrasound and supporting computer analysis software as it pertains to livestock.

AGRI2265 Irrigation & Water Management B 42 54 6
Prerequisite: AGRI1913.
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.

AGRI2267 Advanced Marketing B 45 - 4.5
Prerequisite: AGRI1211.
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.

AGRI2272 Advanced Live Animal & Carcass Selection B 8 22 1.5
Prerequisite: AGRI1257.

AGRI2279 Advanced Ag Technology B 45 - 4.5
Prerequisite: AGRI1171 or permission.
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.

AGRI2280 Advanced Crops B 45 - 4.5
Prerequisites: AGRI1131, AGRI1135, AGRI1153.
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.

AGRI2281 Agribusiness Cooperative Internship B - 420 10.5
Prerequisite: Must have completed eight (8) weeks of the internship, or instructor permission.
Instructor supervised on-the-job training to gain experience in an agribusiness operation. Apply skills and principles learned and acquire additional skills for growth and advancement.

AGRI2285 Agribusiness Cooperative Internship Seminar II B 15 - 1.5
Prerequisites: Must register for AGRI2281 and have completed eight (8) weeks of the internship, or instructor permission.
Evaluation of the cooperative experience. Preparation for employment.

AGRI2291 Agribusiness Sales B 45 - 4.5
Prerequisite: Completed 60 credit hours or permission.
Exploration of agribusiness sales. Functions and role of sales representatives. Productive relationships between consumers and sales representatives.

AGRI2795 Special Topics - Cooperatives B 10 - 1.0
Prerequisite: Permission of instructor.
This course is intended for those students with an interest in Ag business. The students will participate in the College Conference on Cooperatives of a similar activity to learn about the history, organization, and modern applications of the Cooperative structure.

AGRI2999 Individual Special Project B - - 5-4.5
Selected educational experiences that provide intensive study in a topic area above and beyond the regular curriculum. Credit hours will vary. Must have permission of instructor and program chair.

ANTH • ANTHROPOLOGY

ANTH1020 Introduction to Cultural Anthropology B/L 45 - 4.5
Introduction to the general topics and theoretical perspectives of cultural anthropology including ethnology, linguistics, applied anthropology, ethnicity, race, political organization, gender, kinship and descent, marriage, and religion.

ANTH1120 General Anthropology B/L 45 - 4.5
A survey of the study of the races, their characteristics, customs, social relationships and work; the cultural and linguistic diversity of living people.
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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<tbody>
<tr>
<td>ARCH1329</td>
<td>Structural Building Systems II</td>
<td>M</td>
<td>50</td>
<td>5</td>
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<tr>
<td>Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1332.</td>
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<tr>
<td>Concepts of heavy structural systems. Reinforced concrete, commercial and industrial wood applications.</td>
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<tr>
<td>ARCH1330</td>
<td>Structural Detailing &amp; Design I</td>
<td>M</td>
<td>50</td>
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<td>Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1328.</td>
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<tr>
<td>Methods of graphically representing structures. Drafting and detailing steel structural systems.</td>
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<tr>
<td>ARCH1332</td>
<td>Structural Design &amp; Drafting II</td>
<td>M</td>
<td>50</td>
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<td>Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1329.</td>
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<tr>
<td>Methods of graphically representing structures. Drafting, detailing concrete and wood structural systems.</td>
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<tr>
<td>ARCH1340</td>
<td>Computer Aided Drafting III (CAD)</td>
<td>M</td>
<td>15</td>
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<td>1.5</td>
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<td>Prerequisite: ARCH1240.</td>
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<tr>
<td>Exercises 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</td>
<td>34</td>
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<tr>
<td>Prerequisites: ARCH1329, ARCH1328, ARCH1330, and ARCH1332. Co-requisite: ARCH1336.</td>
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<tr>
<td>Study of construction methods for commercial buildings. Techniques of industry in developing working drawings and written specifications for a commercial building.</td>
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<tr>
<td>ARCH1436</td>
<td>Commercial Architectural Drafting</td>
<td>M</td>
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<td>Prerequisites: ARCH1329, ARCH1328, ARCH1330, ARCH1332 and ARCH1240. Co-requisite: ARCH1434.</td>
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<tr>
<td>Project: Production of architectural and structural working drawings for a small commercial building.</td>
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<tr>
<td>ARCH1438</td>
<td>Residential Design &amp; Drafting</td>
<td>M</td>
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<td>Prerequisites: ARCH1320, ARCH1328, ARCH1330, ARCH1332 and ARCH1240.</td>
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<tr>
<td>Advanced study of residential architectural drafting. Drafting a complete set of plans from an original design of a new residence including site, floor, and framing plans; door, window, and room finishing schedules; building, wall, and stairway sections; construction details and exterior and interior elevations.</td>
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<tr>
<td>ARCH2531</td>
<td>Electrical Systems Theory</td>
<td>M</td>
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<tr>
<td>Prerequisites: BSA1010 and MATH1080. Co-requisite: ARCH2542.</td>
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<td>Techniques for calculating lighting levels, lighting requirements and circuiting loads required for the building trades.</td>
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<tr>
<td>ARCH2553</td>
<td>Advanced Mechanical Systems Theory</td>
<td>M</td>
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<tr>
<td>Prerequisite: ARCH2540. Co-requisite: ARCH2544.</td>
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<tr>
<td>Advanced study of architectural drafting. Drafting a complete set of plans from an original design of a new residence including site, floor, and framing plans; door, window, and room finishing schedules; building, wall, and stairway sections; construction details and exterior and interior elevations.</td>
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<tr>
<td>ARCH2542</td>
<td>Electrical Systems Drafting</td>
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<td>2.5</td>
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<tr>
<td>Prerequisite: ARCH1340. Co-requisite: ARCH2531.</td>
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<tr>
<td>Practice in drafting power and lighting systems for commercial buildings using ARCH2531 as a guide.</td>
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<tr>
<td>ARCH2544</td>
<td>Advanced Mechanical Systems Drafting</td>
<td>M</td>
<td>75</td>
<td>2.5</td>
<td></td>
</tr>
<tr>
<td>Practice in design of duct work systems required in building using information from ARCH2553 as a guide for the required duct work.</td>
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</tr>
<tr>
<td>ARCH2546</td>
<td>Site Planning &amp; Surveying</td>
<td>M</td>
<td>25</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Prerequisite: MATH1080.</td>
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<tr>
<td>Basic surveying. Practice in running levels and a topographic survey to aid in a site plan. Computations in determining lot measurements, areas of lots, earth work excavation quantities, and contours prepare the student for the site plan for the second quarter project.</td>
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<tr>
<td>ARCH2637</td>
<td>Comprehensive Project Design</td>
<td>M</td>
<td>30</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Prerequisites: All courses ARCH1101 through ARCH2546. Co-requisite: ARCH2648, ARCH2639.</td>
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<tr>
<td>Logical sequence of steps involved in design of a building following the design and planning of a nearby structure. Instructor and guest consultants provide criteria of the project for the class. An accumulation of the five previous quarters’ experiences are used by the student to prepare a functional design that fits the needs and budget of the client. Minimum of “C” grade for graduation.</td>
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<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>ARCH2639</td>
<td>Construction Estimating</td>
<td>M</td>
<td>35</td>
<td>3.5</td>
<td></td>
</tr>
<tr>
<td>Prerequisites: All courses ARCH1103 through ARCH2546. Co-requisite: ARCH2648, ARCH2637.</td>
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<tr>
<td>Methods of performing material takeoff and pricing materials for commercial construction. The building used for estimating will be drawn by the student in ARCH2646. Minimum of “C” grade for graduation.</td>
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</tr>
<tr>
<td>ARCH2641</td>
<td>Life Safety Code</td>
<td>M</td>
<td>31</td>
<td>3</td>
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</tr>
<tr>
<td>The basics of building design utilizing the International Building Codes (IRC). Occupancy classifications means and sizing egress components and features of fire protection are covered. Minimum of “C” grade for graduation.</td>
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<tr>
<td>ARCH2648</td>
<td>Comprehensive Project Drafting</td>
<td>M</td>
<td>28</td>
<td>177</td>
<td>8</td>
</tr>
<tr>
<td>Prerequisites: All courses ARCH1103 through ARCH2546. Co-requisite: ARCH2637, ARCH2639.</td>
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<tr>
<td>Preparation of a full set of working drawings from information accumulated from ARCH2546 and ARCH2637. Speed is an important factor as the student applies the accumulated knowledge of the five previous quarters. Minimum of “C” grade for graduation.</td>
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<tr>
<td>ARCH2710</td>
<td>Construction Law</td>
<td>M</td>
<td>45</td>
<td>4.5</td>
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</tr>
<tr>
<td>Introductory legal overview of the major aspects of contemporary construction law applicable to architects, contractors, and/or subcontractor. Legal, financial and accounting problems experienced within the day-to-day work environment. Minimum of “C” grade for graduation.</td>
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ARTS • ART

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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>
</tr>
</thead>
<tbody>
<tr>
<td>ARTS1010</td>
<td>Introduction to the Visual Arts (Art Appreciation)</td>
<td>B/L/M</td>
<td>45</td>
<td>4.5</td>
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</tr>
<tr>
<td>An appreciation of the visual arts from a historical perspective. Includes an overview of the creative process, the evolution of art, and art as it relates to society.</td>
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<tr>
<td>ARTS1050</td>
<td>Introduction to Art History and Criticism I</td>
<td>B/L</td>
<td>45</td>
<td>4.5</td>
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</tr>
<tr>
<td>A survey of major works of art in all media from Prehistory through the end of the Middle Ages. Artistic styles will be discussed in relation to contemporary history, society and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context.</td>
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<tr>
<td>ARTS1060</td>
<td>Introduction to Art History and Criticism II</td>
<td>B/L</td>
<td>45</td>
<td>4.5</td>
<td></td>
</tr>
<tr>
<td>A survey of major works of art in all media from the Renaissance to the present. Artistic styles will be discussed in relation to contemporary history, society and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context.</td>
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<tr>
<td>ARTS1110</td>
<td>Beginning Drawing I</td>
<td>B/L</td>
<td>15</td>
<td>60</td>
<td>4.5</td>
</tr>
<tr>
<td>ARTS1120</td>
<td>Beginning Drawing II</td>
<td>B/L</td>
<td>15</td>
<td>60</td>
<td>4.5</td>
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<tr>
<td>Prerequisite: ARTS1110.</td>
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<tr>
<td>Continuation of Beginning Drawing I with an emphasis on advanced studio problems, techniques, materials, and creative solutions.</td>
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<tr>
<td>ARTS1210</td>
<td>Design &amp; Composition</td>
<td>B</td>
<td>15</td>
<td>60</td>
<td>4.5</td>
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<tr>
<td>Introduction to the principles of design and composition. Skills, techniques and basic ideas necessary to artistic planning. Development of sensitivity and creativity.</td>
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<tr>
<td>ARTS1330</td>
<td>Beginning Ceramics I</td>
<td>B</td>
<td>15</td>
<td>60</td>
<td>4.5</td>
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<tr>
<td>Introduction to the construction of pottery and sculptural clay forms. Hand building, wheel-throwing, and glaze application.</td>
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<tr>
<td>ARTS1340</td>
<td>Beginning Ceramics II</td>
<td>B</td>
<td>15</td>
<td>60</td>
<td>4.5</td>
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<tr>
<td>Prerequisite: ARTS1330.</td>
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<tr>
<td>Continuation of Beginning Ceramics I with an emphasis on advanced studio problems, techniques, materials and creative solutions.</td>
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<tr>
<td>ARTS2210</td>
<td>Beginning Graphic Design</td>
<td>B</td>
<td>15</td>
<td>60</td>
<td>4.5</td>
</tr>
<tr>
<td>Prerequisite: ARTS1110 and ARTS1120 or permission.</td>
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<tr>
<td>Introduction to graphic art and the foundations of visual communication. History, principles of design and layout, methods, materials and applications.</td>
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<tr>
<td>ARTS2510</td>
<td>Beginning Painting I</td>
<td>B</td>
<td>15</td>
<td>60</td>
<td>4.5</td>
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</tbody>
</table>
ARTS2520 Beginning Painting II  
Prerequisite: ARTS2510.  
Continuation of ARTS2510. Emphasis on advanced stu dio problems, materials, techniques, and creative solutions.

ARTS2650 Introduction to Native American Art B/L  
Survey of Native American art of North America from prehistoric to the present, emphasizing the art of indigenous peoples as a fine art form. History, cultural environment, special issues, art methods and materials.

ARTS2750 Women In Art  
Survey of the lives and achievements of women artists from prehistory to the present in Europe and America. History, cultural environment, and special issues will be covered.

ARTS2799 Special Topics in Art  
The purpose of this class is to explore a specific topic in studio art in greater detail, to provide individual students with a deeper understanding and appreciation of a given medium.

ARTS2999 Individual Special Topics in Art  
The purpose of this class is to explore a specific topic in studio art in greater detail, to provide individual students with a deeper understanding and appreciation of a given medium.

ASEP • GENERAL MOTORS AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM (ASEP)

ASEP1170 GM Shop Orientation & Safety  
Introduction to automotive shop procedures, shop safety. Proper use service manuals and service information. Thread repair, tube flaring and fasteners.

ASEP1171 GM Welding  
Theory and practice of "GMW" welding, braze welding, and oxyacetylene cutting. Equipment setup, safety, and operation is stressed.

ASEP1173 GM Fundamentals  
Introduction to flat rate manuals, daily time ticket, vehicle identification numbers and repair order completion. Proper use of hand tools, power tools and other equipment used by the automotive technician.

ASEP1175 GM Electrical & Electronic Principles  
Specialized Electr onics Training Part 1. Principles and concepts of GM electrical systems. Study of operation and testing of batteries, charging and starting systems, ignition systems principles, body wiring and components for power windows, seats and door-locks, windshield wipers, cruise control and theft deterrent systems.

ASEP1177 GM Brake Systems  
Theory, diagnosis, and repair procedures of disc and drum brake systems on current General Motors vehicles.

ASEP1268 Dealer Cooperative Experience  
Prerequisites: ASEP1170, 1171, 1173, 1175, 1177.  
Dealer coordinated work experience. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.

ASEP1360 GM Powertrain Electronic Systems  
Prerequisite: ASEP1268.  

ASEP1468 Dealer Cooperative Experience  
Prerequisites: ASEP1360, ASEP1363, and ASEP1379.  
Dealer coordinated work experience. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.

ASEP2528 GM Steering & Suspension Systems  
Prerequisite: ASEP2528.  
Principles of operations, disassembl e procedures, and repair of General Motors 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, both on and off the vehicle.

ASEP2529 GM Manual Transmission, Transaxles, Clutch & Transfer Case  
Prerequisite: ASEP1468.  
Operating principles and service of General Motors manual transmissions and related drive train components. Diagnosis and repair procedures.

ASEP2537 GM Rear Axle Service  
Prerequisite: ASEP2528, 2529, 2537, 2538 and 2561.  
Operation, diagnosis, and repair of drive shafts, universal joint axles, axle bearings, seals, and differentials used on late model General Motors vehicles.

ASEP2538 GM Advanced Powertrain Electronic Systems  
Prerequisites: ASEP1468, Advanced study of GM ignition systems, fuel delivery systems, emission control systems and diagnostic routines.

ASEP2561 GM Diesel Fuel & Emission Control System  
Prerequisite: ASEP1468.  

ASEP2568 Dealer Cooperative Experience  
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  
Prerequisite: ASEP2668.  
Diagnosis, adjustments and repair procedures using electrical meters, oscilloscopes and GM approved diagnostic test equipment.

ASEP2747 GM Body Electrical & Electronics  
Advanced electrical course covering operation, testing, diagnosis and repair of GM computerized body electrical and electronic systems.

ASEP2748 GM Automatic Transmission & Transaxles  
Prerequisite: ASEP2568.  
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  
Prerequisite: ASEP2568.  
Overview of new product features for current model year. Includes available General Motors New Product Information.

ASST • FORD (ASSET)

ASST1110 Ford Shop Orientation  
Prerequisite: ASEP2568.  
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  
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.
COURSE DESCRIPTIONS

Course# Title Location Class Lab Credit

ASST1171 Ford Welding 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 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 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 M 30 30 4
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
Prerequisites: ASST1110, 1117, 1173, 1175, and 1178.
Coordinated work experience from Ford dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

ASST1360 Ford Engine Performance Theory & Operation M 85 55 10
Prerequisite: ASST1268.
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
Prerequisite: ASST1268.
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
Prerequisite: ASST1268.

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
Prerequisite: ASST1468.
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
Prerequisite: ASST1468.
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
Prerequisite: ASST1468.
Operation, diagnosis and repair of drive axles, universal joint axles, axle bearings, seals and differentials on late model Ford vehicles.

ASST2538 Ford Engine Performance Diagnosis & Testing M 60 40 7
Prerequisite: ASST1468.
Intermediate and advanced 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: ASST2659, 2531, 2537, 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
Prerequisite: ASST2668.
Study of the principles of operation, 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 wheel alignment and computer wheel balancing, on and off of vehicle.

ASST2747 Ford Body Electrical & Electronics M 50 15 5.5
Prerequisite: ASST2668.
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 & Transaxes M 70 40 8
Prerequisite: ASST2668.

ASST2749 Ford New Product Update M 20 - 2
Prerequisite: ASST2668.
Overview of new product features for current model year. Includes available Ford New Product Information.

AUTB • AUTO COLLISION REPAIR TECHNOLOGY

Course# Title Location Class Lab Credit

AUTB1150 Tools and Equipment M 20 - 2
Proper identification, selection, usage, maintenance, and cost of tools and equipment used in the collision repair and maintenance program.

AUTB1155 Collision Repair Theory M 75 - 7.5
Prerequisite: AUTB1150.
Theory of repair processes using basic hand tools and progressing into use of power tools and filler materials. Theory of metal bending including the study of sheet metal, damage classification, types of damage, and corrective forces used to restore damaged components to original dimensions and contours. The processes involved in repairing minor non-structural automotive body panels as well as automotive body panel alignment. Material safety data sheet information to follow EPA and OSHA standards.

AUTB1160 Welding Theory M 20 - 2
Prerequisites: AUTB1160.
Study of welding processes used in the auto collision repair industry including oxyacetylene welding, brazing, S.M.A.W., G.M.A.W., aluminum processes, plasma arc cutting and resistance spot welding. Safety factors and equipment selection, application of the theory of expansion and contraction, and the effects of distortion and its control. Heavy emphasis on the MIG welding and structural spot welding used in structural unibody and non-structural panel replacement because of the heavy use of high strength steels used in the modern automobile following I-CAR (Inter-Industry Conference on Auto Collision Repair) welding certification standards.

AUTB1165 Collision Repair Lab M - 105 3.5
Prerequisites: AUTB1160.
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. Automotive body panel alignment on vehicles to ensure quality repairs required according to collision repair industry standards.

AUTB1170 Welding Lab M - 30 1
Prerequisites: AUTB1160.
Practical experience in oxyacetylene welding, brazing, MIG welding, aluminum welding, gas and plasma cutting techniques used in collision repair following I-CAR (Inter-Industry Conference on Auto Collision Repair) welding certification standards.

AUTB1175 Paint Finishes Theory M 20 - 2
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.

AUTB1250 Collision Repair Theory II M 45 - 4.5
Prerequisites: AUTB1160 through AUTB1175.
Application of replacing parts, use of materials, and operating hydraulic external pull equipment. Identification and repair procedures for composites and plastics using the latest repair procedures currently used in the collision repair industry.

SOUTHEAST Community College - Nebraska
systems, and the repair of damaged components after a collision. Refrigerant
Prerequisites: AUTB1150–AUTB1465.

Wheel alignment and its relationship to collision damaged vehicles. Evolution
and theory of front and rear suspension design. Transaxle and four
Prerequisites: AUTB1150–AUTB1465.

Correct color matching and problem solving. Prerequisites: AUTB1350,
AUTB1365, and AUTB1370.

AUTB1460 Collision Repair Lab IV
Prerequisites: AUTB1150–AUTB1365.

Practice in major structural repair operations including body, frame, unitized
construction, major panel replacement, mechanical repairs, electrical repairs,
paint refinishing, suspension alignment, all of which is based on a production
basis following damage reports as used in the collision repair industry.
Repairs to vehicles including analysis, through all processes including detailing
prior to delivery of the vehicle and will also include delivery to the customer.

AUTT1000 Shop Procedures
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.

AUTT1100 Shop Safety and Repair
Theory and practical applications of welding procedures as applied to the
automotive field.

AUTT1105 Automotive Brake Systems
Theory, application and principles of operation of hydraulic disc and drum
automotive brakes. This will include anti-lock brake systems with laboratory
events in brake diagnosis and repair.

AUTT1106 Electrical Concepts
Basic electrical and electronic principles, Ohm’s law, magnetism and
electromagnetism as applied to automotive systems are covered. The use of
digital multimeters along with the practical use of them is covered. The design
of storage batteries used in automotive systems is covered.

AUTT1107 HVAC I
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
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, ev aluate and
repair components of the fuel system are covered.

AUTT1203 Manual Transmission/Transaxle Theory
Theory, diagnosis, evaluation and repair of manual transmissions, clutches,
drive lines, transfer cases and 4WD components.

AUTT1204 Steering and Suspension II
Theory, principles and practical experience of steering gears, wheels and
tires, balancing, steering components, and 2- and 4-wheel alignment.

AUTT1206 Automotive Electricity
Starting and changing systems theory, design and operation are covered.
Starting and changing systems diagnosis and repair are also covered.

AUTT1207 HVAC II
Advanced theory, operation, and diagnosis of the HVAC systems including
automatic HVAC system diagnostics and repair.
BIOS1010 General Biology B/L 45 30 6
Overview of the normal structure and function of the human body systems. Includes observation and dissection of selected specimens.

BIOS1120 Introduction to Zoology B/L 45 30 6
Study of unknown organisms. Includes isolation, culturing and staining techniques plus identification of microorganisms. Structure, natural history of major plant groups.

PREREQUISITE: BIOS1010 or equivalent.

BIOS1090 General Botany 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, ecosystemic, and biosphere level. Designed for both non-majors and as a foundation for those planning additional work in the biological sciences. Includes lab.

BIOS1100 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, ecosystemic, and biosphere level. Designed for both non-majors and as a foundation for those planning additional work in the biological sciences. Includes lab.

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 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.

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 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
Continues efficient use of Windows Explorer. Use of Microsoft (MS) Office software suite 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 role of business in society as well as a discussion of the various disciplines of business including an overview of business organization, management, marketing, human resource management, and finance. Also, a study and discussion of various strategies for success of specific public and private firms as well as small business. Business vocabulary used to understand and interpret business news and information.

BSAD1070 Customer Service L 45 - 4.5
Students will learn the skills necessary to build and maintain good relationships with internal and external customers and the role the customer service team plays in developing, evaluating, and improving customer service systems. The course will cover basic customer service principles of assessing customer expectations and satisfaction and providing quality service. Problem-solving, challenges of customer service, communication, and customer retention will be covered.

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 disputes 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, trusts, estates and probate, landlord/tenant law, sales, commercial paper, business organization, credit transactions, insurance, power of attorney, and government regulation, HIPAA, and licensure.
BSAD2120 Visual Merchandising  
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  
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  
Prerequisites: OFFTD200. Practical work experience for the development of marketable skills for employment in the selected specialization. The course is under the guidance of the cooperative education coordinator. Open to Business Administration students only.

BSAD2270 Professional Selling  
Development of selling principles and concepts used in a wide variety of selling situations including specialty, wholesale and retail. Necessary personality traits, ethics, and negotiation techniques required for successful selling are stressed and applied through the use of sales presentations and demonstrations.

BSAD2310 Business Ethics  
Prerequisite: Writing/English Competency recommended. This course explores the challenging world of business ethics. By examining issues and scenarios that relate directly to the work environment, students can develop a clearer sense of how their corporate and personal code of ethics relates to operational decisions made on a daily basis. In addition, the course will allow students to examine their individual ethical standards and how those standards influence personal and work decisions.

BSAD2365 Leadership Practicum  
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  
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  
Prerequisites: ACCT1210. 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 a business plan for either a retail, service, franchise or manufacturing operation.

BSAD2400 Principles of Retailing  
Principles of retailing in major retail areas. Policies and practices, marketing and business systems of small and large retailers are studied.

BSAD2430 Marketing Communications  
Focus on planning for the optimal use of all communication elements: advertising, promotions, public relations. Combination of these elements must be tightly interwoven for successful marketing 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 reassert the overall effectiveness and value of the digital elements of doing business to their overall corporate goals. Ethical and societal implications of e-commerce on the marketplace, customer base and employee commitment.

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 Event Marketing  
Develop skills based on a mix of concepts and theories that are unique to marketing of events and venues. Examine strategies for marketing in the events and venue environment. There will be a specific focus on planning, execution and evaluation of sponsorship activities for events, the principles and strategic issues of fundraising in nonprofit organizations, and the planning, marketing, and selling of any type of event from company social functions to major conventions.

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.

BSAD2593 Special Projects  
Must have permission of instructor, program chair, and division dean. Credit hours will vary.

COURSE DESCRIPTIONS

CAPP • CHRYSLER (CAP) COLLEGE AUTOMOTIVE PROGRAM

CAPP1110 Chrysler Shop Orientation  
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 Safety and Repair  
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.

CAPP1171 Chrysler Welding  
Theory and practice of "GMAW" welding, braze welding, and oxyacetylene cutting. Equipment setup, safety and operation is stressed.

CAPP1173 Chrysler Fundamentals  
Introduction and use of Chrysler service manuals, warranty flat rate manuals, daily time tickets and repair order completion. Overview of service manual groups with emphasis on theory of operation of systems and components, pre-delivery inspection and Master Tech Training.

CAPP1175 Chrysler Electrical & Electronic Principles  
Study of Electronics Training building from electrical principles and concepts through automotive semiconductors to microprocessors, batteries, charging systems, starting systems and ignition system principles, operation and testing.

CAPP1177 Chrysler Brake System  
Theory, diagnosis, and repair procedures of disc, drum and anti-lock brake system on current Chrysler vehicles.

CAPP1268 Dealer Cooperative Experience  
Prerequisites: CAPP1110–CAPP1177. 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  
Prerequisite: CAPP1268. 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.
### COURSE DESCRIPTIONS

<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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</thead>
<tbody>
<tr>
<td>CAPP1362</td>
<td>Chrysler Body Electrical and Electronics M</td>
<td></td>
<td>50 30</td>
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<tr>
<td>Prerequisite: CAPP1268.</td>
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<tr>
<td>Advanced auto electricity course covering theory, testing, diagnosis, and repair of body electrical accessories, electronic, power seats, windshield wipers, cruise controls, and computer controlled body electronics.</td>
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<tr>
<td>CAPP1364</td>
<td>Chrysler Advanced Drivability Diagnosis</td>
<td>M</td>
<td>60 40</td>
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<td>Prerequisite: CAPP1268.</td>
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<tr>
<td>Advanced electrical and fuel systems including OBD II, throttle body, multiple port injection systems, sequential fuel injection, turbo chargers, electronic and computer controlled ignition systems, charging systems and cr anking systems. Diagnosis, adjustments and repair procedures, using electrical meters, scopes and Chrysler Diagnostic equipment.</td>
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<tr>
<td>CAPP1468</td>
<td>Dealer Cooperative Experience</td>
<td>M</td>
<td>- 480</td>
<td>12</td>
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<tr>
<td>Prerequisites: CAPP1360, CAPP1362, &amp; CAPP1364.</td>
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<tr>
<td>Coordinated work experience from dealer in accordance with the program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.</td>
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<tr>
<td>CAPP2528</td>
<td>Chrysler Steering &amp; Suspension Systems</td>
<td>Prerequisite: CAPP1468.</td>
<td>M 30</td>
<td>50 4.5</td>
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</tr>
<tr>
<td>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.</td>
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<tr>
<td>CAPP2530</td>
<td>Chrysler HVAC Systems</td>
<td>Prerequisite: CAPP1468.</td>
<td>M 50</td>
<td>30 5.5</td>
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<tr>
<td>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.</td>
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<tr>
<td>CAPP2531</td>
<td>Chrysler Engine Repair</td>
<td>Prerequisite: CAPP1468.</td>
<td>M 65 65 8.5</td>
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<tr>
<td>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.</td>
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<tr>
<td>CAPP2668</td>
<td>Dealer Cooperative Experience</td>
<td>Prerequisites: CAPP2528–CAPP2531.</td>
<td>- 480 12</td>
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<tr>
<td>Coordinated work experience from dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.</td>
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<tr>
<td>CAPP2740</td>
<td>Chrysler Manual Transmission, Transaxles, Clutch and Transfer Case</td>
<td>Prerequisite: CAPP2668.</td>
<td>M 55 40 7</td>
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<tr>
<td>Operating principles and service of Chrysler manual transmissions and related drive train components. Diagnosis and repair procedures.</td>
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<tr>
<td>CAPP2741</td>
<td>Chrysler Rear Axle Service</td>
<td>Prerequisite: CAPP2668.</td>
<td>M 15 15 2</td>
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<tr>
<td>Operation, diagnosis, and repair of drive shafts, universal joint axles, axle bearings, seals and differentials used on late model Chrysler vehicles.</td>
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<tr>
<td>CAPP2742</td>
<td>Chrysler Diesel Fuel and Emission System</td>
<td>Prerequisite: CAPP2668.</td>
<td>M 15 15 2</td>
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<tr>
<td>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.</td>
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<tr>
<td>CAPP2748</td>
<td>Chrysler Automatic Transmissions &amp; Transaxles</td>
<td>Prerequisite: CAPP2668.</td>
<td>M 80 40 9</td>
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<tr>
<td>Operation, diagnosis, adjustment and repair of automatic transmissions in rear-wheel and front-wheel drive Chrysler vehicles. Removal and installation procedures and safety.</td>
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<tr>
<td>CAPP2749</td>
<td>Chrysler New Product Update</td>
<td>Prerequisite: CAPP2668.</td>
<td>M 20 - 2</td>
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<tr>
<td>Overview of new product features for current model year. Includes available Chrysler New Product Information.</td>
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### CHEM • CHEMISTRY

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<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>CHEM0950</td>
<td>Pre-chemistry</td>
<td></td>
<td>B 45 - 4.5</td>
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<tr>
<td>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.</td>
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<tr>
<td>CHEM1050</td>
<td>Chemistry and the Citizen</td>
<td>L 45 30 6</td>
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<td>Prerequisite: MATH1100.</td>
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<tr>
<td>Designed for the non-science major. Survey of principles of chemistry, stressing concepts and qualitative understanding rather than problem solving and technical skills.</td>
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<tr>
<td>CHEM1090</td>
<td>General Chemistry I</td>
<td>B/L 45 30 6</td>
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<tr>
<td>Prerequisite: MATH1100.</td>
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<tr>
<td>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.</td>
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<tr>
<td>CHEM1100</td>
<td>General Chemistry II</td>
<td>B/L 45 30 6</td>
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<tr>
<td>Prerequisite: CHEM1090 with a grade of &quot;C&quot; or higher.</td>
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<tr>
<td>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.</td>
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<tr>
<td>CHEM2510 Organic Chemistry I</td>
<td>B 45 60 6</td>
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<tr>
<td>Prerequisite: CHEM1100.</td>
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<tr>
<td>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.</td>
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<tr>
<td>CHEM2520 Organic Chemistry II</td>
<td>B 45 60 6</td>
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<tr>
<td>Prerequisite: CHEM2510.</td>
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<tr>
<td>Continuation of CHEM2510. Benzenes and related compounds, nitro compounds, sulfuric acids, amines, diazoniun compounds, phenols, alcohol, acids, dyes, stains and indicators, heterocyclic compounds and applications to biochemistry.</td>
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<tr>
<td>CHEM2610 Biochemistry</td>
<td>B 45 30 6</td>
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<tr>
<td>Prerequisite: CHEM2520 or permission.</td>
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</table>

### CNST • BUILDING CONSTRUCTION TECHNOLOGY

<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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</thead>
<tbody>
<tr>
<td>CNST1121 Concrete &amp; Masonry Tools &amp; Material</td>
<td>M 83 - 8</td>
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<tr>
<td>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.</td>
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<tr>
<td>CNST1122 Concrete &amp; Masonry Applications</td>
<td>M - 217 7</td>
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<tr>
<td>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.</td>
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<tr>
<td>CNST1223 Residential Blueprint Reading</td>
<td>M 20 30 3</td>
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<tr>
<td>Prerequisite: MATH1040.</td>
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<tr>
<td>Introduction to blueprint reading, residential drawings, reproduction processes of drawings,尺度 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 CNST1226, Residential Construction Drafting Lab. Coexists with CNST1225, Tools and Materials.</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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</thead>
<tbody>
<tr>
<td>CNST1224</td>
<td>Construction Processes &amp; Practices</td>
<td>M - 175</td>
<td>5.5</td>
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</tr>
<tr>
<td>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.</td>
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<tr>
<td>CNST1225</td>
<td>Tools &amp; Materials</td>
<td>M 75 - 7.5</td>
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<tr>
<td>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.</td>
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<tr>
<td>CNST1326</td>
<td>Residential Construction Drafting Laboratory</td>
<td>M - 84</td>
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<tr>
<td>CNST1327</td>
<td>Residential Construction Drafting Theory</td>
<td>M 50 - 5</td>
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<tr>
<td>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.</td>
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<tr>
<td>CNST1328</td>
<td>Residential Construction Estimating Laboratory</td>
<td>M - 84</td>
<td>2.5</td>
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<tr>
<td>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.</td>
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<tr>
<td>CNST1329</td>
<td>Residential Construction Estimating Theory</td>
<td>M 50 - 5</td>
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<tr>
<td>Prerequisite: CNST1223. Concepts of estimating quantities of residential construction materials. Interpretation of residential construction drawings and an introduction to survey techniques and formulas. Decision making and materials estimate organization.</td>
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<tr>
<td>CNST1331</td>
<td>Drafting Aids &amp; Trends</td>
<td>M 32 - 3</td>
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<tr>
<td>Prerequisite: CNST1223. Fundamentals of commercial blueprint reading, introduction to the metric system, Lettering systems, plus Green Build basics.</td>
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<tr>
<td>CNST1430</td>
<td>Cabinetry &amp; Carpentry Laboratory</td>
<td>M - 200</td>
<td>6.5</td>
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<tr>
<td>Prerequisites: CNST1223, CNST1224 and CNST1225. Companion course to CNST1433. Application of classroom instruction to job situations through the use of mock-up training aids, cabinets and other projects.</td>
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<tr>
<td>CNST1433</td>
<td>Carpentry Theory</td>
<td>M 100 - 10</td>
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<tr>
<td>Prerequisite: CNST1225. Co-requisite: CNST1430. Fundamentals of carpentry, emphasizing the process of home building through the study of blueprints and construction texts and references. Site layout, foundations, framing, roofing, exterior trim, interior trim and cabinet making. Prerequisite to house project in the fifth quarter.</td>
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<tr>
<td>CNST2532</td>
<td>Residential Construction Applications</td>
<td>M 280 - 9</td>
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<tr>
<td>Prerequisites: CNST1430 and CNST1433. 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.</td>
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<tr>
<td>CNST2537</td>
<td>Residential Construction Principles</td>
<td>M 20 - 2</td>
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<tr>
<td>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.</td>
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**CRIM • CRIMINAL JUSTICE**

<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>CRIM1010</td>
<td>Introduction to Criminal Justice</td>
<td>B/L 45 - 4.5</td>
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<tr>
<td>Provides an overview of the history, development, and philosophies of crime control within a democratic society. Examines the criminal justice system with an emphasis on the police, the prosecution and defense, the courts, and the correctional agencies.</td>
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<tr>
<td>CRIM1020</td>
<td>Introduction to Corrections</td>
<td>B/L 45 - 4.5</td>
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<tr>
<td>Outlines corrections in a systematic process showing the evolving changes within institutional and community based corrections. Topics include, but are not limited to, the history of corrections, the influence of social thought and philosophy on the development of corrections, the rights of the incarcerated inmate, and the duties of the correctional officer.</td>
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<tr>
<td>CRIM1030</td>
<td>Courts &amp; the Judicial Process</td>
<td>B/L 45 - 4.5</td>
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</tr>
<tr>
<td>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. Co-requirement includes adult and civil courts.</td>
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<tr>
<td>CRIM1050</td>
<td>Introduction to Forensic Science</td>
<td>B/L 45 - 30</td>
<td>6</td>
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<tr>
<td>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.</td>
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<tr>
<td>CRIM1140</td>
<td>Reporting Techniques for Criminal Justice</td>
<td>B/L 45 - 4.5</td>
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<tr>
<td>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 or courtroom presentations. In accordance with the legal guidelines of confidentiality, each student maintains a log of classroom and field experiences.</td>
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</tbody>
</table>
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 nature 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 contemporary and historical theories that examine 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 role of evidence in the determination of guilt or innocence. Includes theoretical and pragmatic consideration of constitutions and labor suits 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.

DENT1110 Preclinical Concepts
L 40 75 6.5
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 requirements for obtaining certification (CDA) through the Dental Assisting National Board, Inc. Basic skills learned 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.

DENT1210 Oral Sciences II
L 30 30 4
Thorough study of anatomical concepts pertaining to the structures of the face and oral cavity including histology, embryology, and oral morphology.

DENT1211 Dental Assisting Foundations I
L 30 45 4.5
Continues the basic skills, manipulation of specific types of dental materials, rubber dam placement, assembly of matrix retainers, basic treatment setups, techniques for control of disease-producing blood-borne pathogens, personal protective equipment (PPE), standard precautions, and hazard protection as required by OSHA guidelines for health care providers. Laboratory experiences at the UNMC College of Dentistry and at SFC Lincoln Campus.

DENT1212 Oral Hygiene
L 15 15 2
Acquire methods and learn aids for control of dental disease and maintenance of optimum dental health. Thorough study of prev ention of dental caries, special patient care techniques, patient education, dental calculus and dental prophylaxis.

DENT1214 Clinical Concepts
L 30 20 3.5
Recognition and management of medical and dental emergencies, assisting with dental examination data gathering, or al pathology and overview of pharmacology and pain control.

DENT1311 Dental Assisting Foundations II
L 30 45 4.5
Emphasis on the principles and techniques of chairside dentistry (including coronal polish). Emphasis on clinical and dental laboratory infection control practices with further development in specialized technical chairside skills.

DENT1312 Dental Materials I
L 15 45 3
Introduction to physical properties; principles of manipulation and storage of materials; manipulation of specific types of dental materials; laboratory projects pertaining to diagnostic impressions; and casts on a manikin and human patient.

DENT1313 Oral Radiography I
L 35 30 4.5
Extensive study in oral radiography pertaining to the oral cavity. Laboratory emphasis on DXTTR manikin.

DENT1314 Dental Assisting Foundations III
L 15 150 6.5
Clinical education is scheduled throughout quarters two, three and four. Under supervision, students will care for patients applying specialized technical skills and principles previously learned in the classroom and laboratory settings while in the dental clinical environment.

DENT1410 Practice Management Skills
L 20 30 3
Principles of dental office procedures, resume writing, letter of application, and inventory control. The integration of a current dental software program is utilized throughout the entire course.

DENT1411 Dental Assisting Foundations IV
L 35 15 4
Principles and techniques associated with the specialties in dentistry.

DENT1412 Dental Materials II
L 15 45 3
Continuation of Dental Materials I course with laboratory emphasis on human patient diagnostic impressions, casts and other specific laboratory projects.

DENT1413 Oral Radiography II
L - 45 1.5
Laboratory projects including intra-oral panoramic radiographic exposure, intra-oral exposures using both traditional radiographs and digital imaging techniques. Emphasis placed on quality control, infection control practices and patient management.

DENT1414 Clinical Education II
L 15 150 6.5
Adaptation to a variety of new clinical environments, with higher-level development of chairside and business office skills.
### COURSE DESCRIPTIONS

**DESL • DIESEL TECHNOLOGY FARM**

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
<th>Hours</th>
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<tbody>
<tr>
<td><strong>DESL1120</strong></td>
<td>Basic Electrical-Farm</td>
<td>M</td>
<td>20</td>
<td>20</td>
<td>2.5</td>
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<tr>
<td><strong>DESL1121</strong></td>
<td>Cranking Motors &amp; Ignition Systems-Farm</td>
<td>M</td>
<td>28</td>
<td>30</td>
<td>3.5</td>
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<tr>
<td><strong>DESL1122</strong></td>
<td>Changing Systems-Farm</td>
<td>M</td>
<td>20</td>
<td>32</td>
<td>3</td>
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<tr>
<td><strong>DESL1123</strong></td>
<td>Power Trains I-Farm</td>
<td>M</td>
<td>30</td>
<td>22</td>
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<tr>
<td><strong>DESL1126</strong></td>
<td>Hand Tools &amp; Precision Measuring Instruments-Farm</td>
<td>M</td>
<td>21</td>
<td>37</td>
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<tr>
<td><strong>DESL1160</strong></td>
<td>Oxoyacetylene &amp; Arc Welding-Farm</td>
<td>M</td>
<td>10</td>
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<tr>
<td><strong>DESL1225</strong></td>
<td>Theory of Engine Operation-Farm</td>
<td>M</td>
<td>26</td>
<td>22</td>
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<tr>
<td><strong>DESL1228</strong></td>
<td>Valve Trains-Farm</td>
<td>M</td>
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<td><strong>DESL1230</strong></td>
<td>Diesel Engine Overhaul &amp; Inspection-Farm</td>
<td>M</td>
<td>34</td>
<td>42</td>
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<td><strong>DESL1235</strong></td>
<td>Diesel &amp; LPG Fuel Systems I-Farm</td>
<td>M</td>
<td>45</td>
<td>36</td>
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<tr>
<td><strong>DESL1242</strong></td>
<td>Shielded Metal Arc Diesel Welding</td>
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<tr>
<td><strong>DESL1331</strong></td>
<td>Basic Cab Air Conditioning-Farm</td>
<td>M</td>
<td>26</td>
<td>14</td>
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<td><strong>DESL1339</strong></td>
<td>Diesel Fuel Injection Systems II-Farm</td>
<td>M</td>
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<td><strong>DESL1349</strong></td>
<td>Diesel Fuel Injection Systems Laboratory-Farm</td>
<td>M</td>
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<td><strong>DESL1351</strong></td>
<td>Mobile Hydraulics-Farm</td>
<td>M</td>
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<td><strong>DESL1362</strong></td>
<td>Diesel Fuel Injection Systems Laboratory-Farm</td>
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<td><strong>DESL1363</strong></td>
<td>Advanced Air Conditioning-Farm</td>
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<tr>
<td><strong>DESL1468</strong></td>
<td>Cooperative Education-Farm</td>
<td>M</td>
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<td><strong>DESL2536</strong></td>
<td>Farm Equipment Diesel Engine Tune-Up &amp; Diagnosis-Farm</td>
<td>M</td>
<td>11</td>
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<td><strong>DESL2564</strong></td>
<td>Farm Equipment Electricity-Farm</td>
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<td><strong>DESL2566</strong></td>
<td>Farm Equipment Power Trains-Farm</td>
<td>M</td>
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<td><strong>DESL2567</strong></td>
<td>Advanced Air Conditioning-Farm</td>
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<td><strong>DESL2602</strong></td>
<td>Planting Equipment-Farm</td>
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<tr>
<td><strong>DESL2603</strong></td>
<td>Harvesting Equipment-Farm</td>
<td>M</td>
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<tr>
<td>Course#</td>
<td>Title</td>
<td>Location</td>
<td>Class Hours</td>
<td>Lab Hours</td>
<td>Credit Hours</td>
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<tr>
<td>DESL2604</td>
<td>Tillage &amp; Spraying Equipment-Farm</td>
<td>M</td>
<td>21</td>
<td>32</td>
<td>3</td>
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<tr>
<td></td>
<td>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. Prerequisites: DESL1201 through DESL362.</td>
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<tr>
<td>DESL2101</td>
<td>Electrical Systems I-Truck</td>
<td>M</td>
<td>23</td>
<td>18</td>
<td>2.5</td>
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<tr>
<td></td>
<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, Cranking Motors-Truck</td>
<td>M</td>
<td>30</td>
<td>14</td>
<td>3</td>
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<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. Prerequisites: DESL1201.</td>
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<tr>
<td>DESL2121</td>
<td>Electronic Ignition &amp; Charging Systems-Truck</td>
<td>M</td>
<td>30</td>
<td>26</td>
<td>3.5</td>
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<td></td>
<td>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. Prerequisites: DESL1201.</td>
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<tr>
<td>DESL2131</td>
<td>Power Trains I-Track</td>
<td>M</td>
<td>10</td>
<td>18</td>
<td>1.5</td>
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<tr>
<td></td>
<td>Theory of power transmission from engine to rear wheels. Engine measurements and performance, 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>
<td>10</td>
<td>18</td>
<td>1.5</td>
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<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>DESL2142</td>
<td>Shielded Metal Arc Welding</td>
<td>M</td>
<td>10</td>
<td>18</td>
<td>1.5</td>
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<td></td>
<td>Instruction and practice in SMAW (stick welding) to include equipment set-up and safety.</td>
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<tr>
<td>DESL2261</td>
<td>Hand &amp; Precision Measuring Tools-Truck</td>
<td>M</td>
<td>20</td>
<td>46</td>
<td>3.5</td>
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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-Track</td>
<td>M</td>
<td>25</td>
<td>15</td>
<td>3</td>
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<tr>
<td></td>
<td>Theory of operation, construction, operation and troubleshooting of the four stroke cycle engine. Timing of four stroke cycle engine's factory specifications. Ignition timing of four stroke cycle engines to ensure proper combustion and cylinder leakage testing; type of internal combustion engine cooling systems, components and coolants. Prerequisites: DESL1201, DESL1211, DESL1221, and DESL1261.</td>
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<tr>
<td>DESL2271</td>
<td>Theory of Fuel System Operation-Track</td>
<td>M</td>
<td>30</td>
<td>10</td>
<td>3</td>
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<td>Study of fuel fundamentals, testing, octane and cetane numbers, additives, and how fuels react during compression and combustion in gasoline and diesel engines. 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. Prerequisites: DESL1201, DESL1221, DESL1261, and DESL2251.</td>
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<tr>
<td>DESL2281</td>
<td>Valve Trains-Track</td>
<td>M</td>
<td>21</td>
<td>34</td>
<td>3</td>
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<td></td>
<td>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. Prerequisites: DESL1201, DESL1211, DESL1221, DESL1261 and DESL2251.</td>
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<tr>
<td>DESL3010</td>
<td>Engine Overhaul &amp; Inspection-Truck</td>
<td>M</td>
<td>30</td>
<td>25</td>
<td>3.5</td>
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<tr>
<td></td>
<td>Theory of operation and construction of diesel/gasoline fuel injection system nozzles and injectors. 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. Prerequisites: DESL1201, DESL1211, DESL1221, DESL1261, and DESL2251.</td>
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<tr>
<td>DESL2351</td>
<td>Electrical/Electronic Systems I-Truck</td>
<td>M</td>
<td>35</td>
<td>18</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Theory of operation, troubleshooting, diagnosis, and repair of truck electrical and electronic systems. Instruments, gauges, and electrical accessories are also covered. Engine/vehicle electronic sensors and computers included.</td>
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<tr>
<td>DESL2451</td>
<td>Conventional Transmissions &amp; Clutches-Truck</td>
<td>M</td>
<td>40</td>
<td>85</td>
<td>6.5</td>
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<tr>
<td></td>
<td>Principles and application of theory design, construction, 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.</td>
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<tr>
<td>DESL2461</td>
<td>Hydraulic Brakes-Truck</td>
<td>M</td>
<td>20</td>
<td>30</td>
<td>3</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>DESL2541</td>
<td>Heating and Air Conditioning I-Truck</td>
<td>M</td>
<td>30</td>
<td>20</td>
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<tr>
<td></td>
<td>Principles and application of theory design, construction, components, operation, service, repair, adjustment and troubleshooting of the air conditioning and heating systems used on today's trucks, use of equipment and shop safety.</td>
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</tr>
<tr>
<td>DESL2551</td>
<td>Post-Cooperative Education/Seminar-Truck</td>
<td>M</td>
<td>20</td>
<td></td>
<td>2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evaluation of the on-the-job training to share experiences, ideas, and preparation for full-time employment upon graduation. Prerequisites: DESL1201 through DESL451 and DESL6302, DESL6432, DESL6452, and DESL6582.</td>
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</tr>
</tbody>
</table>
### COURSE DESCRIPTIONS

**SCC—July 1, 2010—June 30, 2011**

<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>
</tr>
</thead>
<tbody>
<tr>
<td>DESL5582</td>
<td>Cooperative Education-Truck</td>
<td>M</td>
<td>400</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Prerequisites: DESL1201 through DESL4541 and DESL6302, DESL6432, DESL6562, &amp; DESL6482.</td>
<td></td>
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</tr>
<tr>
<td>DESL6302</td>
<td>Heating &amp; Air Conditioning II-Truck</td>
<td>M</td>
<td>15</td>
<td>35</td>
<td>2.5</td>
</tr>
<tr>
<td>Prerequisites: DESL101 through DESL4541.</td>
<td></td>
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</tr>
<tr>
<td>DESL6432</td>
<td>Automatic Truck Transmissions-Truck</td>
<td>M</td>
<td>25</td>
<td>35</td>
<td>3.5</td>
</tr>
<tr>
<td>Principles, design, and construction of Allison automatic truck transmissions. Lab work in disassembly, inspection, reassembly, adjustment, repair, and testing of the automatic transmission.</td>
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</tr>
<tr>
<td>DESL6452</td>
<td>Electrical Systems III-Truck</td>
<td>M</td>
<td>40</td>
<td>60</td>
<td>6.0</td>
</tr>
<tr>
<td>Prerequisites: DESL101 through DESL4541. Electrical principles and concepts, semiconductors and microprocessors. The use of digital multi-meters and wire repairing including weather pack service techniques. Bench and on vehicle diagnostic procedures for present and future diesel electronic systems.</td>
<td></td>
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</tr>
<tr>
<td>DESL6482</td>
<td>Electronic Diesel Engine Diagnostics &amp; Tune-Up-Truck</td>
<td>M</td>
<td>40</td>
<td>50</td>
<td>5.5</td>
</tr>
<tr>
<td>Prerequisites: DESL101 through DESL4541. Lecture, demonstration and laboratory course designed to give students an introduction to the electronic heavy duty diesel engine. Includes tune-up and troubleshooting the electronic engine, setting customer specified parameters, progressive shifting to include the operation and adjustment of the engine brake system.</td>
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</tbody>
</table>

### DRAFTING

**DRAF1110 Design Drafting Concepts**

A study of the application of communication and documentation of basic design skills using industry accepted standards and practices.

**DRAF1120 Basic Computer Aided Drafting**

Prerequisite: Students must take an entry evaluation test and pass with a B+ or higher. Use CAD software. Include CAD illustrations. Identify and describe the difference between wireframe, massing, section, and elevation views. Use solid primitives, surfaces, objects. Application of attributes and data base information within drawings. 3-D design as used in Architectural, Electrical/Electronic, Mechanical, Structural, Piping. Menus, display, coordinates, draw, edit, save, plot, file management, drawing set-up, lettering, line types.

**DRAF2150 Architectural Concepts**

Prerequisite: DRAF1110 and DRAF1120. Introduction to 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.

**DRAF2124 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 real-world coordinate systems, calculate volume total and roadway geometry more rapidly and accurately.

**DRAF3130 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.

**DRAF1300 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.

**DRAF2110 Architectural Design**

Prerequisite: DRAF2100 and DRAF2120. A study of a variety of design options and how these options apply to many different areas and stages of commercial design.

**DRAF2120 Commercial Building Process**

Prerequisite: DRAF2115, and MATH1080 or higher. A study of construction procedures and application of mathematical calculations necessary in the commercial construction process.

**DRAF2130 Industrial Plastics**

Prerequisite: DRAF1110. Identification of thermoplastics and thermosetting plastics, their properties, uses and applications. Study of the manufacturing processes associated with the use of plastics products.

**DRAF2140 Building Utility Design**

Prerequisites: DRAF1500, DRAF2100, and DRAF2120. Electrical, plumbing, mechanical systems, code requirements, calculation methods, related design techniques, symbols, and preparation of working drawings using Revit MEP.

**DRAF2150 Structural Steel Design with SDS/2**

Prerequisites: DRAF1110, DRAF1215 and ENGL1000 or 1010. Use of SDS/2 software to teach design and detailing of structural steel in a 3-D environment.

**DRAF2160 Structural Design with Revit Structure**

Prerequisites: DRAF1500, DRAF2100, and DRAF2120. Design of non-steel structural systems, code requirements, calculation methods, related design techniques, symbols, and preparation of working drawings using Revit Structure.

**DRAF2180 Professional Practice-Architectural**

Prerequisite: DRAF1500, DRAF2100, and DRAF2120. Simulation of circumstances encountered designing and drafting commercial construction plans. Full-time employees of Southeast Community College–Lincoln Campus volunteer to act as clients and will receive a set of working drawings prepared by students.

**DRAF2190 Construction for Americans with Disabilities**

Prerequisite: DRAF2140. Planning, design, and layout for buildings with attention given to the needs of people with special requirements. A study of the compliance for Federal, state, and local building code requirements.

**DRAF2200 Geometric Dimensioning & Tolerancing**

Prerequisite: DRAF1110 and DRAF1220. Study of the language of geometric dimensioning and tolerancing using ASME Y 14.5 2009. Application of the rules and symbols for O.D. (Required course for DRAF2210.)

**DRAF2210 Engineering Processes**

Prerequisites: DRAF1220 and DRAF2200 and DRAF2210. Application of engineering responsibility to the manufacturing, quality assurance, and marketing of consumer products. Building 3-D functional piece parts using a 3-D rapid prototyping plotter.
### COURSE DESCRIPTIONS

**SOUTHEAST Community College - Nebraska**

<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>DRAF2215</td>
<td>Plastics Part Design</td>
<td>L</td>
<td>15</td>
<td>45</td>
<td>3</td>
</tr>
<tr>
<td>Prerequisite: DRAF1330, DRAF2200, DRAF2130. Application of concurrent engineering to solve plastics part design problems from the &quot;Need Recognition&quot; stage through product implementation.</td>
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</tbody>
</table>

| DRAF2220 | Flat Pattern Layout | L | 15 | 45 | 3 |
| Prerequisites: DRAF1330 and DRAF2200. Study of flat pattern developments used for consumer products, product packaging, and sheet metal design applications. |

| DRAF2230 | Design Concepts | L | 30 | - | 3 |
| Prerequisite: DRAF2210. A study of the Design process requires resolution of constraining factors arising from technical, aesthetic, human and business concerns where the designer uses creativity, imagination and technical knowledge to satisfy these requirements and create products to satisfy human needs |

| DRAF2400 | Consumer Products-Design | L | 15 | 45 | 3 |
| Prerequisite: DRAF2230. Application of the steps used in the design process. Developing designs to solve typical consumer product design problems. Research current product history and cost related to the manufacture of products. |

| DRAF2600 | Jig & Fixture-Design | L | 15 | 45 | 3 |
| Prerequisite: DRAF2210. Study of the design and economics of work holding devices. Design layouts for product relationship to fixture use. |

| DRAF2440 | Topographic/Civil Drafting | L | 15 | 45 | 3 |
| Prerequisites: DRAF1110 and DRAF1120. Methods used in drawing maps including symbols, the procedure of plotting traverses, and the drawing of property boundaries from a legal description. Introduction to reading, interpreting and plotting information from a surveyor's field book. Drawing roadways, cross sections and plan profiles, and subdivision plats. |

| DRAF2520 | Electronic Drafting | L | 15 | 45 | 3 |
| Prerequisites: DRAF1110 and DRAF1120. The use of electronic symbols to create block diagrams and schematic diagrams of electronic circuits. Drawing highway cable designs and cabinet and panel layouts. |

| DRAF2620 | Co-op Education I-Drafting | L | - | 200 | 3 |
| Prerequisite: Permission of Program Chair. Training in a work situation. Guidance from the instructor/coordinator and the training supervisor. Individualized, specific, written objectives which have been approved by the College. During the co-op period, the student will attend a mandatory related class each week. |

| DRAF2621 | Co-op Education II-Drafting | L | - | 200 | 3 |
| Prerequisite: Permission of Program Chair and DRAF2620. A continuation of the DRAF2620 course giving students an extended opportunity to experience a work situation. |

| DRAF2999 | Individual Special Projects | L | 15 | 45 | 3 |
| Prerequisite: Permission of Program Chair. Study of a special area in drafting or completion of a special drafting project not previously covered in the curriculum. |

**ECED • EARLY CHILDHOOD EDUCATION**

<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>ECED1010</td>
<td>Introduction to ECED Professional Portfolio Development</td>
<td>L</td>
<td>5</td>
<td>-</td>
<td>.5</td>
</tr>
<tr>
<td>Class must be completed within the first year as a declared student in the ECED Program. This introduction will identify the purpose and benefits of developing and maintaining a professional portfolio in the field of early childhood education. Instruction will include use of the electronic portfolio materials and effective methods of collecting information.</td>
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</tbody>
</table>

| ECED1050 | Expressive Arts | L | 45 | - | 4.5 |
| This course focuses on the selection, construction and use of materials, activities and experiences that encourage the young child's creativity and aesthetic appreciation through the visual arts, music, body movement, and dramatic play. Curriculum designed for 3-6 year olds. Grade of "C" or higher required for ECED2065. |

| ECED1060 | Observation, Assessment and Guidance | L | 45 | - | 4.5 |
| This course introduces a variety of observation, assessment and guidance strategies used in an early childhood education setting birth through age 8. Grade of "C" or higher required for ECED2065 and ECED1240. |

| ECED1110 | Infant and Toddler Development | L | 45 | - | 4.5 |
| A continued and in-depth study and application of typical growth and development of the child from birth through age two. Emphasis on exceptionalities into course work to prepare the student to work with children with disabilities. Developmentally appropriate practices and curriculum are examined. Emphasis on supporting partnership with the family as a crucial factor in the child's development and learning. Required class for Coop students working in an Infant/Toddler setting. |

| ECED1120 | Preschool Child Development | L | 30 | - | 3 |
| This course focuses on typical/atypical development of the child ages 3 through 5 years, in the domains of physical growth and motor skills, cognition and language, and social/emotional development. Grade of "C" or higher required for ECED2065. |

| ECED1130 | Social-Emotional Development and Behavior Guidance | L | 45 | - | 4.5 |
| Study the stages of development and the multiple influences that impact social and emotional development of children birth to age eight. Gain an understanding of the adult role in the child’s life and a wide range of effective techniques for supporting healthy development. Explore effective methods of guiding behavior and determining appropriate intervention. Grade of "C" or higher required for ECED2065. |

| ECED1150 | Introduction to Early Childhood Education | L | 45 | - | 4.5 |
| An overview of early childhood education, history, trends and the philosophies of various programs, diversity, inclusion, licensing standards, current legislation, professionalism and advocacy are examined. |

| ECED1160 | Early Language and Literacy | L | 45 | - | 4.5 |
| This course focuses on the development of literacy and language skills for children from birth through age 8. Students will plan and prepare developmentally appropriate literacy and language activities. Grade of "C" or higher required for ECED2065. |

| ECED1220 | Pre-Practicum | L | 15 | - | 1.5 |
| This course is a pre or co-requisite for first ECED practicum. 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, and have their names cleared through appropriate background checks. A grade of "C" or higher is required to pass. |

| ECED1221 | Infant / Toddler Practicum | L | 90 | - | 3 |
| Pre/Co-requisite: ECED1110. Co-enrolled in ECED1220 if this is the first practicum. This course is designed to provide an understanding of the developmental stages of children 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 practicum 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 "C" or higher is required for ECED major. |

| ECED1224 | Preschool Math, Science and Social Studies Curriculum | L | 150 | - | 3 |
| Planning and implementing developmentally appropriate activities for children. Grade of "C" or higher required for ECED2065. |
### SCC – July 1, 2010 – June 30, 2011

#### 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>ECED1230</td>
<td>School Age Child Development</td>
<td>L</td>
<td>30</td>
<td>-</td>
<td>3</td>
</tr>
</tbody>
</table>

This course focuses on typical and atypical 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 "C" or higher required for ECED2065.

| ECED1240 | Preschool/School Age Practicum | L | 90 | - | 3 |

Pre/Corequisites: ECED1210, 1230, 1060. Co-enrolled in ECED1200 if this is the first practicum. This course is designed to provide an understanding of the developmental stages of children from three to eight years of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for children 3-8 years of age are also presented. Students are required to complete a minimum of 90 clock hours of practical work experience. Attendance at discussion/orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student. Grade of "C" or higher required for all ECED majors.

| ECED1260 | Early Childhood Health, Safety and Nutrition | L | 45 | - | 4.5 |

This course focuses on typical/atypical 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 "C" or higher required for ECED2065.

| ECED1270 | Integrated Curriculum: Ages 3-8 years | L | 30 | 90 | 6 |

Pre/corequisites: ECED1110, ECED1210, ECED1230, ECED1060, ECED1260. This course will combine the learning domains of language and literacy, math/science/social studies and expressive arts along with the fundamental elements of curriculum design to provide an application based learning experience of children's learning experiences and instructor curriculum design. Grade of "C" or higher required for ECED majors.

| ECED1340 | How Children Learn | L | 30 | - | 3 |

Pre/corequisites: ECED1110, ECED1120, ECED1230, ECED1060. This course will combine the learning domains of language and literacy, math/science/social studies and expressive arts along with the fundamental elements of curriculum design to provide an application based learning experience of children's learning experiences and instructor curriculum design. Grade of "C" or higher required for ECED majors.

| ECED1401 | Displays in the Early Childhood Classroom | L | 5 | - | 5 |

This course focuses on the awareness of using creative techniques during group times in early childhood settings infant through age eight.

| ECED1402 | Effective Technology in the Early Childhood Classroom | L | 5 | - | 5 |

This course focuses on typical/atypical 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 "C" or higher required for ECED2065.

| ECED1403 | ECED Professional Portfolio Development | L | 5 | - | 5 |

This course focuses on the awareness of using creative techniques during group times in early childhood settings infant through age eight.

| ECED1404 | Understanding Diversity in the Early Childhood Classroom | L | 5 | - | 5 |

This course focuses on the awareness of using creative techniques during group times in early childhood settings infant through age eight.

| ECED1405 | Portfolio Assessment in the Early Childhood Classroom | L | 5 | - | 5 |

This course focuses on the awareness of using creative techniques during group times in early childhood settings infant through age eight.

| ECED1406 | Effective Transitions in the Early Childhood Classroom | L | 5 | - | 5 |

This course focuses on the awareness of using creative techniques during group times in early childhood settings infant through age eight.

| ECED1407 | Creative Group Times in the Early Childhood Classroom | L | 5 | - | 5 |

This course focuses on the awareness of using creative techniques during group times in early childhood settings infant through age eight.

| ECED1408 | Effective Home Visits for the Early Childhood Educator | L | 5 | - | 5 |

This course focuses on the awareness of using creative techniques during group times in early childhood settings infant through age eight.

| ECED1475 | Professional In-home Care | L | 45 | - | 4.5 |

This course focuses on typical/atypical 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 "C" or higher required for ECED majors.

| ECED1520 | Preschool Practicum | L | 45 | - | 1.5 |

Pre/corequisites: ECED1110. Co-enrolled in ECED1220 if this is the first practicum. This course is designed to provide an understanding of the developmental stages of children from 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 "C" or higher required for all ECED majors.

| ECED1521 | Infant Practicum | L | 45 | - | 1.5 |

Pre/corequisites: ECED1110. Co-enrolled in ECED1220 if this is the first practicum. This course is designed to provide an understanding of the developmental stages of children from 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 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 "C" or higher required for all ECED majors.

| ECED1522 | Toddler Practicum | L | 45 | - | 1.5 |

Pre/corequisites: ECED1110. Co-enrolled in ECED1220 if this is the first practicum. This course is designed to provide an understanding of the developmental stages of children from 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 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 "C" or higher required for all ECED majors.

| ECED1545 | School Age Practicum | L | 45 | - | 1.5 |

Pre/corequisites: ECED1210, 1230, 1060. Co-enrolled in ECED1200 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 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 "C" or higher required for all ECED majors.

| ECED1550 | Home Visit Practicum | L | 45 | - | 1.5 |

This course focuses on typical/atypical 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 "C" or higher required for ECED majors.

| ECED1555 | Pre-Professional Skills Preparation | L | 10 | - | 1 |

This course is designed to help you prepare for the Pre-Professional Skills Test. It will include an overview of the Praxis format, various test taking strategies, test myths and facts, and a pre/post test analysis.

| ECED1556 | Portfolio Development | L | 45 | - | 4.5 |

This course focuses on typical/atypical 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 "C" or higher required for ECED majors.

| ECED1557 | Professional Portfolio Development | L | 45 | - | 4.5 |

This course focuses on typical/atypical 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 "C" or higher required for ECED majors.

| ECED1558 | Professional Portfolio Development | L | 45 | - | 4.5 |

This course focuses on typical/atypical 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 "C" or higher required for ECED majors.

| ECED1559 | Professional Portfolio Development | L | 45 | - | 4.5 |

This course focuses on typical/atypical 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 "C" or higher required for ECED majors.

| ECED1560 | Professional Portfolio Development | L | 45 | - | 4.5 |

This course focuses on typical/atypical 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 "C" or higher required for ECED majors.

| ECED1561 | Professional Portfolio Development | L | 45 | - | 4.5 |

This course focuses on typical/atypical 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 "C" or higher required for ECED majors.
ECED1560 Comprehensive Family Child Care Practicum  
Prerequisite: Program Permission. Open only to declared students. Must 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 education programs. A grade of "B" or higher is required to meet graduation requirements.

ECED1565 Advanced Practicum  
Prerequisite: Program permission required to register. ECED2065 with grade of B or higher. Must be taking or have taken ECED2070. A study of the skills needed for working in a comprehensive early childhood education setting in a leadership position. A grade of "B" or higher is required to meet graduation requirements.

ECED2050 Children with Exceptionalities  
Prerequisite: Program Permission required to register. Must have taken or be taking ECED1475. Open only to declared students. Must have completed ECED1560 and have a grade of C or higher. A grade of "B" or higher is required to meet graduation requirements.

ECED2055 Inclusion in the Early Childhood Classroom  
This course focuses on the practical application of inclusive practice for children with special needs in natural environments. The course includes observation of children and includes special education methods for children with disabilities. 10 seminar/lecture hours arranged with instructor/supervisor.

ECED2060 Early Childhood Education Curriculum Planning  
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 corequisite with this class. This course prepares students to plan developmentally appropriate curriculum and environments for children ages 3-6 years of age. Topics include curriculum design, writing goals and objectives, lesson plans, daily schedules, working with parents, and inclusionary practices. Grade of C or higher required for ECED2065.

ECED2065 Child Care Head Teacher Practicum L 30 105 5  
Prerequisite: Program Permission. Overall GPA of 2.5 or higher. Current first aid/CPR certification. ECED1050, 1060, 1110, 1120, 1160, 1220, 1221, 1224, 1230, 1240, 1260, 2060 with a grade of C or higher. Must have completed 50.0 ECED credits or Program and/or meet licensing standards. 10 seminar/lecture hours arranged with instructor/supervisor.

ECED2070 Individualized Practicum  
Prerequisite: Program permission required to register. Prerequisites: ECED2050 with a "B" or higher. ECED2070 and four of the five General Ed. core classes. Overall GPA of 2.5 or higher. Current first aid/CPR certification. A grade of B or higher 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.

ECED2510 ECE Administration Practicum  
Prerequisite: Program permission required to register. Must be taking or have taken ECED2057. A study of the skills needed for working in a comprehensive early childhood education setting in a leadership position. A grade of "B" or higher is required to meet graduation requirements.

ECED2575 Advanced Practicum  
Prerequisite: Program permission required to register. Prerequisites: ECED2501 with a "B" or higher. ECED2575 and four of the five General Ed. core classes. Overall GPA of 2.5 or higher. Current first aid/CPR certification. A grade of "B" or higher is required to meet graduation requirements. Advanced practicum experiences as an intern in a variety of child care settings. Presentation and discussion of child development topics and student's practicum experiences. 10 seminar/lecture hours arranged with instructor/supervisor.

ECED2607 Individualized Practicum  
Prerequisite: Program permission required to register. Prerequisites: ECED2501 with a "B" or higher. ECED2501 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 higher. Current first aid/CPR certification. A grade of B or higher to meet graduation requirements. ECECD112 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.

ECED2675 Advanced Coop  
Prerequisite: Program permission required to register. A grade of B or higher is required to meet program standards. 10 seminar/lecture hours arranged with instructor/supervisor.

SOUTHEAST Community College - Nebraska
ECON 1200 Personal Finance

Prerequisite: Math competency recommended.

Survey of principles and methods of managing personal finance resources. Includes analysis of personal financial decisions. Topics include: economic concepts, banking, savings and investment, credit, major purchases (home/auto), risk management (home, life, health, auto), tax strategies, retirement and estate planning.

ECON 2110 Macroeconomics

Prerequisite: 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 fiscal and monetary policies, globalization and the economic challenges facing our economy.

ECON 2120 Microeconomics

Prerequisite: 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 information. A microeconomic focus on the behaviors on individual households and firms.

EDUC 1080 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 one class hour one hour per week and six hours per week in a school classroom. Special requirement: A criminal background self-disclosure will be required of all students enrolled in this course. Based on the outcome, a student may be prevented from taking this and other EDUC classes.

EDUC 1310 Introduction to Education

Prerequisite: Program permission.

Overview of the foundations and the future 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.

EDUC 2160 Children's Literature

Cross-listed as ENGL2160

Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 or permission of instructor.

Survey of the various genres of children's literature with an emphasis of methods of critically evaluating, analyzing, and sharing both traditional and recent selections.

EDUC 2165 Young Adult Literature

Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 or permission of instructor.

Survey of the various genres of adolescent literature. Emphases on evaluation of quality, thematic study and the inter-disciplinary uses of young adult literature.

EDUC 2350 Introduction to English Language Learners

Prerequisite: EDUC1310.

Introduction to the history, legislation, methods and procedures of instruction and assessment of English language learners. Overview of language acquisition, development, and structure. Exploration of cultural influences, diversity and perspectives in the K-12 classroom.

EDUC 2500 Fundamentals of Child Development for Education

Prerequisite: Program permission.

Fundamental concepts and principles of human development with reference to cognitive and social/emotional development from infancy to early adulthood. Biosocial forces which affect behavior and development in children in relation to educational practice.

EDUC 2510 Fundamentals of Adolescent Development for Education

Prerequisite: Program permission.

Fundamental concepts and principles of human development with reference to cognitive and social/emotional development from late childhood to early adulthood. Biosocial forces which affect behavior and development in adolescents as they relate to educational practice.

EDUC 2520 Educational Psychology

Prerequisite: EDUC1310 for education majors; PSYC1810 for non-education majors.

Principles of psychology as applied to classroom teaching. Emphasis on development, learning, motivation, evaluation, adjustment, and education techniques and challenges.

EDUC 2970 Professional Practicum Experiences II

Prerequisites: EDUC1080 and EDUC1310.

Guided participation in observation in schools and/or agencies of programs for children and/or youth. Includes seminar component.

EDUC 2971 Professional Practicum Experiences III

Prerequisites: EDUC1310, EDUC2970.

Guided participation in observation in schools and/or agencies of programs for children and/or youth. Includes seminar component.

EIGT 1120 Drawing/Illustration

Prerequisite: Program permission.

This course provides a foundation in basic perceptual, expressive and compositional aspects of drawing with an emphasis on perspective and realistic rendering (learn to see with accuracy). A variety of black and white drawing media will be explored.

EIGT 1122 Introduction to Graphic Design

Prerequisite: Program permission.

This course is concerned with the basic principles of graphic design. Emphasis is placed on graphic processes and communication principles. Development of creative ideas, evaluation of diverse methods used to produce functional graphic translations will be explored. An introduction to basic technical procedures will also be studied.

EIGT 1126 Typography

Prerequisite: Program permission.

This course provides a comprehensive introduction to typographic type usage. The course builds upon the extensive language and practice of typography 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 integration with related design elements.

EIGT 1136 Computer Graphics I

Prerequisite: Program permission.

Computer Graphics I begins with an introduction to the Macintosh computer and operating system, then moves to the basics of working with Adobe InDesign, Adobe Photoshop, and Adobe Illustrator. This course teaches page layout, methods of formatting and controlling type, working with raster based and vector-based images, plus methods for efficient file management and production.
SOUTHEAST Community College - Nebraska

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<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
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<tr>
<td>EIGT1230</td>
<td>Typography II</td>
<td>M</td>
<td>40</td>
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<td>Prerequisite: EIGT1126</td>
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This course examines typographic issues which emphasize the basic typographic principles 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 layout technology. This course provides students with a fundamental working knowledge of effective typographic methodology.

| EIGT1234 | Computer Graphics II | M | 40 | 60 | 6 |
| Prerequisite: EIGT1136 |


| EIGT1238 | Drawing/Illustration II | M | 30 | 45 | 4.5 |
| Prerequisite: EIGT1220 |

This course begins with 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 complete spatial compositions.

| EIGT1240 | Publication Design | M | 40 | 15 | 4.5 |
| Prerequisite: EIGT1126 |

The aesthetics of type and image are the core of graphic design. Virtually all aspects of the printed word and image are in investigated and considered. The class focuses on the process by which visual communication ideas are developed, edited, and presented. Projects include magazine, newsletter, brochure, poster, and annual report design with an emphasis on the structure of layout, typography and image.

| EIGT1343 | Video Production/Editing | M | 40 | 15 | 4.5 |
| Prerequisite: EIGT1224 |

This course introduces students to the basic principles of video shooting and techniques of video production and editing using Final Cut Express with an emphasis on video use for the internet. Students are guided through the post-production process using Adobe After Effects.

| EIGT1354 | Color Theory | M | 30 | 45 | 4.5 |
| Prerequisite: EIGT1234 |

This course is a study of color beginning with the color theories of Munsell, Albers, and others. Exercises to develop a sensitivity to color phenomena and color characteristics are studied. Mixing and matching of pigmented color as well as sources of color are explored. Emphasis is placed on color as a tool for use in RGB and CMYK color applications or for the graphic designer.

| EIGT1356 | Photography & Digital Imaging | M | 40 | 60 | 6 |
| Prerequisite: EIGT1136 |

This course is an introduction to photography as a creative medium. An exploration of the technical issues related to camera operation, control of light, lens, film/record 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 200 years using digital methods. A portion of this course will include the use of Photoshop as an image manipulation tool.

| EIGT1455 | Design Portfolio Development | M | 40 | 60 | 6 |
| Prerequisite: EIGT1230 |

In this course students will study and explore and plan strategies for the development of their personal design portfolios. An emphasis will be placed 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.

| EIGT1456 | Environmental Design | M | 40 | 15 | 4.5 |
| Prerequisite: EIGT1230 |

In this course students will use the environmental sign to explore the aesthetics of sign and symbol. Students will explore and create applications in 2D and 3D environmental and exhibition design with an emphasis on effective communication. An emphasis will be placed on function and craft (execution).

| EIGT1457 | Interactive Design | M | 40 | 15 | 4.5 |
| Prerequisite: EIGT1485 |

Interactive Design focuses on development of strong concepts for interactive applications such as kiosks, DVD menus, and portable device applications. This includes the process of developing and effectively communicating an idea through sketches, storyboards, illustrations, and presentations.

| EIGT1460 | 3-D Package Design | M | 40 | 15 | 4.5 |
| Prerequisite: EIGT1465 |

This course introduces students to the basic principles of building a personal portfolio with an emphasis on demonstrating the various methods and styles used in design. This course focuses on brand identity 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.

| EIGT1465 | Corporate Identity Design | M | 40 | 60 | 15 |
| Prerequisite: EIGT1230 |

This course will examine and analyze existing identity and the history of corporate identity. Branding strategy will be studied as it relates to identity. Students will create identity revision/updates and create new identity systems based on specific branding requirements. Students will examine current identity requirements and will write a graphic standards and application manual for identity designs they create. An emphasis will be placed on use of appropriate typographic qualities, shape/form, color and integration of these elements.

| EIGT1485 | Web Design I | M | 40 | 60 | 6 |
| Prerequisite: EIGT1243 |

Beginning web skills include site planning fundamentals, understanding web standards, content organization, and visual evaluation of web design. Students are introduced to the fundamentals of HTML & CSS as well as the effective use of graphics and type in web design.

| EIGT1485 | Web Design II | M | 40 | 60 | 6 |
| Prerequisite: EIGT1485 |

Web Design II introduces the integration of interactivity on the web through the use of Adobe Flash. Students will learn how to use Flash in conjunction with Action script to create simple animations, dynamic navigation, and RIA (Rich Internet Applications).

| EIGT2566 | Digital Marketing | M | 40 | 15 | 4.5 |
| Prerequisite: EIGT2567 |

Digital Marketing explores and evaluates the potential for digital technology, especially the Internet, to enhance the marketing of goods and services. Emphasis is on understanding the various methods and styles used to market on the Internet, and on integrating the digital environment into other elements of the marketing mix. Topics will include building an online strategy, social media and online communities, email marketing, rich media advertising, and viral marketing.

| EIGT2575 | Graphic Design Portfolio I | M | 40 | 105 | 8 |
| Prerequisite: EIGT1455 |

In this course students will begin to experiment on an individualized basis the development of a personal portfolio with an emphasis on demonstrating the various methods and styles used in design. This course focuses on brand identity 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.

| EIGT2585 | Print Reproduction Processes | M | 30 | - | 3 |
| Prerequisite: EIGT1234 |

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, processes, paper, bindery and finishing and ancillary production issues, students will learn all the skills and knowledge acquired in the previous four quarters.

| EIGT2662 | Web Design III | M | 40 | 60 | 6 |
| Prerequisite: EIGT2567 |

Web Design III will familiarize students with working with a client on a web based project while further exploring advanced topics in web design such as the use of databases, eCommerce, CMS Content Management Systems, and (SEO) Search Engine Optimization.

| EIGT2664 | Graphic Design Portfolio II | M | 40 | 120 | 8 |
| 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.

| EIGT2665 | Web Design IV | M | 40 | 60 | 6 |
| Prerequisite: EIGT2662 |

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.
## ELEC 1344 Motor Controls
M 20 30 3
Electromechanical students will learn the fundamentals of freehand sketching electrical control systems. Practices in the operation, application, wiring, and troubleshooting of AC electrical control systems.

Prerequisite: ELEC1217.

## ELEC 1337 Sketching & CAD
M 20 30 3
Followed by the design of electrical distribution systems and computerized electrical systems using computer-aided drafting and design software. Introduction to computer-based drafting, circuit simulation, and PCB layout software for electronics applications. The software will include Capture, Multisim, and Visio.

Corequisite: ELEC1365.

## ELEC 1356 Fluid Power
M 60 40 7
Study of fluid power (hydraulic and pneumatic) systems. Circuity and various components, their design, operation, application, and maintenance.

Prerequisite: MATH1050.

## ELEC 1362 Electronic Drafting
L/M 5 20 1
Introduction to computer-based drafting, circuit simulation, and PCB layout software for electronics applications. The software will include Capture, Multisim, and Visio.

Prerequisite: Prior computer coursework or experience.

## ELEC 1365 Residential & Commercial Wiring
M 150 100 18
Prerequisite: ELEC1217.

Practical experience in the construction of residential electrical systems. Design, layout, and estimating of a residential electrical systems based on the National Electrical Code (NEC).

## ELEC 2099 Military Service Electronics Training
- - 30-60
Composite Electronics Technician training and experience received at US Military Service will be recognized. SCC does not offer this course at their facilities. Credit depends on transcript.

Prerequisite(s): ELEC1356, ELEC1376, ELEC1337, MACH1121, and MFGT1456.

## ELEC 2099 Military Service Electronics Training
- - 30-60
Composite Electronics Technician training and experience received at US Military Service will be recognized. SCC does not offer this course at their facilities. Credit depends on transcript.

Prerequisite(s): ELEC1356, ELEC1376, ELEC1337, MACH1121, and MFGT1456.

## ELEC 2127 seventh Class
M 60 40 8
Basic electrical concepts. Ohm’s Law and Kirchoff’s Voltage and Current Laws to understand 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.

Prerequisite: MATH1050.

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Prerequisite: MATH1050.
## Course Descriptions

<table>
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<tr>
<th>Course Number</th>
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<th>Location</th>
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<tr>
<td><strong>ELEC2753</strong></td>
<td>Microprocessor Applications</td>
<td>L/M</td>
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<td><strong>ELEC2754</strong></td>
<td>Programmable Logic Controllers I</td>
<td>M</td>
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<td>PC Operating Systems &amp; Hardware</td>
<td>M</td>
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## Notes

- **Prerequisite:** ELEC2530.
- **Co-requisite:** ELET1719. Co-requisite in ELET1714.

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**ELEC2853**  | Hydraulics & Pneumatics | L/M | 30 | 40 | 4 |

**ELEC2860**  | LAN Switching and Wireless | L/M | 30 | 40 | 4 |

**ELEC2861**  | Wide Area Networking | M | 30 | 40 | 4 |

**ELEC2862**  | PLCs in Automation Systems | M | 40 | 85 | 6.5 |

**ELEC2883**  | Robotics and Vision Systems | M | 20 | 30 | 3 |

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**ELET • ELECTRICIAN CONSTRUCTION – IBEW OPTION**

**ELET1714**  | DC Circuits and Blueprint Reading | 120 | 60 | 14 |

**ELET1715**  | Electrical Wiring Applications I | - | 200 | 5 |

**ELET1719**  | AC Circuits and Wire Sizing | 120 | 60 | 14 |

**ELET1720**  | Electronic Wiring Applications II | - | 200 | 5 |

**ELET1724**  | Electronic Devices and Electrical Grounding | 120 | 60 | 14 |
Chapter 2: Course Descriptions

EMTL1321 Introduction to Paramedicine
Prerequisites: EMTL1301 (EMT-Basic I) & EMTL1302 (EMT-Basic II), BIOS1140 & BIOS1140, (Human Anatomy & Lab), BIOS2130 & BIOS 2130, (Human Physiology and Lab), and MEDA1101 (Medical Terminology I) or equivalent courses.
This course will present the foundations of paramedic practice as well as an introduction to pathophysiology, pharmacology, medication administration, and airway management and ventilation.

EMTL1322 Advanced Pharmacology for the Paramedic
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.

EMTL1323 Patient Assessment and Emergency Cardiovascular Care for the Paramedic
Prerequisites: EMTL1322
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. Students will ACLS certify.

EMTL1324 Paramedic Practicum I
Prerequisites: EMTL1324
This course includes 60 hours in the Emergency Department, 16 hours in the Operating Room and 50 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.

EMTL1325 Medical Emergencies for the Paramedic
Prerequisites: EMTL1323
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. Students will NMSLS certify.

EMTL1326 Paramedic Practicum II
Prerequisites: EMTL1324
This course includes 60 hours in the Emergency Department, 16 hours in the Critical Care Unit (CCU), and 50 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.

EMTL1327 Traumatic Emergencies for the Paramedic
Prerequisites: EMTL1325
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. Students will PHTLS certify.

EMTL1328 Paramedic Practicum III
Prerequisites: EMTL1326
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 3 of a 5 part series of clinical experiences that support the didactic elements of the paramedic courses.

EMTL1329 Special Considerations and Operations
Prerequisites: EMTL1327
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.

EMTL1330 Paramedic Practicum IV
Prerequisites: EMTL1328
This course includes 16 hours in Labor & Delivery, 4 hours in the Pediatric Intensive Care Unit (PICU), 16 hours in the Children’s Emergency Department/Urgent Care, 8 hours in a psychosomatic/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 3 of a 5 part series of clinical experiences that support the didactic elements of the paramedic courses. Students will PALS & PEPF certify.
ENERGY GENERATION OPERATIONS

ENER1100 Introduction to Energy Generation and Distribution
Introduction to the history of electric and fluid power in the U.S. including deregulation. Private and public utilities are discussed. Methods of commercial power generation including fossil fuels, nuclear power and renewable energy generation. Includes overview of electrical transmission and distribution systems. System reliability and governance are covered.

ENER1110 Operator Safety Basic operator-based safety topics including ladder systems, climbing and rigging equipment, rescue methods. Students will be required to climb ladders in a controlled safety system to a minimum of 100 feet. Chemical storage and safety handling will be an additional focus.

ENER1115 Mechanical and Fluid Fundamentals Introduces concepts which deal with physical forces and their relationship to energy through temperature and pressure and are frequently encountered in an operating plant environment. The scientific principles of flow, temperature, pressure, heat, gases, liquids, solids, fluid systems, process dynamics and heat transfer are covered in detail. The curriculum of this course encompasses basic physics and science.

ENER1120 Process Dynamics Introduces concepts which deal with physical forces and their relationship to energy through temperature and pressure and are frequently encountered in an operating plant environment. The scientific principles of flow, temperature, pressure, heat, gases, liquids, solids, fluid systems, process dynamics and heat transfer are covered in detail. The curriculum of this course encompasses basic physics and science.

ENER1130 Electrical Schematics An introduction to electrical schematics, how to read them and how to troubleshoot electrical system problems using electrical schematics.

ENER1210 Power Generation Technologies In-depth descriptions of prime movers in the power generation industry. Includes generators of all types and fuel systems and various frequency power generation are discussed. Efficiencies and economics of different types of generating stations are examined. Base loads, mid-loads and peaking plants are explained.

ENER1220 Advanced Process Dynamics The practical application of flow, temperature, pressure, heat, gases, liquids, solids, fluid systems, process dynamics and heat transfer are explored in detail. Case studies are used to explain real process dynamic systems in operation. Practice equipment used in course will include air compressors, pumps, valves, storers, and traps.

ENER1230 Data Collection (SCADA) This course introduces the student to the process of data collection as it applies to energy generation systems. SCADA (Supervisory Control And Data Acquisition) is used as the primary model of data collection.

ENER1235 P & ID, PFD Symbols This course will cover the symbols and diagrams commonly used on Piping and Instrumentation Diagrams (P&ID) and Process Flow Diagrams (PFD). Focus will be on identifying the types of diagrams, identifying instrument symbols and line symbols used on P&ID’s, understanding the types of information typically found on a P&ID, using a P&ID to locate devices and equipment required, and using a PFD to trace the flow paths of a system.

ENER1240 Refrigeration Systems An introductory course covering the physical and chemical laws governing the principles of refrigeration with emphasis on the basic refrigeration system cycle and basic system components including the evaporator, compressor and condenser. Includes general HVAC systems and steam cycle heating.

ENER1245 Boiler Systems 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 T 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 of the final evaluation process in the completion of the program.

ENER1250 Emission Control Systems An introductory course covering boiler operation, inspection, maintenance, and repair. Emphasis throughout is on the vital interrelationship of operation, maintenance, inspection, controls and safety devices.

ENER1260 Energy Generation Math An introductory course covering boiler operation, inspection, maintenance, and repair. Emphasis throughout is on the vital interrelationship of operation, maintenance, inspection, controls and safety devices.

ENER2100 Motor Controls and Switchgear The practical application of flow, temperature, pressure, heat, gases, liquids, solids, fluid systems, process dynamics and heat transfer are covered in detail. The curriculum of this course encompasses basic physics and science.

ENER2110 Backup Power Generation Follow-up course to ENER1110, Operator Safety. This course provides OSHA basic safety training as well as CPR and First Aid practices that are desirable for any energy generating facility operator.

ENER2115 Advanced Operator Safety Follow-up course to ENER1110, Operator Safety. This course provides OSHA basic safety training as well as CPR and First Aid practices that are desirable for any energy generating facility operator.

ENER2120 Steam Turbines This is an introduction to the basic operation and maintenance of steam turbines. Practical system block diagrams are presented for steam turbine systems as used in biofuels and electricity-generating plants. System flow diagrams, block-level troubleshooting techniques are covered.

ENER2135 Atomic Structures This course introduces the concepts necessary for understanding the fission process used in modern power producing nuclear plants. Details will be provided on how the fission process is controlled and how it is affected by the design of the plant and the life of the fuel and how the reaction is affected by neutron absorbing poisons produced or designed into the fuel assemblies. Additional topics will include fission of non fissile fuels, the life cycle of a neutron, and the energy produced by the fission of an atom. Disposition of by-products will be explained.

ENER2200 Introduction to Nuclear Energy This course introduces and develops the concepts necessary for understanding the fission process used in modern power producing nuclear plants. Details will be provided on how the fission process is controlled and how it is affected by the design of the plant and the life of the fuel and how the reaction is affected by neutron absorbing poisons produced or designed into the fuel assemblies. Additional topics will include fission of non fissile fuels, the life cycle of a neutron, and the energy produced by the fission of an atom. Disposition of by-products will be explained.
This course covers the various topics involved in the operation of a nuclear power plant. Concepts related to accident analysis will be co-covered. Explanation of basic concepts related to transient prevention and mitigation of core damage and accident management is included.

**ENER2300 Coal Plant Operations**
Prerequisite(s): ENER1220
M 60 - 6
Description of safety systems used in a typical coal-fired electric power plant. Coal dust control systems, fire safety and automatic shut-down systems will be covered.

**ENER2400 Gas Turbine Systems**
Prerequisite(s): ENER1220
M 30 - 3
This course introduces students to the various types of gas turbine generating systems such as micro, heavy frame and aero-derivative systems. Various topics include theory of operation, fuel systems, emission controls, inlet systems, cooling, heating, and filtering. History of gas turbines is covered as well as support systems, combustion controls, lif e-cycle monitoring and safety in a gas turbine power plant.

**ENER2410 Combined Cycle Operations**
Prerequisite(s): ENER1220
M 30 - 3
This course covers various topics including purge sequences, HRSG (Heat Recovery Steam Generators), purge sequences and co-generation units. Horizontal, vertical and single/multiple drums are discussed. Multiple pressures, once-throughs, start-up processes, duct burners, exhaust gas dynamics, turbulence and emission controls are all addressed.

**ENER2420 Plant Operations and Troubleshooting**
Prerequisite(s): ENER1220
M 30 - 3
A systems-approach to troubleshooting practical and realistic problems operators can expect to encounter in a typical electric power plant fueled by fossil fuels. Critical and non-critical examples are practiced as students learn to quickly analyze and resolve system failures. Divide and conquer techniques are taught.

**ENER2500 Biofuels Process Fundamentals**
Prerequisite(s): ENER1115, ENER1225
M 30 - 3
Covers the history, rationale, and overall fundamental processes of Biofuels production. A Process Flow Diagram (PFD) of a typical Ethanol Plant will be used to examine the sequence of operation including resident time, pressures, and temperatures seen in various stages of production. This course will explain the rationale for feedstock and additives used in Ethanol processing as well as product and co-product production and use.

**ENER2510 Distillation and Evaporation**
Prerequisite(s): ENER1115, ENER1220, ENER1235
M 45 - 4.5
This course covers the theory behind distillation and evaporation. Students will learn the operating parts in a distillation system and how to interpret normal operating conditions. Students will learn how to troubleshoot common operational problems in a distillation and evaporation system. Students will become familiar with safety procedures in starting, cleaning, operating and shutting down a distillation system. Students will become familiar with the evaporative process and its role in processing plants. A distillation simulator will be available for laboratory use.

**ENER2520 Microbial Ecology**
Prerequisite(s): LBST1205/LBST1215
M 30 45 4.5
Introduces students to structure, classification, and ecology of microorganisms, especially as it relates to a Biofuels processing plant. Will include experience in microbiological laboratory practices and techniques as well as study of the enzymes supporting microbial ecology in Ethanol processing facilities.

**ENER2530 Process Plant Chemistry**
Prerequisite(s): LBST1205/LBST1215
M 30 - 3
This course explores the relationship of science, technology, and process management in regards to the operation and optimization of processing plant operations. The course has an emphasis on the science and technology that affect process operations, measures of product quality assurance and control, identify operational deviations, and incorporate process troubleshooting.

**ENER2540 Biofuels Process Operations**
Prerequisite(s): ENER1115, ENER1220, LBST1205/LBST1215
M 30 45 4.5
This advanced process course pulls together the various concepts involving a typical biofuels processing plant. Real-life case studies will be presented as we explore control models used in this business. Topics include feedback, cascade, PID, PID (Clean In Place), start-up, shut-down and feed-forward. Process troubleshooting concepts will be taught and practiced by students to emulate real-world failures and how to deal with those.

**ENER2700 Introduction to Wind Turbine Systems**
Prerequisite(s): Permission
M 10 - 1
This course is an introduction to the basic concepts and terminology of how wind energy is captured and transformed into electrical power. Topics covered include mechanical physics, electricity and magnetism, fluid dynamics, and aerodynamics. Basic description of wind towers, and electrical generators is included. Small and large wind turbine systems will be included.

**ENER2710 Rotor Systems**
Prerequisite(s): Permission
M 20 - 2
This course introduces students to the construction of rotor blades used in small and large wind turbine systems. Materials used and inspection methods are discussed. The theory of aerodynamics, pitch and yaw systems are explained as they relate to a wind turbine power plant.

**ENER2720 Wind Farm Management**
Prerequisite(s): Permission
M 45 - 4.5
This course focuses on methods used to evaluate land opportunities for developing wind farms, and managing a wind farm in both a field and an office setting. Students learn how to read and analyze topographic wind maps as a means to assessing the viability of developing wind farms on newly acquired land. Other topics covered include cranes and rigging methods, non-destructive materials testing, networking, and basic meteorological forecasting.

**ENER2730 Wind Turbine Electrical and Fluid Systems**
Prerequisite(s): Permission
M 45 - 4.5
This course presents the fundamentals of wind turbine construction. Emphasis is placed on mechanical and electrical systems in a complete utility sized wind turbine from fasteners used to propellers, shafts and bearings. Basic alignment is covered with regard to wind turbine structural stability. Classical mechanical physics is used to demonstrate how wind energy is transmitted from propeller to electric generation. The importance of lubrication in maintaining gears and other movable parts is stressed.

**ENER3000 Internship**
Prerequisite(s): ENER1220, ENER1225
M (120) 3
SCC Staff will coordinate site visits so students can work with various energy-generating facilities as an intern as they explore the various business in an attempt to choose a focus in their sixth quarter. One week per employer shall be spent in their facilities partnering with seasoned plant operators.
<table>
<thead>
<tr>
<th>Course# (online)</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ENGL0810 Grammar Review</td>
<td>B/L 15 - 1.5</td>
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<tr>
<td>ENGL0830 Reading Skills Tune-up</td>
<td>B 5 30 1.5</td>
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<tr>
<td>ENGL0840 Language Skills Tune-up</td>
<td>B/L/M 5 30 1.5</td>
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<tr>
<td>ENGL0844 Language Skills II</td>
<td>B/L/M 30 - 3</td>
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<tr>
<td>ENGL0845 Language Skills</td>
<td>This is the second course in a sequence designed to improve 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. 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.)</td>
<td>B/L/M 30 - 3</td>
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<tr>
<td>ENGL0850 Reading Strategies I</td>
<td>This is the second course in a sequence designed to improve students' language and writing skills and prepare them to be successful in college courses. The course includes group and individualized instruction. Students must achieve appropriate level on assessment to advance to ENGL0950 Beginning Writing. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)</td>
<td>B/L/M 45 - 4.5</td>
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<tr>
<td>ENGL0850 Reading Strategies II</td>
<td>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.)</td>
<td>B/L/M 45 - 4.5</td>
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<tr>
<td>ENGL0885 Advanced Reading Strategies</td>
<td>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.)</td>
<td>B/L/M 45 - 4.5</td>
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</tbody>
</table>
ENGL2100 Introduction to Literature  B/L 45 - 4.5  
Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 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.

ENGL2140 Introduction to Shakespeare  B/L 45 - 4.5  
Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 or permission of instructor.
This course provides an introduction to the times and art of William Shakespeare through the study of a selection of major plays. Focus is placed on context of his time and society, themes that speak to a modern audience, and making Shakespeare's language accessible.

ENGL2150 Introduction to Women's Literature  B/L 45 - 4.5  
Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 or permission of instructor.
Introduction to various writing forms in English by women of diverse cultural, political, historical, and economic backgrounds from the 19th century to the present.

ENGL2160 Children's Literature  B/L 45 - 4.5  
Cross-listed as EDUC2160 Prerequisite: A grade of "C" or higher 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.

ENGL2165 Young Adult Literature  B/L 45 - 4.5  
Cross-listed as EDUC2165 Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 or permission of instructor.
Survey of the various genres of adolescent literature. Emphasis on evaluation of quality, thematic study and the inter/inter-disciplinary uses of young adult literature.

ENGL2440 African American Literature  B/L 45 - 4.5  
Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 or permission of instructor.
This course provides an introduction to African American poetry, short fiction, essays and autobiographical writings. With an emphasis on historical and social contexts, the course focuses on literature as a means of rescuing the past and, consequently, understanding the present.

ENGL2450 Native American Literature  B/L 45 - 4.5  
Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 or permission of instructor.
Introduction to the study of Native American prose, poetry, literature, oral-tradition, and culture through reading, discussions, journals, writing.

ENGL2460 Latino/a & Latin American Literature  B/L 45 - 4.5  
Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 or permission of instructor.
A study of the relationships and parallel aspects between Latin American and Latino literature in the United States. The course provides a general chronological, and thematic introduction to verse, fiction, travel memoirs, and the filo ideas written by Latin American authors and U.S. citizens of Latin American descent and their contribution to U.S. literature. Social, historical, and political backgrounds that have given rise to the literature are also emphasized along with an analysis of the literary techniques and motifs that authors employ in their aesthetic productions.

ENGL2470 Asian American Literature  B/L 45 - 4.5  
Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 or permission of instructor.
Introduction to literature by major Asian American authors studied in its historical and cultural context.

ENGL2520 Fiction Writing  B/L 45 - 4.5  
Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 or permission of instructor.
Designed to teach the fundamentals of writing fiction, both theory and application.

ENGL2530 Poetry Writing  B/L 45 - 4.5  
Prerequisite: A grade of "C" or higher in ENGL1010 or ENGL1015 or permission of instructor.
Designed to teach the fundamentals of writing poetry, both theory and application.

ENGL2560 Technical Writing  B/L 45 - 4.5  
Prerequisite: A grade of "C" or higher in ENGL1010, or ENGL1015, equivalent, or permission of instructor.
Introduction to design principles, style, and strategies for technical writing. Communication formats and styles for various audiences, purposes, and situations are practiced.

ENGR2010 Introduction to Engineering Design  B/L 45 - 4.5  
Prerequisite: Grade of "C" or higher in ENGR2010 or permission of instructor.
This course is a 4.5 quarter hour, (three semester credit hour) computer programming course that teaches structured programming and problem solving using computers. The course consists of a sequence of programming assignments requiring students to write MATLAB programs to solve engineering problems.

ENGR2020 Engineering Statics  B/L 45 - 4.5  
This course is a 4.5 quarter hour course, (three semester credit hour) course in basic engineering statics and is based on the existing UNL course ENGR 233 Engineering Statics.

ENTR1050 Introduction to Entrepreneurship  B/L/M 45 - 4.5  
Prerequisite: Grade of "C" or higher in ENSL1000, ENSL1010, ENSL1015 or permission of instructor.
The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy.

ENTR2040 Entrepreneurship Feasibility Study  B/L/M 45 - 4.5  
Prerequisite: Grade of "C" or higher in ENSL1000, ENSL1010, ENSL1015 or permission of instructor.
Students will assess the viability of a new venture business idea to determine if the concept is feasible for business start up and long term growth. Based on strengths and skills, personal, professional and financial goals. Students will identify and analyze through basic research the present climate for their business idea by completing an industry, target market and competitive analysis. Students will assess the financial needs for startup as well as their own skills, strengths and talents to launch a successful business idea.

ENTR2050 Marketing for the Entrepreneur  B/L/M 45 - 4.5  
This course, the student will gain insights essential for marketing their entrepreneurial venture utilizing innovative and financially responsible marketing strategies. Students will develop an understanding of traditional and non-traditional marketing strategies. Prepare marketing strategies with associated tactics to launch and sustain an entrepreneurial venture.

ENTR2060 Entrepreneurship Legal Issues  B/L/M 45 - 4.5  
Prerequisite(s): Business Law I recommended.
The student will explore legal issues related to business entities including sole proprietorship, general partnerships, limited partnerships and corporations. Students will review contract law, articles of incorporation and the filing process, employment law (including FIDEP, ADA, FMLA), personnel policies and procedures, the hiring process, job descriptions, disciplinary actions, and business insurance.

ENTR2070 Entrepreneurship Financial Topics  B/L/M 45 - 4.5  
Prerequisite(s): OFFT1310 or ACCT1200 recommended.
This is a comprehensive course covering financial situations for business. Financial topics will include employee benefits, retirement planning, budgeting, creation of financial statements, and learning how to work with an accounting professional. Other topics will include income tax, sales and use tax, payroll tax, and unemployment tax.

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## COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>Course# (online)</th>
<th>Title</th>
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<th>Lab Hours</th>
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<tr>
<td><strong>ENTR2090</strong></td>
<td>Entrepreneurship Business Plan</td>
<td>B/L/M</td>
<td>45 - 4.5</td>
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<tr>
<td><strong>ESLX0810</strong></td>
<td>Introduction to College Writing I</td>
<td>L</td>
<td>60 - 6</td>
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<td><strong>COMPS</strong></td>
<td>Introduction to College Writing II</td>
<td>L</td>
<td>60 - 6</td>
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<tr>
<td><strong>EVOM1150</strong></td>
<td>Venue Operations Management</td>
<td>B/L/M</td>
<td>45 - 4.5</td>
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<tr>
<td><strong>EVOM2210</strong></td>
<td>Event-Venue Practicum</td>
<td>B/L/M</td>
<td>45 - 4.5</td>
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<tr>
<td><strong>FINA1130</strong></td>
<td>Fundamentals of Investing</td>
<td>L</td>
<td>45 - 4.5</td>
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<tr>
<td><strong>FIRE1100</strong></td>
<td>Principles of Emergency Services</td>
<td>L</td>
<td>45 - 4.5</td>
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<td><strong>FIRE1111</strong></td>
<td>Fire Administration I</td>
<td>L</td>
<td>45 - 4.5</td>
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<td><strong>FIRE1113</strong></td>
<td>Instructor I</td>
<td>L</td>
<td>45 - 4.5</td>
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</table>

### FIRE1116 Fire Officer IA
- **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 and 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 NFP A1021.

### FIRE1118 Fire Officer IB
- **Prerequisite:** FIRE1116
- Development of the company level officer charged with the responsibility of commanding an initial response to an incident. Managing and 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 NFP A1021.

### FIRE1119 Fire Officer II
- **Prerequisite:** FIRE1117, FIRE1118, or Fire Officer I Certification.
- Administrative and operational aspects associated with the daily routine of a mid-level company officer/supervisor. Addresses many of the highly specialized and complex/technical issues 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 II per NFPA 1021 Standard for Fire Officer Professional Qualifications.

### FIRE1120 Building Construction
- **Prerequisite:** FIRE1247 or Firefighter I
- Study of building construction and design, and their relationship to fire protection. Emphasis if specific type of building construction is involved in a fire.

### FIRE1123 Public Fire and Life Safety Educator
- **Prerequisite:** FIRE1247 or Firefighter I certificate
- 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
- **Prerequisite:** FIRE1247 or Firefighter I certificate
- Basic hydraulics laws and formulas applied to the fire service. Enables student to apply calculations to water supply problems, and relate this information to practical fire field applications.

### FIRE1135 Fire Apparatus Driver Operator
- **Prerequisite:** FIRE1249 or Firefighter II certificate and FIRE1131
- Information and skills for the technical, practical apparatus pumping, and driving requirements for fire emergency vehicles. Driving topics include state 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
- **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
- **Prerequisite:** Completion ENGL0900 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 Inspector I per NFPA 1051 Standard for Professional Qualifications and Hazardous Materials First Responder Operations per NFPA 472 Standard for Responders to Hazardous Materials Incidents.
SCC—July 1, 2010—June 30, 2011

Course Descriptions

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
Prerequisite: FIRE1249 or Hazardous Materials Operations certification
Prepares students to meet the requirements of Hazardous Materials Technician per NFPA 472, standard for Responders to Hazardous Materials Incidents and the United States Department of Occupational Safety and Health Administration.

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.

FIRE2253 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.

FIRE2262 Firefighting Strategy and Tactics L 45 - 4.5
Prerequisite: FIRE1249 or Firefighter II certificate
Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. Addresses decision making and actions necessary to achieve life safety, incident stabilization and property conservation goals in a safe and effective manner.

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.

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.

FSDT • FOOD SERVICE/HOSPITALITY

FSDT1108 Food Service Concepts L 15 - 1.5
Introduction to different types of food service operations and employment opportunities. Field trips and guest speakers.

FSDT1110 Quantity Food Preparation II L 20 - 2
Prerequisite: FSDT1102.
Science of foods: vegetables, eggs and breakfast, starches, fruits, hors d’oeuvres, salads, baking techniques, garnishing, quick breads, pastry, cakes, cookies and yeast breads.

FSDT1111 Quantity Food Preparation II Lab L 60 - 2
Prerequisites: FSDT1102, FSDT1104 and FSDT1110. Corequisites: FSDT1110 or with special permission.
Learn basic cooking skills and techniques for vegetables, eggs and breakfast, starches, fruits, hors d’oeuvres, salads, baking techniques, garnishing, quick breads, pastry, cakes, cookies and yeast breads. Bakery items will be made in quantity to sell. Increased application of work-improvement techniques.

FSDT1114 Meal Service I L 15 - 1.5
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 alcohol 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.

FSDT1115 Meal Service I Lab L 15 - 1.5
Serving dinners/luncheons for Food Production II, catering events, and utilizing public relation skills.

FSDT1118 Food Purchasing L 40 - 4
Prerequisites: FSDT1104, FSDT1110 or related work experience.
Corequisites: FSDT1119.
Study of the principles of purchasing and quantity purchasing of fresh fruits and vegetables, dairy products, cereal products, fish, poultry, meat, convenience foods, beverages. Pricing of all food products and recipes.

FSDT1119 Food Purchasing Practices L 15 - 1.5
Prerequisites: FSDT1104, FSDT1110 or related work experience. Taken simultaneously with FSDT1118.
Awareness of quantity food purchasing including field trips to various purveyors and speakers.

FSDT1122 Beverage Selection & Management L 20 - 2
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 in vitenotes, cost control and profitability.

FSDT1126 Food Production I L 30 - 3
Prerequisites: FSDT1104, FSDT1105, FSDT1110, FSDT1111, FSDT1118 and FSDT1119.
Course work in menu planning, menu DESCRIPTIONS, recipe writing, wine studies, portion and production controls, forecasting, and pricing.
Preparation for Food Production II.

FSDT1127 Food Production I Lab L 60 - 2
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.

FSDT1130 Food Service Strategies L 30 - 3
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.

FSDT1131 Food Service Strategies Lab L 45 - 1.5
Co-requisite: FSDT1130.
Application of management techniques including orientation, job descriptions and schedules, evaluations, marketing techniques and other management related principles.

FSDT1138 Food Cost Control L 40 - 4
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.
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<tr>
<td>FSDT1150</td>
<td>Selection of Meat Products</td>
<td>L 30</td>
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<td></td>
<td>Coursework in identification, selection and cooking techniques of primal and retail cuts of meat, poultry, and fish.</td>
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<tr>
<td>FSDT1204</td>
<td>Artistry for Baker</td>
<td>L 10</td>
<td>20</td>
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<td></td>
<td>Cake decorating using basic techniques, butter-cream frosting and royal icing.</td>
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<tr>
<td>FSDT1208</td>
<td>Advanced Food Preparation I</td>
<td>L 20</td>
<td>-</td>
<td>2</td>
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</tr>
<tr>
<td></td>
<td>Prerequisite: FSDT1104. Corequisite: FSDT1208.</td>
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<tr>
<td></td>
<td>Knife skills, sharpening, techniques, French terminology, herb and spice identification, garnish, fabrication of pastry, game, seafood, cheese classification, and origins, leading sauces, soups, ice sculpturing, tableside cooking.</td>
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<tr>
<td>FSDT1209</td>
<td>Advanced Food Preparation II Lab</td>
<td>L 30</td>
<td>-</td>
<td>1</td>
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<tr>
<td></td>
<td>Practice in preparation of specialty food products related to topics discussed in FSDT1208.</td>
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<tr>
<td>FSDT1214</td>
<td>Advanced Food Preparation II Lab</td>
<td>L 20</td>
<td>-</td>
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<tr>
<td></td>
<td>Prerequisites: FSDT1104, and FSDT1208 or related work experience.</td>
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<tr>
<td></td>
<td>Emphasis on long-term care facilities.</td>
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<tr>
<td>FSDT1851</td>
<td>FIM Co-op I</td>
<td>L -</td>
<td>20</td>
<td>.5</td>
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</tr>
<tr>
<td></td>
<td>Corequisites: FSDT1100 &amp; 1104.</td>
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<tr>
<td></td>
<td>This course explores the food service industry. This includes mission statements and organization, customer satisfaction, food delivery systems, standardized recipes, food quality, ergonomics and production schedules.</td>
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<td></td>
<td>Students will complete tasks mandated by the Dietary Managers Association.</td>
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<td></td>
<td>The instructor will be a certified manager or registered dietician and will act as preceptor.</td>
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<tr>
<td>FSDT1852</td>
<td>FIM Co-op II</td>
<td>L -</td>
<td>40</td>
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<tr>
<td></td>
<td>Corequisites: FSDT1100 &amp; 1104.</td>
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<td></td>
<td>Study of sanitation as it relates to the food service industry including: foodborne illness identification, personal hygiene, food safety systems such as HACCP, facility sanitation, sanitation regulations, crisis management, independent study projects, food science and production, and baking techniques.</td>
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<tr>
<td></td>
<td>Students will complete tasks mandated by the Dietary Managers Association.</td>
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<tr>
<td></td>
<td>The instructor will be a certified manager or registered dietician and will act as preceptor.</td>
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<tr>
<td>FSDT2151</td>
<td>Advanced Food Preparation II Lab</td>
<td>L -</td>
<td>30</td>
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<tr>
<td></td>
<td>Prerequisites: FSDT1104, FSDT1110, and FSDT1208. Corequisite: FSDT1214.</td>
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<td></td>
<td>Advanced practicum preparation of specialty food products related to topics discussed in FSDT1214.</td>
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<td>FSDT1304</td>
<td>Diet Therapy I</td>
<td>L 15</td>
<td>15</td>
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<tr>
<td></td>
<td>Introduction to medical nutrition therapy and its importance.</td>
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<td></td>
<td>Includes working with a healthcare team, nutrition screening and education, continuous quality improvement and menu planning.</td>
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<tr>
<td>FSDT1305</td>
<td>Diet Therapy I Practicum</td>
<td>L 15</td>
<td>-</td>
<td>.5</td>
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<tr>
<td></td>
<td>Introduction of basic diet therapy nutrition, screening, community-based food and nutrition, menu modification skills, developing and modifying menus.</td>
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<tr>
<td>FSDT1308</td>
<td>Nutrition II</td>
<td>L 30</td>
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<tr>
<td></td>
<td>Study of the chemistry of carbohydrate, protein, fat, vitamins and minerals, their digestion and absorption, and the relationship of food to development and maintenance of health; nutrition in pregnancy, infancy, preschool age, adolescence, elderly, and school lunch nutrition.</td>
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<tr>
<td>FSDT1309</td>
<td>Nutrition II Practicum</td>
<td>L 30</td>
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<tr>
<td></td>
<td>Prerequisite: FSDT1350. Corequisite: FSDT1308 or special permission.</td>
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<tr>
<td></td>
<td>Application of nutrition to normal, healthy individuals of various age groups.</td>
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<td></td>
<td>Conduct screening of nutritional status of community groups and become aware of community services. Hands-on practicum at local school food service sites, including elementary and secondary schools.</td>
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<tr>
<td>FSDT1312</td>
<td>Diet Therapy II</td>
<td>L 20</td>
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<td>2</td>
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<tr>
<td></td>
<td>Continuation of Diet Therapy I emphasizing therapeutic nutrition, techniques of the patient interview and diet history, nutrition screening, enteral and parenteral nutrition, and dietary concerns related to obesity, diabetes, surgery, and trauma and burns.</td>
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<tr>
<td>FSDT1313</td>
<td>Diet Therapy II Practicum</td>
<td>L 30</td>
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<td></td>
<td>Prerequisite: FSDT1304. Corequisite: FSDT1312.</td>
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<tr>
<td></td>
<td>Patient interview, diet history, nutrition screening, meal intake recording, medical record interpretation, team approach to medical nutrition therapy, enteral and parenteral feedings. Emphasis on long-term care facilities.</td>
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<tr>
<td>FSDT1350</td>
<td>Basic Nutrition</td>
<td>B/L 45</td>
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<td>4.5</td>
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<tr>
<td></td>
<td>The study of nutrients, digestion, absorption, metabolism, fitness, consumer concerns, food safety, nutrition throughout the life cycle, including cultural influences on food selection. The relation of nutrition in relation to disease is explored.</td>
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<tr>
<td>FSDT1360</td>
<td>Lifetime Fitness</td>
<td>L 20</td>
<td>-</td>
<td>2</td>
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<tr>
<td></td>
<td>Study of lifetime physical fitness and wellness relating to fitness components, nutrition, physical conditioning, stress management and behavior modification. Pre-assessment to determine entrance level of student.</td>
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<tr>
<td>FSDT1404</td>
<td>Lodging and the Hospitality Industry</td>
<td>L 30</td>
<td>-</td>
<td>3</td>
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<tr>
<td></td>
<td>Principles and fundamentals of the lodging industry: characteristics and management of hotel / motel / resort properties.</td>
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</tbody>
</table>
SCC—July 1, 2010—June 30, 2011

COURSE DESCRIPTIONS

FSDT2156 Food Service Seminar II
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
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
Prerequisite: Special permission of program supervisor. Students are assigned to work 16 hours per week at a food service facility providing experience in planning, organizing and managing the production and service of quality food in quantity. Individual objectives are established for each student.

FSDT2190 Diet Therapy II Prerequisites: FSDT1304, FSDT1350, FSDT1308 and FSDT1312. Develop skills in counseling patients, continuation of chart interpretation, nutrition screening, case study completion, emphasis on hospital set tings.

FSDT2220 Buffet Decorating & Catering
Prerequisites: FSDT1208 and FSDT1214. Students will research, plan, prepare, and evaluate recipes; menus, and foods made in class for a buffet which is open to the public. Students will prepare rolled-fondant, Austrian-lace techniques, and bread-dough art sculptures.

FSDT2221 Buffet Decorating & Catering Lab
Corequisite: FSDT2220. Preparation of foods in buffett decorating and catering.

FSDT2222 International Cuisine
Prerequisites: FSDT1104 and FSDT1105. Exploration of foods from countries and regions world wide. History and makeup of these foods and their origins.

FSDT2224 Restaurant Fundamentals
Prerequisite: FSDT1208. Running a restaurant. Work in all capacities in a working restaurant. Job DESCRIPTIONS include kitchen manager, dining room manager, host/hostess, wait staff, cook, garde manager, pastry chef, dishwasher, cashier.

FSDT2226 Culinary Nutrition
Prerequisites: FSDT1350 and FSDT1110. The marriage of gourmet cooking and nutrition. Adopting recipes to meet nutritional modifications.

FSDT2228 Garde Manger
Prerequisites: FSDT1208 and FSDT1214. Students will prepare poached-fruits, vacherins, pavlova, ice cream, parfaits, iod-soufflés, baked-custards, brulee, Bavarians, sorbets, granitities, ganache, custard-creams, choux pastry, tarts, tarts, dessert sauces, and soufflés.

FSDT2230 Advanced Pastries
Prerequisites: FSDT1082, FSDT1214. Students will prepare poached-fruits, vacherins, pavlova, ice cream, parfaits, iod-soufflés, baked-custards, brulee, Bavarians, sorbets, granitities, ganache, custard-creams, choux pastry, tarts, tarts, dessert sauces, and soufflés.

FSDT2240 Industry Proficiency
Prerequisites: FSDT301, FSDT310, FSDT1208, FSDT1214, FSDT1308, FSDT1312. Comprehensive written and hands on exam designed to reflect industry standards to prove our students are skilled and prepared to enter the work force.

FSDT2318 Diet Therapy III
Prerequisites: FSDT1204, FSDT1350, FSDT1208, FSDT1214, FSDT1308, FSDT1312. Continuation of Diet Therapy II with emphasis on the anatomy and physiology of diet and nutrition in relation to cancer, HIV/AIDS, cardiovascular, renal, gastrointestinal, and liver and metabolic disorders.

GEOG • GEOGRAPHY

GEOG1400 Introduction to Human Geography
Basic understanding of the way people live on and leave their impact upon the earth's surface. Geographic viewpoint (emphasizing spatial organization, ecology, and the character of place) provides a perspective for understanding many of the crucial problems facing humanity today and in the future.

GEOG1420 World Regional Geography
Study of the major regions of the world. Landform; climate, economic, cultural and political systems.

GEOG1500 Physical Geography
Systematic examination of the basic elements of the phyal vescial environment. Study of the atmosphere, including the processes f or weather and climate. The oceans, their characteristics and impact, a study of land forms, their creation and change, comprise a major portion of the course. The effect of people on the environment is a constant point of study. Map study, Lincoln class includes lab.

GEOL • GEOLOGY

GEOL1010 Physical Geology
Introductory course in geology with lab. Introduction to minerals, rocks and ores; surface features and internal character of the earth and the forces that are constantly changing. Maps and aerial photographs for local interpretation.

GEOL1060 Environmental Geology
The processes of physical geology have a direct bearing on the environmental conditions that exist on Earth. In this course we will examine how geologic events impact the natural environment, and how anthropogenic events impact both the processes of geology and the world wide environment. Topics to be considered include an introduction to the geologic structure and processes of the Earth, soil, air, and water pollution and remediation, and global climate change.
<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>GERM1010</td>
<td>Elementary German I</td>
<td>L</td>
<td>75</td>
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<td>7.5</td>
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<tr>
<td>GERM1020</td>
<td>Beginning German II</td>
<td>L</td>
<td>75</td>
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<td>GERM2010</td>
<td>Second Year German I</td>
<td>L</td>
<td>45</td>
<td>-</td>
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<tr>
<td>GERM2020</td>
<td>Second Year German II</td>
<td>L</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
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</tbody>
</table>

**GERM • GERMAN**

Prerequisite: German Placement test and interview with instructor.

Study of grammar, punctuation, dictation, reading and writing of German.

Continuation of GERM1010. Readings on contemporary cultural and social issues in German.

Prerequisite: GERM1020 or equivalent as demonstrated by German placement test and interview with instructor.

Intensive and extensive reading of moderately difficult German prose, review of grammar and conversation.

Prerequisite: GERM2010 or equivalent as demonstrated by German placement test and interview with instructor.

Reading of more difficult texts. Class discussion and reports on supplementary reading.

**GLST • GLOBAL STUDIES**

Prerequisite: GERM2010 or equivalent as demonstrated by German placement test and interview with instructor.

Survey of Asian history. Political, social, cultural and economic development of the United States, China, Japan and Southeast Asia from ancient times to modern times.

Study of major political, social, cultural and economic developments since 1877. Industrialization and urbanization; the rise of the United States as a world power, the New Deal and World War II, the postwar years, civil rights struggles, the Vietnam era and contemporary America.

Survey of the major political, social, cultural and economic developments of the Ancient world. Emphasis on European, Middle Eastern and Latin American development. Includes major civilizations of Asia and Sub-Saharan Africa.

Survey of the major political, social, cultural and economic developments during the Middle Ages and the Early Modern era. Emphasis on European expansion, the Reformation, absolutism and the Enlightenment. Major Asian civilizations and the struggles in Africa and the Americas to resist European influence.

Topics vary each term. The purpose of this class is to explore a specific topic or period in history in greater detail, to provide students with a deeper understanding and appreciation of historical events.

Overview of the major political, social, cultural, and economic themes in the African American experience from the origins of the Atlantic Slave Trade into the late twentieth century.

**HIST • HISTORY**

**HIST1000 Western Tradition I**

Development of Western civilizations from the origins of the human race to the Renaissance, and the discovery of America, including examination of the political, social, economic, religious, and cultural components.

Study of the four major periods of Russian history — the Kievan era, the rise of Moscow, the Romanov period and Soviet Russia. Emphasis on political, social, cultural and economic characteristics.

Survey of the American history from the age of disco very through the Civil War. Emphasis on political, economic, and social problems in the growth of the American nation.

**HIST2020 American History II Late America**

Survey of major political, social, cultural, and economic developments since 1877. Industrialization and urbanization; the rise of the United States as a world power, the New Deal and World War II, the postwar years, civil rights struggles, the Vietnam era and contemporary America.

Survey of major political, social, cultural, and economic developments of the Ancient world. Emphasis on European, Middle Eastern and Latin American development. Includes major civilizations of Asia and Sub-Saharan Africa.

Survey of the major political, social, cultural and economic developments during the Middle Ages and the Early Modern era. Emphasis on European expansion, the Reformation, absolutism and the Enlightenment. Major Asian civilizations and the struggles in Africa and the Americas to resist European influence.

Topics vary each term. The purpose of this class is to explore a specific topic or period in history in greater detail, to provide students with a deeper understanding and appreciation of historical events.

Overview of the major political, social, cultural, and economic themes in the African American experience from the origins of the Atlantic Slave Trade into the late twentieth century.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Title</th>
<th>Prerequisites</th>
<th>Location</th>
<th>Hours</th>
<th>Credit Hours</th>
</tr>
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<tbody>
<tr>
<td>HMRS1311</td>
<td>Clinical Education A &amp; D and Seminar 1</td>
<td>Prerequisites: HMRS1110, HMRS1210 and permission.</td>
<td>L</td>
<td>150</td>
<td>5</td>
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<tr>
<td>HMRS1320</td>
<td>Multicultural Competency</td>
<td></td>
<td>L</td>
<td>45</td>
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<tr>
<td>HMRS1355</td>
<td>Strategies for Relaxation</td>
<td></td>
<td>L</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>HMRS1357</td>
<td>Multicultural Counseling</td>
<td>Prerequisites: HMRS102 and 1320.</td>
<td>L</td>
<td>35</td>
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<td>HMRS1402</td>
<td>Group Theory &amp; Process</td>
<td>Prerequisites: HMRS102 or basic counseling.</td>
<td>L</td>
<td>45</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</td>
<td>Case work skills of assessment, interview techniques, treatment decisions, case presentation, and referral. Use of computers in record keeping. Professional ethics and issues.</td>
<td>L</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>HMRS1404</td>
<td>Introduction to Social Work</td>
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<td>L</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>HMRS1405</td>
<td>Case Management &amp; Ethics for Human Services</td>
<td></td>
<td>L</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>HMRS1410</td>
<td>Clinical Education and Seminar 4</td>
<td>Prerequisites: HMRS1110 and permission.</td>
<td>L</td>
<td>135</td>
<td>4.5</td>
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<tr>
<td>HMRS1411</td>
<td>Clinical Education A &amp; D and Seminar 2</td>
<td>Prerequisites: HMRS1110, HMRS1210 and permission.</td>
<td>L</td>
<td>150</td>
<td>5</td>
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<tr>
<td>HMRS2360</td>
<td>Women's Issues in Human Services</td>
<td>Needs and expectations of women as clients and service providers in Human Services agencies.</td>
<td>L</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>HMRS2361</td>
<td>Domestic Abuse</td>
<td>Recognition of signs of domestic abuse (physical, emotional, or sexual), the cycle of violence, and community interventions.</td>
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<tr>
<td>HMRS2362</td>
<td>Child Abuse</td>
<td>Definitions of child maltreatment (emotional, physical, sexual), cultural factors, recognition of abuse/neglect, family dynamics, reporting obligations, treatment interventions and community resources.</td>
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<td>4.5</td>
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<tr>
<td>HMRS2363</td>
<td>Death, Dying, Grieving &amp; Loss</td>
<td>Process of loss and grief from the perspective of the Human Services provider/client relationship. Recognizing loss, stages of grieving, support groups, and letting go and going on.</td>
<td>L</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>HMRS2365</td>
<td>Mental Illness &amp; Family Issues</td>
<td>Scope and magnitude of mental illness, specifically schizophrenia, major depressive disorder, and bipolar disorder. Historical review of mental illness, cultural issues, stigma, and discrimination. Specific focus on the symptoms, interventions and treatment as well as effects on the sense of self and the family.</td>
<td>L</td>
<td>45</td>
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**COURSE DESCRIPTIONS**

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<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>HORT • HORTICULTURE</td>
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<tr>
<td>HORT1130</td>
<td>Introduction to Horticulture</td>
<td>B</td>
<td>45 - 4.5</td>
<td>Introductory course designed to feature basic aspects and techniques of the horticulture industry. Emphasis will be placed on making the student aware of the different fields with the industry and the proper growing environment for indoor and outdoor horticulture crops.</td>
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<tr>
<td>HORT1132</td>
<td>Horticulture Plant Identification &amp; Selection</td>
<td>B</td>
<td>45 - 4.5</td>
<td>Study and identification of a variety of horticulture plants used in landscape design, greenhouses, and nurseries in the Midwest.</td>
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<tr>
<td>HORT1136</td>
<td>Plant Propagation</td>
<td>B</td>
<td>21 27 3</td>
<td>Introductory study of plant propagation and reproduction. Areas of focus include vegetative reproduction, cross pollination and grafting procedures.</td>
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<tr>
<td>HORT1154</td>
<td>Greenhouse Management</td>
<td>B</td>
<td>21 27 3</td>
<td>Study of greenhouse operations including ventilation, lighting, and temperature control. Focuses on economic considerations of operating and maintaining a greenhouse.</td>
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<tr>
<td>HORT1155</td>
<td>Basic Landscaping</td>
<td>B</td>
<td>45 - 4.5</td>
<td>Prerequisite: HORT1132. Introduction to landscape design and construction using techniques that combine color, plant species, and symmetrical and asymmetrical balance.</td>
<td></td>
</tr>
<tr>
<td>HORT1190</td>
<td>Management of Turfgrass Pests</td>
<td>B</td>
<td>45 - 4.5</td>
<td>Study of chemical, biological, and cultural methods of managing weeds, diseases, and insect pests of turfgrass plants.</td>
<td></td>
</tr>
<tr>
<td>HORT1239</td>
<td>Arboriculture</td>
<td>B</td>
<td>21 27 3</td>
<td>Introduction to the biology of trees, and their selection and placement in a landscape design. Includes general tree maintenance including planting, pruning, fertilizing and damage repair.</td>
<td></td>
</tr>
<tr>
<td>HORT1242</td>
<td>Turfgrass Management</td>
<td>B</td>
<td>45 - 4.5</td>
<td>Basic study of turfgrass species and varieties and the procedures for establishment and maintenance of a turfgrass lawn. Emphasis on fertility, pest control, irrigation requirements and proper mowing procedures.</td>
<td></td>
</tr>
<tr>
<td>HORT2124</td>
<td>Horticulture Equipment Maintenance</td>
<td>B</td>
<td>6 90 3</td>
<td>Basic study of proper maintenance and repair of horticultural equipment including blade sharpening, small engine repair, and scheduled maintenance.</td>
<td></td>
</tr>
<tr>
<td>HORT2286</td>
<td>Advanced Landscaping</td>
<td>B</td>
<td>45 - 4.5</td>
<td>Prerequisite: HORT1155. Detailed study of advanced techniques including retaining walls, constructed structures and various color schemes.</td>
<td></td>
</tr>
<tr>
<td>HORT2288</td>
<td>Golf Course Management</td>
<td>B</td>
<td>44 52 6</td>
<td>Prerequisites: HORT1124, AGRI2219. Co-requisite: AGRI2265. Study of golf course management practices as they pertain to bunker, green, tee, and fairway construction, and maintenance and upkeep including mowing, fertilization, irrigation, pest management and equipment maintenance and operation.</td>
<td></td>
</tr>
<tr>
<td>HORT2922</td>
<td>Landscape Maintenance</td>
<td>B</td>
<td>21 27 3</td>
<td>General understanding of procedures for reviving and maintaining existing landscapes, using annual and perennial plant species.</td>
<td></td>
</tr>
<tr>
<td>HORT2925</td>
<td>Advanced Golf Course Management</td>
<td>B</td>
<td>20 180 8</td>
<td>Detailed and hands on study of golf course management practices as they pertain to course renovation and maintenance. Including irrigation scheduling, facility maintenance, and reclaimed water usage.</td>
<td></td>
</tr>
<tr>
<td>HORT2999</td>
<td>Individual Special Project</td>
<td>B</td>
<td>- 5-4.5</td>
<td>Selected educational experiences that provide intensive study in a topic area above and beyond the regular curriculum. Credit hours will vary. Must have permission of instructor and program chair.</td>
<td></td>
</tr>
</tbody>
</table>

**HUMS • HUMANITIES**

<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>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS1100</td>
<td>Introduction to the Humanities</td>
<td>B/L</td>
<td>45 - 4.5</td>
<td>Survey course focusing on art, music, theatre, film, dance, architecture, and philosophy which examines the unfolding of the humanistic traditions of the West through the landmarks of Western cultural traditions in order to reawaken our sense of wonder and curiosity about the meaning of life. Criteria to evaluate our own times and situation and in addition enrich our historical perspectives. Shows how the various arts intersect, influence and are influenced by their times.</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th>Course# (online)</th>
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<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUMS1200</td>
<td>20th-Century Arts &amp; Ideas</td>
<td>B/L</td>
<td>45 - 4.5</td>
<td>Prerequisite: Eligible for ENGL1000 or instructor's approval. Global and multicultural survey of the fine arts of architecture, drama, music, painting, and sculpture in the 20th century. Emphasis on the effect of revolutionary artistic styles on society. Includes attendance at live performances and art galleries.</td>
<td></td>
</tr>
</tbody>
</table>

**HVAC • HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY**

<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>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC1109</td>
<td>Electrical Fundamentals</td>
<td>M</td>
<td>42 8 4</td>
<td>Study of basic electricity for use in the HVAC/R trades, including DC fundamentals, focusing on AC electrical theory, understanding AC electrical circuits, interpreting AC electrical wiring schematics, and usage of test instruments.</td>
<td></td>
</tr>
<tr>
<td>HVAC1131</td>
<td>Refrigeration Theory I</td>
<td>M</td>
<td>50 - 5</td>
<td>Basic refrigeration fundamentals with emphasis on heat energy, heat transfer, temperature, pressure, refrigerants, refrigerant oils, stratospheric ozone, greenhouse effect, and EPA guidelines.</td>
<td></td>
</tr>
<tr>
<td>HVAC1132</td>
<td>Piping Practices</td>
<td>M</td>
<td>- 100 3</td>
<td>Study of materials and methods used in the installation and service of refrigeration, air conditioning and plumbing equipment. Copper and steel pipe soldering, brazing, copper-tube bending, and installation procedures performed by students. Industrial safety, hazard communications, HVACR standards, and material safety data sheets are studied.</td>
<td></td>
</tr>
<tr>
<td>HVAC1133</td>
<td>Plumbing Theory/Print Reading</td>
<td>M</td>
<td>50 - 5</td>
<td>Introduction to blueprint reading, plumbing tools, materials, and practices for residential applications.</td>
<td></td>
</tr>
<tr>
<td>HVAC1134</td>
<td>Plumbing Theory</td>
<td>M</td>
<td>50 - 5</td>
<td>Prerequisite: HVAC1133. Study of uniform plumbing code. Pipe fittings and plumbing fixtures. Drains waste and vent systems are designed and applied to residential structures.</td>
<td></td>
</tr>
<tr>
<td>HVAC1137</td>
<td>Refrigeration Theory II</td>
<td>M</td>
<td>50 - 5</td>
<td>Prerequisites: HVAC1109 and HVAC1131. Study of basic mechanical components used in the operation of basic refrigeration systems.</td>
<td></td>
</tr>
<tr>
<td>HVAC1251</td>
<td>Hydronic Theory</td>
<td>M</td>
<td>35 15 4</td>
<td>Study of the classifications and descriptions of hydronic systems and the component parts which make up a hydronic heating system including a description of each part, its function and how it is rated.</td>
<td></td>
</tr>
<tr>
<td>HVAC1330</td>
<td>Residential HVAC Systems &amp; Controls</td>
<td>M</td>
<td>40 10 4</td>
<td>Prerequisite: HVAC1230. 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>
<td></td>
</tr>
<tr>
<td>HVAC1336</td>
<td>Sheet Metal Lab</td>
<td>M</td>
<td>- 100 3</td>
<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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<tr>
<td>Course#</td>
<td>Title</td>
<td>Location</td>
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<td>Lab Hours</td>
<td>Credit Hours</td>
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<tr>
<td>HVAC1343</td>
<td>Refrigeration Theory III</td>
<td>M</td>
<td>35</td>
<td>15</td>
<td>4</td>
</tr>
<tr>
<td>HVAC1226, 1230, &amp; 1237.</td>
<td>Prerequisite: HVAC1343. Emphasis on commercial refrigeration controls, electrical wiring schematic, theory application of different refrigeration systems, methods of defrost, basic operation of cooler and freezer machines.</td>
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<tr>
<td>HVAC1363</td>
<td>Heat Pump Principles</td>
<td>M</td>
<td>50</td>
<td>-</td>
<td>5</td>
</tr>
<tr>
<td>HVAC1220.</td>
<td>Prerequisite: HVAC1220. 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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<tr>
<td>HVAC1434</td>
<td>Refrigeration Laboratory II</td>
<td>M</td>
<td>-</td>
<td>100</td>
<td>3</td>
</tr>
<tr>
<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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<tr>
<td>HVAC1435</td>
<td>HVAC Welding Practices</td>
<td>M</td>
<td>10</td>
<td>20</td>
<td>1.5</td>
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<tr>
<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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<tr>
<td>HVAC1440</td>
<td>Mechanical Code</td>
<td>M</td>
<td>20</td>
<td>-</td>
<td>2</td>
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<tr>
<td>Study of the Mechanical Code and its application to the installation and maintenance of heating, air conditioning and ventilation systems.</td>
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<tr>
<td>HVAC1447</td>
<td>Commercial HVAC Fundamentals &amp; Practices I</td>
<td>M</td>
<td>50</td>
<td>-</td>
<td>5</td>
</tr>
<tr>
<td>HVAC1330.</td>
<td>Prerequisite: HVAC1330. 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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<tr>
<td>HVAC1450</td>
<td>EPA Refrigerant Certification</td>
<td>M</td>
<td>20</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Study of the EPA HVAC/R requirements and procedures for Type I, II, III, and Universal Certification. Upon completion, each student will be required to pass 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>
<td>2</td>
</tr>
<tr>
<td>HVAC1234 and 1336.</td>
<td>Prerequisite: HVAC1234 and 1336. Application of theory and technical courses to practical situations including installation of plumbing, heating and air conditioning equipment. Primary project is a residence constructed on the College campus.</td>
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<tr>
<td>HVAC1461</td>
<td>Residential HVAC Systems &amp; Controls II</td>
<td>M</td>
<td>50</td>
<td>-</td>
<td>5</td>
</tr>
<tr>
<td>HVAC1330.</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>
<tr>
<td>HVAC2500</td>
<td>Cooperative Education</td>
<td>M</td>
<td>-</td>
<td>400</td>
<td>10</td>
</tr>
<tr>
<td>On-the-job experience dealing in 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</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<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>-</td>
<td>100</td>
<td>3</td>
</tr>
<tr>
<td>HVAC1461.</td>
<td>Prerequisite: HVAC1461. Lab setting employing the use of residential and light commercial equipment, training panels and interactive computer programs to acquire experience with wiring, function, operation and troubleshooting of heating, 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</td>
<td>-</td>
<td>1.5</td>
</tr>
<tr>
<td>HVAC1461.</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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</tbody>
</table>

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**INFO • COMPUTER INFORMATION TECHNOLOGY AND COMPUTER PROGRAMMING**

### INFO1000 Computer Essentials (online)
- M | 10 | - | 1
- 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.

### INFO1005 Microsoft Office Applications (online)
- L | 60 | - | 2
- No prerequisite. Basic skills in Microsoft Word, Excel, Access, and PowerPoint designed for transfer to UNL College of Business Administration. Class does not count for SCC General Education requirements or for the Computer Information Technology program. Pass/No Pass only.

### INFO1010 Computer Literacy (online)
- L | 40 | 15 | 4.5
- No prerequisite. Introduces computer hardware concepts related to system unit, input/output, storage, and communications devices. Additional topics include the Windows Operating System 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 SCC General Education requirements or for the Computer Information Technology program. Pass/No Pass only.

### INFO1111 Logic and Design (online)
- M | 50 | - | 5
- An introduction to programming logic and structured program design using object-oriented principles.

### INFO1117 Microsoft Windows and Office Suite (online)
- M | 5 | 45 | 2
- Self-paced, hands-on lab format used to introduce students to Windows, word processing software, presentation software, spreadsheet software, and database software.

### INFO1121 Microsoft Word & PowerPoint (online)
- L | 10 | 15 | 1.5
- Prerequisite: Prior computer coursework or experience. Introduction to Word and PowerPoint. Basic word processing skills to create, edit, format, and print documents. Create, organize, and view presentations with text and graphics.

### INFO1131 Microsoft Excel (online)
- L | 10 | 15 | 1.5
- Prerequisite: Prior computer coursework or experience. Practical experience using Excel spreadsheet. Learn basic and intermediate commands to create and format spreadsheet data.

### INFO1151 Computer Fundamentals (online)
- L/M | 45 | - | 4.5
- Prerequisite: Declared Computer Information Technology or Computer Programming program students only. Prior computer coursework or experience. Fundamentals of computer concepts and terminology. Topics include hardware components, software overview, business and social aspects of computers, and computer Internet researching.

### INFO1161 Windows Operating Systems (online)
- L | 40 | 15 | 4.5
- Prerequisite: Prior computer coursework or experience. Introduction to features and capabilities of Microsoft Windows, including disk organization, file management, accessory applications, system customization, and maintenance. MS-OOS commands for file management and batch file creation.
COURSE DESCRIPTIONS

Course# Title Location Class Lab Credit

INFO1121 Microsoft Access L 15 15 2
Prerequisite: Prior computer coursework or experience.
Introduction to database creation and manipulation using Microsoft Access. Topics include tables, relationships, forms, reports, and queries.

INFO1124 Program Design and Problem Solving L 40 15 4.5
Prerequisites: INFO1151, INFO1161, and MATH1040 or higher.
Fundamental concepts of structured programming techniques. Topics include top-down design, hierarchy charts, flow charts, pseudocode.

INFO1171 Data Management M 50 5
Introduction to database management systems. Basics of database design and manipulation covered. Topics include relationships, database normalization, integrity constraints, and Microsoft Access DBMS software.

INFO1221 Introduction to the MVS Environment L 20 10 2
Prerequisite: INFO1111 or INFO1214.
This course will address the MVS mainframe environment to include the TSO/ISPF facilities for program development, basic JCL statements, IDCAMS and sort utility programs.

INFO1287 Operating Systems M 25 25 3
Prerequisite: INFO1151.
Introduction to the concepts of various operating systems, their usage, history of development, and particular characteristics. Terminology and case studies in various operating systems covered.

INFO1311 Database Concepts L 30 - 3
Prerequisites: INFO1151, INFO1161, and INFO1171.
Introduction to database management concepts. Topics include database terminology, manipulation, organization, and relationships.

INFO1314 Java L/M 30 45 4.5
Prerequisite: INFO1111 or INFO1214.
Introduction to programming using Java.

INFO1325 Internet Scripting L/M 20 30 3
Prerequisites: INFO1214 or INFO1111, and INFO1431.
Introduction to the use of JavaScript in web page development.

INFO1337 Introduction to IBM L 20 30 3.5
Prerequisite: INFO1111 or INFO1214.
Introduction to the IBM operating system and Control Language commands. Physical and logical files are illustrated, using SEU, POM, and OPU. CLP and SQA are also discussed.

INFO1371 Hardware Installation & Maintenance L 20 30 3
Prerequisites: INFO1151, INFO1161, and MATH1040 or higher.
Coverage of computer system components. Fundamental concepts of installation, interfacing, and preventive maintenance.

INFO1381 Data Communications & Networking L 40 15 4.5
Prerequisites: INFO1111, INFO1161, and INFO1171.
Introduction to data communications and networking terminology. Concepts related to network services, data transmission, and protocols.

INFO1391 TCP/IP L 30 - 3
Prerequisite: INFO1381.
An in-depth coverage of all the salient models, protocols, services, and standards that govern TCP/IP.

INFO1414 Advanced Java L/M 30 45 4.5
Prerequisite: INFO1314.
Object-oriented programming covering advanced Java topics.

INFO1428 COBOL M 50 100 8
Prerequisites: INFO1211.
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.

INFO1431 Web Page Fundamentals L/M 20 30 3
Prerequisites: INFO1151 and INFO1161 for CIT or INFO1117 for CP.
Overview of basic web page design. Create and edit web pages including text, images, hyperlinks, tables, forms, and cascading style sheets.

INFO1441 Advanced Windows Operating System L 20 30 3
Prerequisite: INFO1381 for CIT or ELEC2760 for Electronics.
Implement and use Windows advanced features to connect, manage, and troubleshoot Windows systems in a workgroup and domain environment.

INFO1443 Help Desk Concepts L 20 - 2
Prerequisites: ENGL1010 or ENGL1015, and the following:
INFO1121, INFO1111, INFO1161, and INFO1171.
Introduction to the use of Firstline for help desk operations.

INFO1458 RPG IV M 50 100 8
Prerequisite: INFO1337.
Programming of the iSeries 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 file base I/O - using DB2/400. Subfile processing is used for on-line applications.

INFO1463 Advanced Hardware Troubleshooting L 20 30 3
Prerequisite: INFO1371.
Diagnose and correct computer hardware problems. Assemble a PC system unit.

INFO1491 Network Security Fundamentals L 30 - 3
Prerequisites: INFO1391 and INFO1441.
Examination of information security basics focusing on the threats, trends, and ramifications related to the security practices and procedures on an Enterprise network.

INFO1493 Advanced Microsoft Access L - 60 2
Prerequisite: INFO1211.
Advanced database techniques using Access.

INFO1501 Integrated Applications L - 90 3
Prerequisites: INFO1211, INFO1131, and INFO1214.
Introduction to the concepts of various operating systems, their usage, history of development, and particular characteristics. Terminology and case studies in various operating systems covered.

INFO1511 Advanced Database Concepts L 20 30 3
Prerequisite: INFO1311.
Advanced topics in database management. Topics include database relationships, SQL, and additional work with DB2 software.

INFO1513 SQL Server Administration L 20 30 3
Prerequisite: INFO1311.
Introduction to the database administration concepts using Microsoft SQL Server. Topics include creating and managing databases, tables, indexes, views, stored procedures, triggers, and user-defined functions. Additional topics include installation issues and management tools.

INFO1514 Social & Ethical Issues in Information Technology L 20 - 2
Prerequisites: ENGL1010 or ENGL1015, and the following:
INFO111, INFO1151.
Study of ethical and social implications of computer technology.

INFO1558 Virtualization Management L 10 30 2
Prerequisites: INFO1121, INFO1131, and INFO1441.
Study of ethical and social implications of computer technology.

INFO2514 Java Server Programming L/M 30 45 4.5
Prerequisites: INFO1414 and INFO1431.
Skills needed to develop and implement web-based database applications using Java servlets, Java server pages, and JDBC database techniques.

INFO2528 Advanced COBOL M 50 75 7.5
Prerequisites: INFO1428 and INFO2678.
An advanced study of the American National Standard COBOL language, (ANS COBOL). Programming techniques include multiple level table and variable length record processing, alternate index processing and embedded SQL, VSAM file processing, COBOL internal sort, and subprogram. Programming experience to apply the advanced techniques in the related lab assignments.
COURSE DESCRIPTIONS

SCC—July 1, 2010—June 30, 2011

<table>
<thead>
<tr>
<th>Course #</th>
<th>(online)</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO2531</td>
<td>Linux Operating System</td>
<td>L 15 15 2</td>
<td>Prerequisites: INFO1151 and INFO1161. 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 15 15 2</td>
<td>Prerequisites: ENGL1010 or ENGL1015 and the following: INFO1131, INFO1214, INFO1311, INFO1391, INFO1431. Skills and techniques necessary in an IT work environment including communications, teaming, customer service, and conflict management.</td>
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<tr>
<td>INFO2548</td>
<td>Customer Information Control System Programming</td>
<td>M 50 100 8</td>
<td>Prerequisites: INFO1325, INFO1428, INFO2678. 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>
<td></td>
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<tr>
<td>INFO2553</td>
<td>Programming with C++</td>
<td>L 30 45 4.5</td>
<td>Prerequisite: INFO1314. Object-oriented programming using C++ in a Linux environment.</td>
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<tr>
<td>INFO2558</td>
<td>Systems Analysis &amp; Design</td>
<td>M 50 - 5</td>
<td>Prerequisites: INFO1428 and INFO1325. System concepts and terms, program definition, interpreting techniques, and specific requirements for a computer system. Project groups will design systems for the INFO2638 Applied Business Solutions course.</td>
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<tr>
<td>INFO2564</td>
<td>Visual Basic</td>
<td>M 30 45 4.5</td>
<td>Prerequisite: INFO1214. Program coding in Visual Basic.NET using a graphical interface.</td>
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<tr>
<td>INFO2574</td>
<td>Visual C#</td>
<td>L 30 45 4.5</td>
<td>Prerequisite: INFO1314 or INFO2564. Fast-paced course in object-oriented Microsoft Visual C# programming.</td>
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<tr>
<td>INFO2581</td>
<td>Network Security Systems</td>
<td>M 20 30 3</td>
<td>Prerequisites: INFO1371, INFO1391, and INFO1441. Provides an in-depth exploration of various methods for attacking and defending a network.</td>
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<tr>
<td>INFO2585</td>
<td>Windows Server Administration</td>
<td>M 40 15 4.5</td>
<td>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.</td>
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<tr>
<td>INFO2591</td>
<td>Advanced Network Security</td>
<td>L 20 30 3</td>
<td>Prerequisite: INFO2581. Emphasis on intrusion detection and essential practices, such as developing and implementing a security policy.</td>
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<tr>
<td>INFO2594</td>
<td>Team Program Design</td>
<td>L 10 15 1.5</td>
<td>Prerequisites: INFO1314 and either INFO1414 or INFO2664. Use proper techniques to develop and document the design of a complete system project.</td>
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<tr>
<td>INFO2611</td>
<td>CIT Practicum</td>
<td>L - 90 3</td>
<td>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.</td>
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<tr>
<td>INFO2620</td>
<td>Networking Concepts</td>
<td>M 25 25 3</td>
<td>Prerequisite: INFO1151. Introduction to network concepts and terminology as it relates to the various types of networks, protocols, topologies and security issues.</td>
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<tr>
<td>INFO2631</td>
<td>Linux Network Administration</td>
<td>L 40 15 4.5</td>
<td>Prerequisites: INFO1371, INFO1391, and INFO2531. Skills needed for managing a Linux based network, including installation, using resources, security and setting up users.</td>
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<tr>
<th>Course #</th>
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<tr>
<td>INFO2638</td>
<td>Applied Business Solutions</td>
<td>M - 200 6.5</td>
<td>Prerequisites: INFO2528, INFO2548 and INFO2558. This is a capstone course to apply programming languages and system design in the creation of the total application of an Information System. Students group have, in a previous course, conducted interviews with industry to gather information that is used in the design of their own information system. In the A.B.S. course, students are responsible for creating their own test data, coding and testing the programming operations, creating system and program documentation, and generating time management outputs. A formal presentation on the completed system is required.</td>
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<tr>
<td>INFO2664</td>
<td>Advanced Visual Basic</td>
<td>L/M 30 45 4.5</td>
<td>Prerequisites: INFO1311 and INFO2564 for CIT or INFO1217 and INFO2565 for CP. Advanced programming in Visual Basic.NET stressing object-oriented programming techniques.</td>
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<tr>
<td>INFO2670</td>
<td>Desktop Support</td>
<td>L 40 15 4.5</td>
<td>Prerequisites: INFO1463, INFO2543, and INFO2585. Skills and knowledge to support end users in a Microsoft Windows environment.</td>
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<tr>
<td>INFO2674</td>
<td>ASP.NET Using Visual Basic</td>
<td>M 30 45 4.5</td>
<td>Prerequisite: INFO2664. Object-oriented programming in Visual Basic.NET.</td>
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<tr>
<td>INFO2678</td>
<td>DB2 Application &amp; SQL</td>
<td>M 30 20 3.5</td>
<td>Prerequisites: INFO1217. Co-requisite: INFO1428. Introductory course of IBM's DB2 Database Management System accessed SQL (Structured Query Language).</td>
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<tr>
<td>INFO2694</td>
<td>Team Program Implementation</td>
<td>L 10 60 3</td>
<td>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.</td>
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<tr>
<td>INFO2695</td>
<td>Advanced Windows Server</td>
<td>L 20 30 3</td>
<td>Prerequisite: INFO2585. In-depth coverage of planning, implementing, configuring, maintaining, and troubleshooting an Active Directory infrastructure using Windows Server.</td>
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<tr>
<td>INFO2697</td>
<td>Networking Capstone</td>
<td>L 15 45 3</td>
<td>Project-based course implementing and maintaining network infrastructures.</td>
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<tr>
<td>INFO2698</td>
<td>Programmer Portfolio Development</td>
<td>L - 30 1</td>
<td>Prerequisite: INFO2594. Using previous course training, students develop a capstone portfolio of programming projects to present to potential employers. Students will be expected to document and defend their portfolio content.</td>
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<tr>
<td>INFO2800</td>
<td>Advanced Technologies</td>
<td>L - 60 2</td>
<td>Prerequisite: Permission of Program Chair. Study of advanced technology topics in computers.</td>
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INSU • INSURANCE

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<tr>
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<tr>
<td>INSU1100</td>
<td>Fundamentals of Insurance I</td>
<td>M 45 - 4.5</td>
<td>Prerequisites: INFO1314 and INFO1441. Use proper techniques to develop and document the design of a complete system project.</td>
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<tr>
<td>INSU1120</td>
<td>Principles of Underwriting and Claims</td>
<td>L 45 - 4.5</td>
<td>Prerequisite: INSU1100. This course is designed to provide a knowledge foundation about property and casualty underwriting and about claims adjudication. Students will learn to evaluate information for usefulness and profitability of risk and to select proper underwriting techniques for implementing, monitoring, and correcting decisions. Students will learn the claims in investigation process and dispute resolution techniques.</td>
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<tr>
<td>INSU1140</td>
<td>Principles of Financial Services and Products</td>
<td>L 45 - 4.5</td>
<td>Prerequisite: INSU1100. Introduces the student to the Financial Services Industry and insurance concepts relative to that industry. Covers financial cash management products &amp; services; identifies the primary types of insurance, annuities, health insurance, property and liability insurance, and real estate.</td>
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INSU1150 | Fundamentals of Insurance II | L 45 - 4.5 | Prerequisite: INSU1100. Focuses on the advance concepts in risk management and assurance to include: employee group life, health and retirement plans and comprehensive property and liability insurance. |
COURSE DESCRIPTIONS

SOUTHEAST Community College - Nebraska

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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<tbody>
<tr>
<td>JDAT 1146</td>
<td>John Deere Hydraulics I</td>
<td>M 60 15 6.5</td>
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<tr>
<td>Prerequisites: JDAT1140 through JDAT1370.</td>
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<tr>
<td>Introduction to basic hydraulic concepts, principles, symbols, and safety. Theory and operation of power trains as applied to the four wheel drive, 6000, and 7000 series John Deere tractors. Two speed planetary, quad-range, and powershift transmission, repair, adjustment, and diagnostics.</td>
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<tr>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>JDAT 1440</td>
<td>John Deere Fundamentals &amp; Safety</td>
<td>M 45 30 5.5</td>
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<tr>
<td>The proper use and care of power and hand tools. Encompasses micro-meters, micrometer indicators, torque wrenches, twist drills, tap, 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 fork lift operation will be covered.</td>
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<thead>
<tr>
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<th>Class Hours</th>
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<th>Credit Hours</th>
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<tbody>
<tr>
<td>JDAT 1442</td>
<td>John Deere Harvesting Equipment</td>
<td>M 60 30 7</td>
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<tr>
<td>This course covers the theory, design, principles of operation and adjustment, troubleshooting and harvesting equipment. Emphasis will be placed on inspection and repair of all combine operational systems as well as the header systems.</td>
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<tr>
<td>JDAT 1444</td>
<td>John Deere Heating/Air Conditioning</td>
<td>M 30 30 4</td>
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<tr>
<td>Theory, operation, and repair of John Deere air conditioning, heating, and ventilation systems. Includes operation of recovery/recycling equipment. Retrofit procedures for converting equipment from R-12 to R134A refrigerant are also covered. Operation and repair of Climate Control Systems as used on John Deere Agricultural Equipment is included.</td>
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<tr>
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<th>Class Hours</th>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>JDAT 1442</td>
<td>John Deere Electrical/Electronics II</td>
<td>M 60 30 7</td>
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<tr>
<td>An introduction to combine and tractor electrical systems is 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.</td>
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<th>Lab Hours</th>
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<tbody>
<tr>
<td>JDAT 1442</td>
<td>John Deere Electrical/Electronics II</td>
<td>M 60 30 7</td>
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</tr>
<tr>
<td>Review of electrical fundamentals and safe operation of meters is included. An introduction to combine and tractor electrical systems is 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.</td>
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<tr>
<td>Course#</td>
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<tr>
<td>JDCE1130</td>
<td>Deere Orientation</td>
<td>M</td>
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<tr>
<td>JDCE1311</td>
<td>Deere Fundamentals</td>
<td>M</td>
<td>45</td>
<td>30</td>
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<td>JDCE1312</td>
<td>Deere Welding I</td>
<td>M</td>
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<tr>
<td>JDCE1333</td>
<td>Deere HVAC</td>
<td>M</td>
<td>40</td>
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<tr>
<td>JDCE1340</td>
<td>Deere Theory of Engine Operation</td>
<td>M</td>
<td>60</td>
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<tr>
<td>JDCE1341</td>
<td>Deere Fuel Systems</td>
<td>M</td>
<td>30</td>
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<tr>
<td>JDCE1342</td>
<td>Deere Engine Repair</td>
<td>M</td>
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<tr>
<td>JDCE1343</td>
<td>Deere Electrical/Electronics I</td>
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<tr>
<td>JDCE1441</td>
<td>Deere Advanced Fuel Systems &amp; Engine Diagnostics</td>
<td>M</td>
<td>40</td>
<td>60</td>
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</table>

The 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 policies and procedures are explained as well as an introduction to John Deere Service ADVISOR and Parts Pro.

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.

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.

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.

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, cranking systems, and charging systems are included. Safety is stressed in this course.

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 safety data sheets, and handling of basic metals and metals properties as applied to Deere Construction and Forestry Equipment.

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 is included. Operation, theory, and repair of diesel injector pumps, nozzle components, fuel flows, and fuel filtering systems. Maintenance procedures including proper removal, installation, and testing of fuel injection pumps is covered. Safety is stressed.

Basic theory, construction, and operation of engine valve train and cylinder head. Valve timing and adjustments of Deere engines. Design, construction, operation, and service methods for the following engine components: crankshafts, connecting rods, piston assemblies, cylinder liners, bearings, and related engine accessories. Crankshaft lubricants, lubrication systems, and oil filtration systems. Disassembly, inspection, measurements, reassembly, and adjustments performed on Deere diesel engines. Safety is included.

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 testing of semiconductors and transistors. Microprocessor operation, including input and output, troubleshooting of diagnostic circuits including lighting, accessory, instrument, and gauges. Lab projects include the repair procedures and testing of cranking motors and alternators. Safety is stressed in this course.

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.

Course: JDCE1130
Title: Deere Orientation
Location: M
Class Hours: 30
Lab Hours: 45
Credit Hours: 5.5

Course: JDCE1311
Title: Deere Fundamentals
Location: M
Class Hours: 45
Lab Hours: 30
Credit Hours: 4.5

Course: JDCE1312
Title: Deere Welding I
Location: M
Class Hours: 10
Lab Hours: 20
Credit Hours: 1.5

Course: JDCE1333
Title: Deere HVAC
Location: M
Class Hours: 40
Lab Hours: 50
Credit Hours: 5.5

Course: JDCE1340
Title: Deere Theory of Engine Operation
Location: M
Class Hours: 60
Lab Hours: 30
Credit Hours: 7

Course: JDCE1341
Title: Deere Fuel Systems
Location: M
Class Hours: 30
Lab Hours: 18
Credit Hours: 3.5

Course: JDCE1342
Title: Deere Engine Repair
Location: M
Class Hours: 50
Lab Hours: 112
Credit Hours: 8.5

Course: JDCE1343
Title: Deere Electrical/Electronics II
Location: M
Class Hours: 50
Lab Hours: 60
Credit Hours: 7

Course: JDCE1441
Title: Deere Advanced Fuel Systems & Engine Diagnostics
Location: M
Class Hours: 40
Lab Hours: 60
Credit Hours: 6
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<tr>
<td>JOUR1810</td>
<td>Introduction to Mass Communication</td>
<td>B</td>
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<tr>
<td>JOUR1820</td>
<td>Newswriting &amp; Reporting</td>
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<td>LBST1122</td>
<td>Applied Chemistry II</td>
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<td>LBST1121</td>
<td>Analytical Chemistry for Technicians I</td>
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<td>Structure &amp; Function of Organisms</td>
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<td>Introductory Biology</td>
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<tr>
<td>LBST1422</td>
<td>Survey of Chemistry</td>
<td>L</td>
<td>33</td>
<td>-</td>
<td>3.0</td>
</tr>
<tr>
<td>LBST1431</td>
<td>Biotechnology I</td>
<td>L</td>
<td>30</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>LBST1432</td>
<td>Biotechnology I Laboratory</td>
<td>L</td>
<td>-</td>
<td>30</td>
<td>1.5</td>
</tr>
</tbody>
</table>
Prerequisites: LBST1421 and LBST1422. Study of man’s interaction with microorganisms. Immunology, the nature of microorganisms, and their impact on human health. Focus on the study of cleaning and sanitizing procedures related to industrial settings. Practice of concepts learned in LBST2163.

LBST2275 Applied Microbiology Laboratory Laboratory course to accompany LBST2265. Practice of concepts in microbiology, including media preparation, culture techniques, media selection and identification of pathogens.

LBST2302 Water & Wastewater Technology L 33 - 3 Prerequisite: LBST1301 or permission. Study of development, design and operation of public water supply systems and pollution control facilities. Wells, water treatment plants, distribution systems, wastewater collection systems, design and operation of wastewater treatment plants. Basic types of pumps, motors and valves are included as part of the preparation for the state water certification exam.

LBST2303 Water-Wastewater Analysis L 22 - 2 Prerequisite: LBST2302 or permission. Standard techniques for water/wastewater analysis. Basic laboratory procedures and techniques. Environmental sample collection and preservation, precision, records and interpretation of results from analysis.

LBST2313 Water-Wastewater Analysis Laboratory L 44 1.5 Laboratory course to accompany LBST2303. Practice of concepts learned in LBST2303.

LBST2321 Hazardous Materials Prerequisites or Equivalents: LBST2112 and LBST2113. Introduction to the nature, handling, storage and disposition of hazardous materials. Protection in a laboratory setting. Descriptions of hazardous materials, protective equipment, cleaning an MSDS, disposal, health effects and transportation of hazardous materials. Review of various legislation governing hazardous materials including Right to Know, SARA, RCRA, CERCLA and others.

LBST2400 Laboratory Skills Competency L 10 -.5 Prerequisite: Must be in final quarter of enrollment. Practical examinations by instructors in the laboratory Science Technology program. Students tested individually on labs skills: solution preparation, pipetting, titrations, microbiological culture media preparation, sterile technique, instrumention and safety.

LBST2406 Quality in the Analytical Laboratory L 10 - 1 Pre- or Co-requisite: LBST2124. Overview of quality assurance practices for laboratory technicians. Topic include elementary statistics, control charts, and good laboratory practices (GLP).

LBST2407 Water and Wastewater Mathematics L 10 - 1 Prerequisite: LBST2302. Introduction to the mathematics used for process control of water treatment, water delivery and wastewater treatment. To understand the application of this mathematics, student must take LBST2302 first.

LBST2430 Analysis of Bioanalytical Data L 33 - 3 Prerequisite: LBST1421, 1422, 1431, 1432. Laboratory techniques for extracting and analyzing environmental toxins. Co-requisite: LBST2442.

LBST2441 Chemistry of Environmental Toxins L 20 - 2 Prerequisite: LBST1421, 1422, 1441, 1442, and 2321. Co-requisite: LBST2442. Detailed examination of toxins in soil and water, including pesticides and fertilizers, with special emphasis on methods of analysis.

LBST2442 Chemistry of Environmental Toxins Laboratory L - 30 1 Co-requisite: LBST2441. Laboratory techniques for extracting and analyzing environmental toxins.

LBST2451 Bioanalysis 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 Co-requisite: LBST2451. Emphasis on preparation of samples for instrumental analysis.
### SOUTHEAST Community College - Nebraska

#### COURSE DESCRIPTIONS

<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>
</tr>
</thead>
<tbody>
<tr>
<td>LBST2501/2502</td>
<td>Practicum Laboratory Methods I &amp; II</td>
<td>L -</td>
<td>90</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: Permission of the program chair. Practical, hands-on experience in a local industrial or go verment laboratory. Differentiated from LBST2522 in that student receives no pay but receives three credits for 90 clock hours spent in the labor aty. Credits in LBST2502 may be substituted for credits in LBST2522.</td>
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<tr>
<td>LBST2522</td>
<td>Cooperative Education</td>
<td>L -</td>
<td>200</td>
<td>5</td>
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</tr>
<tr>
<td></td>
<td>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 LBST2700/LBST2902.</td>
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#### 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

<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>LPNS1155</td>
<td>Transition to Practical Nursing</td>
<td>B/L</td>
<td>60</td>
<td>60</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: 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.</td>
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<tr>
<td>LPNS1156</td>
<td>Foundations of Practical Nursing I</td>
<td>B/L</td>
<td>35</td>
<td>75</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>The focus of this course is on basic principles and procedures within the scope of practice in practical nursing. Introductory concepts of geriatric care, death and dying, complications of bedrest, thermoregulation, and calculation and administration of parenteral medications are included.</td>
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<tr>
<td>LPNS1157</td>
<td>Foundations of Practical Nursing II</td>
<td>B/L</td>
<td>25</td>
<td>60</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<tr>
<td>LPNS1158</td>
<td>Growth and Development</td>
<td>B/L</td>
<td>30</td>
<td>3</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>LPNS1176</td>
<td>Pharmacology</td>
<td>B/L</td>
<td>30</td>
<td>3</td>
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<tr>
<td></td>
<td>Prerequisite: BIOS1000 or BIOS1140 &amp; BIOS2130 or BIOS2140 or BIOS1220. Provides an introductory discussion of Pharmacology, drug and patient information, legal standards, drug development, drug actions and classifications across the lifespan.</td>
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<tr>
<td>LPNS1178</td>
<td>Practical Nursing Across the Lifespan I</td>
<td>B/L</td>
<td>55</td>
<td>105</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>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.</td>
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<tr>
<td>LPNS1179</td>
<td>Practical Nursing Across the Lifespan II</td>
<td>B/L</td>
<td>55</td>
<td>105</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in maternal child health, medical/surgical nursing within the scope of practice for the practical nurse. Principles of health prevention, promotion, and maintenance are emphasized.</td>
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<tr>
<td>LPNS1180</td>
<td>Practical Nursing Across the Lifespan III</td>
<td>B/L</td>
<td>55</td>
<td>105</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in more complex medical/surgical nursing within the scope of practice for the practical nurse. Principles of health prevention, promotion, and maintenance are emphasized.</td>
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<tr>
<td>LPNS1181</td>
<td>Practical Nursing Across the Lifespan IV</td>
<td>B/L</td>
<td>55</td>
<td>105</td>
<td>9</td>
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<tr>
<td></td>
<td>A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in more complex medical/surgical nursing within the scope of practice for the practical nurse. Principles of health prevention, promotion, and maintenance are emphasized.</td>
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</tbody>
</table>

#### LSCE • LAND SURVEYING / CIVIL ENGINEERING

<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>
</tr>
</thead>
<tbody>
<tr>
<td>LSCE1110</td>
<td>Land Surveyors Math</td>
<td>M</td>
<td>50</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This is a course to review basic mathematics and learn algebraic, geometric and trigonometric concepts as they apply in the land surveying field. Topics covered include: 1) geometric definitions and calculations of perimeter, area, and 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.</td>
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</tr>
<tr>
<td>LSCE1120</td>
<td>Plane Surveying</td>
<td>M</td>
<td>60</td>
<td>90</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Study of the use of surveying instruments and equipment. Includes units on measurement, beginning instrument use, field notes, and taping procedures. Care of surveying instruments and surveying safety. Applications of trigonometry. Calculations of lengths of boundaries and elevation changes.</td>
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<tr>
<td>LSCE1126</td>
<td>Basic Civil CAD</td>
<td>M</td>
<td>60</td>
<td>40</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>This course introduces computer aided drafting (CAD) and examines the hardware 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 as 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.</td>
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<tr>
<td>LSCE1220</td>
<td>Engineering Surveying</td>
<td>M</td>
<td>40</td>
<td>60</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: LSCE1220, BSDA1010 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.</td>
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<tr>
<td>LSCE1226</td>
<td>Civil CAD II</td>
<td>M</td>
<td>50</td>
<td>50</td>
<td>6.5</td>
</tr>
<tr>
<td></td>
<td>Prerequisites: LSCE1226, BSDA1010 or INFO1010 &amp; LSCE1110. This course examines dimensioning, blocks, attributes, section views, external references, multi-view layouts, command aliases, scripts, and object linking and embedding. Students will learn how to use AutoCAD to dimension drawings, create section lines and graphic patterns, design symbols and attributes for multiple use, and create sheet sets. 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.</td>
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<tr>
<td>LSCE1230</td>
<td>Earthwork Inspection</td>
<td>M</td>
<td>20</td>
<td>30</td>
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<tr>
<td></td>
<td>Prerequisites: LSCE1110, and BSDA1010 or INFO1010. Study of properties of soils affecting the ability to support structures such as bridges, highways, 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.</td>
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<tr>
<td>LSCE1232</td>
<td>Highway Plan Reading</td>
<td>M</td>
<td>20</td>
<td>30</td>
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<td></td>
<td>Prerequisites: LSCE110, and BSDA1010 or INFO1010. Programmed study that teaches the fundamentals of reading and interpreting a complete set of highway plans.</td>
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<tr>
<td>LSCE1230</td>
<td>Route &amp; Construction Surveying</td>
<td>M</td>
<td>30</td>
<td>70</td>
<td>5</td>
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<tr>
<td></td>
<td>Prerequisites: LSCE1220, LSCE1222, and MATH1080 or higher. Field work for topographic details using total station equipment and electronic data collected. Study of circular and vertical curves as employed in construction projects. Lab work includes setting out circular curves and learning safety practices, which include CPR and first aid. Unit of study also covers sanitary sewer networks and principles of hydraulics.</td>
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<tr>
<td>LSCE1324</td>
<td>Concrete Inspection</td>
<td>M</td>
<td>35</td>
<td>15</td>
<td>4</td>
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<tr>
<td></td>
<td>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 and concrete construction projects. Includes Concrete Field Testing Technician Grade I certification through the American Concrete Institute.</td>
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</tbody>
</table>
This course will teach students how to work with diverse ethnic groups, cultures and religions. They will learn communication skills, assertiveness and active listening skills.

This course is the study of individuals who benefit from an interdisciplinary approach to health care and the problems that arise when serving them. This course studies leadership vs. management, leading individuals, groups, and facility. Different leadership styles will be examined, and students will learn how to be a successful leader.

This course provides strategies on how to market a long term care facility through marketing principles and public relations within the community. This course will cover the skills of assessment, interviewing, presentation, documentation, referral and follow up. The use of computers in record keeping also will be covered. Professional ethics, issues and case studies will be studied.

This course is an introduction to the profession of assisted living administration. Emphasis will be on human resources, labor laws, risk management, physical environment compliance, and design.

This course is the study of people in the final life cycle, pre-retirement to death. Psychological, social and economic needs, as well as feelings, attitudes and theories of the elderly will be examined.

This course studies leadership vs. management, leading individuals, groups, and facility. Different leadership styles will be examined, as well as how to be a successful leader.

This course explores the roles and responsibilities of a long term care administrator. Emphasis will be on human resources, labor laws, risk management, physical environment compliance, and design.

This course provides an overview of the legal, medical, and ethical issues involved in the care of the terminally ill. Hospice care, specialized care for the elderly, and the ethical and legal dilemmas will be covered.

This course will cover the skills of assessment, interviewing, presentation, documentation, referral and follow up. The use of computers in record keeping also will be covered. Professional ethics, issues and case studies will be studied.
COURSE DESCRIPTIONS

SOUTHEAST Community College - Nebraska

MAAP • MAJOR APPLIANCE

PROFESSIONAL TECHNOLOGY

MAAP1110 Electricity for Major Appliances
M 50 80 7.5
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
M 30 3 3
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
M 30 4
The theory and operating principles involved with different brands of residential electric dryers. Advanced troubleshooting technologies of both electrical and mechanical systems will be practiced.

MAAP1118 Gas Dryer Technology
Prerequisite: MAAP1110.
M 20 3
The theory and operating principles involved with different brands of residential gas dryers. Advanced troubleshooting technologies of electrical, mechanical and gas burner systems will be practiced.

MAAP1120 Dishwasher Technology
Prerequisite: MAAP1110.
M 40 5
Theory and operating principles of the electrical, mechanical, soap and water systems involving different brands of dishwashers, disposers & compactors. Diagnosis and repair of residential dishwashers.

MAAP1124 Top-Loading Washing Machine Technology
Prerequisite: MAAP1110.
M 40 5.5
Washability, soaps, water temperatures, types of clothing, washer designs and water systems. Effective diagnosis and repair of electrical, mechanical and water systems on top-loading machines.

MAAP1126 Front-Loading Washing Machine Technology
Prerequisite: MAAP1110.
M 47 1.5
Washability, soaps, water temperatures, types of clothing, washer designs and water systems. Effective diagnosis and repair of electrical, mechanical and water systems on front-loading machines.

MAAP1128 Electric Range Technology
Prerequisite: MAAP1110.
M 40 4.5
Basics of heat cycles, their effect on food items and microwave theory and applications. Diagnosis and repair of conventional electric ranges and microwaves.

MAAP1132 Gas Range Technology
Prerequisite: MAAP1110.
M 30 4.5
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 Domestic Refrigerator Technology
Prerequisite: MAAP1110.
M 15 1.5
Residential refrigerator theory of design and operation as applied to top-mount, side-by-side and built-in household refrigerators. Also covering freestanding ice machines, window air conditioners and portable dehumidifiers for residential households and light commercial applications.

MAAP1137 Domestic Refrigerator Mechanical Systems
Prerequisite: MAAP1110.
M 60 8
Class covers design and service of all control, air circulation, defrost systems, dispensers, doors, and compact ice makers. Class also covers the access, installation and proper handling of refrigeration units.

MAAP1138 Domestic Refrigerator Sealed Systems
Prerequisite: MAAP1110.
M 71 8.5
Residential refrigerator sealed system class covering diagnostics, refrigeration cycles, components evaluations and replacements. Also covering proper evacuation and charging procedures during sealed system servicing. This class also includes completion of EPA 608 certification exam.

MACH • MACHINE TOOL TECHNOLOGY

MAAP1150 Introduction to Major Appliance Technology
M 30 3
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.

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.

MACH1172 Machine Tool Lab I
Prerequisite: MACH1110.
L/M 25 120 6.5
Basic operation of the lathe, milling machine, and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.

MACH1222 Machine Tool Lab II
Prerequisites: MACH1110, MACH1121 and MACH1172.
L/M 10 190 7
Practice using machine tools. Drill press, lathe, milling machine, surf ace grinder and cylindrical grinder.

MACH1225 Materials of Industry
L/M 50 5
Introduction to materials (steel, iron, etc.) used in industry. Properties, uses, specifications, availability, heat treatment and tool steel.

MACH1241 Machinist’s Handbook
Prerequisite: MACH1110.
L/M 50 5
Introduction to technical area handbooks and problems of design. Use of Machinist’s Handbook for measurement, circle, geometry, allowance and tolerance, keys and keyseats, gearing problems, cutting speeds, and threaded bearing problems.

MACH1250 Computer Aided Drafting (CAD)
Prerequisites: MACH1050 or MACH1040.
L/M 20 30 3
Fundamentals of Computer Aided Drafting using AutoCAD computer operating system. AutoCAD menus. AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting.

MACH1324 Machine Tool Lab III
Prerequisite: MACH1222.
L/M 10 190 7
Practice using machine tools. Lathe, milling machine, surf ace grinder, cylindrical, and cutter grinder. Projects for lab work. Introduction to die and mold construction.

MACH1349 Basic CNC
Prerequisite: MACH1222.
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 (CMM.).

MACH1370 Applied Trigonometry
Prerequisite: MATH1050 or MATH1040.
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
Prerequisite: MACH1324.
L/M 10 140 5.5
Advanced projects to improve proficiency on machine tools.

MACH1451 Advanced CNC
Prerequisites: MACH1250, MACH1349, and MACH1370.
L/M 40 20 4.5
Advanced programming, operation, and setup of CNC machines.

MACH1453 CNC Lathe
Prerequisites: MACH1250, MACH1349, and MACH1370.
L/M 30 15 3.5
Fundamentals of manual and conversational programming, operation, and maintenance of the CNC Lathe.
<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>MACH1454 CAM</td>
<td>Introduction to the fundamentals of Computer Aided Manufacturing. Various functions and methods of 3D and 2D CAM programing will be covered.</td>
<td>L/M</td>
<td>40</td>
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</tr>
<tr>
<td>MACH1800 Basic Milling Machine I</td>
<td>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.</td>
<td>L</td>
<td>10</td>
<td>20</td>
<td>1.5</td>
</tr>
<tr>
<td>MACH1801 Basic Milling Machine II</td>
<td>Continuation of Basic Milling Machine I. See course description for MACH1800.</td>
<td>L</td>
<td>10</td>
<td>20</td>
<td>1.5</td>
</tr>
<tr>
<td>MACH1810 Basic Engine Lathe I</td>
<td>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.</td>
<td>L</td>
<td>10</td>
<td>20</td>
<td>1.5</td>
</tr>
<tr>
<td>MACH1811 Basic Engine Lathe II</td>
<td>Continuation of Basic Engine Lathe I. See course description for MACH1810.</td>
<td>L</td>
<td>10</td>
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<tr>
<td>MACH2245 Introduction to Molding</td>
<td>Basic construction components and operation of plastic molds to include injection molds, transfer molds compression molds. Die casting and molds for rubber are also included.</td>
<td>L</td>
<td>30</td>
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<tr>
<td>MACH2246 Jigs and Fixtures</td>
<td>Introduction to design and construction principles and requirements for manufacturing. Clamping, loading, unloading, location, and materials to be used along with commercially available components. Construction of a jig or fixture.</td>
<td>L</td>
<td>30</td>
<td>90</td>
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<tr>
<td>MACH2256 Die Construction</td>
<td>Continuation of MACH2256. Utilizing laboratory equipment to design and make a progressive die and produce 100 pieces to specifications.</td>
<td>L</td>
<td>30</td>
<td>130</td>
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</tr>
<tr>
<td>MACH2258 Quality Control</td>
<td>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.</td>
<td>L</td>
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</tr>
<tr>
<td>MACH2266 Advanced Die Construction</td>
<td>Continuation of MACH2256. Utilizing laboratory equipment to design and make a progressive die and produce 100 pieces to specifications.</td>
<td>L</td>
<td>20</td>
<td>175</td>
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<tr>
<td>MACH2530 Die Design I</td>
<td>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.</td>
<td>L/M</td>
<td>10</td>
<td>40</td>
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<tr>
<td>MACH2532 Die Making Lab I</td>
<td>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 f orn ground and wire EDM (electric discharge machine) construction methods.</td>
<td>M</td>
<td>10</td>
<td>190</td>
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<tr>
<td>MACH2533 Mold Theory</td>
<td>Fundamental processes and basic construction of plastic molds (compression, transfer, and injection), molds for die casting (pressure molding of nonferrous alloys) and rubber molds.</td>
<td>P</td>
<td>50</td>
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</table>

**COURSE DESCRIPTIONS**

**MATH • MATHEMATICS**

**MATH0860 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 higher 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 higher 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.
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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<tbody>
<tr>
<td>MATH1040</td>
<td>Business Math</td>
<td>B/L/M</td>
<td>45</td>
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<tr>
<td>MATH1050</td>
<td>Thinking Mathematically</td>
<td>B/L</td>
<td>45</td>
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<tr>
<td>MATH1080</td>
<td>Algebra &amp; Trigonometry</td>
<td>L/M</td>
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<td>MATH1100</td>
<td>Intermediate Algebra</td>
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<tr>
<td>MATH1150</td>
<td>College Algebra</td>
<td>B/L</td>
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<tr>
<td>MATH1180</td>
<td>Elementary Statistics</td>
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<td>MATH1300</td>
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<td>MATH1600</td>
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<td>MATH1700</td>
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<td>MATH2080</td>
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<td>MEDA1101</td>
<td>Medical Terminology I</td>
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<td>MEDA1102</td>
<td>Administrative Medical Assisting</td>
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<tr>
<td>MEDA1202</td>
<td>Communication in Allied Health</td>
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<td>MEDA1203</td>
<td>Medical Law, Ethics &amp; Bioethics</td>
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<td>MEDA1204</td>
<td>First Aid</td>
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SOUTHEAST Community College - Nebraska
## COURSE DESCRIPTIONS

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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>MEDT1101</td>
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<td>Basic Hematology for the Office Laboratory</td>
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**MEDT • MEDICAL LABORATORY TECHNOLOGY**

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<tr>
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<tbody>
<tr>
<td>MEDT1100</td>
<td>Procedures in Phlebotomy</td>
<td>L</td>
<td>20</td>
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<td>MEDT1101</td>
<td>Clinical Laboratory Procedures</td>
<td>L</td>
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<td>MEDT1161</td>
<td>Basic Urinalysis &amp; Microbiology for the Office Laboratory</td>
<td>L</td>
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**Prerequisites:**
- MEDA1301
- BIOS1210
- BIOS1140
- BIOS1000
- LBST1221, LBST1231
- MEDT1101
- MEDT1321
- MEDT1301
- MEDT1421
- MEDT1431
- MEDT1451
SOUTHEAST Community College - Nebraska

COURSE DESCRIPTIONS

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<th>Course# (online)</th>
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<th>Class Hours</th>
<th>Lab Hours</th>
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<tr>
<td>MEDIT251 Immunohematology I</td>
<td>L 10 - 1</td>
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<tr>
<td>Prerequisites: MEDIT1421 and MEDIT1431. Study of the theories and procedures of routine blood bank testing. Blood grouping and antibody detection and identification, the genetics of the clinically important blood groups, and functions of the immune system.</td>
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<tr>
<td>MEDIT251 Immunohematology I Laboratory</td>
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<td>Must be taken concurrently with the lecture. Laboratory which accompanies MEDIT2521. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.</td>
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<td>MEDIT2551 Clinical Chemistry I Laboratory</td>
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<td>MEDIT2561 Immunology</td>
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<tr>
<td>Prerequisites: MEDIT1401 and MEDIT1411 or program permission. Introduction to Immunology. Immune system, antigens, antibodies, complement, and reactions of antigens and antibodies. Relationships to diseases that are immunologically involved.</td>
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<td>MEDIT2581 Hemostasis</td>
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<td>Prerequisites: MEDIT1421 and MEDIT1431. Principles of blood coagulation and basic coagulation procedures.</td>
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<td>MEDIT2582 Immunology/Hemostasis Laboratory</td>
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<td>Must be taken concurrently with the lectures. Laboratory which accompanies MEDIT2561 and MEDIT2581. Skills and laboratory techniques corresponding to theoretical information presented in the lectures.</td>
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<td>MEDIT2601 Parasitology</td>
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<td>MEDIT2611 Parasitology Laboratory</td>
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<td>Must be taken concurrently with the lecture. Laboratory which accompanies MEDIT2601. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.</td>
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<td>MEDIT2621 Immunohematology II</td>
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<tr>
<td>Prerequisites: MEDIT2521 and MEDIT2531. Continuation of immunohematology, including theory and application of blood banking practices and procedures. Compatibility testing, transfusion reactions, and special testing procedures.</td>
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<td>MEDIT2641 Clinical Chemistry II</td>
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<tr>
<td>Prerequisites: MEDIT2541 and MEDIT2551. 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>MEDIT2651 Clinical Chemistry II Laboratory</td>
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<td>MEDIT2681 Clinical Education Orientation I</td>
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<tr>
<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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For detailed information about specific courses, please refer to the official college catalog or contact the academic department directly.
### Course Descriptions


<table>
<thead>
<tr>
<th>Course# (online)</th>
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<tr>
<td>MFGT1421</td>
<td>Manufacturing Processes I</td>
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<td>MFGT1429 CNC Machines</td>
<td>Basic programming of Computer Numerical Control Machines is studied. Manual programming and programming with Mastercam X are covered.</td>
<td>M</td>
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<tr>
<td>MFGT1450 Advanced Computer Aided Drafting</td>
<td>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.</td>
<td>M</td>
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<tr>
<td>MFGT1456 Manufacturing Processes II</td>
<td>Basic operation of the lathe, milling machine and grinder. Laboratory experience with hand tools, metrology, metal sawing, drills and taping.</td>
<td>M</td>
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<tr>
<td>MFGT1458 Electrical Drafting</td>
<td>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.</td>
<td>M</td>
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<tr>
<td>MFGT2549 Quality Assurance &amp; SPC</td>
<td>Study of statistical techniques used in the control of quality requirements of manufactured articles. Sampling, inspection techniques, S.P.C., and the use of inspection tools and instruments.</td>
<td>M</td>
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<tr>
<td>MSTT1000 Shop Procedures &amp; Hand Tools</td>
<td>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.</td>
<td>L</td>
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<tr>
<td>MSTT1112 Basic Engine Theory</td>
<td>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.</td>
<td>L</td>
<td>35 65 5.5</td>
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<tr>
<td>MSTT1113 Metric Measure</td>
<td>Introduction to metric system (SI). Practice in measurements of area, volume, weight and capacity. Proper use of metric precision measuring equipment.</td>
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<td>MSTT1120 Wheels &amp; Tires</td>
<td>Theory and maintenance of stamped steel, spoke and magnesium wheels. Inspection, service, repair and balance of various tire designs.</td>
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<tr>
<td>MSTT1122 Frames, Suspensions, &amp; Brakes</td>
<td>Theory of frame geometry and function of the suspension units. Proper procedures for maintaining and rebuilding of various types of steering heads, forks, shocks, swing arms and suspension components on motorcycles and ATVs. Theory and operation and proper service procedures of drum and disk brakes.</td>
<td>L</td>
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<tr>
<td>MSTT1125 Electrical Concepts</td>
<td>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.</td>
<td>L</td>
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<tr>
<td>MSTT1131 Electrical Circuits</td>
<td>Theory of electrical circuits and ignition systems for motorcycles, ATVs and personal watercraft. Troubleshooting and repair of electrical circuits.</td>
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<tr>
<td>MSTT1132 Fuel &amp; Ignition Systems</td>
<td>Introduction to carburetion and fuel injection systems used on motorcycles, ATVs, and personal watercraft.</td>
<td>L</td>
<td>40 30 5</td>
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<tr>
<td>MSTT1133 Periodic Maintenance and Emission Controls</td>
<td>Proper procedures for completion of scheduled maintenance and minor engine and chassis service. This course also includes the diagnosis and troubleshooting of engine performance problems and emission control systems.</td>
<td>L</td>
<td>40 110 7.5</td>
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</tbody>
</table>
COURSE DESCRIPTIONS

SOUTHEAST Community College - Nebraska

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
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<tr>
<td>MSTT1138</td>
<td>Personal Watercraft</td>
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<td>22</td>
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<td>MSTT1140</td>
<td>Transmission and Final Drives</td>
<td>L</td>
<td>30</td>
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<tr>
<td>MSTT1141</td>
<td>Engine Rebuild and Overhaul</td>
<td>L</td>
<td>20</td>
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<td>MSTT1145</td>
<td>Engine Machine Operations</td>
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<td>20</td>
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<tr>
<td>MSTT1146</td>
<td>Rideability and Electrical Update</td>
<td>L</td>
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<tr>
<td>MSTT1147</td>
<td>Rideability and Electrical Update with Coop</td>
<td>L</td>
<td>40</td>
<td>90</td>
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<tr>
<td>MUSC1010</td>
<td>Introduction to Music</td>
<td>B/L</td>
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<tr>
<td>MUSC1015/1020</td>
<td>Individual Instruction in Voice</td>
<td>B</td>
<td>15</td>
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<tr>
<td>MUSC1260</td>
<td>Class Piano I</td>
<td>B</td>
<td>30</td>
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<tr>
<td>MUSC1261</td>
<td>Guitar I</td>
<td>B</td>
<td>30</td>
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<tr>
<td>MUSC1270</td>
<td>Class Piano II</td>
<td>B</td>
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<tr>
<td>MUSC1271</td>
<td>Guitar II</td>
<td>B</td>
<td>30</td>
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<tr>
<td>MUSC1410/1420</td>
<td>College Chorus</td>
<td>B</td>
<td>30</td>
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<tr>
<td>MUSC1430, 1440, 2430, 2440</td>
<td>Vocal Ensemble: Showcase Singers</td>
<td>B</td>
<td>60</td>
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<td>3</td>
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<tr>
<td>MUSC1610</td>
<td>Music Theory I</td>
<td>B/L</td>
<td>45</td>
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<tr>
<td>MUSC1620</td>
<td>Music Theory II</td>
<td>B/L</td>
<td>45</td>
<td>30</td>
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<tr>
<td>MUSC1630</td>
<td>Music Theory III</td>
<td>B/L</td>
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<td>MUSC1640</td>
<td>Music Theory IV</td>
<td>B/L</td>
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<tr>
<td>MUSC1670</td>
<td>Introduction to American Music</td>
<td>B/L</td>
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</table>

NDTT • NONDESTRUCTIVE TESTING TECHNOLOGY

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<tr>
<th>Course#</th>
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<th>Location</th>
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<tbody>
<tr>
<td>NDTT1112</td>
<td>Visual Inspection Method</td>
<td>M</td>
<td>30</td>
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<tr>
<td>NDTT1132</td>
<td>Manufacturing Processes</td>
<td>M</td>
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<tr>
<td>NDTT1138</td>
<td>Welding Processes</td>
<td>M</td>
<td>20</td>
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<tr>
<td>NDTT1144</td>
<td>Blueprint Reading &amp; CAD</td>
<td>M</td>
<td>40</td>
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<tr>
<td>NDTT1123</td>
<td>Electrical &amp; Electronic Fundamentals</td>
<td>M</td>
<td>50</td>
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</tbody>
</table>


**MUSC • MUSIC**

- **MUSC1010** Introduction to Music
- **MUSC1015/1020** Individual Instruction in Voice
- **MUSC1260** Class Piano I
- **MUSC1261** Guitar I
- **MUSC1270** Class Piano II
- **MUSC1271** Guitar II
- **MUSC1410/1420** College Chorus
- **MUSC1430, 1440, 2430, 2440** Vocal Ensemble: Showcase Singers
- **MUSC1610** Music Theory I

- **MUSC1105/2010, 2010/2020, 2030/2040** Individual Instruction in Voice
- **MUSC1260** Class Piano I
- **MUSC1261** Guitar I
- **MUSC1270** Class Piano II
- **MUSC1271** Guitar II
- **MUSC1410/1420, 2430/2440** College Chorus
- **MUSC1430, 1440, 2430, 2440** Vocal Ensemble: Showcase Singers
- **MUSC1610** Music Theory I

- **MUSC1620** Music Theory II
- **MUSC1630** Music Theory III
- **MUSC1640** Music Theory IV
- **MUSC2730** Music History & Literature II
<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>NDTT1255</td>
<td>NDT Methods</td>
<td>M</td>
<td>75</td>
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<td>10</td>
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<tr>
<td>Prerequisites: MATH1050, NDTT1211, 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.</td>
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<tr>
<td>NDTT1263</td>
<td>Metallurgy</td>
<td>M</td>
<td>50</td>
<td>50</td>
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<tr>
<td>Prerequisites: MATH1050, NDTT1133 and NDTT1138. Study of the nature of metals, methods of metallurgical examination, mechanical testing, chemistry, and production of metals.</td>
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<tr>
<td>NDTT1356</td>
<td>Liquid Penetrant</td>
<td>M</td>
<td>20</td>
<td>30</td>
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<tr>
<td>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. Inspection, job specifications for liquid penetrant inspection.</td>
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<tr>
<td>NDTT1360</td>
<td>Ultrasounds</td>
<td>M</td>
<td>40</td>
<td>110</td>
<td>7.5</td>
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<tr>
<td>Prerequisites: MATH1050 and NDTT1255. 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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<tr>
<td>NDTT1450</td>
<td>Eddy Current I</td>
<td>M</td>
<td>20</td>
<td>20</td>
<td>2.5</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>NDTT1458</td>
<td>Magnetic Particle</td>
<td>M</td>
<td>30</td>
<td>30</td>
<td>4</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>NDTT1464</td>
<td>Radiography</td>
<td>M</td>
<td>60</td>
<td>90</td>
<td>9</td>
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<tr>
<td>Prerequisites: NDTT1255 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.</td>
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<tr>
<td>NDTT1470</td>
<td>Radiation Safety &amp; Administration</td>
<td>M</td>
<td>50</td>
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<tr>
<td>NDTT2040</td>
<td>NDT Mathematics</td>
<td>M</td>
<td>45</td>
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<tr>
<td>Introduction to advanced math skills. Common and natural logarithms, mechanical testing, chemistry, and production of metals.</td>
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<tr>
<td>NDTT2569</td>
<td>Radiography II &amp; Film Interpretation</td>
<td>M</td>
<td>50</td>
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<tr>
<td>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, forgings, electrical components and composite materials.</td>
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<tr>
<td>NDTT2570</td>
<td>Eddy Current II</td>
<td>M</td>
<td>75</td>
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<tr>
<td>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.</td>
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<tr>
<td>NDTT2652</td>
<td>Ultrasounds II</td>
<td>M</td>
<td>50</td>
<td>100</td>
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<tr>
<td>Prerequisite: NDTT1360. Corequisites: NDTT2675 and NDTT2676. 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.</td>
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SOUTHEAST Community College - Nebraska

COURSE DESCRIPTIONS

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<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>NURS1307</td>
<td>Nursing Concepts II</td>
<td>L</td>
<td>5</td>
<td>75</td>
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</tbody>
</table>
| 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 nursing degree or 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 processes, such as, 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                                                   | L        | 30          | 45        | 4.5          |
| Prerequisite: NURS1303 or NURS3105. Co-requisites: NURS3042/2404.
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 the physical, psychological, and sociocultural contexts.

| NURS2403        | Gerontological Nursing Concepts                                     | L        | 20          | 45        | 3.5          |
| 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 illness. Gerontological principles and rehabilitative aspects of nursing are examined. Pathophysiological concepts, therapeutic nutrition and pharmacology are integrated.

| NURS2404        | Nursing Concepts III                                                | L        | 30          | 90        | 6            |
| Prerequisite: NURS1305/1306/1307. Co-requisites: NURS2400/2404.
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 healthcare settings. Understanding of concepts basic to positive adaptation to life-threatening physiologic stress are examined.

| NURS2501        | Nursing Concepts Related to the Childbearing Family                 | L        | 30          | 90        | 6            |
| Prerequisite: NURS2404.
Normal psychological and physiological changes/adaptations that occur during the childbearing process 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 ability 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 Childbearing Family                     | L        | 30          | 90        | 6            |
| Prerequisite: NURS2404.
The course utilizes the nursing process based on the knowledge of childbearing 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 into 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                                                 | L        | 10          | -         | 1            |
| Prerequisite: NURS2404.
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 continua. Nursing process is utilized when planning the pharmacological care of these clients.

| NURS2602        | Mental Health Nursing Concepts                                       | L        | 30          | 90        | 6            |
| Prerequisite: NURS2501 or NURS2502, and NURS2503. 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 crises. Pathophysiology and diet therapy are integrated. Clinical experiences are provided in a variety of healthcare settings.

| NURS2603        | Nursing Concepts IV                                                 | L        | 30          | 105       | 6.5          |
| Prerequisite: NURS2501 and 2502 and 2503. Co-requisite: NURS2602.
Introduction to more complex cognitive and psychomotor skills needed to care for individuals with more complex disease conditions along the wellness/illness continuum. The clinical course emphasizes setting priorities of needs with emphasis on the distinction between normal and abnormal adaptation to multiple stressors affecting the client systems. Crisis theory interventions are introduced. Pathophysiology, diet therapy and pharmacology are integrated. Principles of nursing management are introduced. Clinical experience to correlate with theory is provided in a variety of acute healthcare settings. The clinical portion of this course allows the student to practive decision-making skills for groups of clients in selected health care settings and to further develop communicative and technical skills. Content includes legal/ethical issues in nursing and healthcare, nursing roles, trends in nursing and transition into a professional role.

OFFT • OFFICE PROFESSIONAL

All prerequisite courses must be passed with a “C” or higher.

OFFT1010 Keyboarding I
B/L | M 30 - 3
Suitable for beginning students or for review using touch method. Introduces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent finger-keying skills. A minimum of 20 gross words a minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass.

OFFT1020 Keyboarding II
B/L | M 30 - 3
Prerequisite: OFFT1010 or equivalent. Reinforces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent finger-keying skills. A minimum of 30 gross words a minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass.

OFFT1110 Business Communications
B/L/M | M 45 - 4.5
Prerequisite: Eligible for ENGL1010 or ENGL1015. Recommended BSAD1010 or INFO1121.
Study of principles and techniques of writing business letters, electronic and written messages, and reports. Principles of grammar, punctuation, and correct word usage that have practical application in writing for business purposes.

OFFT1120 Medical Terminology
B | M 45 - 4.5
Study of medical vocabulary for practitioners in the field of medicine. Much of the course is auto-instructional with extra drill and practice during class sessions.

OFFT1160 Keyboarding III
B/L | M 45 - 4.5
Prerequisite: OFFT2010 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 a comprehensive diagnostic approach to build speed while maintaining 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.

OFFT1170 Keyboarding IV
B/L | M 30 - 3
Prerequisite: OFFT1160 or equivalent. 40 GWAM minimum. Uses lessons designed to develop both speed and accuracy while encouraging students to reach high goals on an individual basis. A speed of 50 GW AM is a C, and 60 GW AM 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
B/L | M 45 - 4.5
Prerequisite: OFFT1300. 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.
**OFFT2310 Financial Computer Applications**

<table>
<thead>
<tr>
<th>Location</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
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<tbody>
<tr>
<td>B/L</td>
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</table>

Prerequisites: ACCT1200 and BSAD1020.

Excel spreadsheet projects from a financial perspective, accounts receivable and accounts payable, substituting ledgers, payroll concepts, and computerized accounting software.

**OFFT2340 Records and Information Management**

<table>
<thead>
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<th>Location</th>
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<tbody>
<tr>
<td>B/L</td>
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</tbody>
</table>

Prerequisite: 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 inventory activities.

**OFFT2410 Administrative Procedures I**

<table>
<thead>
<tr>
<th>Location</th>
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<tbody>
<tr>
<td>B/L</td>
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</tbody>
</table>

Prerequisite: OFFT2110.

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**

<table>
<thead>
<tr>
<th>Location</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
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<tbody>
<tr>
<td>B/L</td>
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<td>4.5</td>
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</table>

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**

<table>
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<tr>
<th>Location</th>
<th>Class</th>
<th>Lab</th>
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<tbody>
<tr>
<td>L</td>
<td>45</td>
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<td>4.5</td>
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</table>

Prerequisite: OFFT2110.

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**

<table>
<thead>
<tr>
<th>Location</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
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<tbody>
<tr>
<td>B/L</td>
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<td>4.5</td>
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</tbody>
</table>

Prerequisites: MEDA1101 or OFFT1120, and OFFT2120 or by permission. Corequisite: OFFT2420.

Integration of relevant medical office skills and procedures in the performance of modern medical office duties. Simulations included.

**OFFT2460 Office Simulation**

<table>
<thead>
<tr>
<th>Location</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>B/L</td>
<td>45</td>
<td></td>
<td>4.5</td>
</tr>
</tbody>
</table>

Prerequisites: ACCT1200 or OFFT1120, MEDA1100, OFFT1110, OFFT2340, OFFT2410, PSYC1250 or by permission. Corequisite: OFFT2420.

Uses previously learned office, procedures, and soft skills in an interactive work flow environment. Students run a simulated business and work as managers, human resource specialists, accountants, order analysts, in ventory specialists, and service representatives.

**OFFT2650 Computerized Medical Management**

<table>
<thead>
<tr>
<th>Location</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>L</td>
<td>30</td>
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</table>

Prerequisites: OFFT2120 or by permission.

Computerized application of scheduling, records management, insurance forms, patient database, and financial reports.

**OFFT2720 Microsoft Office Integration**

<table>
<thead>
<tr>
<th>Location</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
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</thead>
<tbody>
<tr>
<td>B/L</td>
<td>45</td>
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<td>4.5</td>
</tr>
</tbody>
</table>

Prerequisites: BSAD1020, OFFT2310, and OFFT2460.

Create documents integrating Microsoft Office applications. Project-based classes require advanced technical and critical-thinking skills. Ability to work independently and in teams will be necessary as students apply skills and knowledge acquired in previous courses to initiate and complete Microsoft integration projects.

**OFFT2810 Special Projects**

<table>
<thead>
<tr>
<th>Location</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
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<tbody>
<tr>
<td>B/L</td>
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</tbody>
</table>

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 field technology field, arranged with the student’s advisor and approved by the program chair.

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**OSJD • OCCUPATIONAL STUDIES JOHN DEERE TRAINING**

In association with the John Deere Company, classes will be offered at various John Deere Training Facilities throughout North America. These classes are available to John Deere dealership personnel.

Course syllabi are available by contacting the Dean of Manufacturing & Transportation Occupations at SCC Lincoln 402-437-2638 or SCC Milford 402-761-8280.
### COURSE DESCRIPTIONS

**SOUTHEAST Community College - Nebraska**

<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>PDSM1221 Nomenclature I</td>
<td>M 110 30 12</td>
<td>Location</td>
<td>Class Hours</td>
<td>Lab Hours</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>PDSM1131 Aftermarket Catalogs &amp; Obsolescence I</td>
<td>M 30 80 5.5</td>
<td>Location</td>
<td>Class Hours</td>
<td>Lab Hours</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>PDSM1222 Dealer Cataloging, &amp; Obsolescence II</td>
<td>M 40 60 6</td>
<td>Location</td>
<td>Class Hours</td>
<td>Lab Hours</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>PDSM1223 Service Writing, Warranty Policies, &amp; Tools</td>
<td>M 20 30 3</td>
<td>Location</td>
<td>Class Hours</td>
<td>Lab Hours</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>PDSM1226 Counter Sales &amp; Operations</td>
<td>M 10 40 2</td>
<td>Location</td>
<td>Class Hours</td>
<td>Lab Hours</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>PDSM1321 Parts Management &amp; Advanced Counter Operations</td>
<td>M 20 30 3</td>
<td>Location</td>
<td>Class Hours</td>
<td>Lab Hours</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>PDSM1325 Merchandising &amp; Advertising</td>
<td>M 40 10 4</td>
<td>Location</td>
<td>Class Hours</td>
<td>Lab Hours</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>PDSM1327 Customer Sales &amp; Relations</td>
<td>M 30 20 3.5</td>
<td>Location</td>
<td>Class Hours</td>
<td>Lab Hours</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>PDSM1339 Agriculture/Construction Cataloging</td>
<td>M 40 60 6</td>
<td>Location</td>
<td>Class Hours</td>
<td>Lab Hours</td>
<td>Credit Hours</td>
</tr>
<tr>
<td>PDSM1428 Cooperative Education</td>
<td>M 480 12</td>
<td>Location</td>
<td>Class Hours</td>
<td>Lab Hours</td>
<td>Credit Hours</td>
</tr>
</tbody>
</table>

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### PHED • PHYSICAL EDUCATION

**PHED1000 Lifetime Fitness**
- B 45 15 4.5
  - Theoretical and practical information on the relationship of lifestyle habits to productivity, quality of life and one's potential. Topics include lifestyle related risks, nutrition, physical fitness, and stress management encompassing the mind-body health perspective of wellness.

**PHED1010 Golf**
- B 30 1.5
  - Basic skills and fundamentals of golf. Scoring, selection and care of equipment for the beginning golfer.

**PHED3030/2035/2040 Physical Fitness Activities**
- B/L 30 1.5
  - Study of and participation in chosen activities, such as weight training, cardiovascular conditioning, flexibility, basketball, volleyball, and weight control. Planning and participating in an individualized program for development.

**PHED1050/2050 Recreational Sports**
- B 30 1.5
  - Participation in recreational sports for the student with a disability who is unable to participate in a regularly scheduled required program. Credit can be earned by nonathletic participation in the intercollegiate athletic program such as providing statistics, videotaping, care and handling of equipment, and game site management. Other options include managerial involvement in school's intramural or physical education programs.

**PHED1060 Fitness Throughout Life**
- B 15 30 3
  - Study and application of theories which promote wellness throughout the life cycle. Emphasis on cardiovascular conditioning, flexibility, muscular strength, endurance, body composition, and nutrition maintenance programs.

**PHED1160 Standard First Aid**
- B 45 - 4.5
  - Principles and techniques for administration of first aid. Legal aspects of emergency care, cardiopulmonary emergencies, hemorrhage control, wound maintenance, shock control, poisoning, heat and cold injuries.

**PHED1175 Intensive to Physical Education**
- B 45 - 4.5
  - For the prospective physical education major or minor at the secondary school level. Review of physical education, history, principles, objectives. Review of activities offered in the P.E. curriculum.

**PHED1180 Introduction to Recreational**
- 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.

**PHED1180 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-grade child by grade level.

**PHED2010/2020 Intercollegiate 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.

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### 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

**PHED1320/2220, 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

<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>PHIL1010</td>
<td>Introduction to Philosophy</td>
<td>B/L</td>
<td>45 - 4.5</td>
<td></td>
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<tr>
<td></td>
<td>Prerequisite: ENGL1010 or ENGL1015</td>
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<tr>
<td>PHIL1150</td>
<td>Critical and Creative Thinking</td>
<td>B/L</td>
<td>45 - 4.5</td>
<td></td>
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<tr>
<td></td>
<td>Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015</td>
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</tbody>
</table>

**PHIL1130 Biophysics**

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/RELS2610 Comparative Religions | B/L       | 45 - 4.5    |           |              |
|                                      | Prerequisite: Grade of C or higher in PHIL1010 or ENGL1015 |          |             |              |

This course will offer a cross-cultural introduction to the world’s major religious/philosophical traditions or faith systems through a comparison of historical origins, rituals, beliefs, practices, and sacred texts and sources.

### PHOT • PHOTOGRAPHY

<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>PHOT1750</td>
<td>Beginning Photography</td>
<td>B</td>
<td>30</td>
<td>30 - 3</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Introduction to the fundamentals of black and white photography, composition and lighting. Lecture, test and laboratory with emphasis on use of 35mm camera and developing, enlarging, and printing 35mm negatives.</td>
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<tr>
<td>PHOT1760</td>
<td>Digital Photography and Creative Imaging</td>
<td>B</td>
<td>30</td>
<td>30</td>
<td>4.5</td>
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<tr>
<td></td>
<td>Introduction to the fundamentals of digital photography. Technical aspects include image editing, layering, and manipulation using Photoshop. Exploration of creative digital processes.</td>
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<tr>
<td>PHOT2750</td>
<td>Photojournalism</td>
<td>B</td>
<td>30</td>
<td>30 - 4.5</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: Grade of C or higher in PHOT1760 or instructor permission. Study of photojournalism for mass media using digital technology. Textbook study and photography assignments for publication of news, features, sports, studio photography and photo essays. Technical aspects include screening and editing prints using Photoshop software.</td>
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</table>

### PHRM • PHARMACY TECHNICIAN

Pharmacy courses must be taken in sequence.

<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>PHRM1101</td>
<td>Pharmacy Technology/Pharmaceutical Products I</td>
<td>B</td>
<td>45 - 4.5</td>
<td></td>
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</tr>
<tr>
<td>PHRM1111</td>
<td>Pharmacy Calculations I</td>
<td>B</td>
<td>45 - 4.5</td>
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</table>

### PHYS • PHYSICAL SCIENCE

<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>PHYS1017</td>
<td>Technical Physics</td>
<td>M</td>
<td>40</td>
<td>10</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: 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, friction, straight line motion, trajectories, rotational motion, simple harmonic motion, simple machines, waves and sound, thermal expansion, and heat transfer.</td>
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<tr>
<td>PHYS1030</td>
<td>Astronomy</td>
<td>L</td>
<td>45</td>
<td>30 - 6</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Prerequisite: MATH050 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.</td>
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<tr>
<td>PHYS1110</td>
<td>Survey of Physical Science</td>
<td>B</td>
<td>45</td>
<td>30 - 6</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Survey course in the physical sciences with emphasis on scientific processes. Includes topics from chemistry, physics, statistics, astronomy and meteorology. Includes lab.</td>
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<tr>
<td>PHYS1150</td>
<td>Descriptive Physics</td>
<td>B/L/M</td>
<td>45</td>
<td>30 - 6</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Prerequisite(s) and/or Co-requisite(s): MATH050 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.</td>
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COURSE DESCRIPTIONS

SOUTHEAST Community College - Nebraska

<table>
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<tr>
<th>Course# (online)</th>
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</thead>
<tbody>
<tr>
<td>PHYS1410</td>
<td>General Physics I</td>
<td>B/L</td>
<td>60</td>
<td>30</td>
<td>7.5</td>
</tr>
<tr>
<td>Prerequisite: High school trigonometry with &quot;B&quot; or higher, 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.</td>
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<tr>
<td>PHYS1420</td>
<td>General Physics II</td>
<td>B/L</td>
<td>60</td>
<td>30</td>
<td>7.5</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>PHYS2110</td>
<td>College Physics I</td>
<td>B/L</td>
<td>60</td>
<td>30</td>
<td>7.5</td>
</tr>
<tr>
<td>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.</td>
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<tr>
<td>PHYS2120</td>
<td>College Physics II</td>
<td>B/L</td>
<td>60</td>
<td>30</td>
<td>7.5</td>
</tr>
<tr>
<td>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.</td>
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POLSC • POLITICAL SCIENCE

POLS1000       | American Government | B/L | 45 | - | 4.5 |
| Study of the functioning of the political system through an analysis and application of its underlying theories. |
| POLS1040       | Comparative Politics | L | 45 | - | 4.5 |
| 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 | L | 45 | - | 4.5 |
| 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 political thought. |
| 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 |
| Prerequisite: POLS1000. Students will acquire the skills necessary to understand the inter action 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

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 | 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. |
| PSYC2799       | Special Topics in Psychology | B/L/M | 45 | - | 4.5 |
| Prerequisite: Grade of “C” or higher in PSYC1810. This course will allow students to develop a more “depth of understanding” in specific areas of psychology, such as domestic violence, sexuality, psychology of gender, history of psychology, health 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. |
### PTAS • PHYSICAL THERAPIST ASSISTANT

**Course#** | **Title** | **Location** | **Class** | **Lab** | **Credit**
---|---|---|---|---|---
PTAS1100 | Intro to Physical Therapy | B/L | 40 | 15 | 4.5
Prequisite: PTAS1100
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 will be discussed. This course also includes observation time at a clinical site.

### PTAS1104 Therapeutic Modalities I with Lab
Prerequisite: PSYC1810 or SOCI1010
Study of physical agents and therapeutic modalities including massage, cryotherapy, thermal agents, ultrasound and traction. 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.

### PTAS1112 Radiographic Procedures I
Prerequisite: PSYC1810 or the instructor
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.
SOUTHEAST Community College - Nebraska

COURSE DESCRIPTIONS

<table>
<thead>
<tr>
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<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>RADT1119 Clinical Education I</td>
<td>Adaptation to the hospital environment with supervision.</td>
<td>L - 150</td>
<td>5</td>
<td></td>
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</tr>
<tr>
<td>RADT1132 Radiographic Procedures II</td>
<td>Radiographic anatomy and positioning of the abdominal contents with contrast media, upper extremity, and shoulder girdle. Image evaluation / critique of these procedures.</td>
<td>L 45</td>
<td>15</td>
<td>5</td>
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</tr>
<tr>
<td>RADT1124 Diagnostic Imaging Theory</td>
<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 fluoro equipment. Comparison of conventional and digital radiology. Overview of PACS system.</td>
<td>L 45</td>
<td>4.5</td>
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</tr>
<tr>
<td>RADT1129 Clinical Education II</td>
<td>Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of difficult chest and abdomen exams; and distal upper extremity.</td>
<td>L - 225</td>
<td>7.5</td>
<td></td>
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</tr>
<tr>
<td>RADT1133 Radiographic Procedures III</td>
<td>Anatomy and positioning of lower extremity, pelvic girdle and the vertebral column. Image evaluation/critique of these procedures.</td>
<td>L 45</td>
<td>15</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>RADT1139 Clinical Education III</td>
<td>Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of contrast media exams and proximal upper extremity.</td>
<td>L - 225</td>
<td>7.5</td>
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<tr>
<td>RADT1143 Radiographic Procedures IV</td>
<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>
<td>L 45</td>
<td>15</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>RADT1147 Specialized Imaging</td>
<td>Overview of equipment, procedures, techniques, anatomy, and imaging protocol of specialty areas including sonography, MRI, nuclear medicine, radiation therapy, cardiovascular/interventional, and mammography.</td>
<td>L 45</td>
<td>4.5</td>
<td></td>
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</tr>
<tr>
<td>RADT1149 Clinical Education IV</td>
<td>Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of the lower extremity.</td>
<td>L - 225</td>
<td>7.5</td>
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<tr>
<td>RADT2253 CT Imaging</td>
<td>Study of computed tomography with emphasis on equipment, procedures, techniques, anatomy, and imaging protocol.</td>
<td>L 30</td>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>RADT2254 Advanced Patient Care Management</td>
<td>Critical thinking and imaging of the pediatric patient. Psychological, social, and economic needs of the elderly. Overview of various cultural groups and cultural competencies.</td>
<td>L 15</td>
<td>1.5</td>
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</tr>
<tr>
<td>RADT2259 Clinical Education V</td>
<td>Critical 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>
<td>L - 225</td>
<td>7.5</td>
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<tr>
<td>RADT2265 Pathophysiology</td>
<td>Review of human anatomy and physiology. Pathologies and congenital abnormalities of all systems. Application of critical thinking and technical factors.</td>
<td>L 55</td>
<td>5.5</td>
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REL • RELIGIOUS STUDIES

<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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</thead>
<tbody>
<tr>
<td>RELS2610/PHIL2610 Comparative Religions</td>
<td>B/L 45</td>
<td>4.5</td>
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<tr>
<td>Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015.</td>
<td>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.</td>
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RESP • RESPIRATORY CARE

Please note: Students must be admitted into the program AND have completed all program prerequisites with a GPA of 2.75; general education courses with a GPA of 2.5. Each RESP course builds on previous course content and must be completed with a minimum grade of C+ 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 45 | 4.5 |
| Studies of drugs affecting the cardiorespiratory and autonomic nervous systems. Includes drug dosage calculation, administration, and clinical side effects. |

RESP1114 Patient Care Principles | L 45 | 4.5 |
| 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 |
| Studies 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 |
<p>| 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. |</p>
<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>RESP1126</td>
<td>Respiratory Care Profession I</td>
<td></td>
<td>L 20</td>
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<td>2</td>
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<tr>
<td></td>
<td>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 inter action, decision making and professionalism.</td>
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<tr>
<td>RESP1129</td>
<td>Clinical Education II</td>
<td>L</td>
<td>30 1</td>
<td></td>
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<td></td>
<td>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.</td>
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<tr>
<td>RESP1131</td>
<td>Cardiopulmonary Diagnostics and Lab</td>
<td>L</td>
<td>30 30 4</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>RESP1132</td>
<td>Mechanical Ventilation &amp; Lab</td>
<td>L</td>
<td>45 60 6.5</td>
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<td></td>
<td>Study of adult mechanical ventilators, ventilation 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.</td>
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<tr>
<td>RESP1139</td>
<td>Clinical Education III</td>
<td>L</td>
<td>150 5</td>
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<td></td>
<td>Practice of basic respiratory care procedures to include medical gas, aerosol/humidity therapy, aerosolized drug therapy, resuscitation, airway management, lung volume expansion therapy, and bronchial irrigation therapy.</td>
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<tr>
<td>RESP1143</td>
<td>Neonatal &amp; Pediatric Respiratory Care</td>
<td>L</td>
<td>50 5</td>
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<td></td>
<td>Study of neonatal and pediatric physiology, pathology, clinical situation management, infant and pediatric mechanical ventilation. Includes simulated practice with procedures and equipment.</td>
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<tr>
<td>RESP1144</td>
<td>Respiratory Rehabilitation &amp; Home Care</td>
<td>L</td>
<td>30 3</td>
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<tr>
<td></td>
<td>Overview of pulmonary rehabilitation, subacute care, and home care principles and practices.</td>
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<tr>
<td>RESP1147</td>
<td>Ventilator Management II Lab</td>
<td>L</td>
<td>30 1</td>
<td></td>
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<tr>
<td></td>
<td>Extended lab study of advanced mechanical Ventilation from RESP1132 Mechanical Ventilation. Lab includes advanced patient assessment, advanced modes of ventilation, high frequency ventilation, and advanced therapies. Extensive use of case studies, patient scenarios and ventilator interaction will be utilized.</td>
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<tr>
<td>RESP1148</td>
<td>Critical Care Management</td>
<td>L</td>
<td>40 4</td>
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<td></td>
<td>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.</td>
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<tr>
<td>RESP1149</td>
<td>Clinical Education IV</td>
<td>L</td>
<td>150 5</td>
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<tr>
<td></td>
<td>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.</td>
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<tr>
<td>RESP2251</td>
<td>Cardiovascular Physiology</td>
<td>L</td>
<td>40 4</td>
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<td></td>
<td>Study of the cardiovascular system with emphasis on hemodynamic monitoring of the critically ill and pharmacologic control of cardiac output.</td>
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<tr>
<td>RESP2255</td>
<td>Respiratory Care Profession II</td>
<td>L</td>
<td>30 3</td>
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<tr>
<td></td>
<td>Study of the professional aspects of Respiratory Care. Includes an overview of the process of finding a job, obtaining licensure as well as the requirements for board exams.</td>
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<tr>
<td>RESP2257</td>
<td>Cardiopulmonary Procedures Lab</td>
<td>L</td>
<td>45 1.5</td>
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<td></td>
<td>Includes detailed examination of cardiovascular anatomy, non-invasive and invasive hemodynamic monitoring.</td>
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<tr>
<td>RESP2259</td>
<td>Clinical Education V</td>
<td>L</td>
<td>240 8</td>
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<tr>
<td></td>
<td>Includes rotations in neonatal and adult critical care, subacute and home care, cardiac and pulmonary rehabilitation, physican rounds, invasive and non-invasive lab. Students will also present a case study.</td>
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**SIGN • SIGNAL LANGUAGE**

<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>SIGN1010</td>
<td>Beginning American Sign Language I</td>
<td>L</td>
<td>60 20 6</td>
<td></td>
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<tr>
<td></td>
<td>Beginning course in American Sign Language (ASL) Development of vocabulary and grammatical structures of ASL. Receptive and expressive skill development. Basic ASL video literature.</td>
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<tr>
<td>SIGN1020</td>
<td>Beginning American Sign Language II</td>
<td>L</td>
<td>60 20 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: SIGN1010 or equivalent knowledge as demonstrated with ASL placement interview with qualified instructor. Continuation of beginning course in American Sign Language (ASL) Development of vocabulary and grammatical structures of ASL. Receptive and expressive skill development. Basic ASL video literature.</td>
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<tr>
<td>SIGN2010</td>
<td>Second Year American Sign Language I (ASL)</td>
<td>L</td>
<td>60 20 6</td>
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<td></td>
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<tr>
<td></td>
<td>Prerequisite: SIGN1010 or equivalent knowledge as demonstrated with ASL placement interview with qualified instructor. Conversational American Sign Language (ASL) Idiomatic uses of ASL for creative expression. Extensive viewing and discussion of videotaped ASL conversation and literature.</td>
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<tr>
<td>SIGN2020</td>
<td>Second Year American Sign Language II (ASL)</td>
<td>L</td>
<td>60 20 6</td>
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<td></td>
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<tr>
<td></td>
<td>Prerequisite: SIGN2010 or equivalent knowledge as demonstrated with ASL placement interview with qualified instructor. Conversational American Sign Language (ASL) Idiomatic uses of ASL for creative expression. Extensive viewing and discussion of videotaped ASL conversation and literature.</td>
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**SOCI • SOCIOLOGY**

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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>
</tr>
</thead>
<tbody>
<tr>
<td>SOCI1010</td>
<td>Introduction to Sociology</td>
<td>B/L/M</td>
<td>45 - 4.5</td>
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<td></td>
<td>Introdution to the basic principles of sociology including the study of culture, socialization, social structure, social institutions, in vestigative behavior, deviance, inequalities, and theoretical perspectives.</td>
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<tr>
<td>SOCI1020</td>
<td>Diversity in Society</td>
<td>B/L</td>
<td>45 - 4.5</td>
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<tr>
<td></td>
<td>An overview of minority groups and majority-minority relations in the United States. Topics include awareness of similarities and differences, prejudice, discrimination, and the benefits of a diverse society.</td>
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<tr>
<td>SOCI2000</td>
<td>Women in Contemporary Society</td>
<td>B/L</td>
<td>45 - 4.5</td>
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<td></td>
<td>Prerequisite: SOCI1010 or permission of instructor. Interdisciplinary examination of the contributions of women to society, gender issues, and the progress toward equality.</td>
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<tr>
<td>SOCI2010</td>
<td>Social Problems</td>
<td>B/L</td>
<td>45 - 4.5</td>
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<td></td>
<td>Prerequisite: SOCI1010 or permission of instructor. Analysis and suggested treatment of the principal problem areas in contemporary society, and the multilevel causes that perpetuate social problems.</td>
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<tr>
<td>SOCI2150</td>
<td>Issues of Unity and Diversity</td>
<td>B/L</td>
<td>45 - 4.5</td>
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<td></td>
<td>Increases awareness and sensitivity of commonalities and differences among people. Promotes positive exchange in our diverse and global society.</td>
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<tr>
<td>SOCI2155</td>
<td>Marriage and the Family</td>
<td>B/L</td>
<td>45 - 4.5</td>
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<tr>
<td></td>
<td>Prerequisite: SOCI1010 or permission of instructor. Emphasis on diversity in the family, and examination of factors that affect families and the process of family development.</td>
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COURSE DESCRIPTIONS

Community College - Nebraska

SPAN • SPANISH

SPAN1010 Elementary Spanish I
Prerequisites: Spanish placement test.
First of a beginning four-level language sequence focusing on the essentials of Spanish. Covers fundamental mechanical and grammatical concepts which are built upon progressively. Emphasizes using Spanish from the onset and developing basic proficiency in the four linguistic skills: listening, speaking, reading, and writing. (Laboratory required.)

SPAN1020 Elementary Spanish II
Prerequisites: SPAN1010 (Spanish I) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010 or ENGL1015. Second of the four-level language sequence focusing on the essentials of Spanish. Further develops basic proficiency in the four linguistic skills and expands upon mechanical and grammatical concepts from SPAN1010. (Laboratory required.)

SPAN2010 Second-year Spanish
Prerequisites: SPAN2020 (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.)

SPAN2020 Second-year Spanish II
Prerequisites: SPAN2010 (Spanish II) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010 or ENGL1015. Third of the four-level language sequence. Includes: intensive and extensive reading of 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 required.)

SPAN2030 Intensive Conversation
Prerequisites: 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
Prerequisites: 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 present 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: SPAN2100 (Spanish II) or equivalent score on Spanish placement exam and departmental permission. An accelerated version of SPAN2100 (a three-hour course) and SPAN2200 (a three-hour course). Fulfills requirements for both SPAN2100-2200. (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.

SPCH2050 Oral Performance of Literature
Prerequisite: Eligible for ENGL1010. Introductory course in the art, theory, analysis and appreciation of a work of literary art. Methods and skills of communicating literature orally to an audience.

SPCH2110 Intercultural Communication
Prerequisite: Eligible for ENGL1000. 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. This course provides a theoretical basis and practical experience in business communication. Topics include: business writing, oral communication, and interpersonal communication. Emphasis on development of oral and written communication proficiency so the students learn to present their own ideas and experiences in clear, direct Spanish. The primary goals are fluency and cultural comprehension - reinforced through reading, writing, and listening activities.

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 unsterile 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.
Prerequisites: SURT2910.

Study of expanded roles and further development in skills relating to

SURT2910 Clinical Orientation

L 25 45 4

Prerequisite: SURT1601.
Introduction to the specific duties of the surgical team including lab practice in peeling, dressing, positioning, catheterizing, back table set-up and organization. Main course focus is aseptic techniques and critical thinking skills practiced to prepare the student for clinical rotation.

SURT2904 Surgical Procedures & Techniques I

L 60 6

Prerequisite: SURT1604.
The introduction of surgical procedures to include; concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to basic general surgery, gastrointestinal, biliary, rectal, gynecologic and orthopedic systems.

SURT2905 Principles of Surgical Technology

L 40 4

Prerequisite: SURT1603.
Introduction to the preoperative care of the surgical patient and the patient with special needs, perioperative pharmacology, anesthesia, special patient monitoring, hemostasis, blood loss and replacement, and surgical robotics.

SURT2903 Fundamentals of Surgical Technology II

L 20 2

Prerequisite: SURT1603.
The advanced surgical procedures to include; concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to otorlaryngology, genitourinary, ophthalmology and plastic reconstruction systems.

SURT2910 Clinical Education I

L - 210 7

Prerequisite: SURT1810.
Clinical practice with application of the student’s basic skills, aseptic technique, and instrument knowledge to operative procedures in the hospital.

SURT2904 Surgical Procedures & Techniques II

L 50 5

Prerequisite: SURT1904.
The continued study of specialized surgical procedures to include; concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to orthopedic implants, power equipment, fixation devices for bone fractures, basic physics and electricity theories, special surgical equipment, bone fracture, bone healing and casting materials that are used in surgery to promote optimum patient care.

SURT2904 Surgical Procedures & Techniques III

L 50 5

Prerequisite: SURT1804.
The advanced surgical procedures to include; concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to orthopedic implants, power equipment, fixation devices for bone fractures, basic physics and electricity theories, special surgical equipment, bone fracture, bone healing and casting materials that are used in surgery to promote optimum patient care.

SURT2907 Senior Seminar

L 20 2

Prerequisite: SURT1910.
Preparation for employment, exposure to professional organizations, the study of ethical and legal aspects of the surgical environment, and leadership skills and concepts.

SURT2909 Correlated Patient Study

L 20 15 2.5

Prerequisite: SURT1910.
The study of obstetrics and post anesthesia care incorporating patient centered clinical experiences and all aspects of the peripartum care to the surgical patient. This is accomplished through clinical follow-through case studies. Students will also prepare and take the National Certification Exam by recitation and mock exams.

SURT2910 Clinical Education II

L - 240 8

Prerequisite: SURT1910.
Adapting to a new hospital environment with further development in skill efficiency and consistency.

SURT2920 Advanced Clinical Studies

L 30 60 5

Study of expanded roles and further development in skills relating to advanced surgical specialties.

SURT2930 Clinical Education III

L - 140 4.5

Prerequisites: SURT2910.
The application of the student’s acquired skills and aseptic technique to the operating room team and environment on a more independent basis.

THEA • THEATRE

THEA1010 Introduction to Theatre

B/L 45 - 4.5

Introduction to the forms and functions of the dramatic arts within an historical perspective, including theatre skills, dramatic literature and analysis.

THEA1140 Basic Acting

B 45 - 4.5

Introduction to the techniques and history of acting through individual and group exercises, study and discussion of text and professional example. Develops the students’ appreciation of the theatre and the craft of acting. Allows students to build connections between life and acting through lecture, discussion, observation, theatre games, improvisation and scene work. Familiarizes the student with the history and development of acting theories using selected examples of its various cultural contracts.

THEA1850/1860/2850/2860/2880 Theatre Production

B 30-60-90 - 1.5-3-4.5

Prerequisite: By permission of play director.
Introduction to the theory and principles of theatre production. Public performance produced. Repeat this class for additional credit.

THEA1851/1861/1871/1881, THEA2851/2861/2871/2881 Theatre Practicum

B 30-60-90 - 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. Repeat this class for additional credit.

THNC • INTELLIGENT MACHINE INTEGRATION

THNC2100 Manufacturing Windows Operating Systems

M 45 30 5

Prerequisite: Associate of Applied Science degree in Machine Tool Technology or Manufacturing Engineering Technology.
This course looks at the theory and operation of PCs and other manufacturing devices that use Microsoft Windows as an operating system. The course deals with some of the administrative elements of operating and maintaining a Windows-based PC, machine tool, or other manufacturing device.

THNC2120 Manufacturing Networking Fundamentals

M 40 35 6

Prerequisite: Associate of Applied Science degree in Machine Tool Technology or Manufacturing Engineering Technology.
This course is the study of the theory and operation of Local Area Networks. It covers some of the administrative elements of constructing and maintaining a LAN in an environment where machine tools and other network-capable devices are present.

THNC2130 Manufacturing Automation and Integration

M 40 60 6

Prerequisite: Associate of Applied Science degree in Machine Tool Technology or Manufacturing Engineering Technology.
This course examines the theory and operation of automation components and automation design, including electromechanical items such as relays, solenoids and actuators. Many of the electrical and pneumatic devices common to automated equipment will be explored. Schematics for both fluid power and electricity will be explored, as well as how to design, build and control an automated device.

THNC2140 Advanced CNC Machining Techniques

M 30 20 3

Prerequisite: Associate of Applied Science degree in Machine Tool Technology or Manufacturing Engineering Technology.
This course examines the theory and application of advanced CNC machining techniques. Unique programming options on an Okuma CNC machine tool will be explored. Time will be spent learning about peripheral equipment common to the CNC environment. Data collection from the machine tool also will be explored by using Okuma-specific Macmam and Macman-Net software.

THNC2150 Partners In THNC Applications

M 20 5 2

Prerequisite: Associate of Applied Science degree in Machine Tool Technology or Manufacturing Engineering Technology.
Students will learn about technology from some partners in THNC, along with their applications and products. Seminar-based instruction from partners will be a large part of the class structure.
## TRUK • PROFESSIONAL TRUCK DRIVER TRAINING

<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>TRUK1110</td>
<td>Professional Truck Driver Training I</td>
<td>L 40</td>
<td>96</td>
<td>7</td>
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<tr>
<td>TRUK1120</td>
<td>Professional Truck Driver Training II</td>
<td>L 60</td>
<td>164</td>
<td>11</td>
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</tbody>
</table>

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.

## 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 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 platform. 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
- 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.

### VPUB1121 Photoshop I
- L 40
- 15
- 4.5
- Prerequisites: VPUB1110, VPUB1111, & 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.

### VPUB1122 Page Layout I
- L 40
- 15
- 4.5
- Prerequisites: VPUB1110, VPUB1111, & 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.

### VPUB1125 Digital Typography
- L 20
- 2
- Prerequisites: VPUB1110, VPUB1111, & 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.

### VPUB1130 Pre-Production Techniques
- L 30
- 45
- 4.5
- Prerequisites: VPUB1121.
- 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.

### VPUB1131 Photoshop II
- L 45
- 4.5
- Prerequisite: VPUB1121.
- Expands on techniques used in Photoshop I. Web graphics, color correction tools and interaction with other software will be covered.

### VPUB1132 Page Layout II
- L 45
- 4.5
- Prerequisite: VPUB1122.
- Building on the fundamentals introduced in Page Layout I, this course will introduce new construction elements with a focus on the essentials required for successful layout. Rules and tips for dealing with images and color.
- Students will preflight, print composites and color separation documents.

### VPUB1133 Creative Troubleshooting
- L 20
- 2
- Prerequisites: VPUB1110, VPUB1111, & VPUB1112.
- Demonstrate creative troubleshooting strategies and problem solving skills as it relates to the printing and publishing field.

### VPUB1134 Web Design I
- L 25
- 60
- 4.5
- Prerequisites: VPUB1121 and VPUB1122 or permission of program chair.
- Introduction to basic Internet functions. How to design an effective and efficient Web page. Students learn a beginning web page layout and tools using Dreamweaver.

### VPUB2241 Photoshop III
- L 25
- 60
- 4.5
- Prerequisite: VPUB1131.
- Using Photoshop as a creative tool, students apply their skills to advanced projects that will serve as portfolio pieces.

### VPUB2242 Computer Illustration I
- L 35
- 30
- 4.5
- Prerequisites: VPUB1121.
- Introduces the student to using the computer as a creative drawing tool. Basic draw program skills are learned that generate computer effects, styles and illustrations using Adobe Illustrator.

### VPUB2244 Web Design II
- L 35
- 30
- 4.5
- 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.

### VPUB2245 Digital Video Production
- L 10
- 30
- 2
- Prerequisites: VPUB1134.
- Students will learn the art and techniques of digital video production including shooting, editing and distribution to CD, Web and Podcasting. The course concentrates on the creation of video for Podcasting and the Web.

### VPUB2252 Computer Illustration II
- L 35
- 30
- 4.5
- Prerequisites: 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.

### VPUB2254 Web Design III
- L 30
- 45
- 4.5
- Prerequisite: VPUB2244.
- Advanced techniques and software skills are applied to create animation, graphics, page layout, ftp, and site control. Web pages will be used to exhibit student’s ability and creativity.

### VPUB2255 Portfolio Development
- L 30
- 3
- Prerequisites: VPUB2244, & 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.

### VPUB2260 Design Fieldwork
- L - 135
- 4.5
- 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.

### VPUB2265 3D Design
- L 30
- 45
- 4.5
- Prerequisites: VPUB2241, VPUB2242, & VPUB2252.
- Introduces the student to computer 3D design fundamentals, Exploring tools, textures, forms, light and shadow along with perceptive development using Maxon’s Cinema 4DXL.
### Course Descriptions

**WELD • WELDING**

<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>WELD1100</td>
<td>Welding Orientation</td>
<td>L/M</td>
<td>10</td>
<td>-</td>
<td>1</td>
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<tr>
<td>WELD1110</td>
<td>SMAW Theory</td>
<td>L/M</td>
<td>20</td>
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<td>WELD1112</td>
<td>SMAW Lab I</td>
<td>L/M</td>
<td>20</td>
<td>60</td>
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<td>WELD1113</td>
<td>SMAW Lab II</td>
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<td>20</td>
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<tr>
<td>WELD1115</td>
<td>Equipment &amp; Tools</td>
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<td>15</td>
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<tr>
<td>WELD1117</td>
<td>Oxyacetylene Theory</td>
<td>L/M</td>
<td>20</td>
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<td>WELD1119</td>
<td>OA Welding &amp; Cutting</td>
<td>L/M</td>
<td>10</td>
<td>60</td>
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<tr>
<td>WELD1120</td>
<td>SMAW Lab III</td>
<td>L</td>
<td>25</td>
<td>75</td>
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<tr>
<td>WELD1122</td>
<td>GMAW Theory</td>
<td>L/M</td>
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<td>WELD1124</td>
<td>GMAW Lab I</td>
<td>L/M</td>
<td>10</td>
<td>60</td>
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<tr>
<td>WELD1126</td>
<td>GMAW Lab II</td>
<td>L/M</td>
<td>10</td>
<td>60</td>
<td>3</td>
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<tr>
<td>WELD1128</td>
<td>Blueprint Reading &amp; Weld Symbols</td>
<td>L/M</td>
<td>50</td>
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<td>WELD1129</td>
<td>Computer Aided Drafting</td>
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<td>20</td>
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<td>WELD1130</td>
<td>Metallurgy I</td>
<td>L/M</td>
<td>40</td>
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</table>

**Prerequisites:**
- WELD1110
- WELD1112
- WELD1113
- WELD1115
- WELD1117
- WELD1119
- WELD1120
- WELD1122
- WELD1124
- WELD1126
- WELD1128
- WELD1129
- WELD1130

**SCC—July 1, 2010—June 30, 2011**

<table>
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<tr>
<th>Course# (online)</th>
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<th>Lab Hours</th>
<th>Credit Hours</th>
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<tr>
<td>WELD1135</td>
<td>Advanced OA &amp; Plasma Cutting</td>
<td>L/M</td>
<td>10</td>
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<tr>
<td>WELD1139</td>
<td>Welding Measurement &amp; Layout</td>
<td>L/M</td>
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<td>WELD1140</td>
<td>Metallurgy II</td>
<td>L/M</td>
<td>30</td>
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<td>3</td>
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<tr>
<td>WELD1143</td>
<td>Pipe Welding &amp; Cutting</td>
<td>L/M</td>
<td>30</td>
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<td>4</td>
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<tr>
<td>WELD1144</td>
<td>GTAW Theory</td>
<td>L/M</td>
<td>20</td>
<td>-</td>
<td>2</td>
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<tr>
<td>WELD1148</td>
<td>GTAW (Mild Steel)</td>
<td>L/M</td>
<td>15</td>
<td>75</td>
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<td>WELD1149</td>
<td>GTAW (SS &amp; AL)</td>
<td>L/M</td>
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<td>WELD1252</td>
<td>GMAW (SS &amp; AL)</td>
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<td>20</td>
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<td>WELD1254</td>
<td>Special Welding Applications</td>
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<td>WELD1258</td>
<td>Special Welding Applications</td>
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<td>10</td>
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<tr>
<td>WELD1259</td>
<td>Special Welding Applications</td>
<td>L</td>
<td>10</td>
<td>60</td>
<td>3</td>
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<tr>
<td>WELD1260</td>
<td>Special Welding Applications</td>
<td>L</td>
<td>10</td>
<td>90</td>
<td>4</td>
</tr>
<tr>
<td>WELD1275</td>
<td>Special Welding Applications</td>
<td>L</td>
<td>10</td>
<td>120</td>
<td>5</td>
</tr>
<tr>
<td>WELD2254</td>
<td>Welding Codes &amp; Standards</td>
<td>L/M</td>
<td>25</td>
<td>-</td>
<td>2.5</td>
</tr>
</tbody>
</table>

**Prerequisites:**
- WELD1110, WELD1117, WELD1122, WELD1128, WELD1144

**Orientation to the college philosophy, goals, objectives within the welding program area.**
# SOUTHEAST Community College - Nebraska

<table>
<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
<th>Prerequisite(s)</th>
</tr>
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<tbody>
<tr>
<td>WELD2256</td>
<td>Welder Pre-Qualification</td>
<td>L/M</td>
<td>25</td>
<td>105</td>
<td>6</td>
<td>WELD2254. Practice of techniques and procedures within established codes and standards in preparation for taking a qualification test.</td>
</tr>
<tr>
<td>WELD2258</td>
<td>Welder Qualification /Certification</td>
<td>L/M</td>
<td>20</td>
<td>60</td>
<td>4</td>
<td>WELD2258. Student qualification/certification tests in structural and/or pipe welding in compliance with the code and/or standards of American Welding Society, American Society of Mechanical Engineers or recognized codes and standards of industry.</td>
</tr>
<tr>
<td>WELD2262</td>
<td>Welding Fabrication &amp; Repair</td>
<td>L/M</td>
<td>10</td>
<td>90</td>
<td>4</td>
<td>WELD2256. Design and fabrication of various projects to include the basic design and use of jigs and fixtures. Repair and maintenance of projects employing the major welding processes.</td>
</tr>
<tr>
<td>WELD2264</td>
<td>Quality Control &amp; NDT Methods</td>
<td>L/M</td>
<td>60</td>
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<td>6</td>
<td>WELD2258. Theory of nondestructive testing methods, welding discontinuities, weld inspection and quality assurance.</td>
</tr>
<tr>
<td>WELD2551</td>
<td>Cooperative Education</td>
<td>L/M</td>
<td></td>
<td>400</td>
<td>10</td>
<td>WELD2551. Prerequisite: 5th Quarter Standing. Co-requisite: WELD2550. On-the-job experience within an industrial welding/metallurgy related company. Practice of skills and knowledge acquired through previous quarters.</td>
</tr>
</tbody>
</table>
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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SOUTHEAST Community College - Nebraska

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 adults who register and attend classes together. Other special enrollment opportunities for students under 16 will be identified in the course description and/or advertisement.

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

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

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 - based on enrollment in three of four terms (quarters) during a continuous 12-month period.

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 specific student enrollment history.
STEPS FOR ADMISSION INTO A PROGRAM OF STUDY

I. COMPLETE AND SUBMIT AN APPLICATION FORM

A. APPLICATION FORM
1. All students seeking admission to a Program of Study at SCC must complete an Application for Admission form indicating the campus to which they are applying.
2. Application for Admission forms are available in the Student Services Offices on each campus and at www.southeast.edu.

B. STUDENTS APPLYING FOR ADMISSION TO MORE THAN ONE PROGRAM OF STUDY
1. LIKE PROGRAMS OFFERED ON MORE THAN ONE CAMPUS
   a. For like programs offered on more than one campus (i.e. Welding, LPN, Academic Transfer), a student can only be admitted to the program at one location for a given year and term.
   b. Current students desiring to transfer from their current Program of Study on one campus to the same program on a different campus must contact the program chair at the second location to determine if an opening is available. If an opening is available, the program chair will grant permission for the student to transfer and register. If an opening is not available, the student must complete the steps for admission to a Program of Study in order to reserve a place for a future term in the program at the second location.

2. DIFFERENT PROGRAMS IN SAME YEAR AND TERM
   Unless there is a conflict in scheduling, a student can be admitted into two or more different programs on the same or different campuses for the same year and term. (Contact the campus Admissions Office for additional information.)

3. DIFFERENT PROGRAMS IN DIFFERENT YEARS AND/OR TERMS
   A student can be admitted into two or more different programs in different years and terms. (Contact the campus Admissions Office for additional information.)

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

Students planning/expecting to receive financial aid are subject to federal restrictions that may limit their options. To receive financial aid, federal regulations require that a student:
- Be enrolled in a Program of Study leading to the completion of a diploma or associate degree at SCC
- Has received aid for no more than one Program of Study at a time
- Can receive financial aid only for a limited period of time
- Make satisfactory 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.

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.

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 at each campus free of charge. Retests are available for $15 per test.
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 have established a home in Nebraska where such parent(s) or guardian are habitually present with the bona fide intention of making Nebraska their permanent place of residence.
5. A person of legal age or an emancipated minor who for a period of six months shall have established a home in Nebraska where such person is a resident of the state of Nebraska.
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 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,” “I+,” “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 plead guilty to a criminal offense;
(c) has entered a plea of no contest to a criminal of sense;
(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 only misdemeanor 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
Students must be continuously enrolled in the College for a CBC to
Failure to attend classes does not constitute a drop.

To drop a class(es), 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. 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
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 tuition and fees for classes they do not drop
   within the designated refund period. (See Drop/Add)
3. "No Show" students will be removed from the class rosters
   and no grade will appear on a student's transcript.

LAST DATE A STUDENT IS ALLOWED
TO START A CLASS
If a student is registered for a class, the instructor must allow
the student to start class prior to 12.499% of the time elapsed.

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

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

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

ADDITION COURSES AFTER INITIAL REGISTRATION
To add a course(s) prior to 12.499% of the time elapsed since the
first day of the start of class, a student must do the following:
1. Complete an official drop/add form
2. Have the course instructor or program designee sign the form
   to approve the add, if after the second day of the term.
3. Submit the form to the Campus Registration Office no later
   than 12.499% of the time elapsed since the first day of the
   start of class.
4. To add a course or courses after the first 12.499% of the time
   elapsed since the first day of the start of class a student must
   follow the procedure above, but must have both the Program
   Chair and Division Dean signature on the add form.

The same procedures listed above apply to courses that vary in
length from the regular term dates and can be added within the first
12.499% of the time elapsed since the first day of the start of class.
Specific dates for individual classes are included in the printed credit
class schedule each term.

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 the both the Program Chair and
Division Dean are required prior to being submitted to the Campus
Registration Office.

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.

EDUCATION COURSES:
• Associate Degree Nursing
• Criminal Justice
• Dental Assisting
• Early Childhood Education
• Emergency Medical Services/Paramedic
• Human Services
• Medical Assisting
• Medical Laboratory Technology
• Nursing Assistant
• Practical Nursing
• Pharmacy Technician
• Physical Therapist Assistant
• Polysomnographic Technology
• Radiologic Technology
• Respiratory Care
• Surgical Technology

Students must be continuously enrolled in the College for a CBC to
be considered valid. Additional CBCs may be required if a student's
enrollment lapses beyond one year from the date of enrollment.

SOUTHEAST Community College - Nebraska
WAIT-LISTING A COURSE

When a course section reaches its maximum capacity, it is possible for students to add themselves to a waitlist via WebAdvisor.

E-mail Address

Students must have a current e-mail address on file at Southeast Community College before adding themselves to a waitlist. To verify the e-mail address is accurate, go to WebAdvisor and from the main menu select: Student -> Address Change. E-mail addresses are listed at the bottom of the page. If the address is incorrect, make the necessary changes and click -> Submit. Corrections are sent directly to the Registration & Records Office, however, are not immediately seen on WebAdvisor.

Waitlisting a course

Students can add or remove themselves from a course waitlist through WebAdvisor. After selecting a class which is full, on the registration screen select Action -> Waitlist -> Submit.

Note: Students cannot waitlist themselves for classes if any of the following conditions apply: prerequisites are not complete, the student is currently registered for another section of the class or tuition is owed to the College. Also, students cannot waitlist themselves for multiple sections of the same course.

Permission to register

When there is an opening in a class, the first student on the waitlist will be notified via e-mail. The student can register for the section online by going to WebAdvisor->Students->Registration->Manage My Waitlist->Action-> Register->Submit.

One (1) day to register

When given permission to register, the student will have one day to register. At the end of this time, if a student fails to register for the designated class, the student is removed from the waitlist and the next student is notified.

Removal from the Waitlist

Go to WebAdvisor->Students->Registration->Manage My Waitlist->Action-> Remove->Submit.

Tuition

Students are not charged tuition for courses in which they are waitlisted. Tuition charges will not be posted to the student account until the registration process is complete.

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:

\[
\frac{(\text{Drop Date}) - (\text{Course Start Date})}{(\text{Course End Date}) - (\text{Course Start Date})} = \% \text{ Elapsed}
\]

Credit class Table:

<table>
<thead>
<tr>
<th>% elapsed</th>
<th>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.000</td>
<td>12.499</td>
</tr>
<tr>
<td>12.5 and over</td>
<td>0</td>
</tr>
</tbody>
</table>

Non-Credit class Table:

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

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 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.

Electronic refunds are the FASTEST, safest, and most convenient method for students to receive 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 Bank 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, verify when your refund was deposited.

If you are not 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. Students initiated drops 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 a drop (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.
Chapter 4
FINANCIAL PLANNING

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.

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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 percent 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.

PRIORITIES 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 SEOG 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 Jan. 1, 2006.

The ACGR 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 two-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 half-time. 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 2010, applicants will need to complete the new 2010-2011 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. SCC recommends 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](http://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 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 can also 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 or 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
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 34CFR668.606 (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.”

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.

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 need to be returned to a federal aid program.

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 Bank 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.

(Use 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 12.49% of the time elapsed since the first day of the start of class. “NO” refund is allowed after 12.50% 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 "F" grades or a combination of all "F," "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 percent 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 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.

CAFETERIA/RESIDENCE HALLS CONTRACT REFUND POLICY

1. Termination: If a student wishes to terminate a cafeteria (Milford) or residence hall contract (Beatrice or Milford), he or she must secure approval of termination before a refund can be made.

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.
Chapter 5
GRADES & RECORDS

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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. Progams 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 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 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 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.
   - A student must have a high school diploma or equivalent to receive an Associate Degree, Diploma or Certificate from SCC.
2. The minimum cumulative grade-point average (CGPA) for graduation purposes is 2.0. Extenuating circumstances, involving GPA or other requirements, may be considered by the Vice President for Instruction.
3. Students who have been continuously enrolled in a Program of Study will be permitted to graduate under the program requirements in effect at the time of their initial enrollment (except, students will be required to complete curriculum and course changes implemented after a student starts his/her program as long as the change does not extend the student's time to complete the program) or students may elect to satisfy revised graduation requirements approved and initiated during their continuous enrollment. Students who have not maintained continuous enrollment, but return within 3 years of when they last attended, will be allowed to graduate under the catalog of their initial enrollment with the approval of the division dean.
4. Students will not be eligible for graduation if a grade of "F" (Failure), "I" (Incomplete), or "NP" (No Pass) in a required course remains on the student’s transcript.
5. Students must be free of any financial responsibility to the College prior to graduation.
6. All students must complete an Application for Graduation form and submit the required fee with the application to the campus Registration and Records Office by the end of the second week of the term in which they expect to graduate. Graduation fees are not refundable. Forms may be obtained in the campus Student Services Office.
7. To receive a second degree, the student must meet all requirements of the College and the program in which the second degree will be obtained.
8. A minimum of one-third of the credit hours required for a degree must be completed at SCC or 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.

CREDIT BY EXAMINATION

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 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 SCC 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.

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 “F” (Failure) 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 a mid-term grade posted on WebAdvisor. The student will be contacted by the Student Retention Office to address the issue of coursework below acceptable academic 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 F) 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 College.
- 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.
SOUTHEAST Community College - Nebraska

Academic Suspension
Students who have been on Academic Probation will automatically be placed on Level 1 Suspension if their cumulative GPA is below 2.0. Students will be notified of their academic suspension status by a certified letter.

Level 1 Suspension (follows Academic Probation)
Students placed on Level 1 Suspension will not be allowed to register or attend classes for the upcoming term.

• Within the first five weeks of the suspended term, declared students must meet with their program chair to complete an Academic Reinstatement Contract. Undeclared students must meet with Career Advising or Retention staff to complete the contract.

• The Academic Reinstatement Contract must be submitted to the Registration and Records Office with a signed registration form for the following term. Students will not be allowed to register online while on any level of academic suspension.

• A student success class will be required if the Academic Reinstatement Contract is completed after the 5th week.

If, at the end of the term, the cumulative GPA is above 2.0, the student will return to good academic standing. If the cumulative GPA is below 2.0, but the term GPA is above 2.0, the student will be placed on Academic Probation.

• Students may take ABE, ESL or Continuing Education classes during the Level 1 Suspension.

Level 2 Suspension (follows Level 1 Suspension)
Students on Level 1 Suspension, whose term and cumulative GPA are below 2.0, will be placed on Level 2 Suspension. Students on Level 2 Suspension will not be allowed to register or attend classes for the upcoming term. Students follow the same procedures as Level 1 Suspension, with the addition of the following requirements during the term student’s return to classes:

• A Student Success class is mandatory, even if previously completed.

• A maximum credit hour load is imposed as part of the contract.

• Students may take ABE, ESL or Continuing Education classes during the Level 2 Suspension.

If, at the end of the term, the cumulative GPA is above 2.0, the student will return to good academic standing. If the cumulative GPA is below 2.0, but the term GPA is above 2.0, the student will be placed on Academic Probation.

Level 3 Suspension/Disqualification (follows Level 2 Suspension)
Students on Level 2 Suspension, whose term and cumulative GPA are below 2.0, will be placed on Level 3 Suspension/Disqualification. Students on Level 3 Suspension/Disqualification will not be allowed to register or attend classes for one year.

• Students must reapply to the College, prior to returning.

• Students must meet with their program chair or Career Advising/Retention staff to complete an Academic Reinstatement Contract. The Academic Reinstatement Contract must be submitted to the Registration and Records Office with a signed registration form for the upcoming term. Students will not be allowed to register online while on academic suspension.

• Students may take ABE, ESL or Continuing Education classes during the Level 3 Suspension.

Suspension Appeal Process
Students who have extenuating circumstances are allowed to appeal any level of suspension. Forms are available in the Campus Student Services Office. The Suspension Appeal Committee will meet no later than the day prior to the start of the quarter to review appeal forms.

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 bankruptcy term. An y 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.

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 issued for a class, the student must contact the instructor. 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 may be removed from the student’s cumulative GPA by:
   a. repeating the course and receiving a higher grade. All courses will appear on the transcript in their respective session. The course with the lower grade will be indicated as a repeated course and will not be included in the cumulative GPA.
   b. declaring academic bankruptcy.
GRADE-POINT AVERAGE

GPA 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:

Math  4.5 cr. hrs. (B grade) - 4.5 x 3.0 = 13.5 pts.  
Comp  2.0 cr. hrs. (A grade) - 2.0 x 4.0 = 8.0 pts.  
Total credit hrs. = 6.5 total pts.  
(21.5 points) divided by (6.5 credit hours) = 3.30 (GPA earned for these two classes.) (See the Credit Transcript Key)

CREDIT TRANSCRIPT KEY

<table>
<thead>
<tr>
<th>Grade</th>
<th>Status</th>
<th>Honor Points</th>
<th>Description</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Permanent</td>
<td>4.0 Ex</td>
<td>cellent</td>
<td>95-100</td>
</tr>
<tr>
<td>A</td>
<td>Permanent</td>
<td>4.0 90-94</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>Permanent</td>
<td>3.5 Abo</td>
<td>ve Average</td>
<td>85-89</td>
</tr>
<tr>
<td>B</td>
<td>Permanent</td>
<td>3.0 80-84</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>Permanent</td>
<td>2.5 A</td>
<td>ge Average</td>
<td>75-79</td>
</tr>
<tr>
<td>C</td>
<td>Permanent</td>
<td>2.0</td>
<td></td>
<td>70-74</td>
</tr>
<tr>
<td>D+</td>
<td>Permanent</td>
<td>1.5 Below Average</td>
<td>65-69</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Permanent</td>
<td>1.0</td>
<td></td>
<td>60-64</td>
</tr>
<tr>
<td>F</td>
<td>Permanent</td>
<td>0.0 Failure</td>
<td>Below</td>
<td>60</td>
</tr>
<tr>
<td>P</td>
<td>Permanent</td>
<td>* P</td>
<td>ass</td>
<td>70-100</td>
</tr>
<tr>
<td>NP</td>
<td>Permanent</td>
<td>* No Pass</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Temporary</td>
<td>* Incomplete</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Permanent</td>
<td>* Withdraw</td>
<td>aw</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Permanent</td>
<td>* Audit - No Credit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PX</td>
<td>* Pass-Exam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CW</td>
<td>* Credit by Waiver</td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

*Not included in GPA

EXPLANATION OF TRANSCRIPTS

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

AU Audit: "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 credit. The student is not guaranteed audited courses in determining minimum credit-hour requirement.

BF Balance Forward: Credit for courses before 7/1/94.

CIP Course In Progress: Currently enrolled classes.

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

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

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 re-register and successfully complete that course to receive credit.

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

5. The student may progress to the next sequential course only if a "Contract" has been negotiated.
6. It is the student’s responsibility to:
   a. initiate contract negotiations
   b. file the contract with the campus Registration and Records Office
   c. fulfill the contract

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

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

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

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 higher. 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: “PX” is assigned when credit is granted for successful completion of a campus-approved examination or evaluation procedure rather than through course enrollment.

W Withdrawal: The letter “W” is assigned when a student drops a course after 75% of the elapsed time of the term.

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 “F” and 0.00 credit hours.

### ISSUANCE OF NON-CREDIT 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 or SCC student ID 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 Continuing Education Division.

5. Official transcripts will bear the official seal of the College and are signed by the Division Dean. All non-credit transcripts from the Continuing Education Division are official non-credit transcripts.

### NON-CREDIT TRANSCRIPT KEY

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<th>Status</th>
<th>Description</th>
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<tbody>
<tr>
<td>P</td>
<td>Permanent</td>
<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>
<td>W</td>
<td>Permanent</td>
<td>Withdraw</td>
</tr>
<tr>
<td>NP</td>
<td>Permanent</td>
<td>No Pass</td>
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### CREDIT TYPE

<table>
<thead>
<tr>
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<th>Credit Class</th>
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<tr>
<td>NC</td>
<td>Non-credit</td>
</tr>
<tr>
<td>NG</td>
<td>Not Graded</td>
</tr>
<tr>
<td>NS</td>
<td>No Show</td>
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CEU - continuing education units are given for designated non-credit courses. Ten hours of instruction is equivalent to one CEU.
# Chapter 6

**POLICIES**

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SOUTHEAST Community College - Nebraska

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.

It is the students’ responsibility to contact the Disability Services provider on campus if they believe they have a disabling condition which may substantially limit their ability to participate in class.

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 Disability Services providers.

Information regarding accommodations for students with disabilities is available (online or) from the Disability Services locations.

DISABILITY SERVICES PROVIDERS

BEATRICE
Career Advising Center, Jackson Hall rm. J406, (402) 228-8242

LINCOLN
Career Advising Center, Lincoln campus rm. J2, (402) 437-2620

MILFORD
Assessment Office, Placement Center, (402) 761-8202

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 of 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 College sponsored or supervised functions without prior authorization from College of Ficials.
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 lock or 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.
SOUTHEAST Community College - Nebraska

HIGHER EDUCATION OPPORTUNITY ACT REPORTING REQUIREMENT

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 for 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 computing 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 a whole 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. This includes converting a sound recording into a file format (such as a .wav or mp3 file) and saving it to a hard drive or server;
- 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.

COMPUTER USE VIOLATIONS

Suspected or alleged violation of this policy should be reported immediately.

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

Administrators have the authority to temporarily suspend network access to a computer that is believed to have been the source of a violation. Attempts will be made to contact users prior to the suspension of a computer’s network access. An incident report will be filed and appropriate action taken. Abuse of network and computing privileges is subject to disciplinary action. The appropriate SCC authorities, beginning with the Vice President for 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 interfere with or 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 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-2i.

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

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

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

Reasonable cause: When cause exists as determined by staff, a student is 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 or for the purpose of determining the presence of illegal drugs. An evidential-breath-test device will be used to determine alcohol content. The testing shall be performed under the supervision of the campus Dean of Student Services, or by such other persons as may be designated by him/her. The student shall also be requested to execute a consent form authorizing the analysis of his or her urine for the purpose of determining the presence of illegal drugs and/or breath tests to determine alcohol content. The form shall authorize the release of information concerning the locations of available drug counseling, 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 must 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.

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 laborator y 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. Students shall be notified when a student has been directed to submit a test of his or her urine for the purpose of determining the presence of illegal drugs. An evidential breath-testing device will be operated by a breath alcohol technician. The student shall follow all instructions 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.

Transportation "DOT Regulations" (defined as 0.02 or greater) are considered a refusal to test. In that circumstance, the student will be notified when a student has been directed to submit a test of his or her urine for the purpose of determining the presence of illegal drugs. An evidential breath-testing device will be operated by a breath alcohol technician. The student shall follow all instructions 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.

All laboratory results will be reported by the laborator y 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 manager of fiscal, 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 pay all costs associated with the test. Requests for testing of a second specimen are timely if it is made to the MRO within 72 hours of the individual being notified by College of a positive test result.

Transport "DOT Regulations" (defined as 0.02 or greater) are considered a refusal to test. In that circumstance, the student will be notified when a student has been directed to submit a test of his or her urine for the purpose of determining the presence of illegal drugs. An evidential breath-testing device will be operated by a breath alcohol technician. The student shall follow all instructions 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 must 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.
6. The right to inspect and review personal educational records, challenge the contents of records, and receive copies of all or parts of their records.
7. 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.
GENERAL INFORMATION FOR STUDENT GRIEVANCES, DISCIPLINARY HEARINGS AND APPEALS

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;

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/DISCIPLINARY 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 PROCESS.

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 may not serve as the 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 to the student 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.

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 in Carte 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/wailing 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; knuckle dusters and brass or iron knuckle dusters; 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.
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-physics, 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 eyewear that is marked with ANSIZ87.1 or Z87.2 standards, must have side shield protection at all times when there is a hazard potential from flying objects, molten metal, liquid chemicals, acids, or caustic liquids, chemical gasses or vapors, or potentially injurious light radiation. Non Side Shield eyewear is not acceptable.

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 designated 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
Parked vehicles are not to be used for transportation on the campus. Some parking spaces are reserved and designated for persons with disabilities. Parking in these designated areas requires a special permit.

Driving or parking is not permitted on grassy surfaces or other non-established driving or parking areas except as expressly permitted by posted signs.

Contact the Student Services Office for information on Restricted Parking Spaces, Administrative Guidelines, and procedures.

Milford and Beatrice campuses require a parking permit stick er for the campus parking lots. Contact your campus’ Student Services Office for more information. Each campus encourages owners to lock their cars.

The College is not responsible for damages to a car while parked on college property. Students are responsible for having insurance coverage on their vehicles.

Campus speed limits and state and local traffic regulations must be observed. Driving against the normal flow of traffic is not allowed.

BEATRICE

DRIVING
1. The speed limit on the Beatrice Campus is 20 miles per hour.
2. All federal, state and local traffic regulations are in effect on campus. Driving against the normal flow of traffic is not allowed.
PARKING / PERMITS
1. All faculty, staff and enrolled students who use the parking lots are required to display a parking permit. Permits are issued to students at registration.
2. Student parking is located in the lots south of the residence halls, west of Hoover, and the areas in the lot east of Kennedy Center not designated “handicapped” and “visitor.”
3. Residential student parking is designated in the lot west of Hoover Hall.
4. No vehicle is permitted to occupy more than one stall. Please park between the lines. Improper parking will result in a citation and fine.
5. Students using parking lots with angled parking stalls are not permitted to move ahead into a stall that faces against the flow of traffic. Students parking against the flow of traffic will be ticketed.
6. General student parking is not allowed in the following designated areas and will result in a citation and fine:
   - 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/Washington 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.

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, 350 So. 10 St. For either a permanent or temporary permit a doctor’s statement stating need will be required. The fee for either permit is $5.

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

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

MILFORD
PARKING PERMITS
1. All students are required to register the vehicles they will be driving on campus. All vehicles parked on campus must have a valid permanent or temporary parking permit.
2. Permits are available on the day of class registration or from the parking office in the Physical Plant Building 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 training center participants. Staff and students are not allowed to park in the visitors’ lot. All training center and seminar or workshop participants must display a visitor’s “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 Fridays 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 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 a 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.
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STUDENT SERVICES

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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 provide guidance to students in planning a schedule which fits individual needs. Each campus Career Advising Center of four academic advising to undeclared students or students who are contemplating changing majors.

DISABILITY SERVICES
Southeast Community College provides services for students with disabilities. It is the students' responsibility to contact the Disability Services provider on campus if they believe they have a disabling condition with may substantially limit their ability to participate in class. 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 (online or) from the Disability Services locations.

DISABILITY SERVICES PROVIDERS

BEATRICE
Career Advising Center, Jackson Hall rm. J406, (402) 228-8242
LINCOLN
Career Advising Center, Lincoln Campus rm. J2, (402) 437-2620
MILFORD
Assessment Office, Placement Center, (402) 761-8202
Note: 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
LINCOLN
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.
MILFORD
A 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
- 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
  - Study skills
  - Leadership
  - Stress 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 – 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. 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 KKNV TV (Lincoln)

Radio:
- KWBE 1450 AM, KGNT 1310 AM, KUTT 99.5 FM, KZKX (96-KX) 96.9 FM, KTGL (THE EAGLE) 92.9 FM, KNDY 1570 AM, 103.1 FM, or 105.5 Translator/Beatrice, KBRZ 102.7 FM (THE BREEZE), KFGE 98.1 FM, KFRX 106.3 FM

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

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

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

Cancellations - Only the Campus Director or a designated representative can authorize the cancellation of College programs and activities or announce the cancellation to the news media. It can be assumed that campus programs, classes, and services will be held as scheduled if no announcement is made through the news media. The campus fee’s 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 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, KFGE 98.1 FM, KTGL 92.9 FM, KQKQ 98.5 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)

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- KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KZKX 96.9 FM, KFGE 98.1 FM, KTGL 92.9 FM, KQKQ 98.5 FM

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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 student use. For additional information about the intramurals on campus, contact the Student Activities Office on campus.

BOOKSTORE
The College operates and manages a campus book store 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 a 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 a 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 advised. 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. For the process of establishing a new organization, information about a specific organization or how you can join, contact the Student Activities Coordinator.

Fund-raising activities by recognized student organizations or other non-profit organizations may only be conducted with the permission of the Campus Director.

CLASSIFICATION FOR STUDENT ORGANIZATIONS

A. Associations, Societies related to SCC programs, careers, degrees (e.g. AWS, ATP affiliated to national). Directly related to SCC Mission/Program/curriculum (e.g. Ag Club, SFSE, SkillsUSA)

B. Honorary’s (e.g. PTK)

C. Social/Recreational groups sponsored by the College (MESO, Kaleidoscope, etc.)

D. Student Support/Special Interests not sponsored/endorsed by the College (e.g. other recreational, religious, political, social, affinity groups, Fraternities/Sororities)

TRAVEL AND TRANSPORTATION GUIDELINES FOR SCC VEHICLES

1. Student Organizations classified as “A”, “B” or “C”

A. Travel destination must be approved by Student Activities Coordinator or campus designee.

B. Travel for student organizations in the A, B, or C categories may use available SCC vehicles:

1. Travel must be within a distance not to exceed a 250 mile radius from campus.

2. Eligible student organizations must complete the physical plant mileage reimbursement form.

3. Physical plant will bill the eligible student organization for the total miles traveled at the current IRS mileage rate approved by the SCC Board of Governors.

4. The miles traveled by the Student Organization will be paid out of the Campus Student Activities Fund (cost center budget 725).

5. Student organizations in A, B, or C categories will be eligible for subsidized mileage reimbursement up to $750 per year. Each Student organization whose travel exceeds the $750 limit per year will be required to raise funds (in advance) to pay for the travel that exceeds the subsidized $750 limit.

6. Student organization trips that exceed the 250 mile radius limit will not be eligible for college vehicle usage. Student organizations traveling to destinations outside of the approved 250 mile limit must make and pay for all of their travel arrangements. College vehicles may not be used and the college will not pay for any expenses associated with the travel.

2. Student organizations in the “D” classification

A. Are not eligible to use SCC College vehicles.

B. Are not eligible for mileage reimbursement from the SCC Student Activities Fund.

BEATRICE

AGRICULTURE CLUB: The Agriculture program has a club with several “interest areas” for members. It includes divisions for Agribusiness, Agronomy, Crop judging, and Horticulture. Classification A.

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 "volunteering" which is highly sought by employers who seek to motivate their current workforce and increase productivity. Classification A.

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

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 NMLA (Nebraska Nursery & Landscape Association), and NCSCA (Golf Course Superintendents Association of America) conference and trade show. Classification A.

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 and Denver. To compete at livestock judging contests students must first enroll in Introduction to Livestock Evaluation and Advanced Livestock Evaluation classes. These courses are not required to become a club member. Expenses for travel are raised by the club through various activities. College scholarships are available to members of the Livestock Judging Club. Classification A.

Rodeo/Horse Show – Students gain leadership skills and have opportunities to participate in Intercolligate 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 Intercolligate 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 support for horse events and involvement in college activities. Classification C.

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 major. Classification A.

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 of IAAP 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
AMERICAN WELDING SOCIETY–The SCC Chapter is designed to advance meetings, educational programs, and community service projects throughout the school year. The program is designed to provide students an additional opportunity for educational and leadership training, community involvement, and personal and professional camaraderie. Classification A.

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. Classification A.

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. Classification C.

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. Classification A.

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 3.2 or higher on a 4.0 scale. Students participate in an induction ceremony and must develop an “honors theme” each year. Members are involved as volunteers in a variety of campus and community service projects. They also are eligible to apply for transfer scholarships to four-year institutions. SCC-Beatrice has a thriving chapter composed of about 60 members. Classification A.

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. Classification A.

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. Classification D.

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 an additional opportunity for educational and leadership training, community involvement, and personal and professional camaraderie. Classification A.

KAPPA BEATA–The purpose of this society shall be to encourage recognition and scholarship, and to establish and promote an atmosphere conductive to cooperation and unity at SCC. Classification D.

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

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. Classification A.

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. Classification C.

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

NEBRASKA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)–The purposes of the SCC student section of NAEYC 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 with, and on behalf of, young adults. Classification A.

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 and development. To encourage devotion to professional service. Classification A.

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. Classification B.

SUGICAL TECH STUDENT ASSOCIATION–This organization has a mission to provide members the best opportunity to make a difference and develop leadership teamwork and communication skills through learning, practicing and teaching the principles of free enterprise. Classification A.

SKILLSUSA–This 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. Classification D.

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

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

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. Classification D.

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

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

ASSOCIATED GENERAL CONTRACTORS – This group 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. Classification A.
STUDENT CENTERS

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 area 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 non-voting 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 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 Milf ord 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 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
www.southeast.edu

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 mail box is available in the campus Bookstore and stamps may be purchased there.

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

Name
SSC-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 InDesign 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
- Student Services 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.

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.

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 Services
- Traffic Safety & Licensing
- Career Trades
- Families, Home & Finance
- Business & Computers
- Personal Interest
- Emergency Medical Services & Health

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 ...........................................................194
HEALTH ACADEMY
COOPERATIVELY OFFERED PROGRAMS
  EARLY CHILDHOOD EDUCATION
  HEALTH INFORMATION MANAGEMENT SYSTEMS (ACADEMIC TRANSFER)
FIBER OPTICS OFF-CAMPUS COURSES
HIGH SCHOOL CAREER ACADEMY PARTNERSHIPS
WEB-BASED ONLINE/INTERNET
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 interaction through modern technology. Depending on the agreements reached with local hospitals the online portion of the program can serve students anywhere in the nation or world. The local hospitals or clinics provide the clinical laboratory setting and an instructor/supervisor for students who are required to complete their program requirements of clinical (practicum) education. In addition to completing graduation requirements for the program, clinical training allows students to gain greater familiarity with local health care facilities and staff. The investment is based on the likelihood that the medical technologists educated right in their own communities or regions are very likely to remain there to work in local hospitals and clinics.

SCC faculty in the three programs are committed to placing 80 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 ADA accreditation.

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 SYSTEMS)

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
rhodes@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
- Early Childhood Educ.
- Food Service Certif.
- Long Term Care Admin.
- Medical Assisting
- Office Professional
- Pharmacy Technician
- Polysomnographic Tech.
- Practical Nursing
- Radiologic Technology
- Respiratory Care
- Surgical Technology
- Also: Transfer and general education courses
CHAPTER 10
BOARD OF GOVERNORS
ABOUT SCC
CAMPUS MAPS
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 prohíbe 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
E-mail: info@hlcommission.org | Web site: 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 2009 Fall Quarter enrollment was 11,674 students, the largest in school history. During the 2008-09 academic year, the College also served more than 17,500 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
### PRIMARY SERVICE AREA
The College serves the following 15 counties in southeast Nebraska:

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<tbody>
<tr>
<td>Cass</td>
<td>Lancaster</td>
<td>Saline</td>
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<tr>
<td>Fillmore</td>
<td>Nemaha</td>
<td>Saunders</td>
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<td>Gage</td>
<td>Otoe</td>
<td>Seward</td>
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<td>Jefferson</td>
<td>Pawnee</td>
<td>Thayer</td>
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<tr>
<td>Johnson</td>
<td>Richardson</td>
<td>York</td>
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### 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 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

The campus is located on 640 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, Tutoring
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
Carter Building: Student housing located off-campus, for qualified students with families.

Roosevelt Hall: Residence Hall
Washington Hall: Residence Hall
The campus is located on 53.5 acres in Milford, Nebraska. Schedule a visit online or call to schedule a tour.

**ETC-Eicher Technical Center:** Admissions, Business Office, Cashier, Computer Lab, Campus Administration, Financial Aid, Learning Resource Center, Registration, Retention, Student Lounge, Student Services, TRIO Student Support Services. Classrooms for many programs.

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

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

**ITC:** Industry Training Center

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

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

**MAAP:** Classrooms for: Major Appliance Professional Technology

**Placement & Assessment Center:** Assessment/Testing, Career Advising, Placement

**Cornhusker Hall:** Residence Hall

**Nebraska Hall:** Residence Hall

**Pioneer Complex:** Residence Halls

Established in 1941, SCC-Milford enjoys a long history as Nebraska's premier technical college.
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
FPTC: Fire Protection Training Center; Classrooms for: Fire Protection Technology
G Cafeteria, Shipping/Receiving;
Classrooms for: Food Service/Hospitality
H Placement Office, Retention Office, TRIO Student Support Services
J Continuing Education, Career Advising Center
K Classrooms for: Machine Tool Technology; Motorcycle, ATV, & Personal Watercraft Technology; Welding Technology
L Learning Resource Center including ABE/GED, Advising, Assessment & Testing, Computer Lab, Media Production, 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
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 is 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:** ESQ 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

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

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

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

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.

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.

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

ENTR 4th floor:
Offices for Lincoln Public Schools Entrepreneurship
Access between CEC and ENTR buildings is not allowed through alarmed doors.

CEC 5th floor: SCC-Area Office (floor plan not shown)
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
SOUTHEAST Community College - Nebraska

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

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BA, Mount Marty, Yankton, SD 1971; MA, University of South Dakota, Vermillion, SD 1975

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Automotive Certification, Flint Hills Area Vo-Tech, Emporia, KS 1977

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BA, Siena Heights, Adrian, MI 1992; MA, Siena Heights, Adrian, MI 1996

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AAS, Southeast Community College, Norfolk, NE 2003; AAS, Southeast Community College, Lincoln, NE 2005

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U.S. Naval Schools Construction; Air Force CDC & ECI; University of Nebraska-Lincoln 1973

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BA, Doane College, Crete, NE 2007

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BA, Doane College, Crete, NE 2006

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IIPA, 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

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High School Diploma 1967

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LPI, Lincoln Technical Community College, Lincoln NE 1973; BA, Doane College, Crete, NE 2007

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AAS, Southeast Community College, Lincoln, NE 1989; BS, Bellevue University, Bellevue, NE 1996; MED, University of Nebraska, Lincoln, NE 2002

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AAS, Southeast Community College, Lincoln, NE 2001

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BS, University of Nebraska, Lincoln NE 1973

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AA, Southeast Community College 1974; BA, University of Nebraska, Kearney, NE 1976; MA, University of Nebraska, Omaha, NE 1985; Ph.D, University of Nebraska, Lincoln NE 2003

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BS, Peru State College, Peru, NE 1993

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BA, Nebraska Wesleyan University, Lincoln, NE 1969; MED, University of Nebraska, Lincoln, NE 1971; Ed.D., University of Nebraska, Lincoln, NE 1975

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BS, Kansas State University, Manhattan, KS 1985

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BS, Wayne State College, Wayne, NE 2007

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BA, University of Nebraska, Lincoln, NE 1980; Masters School for International Training, Brattleboro, VT 1989

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BS, Wayne State College, Wayne, NE 1963; MA, University of Nebraska, Lincoln, NE 1968

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RN, Diploma, Nebraska Methodist Hospital School of Nursing, Omaha, NE 1977; MS, Western Illinois University, Macomb, IL 2006

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BA, Barton County Community College, Great Bend, KS 2000; BA, Pittsburg State University, Pittsburg, KS 2002

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Auto Body Certification, West Haven, CT 1985

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AAS, Southeast Community College, Lincoln, NE 2007

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AAS, Elgin Community College, Elgin, IL 2005; BS, Illinois State University, Normal, IL 2007

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AAS, Southeast Community College 1982; BA, Peru State College, Peru, NE 2005

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SOUTHEAST Community College - Nebraska

FACULTY

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BS, University of South Dakota, Vermillion, SD; BS, University of South Dakota, Vermillion, SD 1982; MED, University of Nebraska, Lincoln, NE 2002

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AAS, Southeast Community College, Lincoln, NE 1995; BS Bellevue University, Bellevue, NE 2001

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BS, San Francisco State University, San Francisco, CA 1983; MSTM, Universidad de Baja California, Tijuana, Mexico 1994

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AA, Nebraska Vocational Technical School, Milford, NE 1988

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MPT, University of Nebraska Medical Center, Omaha, NE 1999

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BA, Wayne State College, Wayne, NE 1970; MED, University of Nebraska, Lincoln, NE 1981

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BA, Central Michigan University; MBA Central Michigan University 1981; ABD Southern Illinois University 1996

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BS, North Dakota State University, Fargo, ND 2005; MS, Kansas State University, Manhattan, KS 2008

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AAS, Southeast Community College, Milford, NE 1983

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Diploma, Southeast Community College, Lincoln, NE 2003

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BA, Nebraska Wesleyan University, Lincoln, NE 1976; MA, University of Nebraska, Lincoln, NE 1978

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BA, Doane College, Crete, NE 1968; MT (ASCP), Lincoln General Hospital School of Medical Technology, Lincoln, NE 1969

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HNRCP Degree, Redding Area Vocational Technical Institute, Redding, CA 1982; BS, Central Washington University, Ellensburg, WA 1989

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BA, Peru State College, Peru, NE 2006

MBA, Wayne State College, Wayne, NE 2009

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AAS, Washburn University, Topeka, KS 1996; BA, Bellevue University, Bellevue, NE 2007; MED, Northwest University, Bellevue, NE 2008

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AAS, Southeast Community College, Lincoln, NE 1984

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AAS, Southeast Community College, Milford NE 2003

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AAS, Southeast Community College, Milford, NE 1983

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BA, Kansas Wesleyan University, Salina, KS 1992; MS, Kansas Wesleyan University, Lincoln, NE 2003

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AAS, Southeast Community College, Milford, NE 2006

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BS, University of Nebraska, Omaha, NE 1986; MS, University of Nebraska, Lincoln, NE 2009

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AAS, Southeast Community College, Milford, NE 1994

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AAS, Southeast Community College, Milford, NE 1992; BS, Bellevue University, Bellevue, NE 1996

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ADN, Kellogg Community College, Battle Creek, MI 1982; BS, University of Mary, Bismarck, ND 1998; MS, North Dakota State University, Fargo, ND 2000

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PCC, University of Nebraska, Kearney, NE 1992

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BS, University of Nebraska, Lincoln, NE 1970

Bellevue University, Crete NE 2009

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BFA, Nebraska Wesleyan University, Lincoln, NE 1995; MFA, University of Wisconsin, Madison, WI 1998

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BS, Kansas State University, Manhattan, KS 1970; MS, Kansas State University, Manhattan, KS 1971; AAS, Southeast Community College, Milford, NE 1997

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