On behalf of the Board of Governors, the administration, faculty and staff, welcome to Southeast Community College and its 2011-2012 Catalog.

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 92 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 personal enrichment classes that are both fun and educational. And the College’s entrepreneurship center is one of only a few in the United States to hold the highest accreditation available.

Southeast takes great pride in putting students first. 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.
Tuition and fees must be paid by the first day of class. The following tuition and fees rates are effective July 1, 2011–June 30, 2012:

### Tuition Rates

<table>
<thead>
<tr>
<th>Residence Type</th>
<th>Rate (per credit hour/per term)</th>
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<tbody>
<tr>
<td>Nebraska resident</td>
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<td>Out-of-State</td>
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### General Fees

<table>
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<tr>
<th>Fee Description</th>
<th>Rate (per credit hour/per term)</th>
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<tr>
<td>Student Services Fee</td>
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<td>Graduation fee</td>
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### Housing Fees

**Beatrice Campus**

<table>
<thead>
<tr>
<th>Housing Costs Details</th>
<th>Rate (per quarter)</th>
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</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>$100</td>
</tr>
</tbody>
</table>

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

- 2-4 per room-per student: $1038

**Hoover Hall** (residence hall)

- 2 per room-per student: $1038
- 3 or more per room-per student: $782

**Milford Campus**

<table>
<thead>
<tr>
<th>Housing Costs Details</th>
<th>Rate (per quarter)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>$100</td>
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</tbody>
</table>

**Nebraska and Cornhusker Residence Halls** (men’s residence halls) [includes housing/residence hall and board/cafeteria food]

- 1 per room-per student (dorm-style Nebraska Hall with commons area): $1257
- 2 per room-per student (Nebraska and Cornhusker Halls): $1404
- 3 per room-per student (Nebraska and Cornhusker Halls): $1237
- 4 per room-per student (Nebraska Hall): $1134

**Pioneer Hall Complex** (apartment-style women’s & family housing)

- Cafeteria and apartment (per quarter) (4 per unit-per student): $1532
- Board (cafeteria food) only - cafeteria rates per quarter (14 meals per week): $828
- Housing only - apartment housing per quarter (4 per unit-per student): $704
- Married/Single Parent Student Housing - per month: $707

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
- Every Program of Study requires students to take General Education classes as well as Program Core classes. To complete an associate 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 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.

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<table>
<thead>
<tr>
<th>Category</th>
<th>Courses</th>
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<tr>
<td>Oral Communication</td>
<td>SPCH1090 Fundamentals of Human Communication (4.5)</td>
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<tr>
<td>Written Communication</td>
<td>ENGL1010 Composition I (4.5)</td>
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<tr>
<td>Mathematics</td>
<td>MATH1040 Business Math (4.5)</td>
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<tr>
<td>Science</td>
<td>BIOS1010 General Biology (6.0)</td>
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<tr>
<td>Social Science</td>
<td>ANTH1020 Introduction to Cultural Anthropology (4.5)</td>
</tr>
<tr>
<td>Humanities</td>
<td>ARTS1010 Introduction to Visual Arts (4.5)</td>
</tr>
<tr>
<td>Computer Technology</td>
<td>BSAD1010 Microsoft Applications I (4.5)</td>
</tr>
</tbody>
</table>

#### Notes:

- The associate degree requires ORAL and WRITTEN COMMUNICATION plus three of the other five areas.

- Mathematics 4.5
- Science 4.5-7.5
- Social Science 4.5
- Humanities 4.5
- Computer Technology 4.5

---

**Course Descriptions:**

- **SPCH1090:** Fundamentals of Human Communication (4.5)
- **ENGL1010:** Composition I (4.5)
- **MATH1040:** Business Math (4.5)
- **BIOS1010:** General Biology (6.0)
- **ARTS1010:** Introduction to Visual Arts (4.5)
- **BSAD1010:** Microsoft Applications I (4.5)
TRANSFERRING CREDITS

Transferring Your Credits
Southeast Community College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges. Credit is therefore acceptable by most colleges and universities in the United States. Even though most courses listed under the Academic Transfer area at SCC transfer to most colleges and universities, you should consult with your advisor, the Registration and Records Office in Beatrice and Milford, or Career Advising Services in Lincoln to be sure the courses you take are applicable to the degree you are seeking. It is ultimately the student’s responsibility to check with the institution where credit is being transferred.

The most important step:
Contact an 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 they will use your previous credits.
• Courses must have a grade of ‘C’ or higher to transfer the credits.
• Four-year schools require a minimum cumulative GPA of a 2.0 (C average) to transfer. Many schools or majors require a higher GPA.
• Remember: credits transfer – grades do not. Your GPA at any school is based on the classes you took at that institution.
• Your grades at SCC will be used to make an admissions decision for the school you plan to transfer to. After you transfer, however, you will have credits on your transcripts but no GPA until you complete courses at your transfer institution.
• The number of credits you are able to transfer over does not include developmental classes.
• Your transfer school will want an official transcript from SCC once you transfer. To do this, go to the Student Services Office 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 Nebraska Transfer Initiative Articulation MATRIX) provides seamless transition for SCC Academic Transfer graduates. The Initiative is a cooperative effort by Nebraska’s public and private higher education institutions to facilitate the transfer of students who have earned an Associate of Arts degree into baccalaureate-level programs.

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

Colleges and Universities
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
- 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

Jornalism 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
# Nebraska Initiative • Associate of Arts Articulation Matrix

## for Southeast Community College

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<tbody>
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<td>SCC Class</td>
<td>ENGL 1010 English Composition</td>
<td>SPCH 1110 Public Speaking</td>
<td>ARTS 1010 Intro to Visual Arts</td>
<td>MUSC 1010 Introduction to Music</td>
<td>THEA 1010 Introduction to Theatre</td>
<td>ARTS 1050 Intro. Art History and Criticism</td>
<td>ARTS 1060 Intro. to Art History &amp; Criticism II</td>
<td>BIAD 1050 Introduction to Business</td>
<td>BIAD 2530 Principles of Marketing</td>
<td>BIAD 2540 Principles of Mgmt.</td>
<td>ACCT 1200 Principles of Acc. I</td>
<td>ACCT 1210 Principles of Acc. II</td>
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<td>York College</td>
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TBD = To Be Determined
## COMPREHENSIVE CHART OF PROGRAMS/DIVISIONS

<table>
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<tr>
<th>LOCATION OFFERED</th>
<th>LENGTH IN MONTHS</th>
<th>AWARD</th>
<th>STARTING TERMS</th>
</tr>
</thead>
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### AGRICULTURE/FOOD/NATURAL RESOURCES DIVISION

- **Agriculture Business & Management Technology**
  - Agribusiness focus, Crops focus, Diversified Agriculture focus, Horticulture focus, Livestock focus
  - **(B)** 24 AAS All

- **Food Service/Hospitality**
  - Culinary Arts focus, Dietetic Technician focus, Food Service Management focus, Lodging focus, Food Industry Manager, Event-Venue Operations Mgmt.
  - **(L)** 18 AAS/Dip/Cert All

- **Laboratory Science Technology**
  - **(L)** 18 AAS/Dip All

### ARTS & SCIENCES DIVISION

- **Academic Transfer**
  - **(B/L)** 18-24 AA/AS All

### BUSINESS DIVISION

- **Business Administration**
  - Accounting focus, Entrepreneurship focus, Information Systems focus (L/M), Insurance/Financial Services focus, Marketing focus, Event-Venue Operations Management
  - **(all)** 18 AAS/Dip/Cert All

- **Office Professional**
  - Administrative Office focus, General Office focus, Legal Office focus, Medical Office focus, Medical Transcription focus, Microsoft Office focus
  - **(B/L)** 18 AAS/Dip/Cert All

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

### COMMUNICATIONS & INFORMATION TECHNOLOGY DIVISION

- **Computer Information Technology**
  - Applications/Web Programmer focus, Computer Support Specialist focus, Network Manager focus
  - **(L)** 24 AAS/Cert All

- **Computer Programming Technology**
  - **(M)** 18 AAS U,W

- **Graphic Design**
  - **(M)** 18 AAS CA

- **Visual Publications**
  - Digital Publishing focus, Offset Printing focus
  - **(L)** 18 AAS/Dip/Cert CA

### COMMUNITY SERVICES & RESOURCES DIVISION

- **Criminal Justice**
  - Nebraska Law Enforcement focus
  - **(B/L)** 18-24 AAS All

- **Early Childhood Education**
  - In-Home Child Care focus, Child Care Professional focus, Entrepreneurship focus, Home-Visitor/Family Advocate
  - **(L)** 18-24 AAS/Dip/Cert All

- **Fire Protection Technology**
  - **(L)** 18 AAS/Cert All

- **Human Services**
  - **(L)** 24 AAS All

- **Long Term Care Administration**
  - **(L)** 18 AAS/Cert All

### CONSTRUCTION & ELECTRONICS DIVISION

- **Architectural-Engineering Technology**
  - **(M)** 18 AAS U,W

- **Building Construction Technology**
  - **(M)** 18 AAS F,S

- **Computer Aided Design Drafting**
  - **(L)** 24 AAS All

- **Electrical & Electromechanical Technology**
  - Construction Electrician focus, Electrical Systems focus, Electromechanical Systems focus
  - **(M)** 18 AAS/Dip U,W

- **Electrician Construction – IBEW Option**
  - **(M)** AAS CA

- **Electronic Systems Technology**
  - Computers, Automation and Networking Systems focus; Electronic Systems Technician focus; Military Electronic Systems focus
  - **(L/M)** 18-24 AAS L(F,W) M(F,S)

- **Energy Generation Operations**
  - Biofuels focus, Fossil Fuels focus, Nuclear focus, Wind Technology focus
  - **(M)** 18 AAS U,W

- **Heating, Ventilation, Air Conditioning & Refrigeration Technology**
  - **(M)** 18 AAS U,W

- **Land Surveying/Civil Engineering Technology**
  - **(M)** 18 AAS CA

- **Major Appliance Professional Technology**
  - **(M)** 12 Dip U

### Locations Offered

- **B** = Beatrice Campus
- **L** = Lincoln Campus
- **M** = Milford Campus
- **=** = Entire program available online
- **=** = Some classes available online

### Awards Offered

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

### Starting Terms

- **U** = Summer Quarter (July)
- **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.
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<td>Diesel Technology- Truck</td>
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<td>Machine Tool Technology</td>
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ACADEMIC TRANSFER PROGRAM

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 more information contact:

Academic Advisors
Lila Thomas-Beatrice
402-228-8278, 800-233-5027 ext. 1278, lthomas@southeast.edu

Mary Bartels-Lincoln
402-437-2802, 800-642-4075 ext. 2802, mbartels@southeast.edu

Corryne Neel-Lincoln
402-437-2788, 800-642-4075 ext. 2788, cneel@southeast.edu

Bob Eddy, Math/Science Chair-Beatrice
402-437-2476, 800-642-4075 ext. 2476

Mike Delong, Math/Science Chair-Beatrice
402-437-2361, 800-642-4075 ext. 2361

Carolee Ritter, Chair-Lincoln
402-437-2476, 800-642-4075 ext. 2476

Mary Bartels-Lincoln
402-437-2802, 800-642-4075 ext. 2802, mbartels@southeast.edu

Humanities
Danny Delong, Co-Chair-Beatrice
402-228-8228, 800-233-5027 ext. 1241

Nancy Hagler-Vujovic, Co-Chair-Beatrice
402-228-8266, 800-233-5027 ext. 1266

Amanda Baron, Co-Chair-Lincoln
402-323-3451

Carolee Ritter, Co-Chair-Lincoln
402-437-2476, 800-642-4075 ext. 2476

Math/Science
Bob Eddy, Math/Science Chair-Beatrice
402-228-8243, 800-233-5027 ext. 1243

Sandeep Holay, Math Chair-Lincoln
402-323-3444

Steven Bassett, Science Chair-Lincoln
402-437-2487, 800-642-4075 ext. 2487

Social Studies
Jan Arnold, Co-Chair-Beatrice
402-228-8229, 800-233-5027 ext. 1229

Dan Johnson, Co-Chair-Beatie
402-228-8232, 800-233-5027 ext. 1232

Rose Suggett, Chair-Lincoln
402-437-2464, 800-642-4075 ext. 2464

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Beatrice and Lincoln Campuses
Prepares students for transfer to a senior college/university
To receive an A.A. or A.S. degree from either the Beatrice or Lincoln Campus, a student must meet the requirements stated in this catalog. Mathematics classes numbered below 1150 and other classes numbered below 1000 generally do not meet graduation requirements and will not transfer to other colleges.

- It is the student’s responsibility to know the requirements for the desired degree.
- The Vice-President for Instruction must approve any deviation from the curriculum printed in this catalog.
- Four-year colleges and universities have their own requirements for a bachelor’s degree. Students who plan to transfer to a senior college or university should consult early with an advisor to determine their curriculum.
- A student who lacks a high school diploma or GED and is enrolled in the academic transfer courses may take a maximum of 24 credit hours. Enrolling in further academic transfer courses will require a high school diploma or GED.

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

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

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

Mathematics, English and Reading Placement Policy: Students presenting proof of passing (a grade of C [P] or 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 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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<th>COURSE #</th>
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<td>D. Natural Science with lab **</td>
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** A course may meet only one graduation requirement
BIOS1210  Human Anatomy & Physiology I  
BIOS2130  Human Physiology  
FSST1350  Basic Nutrition  
CHEM1050  Chemistry and the Citizen  
CHEM1090  General Chemistry I  
GEOG1500  Physical Geography  
GEOL1010  Physical Geology  
GEOL1060  Environmental Geology  
LBST1101/1111  Applied Chemistry I/Lab and  
LBST1102/1112  Applied Chemistry II/Lab  
PHYS1030  Astronomy  
PHYS2010  College Physics I  
E. Humanities **  (3 classes total)  13.5  
1. Literature or Philosophy  4.5  
(One class from the following)  
ENGL1510  Introduction to Creative Writing  
ENGL2050  Modern Fiction  
ENGL2100  Introduction to Literature  
ENGL2140  Introduction to Shakespeare  
ENGL2150  Introduction to Women's Literature  
ENGL2160  Children's Literature  
ENGL2165  Young Adult Literature  
ENGL2440  African American Literature  
ENGL2460  Latino/a & Latin American Literature  
ENGL2662  Latin American/Hispanic Literature  
ENGL2663  Latin American/Hispanic Literature II  
ENGL2664  Latin American/Hispanic Literature III  
ENGL2671  Latino/a & Latin American Literature  
ENGL2672  African American Literature  
ENGL2673  Asian American Literature  
ENGL2674  Native American Literature  
ENGL2980  Special Topics in Literature  
PHIL1010  Introduction to Philosophy  
PHIL1060  Applied Ethics  
PHIL1150  Creative & Critical Thinking  
PHIL2130  Bioethics  
PHIL2610/RELS2610  Comparative Religions  
PHOT1750  Beginning Photography  
SIGN1010  Beginning American Sign Language I  
SIGN1020  Beginning American Sign Language II  
SIGN2010  Second Year American Sign Language I (ASL)  
SIGN2020  Second Year American Sign Language II (ASL)  
SPAN1010  Elementary Spanish I  
SPAN1020  Elementary Spanish II  
SPAN2010  Second Year Spanish I  
SPAN2020  Second Year Spanish II  
SPAN2030  Intensive Conversation  
SPAN2040  Intensive Writing  
SPAN2100  Accelerated Second Year of Spanish  
SPCH2050  Oral Performances of Literature  
SPCH2110  Intercultural Communication  
THEA1010  Introduction to Theater  
THEA2140  Basic Acting  
F. Social Sciences **  18.0  
1. Social/Behavior Science  4.5  
(One class from the following)  
ANTH1020  Introduction to Cultural Anthropology  
ANTH1120  General Anthropology  
PSYC1250  Interpersonal Relations  
PSYC1810  Introduction to Psychology  
SOCI1010  Introduction to Sociology  
2. Economics or Political Science  4.5  
(One class from the following)  
ECON2110  Macroeconomics  
ECON2120  Microeconomics  
POLS1000  American Government  
POLS1600  Introduction to International Relations  
3. Geography or History  4.5  
(One class from the following)  
GEOG1400  Intro to Human Geography  
GEOG1420  World Regional Geography  
HIST1000  Western Tradition I  
HIST1010  Western Tradition II  
HIST1810  Survey of Russian History  
HIST1820  Survey of Asian History  
HIST2010  American History I (Early America)  
HIST2020  American History II (Late America)  
HIST2100  World History to 1500 CE  
HIST2110  World History since 1500 CE  
HIST2799  Special Topics in History  
HIST2960  Survey of African American History  
4. The fourth class taken from any of the following:  4.5  
ANTH1120  General Anthropology  
ECON2110  Macroeconomics  
ECON2120  Microeconomics  
EDUC1310  Introduction to Education  
EDUC2610  Educational Psychology  
GEOG1400  Intro to Human Geography  

** A course may meet only one graduation requirement
## Electives that fulfill the Associate Degree Requirements: 25.5

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

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Associate of Science Degree (A.S.)

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**A course may meet only one graduation requirement**
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** A course may meet only one graduation requirement
AGRICULTURAL SCIENCES & NATURAL RESOURCES

This focus allows students to complete the A.S. 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.

Articulated example with the University of Nebraska–Lincoln

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<td>C.</td>
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Notes:

BUSINESS

Articulated example with 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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<tr>
<td>F.</td>
<td>Social Sciences</td>
<td>18.0</td>
</tr>
<tr>
<td>1. Social/Behavioral Science</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Macroeconomics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. American Government</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G.</td>
<td>Race, Ethnicity &amp; Gender</td>
<td>4.5</td>
</tr>
<tr>
<td>H.</td>
<td>Other Required Courses</td>
<td>27.0</td>
</tr>
<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></td>
</tr>
<tr>
<td>BSAD2540</td>
<td>Principles of Management</td>
<td></td>
</tr>
<tr>
<td>ECON2120</td>
<td>Microeconomics</td>
<td></td>
</tr>
<tr>
<td>MATH1180</td>
<td>Elementary Statistics</td>
<td></td>
</tr>
<tr>
<td>PHED1000</td>
<td>Lifetime Fitness</td>
<td></td>
</tr>
</tbody>
</table>

Notes:
## BUSINESS

Articulated example with the 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.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Written Communication</td>
<td>9.0</td>
</tr>
<tr>
<td></td>
<td>ENGL1010 Composition I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>OFFT2120 Business Communication Strategies</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Speech Communication</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>SPCH2810 Business &amp; Professional Communication</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Mathematics/Logic (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>MATH1400 Applied Calculus</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH1600 Calculus &amp; Analytic Geometry I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(1600 Required for major in Actuarial Science)</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>Natural Science with Lab (Select two)</td>
<td>10.5</td>
</tr>
<tr>
<td></td>
<td>Students must take two natural sciences. At least one course must have a lab.</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>F.</td>
<td>Social Sciences</td>
<td>18.0</td>
</tr>
<tr>
<td></td>
<td>1. Social/Behavioral Science (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>2. Macroeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>3. History (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>4. Microeconomics</td>
<td>4.5</td>
</tr>
<tr>
<td>G.</td>
<td>Race, Ethnicity &amp; Gender (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>H.</td>
<td>Other Required Courses</td>
<td>27.0</td>
</tr>
<tr>
<td></td>
<td>ACCT1200 Principles of Accounting I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ACCT1210 Principles of Accounting II</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSAD1090 Business Law I</td>
<td></td>
</tr>
<tr>
<td></td>
<td>BSAD2520 Principles of Marketing</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MATH1180 Elementary Statistics</td>
<td></td>
</tr>
<tr>
<td>I.</td>
<td>Computer Proficiency Requirement</td>
<td>*INFO1005  Microsoft Office Applications</td>
</tr>
</tbody>
</table>

*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:

### CHILD, YOUTH & FAMILY STUDIES

Articulated example with the University of Nebraska-Lincoln

This focus allows students to complete the A.A. degree while fulfilling general education and elective requirements for transfer to the Child, Youth & Family Department at the College of Education and Human Sciences at UNL. Please work closely with your SCC Academic Advisor. It is ultimately the student’s responsibility to check with the institution where credit is being transferred.

<table>
<thead>
<tr>
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<td>Written Communication</td>
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</tr>
<tr>
<td>B.</td>
<td>Speech Communication</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 (Select two)</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</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&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>
</tr>
<tr>
<td></td>
<td>HMRS1320 Multicultural Competency</td>
<td>4.5</td>
</tr>
<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:
ARTICULATED EXAMPLES—JULY 1, 2011–JUNE 30, 2012

EARLY CHILDHOOD EDUCATION
(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.

Articulated example with
Chadron State College
Peru State College
University of Nebraska–Kearney
University of Nebraska–Lincoln

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Written Communication (Select two)</td>
<td>9.0</td>
</tr>
<tr>
<td></td>
<td>See advisor for suggested courses for specific schools.</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Speech (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>See advisor for suggested courses for specific schools.</td>
<td></td>
</tr>
<tr>
<td>C.</td>
<td>Mathematics/Logic (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>See advisor for suggested courses for specific schools.</td>
<td></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 advisor for suggested courses for specific schools.</td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>Humanities</td>
<td>13.5</td>
</tr>
<tr>
<td></td>
<td>See advisor for suggested courses for specific schools.</td>
<td></td>
</tr>
<tr>
<td>F.</td>
<td>Social Sciences</td>
<td>18.0</td>
</tr>
<tr>
<td>1.</td>
<td>Social/Behavioral Science (Select one)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>PSYC1810 Introduction to Psychology</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SOCI1010 Introduction to Sociology (Recommended for PSC)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Economics/Political Science (Select one)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>See advisor for suggested courses for specific schools.</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>History (Select one)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>See advisor for suggested courses for specific schools.</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Fourth Social Science (Select one)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>See advisor for suggested courses for specific schools.</td>
<td></td>
</tr>
<tr>
<td>G.</td>
<td>Race, Ethnicity and Gender (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>See advisor for suggested courses for specific schools.</td>
<td></td>
</tr>
<tr>
<td>H.</td>
<td>Required Educational and Other Courses</td>
<td>39.0-51.0 hrs.</td>
</tr>
<tr>
<td></td>
<td>See advisor for suggested courses for specific schools.</td>
<td></td>
</tr>
<tr>
<td>ECED1050</td>
<td>Expressive Arts</td>
<td></td>
</tr>
<tr>
<td>ECED1060</td>
<td>Observation, Assessment &amp; Guidance</td>
<td></td>
</tr>
<tr>
<td>ECED1110</td>
<td>Infant and Toddler Development</td>
<td></td>
</tr>
<tr>
<td>ECED1120</td>
<td>Preschool Child Development</td>
<td></td>
</tr>
<tr>
<td>ECED1150</td>
<td>Introduction to Early Childhood Education</td>
<td></td>
</tr>
<tr>
<td>ECED1160</td>
<td>Early Language and Literature</td>
<td></td>
</tr>
<tr>
<td>ECED1220</td>
<td>Pre-Practicum</td>
<td></td>
</tr>
<tr>
<td>ECED1221</td>
<td>Infant and Toddler Practicum</td>
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</tr>
<tr>
<td>ECED1224</td>
<td>Preschool Math, Sci. &amp; Soc. Studies Curriculum</td>
<td></td>
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<tr>
<td>ECED1230</td>
<td>School Age Child Development</td>
<td></td>
</tr>
<tr>
<td>ECED1240</td>
<td>Preschool/School Age Practicum</td>
<td></td>
</tr>
<tr>
<td>ECED1520</td>
<td>Preschool Practicum</td>
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<tr>
<td>ECED1545</td>
<td>School Age Child Practicum</td>
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</tr>
<tr>
<td>ECED2050</td>
<td>Children with Exceptionalities</td>
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</tr>
<tr>
<td>ECED2060</td>
<td>Early Childhood Ed. Curriculum Planning</td>
<td></td>
</tr>
<tr>
<td>ECED2070</td>
<td>Family &amp; Community Relationships</td>
<td></td>
</tr>
<tr>
<td>ECED2800</td>
<td>Graduation Seminar (Satisfies Ed. Program admissions requirement)</td>
<td></td>
</tr>
<tr>
<td>EDUC1310</td>
<td>Introduction to Education</td>
<td></td>
</tr>
<tr>
<td>HLTH1010</td>
<td>Introduction to Health</td>
<td></td>
</tr>
<tr>
<td>PHED1000</td>
<td>Lifetime Fitness</td>
<td></td>
</tr>
</tbody>
</table>

Notes:

HEALTH INFORMATION MANAGEMENT SYSTEMS

This focus allows students to take general education and prerequisite courses toward the HIMS program 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 44.0 quarter credit hours toward the Diploma and 48.5 quarter credit hours toward the Associate of Applied Science degree.

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

Articulated example with Central Community College

Credit Hours Required for Graduation:
Diploma 44.0
A.A.S. 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.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS1000</td>
<td>Structure and Function of the Human Body</td>
<td>6.0</td>
</tr>
<tr>
<td>BSAD1010</td>
<td>Microsoft Applications I</td>
<td>4.5</td>
</tr>
<tr>
<td>ENGL1010</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>HIMS1102</td>
<td>CPT Coding</td>
<td>4.5</td>
</tr>
<tr>
<td>HIMS1103</td>
<td>HIMS ICD-9-CM Coding</td>
<td>6.0</td>
</tr>
<tr>
<td>HIMS1104</td>
<td>Clinical Education</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDA1101</td>
<td>Medical Terminology I</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1201</td>
<td>Medical Terminology II</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1404</td>
<td>Medical Diseases</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2000</td>
<td>Employment Techniques</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>44.0</td>
</tr>
</tbody>
</table>

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.

<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</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT2720</td>
<td>Microsoft Office Integration</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>ENGL1010</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>HIMS1102</td>
<td>CPT Coding</td>
<td>4.5</td>
</tr>
<tr>
<td>HIMS1103</td>
<td>HIMS ICD-9-CM Coding</td>
<td>6.0</td>
</tr>
<tr>
<td>MEDA1404</td>
<td>Medical Diseases</td>
<td>4.5</td>
</tr>
<tr>
<td>MATH1100</td>
<td>Intermediate Algebra</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2000</td>
<td>Employment Techniques</td>
<td>4.5</td>
</tr>
<tr>
<td>PSYC1810</td>
<td>Introduction to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>48.5</td>
</tr>
</tbody>
</table>

Notes:
ARTICULATED EXAMPLES—JULY 1, 2011–JUNE 30, 2012

JOURNALISM

This focus allows pre-journalism students an opportunity to complete the first two years of a journalism degree and transfer to a four-year college or university. This set of courses prepares students for entry-level positions in radio, television, newspapers and other businesses which employ new-media technologies. Please work closely with your SCC Academic Advisor. It is ultimately the student’s responsibility to check with the institution where credit is being transferred.

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

Articulated example with the University of Nebraska-Kearney

Credit Hours Required for Graduation: 97.5

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>JOUR1810</td>
<td>Introduction to Mass Media</td>
<td>4.5</td>
</tr>
<tr>
<td>JOUR1820</td>
<td>Media Writing</td>
<td>4.5</td>
</tr>
<tr>
<td>JOUR1840</td>
<td>Advanced Reporting</td>
<td>4.5</td>
</tr>
<tr>
<td>JOUR1880</td>
<td>Multimedia Reporting</td>
<td>4.5</td>
</tr>
<tr>
<td>JOUR2780</td>
<td>Public Relations Strategies &amp; Techniques</td>
<td>4.5</td>
</tr>
<tr>
<td>JOUR2880</td>
<td>Media Editing</td>
<td>4.5</td>
</tr>
<tr>
<td>PHOT1760</td>
<td>Digital Photography and Creative Writing</td>
<td>4.5</td>
</tr>
<tr>
<td>PHOT2750</td>
<td>Photojournalism</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2430</td>
<td>Marketing Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>JOUR2900</td>
<td>New Media/Journalism Internship or</td>
<td>4.5</td>
</tr>
<tr>
<td>JOUR2980</td>
<td>New Media/Journalism Special Topics</td>
<td>4.5</td>
</tr>
</tbody>
</table>

45.0 hours

General Education Requirements:

Written Communication

| ENGL1010 Composition I | 4.5 |
| ENGL1020 Composition II | 4.5 |

Oral Communication

4.5

Mathematics (MATH1150 or higher)

9.0

Science

12.0

Social science

4.5

Humanities

9.0

Race, Ethnicity, & Gender

4.5

52.5 hours

LIBRARY & INFORMATION SERVICES ASSISTANT

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.

Articulated example with the University of Nebraska-Omaha

Credit Hours Required for Graduation:

A.A. Degree with LIS Focus 91.5

<table>
<thead>
<tr>
<th>COURSE #</th>
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<td>Speech</td>
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</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.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBR1010</td>
<td>Foundations of Library and Information Services</td>
<td></td>
</tr>
<tr>
<td>LIBR2100</td>
<td>Reference Resources and Service</td>
<td></td>
</tr>
<tr>
<td>LIBR2150</td>
<td>Managing Collections in Libraries and Information Agencies</td>
<td></td>
</tr>
<tr>
<td>LIBR2210</td>
<td>Cataloging and classification</td>
<td></td>
</tr>
<tr>
<td>LIBR2250</td>
<td>Leadership and Management in Library and Information Agencies</td>
<td></td>
</tr>
<tr>
<td>LIBR2990</td>
<td>Library Capstone Practicum</td>
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</tr>
</tbody>
</table>

** A course may meet only one graduation requirement

Notes:
ARTICULATED EXAMPLES—JULY 1, 2011–JUNE 30, 2012

PRE-EDUCATION

(elementary, middle, secondary)

This focus allows pre-education students to complete some education and practicum courses as part of the A.A. degree and prepares students for transfer into education programs at Nebraska four-year colleges and universities. As bachelor’s degree requirements may vary from one college to another, please work closely with your SCC Academic Advisor. It is ultimately the student’s responsibility to check with the institution where credit is being transferred.

Articulated example with Doane college

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Written Communication</td>
<td>9.0</td>
</tr>
<tr>
<td>ENGL1010</td>
<td>Composition I</td>
<td></td>
</tr>
<tr>
<td>ENGL1020</td>
<td>Composition II</td>
<td></td>
</tr>
<tr>
<td>B.</td>
<td>Speech (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>SPCH1090</td>
<td>Fundamentals of Human Communication</td>
<td></td>
</tr>
<tr>
<td>SPCH1110</td>
<td>Public Speaking</td>
<td></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 (Select two)</td>
<td>10.5</td>
</tr>
<tr>
<td>E.</td>
<td>Humanities</td>
<td>13.5</td>
</tr>
<tr>
<td>1.</td>
<td>Literature</td>
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</tr>
<tr>
<td>2.</td>
<td>Arts</td>
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</tr>
<tr>
<td>3.</td>
<td>Philosophy</td>
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<tr>
<td>F.</td>
<td>Social Sciences</td>
<td>18.0</td>
</tr>
<tr>
<td>PSYC1810</td>
<td>Introduction to Psychology</td>
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</tr>
<tr>
<td>SOCI1010</td>
<td>Introduction to Sociology</td>
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</tr>
<tr>
<td>POLS1000</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>HIST2010</td>
<td>American History I (Early America)</td>
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</tr>
<tr>
<td>HIST2020</td>
<td>American History II (Late America)</td>
<td></td>
</tr>
<tr>
<td>GEOG1400</td>
<td>Introduction to Human Geography</td>
<td></td>
</tr>
<tr>
<td>G.</td>
<td>Race, Ethnicity &amp; Gender</td>
<td>4.5</td>
</tr>
<tr>
<td>H.</td>
<td>Other Required Courses</td>
<td>27.0</td>
</tr>
<tr>
<td>EDUC1310</td>
<td>Introduction to Education</td>
<td></td>
</tr>
<tr>
<td>EDUC1080</td>
<td>Professional Practicum Experience I</td>
<td></td>
</tr>
<tr>
<td>PSYC2960</td>
<td>Lifespan Human Development</td>
<td></td>
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<tr>
<td>EDUC2590</td>
<td>Instructional Technology</td>
<td></td>
</tr>
<tr>
<td>EDUC2610</td>
<td>Fundamentals of Psychology</td>
<td></td>
</tr>
<tr>
<td>HTH1010</td>
<td>Introduction to Health</td>
<td></td>
</tr>
<tr>
<td></td>
<td>or</td>
<td></td>
</tr>
<tr>
<td>PHED1000</td>
<td>Lifetime Fitness</td>
<td></td>
</tr>
<tr>
<td>ECED1409</td>
<td>PPST Preparation (recommended)</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>See advisor for suggested courses</td>
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Notes:

---

PRE-EDUCATION

(elementary, middle, secondary)

Articulated example with Nebraska four-year colleges/universities

<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 Communication (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>C.</td>
<td>Mathematics/Logic (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>D.</td>
<td>Natural Science with Lab</td>
<td>10.5</td>
</tr>
<tr>
<td>E.</td>
<td>Humanities</td>
<td>13.5</td>
</tr>
<tr>
<td>F.</td>
<td>Social Sciences</td>
<td>18.0</td>
</tr>
<tr>
<td>1.</td>
<td>Social/Behavioral Science (Select one)</td>
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</tr>
<tr>
<td>2.</td>
<td>Economics/Political Science (Select one)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Geography/History (Select one)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Fourth Social Science</td>
<td></td>
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<tr>
<td>H.</td>
<td>Other Required Courses</td>
<td>44.5</td>
</tr>
<tr>
<td>EDUC1080</td>
<td>Professional Practicum Experience I</td>
<td></td>
</tr>
<tr>
<td>EDUC1310</td>
<td>Introduction to Education</td>
<td></td>
</tr>
<tr>
<td>EDUC2160</td>
<td>Children’s Literature</td>
<td></td>
</tr>
<tr>
<td>EDUC2165</td>
<td>Young Adult Literature</td>
<td></td>
</tr>
<tr>
<td>EDUC2590</td>
<td>Instructional Technology</td>
<td></td>
</tr>
<tr>
<td>EDUC2610</td>
<td>Educational Psychology</td>
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<tr>
<td>EDUC2970</td>
<td>Professional Practicum Experiences II</td>
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<tr>
<td>EDUC2971</td>
<td>Professional Practicum Experiences III</td>
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</tr>
<tr>
<td>ECED1409</td>
<td>PPST Preparation (recommended)</td>
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Notes:
**PRE-ENGINEERING**

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.

Articulated example with the University of Nebraska-Lincoln

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

(Industrial Technology Teaching Option)

Articulated example with the University Of Nebraska-Lincoln

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Written Communication</td>
<td></td>
<td>9.0</td>
</tr>
<tr>
<td>ENGL1010 Composition I or ENGL1015 Composition and Literature and ENGL1020 Composition II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Speech Communication</td>
<td>(choose one)</td>
<td>4.5</td>
</tr>
<tr>
<td>SPCH1090 Fundamentals of Human Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPCH1110 Public Speaking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPCH2180 Business &amp; Professional Communication</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Mathematics</td>
<td></td>
<td>9.0</td>
</tr>
<tr>
<td>MATH1180 Elementary Statistics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MATH2030 Contemporary Mathematics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D. Science</td>
<td></td>
<td>13.5</td>
</tr>
<tr>
<td>CHEM1050 Chemistry &amp; the Citizen or CHEM1090 General Chemistry I and PHYS1410 General Physics I</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. Humanities</td>
<td></td>
<td>4.5</td>
</tr>
<tr>
<td>F. Social Science</td>
<td>(choose one)</td>
<td>4.5</td>
</tr>
<tr>
<td>ECON1110 Macroeconomics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ECON1120 Microeconomics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Race, Ethnicity, and Gender</td>
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<td>4.5</td>
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<tr>
<td>SOC2150 Issues of Unity and Diversity</td>
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<tr>
<td>H. Other Required Courses:</td>
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<td></td>
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<tr>
<td>I. Arts, Humanities and Social Science</td>
<td>(Must select 12 credit hours from each of the four areas)</td>
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<tr>
<td>I. Other Required Courses</td>
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Architecture and Construction (12.0)

**Option 1 – Current courses offered at SCC Milford**

<table>
<thead>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>CNST1223</td>
<td>Residential Blueprint Reading</td>
<td>3.0</td>
</tr>
<tr>
<td>CNST1224</td>
<td>Construction processes and practices Lab</td>
<td>5.5</td>
</tr>
<tr>
<td>CNST1225</td>
<td>Tools and Materials Theory</td>
<td>7.5</td>
</tr>
<tr>
<td>CNST1430</td>
<td>Cabinetry &amp; Carpenter Lab</td>
<td>6.5</td>
</tr>
<tr>
<td>ELEC1131</td>
<td>DC Principles</td>
<td>13.0</td>
</tr>
<tr>
<td>ELEC1217</td>
<td>AC Principles</td>
<td>13.0</td>
</tr>
<tr>
<td>ELEC1365</td>
<td>Residential &amp; Commercial Wiring</td>
<td>18.0</td>
</tr>
<tr>
<td>ARCH1115</td>
<td>Light Construction Principles</td>
<td>5.0</td>
</tr>
<tr>
<td>ARCH1158</td>
<td>Basic Architectural Drafting</td>
<td>3.0</td>
</tr>
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</table>

**Option 2 – Evening Course options at Lincoln Public Schools (To be determined)**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>CNST1100</td>
<td>Basic Carpentry</td>
<td>3.5</td>
</tr>
<tr>
<td>CNST1200</td>
<td>Advanced Carpentry</td>
<td>3.5</td>
</tr>
<tr>
<td>ELEC1110</td>
<td>Electrical Fundamentals</td>
<td>5.0</td>
</tr>
<tr>
<td>ELEC1115</td>
<td>Residential Wiring</td>
<td>8.0</td>
</tr>
<tr>
<td>ARCH1160</td>
<td>Basic Architectural Principles and Drafting</td>
<td>6.0</td>
</tr>
<tr>
<td>ARCH1150</td>
<td>Computer Aided Drafting I (CAD)</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Depending on availability, the following courses can be taught either at SCC Milford or Lincoln campus.

Manufacturing (12.0)

<table>
<thead>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WELD1000</td>
<td>Welding Orientation</td>
<td>1.0</td>
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<tr>
<td>WELD1110</td>
<td>SMAW Theory</td>
<td>2.0</td>
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<tr>
<td>WELD1112</td>
<td>SMAW Lab I</td>
<td>4.0</td>
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<tr>
<td>WELD1117</td>
<td>Oxyacetylene Theory</td>
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</tr>
<tr>
<td>WELD1119</td>
<td>OAWelding and Cutting</td>
<td>3.0</td>
</tr>
<tr>
<td>WELD1122</td>
<td>GMAW Theory</td>
<td>3.0</td>
</tr>
<tr>
<td>WELD1124</td>
<td>GMAW Lab I</td>
<td>3.0</td>
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<tr>
<td>MACH1110</td>
<td>Machine Tool Orientation</td>
<td>5.0</td>
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<tr>
<td>MACH1172</td>
<td>Machine Tool Lab I</td>
<td>6.5</td>
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Science, Technology, Engineering and Mathematics (12.0)

<table>
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>ENGR1010</td>
<td>Introduction to Engineering Design</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF1100</td>
<td>Design Drafting Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF1120</td>
<td>Basic Computer Aided Drafting</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF1220</td>
<td>3-D Solid Modeling</td>
<td>6.0</td>
</tr>
<tr>
<td>ENER1100</td>
<td>Introduction to Energy Generation and Distribution</td>
<td>4.5</td>
</tr>
<tr>
<td>ELEC1129</td>
<td>DC Electronics</td>
<td>8.0</td>
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</tbody>
</table>

Transportation, Distribution, and Logistics (12.0)

<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>
<td>2.0</td>
</tr>
<tr>
<td>AUTT1100</td>
<td>Shop Safety and Repair</td>
<td>2.5</td>
</tr>
<tr>
<td>AUTT1003</td>
<td>Small Engines</td>
<td>4.5</td>
</tr>
<tr>
<td>AUTT1106</td>
<td>Electrical Concepts</td>
<td>6.0</td>
</tr>
</tbody>
</table>

NOTE: Some classes will have a prerequisite that must be met prior to admittance. See course descriptions and advisor.
AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY

Associate of Applied Science Degree

Types of jobs available:
- Golf course superintendent
- Grain elevator manager
- Livestock genetics salesperson
- Crop consultant
- Landscaper
- 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:
Annie Erichsen, Program Co-Chair
402-228-8258, 800-233-5027 ext. 1258, aerichsen@southeast.edu

Loy James, Program Co-Chair
402-228-8205, 800-233-5027 ext. 1205, ljames@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214

Beatrice Campus
Credit Hours Required for Graduation:
- Agribusiness Focus: 132.0
- Crops Focus: 132.0
- Diversified Agriculture Focus: 132.0
- Horticulture 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.

AGRI Core Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGR1113</td>
<td>Basic Fertilizer Management</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR1114</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>AGR1121</td>
<td>Fundamentals of Ag Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR1221</td>
<td>Livestock Nutrition</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2219</td>
<td>Pesticide Certification</td>
<td>3.0</td>
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<tr>
<td>AGR2232</td>
<td>Forage Harvesting and Management (or 2233 or 2253)</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR2233</td>
<td>Planting and Tillage Equipment (or 2232 or 2253)</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR2253</td>
<td>Grain Harvesting &amp; Management</td>
<td>6.0</td>
</tr>
<tr>
<td>AGR2267</td>
<td>Advanced Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>AGR2279</td>
<td>Precision Technology</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Select 21 hours from the following:
- AGR1143 Introduction to Equine Management | 4.5
- AGR1257 Live Animal Selection & Carcass Evaluation | 4.5
- AGR2202 Advanced Ag Business Management | 6.0
- AGR2220 Ag Chemicals & Equipment Application | 4.5
- AGR2223 Principles of Livestock Feeding | 4.5
- AGR231 Animal Breeding | 7.5
- AGR2245 Animal Health | 6.0
- AGR2258 Livestock Ultrasound Technology | 3.0
- AGR2265 Irrigation & Water Management | 6.0
- AGR2280 Advanced Crops | 4.5
- AGR2795 Special Topics – Cooperatives | 1.0
- HORT1132 Horticulture Plant Identification & Selection | 4.5
- HORT1154 Greenhouse Management | 3.0
- HORT1155 Basic Landscaping | 4.5
- HORT1239 Arboriculture | 3.0
- HORT1242 Turfgrass Management | 4.5
- HORT2265 Irrigation & Water Management | 6.0

Agribusiness Focus: 64.5
Electives: 3.0
67.5 hours

Crops Focus:

- AGR1135 Basic Fertilizer Management | 3.0
- AGR1141 Livestock Management & Selection | 6.0
- AGR1153 Soils & Plant Nutrition | 6.0
- AGR1121 Fundamentals of Ag Marketing | 4.5
- AGR2202 Advanced Ag Business Management (or 2279) | 6.0
- AGR2219 Pesticide Certification | 3.0
- AGR2220 Ag Chemicals & Equipment Application | 4.5
- AGR2233 Planting and Tillage Equipment | 6.0
- AGR2253 Grain Harvesting & Management | 3.0
- AGR2265 Irrigation & Water Management | 6.0
- AGR2279 Precision Technology (or 2202) | 4.5
- AGR2267 Advanced Marketing | 4.5

Select 9 hours from the following:
- AGR2212 Ag Machinery Maintenance | 3.0
- AGR2222 Agriculture Analysis | 3.0
- AGR2232 Forage Harvesting and Management | 6.0
- AGR2240 Range Management | 6.0
- AGR2280 Advanced Crop | 4.5
- HORT1136 Plant Propagation | 3.0
- HORT1154 Greenhouse Management | 3.0
- HORT1242 Turfgrass Management | 4.5

Crops Focus: 63.0-64.5
Electives: 3.0-4.5
67.5 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, Science, Social Science, Humanities, and/or Computer Technology | 13.5

22.5 hours
Diversified Agriculture Focus:
AGRI1141 Livestock Management & Selection 6.0
AGRI1153 Soils & Plants Nutrition 6.0
AGRI1211 Fundamentals of Ag Marketing 4.5
AGRI2221 Livestock Nutrition 4.5

Agribusiness Courses take a minimum of 6 credits
AGRI2202 Advanced Ag Business Management 6.0
AGRI2223 Principles of Livestock Feeding 4.5
AGRI2253 Grain Harvesting & Management 6.0
AGRI2267 Advanced Marketing 4.5
AGRI2279 Precision Technology 4.5

Livestock Courses take a minimum of 12 credits
AGRI1143 Introduction to Equine Management 4.5
AGRI2237 Livestock Selection & Carcass Evaluation 4.5
AGRI2240 Range Management 6.0
AGRI2245 Animal Health 6.0
AGRI2254 Advanced Swine Production 4.5
AGRI2255 Advanced Sheep & Goat Production 4.5
AGRI2256 Advanced Beef Production 4.5
AGRI2258 Livestock Ultrasound Technology 3.0

Crops Courses take a minimum of 12 credits
AGRI1135 Basic Fertilizer Management 3.0
AGRI2219 Pesticide Certification 3.0
AGRI2220 Ag Chemicals & Equipment Application 4.5
AGRI2222 Agriculture Analysis 3.0
AGRI2240 Range Management 6.0
AGRI2265 Irrigation & Water Management 6.0
AGRI2280 Advanced Crops 4.5
HORT1136 Plant Propagation 3.0
HORT1154 Greenhouse Management 3.0
HORT1239 Arboriculture 3.0
HORT1242 Turfgrass Management 4.5
HORT2265 Irrigation & Water Management 6.0

Mechanics Courses take a minimum of 9 credits
AGRI1116 Electric & Gas Welding 2.0
AGRI1195 Advanced Electric & Gas Welding 2.0
AGRI1218 Basic Farm Engines 4.5
AGRI2212 Ag Machinery Maintenance 3.0
AGRI2232 Forage Harvesting & Management 6.0
AGRI2233 Planting & Tillage Equipment 6.0
AGRI2253 Grain Harvesting & Management 6.0
AGRI2265 Irrigation & Water Management 6.0
HORT2214 Horticulture Equipment Maintenance 3.0
HORT2265 Irrigation & Water Management 6.0

Diversified Agriculture Focus: 61.5
Electives: 6.0
67.5 hours

Golf Turfgrass Management Focus:
AGRI1135 Basic Fertilizers 3.0
AGRI1153 Soils & Plant Nutrition 6.0
AGRI2219 Pesticide Certification 3.0
AGRI2220 Ag Chem & Equip Application 4.5
HORT1132 Horticulture Plant Identification & Selection 4.5
HORT1190 Management of Turfgrass Pests 4.5
HORT1242 Turfgrass Management 4.5
HORT2214 Horticulture Equipment Maintenance 3.0
HORT2265 Irrigation & Water Management 6.0
HORT2288 Golf Course Management 6.0
HORT2295 Advanced Golf Course Management 8.0

Select 10.5 hours from the following:
AGRI2279 Technology Precision 4.5
HORT1136 Plant Propagation 3.0
HORT1154 Greenhouse Management 3.0
HORT1155 Basic Landscape Design 4.5
HORT1239 Arboriculture 3.0
HORT2292 Landscape Maintenance 3.0

Golf Turfgrass Management Focus: 63.5
Electives: 4.0
67.5 hours

Horticulture Focus:
AGRI1141 Livestock Management & Selection (or 1177) 6.0
AGRI1177 Companion Animal (or 1141) 4.5
AGRI1153 Soils & Plant Nutrition 6.0
AGRI2211 Fundamentals of Ag Marketing 4.5
AGRI2219 Pesticide Certification 3.0
AGRI2220 Ag Chemicals & Equipment Application 4.5
HORT1132 Horticulture Plant Identification & Selection 4.5
HORT2265 Irrigation & Water Management 6.0

Select 21 hours from the following:
AGRI1116 Electric & Gas Welding 2.0
AGRI1135 Basic Fertilizer Management 3.0
AGRI2222 Agriculture Analysis 3.0
HORT1136 Plant Propagation 3.0
HORT1154 Greenhouse Management 3.0
HORT1155 Basic Landscape Design 4.5
HORT1242 Turfgrass Management 4.5
HORT2214 Horticulture Equipment Maintenance 3.0
HORT2292 Landscape Maintenance 3.0

Select 9 hours from the following:
AGRI2240 Range Management 6.0
AGRI2279 Precision Technology 4.5
AGRI2286 Advanced Landscaping 4.5
HORT1190 Management of Turfgrass Pests 4.5
HORT1239 Arboriculture 3.0
HORT2288 Golf Course Management 6.0

Horticulture Focus: 63.0-64.5
Electives: 3.0-4.5
67.5 hours
Livestock Focus:
AGRI1141 Livestock Management & Selection 6.0
AGRI1211 Fundamentals of Ag Marketing 4.5
AGRI1221 Livestock Nutrition 4.5
AGRI1257 Live Animal Selection & Carcass Evaluation 4.5
AGRI2223 Principles of Livestock Feeding 4.5
AGRI2231 Animal Breeding 7.5
AGRI2245 Animal Health 6.0

Select 18 hours from the following courses:
AGRI1135 Basic Fertilizer Management 3.0
AGRI1143 Introduction to Equine Management 4.5
AGRI1153 Soils and Plant Nutrition 6.0
AGRI1258 Introduction to Meats 4.5
AGRI2202 Advanced Ag Business Management 6.0
AGRI2222 Agriculture Analysis 3.0
AGRI2223 Forage Harvesting and Management 6.0
AGRI2240 Range Management 6.0
AGRI2253 Grain Harvesting & Management 6.0
AGRI2258 Livestock Ultrasound Technology 3.0
AGRI2267 Advanced Marketing 4.5
AGRI2280 Advanced Crops 4.5

Select 9 hours from the following courses:
AGRI2254 Advanced Swine Production 4.5
AGRI2255 Advanced Sheep & Goat Production 4.5
AGRI2256 Advanced Beef Cattle Production 4.5

Electives: 3.0
67.5 hours

Program Electives
AGRI1000 Introduction to Agriculture & Horticulture Technologies 4.5
AGRI1116 Electric & Gas Welding 2.0
AGRI1124 Basic Ag Leadership 4.5
AGRI1135 Basic Fertilizer Management 3.0
AGRI2200 Livestock Health 5.0
AGRI2255 Advanced Sheep & Goat Production 4.5
AGRI2256 Advanced Beef Cattle Production 4.5
AGRI2258 Livestock Ultrasound Technology 3.0
AGRI2265 Irrigation & Water Management 6.0
AGRI2272 Advanced Live Animal Evaluation & Carcass Selection 1.5
AGRI2279 Precision Technology 4.5
AGRI2280 Advanced Crops 4.5
AGRI2291 Agribusiness Sales 4.5
AGRI2295 Special Topics – Cooperatives 1.0
AGRI2999 Individual Special Project 0.5-4.5
HORT1130 Introduction to Horticulture 4.5
HORT1132 Horticulture Plant Identification & Selection 4.5
HORT1136 Plant Propagation 3.0
HORT1154 Greenhouse Management 3.0
HORT1155 Basic Landscaping 4.5
HORT1190 Management of Turfgrass Pests 4.5
HORT1239 Arboriculture 3.0
HORT1242 Turfgrass Management 4.5
HORT2214 Horticulture Equipment Maintenance 3.0
HORT2265 Irrigation & Water Management 6.0
HORT2286 Advanced Landscaping 4.5
HORT2288 Golf Course Management 6.0
HORT2292 Landscape Maintenance 3.0
HORT2295 Advanced Golf Course Management 8.0
HORT2999 Individual Special Project 0.5-4.5
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 will be admitted during the Summer (2011), Winter (2012), Spring (2012), and Summer (2012) 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 ext. 8269, droll@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

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:

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<td>ARCH1103</td>
<td>Materials of Construction</td>
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<tr>
<td>ARCH1107</td>
<td>Heating &amp; Air Conditioning Systems I</td>
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<td>ARCH1115</td>
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<td>Plumbing Systems Theory</td>
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<td>Heating &amp; Air Conditioning Systems Drafting</td>
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<td>Computer Aided Drafting II (CAD)</td>
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<td>ARCH1311</td>
<td>Basic Estimating</td>
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<td>Freehand Drawing for Design Detailers</td>
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<td>ARCH1328</td>
<td>Structural Building Systems I</td>
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<td>ARCH1329</td>
<td>Structural Building Systems II</td>
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<td>Structural Detailing &amp; Design I</td>
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<td>ARCH1434</td>
<td>Fundamentals of Commercial Architecture</td>
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<td>ARCH1436</td>
<td>Commercial Architectural Drafting</td>
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<td>ARCH1438</td>
<td>Residential Design and Drafting</td>
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<td>ARCH2531</td>
<td>Electrical Systems Theory</td>
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<td>ARCH2533</td>
<td>Advanced Mechanical Systems Theory</td>
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<td>ARCH2542</td>
<td>Electrical Systems Drafting</td>
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<td>ARCH2544</td>
<td>Advanced Mechanical Systems Drafting</td>
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<td>ARCH2546</td>
<td>Site Planning &amp; Surveying</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>
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<tr>
<td>ARCH2641</td>
<td>Life Safety Code</td>
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<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, Social Science, Humanities, and/or Computer Technology 9.0

22.5 hours
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

Graduation meets one eligibility requirement for application 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 ext. 2730, vhess@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

ADMISSION REQUIREMENTS:
1. Complete an application for admission to the Associate Degree Nursing 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, completed 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. A current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required before starting NURS 1206 (Introduction to Professional Nursing).
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.

Lincoln Campus (some courses online)
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

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

Other courses to improve success:
- MEDA1101/1102 Medical Terminology I, II;
- INFO1010 Computer Literacy or
- BSAD1010 Microsoft Applications I
- PSYC1250 Interpersonal Relations
- PSYC1810 Introduction to Psychology

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>COURSETITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>NURS1206</td>
<td>Intro to Professional Nursing</td>
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<tr>
<td>NURS1207</td>
<td>Intro to Nursing Pharmacology</td>
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<td>NURS1208</td>
<td>Nursing Pharmacology I</td>
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<tr>
<td>NURS1209</td>
<td>Nursing Concepts I</td>
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<td>Nursing Concepts II</td>
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<td>NURS1900</td>
<td>Nursing Assessment</td>
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<tr>
<td>NURS2400</td>
<td>Nursing Concepts-Childbearing Family</td>
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<td>Nursing Concepts-Child Rearing Family</td>
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<td>Nursing Pharmacology</td>
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<td>NURS2405</td>
<td>Nursing Concepts I</td>
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<tr>
<td>NURS2406</td>
<td>Nursing Concepts IV</td>
<td>58.0 hours</td>
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</table>

*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 4.5
- 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.
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:
William E. Vocasek, Program Chair
402-761-8241, 800-933-7223 ext. 8241, bvocasek@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

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 certified by National Automotive Technicians Education Foundation, 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 that is an I-CAR (Inter-Industry Conference on Auto Collision Repair) Training Alliance Member offering I-CAR Welding Qualifications and additional certifications.

Auto Collision Repair Core Courses:

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<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<td>AUTB1150</td>
<td>Tools &amp; Equipment</td>
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<td>Collision Repair Theory</td>
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<td>AUTB1170</td>
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<td>AUTB1175</td>
<td>Paint Finishes Theory</td>
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<td>Estimating Theory</td>
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<td>Safety Restraints Systems</td>
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<td>Suspension &amp; Alignment Theory</td>
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<td>Automotive Heating &amp; Air Conditioning</td>
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<td>Brake Systems</td>
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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, and/or 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
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 ext. 2640, kjeffers@southeast.edu
Rick Morphew, Program Chair – Milford
402-761-8317, 800-933-7223 ext. 8317, rmorphew@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600
Milford 402-761-8243, 800-933-7223 ext. 8243

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: 129.5-130.5

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

Special program requirements:
All AUTT courses must be passed with a “C” or higher to graduate. Prerequisites are determined by campus and program advisors.

Automotive Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTT1000</td>
<td>Shop Procedures</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTT1100</td>
<td>Shop Safety &amp; Repair</td>
<td>2.5</td>
</tr>
<tr>
<td>AUTT1103</td>
<td>Drive Trains</td>
<td>3.0</td>
</tr>
<tr>
<td>AUTT1106</td>
<td>Electrical Concepts</td>
<td>6.0</td>
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<tr>
<td>AUTT1107</td>
<td>HVAC I</td>
<td>4.5</td>
</tr>
<tr>
<td>AUTT1108</td>
<td>Automotive Fuel and Control Systems</td>
<td>8.5</td>
</tr>
<tr>
<td>AUTT1202</td>
<td>Steering &amp; Suspension Theory</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTT1203</td>
<td>Manual Transmission/Transaxle Theory</td>
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</tr>
<tr>
<td>AUTT1205</td>
<td>Brake Systems Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>AUTT1206</td>
<td>Automotive Electricity</td>
<td>3.5</td>
</tr>
<tr>
<td>AUTT1207</td>
<td>HVAC II</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTT1212</td>
<td>Steering &amp; Suspension Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTT1215</td>
<td>Brake Systems Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTT1221</td>
<td>Engine Theory</td>
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</tr>
<tr>
<td>AUTT1222</td>
<td>Engine II</td>
<td>11.0</td>
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<tr>
<td>AUTT1306</td>
<td>Automotive Ignition Systems</td>
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</tr>
<tr>
<td>AUTT1406</td>
<td>Automotive Electronics I</td>
<td>3.5</td>
</tr>
<tr>
<td>AUTT1408</td>
<td>Advanced Engine Performance</td>
<td>9.0</td>
</tr>
<tr>
<td>AUTT1506</td>
<td>Automotive Electronics II</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTT2102</td>
<td>Automatic Transmission/Transaxle</td>
<td>12.5</td>
</tr>
<tr>
<td>AUTT2303</td>
<td>Manual Transmission/Transaxle Lab</td>
<td>4.0</td>
</tr>
<tr>
<td>WELD1176</td>
<td>Automotive &amp; Motorcycle Welding (L)</td>
<td>2.5</td>
</tr>
</tbody>
</table>

or

WELD1181 Automotive, ASE, ASSET, & CAP Welding (M) 1.5
101.0-102.0 hours

Optional
TRUK1101 CDL-Class B Training 2.0

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
  - Mathematics, Social Science, Humanities, and/or Computer Technology 9.0
- Advisor Approved Elective 4.5

28.5 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.

All instructors in this area are ASE certified in the areas they teach. Accredited by NATEF
BUILDING CONSTRUCTION TECHNOLOGY

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 ext. 8213, rpetsch@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

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>CNST1223</td>
<td>Residential Blueprint Reading</td>
<td>3.0</td>
</tr>
<tr>
<td>CNST1224</td>
<td>Construction Processes &amp; Practices</td>
<td>5.5</td>
</tr>
<tr>
<td>CNST1225</td>
<td>Tools &amp; Materials</td>
<td>7.5</td>
</tr>
<tr>
<td>CNST1326</td>
<td>Residential Construction Drafting Laboratory</td>
<td>2.5</td>
</tr>
<tr>
<td>CNST1327</td>
<td>Residential Construction Drafting Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>CNST1328</td>
<td>Residential Construction Estimating Laboratory</td>
<td>2.5</td>
</tr>
<tr>
<td>CNST1329</td>
<td>Residential Construction Estimating Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>CNST1331</td>
<td>Commercial Construction Communications</td>
<td>3.0</td>
</tr>
<tr>
<td>CNST1430</td>
<td>Cabinet &amp; Carpenter Laboratory</td>
<td>6.5</td>
</tr>
<tr>
<td>CNST1433</td>
<td>Carpenter 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>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>BSAD1070</td>
<td>Customer Service</td>
<td>4.5</td>
</tr>
<tr>
<td>WELD1186</td>
<td>Building Construction Welding</td>
<td>1.5</td>
</tr>
</tbody>
</table>

General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 4 for complete list.

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

- Oral Communications: 4.5
- Written Communications: ENGL1010 or higher: 4.5
- Mathematics: MATH1040 or higher: 4.5
- Social Science: 4.5
- Computer Technology: BSAD1010 Microsoft Applications I: 4.5

98.5 hours
BUSINESS ADMINISTRATION

Associate of Applied Science Degree, Diploma, 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 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 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:
- RoxAnn Coudeyars, Co-Chair Beatrice
  402-228-8288, 800-233-5027 ext. 1280, rcoudey@southeast.edu
- Sharon Dexter, Co-Chair Beatrice
  402-228-8284, 800-233-5027 ext. 1284, sdxeter@southeast.edu
- Beth Deinert, Co-Chair Lincoln
  402-437-2415, 800-642-4075 ext. 2415, bdeinert@southeast.edu
- Nancy Krumland, Co-Chair Lincoln
  402-437-2427, 800-642-4075 ext. 2427, nkrumlan@southeast.edu
- Bill Beltz, Program Chair Milford
  402-761-8237, 800-933-7223 ext. 8237, bbeltz@southeast.edu

For the Event-Venue Operations Management Certificate:
- Jo Taylor, Program Chair
  402-437-2465, 800-642-4075 ext. 2465, jltaylor@southeast.edu
- Tim Mittan, Director, Entrepreneurship Center
  402-437-2524, 800-642-4075 ext. 2524, tmittan@southeast.edu
- or the College Admissions Office
  Beatrice 402-228-8214, 800-233-5027 ext. 1214
  Lincoln 402-437-2600, 800-642-4075 ext. 2600
  Milford 402-761-8243, 800-933-7223 ext. 8243

Special Program Requirements:
Students who wish to pursue their education in Business Administration must complete the regular College admission requirements and the following special requirements:

1. Students will need previous accounting work experience or course work in accounting, which can be validated from high school and/or college transcripts. Students who cannot validate competencies in accounting may take courses in this area at SCC or elsewhere; credit earned in the course listed below will not count towards graduation.
   - Office Accounting (OFFT1010)

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 and Online
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:
- Certificate: (Business Administration or Event-Venue) 36.0
- Diploma: (Business Administration) 54.0
- Associate of Applied Science Degree: (minimum 111.5 - see focus area)
  - Accounting Focus: 111.5
  - Entrepreneurship Focus: 113.0
  - Information Systems Focus (on-campus only): 112.5-115.0
  - Insurance/Financial Services Focus: 113.0
  - Marketing Focus: 113.0

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

A.A.S. Business Administration Core Classes:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSETITLE</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>4.5</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>
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<td>ECON2120</td>
<td>Microeconomics</td>
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<tr>
<td>ECON2120</td>
<td></td>
<td>49.5</td>
</tr>
</tbody>
</table>

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

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                               | 4.5        |
| ENGL1015 | ~Composition & Literature                        | 4.5        |

Mathematics
Social Science
Computer Technology

| BSAD1010 | Microsoft Applications I                         | 4.5        |
| BSAD1090 | Business Law I                                   | 4.5        |
| BSAD1100 | Customer Service                                 | 4.5        |
| BSAD1120 | *Business Law II                                 | 4.5        |
| BSAD1230 | Visual Merchandising                             | 4.5        |
| BSAD1730 | Quality Management                               | 2.5        |
| BSAD2901 | *Cooperative Experience                          | 5.0        |
| BSAD2270 | Professional Selling                             | 4.5        |
| BSAD2365 | Leadership Practicum                             | 5.0        |
| BSAD2370 | Human Resources Management                       | 4.5        |
| BSAD2390 | *Small Business Management                       | 4.5        |
| BSAD2400 | Principles of Retailing                          | 4.5        |
| BSAD2430 | Marketing Communications                         | 4.5        |

Business Administration Electives:
For students who have not chosen a focus, these electives are designed for students to customize their courses and skills in a business degree. Choose from the following approved elective courses in Business Administration, Office Professional, and Visual Publications (39.5 credit hours minimum) to complete an A.A.S. degree.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSETITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT2050</td>
<td>*Payroll Accounting</td>
<td>3.0</td>
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<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>ACCT2140</td>
<td>*Intermediate Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<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>
</tr>
<tr>
<td>BSAD1230</td>
<td>Visual Merchandising</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1730</td>
<td>Quality Management</td>
<td>2.5</td>
</tr>
<tr>
<td>BSAD2901</td>
<td>*Cooperative Experience</td>
<td>5.0</td>
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<tr>
<td>BSAD2270</td>
<td>Professional Selling</td>
<td>4.5</td>
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<tr>
<td>BSAD2365</td>
<td>Leadership Practicum</td>
<td>5.0</td>
</tr>
<tr>
<td>BSAD2370</td>
<td>Human Resources Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2390</td>
<td>*Small Business Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2400</td>
<td>Principles of Retailing</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2430</td>
<td>Marketing Communications</td>
<td>4.5</td>
</tr>
</tbody>
</table>

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### Course Title and Credit Hours

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD2460 Electronic Commerce Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2470 International Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2480 Event Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2520 Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>ECON1200 Personal Finance</td>
<td>4.5</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>ENTR2060 Entrepreneurship Legal Issues</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>
<tr>
<td>EVOM1060 Customers and the Event Experience</td>
<td>4.5</td>
</tr>
<tr>
<td>FINA1130 *Fundamentals of Investing</td>
<td>4.5</td>
</tr>
<tr>
<td>INSU1100 Fundamentals of Insurance I</td>
<td>4.5</td>
</tr>
<tr>
<td>INSU1120 Principles of Underwriting and Claims</td>
<td>4.5</td>
</tr>
<tr>
<td>INSU1140 Principles of Financial Services and Products</td>
<td>4.5</td>
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<tr>
<td>INSU1150 *Fundamentals of Insurance II</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT1680 *Web Page Support</td>
<td>9.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>39.5 hours</strong></td>
</tr>
</tbody>
</table>

**Other OFFT/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, or INFO1010.**

### 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>ACC2050</td>
<td>Payroll Accounting</td>
<td>3.0</td>
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<tr>
<td>ACC2090</td>
<td>*Cost Accounting</td>
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</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>ACCT2800</td>
<td>*Applied Accounting Capstone</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2390</td>
<td>*Small Business Management</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2901</td>
<td>*Cooperative Experience</td>
<td>5.0</td>
</tr>
<tr>
<td>BSAD2365</td>
<td>Leadership Practicum</td>
<td>5.0</td>
</tr>
<tr>
<td>ECON1200</td>
<td>Personal Finance</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>39.5 hours</strong></td>
</tr>
</tbody>
</table>

### 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>BSAD1070</td>
<td>Customer Service</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>ENTR2070</td>
<td>Entrepreneurship Financial Topics</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>27.0 hours</strong></td>
</tr>
</tbody>
</table>

(Choose one class from the two options below.)

- BSAD2901 *Cooperative Experience* 5.0
- BSAD2365 Leadership Practicum 5.0

(Choose one class from the eight options below.)

- ACCT2230 *Computerized Accounting* 4.5
- BSAD2270 Professional Selling 4.5
- BSAD2370 Human Resource Management 4.5
- BSAD2390 Small Business Management 4.5
- BSAD2400 Principles of Retailing 4.5
- BSAD2430 Marketing Communications 4.5
- BSAD2470 Electronic Commerce Marketing 4.5
- OFFT1680 Web Page Support 4.5

**Total** 4.5 hours

The Capstone course listed below:

- ENTR2090 *Entrepreneurship Business Plan* 4.5

**Total** 41.0 hours

### Information Systems Focus:

**This focus must be completed on-campus in Milford or Lincoln.**

This business focus would prepare an individual to research, design and implement computer based or automated business systems. This person would be responsible for researching and gathering business requirements, designing and prototyping application interfaces, reports and documentation. Other job opportunities include: Business Systems Analyst, Software or Application Developer, System Application Specialist, and Quality Assurance. Students will need to complete the following courses and then choose one option to complete an A.A.S degree.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO1151</td>
<td>Computer Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1214</td>
<td>Program Design and Problem Solving</td>
<td>4.5</td>
</tr>
<tr>
<td>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</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO1311</td>
<td>*Database Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1325</td>
<td>*Internet Scripting</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1431</td>
<td>*Web Page Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>20.0 hours</strong></td>
</tr>
</tbody>
</table>

(Choose one class from the above options.)

- INFO1314 Java 4.5
- INFO2564/2565 Visual Basic 4.5

**Total** 4.5 hours

### Option 1: Systems Infrastructure

- INFO1441 Advanced Windows Operating Systems 3.0
- INFO1381 *Data Communications & Networking* 4.5
- ELEC2760 *Networking Infrastructure* 4.5

**Total** 12.0 hours

### Option 2: System z (Enterprise Server)

- INFO1221 *Introduction to the MVS Environment* 2.0
- INFO1428 *COBOL* 8.0
- INFO2678 *DB2 Database Applications & SQL* 3.5

**Total** 13.5 hours

### Option 3: System I (Mid-Range AS/400)

- INFO1337 *Introduction to IBM* 3.5
- INFO1458 *RPG IV* 8.0

**Total** 11.5 hours

### Option 4: Web Applications

- BSAD2520 Principles of Marketing 4.5
- INFO1511 Advanced Database Concepts 3.0
- INFO1521 *Web Graphics or* 2.0
- INFO1522 *Web Layout* 14.0

**Total** 40.5-43.0 hours

*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 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 # | COURSETITLE | CREDIT HRS
--- | --- | ---
BSAD1070 | Customer Service | 4.5
BSAD1100 | *Business Law II | 4.5
BSAD2901 | *Cooperative Experience | 5.0
ECON1200 | Personal Finance | 4.5
INSU1100 | Fundamentals of Insurance 1 | 4.5

Recommended Insurance Electives:
- FINA1130 *Fundamentals of Investing | 4.5
- INSU1140 *Principles of Financial Services & Products | 4.5
- INSU1150 *Fundamentals of Insurance 2 | 4.5
- MEDA1101 Medical Terminology I | 2.0
- MEDA2011 *Medical Terminology II OR | 3.0
- OFFT1120 Medical Terminology (Bea) | 4.5

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

18.0 hours

* 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 # | COURSETITLE | CREDIT HRS
--- | --- | ---
BSAD2901 | *Cooperative Experience or | 5.0
BSAD2365 | Leadership Practicum | 4.5
BSAD2270 | Professional Selling | 4.5
BSAD2520 | Principles of Marketing | 4.5
BSAD2430 | Marketing Communications | 4.5
ECON1200 | Personal Finance | 4.5

(Choose one class from the two options below)
- BSAD2370 | Human Resources Management | 4.5
- BSAD2390 | *Small Business Management | 4.5

(Choose one class from the two options below)
- OFFT1680 | *Web Page Support | 4.5
- BSAD2460 | Electronic Commerce Marketing | 4.5

(Choose two electives from the options below. Must not have been previously taken for another category)
- 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
- BSAD2365 | Leadership Practicum | 5.0
- INSU1100 | Fundamentals of Insurance 1 | 4.5
- OFFT1680 | *Web Page Support | 4.5

41.0 hours

* Course has prerequisite.

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

Diploma Core Courses:
- ACCT1200 Principles of Accounting I | 4.5
- BSAD1010 Microsoft Applications I | 4.5
- BSAD1020 *Microsoft Applications II | 4.5
- BSAD1050 Introduction to Business | 4.5
- BSAD2310 Business Ethics | 4.5
- BSAD2540 Principles of Management | 4.5
- OFFT1110 ~Business Communications or | 4.5
- OFFT2120 *Business Communication Strategies | 4.5
- OFFT2000 *Employment Techniques | 4.5

ADVISOR APPROVED ELECTIVES: (BSAD, ECON, ENTR, ACCT, INSU, FINA) 43.5 hours

Diploma General Education Requirements:
Written Communications
- ENGL1010 ~Composition I or | 4.5
- ENGL1015 ~Composition & Literature | 4.5

Mathematics | 4.5
Total: 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
- ENTR2040 Entrepreneurship Feasibility Study | 4.5
- ENTR2050 *Entrepreneurship Business Plan | 4.5
- ENTR2050 Marketing for the Entrepreneur | 4.5
- ENTR2070 Entrepreneurship Financial Topics | 4.5
- BSAD2540 Principles of Management | 4.5

Approved General Education Elective | 4.5
Total: 4.5 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:
- EVOM1060 Customers and the Event Experience | 4.5
- ENTR1050 Introduction to Entrepreneurship | 4.5
- FSID2402 Fundamentals of Event Planning | 4.5
- BSAD1070 Customer Service | 4.5
- EVOM1150 Venue Operations Management | 4.5
- BSAD2480 Event Marketing | 4.5
- SPCH2810 Business and Professional Communication | 4.5
- EVOM2900 *Event-Venue Internship | 4.5

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 ext. 8317, rmorphew@southeast.edu
Todd Morrill, Instructor
402-761-8426, 800-933-7223 ext. 8426, tmorrill@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

Milford Campus
Credit Hours Required for Graduation:
143.5-145.0
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>
</tr>
</thead>
<tbody>
<tr>
<td>CAPP1110</td>
<td>Chrysler Shop Orientation</td>
<td>1.5</td>
</tr>
<tr>
<td>CAPP1170</td>
<td>Chrysler Shop Safety and Repair</td>
<td>1.5</td>
</tr>
<tr>
<td>CAPP1173</td>
<td>Chrysler Fundamentals</td>
<td>2.0</td>
</tr>
<tr>
<td>CAPP1175</td>
<td>Chrysler Electrical &amp; Electronic Principles</td>
<td>12.0</td>
</tr>
<tr>
<td>CAPP1177</td>
<td>Chrysler Brake System</td>
<td>4.0</td>
</tr>
<tr>
<td>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>CAPP1901</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>CAPP1902</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>CAPP2740</td>
<td>Chrysler Manual Transmission, Transaxles, Clutch and Transfer Case</td>
<td>7.0</td>
</tr>
<tr>
<td>CAPP2741</td>
<td>Chrysler Rear Axle Service</td>
<td>2.0</td>
</tr>
<tr>
<td>CAPP2742</td>
<td>Chrysler Diesel Fuel and Emission System</td>
<td>2.0</td>
</tr>
<tr>
<td>CAPP2748</td>
<td>Chrysler Automatic Transmissions &amp; Transaxles</td>
<td>9.0</td>
</tr>
<tr>
<td>CAPP2749</td>
<td>Chrysler New Product Update</td>
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</tr>
<tr>
<td>CAPP2901</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>WELD1181</td>
<td>Automotive, ASE, ASSET, &amp; CAP Welding (M)</td>
<td>1.5</td>
</tr>
</tbody>
</table>

121.0 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.

Oral Communications 4.5
Written Communications 4.5
Mathematics, Science, Social Science, Humanities, and/or 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 commercial architecture
- Within electronics
- Design engineering of consumer products

Computer aided design drafters are responsible for the dynamic new designs of most structures and consumer products available today. In engineering and architectural offices across the nation, designers have many responsibilities that will employ their abilities to think “outside the box” as they create solutions to today’s design challenges.

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

Design drafters are professional people involved in the process of creating solutions to technical engineering design problems. They work in a specialized environment as communicators and must exhibit good written and verbal skills, along with the use of high levels of math and physics to create new industrial, commercial and business products.

Program overview
The program is available only on the Lincoln Campus and admits new students every quarter. Students must earn a minimum course grade of “C” or 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 ext. 2650, dmasters@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

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 DRAF1220 are: two years of recent industry AutoCad experience, or Career Pathways Advanced Placement credit from high school within the last year, or take course DRAF1120.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAF1110</td>
<td>Design Drafting Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF1215</td>
<td>Architectural Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF1220</td>
<td>3-D Solid Modeling</td>
<td>5.0</td>
</tr>
<tr>
<td>DRAF1310</td>
<td>3-D Visualization</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF1330</td>
<td>Solid Works</td>
<td>5.0</td>
</tr>
<tr>
<td>DRAF1340</td>
<td>Strength of Materials</td>
<td>4.0</td>
</tr>
<tr>
<td>DRAF1400</td>
<td>Virtual Building Design w/Revit</td>
<td>5.0</td>
</tr>
<tr>
<td>DRAF1500</td>
<td>Advanced Virtual Building Design w/Revit</td>
<td>5.0</td>
</tr>
<tr>
<td>DRAF2100</td>
<td>Commercial Construction Materials</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2110</td>
<td>Architectural Design</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2120</td>
<td>Commercial Construction Process</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2130</td>
<td>Industrial Plastics</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2150</td>
<td>Structural Steel Design with SDS/2</td>
<td>5.0</td>
</tr>
<tr>
<td>DRAF2180</td>
<td>Professional Practice-Architectural</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2200</td>
<td>Geometric Dimensioning &amp; Tolerancing</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2210</td>
<td>Engineering Processes</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2215</td>
<td>Plastics Part Design</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2220</td>
<td>Flat Pattern Layout</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2230</td>
<td>Design Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2240</td>
<td>Consumer Product Design</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2260</td>
<td>Jigs &amp; Fixture-Design</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2520</td>
<td>Electronic Drafting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACFS2020</td>
<td>Career Development</td>
<td>2.5</td>
</tr>
<tr>
<td>BSAD1090</td>
<td>Business Law I</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1121</td>
<td>Microsoft Word &amp; PowerPoint</td>
<td>1.5</td>
</tr>
<tr>
<td>INFO1131</td>
<td>Microsoft Excel</td>
<td>1.5</td>
</tr>
</tbody>
</table>

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>
</tr>
</thead>
<tbody>
<tr>
<td>DRAF1224</td>
<td>Basic Land Desktop</td>
<td>5.0</td>
</tr>
<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>
</tr>
<tr>
<td>DRAF2999</td>
<td>Individual Special Projects</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2901</td>
<td>Cooperative Experience Drafting</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2902</td>
<td>Cooperative Experience Drafting</td>
<td>3.0</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; no two classes from the same area).

- Oral Communications                  4.5
- Written Communications               4.5
- Mathematics
  - MATH1100 Intermediate Algebra       4.5
- Science
  - PHYS1150 Descriptive Physics        6.0
- Social Science
  - ECON2120 Microeconomics             4.5

24.0 hours
COMPUTER INFORMATION TECHNOLOGY

Associate of Applied Science Degree, Certificate

Types of jobs available:

- Applications/Web programmer
  Graduates of this specialization may work as applications developers using programming languages such as Java, Visual Basic.NET, C++, and C#. They may also work programming behind the scenes of a website with PHP, JavaScript, and SQL.

- Computer support specialist
  Graduates of this specialization may work as the main computer resource technician in a company or may work as a member of a team providing help desk support.

- Network manager
  Graduates of this specialization set up, maintain and manage computer networks.

Program overview

Classes are offered both day and evening on the Lincoln Campus. Some program courses are available online. Students in the program can complete an Associate of Applied Science degree in any of three career focus areas: Applications/Web Programmer, Computer Support Specialist or Network Manager. A Certificate also is available for anyone wishing to add basic computer training to already existing skills.

For more information contact:

Linda Bettinger, Program Co-chair
402-437-2490, 800-642-4075 ext. 2490, lbetting@southeast.edu

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

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

Lincoln Campus (some courses online)

Credit Hours Required for Graduation:

- Applications/Web Programmer focus: 120.0
- Computer Support Specialist focus: 120.0
- Network Manager focus: 120.0

Certificate: 36.5

A.A.S. Degree Core Courses:

The following core courses must be completed to meet the requirements in the Computer Information Technology A.A.S. degree.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO1121</td>
<td>Microsoft Word &amp; PowerPoint</td>
<td>1.5</td>
</tr>
<tr>
<td>INFO1131</td>
<td>Microsoft Excel</td>
<td>1.5</td>
</tr>
<tr>
<td>INFO1151</td>
<td>Computer Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1161</td>
<td>Windows Operating Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1211</td>
<td>Microsoft Access</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO1214</td>
<td>Program Design &amp; Problem Solving</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1311</td>
<td>Database Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1381</td>
<td>Data Communications &amp; Networking</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1431</td>
<td>Web Page Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1441</td>
<td>Advanced Windows Operating System</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2531</td>
<td>Linux Operating System</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO2543</td>
<td>Workplace Communication Skills</td>
<td>2.0</td>
</tr>
<tr>
<td>OFFT2000</td>
<td>Employment Techniques (4.5) or CIT Practicum</td>
<td>3.0</td>
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<tr>
<td>OFFT1110</td>
<td>Business Communications</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Business support elective choose from:

- BSAD1050 Introduction to Business
- BSAD2520 Principles of Marketing
- BSAD2540 Principles of Management
- ENTR1050 Introduction to Entrepreneurship
- OFFT1310 Office Accounting

48.0 hours

Applications/Web Programmer Focus:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>INFO1314</td>
<td>Java</td>
<td>4.5</td>
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<tr>
<td>INFO1414</td>
<td>Advanced Java</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1511</td>
<td>Advanced Database Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1522</td>
<td>Web Layout</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO1525</td>
<td>Web Server Scripting</td>
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</tr>
<tr>
<td>INFO2564</td>
<td>Visual Basic</td>
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</tr>
<tr>
<td>INFO2664</td>
<td>Advanced Visual Basic</td>
<td>4.5</td>
</tr>
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Advanced programming requirements choose TWO from:

- INF02514 Java Server Programming
- INFO2554 Programming with C++
- INFO2574 Visual C#
- INFO2674 ASP.NET Using Visual Basic

<table>
<thead>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>INFO2594</td>
<td>Team Program Design</td>
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<tr>
<td>INFO2694</td>
<td>Team Program Implementation</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2698</td>
<td>Programmer Portfolio Development</td>
<td>1.0</td>
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42.0 hours

Technical electives choose any not used as a requirement:

- INF01325 Internet Scripting (3.0)
- INF01515 Database Administration (3.0)
- INF01521 Web Graphics (2.0)
- INF01541 Social & Ethical Issues in Information Technology (2.0)
- INF02514 Java Server Programming (4.5)
- INF02554 Programming with C++ (4.5)
- INFO2674 Visual C# (4.5)
- INFO2674 ASP.NET Using Visual Basic (4.5)
- INFO2800 Advanced Technologies (2.0)
## Computer Support Specialist Focus:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>INFO1371</td>
<td>Hardware Installation &amp; Maintenance</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1391</td>
<td>TCP/IP</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>INFO1491</td>
<td>Network Security Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1493</td>
<td>Advanced Microsoft Access</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO1501</td>
<td>Integrated Applications</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1511</td>
<td>Advanced Database Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2513</td>
<td>Troubleshooting Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2585</td>
<td>Windows Server Administration</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2670</td>
<td>Desktop Support</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td><strong>34.0 hours</strong></td>
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Technical electives choose from: 15.5 hours
- 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)
- INFO2591 Advanced Network Security (4.5)
- INFO2631 Linux Network Administration (4.5)
- INFO2695 Advanced Windows Server (3.0)
- INFO2800 Advanced Technologies (2.0)
- ELEC2760 Networking Infrastructure (4.5)
- ELEC2761 Router Implementation (4.0)
- ELEC2860 LAN Switching and Wireless (4.0)
- ELEC2861 Wide Area Networking (4.0)

## Network Manager Focus:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>INFO1371</td>
<td>Hardware Installation &amp; Maintenance</td>
<td>3.0</td>
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<tr>
<td>INFO1391</td>
<td>TCP/IP</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1463</td>
<td>Advanced Hardware Troubleshooting</td>
<td>3.0</td>
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<tr>
<td>INFO1491</td>
<td>Network Security Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2585</td>
<td>Windows Server Administration</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2631</td>
<td>Linux Network Administration</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2695</td>
<td>Advanced Windows Server</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2697</td>
<td>Networking Capstone</td>
<td>3.0</td>
</tr>
<tr>
<td>ELEC2760</td>
<td>Networking Infrastructure</td>
<td>4.5</td>
</tr>
<tr>
<td>ELEC2761</td>
<td>Router Implementation</td>
<td>4.0</td>
</tr>
<tr>
<td>ELEC2860</td>
<td>LAN Switching and Wireless</td>
<td>4.0</td>
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<tr>
<td>ELEC2861</td>
<td>Wide Area Networking</td>
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<tr>
<td></td>
<td><strong>43.5 hours</strong></td>
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Technical electives choose from: 6.0 hours
- INFO1511 Advanced Database Concepts (3.0)
- INFO1515 Database Administration (3.0)
- INFO1541 Social & Ethical Issues in Information Technology (2.0)
- INFO1585 Virtualization Management (2.0)
- INFO2513 Troubleshooting Techniques (3.0)
- INFO2564 Visual Basic (4.5)
- INFO2591 Advanced Network Security (4.5)
- INFO2670 Desktop Support (4.5)
- INFO2800 Advanced Technologies (2.0)
- MATH1040 Business Math (or higher level MATH class)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>INFO1371</td>
<td>Hardware Installation &amp; Maintenance</td>
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<tr>
<td>INFO1391</td>
<td>TCP/IP</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1463</td>
<td>Advanced Hardware Troubleshooting</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1491</td>
<td>Network Security Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2585</td>
<td>Windows Server Administration</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2631</td>
<td>Linux Network Administration</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2695</td>
<td>Advanced Windows Server</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO2697</td>
<td>Networking Capstone</td>
<td>3.0</td>
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<td>ELEC2760</td>
<td>Networking Infrastructure</td>
<td>4.5</td>
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<tr>
<td>ELEC2761</td>
<td>Router Implementation</td>
<td>4.0</td>
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<tr>
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<td>LAN Switching and Wireless</td>
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<td>Wide Area Networking</td>
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<td><strong>36.5 hours</strong></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.

**Oral Communications**
- SPCH1090 Fundamentals of Human Communication
- SPCH1110 Public Speaking
- SPCH2810 Business & Professional Communication

**Written Communications**
- ENGL1010 Composition I
- ENGL1015 Composition & Literature

**Mathematics**
- MATH1040 Business Math (or higher level MATH class)

**Social Science**
- PSYC1250 Interpersonal Relations
- PSYC1810 Introduction to Psychology
- SOCI1010 Introduction to Sociology
- SOCI1102 Diversity in Society
- SOCI2150 Issues in Unity and Diversity

**Humanities**
- Choose ONE from the Humanities list of General Education Requirements in the College Catalog

**Technical electives choose from:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tr>
<td>SPCH1090</td>
<td>Fundamentals of Human Communication</td>
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<td>SPCH1110</td>
<td>Public Speaking</td>
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</tr>
<tr>
<td>SPCH2810</td>
<td>Business &amp; Professional Communication</td>
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<td>ENGL1010</td>
<td>Composition I</td>
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<td>ENGL1015</td>
<td>Composition &amp; Literature</td>
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<tr>
<td>INFO1371</td>
<td>Hardware Installation &amp; Maintenance</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1391</td>
<td>TCP/IP</td>
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<td>INFO1463</td>
<td>Advanced Hardware Troubleshooting</td>
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<td>Network Security Fundamentals</td>
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<td>Advanced Microsoft Access</td>
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<td>INFO1501</td>
<td>Integrated Applications</td>
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<td>INFO1511</td>
<td>Advanced Database Concepts</td>
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<td>INFO2513</td>
<td>Troubleshooting Techniques</td>
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<td>INFO2585</td>
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<td>INFO2670</td>
<td>Desktop Support</td>
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<td>ELEC2761</td>
<td>Router Implementation</td>
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<tr>
<td>ELEC2861</td>
<td>Wide Area Networking</td>
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## Certificate Requirements:

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<tbody>
<tr>
<td>INFO1121</td>
<td>Microsoft Word &amp; PowerPoint</td>
<td>1.5</td>
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<tr>
<td>INFO1131</td>
<td>Microsoft Excel</td>
<td>1.5</td>
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<tr>
<td>INFO1151</td>
<td>Computer Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1161</td>
<td>Windows Operating Systems</td>
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<tr>
<td>INFO1211</td>
<td>Microsoft Access</td>
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<tr>
<td>INFO1214</td>
<td>Program Design &amp; Problem Solving</td>
<td>4.5</td>
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<td>INFO1311</td>
<td>Database Concepts</td>
<td>3.0</td>
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<td>INFO1371</td>
<td>Hardware Installation &amp; Maintenance</td>
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<tr>
<td>INFO1381</td>
<td>Data Communications &amp; Networking</td>
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<td>INFO1431</td>
<td>Web Page Fundamentals</td>
<td>3.0</td>
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<tr>
<td>MATH1040</td>
<td>Business Math (or higher level MATH class)</td>
<td>4.5</td>
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<tr>
<td></td>
<td><strong>36.5 hours</strong></td>
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</table>
COMPUTER PROGRAMMING TECHNOLOGY

Associate of Applied Science Degree

Types of jobs available:
Students will be prepared for careers with a focus on software development. Skills are acquired on three different IBM computer platforms in areas of Web Design to Mainframe Computing within the IBM computing platforms of PC in a client-server environment, mainframe (zSeries) and the mid-range IBMi.

PC courses include Visual Basic developed in the .NET framework, Java, HTML, JavaScript, Java Servlets, embedded SQL and ISPs 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.

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 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.

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 ext. 8395, bstutzma@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

Milford Campus
Credit Hours Required for Graduation: 130.0
Please note: A grade of “C” or higher is required in all prerequisite courses.

Computer Programming Technology Core Courses:
Not listed in curriculum sequence order.

<table>
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<tbody>
<tr>
<td>INFO1111</td>
<td>Logic and Design</td>
<td>5.0</td>
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<tr>
<td>INFO1117</td>
<td>Microsoft Windows and Office Suite</td>
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<td>INFO1151</td>
<td>Computer Fundamentals</td>
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<td>INFO1217</td>
<td>Database Management</td>
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<td>INFO1221</td>
<td>Introduction to MVS Environment</td>
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<td>INFO1314</td>
<td>Java</td>
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<tr>
<td>INFO1325</td>
<td>Internet Scripting</td>
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<td>INFO1337</td>
<td>Introduction to IBMi</td>
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<td>INFO1414</td>
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<td>INFO1428</td>
<td>COBOL</td>
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<td>Web Page Fundamentals</td>
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<td>INFO1458</td>
<td>RPG IV</td>
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<td>INFO2514</td>
<td>Java Server Programming</td>
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<td>INFO2528</td>
<td>Advanced COBOL</td>
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<td>INFO2548</td>
<td>Customer Information Control System Programming</td>
<td>8.0</td>
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<td>INFO2558</td>
<td>System Analysis &amp; Design</td>
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<tr>
<td>INFO2565</td>
<td>Visual Basic</td>
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<tr>
<td>INFO2620</td>
<td>Networking and Operating Systems Concepts</td>
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<td>INFO2638</td>
<td>Applied Business Solutions</td>
<td>6.5</td>
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<td>INFO2664</td>
<td>Advanced Visual Basic</td>
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<td>INFO2678</td>
<td>DB2 Database Applications &amp; SQL</td>
<td>3.5</td>
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<tr>
<td>INFO2680</td>
<td>XML Web Services with Java</td>
<td>3.5</td>
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<td>INFO2682</td>
<td>Developing Mobile Applications with Java</td>
<td>3.5</td>
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<tr>
<td>ACF5200</td>
<td>Career Development</td>
<td>2.5</td>
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</table>

107.5 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
- MATH1040 Business Math (or higher)

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

- Science 4.5-7.5
- Social Science 4.5
- Humanities 4.5

22.5 hours
Criminal Justice

Types of jobs available:
- Communications officer
- Crime lab technician
- Crime prevention specialist
- Animal control officer
- K-9 unit specialist
- Railroad police
- Corrections officer
- Bailiff
- Investigator
- Patrol officer
- Electronic Monitoring Officer

Graduates of the program will find employment in law enforcement at the state, county, or city level. Positions are available in corrections, courts, private sector, regulatory agencies, 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 degree can be used for seeking immediate employment in the criminal justice field. SCC also offers an Associate of Arts (A.A.) or Associate of Science (A.S.) degree in the Academic Transfer program with an emphasis in Criminal Justice.

Most federal programs, forensic crime labs, Crime Scene Investigators and probation officer positions require a bachelor's degree.

Each transfer university accepts different courses to fulfill their requirements. It is the student's responsibility to check with their receiving institution to see what credits will transfer. Please work closely with an SCC Advisor when enrolling for transfer courses.

Program overview

The Criminal Justice program at SCC is designed to prepare students to serve the community and its individuals in a variety of criminal justice settings. Graduates are prepared to perform the basic duties and tasks associated with entry-level positions in criminal justice and corrections and/or continue their education. SCC's Criminal Justice program introduces students to careers in law enforcement and/or corrections and equips them with both the skills and knowledge needed to ensure careers and/or additional education.

This program is intended to support the continued professional growth of in-service practitioners through the enhancement of field-specifics and knowledge. The program provides educational and internship experiences that enable students to succeed at an entry-level criminal justice job or advance in their criminal justice career.

SCC's Criminal Justice program offers a variety of courses, providing an overview of the criminal justice system while also focusing on elements of criminal investigations, forensics and police report writing.

Our criminal justice faculty at SCC have extensive education and experience in law enforcement agencies, corrections agencies, juvenile justice, probation, military, prosecution and defense litigation, crime scene investigation and private security. SCC instructors have proven experience, knowledge of proper procedures and an understanding of criminal law, which means students will receive up-to-date, relevant skills.

For more information contact:
Rita Dondlinger, Program Chair
402-437-3459, 800-642-4075 ext. 3459, rdondlinger@southeast.edu
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214
Lincoln 402-437-2600, 800-4075 ext. 2600
Nebraska Law Enforcement Training Center:
3600 N. Academy Road, Grand Island, NE 68801 www.nletc.state.ne.us

Lincoln and Beatrice Campuses (some courses online)

Special Program Requirement:
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.

There are strict admission/hiring qualifications by criminal justice agencies if you are considering employment in the criminal justice profession. Factors that usually

Disqualify candidates from employment include (but not limited to), a criminal record (i.e. theft, assault, any felony), history of drug/alcohol abuse, significant psychological/personal disorders, dishonesty, etc. Criminal Justice agencies hire only the best qualified individuals to obtain and maintain public trust and confidence.

Credit Hours Required for Graduation:
90.0-93.0

Criminal Justice Core Courses:

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<tr>
<th>COURSE #</th>
<th>COURSETITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>CRIM1010</td>
<td>Introduction to Criminal Justice</td>
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<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>
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<tr>
<td>CRIM2030</td>
<td>Police and Society</td>
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<tr>
<td>CRIM2100</td>
<td>Juvenile Justice</td>
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<tr>
<td>CRIM2150</td>
<td>Contemporary Issues in Criminal Justice</td>
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<tr>
<td>CRIM2200</td>
<td>Criminology</td>
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<tr>
<td>CRIM2260</td>
<td>Criminal Investigation</td>
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</tr>
<tr>
<td>CRIM2310</td>
<td>Rules of Evidence</td>
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45.0 hours

Criminal Justice:

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<tr>
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<th>COURSETITLE</th>
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<tr>
<td>CRIM1020</td>
<td>Introduction to Corrections</td>
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</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>
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<tr>
<td>CRIM2900</td>
<td>Criminal Justice Internship</td>
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<tr>
<td>Advisor approved Electives</td>
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22.5 hours

Nebraska Law Enforcement Focus:

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<tr>
<td>PHED1000</td>
<td>Lifetime Fitness</td>
<td>4.5</td>
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<tr>
<td>PHED1030/2030/2035/2040 Physical Fitness Activities</td>
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<td>Advisor Approved Electives</td>
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</tbody>
</table>

25.5 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
ENGL1010 Composition I or                              4.5
ENGL1015 Composition and Literature                   4.5
Mathematics:                                            4.5
MATH1050 Thinking Mathematically or higher (required)   4.5

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

Science, Social Science, Humanities, and/or Computer Technology 9.0

22.5 hours

'NLETC Requirements':

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

1. Take and pass the required Test of Adult Basic Education before the processing of any paperwork can be done
2. Be a citizen of the United States
3. Be 21 years of age or older
4. Be a high school graduate or provide GED
5. Possess a valid motor vehicle operator's or chauffeur's license
6. Have 20/20 vision or correctable to 20/30 in both eyes
7. Have normal hearing or corrected to normal hearing
8. Submit 4 fingerprint cards for criminal record search
9. Possess good character as determined by a thorough background check conducted by the Training Center
10. Have not used illegal drugs or narcotics in the past two years
11. Have not been convicted of DUI in the two years immediately preceding admission to the Training Center
12. Submit to a physical exam within one year prior to admission and provide medical history
13. Provide current photograph
14. Provide driving record (obtain from Nebraska 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.

Students 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 E. Vocasek, Program Chair
402-761-8241, 800-933-7223 ext. 8241, bvocasek@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

Milford Campus

Credit Hours Required for Graduation: 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>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</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>JDCE1134</td>
<td>Deere Electrical/Electronics I</td>
<td>9.0</td>
</tr>
<tr>
<td>JDCE1340</td>
<td>Deere Theory of Engine Operation</td>
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<td>JDCE1341</td>
<td>Deere Fuel Systems</td>
<td>3.5</td>
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<td>JDCE1342</td>
<td>Deere Engine Repair</td>
<td>8.5</td>
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<tr>
<td>JDCE1343</td>
<td>Deere Electrical/Electronics II</td>
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<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>JDCE1901</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>JDCE2550</td>
<td>Deere Mechanical Power Trains</td>
<td>7.0</td>
</tr>
<tr>
<td>JDCE2551</td>
<td>Deere Hydraulics</td>
<td>6.0</td>
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<tr>
<td>JDCE2552</td>
<td>Deere Hydrostatic Drives</td>
<td>6.0</td>
</tr>
<tr>
<td>JDCE2760</td>
<td>Deere Back Hoes/ Landscape Loaders</td>
<td>3.5</td>
</tr>
<tr>
<td>JDCE2761</td>
<td>Deere Excavators</td>
<td>3.5</td>
</tr>
<tr>
<td>JDCE2762</td>
<td>Deere Crawler Dozers/Loaders</td>
<td>3.5</td>
</tr>
<tr>
<td>JDCE2763</td>
<td>Deere Motor Graders</td>
<td>3.0</td>
</tr>
<tr>
<td>JDCE2764</td>
<td>Deere Four Wheel Drive Loaders</td>
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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>
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<tr>
<td>JDCE2901</td>
<td>Dealer Cooperative Experience</td>
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<td>WELD1185</td>
<td>Diesel Truck, JDAT &amp; JDCE Welding</td>
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<td>WELD1188</td>
<td>Deere Welding II</td>
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Optional:
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<tr>
<td>TRUK1101</td>
<td>CDL-Class B Training</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.

(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, and/or 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 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 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 ext. 2740, sasher@southeast.edu
Crystal Stuhr, Online Coordinator
402-437-2776, 800-642-4075 ext. 2776, cstuhr@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Lincoln Campus and Online
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:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>*DENT1103</td>
<td>Oral Sciences I</td>
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<tr>
<td>*DENT1110</td>
<td>Predental Concepts</td>
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<td>*DENT1210</td>
<td>Oral Sciences II</td>
<td>4.5</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>
<td>3.5</td>
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<td>*DENT1214</td>
<td>Clinical Concepts</td>
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<td>*DENT1311</td>
<td>Dental Assisting Foundations II</td>
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<td>*DENT1312</td>
<td>Dental Materials I</td>
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<td>*DENT1313</td>
<td>Oral Radiography I</td>
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<td>*DENT1314</td>
<td>Clinical Education I</td>
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<tr>
<td>*DENT1410</td>
<td>Practice Management Skills</td>
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<td>Dental Assisting Foundations III</td>
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<td>*DENT1412</td>
<td>Dental Materials II</td>
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<td>*DENT1414</td>
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<td>FSDT1350</td>
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<td>MEDA1101</td>
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65.0 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, completed health statement, hepatitis immunizations, current Healthcare Provider CPR card (contact Program Chair for specific requirements), and current prophylaxis (teeth cleaned) are required prior to entering the clinical track courses DENT1110 and DENT1103.

Note: This program is offered online annually in the fall quarter.
Diesel Ag Equipment Service Tech

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 Ag Equipment Service Tech program. Graduates are awarded an Associate of Applied Science degree.

For more information contact:
Lester Breidenstine, Program Chair
402-761-8328, 800-933-7223 ext. 8328, lbreiden@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

Milford Campus
Credit Hours Required for Graduation: 138.5

The Diesel Ag Equipment Service Tech 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 Ag Equipment Service Tech Courses:
Course offerings and prerequisites will be determined by the program. A grade of “C” or higher in all AGST classes is required to progress through the program.

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<tr>
<td>AGST1120</td>
<td>Basic Electrical / Electronics</td>
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<td>AGST1121</td>
<td>Electrical / Electronic Circuit Diagnostics</td>
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<td>AGST1122</td>
<td>Electrical Charging Systems</td>
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<tr>
<td>AGST1123</td>
<td>Shop Safety / ShopTools &amp; Precision Measuring</td>
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<td>AGST1124</td>
<td>Power Trains I</td>
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<td>AGST1125</td>
<td>Theory of Agricultural Equipment Engine Fuel Systems</td>
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<td>AGST1126</td>
<td>Theory of Engine Operation</td>
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<td>Valve Trains</td>
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<td>AGST1230</td>
<td>Diesel Engine Overhaul and Inspection</td>
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<td>AGST1342</td>
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<td>AGST1344</td>
<td>Ag Equipment Fuel Systems</td>
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<td>AGST1346</td>
<td>AG Equipment Hydraulics Systems</td>
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<td>AGST1901</td>
<td>AG Equipment Cooperative Experience</td>
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<td>AGST2554</td>
<td>AG Equipment Electricity</td>
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<td>AGST2556</td>
<td>AG Equipment Power Trains</td>
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<td>AGST2558</td>
<td>Heating, Ventilation &amp; Air Conditioning 2</td>
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<td>AG Equipment Cooperative Experience</td>
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<tr>
<td>AGST2662</td>
<td>Planting, Seeding, Precision Guidance &amp; Control Systems</td>
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<td>AGST2663</td>
<td>Harvesting, Precision Guidance and Control Systems</td>
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<td>AGST2664</td>
<td>Spraying Equipment, Precision Guidance &amp; Control Systems</td>
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<td>WELD1187</td>
<td>Welding for Ag Equipment</td>
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General Education Requirements:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 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, and/or 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 required to wear program shirts while in classroom or laboratory settings. Shirts may be purchased in the SCC Bookstore.
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>
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<tbody>
<tr>
<td>DESL1201</td>
<td>Electrical Systems I-Truck</td>
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</tr>
<tr>
<td>DESL1211</td>
<td>Batteries &amp; Cranking Motors-Truck</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL1221</td>
<td>Electronic Ignition &amp; Charging Systems-Truck</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1231</td>
<td>Power Trains I-Truck</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL1251</td>
<td>Theory of Engine Operation-Truck</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1261</td>
<td>Hand &amp; Precision Measuring Tools-Truck</td>
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<tr>
<td>DESL1271</td>
<td>Theory of Fuel System Operation-Truck</td>
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<td>DESL1281</td>
<td>Valve Trains-Truck</td>
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<tr>
<td>DESL1301</td>
<td>Engine Overhaul &amp; Inspection-Truck</td>
<td>3.5</td>
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<td>DESL1321</td>
<td>Diesel &amp; Gas Fuel Injection-Truck</td>
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<tr>
<td>DESL1341</td>
<td>Air Brakes-Truck</td>
<td>3.5</td>
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<tr>
<td>DESL1352</td>
<td>Electrical/Electronic Systems I-Truck</td>
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<tr>
<td>DESL1355</td>
<td>Steering and Suspension-Truck</td>
<td>5.0</td>
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<td>DESL1361</td>
<td>Hydraulic Brakes-Truck</td>
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<tr>
<td>DESL1385</td>
<td>Basic Hydraulics-Truck</td>
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<tr>
<td>DESL1441</td>
<td>Heating and Air Conditioning I-Truck</td>
<td>3.5</td>
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<td>DESL1451</td>
<td>Conventional Transmissions &amp; Clutches-Truck</td>
<td>6.5</td>
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<td>DESL1471</td>
<td>Truck Final Drives-Truck</td>
<td>4.0</td>
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<td>DESL1481</td>
<td>Preventative Maintenance &amp; Inspection-Truck</td>
<td>5.5</td>
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<td>DESL2302</td>
<td>Heating &amp; Air Conditioning II-Truck</td>
<td>2.5</td>
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<td>DESL2432</td>
<td>Automatic Truck Transmissions-Truck</td>
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<td>DESL2452</td>
<td>Electrical Systems III-Truck</td>
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<tr>
<td>DESL2482</td>
<td>Electronic Diesel Engine Diagnostics &amp; Tune-Up-Truck</td>
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<tr>
<td>DESL2901</td>
<td>Cooperative Experience-Truck</td>
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<td>WELD1185</td>
<td>Diesel Truck, IDAT &amp; JDCE Welding</td>
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<td>WELD1189</td>
<td>Shielded Metal Arc Diesel Welding</td>
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Optional
TRUK1101  CDL-Class B Training  2.0

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, and/or 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 required to wear program shirts while in classroom or laboratory settings. Shirts may be purchased in the SCC Bookstore.

This SCC program is Affiliated with ASE
Accredited by NATEF
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
- Home Visitor
- Family Advocate
- Early Childhood Program owner/operator

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 (Academic Transfer program) with an early childhood education focus.

Program overview
The Early Childhood Education program is at the Lincoln campus or online. 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) or a Certificate in HomeVisitor/Family Advocate, a Diploma in Child Care Professional (early care and education in a group setting) or an Associate of Applied Science degree that includes teaching and administration or an Entrepreneurship focus.

ECED Online
The ECED online courses are designed to provide both theory and practical application of course content. Students are required to observe, implement and record their interactions with children in a variety of early childhood settings. Assignments with a requirement of interaction with children will be submitted through various formats within the online classroom. Practicum field experience will be coordinated with the ECED Practicum Coordinator to assure a meaningful experience in an approved setting.

Special Program Requirement:
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 nonrefundable fee of $45 will be assessed for this CBC.
2. In addition to the criminal background check, each student will receive a child and adult abuse registry check by the State Department of Health and Human Services. Clearance through this check is required in order to take certain courses, access certain laboratory experiences, or complete the program.
3. First Aid/CPR certification is required prior to taking ECED2065 Head Teacher
4. A grade of C or higher is required for all ECED classes with the exception of those requiring a B or higher.

For more information contact:
Bethanie Grass, Program Chair
402-437-2455, 800-642-4075 ext. 2455, bgrass@southeast.edu

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

Lincoln Campus and Online
Credit Hours Required for Graduation:
Certificate:
  - In-Home Child Care: 37.5
  - 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:
This certificate provides relevant curriculum for an in-home setting. Those preparing to be a professional nanny or work in a family childcare setting receive current information on curriculum and methods of implementation for children birth to age eight.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>ECED1100</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>ECED1220</td>
<td>Pre-Practicum</td>
<td>1.5</td>
</tr>
<tr>
<td>ECED1260</td>
<td>Early Childhood Health, Safety &amp; Nutrition</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1270</td>
<td>Integrated Curriculum; ages 3-8</td>
<td>6.0</td>
</tr>
<tr>
<td>ECED1475</td>
<td>Professional In-Home Care</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1560</td>
<td>Comprehensive Family Child Care Practicum</td>
<td>1.5</td>
</tr>
<tr>
<td></td>
<td>OR</td>
<td></td>
</tr>
<tr>
<td>ECED1570</td>
<td>Comprehensive Professional Nanny Practicum</td>
<td>1.5</td>
</tr>
</tbody>
</table>

General Education Requirements: 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 course from one of the four following areas)
- Oral Communications
- Written Communications
- Mathematics
- Social Science

4.5 hours

Certificate–Home-Visitor/Family Advocate:
This certificate is designed to enhance the preparation, ongoing professional development, and effectiveness of early education program staff who work with families and/or who provide services to children and families through home visitation.

<table>
<thead>
<tr>
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<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>ECED1020</td>
<td>HomeVisitor/Family Advocate Portfolio</td>
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<td>Observation, Assessment &amp; 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>ECED1550</td>
<td>HomeVisit Practicum</td>
<td>2.0</td>
</tr>
<tr>
<td>HMRS1101</td>
<td>Counseling Theories &amp; Techniques</td>
<td>4.5</td>
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<tr>
<td>HMRS1320</td>
<td>Multicultural Competency</td>
<td>4.5</td>
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<tr>
<td>PSYC1250</td>
<td>Interpersonal Relations (Gen. Ed. Req.)</td>
<td>4.5</td>
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<tr>
<td>ECED2810</td>
<td>ECED HomeVisitation Seminar</td>
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</table>

42.0 hours

ECED REQUIRED CORE COURSES:
(for Diploma and Associate of Applied Science degree)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>ECED1010</td>
<td>Introduction to Professional Portfolio Development</td>
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<tr>
<td>ECED1050</td>
<td>Expressive Arts</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1060</td>
<td>Observation, Assessment &amp; 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>
<tr>
<td>ECED1160</td>
<td>Early Language &amp; Literature</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1220</td>
<td>Pre-Practicum Seminar</td>
<td>1.5</td>
</tr>
<tr>
<td>ECED1221</td>
<td>Infant and Toddler Practicum</td>
<td>3.0</td>
</tr>
<tr>
<td>ECED1224</td>
<td>Preschool Math, Science and Social Studies Curriculum</td>
<td>3.0</td>
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<tr>
<td>ECED1230</td>
<td>School Age Child Development</td>
<td>3.0</td>
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<tr>
<td>ECED1240</td>
<td>Preschool/School Age Practicum</td>
<td>3.0</td>
</tr>
<tr>
<td>ECED1260</td>
<td>Early Childhood Health, Safety and Nutrition</td>
<td>4.5</td>
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<tr>
<td>ECED2050</td>
<td>Children with Exceptionalities</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED2070</td>
<td>Family &amp; Community Relations</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED2800</td>
<td>Early Childhood Graduation Seminar</td>
<td>3.0</td>
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</table>

56.0 hours
Diploma—Child Care Professional Focus:
The diploma is designed for those interested in working in a support role directly with young children birth to age eight. The courses are designed to prepare students in understanding child development, appropriate curriculum and methods for supporting children’s learning and development.

(ECED Required Core Courses 56.0 hours)
ECED2060 Early Childhood Education Curriculum Planning 4.5
ECED1340 How Children Learn 3.0
ECED2065 Child Care HeadTeacher Practicum or ECED2901 Child Care HeadTeacher Cooperative Experience 8.0
Elective Credit* 3.0
18.5 hours

General Education Requirements: Diploma
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 4 for complete list.
(One class from each area below)
Oral Communications 4.5
Written Communications 4.5
9.0 hours

A.A.S. Early Childhood Education:
The A.A.S. is a vocational degree with a focus on teaching and administration in an early childhood setting. Those working toward this degree study child development birth to age eight, curriculum development and implementation, as well as program administration and leadership.

(ECED Required Core Courses 56)
ECED1130 Social/Emotional Development and Behavior Guidance 4.5
ECED2060 Early Childhood Education Curriculum Planning 4.5
ECED1340 How Children Learn 3.0
ECED2450 ECED Administration 4.5
ECED2065 Child Care HeadTeacher Practicum 8.0
ECED2510 ECED Administration Practicum 2.0
ECED2900 Internship or ECED2902 Cooperative Experience 7.0
General Education Requirements* 22.5
Elective Credit* 7.5
119.5 hours

A.A.S. ECED Entrepreneurship Focus:
This focus is specifically designed for those interested in owning and/or operating their own early childhood education program. In addition to studying child development, curriculum and methods of supporting children’s learning, course studies include specific instruction on preparing for and implementing an effective business plan.

(ECED Required Core Courses 56.0 hours)
ECED2060 Early Childhood Education Curriculum Planning 4.5
ECED2066 Child Care HeadTeacher Practicum (E-focus) 5.0
ECED2457 ECED Administration for the Entrepreneur 4.5
ECED2570 ECED Administration for the Entrepreneur Practicum or ECED2903 Child Care HeadTeacher Co-op Experience 5.0
ENTR1050 Introduction to Entrepreneurship 4.5
ENTR2040 Entrepreneurship Feasibility Study 4.5
ENTR2050 Marketing for the Entrepreneur 4.5
ENTR2070 Entrepreneurship Financial Topics 4.5
ENTR2090 Entrepreneurship Business Plan 4.5
General Education Requirements* 22.5
120.0 hours

General Education Requirements: A.A.S.
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 4 for complete list.
(One class from each area below)
Oral Communications 4.5
Written Communications 4.5
(Please three classes from the five areas below; no two classes from the same area).
Mathematics, Science, Social Science, Humanities, and/or Computer Technology 13.5
22.5 hours

ADDITIONAL ELECTIVE HOURS*
*Students will have to complete additional elective credit hours. Any ECED course not required for specialization Diploma or A.A.S. degree OR any elective approved at the discretion of the academic advisor. See ECED listings for possible elective options.
ELECTRICAL & ELECTROMECHANICAL TECHNOLOGY

Associate of Applied Science Degree, Diploma

ELECTRICAL SYSTEMS FOCUS

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

Program overview

Students are admitted in the summer and winter quarters. Approximately half of the training time will take place in a laboratory setting where students will apply their classroom theory.

ELECTROMECHANICAL SYSTEMS FOCUS

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

Program overview

Students focus on electrical principles, manufacturing processes, welding, electrical and mechanical repair of machinery, hydraulics, electric motors and generators, and many other components and processes directly related to electromechanical technology.

For more information contact:
Ken Reinsch, Program Chair/Milford
402-761-8258, 800-933-7223 ext. 8258, kreinsch@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

Milford Campus

Credit Hours Required for Graduation:

- Diploma – Construction Electrician: 85.0
- Associate of Applied Science Degree Electrical Systems Focus: 149.0
- Electromechanical Systems Focus: 149.5

Construction Electrician Diploma Required Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
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<tbody>
<tr>
<td>ELEC1131</td>
<td>DC Principles</td>
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<tr>
<td>ELEC1217</td>
<td>AC Principles</td>
<td>13.0</td>
</tr>
<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>
</tr>
<tr>
<td>ELEC1365</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>
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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

Oral Communications, Written Communications, Science, Social Science, and/or Humanities
- 4.5

9.0 hours

Electrical Systems Focus

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

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC2534</td>
<td>Programmable Logic Controllers I</td>
<td>5.5</td>
</tr>
<tr>
<td>ELEC2546</td>
<td>Electrical Machine Controls</td>
<td>3.0</td>
</tr>
<tr>
<td>ELEC2555</td>
<td>Industrial Communications &amp; Alarm Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ELEC2564</td>
<td>Industrial Electronics</td>
<td>9.0</td>
</tr>
<tr>
<td>ELEC2614</td>
<td>Industrial Control Systems</td>
<td>12.0</td>
</tr>
<tr>
<td>ELEC2624</td>
<td>Programmable Logic Controllers II</td>
<td>13.0</td>
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<tr>
<td>ACFD2020</td>
<td>Career Development</td>
<td>2.5</td>
</tr>
<tr>
<td>BSAD1730</td>
<td>Quality Management</td>
<td>2.5</td>
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</table>

50.5 hours

Electromechanical Systems Focus

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>ELEC1131</td>
<td>DC Principles</td>
<td>13.0</td>
</tr>
<tr>
<td>ELEC1217</td>
<td>AC Principles</td>
<td>13.0</td>
</tr>
<tr>
<td>ELEC1337</td>
<td>Sketching &amp; CAD</td>
<td>3.0</td>
</tr>
<tr>
<td>ELEC1344</td>
<td>Motor Controls</td>
<td>3.0</td>
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<tr>
<td>ELEC1356</td>
<td>Fluid Power</td>
<td>7.0</td>
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<tr>
<td>ELEC1436</td>
<td>PowerTransmission &amp; Lubricants</td>
<td>5.0</td>
</tr>
<tr>
<td>ELEC1446</td>
<td>Industrial Machines &amp; Mechanical Systems</td>
<td>7.0</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>
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<tr>
<td>ELEC2534</td>
<td>Programmable Logic Controllers I</td>
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<td>ELEC2546</td>
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<td>Industrial Electronics</td>
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<td>ELEC2614</td>
<td>Industrial Control Systems</td>
<td>12.0</td>
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<tr>
<td>ELEC2624</td>
<td>Programmable Logic Controllers II</td>
<td>13.0</td>
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<td>ACFD2020</td>
<td>Career Development</td>
<td>2.5</td>
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<tr>
<td>BSAD1730</td>
<td>Quality Management</td>
<td>2.5</td>
</tr>
<tr>
<td>MACH1121</td>
<td>Manufacturing Processes</td>
<td>5.0</td>
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<tr>
<td>MFGT1456</td>
<td>Manufacturing Processes II</td>
<td>4.5</td>
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<tr>
<td>WELD1184</td>
<td>Welding for Electrical &amp; Electromechanical</td>
<td>3.0</td>
</tr>
</tbody>
</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

127.0 hours

General Education Requirements: A.A.S.

Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 4 for complete list.

Mathematics
- MATH1050 or higher

Oral Communications, Written Communications, Science, Social Science, or 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 ext. 8266
402-437-2639, 800-642-4075 ext. 2639, nwatermeier@southeast.edu

Ken Reinsch, Electrical & Electromechanical Technology
Program Chair
402-761-8258, 800-933-7223 ext. 8258, 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 ext. 8243

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

Credit Hours Required for Graduation: 117.5

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

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>ELET1714</td>
<td>DC Circuits and Blueprint Reading</td>
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<tr>
<td>ELET1719</td>
<td>AC Circuits and Wire Sizing</td>
<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>
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General Education Requirements:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 4 for complete list.

(One class from each area below):

- Oral Communications 4.5
- Written Communications 4.5
- Mathematics, Science, Social Science, Humanities, and/or Computer Technology 13.5

22.5 hours

On-the-job Training:
One course of 200 clock hours per year. Skills checklist, as shown on syllabi, verified to SCC by IBEW. Supervision by IBEW members. Location of the OJT site varies with the demands of the Electrical industry.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>Course Title</th>
<th>HRS</th>
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<td>ELET1715</td>
<td>Electrical Wiring Applications I</td>
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<td>ELET1720</td>
<td>Electrical Wiring Applications II</td>
<td>5</td>
</tr>
<tr>
<td>ELET1725</td>
<td>Electrical Wiring Applications III</td>
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<td>ELET1730</td>
<td>Electrical Wiring Applications IV</td>
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</tr>
<tr>
<td>ELET1735</td>
<td>Electrical Wiring Applications V</td>
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</tr>
</tbody>
</table>

25.0 hours
ELECTRONIC SYSTEMS TECHNOLOGY

Associate of Applied Science Degree

ELECTRONIC SYSTEMS TECHNICIAN FOCUS

Types of jobs available:
- Audio technician
- Avionics technician
- Car stereo installer/repairer
- Home theater installer/repairer
- Radio/TV broadcast engineer
- Security systems
- Studio technician
- Telephone technician
- Two-way radio installer/repairer
- Video technician

Students focus on the installation, configuration and repair of commercial and consumer electronic products such as computer systems, video and audio systems, AM/FM broadcast, two-way radio communication systems, avionics, security systems and telephone systems.

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 A.A.S. 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:
- Electronic systems designer
- Engineering assistant
- Field service technician
- Industrial automation technician
- Network administrator
- Network technician
- PC support technician
- Robotics technician
- Technical manager
- 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 ext. 2548 Lincoln
402-761-8394, 800-933-7223 ext. 8394 Milford, jpierce@southeast.edu

Mike Aalberg, Instructor, Lincoln
402-437-2658, 800-642-4075 ext. 2658, maalberg@southeast.edu

Military Electronics Focus
Nathan Watermeier, Construction/Electronics Division Dean
402-437-2639, 800-642-4075 ext. 2639 Lincoln
402-761-8266, 800-933-7223 ext. 8266 Milford, nwatermeier@southeast.edu

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

Lincoln and Milford Campuses
Credit Hours Required for Graduation:
- Electronic Systems Technician Focus 156.0
- Electronic Systems Military Focus 107.0
- Computers, Automation, and Networking Systems Focus 123.0

Electronic Systems Technician Focus:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tr>
<td>ELEC1129</td>
<td>DC Electronics</td>
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<td>ELEC1219</td>
<td>AC Electronics</td>
<td>8.0</td>
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<tr>
<td>ELEC1227</td>
<td>Digital Circuits</td>
<td>5.0</td>
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<tr>
<td>ELEC1317</td>
<td>Active Devices</td>
<td>8.0</td>
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<tr>
<td>ELEC1362</td>
<td>Electronic Drafting</td>
<td>1.0</td>
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<tr>
<td>ELEC1422</td>
<td>Analog Circuits</td>
<td>8.0</td>
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<tr>
<td>ELEC1432</td>
<td>Power Supply Systems</td>
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<td>ELEC1482</td>
<td>Advanced Digital Circuits</td>
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<td>ELEC2519</td>
<td>Communication Systems</td>
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<td>ELEC2530</td>
<td>Microprocessor Applications</td>
<td>6.0</td>
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<td>ELEC2560</td>
<td>WiFi &amp; RF Transmission Systems</td>
<td>3.5</td>
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<td>ELEC2570</td>
<td>Systems Troubleshooting</td>
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<td>ELEC2640</td>
<td>Advanced Communication Systems</td>
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<td>ELEC2735</td>
<td>Advanced Microprocessor Applications</td>
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<td>ELEC2750</td>
<td>Advanced Systems Troubleshooting</td>
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<td>ELEC2753</td>
<td>PC Operating Systems</td>
<td>6.5</td>
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<tr>
<td>ELEC2760</td>
<td>Networking Infrastructure (CCNA 1)</td>
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<tr>
<td>ELEC2860</td>
<td>LAN Switching and Wireless (CCNA 3)</td>
<td>4.0</td>
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<tr>
<td>ACS2020</td>
<td>Career Development</td>
<td>2.5</td>
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Computer Course Requirements
A minimum of 2 credit hours in word processing and spreadsheets.
Suggested courses:
INFO1117 Microcomputer Applications 2.0
or
INFO1121 Microsoft Word & PowerPoint 1.5
INFO1131 Microsoft Excel 1.5
Or if considering transfer to another institution: BSAD1010 Microsoft Applications 4.5

Electronic Systems Military Focus:

<table>
<thead>
<tr>
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<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>ELEC2099</td>
<td>Military Service Electronics Training</td>
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<td>Technical Electives</td>
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<td>General Education Requirements</td>
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<td>Computer Requirement</td>
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<tr>
<td></td>
<td>Or if considering transfer to another institution:</td>
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</table>

*Depends on Military Training Transcript.

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

Computers, Automation, and Networking Systems Focus:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>ELEC2755</td>
<td>Structured Programming for Electronic Technicians</td>
<td>4.5</td>
</tr>
<tr>
<td>ELEC2761</td>
<td>Router Implementation (CCNA 2)</td>
<td>4.0</td>
</tr>
<tr>
<td>ELEC2823</td>
<td>Network Operating Systems &amp; Administration</td>
<td>9.0</td>
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<tr>
<td>ELEC2853</td>
<td>Hydraulics and Pneumatics</td>
<td>2.5</td>
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<tr>
<td>ELEC2861</td>
<td>Wide Area Networking (CCNA 4)</td>
<td>4.0</td>
</tr>
<tr>
<td>ELEC2863</td>
<td>PLCs and Automation</td>
<td>6.5</td>
</tr>
<tr>
<td>ELEC2883</td>
<td>Robotics and Vision Systems</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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 MATH1080 or higher 4.5
Science PHYS1017 or PHYS1150 or PHYS1410 4.5
(Plus one class from one of the two areas below).
Social Science or Humanities 4.5
22.5 hours
EMERGENCY MEDICAL SERVICES/PARAMEDIC

Associate of Applied Science Degree

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, ext. 2795, rbatenhorst@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Lincoln Campus
Credit Hours Required for Graduation: 126.0

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 Part I, and EMT Part II and must be licensed as an EMT in the state of Nebraska before starting EMTL1321 Introduction to Paramedicine.

Initial Program Requirements:
MATH1100 *Intermediate Algebra (or higher) 4.5
BIOS1140 *Human Anatomy with Lab (6.0) and
BIOS2130 *Human Physiology with Lab (6.0)
or
BIOS1210 *Human Anatomy & Physiology I (6.0) and
BIOS1220 *Human Anatomy & Physiology II (6.0)
MEDA1101 Medical Terminology I 2.0
EMTL1301 **EMT Part I 5.0
EMTL1302 **EMT Part II 5.0
Initial Program Requirements: 28.5 hours

* Fullfills General Education Requirement for Math and Science
**EMT Parts I & II are offered through the SCC Continuing Education Division.

Please call 402-437-2700 or 800-828-0072 for the Continuing Education Division.

EMTL Core Courses:
EMTL1321 Introduction to Paramedicine 6.0
EMTL1322 Advanced Pharmacology for the Paramedic 6.5
EMTL1323 Patient Assessment and Emergency Cardiac Care for the Paramedic 12.0
EMTL1324 Paramedic Practicum I 3.0
EMTL1325 Medical Emergencies for the Paramedic 11.5
EMTL1326 Paramedic Practicum II 4.0
EMTL1327 Traumatic Emergencies for the Paramedic 8.0
EMTL1328 Paramedic Practicum III 7.0
EMTL1329 Special Consideration and Operations 6.0
EMTL1330 Paramedic Practicum IV 7.0
EMTL1332 Paramedic Field Practicum 8.0
EMTL Elective 5.0

Core courses: 84.0 hours

General Education Requirements:
Oral Communications (4.5)
SPCH1110 Public Speaking recommended 4.5
Written Communications (4.5)
ENGL1010 English Composition I recommended 4.5

(Plus one class from one of 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

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 (contact Program Chair for specific requirements) is required and a completed health statement with record of required immunizations are required for admission.
2) All EMT 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:
- Bio-diesel production facility operator
- Coal-fired power plant operator
- Ethanol production facility operator
- Natural gas turbine plant operator
- Nuclear power plant operator
- Solar plant operator
- Wind turbine farm operator
- Wind turbine technician
- Reciprocating engine power plant 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. 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 choice.

For more information contact:
John Pierce, Program Chair
402-761-8394, 800-933-7223 ext. 8394, jpierce@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

Milford Campus
Credit Hours Required for Graduation:
Biofuels Focus 121.5
Fossil Fuels (Coal, Gas Turbine) Focus 115.5
Nuclear Focus 122.0
Wind Technology Focus 112.5

Core Classes
COURSE #  COURSE TITLE                           CREDIT HRS
ENER1100  Introduction to Energy Generation and Distribution 4.5
ENER1110  Operator Safety (Rigging, climbing) 3.0
ENER1115  Mechanical & Fluid Fundamentals 4.5
ENER1130  Electrical Schematics 2.0
ENER1210  Electrical Power Theory 3.0
ENER1220  Process Dynamics 2.0
ENER1230  Data Collection (SCADA) 1.0
ENER1235  Piping and Process Drawings 3.0
ENER1250  Emission Control Systems 1.0
ENER1255  Instrumentation & Control Systems (PLC’s) 6.0
ENER1900  Internship 3.0
ENER2100  Motor Controls and Switchgear 4.5
ENER2105  Boiler Systems 3.0
ENER2110  Backup Power Generation 3.0
ENER2115  Advanced Operator Safety (First Aid/CPR) 2.0
ENER2120  Steam Turbines 2.0
HVAC1131  Refrigeration Theory I 5.0
MFGT1413  Electrical Fundamentals 5.0
LBST1101  Applied Chemistry I 3.0
LBST1102  Applied Chemistry II 3.0
LBST1422  Survey of Chemistry Laboratory 1.5
LBST2302  Water and Wastewater Technology 3.0

Fossil Fuel or Wind Technology Core Credits: 68.0

LBST1205/LBST1215  Introductory Biology and Lab (Biofuels Focus) 4.5
OR
ENER2135  Atomic Structures (Nuclear Focus) 4.5

Biofuels or Nuclear Core Credits: 72.5

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 4.5
Written Communications 4.5
Mathematics MATH1050 or higher 4.5
Science
PHYS1017 or PHYS1150 or PHYS1410 or higher 4.5
(Plus one class from one of the two areas below).
Social Science
ECON1200  Personal Finance 4.5
22.5 hours

Additional Class Requirements
BSAD1010  Microsoft Applications I 4.5
ACFS2020  Career Development 2.5

Total Other Credits: 7.0

Biofuels Focus
ENER2500  Biofuels Process Fundamentals 3.0
ENER2510  Distillation & Evaporation 4.5
ENER2520  Microbial Ecology 4.5
ENER2530  Process Plant Chemistry 3.0
ENER2540  Biofuels Process Operations 4.5

Core Credits: 102.0

Total Credits for Ethanol Fuel Systems A.A.S. degree: 121.5

Fossil Fuels (Coal, Gas Turbine) Focus
ENER2300  Coal Plant Operations 6.0
ENER2310  Coal Plant Safety 3.0
ENER2400  Gas Turbine Systems 3.0
ENER2410  Combined Cycle Operations 3.0
ENER2420  Plant Operations & Troubleshooting 3.0

Core Credits: 97.5

Total Credits for Fossil Fuels Generation: 115.5

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: 102.0

Total Credits for Nuclear Energy Generation: 122.0

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
ENER2735  Wind Turbine Safety 3.0

Core Credits: 97.5

Total Credits for Wind Power Generation: 112.5
**FIRE PROTECTION TECHNOLOGY**

**Associate of Applied Science Degree, Certificate**

**Types of jobs available:**
- Municipal fire departments
- State, federal fire agencies
- Airport rescue and fire fighting departments
- Ambulance services
- Fire protection equipment companies

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 apply for certification as Emergency Medical Technician-Basic through the National Registry of Emergency Medical Technicians. Graduates are also eligible to apply for certification as Firefighter I, Firefighter II and Hazardous Materials Operations Level through the Nebraska State Fire Marshal.

**Program overview**
The program is available at the Lincoln Campus. New students are admitted each quarter. Students may attend either full- or part-time and select from both day and evening class sessions. Courses are based upon National Fire Protection Association Professional Qualification Standards, National Fire Academy Fire and Emergency Services Higher Education model curriculum and International Association of Fire Chiefs Officer Development Handbook course recommendations.

**Special Program Requirement:**
1. Misdemeanor or felony convictions may prevent a graduate from acquiring emergency medical certification and may make a graduate ineligible for employment.
2. Completion of a medical questionnaire is required prior to participation in courses which require the use of personal protective clothing and self-contained breathing apparatus.
3. All Fire Protection (FIRE) courses must be completed with a C+ or higher to progress through the program.
4. All other required courses must be completed with a C or higher to progress through the program.

For more information contact:
Terry Spoor, Program Chair
402-437-2677, 800-642-4075 ext. 2677, tspoor@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

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**Lincoln Campus**

**Credit Hours Required for Graduation:**
- Certificate: 37.0
- Associate of Applied Science Degree: 96.0

**Certificate**

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<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<td>EMTL1301</td>
<td>*EMT Part I</td>
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<tr>
<td>EMTL1302</td>
<td>*EMT Part II</td>
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<tr>
<td>FIRE1100</td>
<td>Principles of Emergency Services</td>
<td>4.5</td>
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<tr>
<td>FIRE1211</td>
<td>Structural Firefighter IA</td>
<td>6.0</td>
</tr>
<tr>
<td>FIRE1212</td>
<td>Structural Firefighter IB</td>
<td>6.0</td>
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<tr>
<td>FIRE1311</td>
<td>Hazardous Materials Operations I</td>
<td>3.0</td>
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<td>FIRE1312</td>
<td>Hazardous Materials Operations II</td>
<td>3.0</td>
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<td></td>
<td></td>
<td>32.5 hours</td>
</tr>
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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.

Written Communications 4.5

**A.A.S. degree**

EMTL1301  *EMT Part I     5.0
EMTL1302  *EMT Part II    5.0
FIRE1100  Principles of Emergency Services  4.5
FIRE1211  Structural Firefighter IA            6.0
FIRE1212  Structural Firefighter IB            6.0
FIRE1220  Structural Firefighter II            5.0
FIRE1230  Structural firefighting Operations   4.5
FIRE1311  Hazardous Materials Operations I     3.0
FIRE1312  Hazardous Materials Operations II    3.0
FIRE2110  Fire Behavior and Combustion         4.5
FIRE2120  Building Construction for Fire Protection  4.5
FIRE2130  Fire Prevention                      4.5
FIRE2140  Fire Protection Systems              4.5
FIRE2150  Fire & Emergency Services Safety & Survival  4.5
FIRE2520  Fire and Life Safety Educator        4.5

69.0 hours

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

**Electives:**
Electives** may include but are not limited to:
- ACFS2020 Career Development  2.5
- FIRE1113 Instructor I        4.5
- FIRE2210 Interior Firefighting Survival 4.0
- FIRE2310 Hazardous Materials Technician 6.0
- FIRE2900 Fire Protection Internship 4.5

4.5 hours

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

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

(Plus one class from one of the two areas below).
- Science or Humanities 4.5

22.5 hours
FOOD SERVICE/HOSPITALITY

Associate of Applied Science Degree, Diploma, Certificate

Types of jobs available:
- Culinary Arts graduates cook in clubs, hotels, retirement centers, fine dining restaurants and catering services.
- Food Service Management graduates work in institutions, family restaurants, fast food, health care and hotels performing supervision or entry level management.
- Dietetic Technician graduates usually work in health care or long-term care facilities doing either clinical or management duties under the supervision of a dietitian.
- Lodging graduates may be employed in hotels and motels as well as banquet-type businesses.
- Graduates of the Food Service Training Certificate courses usually work in many types of institutional food services and may be currently employed and updating their skills.
- 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 Entry and Awards
The Food Service/Hospitality program is located on the Lincoln Campus and accepts new students each quarter. Part-time students are admitted on a space-available basis.

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

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

For more information contact:
Jo Taylor, Program Chair
402-437-2465, 800-642-4075 ext. 2465,
jtaylor@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Lincoln Campus (some core courses online)
Credit Hours Required for Graduation:
- Associate of Applied Science Degree:
  - A.A.S. Degree Requirements: 113.0
  - +Diploma: 72.0
  - +Certificate: 40.0

A.A.S. Degree Requirements:
To receive an Associate of Applied Science degree in the Food Service/Hospitality program, students must complete the following requirements:
- Food Service/Hospitality Core Classes 48.0 hours
- plus the General Education Requirements 24.0 hours
- plus the A.A.S. degree focus area 41.0 hours

Food Service/Hospitality core classes:

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<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>FSDT1100</td>
<td>Introduction to the Food Service/Hospitality Industry</td>
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<tr>
<td>+FSDT1102</td>
<td>Sanitation &amp; Safety</td>
<td>4.5</td>
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<tr>
<td>+FSDT1104</td>
<td>Quantity Food Preparation I</td>
<td>2.0</td>
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<tr>
<td>+FSDT1105</td>
<td>Quantity Food Preparation I Lab</td>
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<tr>
<td>+FSDT1108</td>
<td>Food Service Concepts</td>
<td>1.5</td>
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<tr>
<td>+FSDT1110</td>
<td>Quantity Food Preparation II</td>
<td>2.0</td>
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<tr>
<td>+FSDT1111</td>
<td>Quantity Food Preparation II Lab</td>
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<tr>
<td>+FSDT1114</td>
<td>Meal Service I</td>
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<tr>
<td>+FSDT1115</td>
<td>Meal Service I Lab</td>
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<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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<td>+FSDT1126</td>
<td>Food Production I</td>
<td>3.0</td>
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<tr>
<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>+FSDT1133</td>
<td>Food Cost Control</td>
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<tr>
<td>FSDT1350</td>
<td>Basic Nutrition</td>
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<tr>
<td>FSDT1360</td>
<td>Lifetime Fitness</td>
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<tr>
<td>FSDT2140</td>
<td>Food Production II</td>
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Food Service Management Focus:

<table>
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<td>Beverage Selection and Management</td>
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<td>Selection of Meat Products</td>
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</tr>
<tr>
<td>FSDT2146</td>
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</tr>
<tr>
<td>FSDT2240</td>
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Suggested Business Electives
- BSAD1070 Customer Service 4.5
- BSAD1090 Business Law I 4.5
- BSAD2270 Professional Selling 4.5
- BSAD2370 Human Resource Management 4.5
- BSAD2520 Principles of Marketing 4.5
- BSAD2430 Marketing Communications 3.0
- ECON2110 Macroeconomics 4.5
- ENTR1050 Introduction to Entrepreneurship 4.5
- ENTR1060 Entrepreneurship Opp Analysis 4.5
- ENTR2070 Entrepreneurship and Financial Topics 4.5
- ENTR2090 Entrepreneurship Business Plan 4.5

Additional Electives 7.0 41.0 hours

Culinary Arts Focus:
The Culinary Arts Focus is accredited 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 culinarians.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>FSDT1122</td>
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<td>FSDT1150</td>
<td>Selection of Meat Products</td>
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<td>FSDT2142</td>
<td>Meal Service II</td>
<td>2.0</td>
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<tr>
<td>FSDT2154</td>
<td>Food Service Hospitality Seminar I</td>
<td>1.0</td>
</tr>
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<td>FSDT2901</td>
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<td>Garde Manger</td>
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- Certificate courses
- +Diploma courses

48.0 hours 25.0 hours 9.0 hours 41.0 hours
Dietetic Technician Focus:
The Dietetic Technician Focus is accredited by the Commission on Accreditation for Dietetics Education, 120 So. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800-877-1600. Upon graduation all students will be mailed a verification statement indicating completion of program requirements. Graduates of this focus are eligible to take the registration exam and apply for membership in the American Dietetic Association.

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41.0 hours

Lodging Focus:

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<td>FSDT1406</td>
<td>Tourism and the Hospitality Industry</td>
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<td>FSDT2900</td>
<td>Internship</td>
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<tr>
<td>FSDT2402</td>
<td>Fundamentals of Event Planning</td>
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<td>FSDT2240</td>
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<td>Office Accounting</td>
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30.0 hours

Suggested Food Service/Hospitality Electives

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<td>Meal Service II</td>
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2.0 hours

Suggested Business Electives

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<td>Human Resource Management</td>
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<td>Introduction To Entrepreneurship</td>
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<td>ENTR2070</td>
<td>Entrepreneurship and Financial Topics</td>
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<tr>
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<td>Entrepreneurship Business Plan</td>
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9.0 hours

41.0 hours

General Education Requirements:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 4 for complete list.

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

- Oral Communications                         4.5
- Written Communications                       4.5
- Mathematics                                 4.5-7.5
- Social Science                              4.5
- Science                                     4.5

FSDT1350 Basic Nutrition (program requirement) 4.5
(Plus the following two classes).

Computer Technology
In addition, students will complete the following courses to fulfill program requirements (6 credit hours)

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<tr>
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<th>COURSE TITLE</th>
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<tr>
<td>INFO1121</td>
<td>Microsoft Word &amp; PowerPoint (or other appropriate course)</td>
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24.0 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:

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<th>COURSE TITLE</th>
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<td>EVOM1060</td>
<td>Customers and the Event Experience</td>
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<td>SPC2810</td>
<td>Business and Professional Communications</td>
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<td>EVOM2900</td>
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Food Serving/Hospitality Certificate:

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<td>FIM Co-op III</td>
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<td>FSDT1854</td>
<td>FIM Co-op IV</td>
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<td>FSDT1887</td>
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<tr>
<td>FSDT1890</td>
<td>Food Service Management Skills</td>
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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 .5
FSDT1852 FIM Co-op II 1.0
FSDT1853 FIM Co-op III 1.0
FSDT1854 FIM Co-op IV 1.5
FSDT1887, FSDT1890 and the FIM Co-op courses transfer as electives into the associate degree for the Food Service/Hospitality program.

For more information on FIM classes contact:
Lois Cockerham, 402-437-2467, 800-642-4075 ext. 2467, lockerh@southeast.edu

Food Industry Manager Online Certification
Food Service Training Certificate classes are offered online.

This set of classes for Food Industry Managers’ Certification has been granted approval from the Food Industry Managers Association, 406 Surrey Woods Drive, St. Charles, Ill. 60174, 800-223-1908. Upon successful completion of all courses and FIM Co-ops, the graduate is eligible for active membership in the Food Industry Managers Association and eligible to take the credentialing exam to become a Certified Professional in Food Industry (CPF). The classes meet the requirements of the Food Industry Managers Association for certified managers.

Food Industry Manager Certificate Courses:

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<th>COURSE #</th>
<th>COURSE TITLE</th>
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<td>FSDT1102</td>
<td>Sanitation &amp; Safety</td>
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<td>FSDT1104</td>
<td>Quantity Food Preparation I</td>
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<tr>
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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 .5
FSDT1852 FIM Co-op II 1.0
FSDT1853 FIM Co-op III 1.0
FSDT1854 FIM Co-op IV 1.5
FSDT1887, FSDT1890 and the FIM Co-op courses transfer as electives into the associate degree for the Food Service/Hospitality program.

For more information on FIM classes contact:
Lois Cockerham, 402-437-2467, 800-642-4075 ext. 2467, lockerh@southeast.edu
FORD ASSET

Associate of Applied Science Degree

This training program is offered jointly by Ford Motor Co. and SCC in cooperation with Ford or Lincoln dealers.

Students must secure a Ford or Lincoln dealer to sponsor them during training.

Types of jobs available:
- Entry level technician in a Ford or Lincoln 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 or Lincoln dealership. Instructors follow a curriculum designed by an advisory committee comprised of representatives from SCC, Ford Motor Co. and Ford or Lincoln 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 Morphew, Program Chair
402-761-8317, 800-933-7223 ext. 8317, rrmorphew@southeast.edu
Dennis Wagner, Instructor
402-761-8310, 800-933-7223 ext. 8310, dwagner@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

Milford Campus

This program is accredited by the National Automotive Technicians Education 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.

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<td>ASST1170</td>
<td>Ford Shop Safety &amp; Repair</td>
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<td>ASST1173</td>
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<td>Ford Electrical &amp; Electronic Principles</td>
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<td>Ford Brake Systems</td>
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<td>Engine Performance Theory &amp; Operation</td>
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General Education Requirements:

Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications 4.5
Written Communications 4.5
Mathematics, Science, Social Science, Humanities, and/or Computer Technology 13.5-15.0

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
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 ext. 8317, rmorphew@southeast.edu

Mark Christensen, Instructor
402-761-8306, 800-933-7223 ext. 8306, mchriste@southeast.edu

Jon Kisby, Instructor
402-761-8302, 800-933-7223 ext. 8302, jkisby@southeast.edu

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

Milford Campus

This program is accredited by the National Automotive Technicians Education 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: 143.5-145.0

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>
</tr>
</thead>
<tbody>
<tr>
<td>ASEP1170</td>
<td>GM Shop Orientation &amp; Safety</td>
<td>2.0</td>
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<tr>
<td>ASEP1173</td>
<td>GM Fundamentals</td>
<td>3.0</td>
</tr>
<tr>
<td>ASEP1175</td>
<td>GM Electrical and Electronic Principles</td>
<td>12.0</td>
</tr>
<tr>
<td>ASEP1177</td>
<td>GM Brake Systems</td>
<td>4.0</td>
</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>ASEP1901</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
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<tr>
<td>ASEP1902</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>ASEP2743</td>
<td>GM Powertrain Electronic Systems &amp; Driveability Diagnostics</td>
<td>5.5</td>
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<td>ASEP2747</td>
<td>GM Body Electrical &amp; Electronics</td>
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<tr>
<td>ASEP2748</td>
<td>GM Automatic Transmission &amp; Transaxles</td>
<td>9.0</td>
</tr>
<tr>
<td>ASEP2749</td>
<td>GM New Product Update</td>
<td>2.0</td>
</tr>
<tr>
<td>ASEP2901</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>WELD1181</td>
<td>Automotive, ASEP, ASSET, &amp; CAP Welding (M)</td>
<td>1.5</td>
</tr>
</tbody>
</table>

Total 121.5 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, and/or 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

NATEF
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 July 2011 and January 2013.

For more information contact:
Merrill Peterson, Program Chair
402-761-8282, 800-933-7223 ext. 8282, mpeterso@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

Milford Campus
Credit Hours Required for Graduation: 144.0

Graphic Design A.A.S. Degree Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tr>
<td>EIGT1120</td>
<td>Drawing/Illustration I</td>
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<td>EIGT1122</td>
<td>Introduction to Graphic Design</td>
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<tr>
<td>EIGT1126</td>
<td>Typography I</td>
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<td>EIGT1136</td>
<td>Computer Graphics I</td>
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<td>EIGT1230</td>
<td>Typography II</td>
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<td>Computer Graphics II</td>
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<td>EIGT1238</td>
<td>Drawing/Illustration II</td>
<td>4.5</td>
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<tr>
<td>EIGT1240</td>
<td>Publication Design</td>
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<td>EIGT1343</td>
<td>Video Production/Editing</td>
<td>4.5</td>
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<tr>
<td>EIGT1354</td>
<td>Color Theory</td>
<td>4.5</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>
<td>Web Design II</td>
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<td>EIGT2568</td>
<td>Digital Marketing</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>EIGT2664</td>
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<td>EIGT2665</td>
<td>Web Design IV</td>
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<td>EIGT2900</td>
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<tr>
<td>BSAD2520</td>
<td>Principles of Marketing</td>
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121.5 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, and/or 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.

Prior to graduation, students will be required to take the Industry Competency Exam. The ICE test measures industry-agreed standards of basic competencies for entry-level technicians.

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 ext. 8261, gpasho@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

Milford Campus
Credit Hours Required for Graduation: 132.0

HVAC/R Required Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tbody>
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<td>HVAC1109</td>
<td>Electrical Fundamentals</td>
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<tr>
<td>HVAC1131</td>
<td>Refrigeration Theory I</td>
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<tr>
<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>HVAC1226</td>
<td>Refrigeration Lab I</td>
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<tr>
<td>HVAC1230</td>
<td>Electrical Principles &amp; Practices</td>
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<td>HVAC1234</td>
<td>Plumbing Code</td>
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<td>HVAC1237</td>
<td>Refrigeration Theory II</td>
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<td>HVAC1251</td>
<td>Hydronic Theory</td>
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<tr>
<td>HVAC1330</td>
<td>Residential HVAC Systems &amp; Controls I</td>
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<tr>
<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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<tr>
<td>HVAC1363</td>
<td>Heat Pump Principles</td>
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<td>HVAC1434</td>
<td>Refrigeration Lab II</td>
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<td>HVAC1440</td>
<td>Mechanical Code</td>
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<td>HVAC1447</td>
<td>Commercial HVAC Fundamental &amp; Practices I</td>
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<td>HVAC1450</td>
<td>EPA Refrigerant Certification</td>
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<td>HVAC1452</td>
<td>Residential Install Lab</td>
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<tr>
<td>HVAC1461</td>
<td>Residential HVAC Systems &amp; Controls II</td>
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<td>HVAC2600</td>
<td>HVAC/R Lab</td>
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<td>HVAC2610</td>
<td>Troubleshooting Techniques Lab</td>
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<tr>
<td>HVAC2649</td>
<td>Commercial HVAC Fundamental &amp; Practices II</td>
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<td>HVAC2650</td>
<td>Troubleshooting Techniques</td>
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<td>HVAC2900</td>
<td>Internship</td>
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<td>HVAC2901</td>
<td>Cooperative Experience</td>
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<tr>
<td>INFO1000</td>
<td>Computer Essentials</td>
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<tr>
<td>WELD1183</td>
<td>HVAC Welding Practices</td>
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</tbody>
</table>

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
- 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, and/or Computer Technology 9.0

24.0 hours
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.

For more information contact:
Program Chair
402-437-2746, 800-642-4075 ext. 2746
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Lincoln Campus (some core courses online)
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: 112.5 hours

Human Services Core Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>HMRS1101</td>
<td>Human Services Concepts</td>
<td>4.5</td>
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<tr>
<td>+HMRS1102</td>
<td>Counseling Theories and Techniques</td>
<td>4.5</td>
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<tr>
<td>HMRS1105</td>
<td>Critical Thinking in Human Services</td>
<td>4.5</td>
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<tr>
<td>HMRS1320</td>
<td>Multicultural Competency</td>
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<tr>
<td>+HMRS1357</td>
<td>Multicultural Counseling</td>
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<tr>
<td>+HMRS1402</td>
<td>Group Theory and Process</td>
<td>4.5</td>
</tr>
<tr>
<td>+HMRS1403</td>
<td>Assessment, Case Planning/Management &amp; Professional Ethics for A &amp; D or</td>
<td>4.5</td>
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<tr>
<td>HMRS1405</td>
<td>Case Management &amp; Ethics for Human Services</td>
<td>4.5</td>
</tr>
<tr>
<td>+PSYC2960</td>
<td>Lifespan Human Development</td>
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<tr>
<td>PSYC2980</td>
<td>Abnormal Psychology</td>
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</table>

Credit Hours for Core Courses: 40.5 hours

+Required for A & D licensure.

Human Services Courses:
(Select 4 courses from the following list 18.0 credits)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>HMRS1201</td>
<td>Health Foundations</td>
<td>4.5</td>
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<tr>
<td>HMRS1202</td>
<td>Behavior Therapy</td>
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<tr>
<td>HMRS1302</td>
<td>Crisis Intervention</td>
<td>4.5</td>
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<tr>
<td>HMRS1355</td>
<td>Strategies for Relaxation</td>
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<tr>
<td>HMRS1404</td>
<td>Introduction to Social Work</td>
<td>4.5</td>
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<tr>
<td>HMRS2360</td>
<td>Women’s Issues in Human Services</td>
<td>4.5</td>
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<tr>
<td>HMRS2361</td>
<td>Domestic Abuse</td>
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<tr>
<td>HMRS2362</td>
<td>Child Abuse</td>
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<tr>
<td>HMRS2363</td>
<td>Death, Dying, Grieving, &amp; Loss</td>
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<tr>
<td>HMRS2364</td>
<td>Adult Survivors of Child Sexual Abuse</td>
<td>4.5</td>
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<td>HMRS2365</td>
<td>Mental Illness &amp; Family Issues</td>
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<tr>
<td>HMRS2501</td>
<td>Developmental Disabilities</td>
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<td>HMRS2502</td>
<td>Activities and Recreation in Human Services</td>
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<td>HMRS2504</td>
<td>Intellectual Disabilities</td>
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<tr>
<td>HMRS2510</td>
<td>Clinical Education and Seminar 5</td>
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<td>+HMRS2511</td>
<td>Clinical Education A &amp; D and Seminar 3</td>
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<td>HMRS2516</td>
<td>Family Systems</td>
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<tr>
<td>+HMRS2517</td>
<td>Medical &amp; Psychosocial Aspects of Alcohol/Drug Use, Abuse &amp; Addiction</td>
<td>4.5</td>
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<tr>
<td>+HMRS2518</td>
<td>Clinical Treatment Issues in Chemical Dependency</td>
<td>4.5</td>
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<tr>
<td>HMRS2521</td>
<td>Applied Behavior Analysis</td>
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<td>HMRS2523</td>
<td>Human Sexuality</td>
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<td>HMRS2524</td>
<td>Advanced Counseling</td>
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<td>HMRS2610</td>
<td>Clinical Education and Seminar 6</td>
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<tr>
<td>HMRS2611</td>
<td>Clinical Education A &amp; D and Seminar 4</td>
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</table>

Total Human Services Focus Courses: 18.0 hours

Electives:
Students are required to complete 9 hours of elective coursework. Students may choose from any of the Human Services Courses not used as part of the 18.0 credits listed above or any other College credit classes level 1000 or higher.

Total Electives: 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 course from each area below).
- Oral Communications
- Written Communications
- Social Science
- PSYC1810 Introduction to Psychology (no substitution)

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

Total General Education requirements: 22.5 hours

Human Services Clinical Courses:

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<td>Pre-Clinical Education</td>
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<td>HMRS1110</td>
<td>Clinical Education and Seminar 1</td>
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<td>HMRS1210</td>
<td>Clinical Education and Seminar 2</td>
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<td>HMRS1310</td>
<td>Clinical Education and Seminar 3</td>
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<tr>
<td>HMRS1410</td>
<td>Clinical Education and Seminar 4</td>
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Credit Hours Required for A & D licensure.

Alcohol & Drug Clinical Courses:

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<td>Pre-Clinical Education</td>
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</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>

Credit Hours Required for A & D licensure.

For students interested in pursuing Alcohol & Drug (A & D) Counseling:
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.
2. Hours supervised at a 1:10 ratio by supervisor.
3-9. HMRS1102, HMRS1357, PSYC2960, HMRS1402, HMRS1403, HMRS2517, and HMRS2518.

For students interested in pursuing Social Work:

- Oral Communications
- Written Communications
- Social Science
- PSYC1810 Introduction to Psychology (no substitution)

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

Total General Education requirements: 22.5 hours

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 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:
- Oral Communications
- Written Communications
- Social Science
- PSYC1810 Introduction to Psychology (no substitution)

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

Total General Education requirements: 22.5 hours

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

HUMAN SERVICES

Total General Education requirements: 22.5 hours
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 E. Vocasek, Program Chair
402-761-8241, 800-933-7223 ext. 8241, bvocasek@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

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>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</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>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>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>JDAT1901</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</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>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>
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</tr>
<tr>
<td>JDAT2746</td>
<td>John Deere Harvesting Equipment</td>
<td>7.0</td>
</tr>
<tr>
<td>JDAT2748</td>
<td>John Deere Electrical/Electronics III</td>
<td>4.0</td>
</tr>
<tr>
<td>JDAT2750</td>
<td>John Deere Advanced Technologies</td>
<td>3.5</td>
</tr>
<tr>
<td>JDAT2901</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>WELD1185</td>
<td>Diesel/Truck, JDAT &amp; JDCE Welding</td>
<td>1.5</td>
</tr>
</tbody>
</table>

24.0 hours

Optional
TRUK1101 CDL-Class B Training 2.0

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
(Minimum two classes from the four areas below; no two classes from the same area).
Mathematics, Social Science, Humanities, and/or 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 required to wear program uniforms while in classroom or laboratory settings.

This SCC program is Affiliated with ASE
Accredited by NATEF
LABORATORY SCIENCE TECHNOLOGY

Associate of Applied Science Degree, Diploma

Students in the program obtain a science background for application to a variety of laboratory positions. Specific examples of materials tested include soil, biological samples, pharmaceutical formulations, water and wastewater.

Types of jobs available:
- Laboratory technician working in a variety of laboratories, including quality assurance, analytical chemistry, biochemistry, biotechnology, microbiology, water treatment, wastewater treatment, and hazardous materials/safety.

Program overview
The program is highly regarded in the industry and has been approved by the American Chemical Society through its Chemical Technology Program Approval Service.

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

For more information contact:
Don Mumm, Program Chair
402-437-2486, 800-642-4075 ext. 2486, dmumm@southeast.edu
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Lincoln Campus (some core classes online)
This program is accredited by the American Chemical Society, 1155 Sixteenth Street, NW, Washington DC, 20036, 800-227-5558

Credit Hours Required for Graduation:
Diploma: 72.0
Associate of Applied Science Degree: 104.0

Required LBST Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
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<tbody>
<tr>
<td>*LBST1100</td>
<td>Laboratory Science Orientation</td>
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<tr>
<td>*LBST1101</td>
<td>Applied Chemistry I</td>
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</tr>
<tr>
<td>*LBST1102</td>
<td>Applied Chemistry II</td>
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</tr>
<tr>
<td>*LBST1111</td>
<td>Applied Chemistry I Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>*LBST1112</td>
<td>Applied Chemistry II Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>*LBST1121</td>
<td>Analytical Chemistry for Technicians I</td>
<td>3.0</td>
</tr>
<tr>
<td>*LBST1131</td>
<td>Analytical Chemistry I Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>*LBST1161</td>
<td>Organic Chemistry</td>
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<tr>
<td>*LBST1171</td>
<td>Organic Chemistry Laboratory</td>
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</tr>
<tr>
<td>*LBST1205</td>
<td>Introductory Biology</td>
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<tr>
<td>*LBST1215</td>
<td>Introductory Biology Laboratory</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 Laboratory</td>
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</tr>
<tr>
<td>*LBST1301</td>
<td>Water Quality</td>
<td>3.0</td>
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<tr>
<td>*LBST2122</td>
<td>Analytical Chemistry for Technicians II</td>
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<tr>
<td>+LBST2124</td>
<td>Analytical Chemistry for Technicians III</td>
<td>3.0</td>
</tr>
<tr>
<td>*LBST2132</td>
<td>Analytical Chemistry II Laboratory</td>
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</tr>
<tr>
<td>LBST2134</td>
<td>Analytical Chemistry III Laboratory</td>
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</tr>
<tr>
<td>*LBST2162</td>
<td>Biochemistry I</td>
<td>3.0</td>
</tr>
<tr>
<td>+LBST2163</td>
<td>Biochemistry II</td>
<td>2.0</td>
</tr>
<tr>
<td>*LBST2172</td>
<td>Biochemistry I Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>LBST2173</td>
<td>Biochemistry II Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>+LBST2261</td>
<td>Sanitation</td>
<td>2.0</td>
</tr>
<tr>
<td>+LBST2265</td>
<td>Applied Microbiology</td>
<td>2.0</td>
</tr>
<tr>
<td>LBST2275</td>
<td>Applied Microbiology Laboratory</td>
<td>2.0</td>
</tr>
<tr>
<td>*LBST2302</td>
<td>Water and Wastewater Technology</td>
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<tr>
<td>+LBST2303</td>
<td>Water/Wastewater Analysis</td>
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<tr>
<td>LBST2313</td>
<td>Water/Wastewater Analysis Laboratory</td>
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</tr>
<tr>
<td>+LBST2321</td>
<td>Hazardous Materials</td>
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<tr>
<td>*LBST2400</td>
<td>Quality in the Analytical Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>*LBST2407</td>
<td>Water and Wastewater Mathematics</td>
<td>1.0</td>
</tr>
<tr>
<td>*LBST2501</td>
<td>Practicum I</td>
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<tr>
<td>LBST2502</td>
<td>Practicum II</td>
<td>3.0</td>
</tr>
</tbody>
</table>

69.0 hours

LBST2901 Cooperative Experience may be used as a substitution for LBST2501/2502 Practicum, please see program advisor.

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 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 TECHNOLOGY

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.

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 ext. 8255, dmueller@southeast.edu
Milford 402-761-8243, 800-933-7223 ext. 8243

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>
</tr>
</thead>
<tbody>
<tr>
<td>LSCE1110</td>
<td>Land Surveyors Math</td>
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<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>2.5</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>
<tr>
<td>LSCE1326</td>
<td>Civil CAD III</td>
<td>8.0</td>
</tr>
<tr>
<td>LSCE1900</td>
<td>Internship or Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>LSCE2520</td>
<td>Geodetic Surveying</td>
<td>11.0</td>
</tr>
<tr>
<td>LSCE2526</td>
<td>Principles of Land Development</td>
<td>3.0</td>
</tr>
<tr>
<td>LSCE2546</td>
<td>Civil CAD IV</td>
<td>6.0</td>
</tr>
<tr>
<td>LSCE2620</td>
<td>Boundary Control and Legal Principles</td>
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<td>LSCE2626</td>
<td>Civil CAD V</td>
<td>3.0</td>
</tr>
<tr>
<td>LSCE2646</td>
<td>Advanced Land Development Desktop</td>
<td>5.0</td>
</tr>
<tr>
<td>LSCE2667</td>
<td>Land Surveying Systems</td>
<td>5.0</td>
</tr>
</tbody>
</table>

106.5 hours

General Education Requirements:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications | 4.5
Written Communications | 4.5
Mathematics
MATH1080 Applied Algebra & Trigonometry (or higher) | 4.5
Social Science | 4.5
Computer Technology | 4.5
22.5 hours

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

Associate of Applied Science Degree, Certificate

Types of jobs available:
- Nursing home administrator
- Assisted living administrator
- Executive director of long term care administration

Program overview
The Associate of Applied Science degree in Long Term Care 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 program according to their states' requirements. This is in addition to the student's degree and not part of the curriculum.

For more information contact:
Program Chair
402-437-2750, 800-642-4075 ext. 2750
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Special Program Requirement:
A grade of "C" or higher is required for all classes to graduate from this program.

Online (core classes can be face-to-face or online)
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>
</tr>
</thead>
<tbody>
<tr>
<td>LTA1000</td>
<td>Introduction to LTCA</td>
<td>4.5</td>
</tr>
<tr>
<td>LTA1010</td>
<td>Diverse Relationships and Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>LTA1020</td>
<td>Death, Dying, Grieving, Loss and Hospice</td>
<td>4.5</td>
</tr>
<tr>
<td>LTA1030</td>
<td>Dietary Management</td>
<td>2.0</td>
</tr>
<tr>
<td>LTA1040</td>
<td>Introduction to Assisted Living</td>
<td>4.5</td>
</tr>
<tr>
<td>LTA1050</td>
<td>Administration for LTC Facilities</td>
<td>4.5</td>
</tr>
<tr>
<td>LTA1060</td>
<td>Social Services for LTC Facilities</td>
<td>4.5</td>
</tr>
<tr>
<td>LTA1070</td>
<td>Patient Care and Services for LTC Facilities</td>
<td>4.5</td>
</tr>
<tr>
<td>LTA2010</td>
<td>Foundations of Leadership</td>
<td>4.5</td>
</tr>
<tr>
<td>LTA2020</td>
<td>Marketing &amp; Public Relations for Long Term Care</td>
<td>4.5</td>
</tr>
<tr>
<td>LTA2030</td>
<td>Care Management and Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>LTA2040</td>
<td>Financial Management for LTC Facilities</td>
<td>4.5</td>
</tr>
<tr>
<td>LTA2050</td>
<td>Rules, Regulations and Standards Relating to the Operation of a Health Care Facility</td>
<td>4.5</td>
</tr>
<tr>
<td>LTA2070</td>
<td>Seminar</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2000</td>
<td>Employment Techniques</td>
<td>65.0</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.

In addition, students must complete the following courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>ACCT1200</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
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<tr>
<td>BSAD1090</td>
<td>Business Law I</td>
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<tr>
<td>ACCT2050</td>
<td>Payroll Accounting</td>
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</tr>
<tr>
<td>PSYC2980</td>
<td>Abnormal Psychology</td>
<td>4.5</td>
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</table>

Total A.A.S. degree: 108.5 hours

LTCA Certificate:
This Certificate is for individuals who already have an associate 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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<tbody>
<tr>
<td>LTA1040</td>
<td>Introduction to Assisted Living</td>
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<tr>
<td>LTA1050</td>
<td>Administration for LTC Facilities</td>
<td>4.5</td>
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<tr>
<td>LTA1060</td>
<td>Social Services for LTC Facilities</td>
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<tr>
<td>LTA1070</td>
<td>Patient Care and Services for LTC Facilities</td>
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<tr>
<td>LTA2040</td>
<td>Financial Management for LTC Facilities</td>
<td>4.5</td>
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<tr>
<td>LTA2050</td>
<td>Rules, Regulations and Standards Relating to the Operation of a Health Care Facility</td>
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<tr>
<td>LTA2070</td>
<td>Seminar</td>
<td>4.5</td>
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</table>

Certificate students are required to complete one general education course to fulfill the Certificate requirements. Recommended classes are: (Choose one)

- SPCH1110  *Public Speaking or 4.5
- ENGL1010  *Composition I or 4.5
- PSYC1810  *Introduction to Psychology or 4.5
- BSAD1010  Microsoft Applications 4.5

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 ext. 8354, skahler@southeast.edu

John Gabelhouse, Program Chair-Lincoln
402-437-2667, 800-642-4075 ext. 2667, jgabelho@southeast.edu

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

Lincoln and Milford Campuses

Credit Hours Required for Graduation:
- Certificate: 25.0
- Diploma: 80.5
- Associate of Applied Science Degree: 122.0

Required MACH Diploma Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH1110</td>
<td>Orientation</td>
<td>0.5</td>
</tr>
<tr>
<td>MACH1121</td>
<td>Manufacturing Processes</td>
<td>5.0</td>
</tr>
<tr>
<td>MACH1156</td>
<td>Blueprint Reading &amp; Drawing</td>
<td>3.0</td>
</tr>
<tr>
<td>MACH1172</td>
<td>Machine Tool Lab I</td>
<td>6.5</td>
</tr>
<tr>
<td>MACH1222</td>
<td>Machine Tool Lab II</td>
<td>7.0</td>
</tr>
<tr>
<td>MACH1225</td>
<td>Materials of Industry</td>
<td>5.0</td>
</tr>
<tr>
<td>MACH1241</td>
<td>Machinery’s Handbook</td>
<td>5.0</td>
</tr>
<tr>
<td>MACH1250</td>
<td>Computer Aided Drafting</td>
<td>3.0</td>
</tr>
<tr>
<td>MACH1324</td>
<td>Machine Tool Lab III</td>
<td>7.0</td>
</tr>
<tr>
<td>MACH1349</td>
<td>Basic CNC</td>
<td>7.5</td>
</tr>
<tr>
<td>MACH1370</td>
<td>Applied Trigonometry</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH1428</td>
<td>Machine Tool Lab IV</td>
<td>5.5</td>
</tr>
<tr>
<td>MACH1451</td>
<td>Advanced CNC</td>
<td>4.5</td>
</tr>
<tr>
<td>MACH1453</td>
<td>CNC Lathe</td>
<td>3.5</td>
</tr>
<tr>
<td>MACH1454</td>
<td>CAM</td>
<td>4.0</td>
</tr>
</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>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH2530</td>
<td>Die Design I</td>
<td>2.0</td>
</tr>
<tr>
<td>MACH2532</td>
<td>Die Making Lab I</td>
<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>
</tr>
<tr>
<td>MACH2636</td>
<td>Die Making Lab II</td>
<td>7.0</td>
</tr>
<tr>
<td>MACH2535</td>
<td>Mold Theory</td>
<td>5.0</td>
</tr>
</tbody>
</table>

28.0 hours

Mold Maker Focus: (Milford)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MACH2535</td>
<td>Mold Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>MACH2537</td>
<td>Injection Mold Design I</td>
<td>2.0</td>
</tr>
<tr>
<td>MACH2538</td>
<td>Mold Making Lab I</td>
<td>7.0</td>
</tr>
<tr>
<td>MACH2547</td>
<td>Die Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>MACH2640</td>
<td>Injection Mold Design II</td>
<td>2.0</td>
</tr>
<tr>
<td>MACH2642</td>
<td>Mold Making Lab II</td>
<td>7.0</td>
</tr>
</tbody>
</table>

28.0 hours

Tool and Die Maker Focus: (Lincoln)

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

- Oral Communications 4.5
- Written Communications 4.5
- Mathematics 4.5

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

- Science, Social Science, Humanities, and/or Computer Technology 9.0

22.5 hours

Associate of Applied Science degree: 122.0 hours

Intelligent Machine Integration Certificate: (Milford)

This Certificate is for individuals who already have an associate 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>5.5</td>
</tr>
<tr>
<td>THNC2120</td>
<td>Manufacturing Networking Fundamentals</td>
<td>5.0</td>
</tr>
<tr>
<td>THNC2130</td>
<td>Manufacturing Automation and Integration Theory</td>
<td>4.0</td>
</tr>
<tr>
<td>THNC2135</td>
<td>Manufacturing Automation and Integration Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>THNC2140</td>
<td>Basic CNC Machining Techniques</td>
<td>3.0</td>
</tr>
<tr>
<td>THNC2145</td>
<td>Advanced CNC Machining Techniques</td>
<td>3.5</td>
</tr>
<tr>
<td>THNC2150</td>
<td>Partners InTHINC Applications</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Certificate: 25.0 hours
MAJOR APPLIANCE PROFESSIONAL TECHNOLOGY

Diploma

Types of jobs available:

- Professional repair technician
- Self-employed owner/technician

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

Program overview

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

For more information contact:

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

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

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>
<td>3.0</td>
</tr>
<tr>
<td>MAAP1114</td>
<td>Electrical Dryer Technology</td>
<td>4.0</td>
</tr>
<tr>
<td>MAAP1118</td>
<td>Gas Dryer Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>MAAP1120</td>
<td>Dishwasher Technology</td>
<td>5.0</td>
</tr>
<tr>
<td>MAAP1124</td>
<td>Top-Loading Washing Machine Technology</td>
<td>5.5</td>
</tr>
<tr>
<td>MAAP1126</td>
<td>Front-Loading Washing Machine Technology</td>
<td>6.5</td>
</tr>
<tr>
<td>MAAP1128</td>
<td>Electric Range Technology</td>
<td>5.5</td>
</tr>
<tr>
<td>MAAP1132</td>
<td>Gas Range Technology</td>
<td>4.5</td>
</tr>
<tr>
<td>MAAP1136</td>
<td>Domestic Refrigerator Technology</td>
<td>1.5</td>
</tr>
<tr>
<td>MAAP1137</td>
<td>Domestic Refrigerator Mechanical Systems</td>
<td>8.0</td>
</tr>
<tr>
<td>MAAP1138</td>
<td>Domestic Refrigerator Sealed Systems</td>
<td>8.5</td>
</tr>
<tr>
<td>MAAP1150</td>
<td>Introduction to Major Appliance Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1000</td>
<td>Computer Essentials</td>
<td>1.0</td>
</tr>
</tbody>
</table>

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
- Operations manager
- Engineering coordinator
- Field engineer
- Machine designer
- CNC programmer
- Product research and development specialist
- Direct manufacturing support specialist
- Quality control and assurance specialist
- Lean manufacturing engineer
- Technical support engineer
- Tooling design and development specialist

SCC has an active student chapter, S218, of the Society of Manufacturing Engineers which helps students create contacts with local industries and potential employers.

Program overview
The program is only available at the Milford Campus. A flexible schedule is available. Please contact the program chair for more information.

For more information contact:
Mark W. Eilers, Program Chair
402 761-8244, 800-933-7223 ext. 8244, meilers@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

Milford Campus
Credit Hours Required for Graduation:
Certificate: 25.0
Associate of Applied Science Degree: 150.5

Manufacturing engineering technologists like to make things. They also like to make them better, faster and less expensive. They are “hands-on” people who also want to be part of the design process. And they enjoy working with people as part of a team or as the leader. Students use a three-dimensional rapid prototype printer to print a variety of design and prototype projects. Students are eligible in their fifth quarter to take the Certified Manufacturing Technologist exam offered by the Society of Manufacturing Engineers (www.sme.org).

Please note: A grade of “C” or higher is required in all prerequisite courses.

Manufacturing Engineering Technology A.A.S. Degree Requirements:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFGT1125</td>
<td>Materials of Industry</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT1144</td>
<td>Industrial Drafting I</td>
<td>6.0</td>
</tr>
<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>Fluid Power for Manufacturing</td>
<td>4.5</td>
</tr>
<tr>
<td>MFGT1350</td>
<td>AutoCAD for Manufacturing</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>
<td>4.5</td>
</tr>
<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 AutoCAD for Manufacturing</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>1.5</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>
</tr>
<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>
</tbody>
</table>

MFGT2668 Design and Production Problems 3.5
MFGT2670 Autodesk Inventor 5.5
MFGT2672 Mechanisms 5.0
MFGT2680 Solid Works 1.5

112.0 hours

General Education Requirements:
Contact your program advisor to select general education course/s from each category which will meet your graduation requirements. See page 4 for complete list.

(One class from each area below).

Oral Communications 4.5
Written Communications 4.5
ENGL1010 Composition I (recommended) 4.5
Mathematics MATH1050 Thinking Mathematically (or higher) 4.5
(Prerequisite for MFGT1333, 1413, 2549, 2672, & MACH1370).
Science PHYS1017 Technical Physics or PHYS1150 Descriptive Physics (Prereq. for MFGT2566, 2668). 4.5
Computer Technology BSAD1010 Microsoft Applications I (Prerequisite for MGFT2670) or INFO1010 Computer Literacy 4.5

22.5 hours

To complete the A.A.S. degree, students also are required to take:
OFFT1110 Business Communications 4.5
ECON1200 Personal Finance 4.5
ACFS2020 Career Development 2.5
BSAD2540 Principles of Management 4.5
16.0 hours

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

Intelligent Machine Integration Certificate: (Milford)
This Certificate is for individuals who already have an associate 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>5.5</td>
</tr>
<tr>
<td>THNC2120</td>
<td>Manufacturing Networking Fundamentals</td>
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<tr>
<td>THNC2130</td>
<td>Manufacturing Automation and Integration Theory</td>
<td>4.0</td>
</tr>
<tr>
<td>THNC2135</td>
<td>Manufacturing Automation and Integration Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>THNC2140</td>
<td>Basic CNC Machining Techniques</td>
<td>3.0</td>
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<tr>
<td>THNC2145</td>
<td>Advanced CNC Machining Techniques</td>
<td>3.5</td>
</tr>
<tr>
<td>THNC2150</td>
<td>Partners in THINC Applications</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Certificate: 25.0 hours
MEDICAL ASSISTING

Diploma

Types of jobs available:
Graduates work in offices and clinics of physicians, podiatrists, chiropractors, optometrists and other specialties.
Medical Assistants perform clinical duties such as vital signs, laboratory tests, and electrocardiograms. They draw blood, prepare and administer medication, and assist the physician. They may also perform administrative duties such as, scheduling appointments, billing, coding, and insurance.

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

Program overview
This program offers Lincoln-classroom instruction and Web-based courses.

New students are admitted to the classroom program in the Spring and Fall quarters.
New online program students are admitted only during the Spring Quarter. Online students must visit the Lincoln campus three times for competency evaluations.

Southeast Community College, in cooperation with Central Community College, provides an opportunity for students to earn an associate degree in Medical Assisting.

For more information contact:
Kathy Zabel, Program Chair
402-437-2756, 800-642-4075 ext. 2756, kzabel@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Lincoln Campus and Online
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 St., Clearwater, FL 33756, 727-210-2350.

Credit Hours Required for Graduation: 79.0
To complete a Diploma in the Medical Assisting program, courses are generally taken in the following order.

Medical Assisting Courses

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS1000</td>
<td>Structure and Function of the Human Body (or higher)</td>
<td>6.0</td>
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<tr>
<td>MEDA1101</td>
<td>Medical Terminology I</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1102</td>
<td>Administrative Medical Assisting</td>
<td>2.0</td>
</tr>
<tr>
<td>OFFT1710</td>
<td>Word Applications I</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDA1204</td>
<td>First Aid</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1201</td>
<td>Medical Terminology II</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1202</td>
<td>Communication in Allied Health</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDA1203</td>
<td>Medical Law, Ethics &amp; Bioethics for the Medical Office Employee</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1205</td>
<td>Exam Room I</td>
<td>2.5</td>
</tr>
<tr>
<td>MEDA1406</td>
<td>Basic Pharmacology</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1407</td>
<td>Medical Calculations</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDA1301</td>
<td>Exam Room II</td>
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</tr>
<tr>
<td>MEDT1161</td>
<td>Basic Urinalysis &amp; Microbiology for the Office Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT1171</td>
<td>Basic Urinalysis &amp; Microbiology Laboratory</td>
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</tr>
<tr>
<td>MEDT1181</td>
<td>Basic Hematology for the Office Laboratory</td>
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</tr>
<tr>
<td>MEDT1191</td>
<td>Basic Hematology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>OFFT2440</td>
<td>Medical Office Procedures</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT2650</td>
<td>Computerized Medical Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1401</td>
<td>**Clinical Education</td>
<td>8.0</td>
</tr>
<tr>
<td>MEDA1402</td>
<td>Senior Clinical Seminar</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1404</td>
<td>Medical Diseases</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDA1405</td>
<td>Insurance for the Medical Office</td>
<td>3.0</td>
</tr>
</tbody>
</table>

**Please note: Immediately prior to enrollment in MEDA1401, students must pass the following courses during the same quarter. [MEDA1301, MEDT1161, MEDT1171, MEDT1181 & MEDT1191.]

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 take a drug test.
4. Students must pass all required courses for the program with a "C+" or higher to continue through the program.
5. A current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required 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. MLSs 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 Laboratory Science.

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 Clinical Laboratory Science Program, University of Nebraska Medical Center.

For more information contact:
Janis Bible, Program Chair
402-437-2760, 800-642-4075 ext. 2760, jbible@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

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.nacls.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>LBST1422</td>
<td>Survey of Chemistry</td>
<td>3.0</td>
</tr>
<tr>
<td>LBST1424</td>
<td>Survey of Chemistry Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>LBST1205</td>
<td>Introductory Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>LBST1215</td>
<td>Introductory Biology Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>MEDT1101</td>
<td>Clinical Laboratory Procedures</td>
<td>2.5</td>
</tr>
<tr>
<td>MEDT1221</td>
<td>Introduction to Microbiology</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDT1231</td>
<td>Introduction to Microbiology Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>LBST1121</td>
<td>Analytical Chemistry for Technicians I</td>
<td>3.0</td>
</tr>
<tr>
<td>LBST1131</td>
<td>Analytical Chemistry for Technicians I Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>MEDT1201</td>
<td>Medical Laboratory Measurements</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDT1100</td>
<td>Procedures in Phlebotomy</td>
<td>2.5</td>
</tr>
<tr>
<td>MEDT1301</td>
<td>Clinical Microbiology I</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDT1311</td>
<td>Clinical Microbiology I Laboratory</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDT1321</td>
<td>Hematology I</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDT1331</td>
<td>Hematology I Laboratory</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDT1401</td>
<td>Clinical Microbiology II</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDT1411</td>
<td>Clinical Microbiology II Laboratory</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDT1421</td>
<td>Hematology II</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDT1431</td>
<td>Hematology II Laboratory</td>
<td>2.0</td>
</tr>
<tr>
<td>LBST2125</td>
<td>Instrumental Analytical Chemistry</td>
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<td>LBST2135</td>
<td>Instrumental Analytical Chemistry Laboratory</td>
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<tr>
<td>MEDT2501</td>
<td>Urinalysis</td>
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<td>MEDT2511</td>
<td>Urinalysis Laboratory</td>
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<tr>
<td>MEDT2521</td>
<td>Immunohematology I</td>
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<tr>
<td>MEDT2531</td>
<td>Immunohematology I Laboratory</td>
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</tr>
<tr>
<td>MEDT2541</td>
<td>Clinical Chemistry I</td>
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<tr>
<td>MEDT2551</td>
<td>Clinical Chemistry I Laboratory</td>
<td>2.0</td>
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<tr>
<td>MEDT2561</td>
<td>Immunology</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDT2581</td>
<td>Hemostasis</td>
<td>1.0</td>
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<tr>
<td>MEDT2582</td>
<td>Immunology/Hemostasis Laboratory</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDT2601</td>
<td>Parasitology</td>
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<td>MEDT2611</td>
<td>Parasitology Laboratory</td>
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<tr>
<td>MEDT2621</td>
<td>Immunohematology II</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT2631</td>
<td>Immunohematology II Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT2641</td>
<td>Clinical Chemistry II</td>
<td>2.5</td>
</tr>
<tr>
<td>MEDT2651</td>
<td>Clinical Chemistry II Laboratory</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDT2681</td>
<td>Clinical Education Orientation I</td>
<td>2.5</td>
</tr>
<tr>
<td>MEDT2690</td>
<td>Clinical Education I</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDT2701</td>
<td>Clinical Education II</td>
<td>10.0</td>
</tr>
<tr>
<td>MEDT2702</td>
<td>Clinical Seminar I</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDT2703</td>
<td>Clinical Education Orientation II</td>
<td>4.0</td>
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<tr>
<td>MEDT2801</td>
<td>Clinical Education III</td>
<td>10.0</td>
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<tr>
<td>MEDT2802</td>
<td>Clinical Seminar II</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>Computer Elective</td>
<td>1.5</td>
</tr>
</tbody>
</table>

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 MEDT courses.

3. Students must complete a health statement before acceptance into the Medical Laboratory Technology Program.

4. A current Healthcare Provider CPR card (contact Program Chair for specific requirements) 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.

5. 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 or higher-level general chemistry may be substituted for LBST1421/1422. BIOS1010/1010L 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 beginning in January and July.

For more information contact:
Ken Jefferson, Program Chair
402-437-2640, 800-642-4075 ext. 2640, kjeffers@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Lincoln Campus

Credit Hours Required for Graduation: 87.5

Required Diploma Courses:
A grade of “C” or higher is required in all MSTT courses to graduate from the program. Course offerings and prerequisites will be determined by the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTT1000</td>
<td>Shop Procedures &amp; Hand Tools</td>
<td>5.5</td>
</tr>
<tr>
<td>MSTT1112</td>
<td>Basic Engine Theory</td>
<td>5.5</td>
</tr>
<tr>
<td>MSTT1120</td>
<td>Wheels &amp; Tires</td>
<td>3.0</td>
</tr>
<tr>
<td>MSTT1122</td>
<td>Frames, Suspensions, &amp; Brakes</td>
<td>3.5</td>
</tr>
<tr>
<td>MSTT1125</td>
<td>Electrical Concepts</td>
<td>6.0</td>
</tr>
<tr>
<td>MSTT1131</td>
<td>Electrical Circuits</td>
<td>10.0</td>
</tr>
<tr>
<td>MSTT1132</td>
<td>Fuel &amp; Ignition Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>MSTT1133</td>
<td>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>6.0</td>
</tr>
<tr>
<td>MSTT1901</td>
<td>Rideability and Electrical Update with Coop</td>
<td>2.5</td>
</tr>
<tr>
<td>WELD1176</td>
<td>Automotive and Motorcycle Welding</td>
<td>68.0 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.

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

<table>
<thead>
<tr>
<th>Category</th>
<th>Course</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oral</td>
<td>Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>Written</td>
<td>Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>Science</td>
<td>PHYS1150</td>
<td>Descriptive Physics</td>
</tr>
<tr>
<td>Advisor Approved Elective</td>
<td>4.5</td>
<td></td>
</tr>
</tbody>
</table>

19.5 hours

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

Students also are 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 ext. 8346, rwalbrid@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

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 A.A.S. degree in Nondestructive Testing Technology. Students must attain a grade of “C” or higher in all NDTT courses to receive an A.A.S. degree.

Required NDTT Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDTT1121</td>
<td>Visual Inspection Methods</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT1133</td>
<td>Manufacturing Processes</td>
<td>10.0</td>
</tr>
<tr>
<td>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>
</tr>
<tr>
<td>NDTT1255</td>
<td>NDT Methods</td>
<td>10.0</td>
</tr>
<tr>
<td>NDTT1263</td>
<td>Metallurgy</td>
<td>6.5</td>
</tr>
<tr>
<td>NDTT1356</td>
<td>Liquid Penetrant</td>
<td>3.0</td>
</tr>
<tr>
<td>NDTT1360</td>
<td>Ultrasonics I</td>
<td>7.5</td>
</tr>
<tr>
<td>NDTT1450</td>
<td>Eddy Current I</td>
<td>2.5</td>
</tr>
<tr>
<td>NDTT1458</td>
<td>Magnetic Particle</td>
<td>4.0</td>
</tr>
<tr>
<td>NDTT1464</td>
<td>Radiography I</td>
<td>9.0</td>
</tr>
<tr>
<td>NDTT1470</td>
<td>Radiation Safety &amp; Administration</td>
<td>5.0</td>
</tr>
<tr>
<td>NDTT2040</td>
<td>NDTT Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT2569</td>
<td>Radiography II &amp; Film Interpretation</td>
<td>8.0</td>
</tr>
<tr>
<td>NDTT2570</td>
<td>Eddy Current II</td>
<td>10.0</td>
</tr>
<tr>
<td>NDTT2652</td>
<td>Ultrasonics II</td>
<td>8.0</td>
</tr>
<tr>
<td>NDTT2675</td>
<td>Computer Applications in NDT</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT2679</td>
<td>Code Interpretation &amp; Procedure Development</td>
<td>4.5</td>
</tr>
<tr>
<td>WELD1182</td>
<td>Welding Process for NDT</td>
<td>3.0</td>
</tr>
</tbody>
</table>

114.5 hours

General Education Requirements:
Contact your program advisor to select general education course/s from each category which will meet your program’s graduation requirements. See page 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, Social Science, Humanities, and/or Computer Technology 9.0

22.5 hours

In addition students must complete the following courses:

- BSAD2540 Principles of Management 4.5
- PHYS1017 Technical Physics 4.5

9.0 hours
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 Chair–Beatrice
402-228-8284, 800-233-5027 ext. 1284, sdexter@southeast.edu
Karen Hermsen, Program Chair–Lincoln
402-437-2426, 800-642-4075 ext. 2426, khermsen@southeast.edu
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Beatrice and Lincoln Campuses and Online
Credit Hours Required for Graduation:
- Certificate:
  - General Office Focus: 40.5
  - Microsoft Office Focus: 40.5
- Diploma:
  - General Office Focus: 84.5
  - Medical Transcription Focus: 85.0
- Associate of Applied Science Degree:
  - Administrative Office Focus: 111.5
  - Legal Office Focus: 115.0
  - Medical Office Focus: 113.0

This program offers students generalized training in office professions as well as course work in three focus areas: administrative, legal, and medical. With appropriate elective courses, students completing requirements for an Associate of Applied Science degree in will be prepared to take the Certified Professional Secretary or Certified Administrative Professional examination awarded through the International Association of Administrative Professionals. All course prerequisites must be passed with a "C" or 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>

A.A.S. Office Professional Core Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFT1110</td>
<td>Business Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1160</td>
<td>Keyboarding III</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1170</td>
<td>Keyboarding IV</td>
<td>3.0</td>
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<tr>
<td>*OFFT1710</td>
<td>Word Applications I</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1720</td>
<td>Word Applications II</td>
<td>4.5</td>
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<tr>
<td>*OFFT2000</td>
<td>Employment Techniques</td>
<td>4.5</td>
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<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>*OFFT2901</td>
<td>Cooperative Experience</td>
<td>5.0</td>
</tr>
<tr>
<td>*BSAD1020</td>
<td>Microsoft Applications II</td>
<td>4.5</td>
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</table>

57.5 hours
## Administrative Office Focus Courses:

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

Advisor Approved Elective (ACCT, BSAD, ECON, ENTR, INSU, or OFFT - may not include OFFT1010, OFFT1020, or OFFT1310 and may not include previously taken courses). 4.5

31.5 hours

## Legal Office Focus Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD1050</td>
<td>Introduction to Business</td>
<td>4.5</td>
</tr>
<tr>
<td>*ACCT1200</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1090</td>
<td>Business Law</td>
<td>4.5</td>
</tr>
<tr>
<td>*BSAD1100</td>
<td>Business Law</td>
<td>4.5</td>
</tr>
<tr>
<td>*BSAD2310</td>
<td>Business Ethics</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2210</td>
<td>Legal Processes</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2220</td>
<td>Legal Processes</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2310</td>
<td>Financial Computer Applications</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Advisor Approved Elective (ACCT, BSAD, ECON, ENTR, INSU, or OFFT - may not include OFFT1010, OFFT1020, or OFFT1310 and may not include previously taken courses). 4.5

36.0 hours

## Medical Office Focus Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIOS1000</td>
<td>Structure and Function of the Human Body or BIOS1210</td>
<td>6.0</td>
</tr>
<tr>
<td>MEDA1101</td>
<td>Anatomy and Physiology (Bea)</td>
<td>2.0</td>
</tr>
<tr>
<td>*MEDA1201</td>
<td>Medical Terminology I (Linc) and MEDA1201</td>
<td>3.0</td>
</tr>
<tr>
<td>OFFT1120</td>
<td>Medical Terminology I (Linc)</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2650</td>
<td>Computerized Medical Management</td>
<td>4.5</td>
</tr>
<tr>
<td>*MEDA1203</td>
<td>Medical Law, Ethics, and Bioethics</td>
<td>3.0</td>
</tr>
<tr>
<td>*MEDA1404</td>
<td>Medical Diseases</td>
<td>4.5</td>
</tr>
<tr>
<td>*MEDA1405</td>
<td>Insurance for the Medical Office</td>
<td>3.0</td>
</tr>
<tr>
<td>*OFFT2340</td>
<td>Medical Machine Transcription</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2440</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Advisor Approved Elective (ACCT, BSAD, ECON, ENTR, INSU, or OFFT - may not include OFFT1010, OFFT1020, or OFFT1310 and may not include previously taken courses). 4.5

33.0/33.5 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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL1010</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
</tbody>
</table>

### Written Communications

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH1040</td>
<td>(Business Math) or higher</td>
<td>4.5</td>
</tr>
</tbody>
</table>

### Social Science

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC1250</td>
<td>Interpersonal Relations</td>
<td>4.5</td>
</tr>
</tbody>
</table>

### Computer Technology

<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>
</tr>
</tbody>
</table>

22.5 hours

## Diploma Core Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFT1110</td>
<td>Business Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1160</td>
<td>Keyboarding III</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1170</td>
<td>Keyboarding IV</td>
<td>3.0</td>
</tr>
<tr>
<td>*OFFT1710</td>
<td>Word Applications I</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1720</td>
<td>Word Applications II</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2000</td>
<td>Employment Techniques</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2060</td>
<td>Voice Recognition/Transcription</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2901</td>
<td>Cooperative Experience</td>
<td>5.0</td>
</tr>
<tr>
<td>*BSAD1020</td>
<td>Microsoft Applications II</td>
<td>4.5</td>
</tr>
</tbody>
</table>

39.5 hours

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

### General Office Focus:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH1040</td>
<td>Business Math</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1680</td>
<td>Web Page Support or</td>
<td></td>
</tr>
<tr>
<td>*OFFT1740</td>
<td>Desktop Publishing Applications or</td>
<td></td>
</tr>
<tr>
<td>*OFFT1760</td>
<td>Project Management Applications or</td>
<td></td>
</tr>
<tr>
<td>*OFFT2310</td>
<td>Financial Computer Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2340</td>
<td>Records and Information Management</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2410</td>
<td>Administrative Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2420</td>
<td>Administrative Procedures II</td>
<td>4.5</td>
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</table>

Advisor Approved Electives 13.5

36.0 hours

### Medical Transcription Focus:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>*BIOS1000</td>
<td>Structure and Function of the Human Body</td>
<td>6.0</td>
</tr>
<tr>
<td>BIOS1210</td>
<td>Anatomy and Physiology (Bea)</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1101</td>
<td>Medical Terminology I (Linc) and MEDA1201</td>
<td>3.0</td>
</tr>
<tr>
<td>*MEDA1201</td>
<td>Medical Terminology II (Linc) or</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT1120</td>
<td>Medical Terminology (Linc)</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2650</td>
<td>Computerized Medical Management</td>
<td>4.5</td>
</tr>
<tr>
<td>*MEDA1404</td>
<td>Medical Diseases</td>
<td>4.5</td>
</tr>
<tr>
<td>*MEDA1405</td>
<td>Insurance for the Medical Office</td>
<td>3.0</td>
</tr>
<tr>
<td>*MEDA1406</td>
<td>Basic Pharmacology (Linc)</td>
<td>2.0</td>
</tr>
<tr>
<td>*OFFT2130</td>
<td>Medical Machine Transcription</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2340</td>
<td>Records and Information Management</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2440</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
</tr>
</tbody>
</table>

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

36.5/37.0 hours

## Required General Education Diploma Courses:

<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>
</tr>
<tr>
<td>PSYC1250</td>
<td>Interpersonal Relations</td>
<td>4.5</td>
</tr>
</tbody>
</table>

9.0 hours

## Certificate

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

### General Office Focus:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFT1110</td>
<td>Business Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2060</td>
<td>Voice Recognition/Transcription</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1160</td>
<td>Keyboarding III</td>
<td>3.0</td>
</tr>
<tr>
<td>*OFFT1710</td>
<td>Word Applications I</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1720</td>
<td>Word Applications II</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1740</td>
<td>Desktop Publishing Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1760</td>
<td>Project Management Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2060</td>
<td>Voice Recognition/Transcription</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2340</td>
<td>Records and Information Management</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Advisor Approved Electives 9.0

36.0 hours

### Microsoft Office Focus:

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

36.0 hours

## Required General Education Certificate Course:

<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>
</tr>
</tbody>
</table>

4.5 hours

(Course numbers preceded by an asterisk (*) have prerequisites.)
PARTS MARKETING & MANAGEMENT

Associate of Applied Science Degree, Diploma

Types of jobs available:
- Parts manager
- Warranty manager
- Service manager
- Service writer
- General manager
- Self-employed
- Factory representative
- Sales person
- Merchandising representative
- Advertising representative
- Business office manager

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

Graduates are working in exciting careers in entrepreneurship, management, marketing, sales and service to customers in automotive, agriculture, aviation, industrial, construction, warehousing, or any other business that sells products. Many graduates continue their education in business, marketing and supervision.

Program overview

The program is available only at the Milford Campus. Students focus in automotive, agriculture implement, industrial, trucking and retail business, and in district management.

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 ext. 8293, dmedinge@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 ext. 8243

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>PDSM1901</td>
<td>Cooperative Experience</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:

- ENGL1010 Composition I 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
- BSAD1050 Introduction to Business 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

Diploma

Types of jobs available:

- Pharmacy technician

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

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

Program overview

This program is available on the Beatrice Campus and online. The program is 12 months, or four quarters in length.

For more information contact:

Elina Pierce, Program Chair
402-228-8247, 800-233-5027 ext. 1247, epierce@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214

Beatrice Campus and Online

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

Credit Hours Required for Graduation: 64.5

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. Current students will sit for the national certification exam for pharmacy technicians during the final exam for PHRM1241.

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>
</tr>
</thead>
<tbody>
<tr>
<td>MEDA1101</td>
<td>Medical Terminology I</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1202</td>
<td>Communication in Allied Health</td>
<td>4.5</td>
</tr>
<tr>
<td>BIOS1000</td>
<td>Structure and Function of the Human Body</td>
<td>6.0</td>
</tr>
<tr>
<td>MEDA1407</td>
<td>Medical Calculations</td>
<td>1.0</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>4.0</td>
</tr>
<tr>
<td>PHRM1220</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>
<tr>
<td>PHRM1240</td>
<td>Pharmacy Law &amp; Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>PHRM1241</td>
<td>Professional Trends &amp; Issues</td>
<td>4.5</td>
</tr>
<tr>
<td>PHRM1250</td>
<td>Pharmacy Clinical Education</td>
<td>8.0</td>
</tr>
</tbody>
</table>

55.5 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 pass College entrance exams to be admitted into the program.
2. Prior to entrance to the program, students must turn in a completed health statement, and have a current Healthcare Provider CPR card (contact Program Chair for specific requirements).
3. 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.
4. Before going to a clinical site, SCC’s Pharmacy Technician students are required to register and be active on the registry while performing the duties of technicians in the state of Nebraska. (See Registry information below.)
5. Computer skills in keyboarding and Windows will be helpful.

REGISTRY INFORMATION

Beginning September 1, 2007 the Nebraska Department of Health and 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 $25

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 an associate degree and be 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
402-437-2725, 800-642-4075 ext. 2725, bbecker@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

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 admission to the program. PTAS courses begin in the winter quarter.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</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>*ENGL1010 Composition I or higher</td>
<td>4.5</td>
</tr>
<tr>
<td>Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>*MATH1150 College Algebra or higher</td>
<td>4.5</td>
</tr>
<tr>
<td>Science</td>
<td>6.0</td>
</tr>
<tr>
<td>*Human Anatomy w/Lab</td>
<td>6.0</td>
</tr>
<tr>
<td>*Human Physiology w/Lab</td>
<td>6.0</td>
</tr>
<tr>
<td>Social Science</td>
<td>4.5</td>
</tr>
<tr>
<td>*PSYC1810 Introduction to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>30.0 hours</td>
</tr>
<tr>
<td></td>
<td>*Meets the General Education Requirement.</td>
</tr>
</tbody>
</table>

Additional Courses:

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDA1101 Medical Terminology I</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1201 Medical Terminology II</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>5.0 hours</td>
</tr>
</tbody>
</table>

Should be successfully completed prior to or during the PTA program.

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMR5120 Multicultural Competency or</td>
<td>4.5</td>
</tr>
<tr>
<td>SOCI2150 Issues of Unity and Diversity or</td>
<td>4.5</td>
</tr>
<tr>
<td>SOCI1020 Diversity in Society</td>
<td>4.5 hours</td>
</tr>
</tbody>
</table>

Anatomy and physiology courses must be 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.

Physical Therapist Assistant Core Courses:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hrs</th>
</tr>
</thead>
<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>
<tr>
<td>PTAS1206</td>
<td>Health Systems &amp; Issues</td>
<td>3.0</td>
</tr>
<tr>
<td>PTAS1207</td>
<td>Professional Issues</td>
<td>4.0</td>
</tr>
<tr>
<td>PTAS1201</td>
<td>Clinical Education I</td>
<td>4.0</td>
</tr>
<tr>
<td>PTAS1202</td>
<td>Clinical Education II</td>
<td>5.0</td>
</tr>
<tr>
<td>PTAS1203</td>
<td>Clinical Education III</td>
<td>13.5</td>
</tr>
</tbody>
</table>

70.0 hours

Special Program Requirements:
1) Self-advising Worksheet
2) High school graduate or GED;
3) Health Statement completed
4) Ten hours of job shadowing and submission of a program-provided job shadow information form.
5) A current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required prior to PTAS1301.
6) 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.
7) 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.
8) Computer skills in keyboarding and Windows will be helpful.
POLYSOMNOGRAPHIC TECHNOLOGY

Certificate

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. A Certificate in Polysomnographic Technology is awarded upon completion of the program which is accredited by CAAHEP. Graduates of the program will be eligible to take the Registered Polysomnographic Technologist exam offered by the Board of Registered Polysomnographic Technologists.

The Polysomnographic Technology program is a part-time program that includes 9 credit hours per quarter. The program is two quarters in length (or 6 months). The program is offered online with clinical rotations being completed in an approved sleep disorders center. Students are required to complete 240 contact hours of lab/clinical education and attend a two-day workshop at the SCC campus in Lincoln, Nebraska.

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

Students are encouraged to select sleep disorders centers near their home to complete their clinical education. Approval of sleep disorders centers are at the discretion of the faculty and determined on an individual basis.

For more information contact:
Jamie Hosler, Program Director
402-437-2782 or 800-642-4075, ext. 2782, jhosler@southeast.edu
Kelly Cummins, Co-Program Director
402-437-2780 or 800-642-4075, ext. 2780, kcummins@southeast.edu
Or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075, ext. 2600

Online (workshop in Lincoln)
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>
</tr>
</thead>
<tbody>
<tr>
<td>PSGT1000</td>
<td>Polysomnography I</td>
<td>2.0</td>
</tr>
<tr>
<td>PSGT1010</td>
<td>Polysomnography Lab</td>
<td>3.0</td>
</tr>
<tr>
<td>PSGT1020</td>
<td>Polysomnography Fundamentals</td>
<td>4.0</td>
</tr>
<tr>
<td>PSGT2000</td>
<td>Polysomnography II</td>
<td>2.0</td>
</tr>
<tr>
<td>PSGT2010</td>
<td>Polysomnography II Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>PSGT2020</td>
<td>Seminar Review</td>
<td>1.0</td>
</tr>
<tr>
<td>PSGT2030</td>
<td>Clinical Education</td>
<td>5.0</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 Respiratory or RN state license.
2. A current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required.
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.

Please note: Students taking online classes must complete clinicals in Beatrice, Falls City, Geneva or Lincoln, Nebraska.

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 ext. 1264, chiggins@southeast.edu
Mary Trumble, Program Chair-Lincoln
402-437-2765, 800-642-4075 ext. 2765, mtrumble@southeast.edu
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 ext. 1214
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Beatrice and Lincoln Campuses and Online
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: 76.0

Practical Nursing Diploma Courses:
All program nursing courses must be taken in sequence.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BIOS1000</strong></td>
<td>Structure and Function of the Human Body</td>
<td>6.0</td>
</tr>
<tr>
<td>LPNS1155</td>
<td>Transition to Practical Nursing</td>
<td>8.0</td>
</tr>
<tr>
<td><strong>LPNS1158</strong></td>
<td>Growth and Development</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1101</td>
<td>Medical Terminology I</td>
<td>2.0</td>
</tr>
<tr>
<td><em>LPNS1176</em></td>
<td>Pharmacology</td>
<td>3.0</td>
</tr>
<tr>
<td>LPNS1159</td>
<td>Fundamentals of Practical Nursing</td>
<td>9.0</td>
</tr>
<tr>
<td>LPNS1178</td>
<td>PN Across the Life Span I</td>
<td>9.0</td>
</tr>
<tr>
<td>LPNS1179</td>
<td>PN Across the Life Span II</td>
<td>9.0</td>
</tr>
<tr>
<td>LPNS1180</td>
<td>PN Across the Life Span III</td>
<td>9.0</td>
</tr>
<tr>
<td>LPNS1181</td>
<td>PN Across the Life Span IV</td>
<td>9.0</td>
</tr>
</tbody>
</table>

67.0 hours

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
ENGL1010 Composition I 4.5

Science
FSDT1350 Nutrition 4.5

9.0 hours

Other courses to improve success in the program:
Math, 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 a current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required.
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 ext. 2695, dgrant@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

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 Program Requirements 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, ext. 2777, kfindley@southeast.edu
Tracy Buch, Distance Learning Coordinator/Co-Chair
402-437-2779 or 800-642-4075, ext. 2779, tbuch@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Lincoln Campus and Online

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 recycle into the program, within one year, if there is an opening in the program that term and they meet program recycle requirements.

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

Prerequisite Courses: 46.0 hrs
- Human Anatomy and Human Physiology with a lab (two terms required)*
- Concept-based or technical physics with a lab
- Intermediate or College Algebra*
- Medical Terminology
- Concept-based or Technical Chemistry with lab
- Basic Pharmacology
- Diversity in Society or Introduction to Sociology *
- Composition I*
- Job Shadow
- Oral Communications*
- Web site verification

*Meets the General Education Requirement.

Radiologic Technology Courses:
Student must complete RADT courses in the following order:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT1100</td>
<td>Introduction to Diagnostic Imaging</td>
<td>2.0</td>
</tr>
<tr>
<td>RADT1111</td>
<td>Diagnostic Imaging Concepts</td>
<td>5.0</td>
</tr>
<tr>
<td>RADT1112</td>
<td>Radiographic Procedures I</td>
<td>5.5</td>
</tr>
<tr>
<td>RADT1119</td>
<td>Clinical Education I</td>
<td>5.0</td>
</tr>
<tr>
<td>RADT1123</td>
<td>Radiographic Procedures II</td>
<td>5.0</td>
</tr>
<tr>
<td>RADT1124</td>
<td>Diagnostic Imaging Theory</td>
<td>4.0</td>
</tr>
<tr>
<td>RADT1129</td>
<td>Clinical Education II</td>
<td>7.5</td>
</tr>
<tr>
<td>RADT1133</td>
<td>Radiographic Procedures III</td>
<td>5.0</td>
</tr>
<tr>
<td>RADT1134</td>
<td>Radiation Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>RADT1139</td>
<td>Clinical Education III</td>
<td>7.5</td>
</tr>
<tr>
<td>RADT1143</td>
<td>Radiographic Procedures IV</td>
<td>5.0</td>
</tr>
<tr>
<td>RADT1147</td>
<td>Specialized Imaging</td>
<td>4.0</td>
</tr>
<tr>
<td>RADT1149</td>
<td>Clinical Education IV</td>
<td>7.5</td>
</tr>
<tr>
<td>RADT2253</td>
<td>CT Imaging</td>
<td>3.0</td>
</tr>
<tr>
<td>RADT2254</td>
<td>Advanced Patient Care Management</td>
<td>1.5</td>
</tr>
<tr>
<td>RADT2259</td>
<td>Clinical Education V</td>
<td>7.5</td>
</tr>
<tr>
<td>RADT2265</td>
<td>Pathophysiology</td>
<td>5.5</td>
</tr>
<tr>
<td>RADT2269</td>
<td>Clinical Education VI</td>
<td>7.5</td>
</tr>
<tr>
<td>RADT2276</td>
<td>Diagnostic Imaging Applications</td>
<td>5.5</td>
</tr>
<tr>
<td>RADT2279</td>
<td>Clinical Education VII</td>
<td>7.5</td>
</tr>
<tr>
<td>RADT2288</td>
<td>Senior Seminar</td>
<td>4.5</td>
</tr>
<tr>
<td>RADT2289</td>
<td>Clinical Education VIII</td>
<td>7.5</td>
</tr>
</tbody>
</table>

116.0 hours

Special Program Requirements:
1. A current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required prior to entrance into the program.
2. Completed Health statement.
3. A criminal background check will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of $45 will be assessed for this CBC.
4. Computer skills are necessary. It is highly suggested for students lacking in this area to enroll in a computer technology course.

Advanced Standing

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

Advanced standing students may have the program prerequisites waived 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.

For more information contact:
Kelly Findley, Lincoln Program Coordinator/Co-Chair
402-437-2777 or 800-642-4075, ext. 2777, kfindley@southeast.edu
Tracy Buch, Distance Learning Coordinator/Co-Chair
402-437-2779 or 800-642-4075, ext. 2779, tbuch@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600
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:
Jill Sand, Program Chair
402-437-2781 or 800-642-4075, ext. 2781, jsand@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Lincoln Campus and Online
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: 117.5

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>5.0</td>
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<tr>
<td>RESP1113</td>
<td>Respiratory Pharmacology</td>
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<tr>
<td>RESP1114</td>
<td>Patient Care Principles</td>
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<td>RESP1121</td>
<td>Cardiopulmonary Pathology</td>
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<td>RESP1122</td>
<td>Respiratory Care Procedures II</td>
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<td>RESP1126</td>
<td>Respiratory Care Professions I</td>
<td>2.0</td>
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<tr>
<td>RESP1129</td>
<td>Clinical Education II</td>
<td>1.0</td>
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<tr>
<td>RESP1131</td>
<td>Cardiopulmonary Diagnostics</td>
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<tr>
<td>RESP1132</td>
<td>Mechanical Ventilation</td>
<td>6.5</td>
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<tr>
<td>RESP1139</td>
<td>Clinical Education III</td>
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</tr>
<tr>
<td>RESP1143</td>
<td>Neonatal &amp; Pediatric Respiratory Care</td>
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<tr>
<td>RESP1144</td>
<td>Respiratory Rehabilitation &amp; Home Care</td>
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<td>RESP1147</td>
<td>Ventilator Management II</td>
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<tr>
<td>RESP1148</td>
<td>Critical Care Management &amp; Lab</td>
<td>4.0</td>
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<tr>
<td>RESP1149</td>
<td>Clinical Education IV</td>
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<tr>
<td>RESP2251</td>
<td>Cardiovascular Physiology</td>
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<tr>
<td>RESP2255</td>
<td>Respiratory Care Professions II</td>
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<td>RESP2257</td>
<td>Cardiopulmonary Procedures Lab</td>
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<td>RESP2259</td>
<td>Clinical Education V</td>
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<td>RESP2263</td>
<td>Patient Education</td>
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<td>RESP2267</td>
<td>Clinical Simulations Lab</td>
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<td>RESP2268</td>
<td>Seminar Review</td>
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<td>RESP2269</td>
<td>Clinical Education VI</td>
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</table>

95.0 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 4.5
- Social Science 4.5
  - PSYC1250 Interpersonal Relations (4.5) or
  - PSYC1810 Introduction to Psychology (4.5) or
  - SOC1010 Introduction to Sociology (4.5)

(Plus one class from the area below)
- Science 4.5
  - 22.5 hours

Special Program Requirements:
1. All Program Prerequisites and General Education requirements must be completed prior to entering the program.
2. A current Healthcare Provider CPR card (contact Program Chair for specific requirements) 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.

www.southeast.edu
SURGICAL TECHNOLOGY

Associate of Applied Science Degree

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 who live outside of Lincoln can work in conjunction with the local community college in their area to complete the prerequisite, General Education, and other required courses. With program chair approval, a Lincoln face-to-face student may take the didactic portion of courses online.

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 ext. 2785, kuribe@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Lincoln Campus and Online
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 prerequisite, General Education, and other required courses must be completed with a grade of C or higher before enrolling in SURT1600.

Program Prerequisite & General Education Courses:
(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 with Lab 6.0
- Physiology with Lab 6.0
- Biology of Microorganisms with Lab 6.0
- Written Communications 4.5
- Oral Communications 4.5
- Mathematics 4.5
- Social Science 4.5
- Medical Terminology I 2.0
38.0 hours

Additional Required Courses:
MEDA1407  Medical Calculations  1.0
1.0 hour

Surgical Technology Core Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>SURT1600</td>
<td>Orientation to Surgical Technology</td>
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<td>SURT1601</td>
<td>Techniques of Surgical Asepsis</td>
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<tr>
<td>SURT1603</td>
<td>Fundamentals of Surgical Technology I</td>
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<tr>
<td>SURT1604</td>
<td>Concepts of Surgical Procedures</td>
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<td>SURT1701</td>
<td>Clinical Orientation</td>
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<td>SURT1704</td>
<td>Surgical Procedures &amp; Techniques I</td>
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<td>SURT1705</td>
<td>Principles of Surgical Technology</td>
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<td>SURT1803</td>
<td>Fundamentals of Surgical Technology II</td>
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<tr>
<td>SURT1804</td>
<td>Surgical Procedures &amp; Techniques II</td>
<td>5.0</td>
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<td>SURT1810</td>
<td>Clinical Education I</td>
<td>7.0</td>
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<td>SURT2904</td>
<td>Surgical Procedures &amp; Techniques III</td>
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<tr>
<td>SURT2907</td>
<td>Senior Seminar</td>
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<tr>
<td>SURT2909</td>
<td>Correlated Patient Study</td>
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<td>SURT2910</td>
<td>Clinical Education II</td>
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<tr>
<td>SURT2920</td>
<td>Advanced Clinical Studies</td>
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<tr>
<td>SURT2930</td>
<td>Clinical Education III</td>
<td>4.5</td>
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</table>
66.0 hours

Special Program Requirements:
1. All prerequisites and general education requirements must be completed before admission to the program.
2. Completed student Health Statement
3. A current Healthcare Provider CPR card (contact Program Chair for specific requirements) is required.
4. All SURT courses must be passed with a minimum of a C+.
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.
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, Flash animations and layouts using specialized computer software. Students learn how to create material for media campaigns for print and Web. Projects include video, 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 ext. 2675, mkeating@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 ext. 2600

Lincoln Campus (some core courses online)

Credit Hours Required for Graduation:

<table>
<thead>
<tr>
<th></th>
<th>Associate of Applied Science Degree:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Diploma:</td>
<td>119.5</td>
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<tr>
<td></td>
<td>Digital Publishing Focus:</td>
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<td>Digital Publishing Focus:</td>
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<tr>
<td></td>
<td>Offset Printing Focus:</td>
<td>29.0</td>
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VPUB Core Courses:

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>VPUB1110</td>
<td>Publishing Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1111</td>
<td>Platform Manipulation</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1112</td>
<td>Elements of Design</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1120</td>
<td>Design to Production</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1121</td>
<td>Photoshop I</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1122</td>
<td>Page Layout I</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1125</td>
<td>Digital Typography</td>
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<td>VPUB1130</td>
<td>Pre-Production Techniques</td>
<td>4.5</td>
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<tr>
<td>VPUB1131</td>
<td>Photoshop II</td>
<td>4.5</td>
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<td>VPUB1132</td>
<td>Page Layout II</td>
<td>4.5</td>
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<tr>
<td>VPUB1133</td>
<td>Creative Troubleshooting</td>
<td>2.0</td>
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<tr>
<td>VPUB1134</td>
<td>Web Design I</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB2241</td>
<td>Photoshop III</td>
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<td>VPUB2242</td>
<td>Computer Illustration I</td>
<td>4.5</td>
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<tr>
<td>VPUB2244</td>
<td>Web Design II</td>
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<tr>
<td>VPUB2245</td>
<td>Digital Video Production</td>
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<td>VPUB2252</td>
<td>Computer Illustration II</td>
<td>4.5</td>
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<tr>
<td>VPUB2254</td>
<td>Web Design III</td>
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<tr>
<td>VPUB2255</td>
<td>Portfolio Development</td>
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<tr>
<td>VPUB2260</td>
<td>Design Fieldwork</td>
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<tr>
<td>VPUB2265</td>
<td>Media Campaign Development</td>
<td>4.5</td>
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<tr>
<td>BSAD1020</td>
<td>Microsoft Applications I or II</td>
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<tr>
<td>INFO1211</td>
<td>Microsoft Access and Office</td>
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<tr>
<td>INFO1501</td>
<td>Integrated Applications</td>
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</tr>
<tr>
<td>OFFT2000</td>
<td>Employment Techniques</td>
<td>4.5</td>
</tr>
</tbody>
</table>

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.

(One class from each area below)

- Oral Communications | 4.5
- Written Communications | 4.5
- Computer Technology
  - BSAD1010 | Microsoft Applications I or II | 4.5
  - INFO1010 | Computer Literacy | 4.5
- Mathematics | 4.5
- Social Science | 4.5

Digital Publishing Diploma:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>VPUB1110</td>
<td>Publishing Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1111</td>
<td>Platform Manipulation</td>
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</tr>
<tr>
<td>VPUB1112</td>
<td>Elements of Design</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1121</td>
<td>Photoshop I</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1122</td>
<td>Page Layout I</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1132</td>
<td>Page Layout II</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1134</td>
<td>Web Design I</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB2242</td>
<td>Computer Illustration I</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2000</td>
<td>Employment Techniques</td>
<td>4.5</td>
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</table>

|   | 40.5 hours |

General Education Requirements:

- Written Communications | 4.5

Certificate:

Digital Publishing Focus:

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<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>VPUB1110</td>
<td>Publishing Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1111</td>
<td>Platform Manipulation</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1112</td>
<td>Elements of Design</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1121</td>
<td>Photoshop I</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1122</td>
<td>Page Layout I</td>
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<td>Web Design I</td>
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<td>VPUB2242</td>
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<tr>
<td>OFFT2000</td>
<td>Employment Techniques</td>
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</table>

|   | 27.0 hours |

General Education Requirements:

- Written Communications | 4.5

Certificate:

Offset Printing Focus:

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<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>VPUB1110</td>
<td>Publishing Concepts</td>
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<tr>
<td>VPUB1111</td>
<td>Platform Manipulation</td>
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<td>VPUB1120</td>
<td>Design to Production</td>
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<td>VPUB1133</td>
<td>Creative Troubleshooting</td>
<td>2.0</td>
</tr>
<tr>
<td>VPUB2260</td>
<td>Design Fieldwork</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2000</td>
<td>Employment Techniques</td>
<td>4.5</td>
</tr>
</tbody>
</table>

|   | 24.5 hours |

General Education Requirements:

- Mathematics | 4.5

|   | 4.5 hours |
WELDING TECHNOLOGY

Types of jobs available:
- Welding technician
- Welding specialist
- Production welder
- Welding fitter
- Supervisor
- Inspector
- Welding machine operator
- Sales representative

Program overview
The program is available on the Lincoln and Milford campuses and includes classroom instruction and extensive hands-on training. Some of the welding and cutting processes utilized include shielded metal arc, gas metal arc, gas tungsten arc, flux cored arc, submerged arc, plasma arc and oxy-fuel. Blueprint reading, layout, inspection and quality control skills also are widely utilized. The program meets AWS, API and ASME standards. The curriculum focuses on current welding practices and procedures, metallurgy, destructive and nondestructive testing, inspection and principles of fabrication and design.

For more information contact:
Mark Hawkins, Program Co-Chair-Lincoln
402-437-2694, 800-642-4075 ext. 2694, mhawkins@southeast.edu

Dan Zabel, Program Co-Chair-Lincoln
402-437-2692, 800-642-4075 ext. 2692, dzabel@southeast.edu

Shannon Hansen, Program Chair-Milford
402-761-8226, 800-933-7223 ext. 8226, shansen@southeast.edu

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

Lincoln and Milford Campuses
Credit Hours Required for Graduation:
- Certificate: 36.0
- Diploma: 77.0
- Associate of Applied Science: 121.0

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

WELD Core Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>WELD1100</td>
<td>Welding Orientation</td>
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<tr>
<td>WELD1110</td>
<td>SMAW Theory</td>
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<tr>
<td>WELD1112</td>
<td>SMAW Lab I</td>
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<tr>
<td>WELD1113</td>
<td>SMAW Lab II</td>
<td>4.0</td>
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<tr>
<td>WELD1115</td>
<td>Equipment &amp; Tools</td>
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<tr>
<td>WELD1117</td>
<td>Oxyacetylene Theory</td>
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<tr>
<td>WELD1119</td>
<td>OA Welding &amp; Cutting</td>
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<tr>
<td>WELD1122</td>
<td>GMAW Theory</td>
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<td>WELD1124</td>
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<td>WELD1126</td>
<td>GMAW Lab II</td>
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<tr>
<td>WELD1128</td>
<td>Blueprint Reading &amp; Weld Symbols</td>
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<tr>
<td>WELD1129</td>
<td>Computer Aided Drafting</td>
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<tr>
<td>WELD1130</td>
<td>Metallurgy I</td>
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<tr>
<td>WELD1135</td>
<td>Advanced OA &amp; Plasma Cutting</td>
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<tr>
<td>WELD1139</td>
<td>Welding Measurement &amp; Layout</td>
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<tr>
<td>WELD1140</td>
<td>Metallurgy II</td>
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<tr>
<td>WELD1143</td>
<td>Pipe Welding &amp; Cutting</td>
<td>4.0</td>
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<tr>
<td>WELD1144</td>
<td>GTAW Theory</td>
<td>2.0</td>
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<tr>
<td>WELD1148</td>
<td>GTAW (Mild Steel)</td>
<td>4.0</td>
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<td>WELD1149</td>
<td>GTAW (SS &amp; AL)</td>
<td>3.0</td>
</tr>
<tr>
<td>WELD2250</td>
<td>FCAW</td>
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</tr>
<tr>
<td>WELD2254</td>
<td>Welding Codes &amp; Standards</td>
<td>2.5</td>
</tr>
<tr>
<td>WELD2256</td>
<td>Welder Pre-Qualification</td>
<td>6.0</td>
</tr>
<tr>
<td>WELD2258</td>
<td>Welder Qualification/Certification</td>
<td>4.0</td>
</tr>
<tr>
<td>WELD2262</td>
<td>Welding Fabrication &amp; Repair</td>
<td>4.0</td>
</tr>
<tr>
<td>WELD2264</td>
<td>Quality Control &amp; NDT Methods</td>
<td>6.0</td>
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86.5 hours

WELD Technical Electives:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>WELD1120</td>
<td>SMAW Lab III</td>
<td>5.0</td>
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<tr>
<td>WELD1252</td>
<td>GMAW (SS &amp; AL)</td>
<td>4.0</td>
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<tr>
<td>WELD1273</td>
<td>Special Welding Applications**</td>
<td>3.0</td>
</tr>
<tr>
<td>WELD2901</td>
<td>Cooperative Experience</td>
<td>12.0</td>
</tr>
</tbody>
</table>

12.0 hours

**A maximum of 3.0 credit hours of Special Welding Applications can be used toward any award.

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: 9.0
- Humanities: 9.0
- Computer Technology: 9.0

22.5 hours

Certificate:
Requires 31.5 credit hours of welding core courses plus one General Education course for a total of 36.0 hours. See program advisor.

Diploma:
Requires 68.0 credit hours of welding core courses, and two General Education courses for a total of 77.0 hours. See program advisor.

A.A.S. Degree:
Requires 86.5 credit hours of weld core courses, 12.0 credit hours of weld technical electives, and five General Education courses for a total of 121.0 hours. See program advisor.
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 computer icon is visible for courses available online.
| ACCT | Accounting |
| ACFS | Academic Foundation |
| AGRI | Agriculture Business & Management Technology |
| AGST | Diesel Ag Equipment Service Tech |
| 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 |
| EIGT | 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 |
| FSST | Food Service/Hospitality |
| GEOG | Geography |
| GEOL | Geology |
| GERM | German |
| GLST | Global Studies |
| HIMS | Health Information Management 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 |
| LBR | Library Science |
| LPNS | Practical Nursing |
| LSCS | Land Surveying/Civil Engineering Technology |
| LTCA | 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 |
| MIST | Motorcycle, ATV & Personal Watercraft Technology |
| MUSC | Music |
| NDTT | Nondestructive Testing Technology |
| NURA | Nursing Assistant |
| NURS | Associate Degree Nursing |
| OFFT | Office Professional |
| 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 |
| RADI | Radiologic Technology |
| RELS | Religious Studies |
| RESP | Respiratory Care |
| SIGN | Sign Language |
| SOCI | Sociology |
| SPAN | Spanish |
| SPCH | Speech |
| SURT | Surgical Technology |
| THEA | Theatre |
| THNC | Intelligent Machine Integration |
| TRUK | Professional Truck Driver Training |
| VTOP | 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 outline.

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**<br>Location: B/L/M 45 - 4.5<br>Prerequisite: ACCT1200.<br>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**<br>Location: B/L/M 45 - 4.5<br>Prerequisite: ACCT1200.<br>This course is a continuation of ACCT1200. Principles of Accounting II includes accounting for businesses organized as corporations, cash flow statements, accounting for manufacturing businesses, preparing and using accounting data for management decision making, and analyzing and interpreting financial statements.

**ACCT2050 Payroll Accounting**<br>Location: B/L/M 30 - 3<br>Prerequisite: ACCT1200.<br>Comprehensive course in payroll accounting principles and practices. Includes the evolution of payroll laws and regulations, computation of wages and salaries and related withholdings as well as the filings of payroll reports. From the financial accounting perspective it will cover the analysis and journalizing of various payroll transactions.

**ACCT2090 Cost Accounting**<br>Location: B/L/M 45 - 4.5<br>Prerequisite: ACCT1210.<br>Overview of the basic concepts and objectives of cost accounting for merchandising and manufacturing companies. Elements of the job order system are presented in-depth with emphasis on controlling materials, labor, and factory overhead.

**ACCT2100 Individual Income Tax Procedures**<br>Location: B/L/M 45 - 4.5<br>Prerequisite: ACCT1200.<br>Through the Individual Income tax class students will complete the Form 1040 which includes the various forms and schedules used. In addition to preparation of forms and schedules students will be introduced to the Internal Revenue Code in relation to form 1040.

**ACCT2130 Intermediate Accounting I**<br>Location: B/L/M 45 - 4.5<br>Prerequisite: ACCT1210.<br>Beginns with review of basic accounting principles. Provides transition to more rigorous professional levels of accounting. Topics include extraordinary items, long-term construction contracts, earnings per share, cash and receivables, marketable securities and inventories.

**ACCT2230 Computerized Accounting**<br>Location: B/L/M 45 - 4.5<br>Prerequisites: ACCT1200 and BSAD1010.<br>Accounting software integrates accounts payable, accounts receivable, payroll, inventory activities and general ledger activities. The accounting cycle is completed using accounting software. Spreadsheets are also used to create financial statements. Instruction on 10-key will also be provided.

**ACCT2800 Applied Accounting Capstone**<br>Location: B/L/M 45 - 4.5<br>Prerequisites: ACCT2050, ACCT2100, ACCT2130 & ACCT2230.<br>This course is designed as a capstone experience before entering the workplace. Students will practice and enhance their communication, analytical and computer skills; manage and/or develop accounting projects using problem solving and decision making skills; and display leadership, initiative, and positive interpersonal skills.

### ACFS • ACADEMIC FOUNDATIONS

**ACFS0840 Collegiate Study Skills**<br>Location: B/L/M - 30 1.5<br>A general information course to help students develop skills for study, research, and test preparation. Includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students class and work schedules. Excellent course for students returning to school who are needing to upgrade skills in the use of computers for school work. Graded pass/no pass.

**ACFS0860 Student Success**<br>Location: B/L/M 30 - 3<br>This course offers students an array of strategies to help them succeed in college.

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**AGRI • AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY**

**AGRI1000 Introduction to Agriculture and Horticulture Technologies**<br>Location: B 45 - 4.5<br>Introduction to the fundamental skills and knowledge-base necessary to succeed in the agriculture industry.

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

**AGRI1123 Agribusiness Careers**<br>Location: B 45 - 4.5<br>Overviews of occupations in the field of agribusiness. In-depth exploration of several broad occupational areas and personal interview of at least two agribusiness management level employers.

**AGRI1124 Basic Ag Leadership**<br>Location: B 45 - 4.5<br>This course will help students become more successful in life and the workplace through learning and enhancing personal development and communication skills; attaining desired leadership positions both in their careers and community.

**AGRI1131 Crop & Food Science**<br>Location: B 45 - 4.5<br>Principles and practices of production of the major agronomic crops of the high plains.

**AGRI1135 Basic Fertilizer Management**<br>Location: B 28 20 3<br>Methods of evaluating soil fertility, prescribing and formulating fertilizer blends, and calibration and operation of application equipment. Forms of fertilizer, uses, storage and plant processes and operations.

**AGRI1141 Livestock Management & Selection**<br>Location: B 42 54 6<br>Management of livestock production. Work with the school's sow herd in farrowing and nursery, and with sheep during lambing. Basic production systems and methods for beef, sheep and swine.

**AGRI1143 Introduction to Equine Management**<br>Location: B 45 - 4.5<br>An introduction to the fundamental aspects of horse management.

**AGRI1153 Soils & Plant Nutrition**<br>Location: B 42 54 6<br>Study of the physical and chemical properties of soil as they apply to agriculture production, land evaluation and land use planning. Practical application to farming in relation to the characteristics of the soil, conservation of soil, water and conservation tillage.

**AGRI1171 Ag Technology**<br>Location: B 21 27 3<br>Introduction to electronic spreadsheets for solving agricultural problems with emphasis on logical and systematic decision making; Preparation for computer use in subsequent courses.

**AGRI1177 Companion Animals**<br>Location: B 45 - 4.5<br>Principles and practices for the life cycle and care of companion animals which may include nutrition, breeding, identification, various infections and non-infectious disease diagnostics and treatment, anatomy, physiology, parasitic life cycles and internal and external identification, medication requirements for certain problems and the importance of companion animals in contemporary society.

**AGRI1195 Advanced Electric and Gas Welding**<br>Location: B 15 30 2<br>Prerequisite: AGRI1116 or instructor permission.<br>Advanced instruction in all types of welding, for use in maintenance and repair of machinery and project construction. Electric and gas welders such as Stick, MIG,TIG, hard-facing, brazing and stainless steel welding.
<table>
<thead>
<tr>
<th>Course Code</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>AGRI2105</td>
<td>Enterprise Analysis</td>
<td>B</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
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<tr>
<td>AGRI2111</td>
<td>Fundamentals of Ag Marketing</td>
<td>B</td>
<td>45</td>
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<tr>
<td>AGRI2116</td>
<td>Agribusiness Management</td>
<td>B</td>
<td>45</td>
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<tr>
<td>AGRI2118</td>
<td>Basic Farm Engines</td>
<td>B 30</td>
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<td>AGRI2121</td>
<td>Livestock Nutrition</td>
<td>B 45</td>
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<td>Prerequisite: AGRI1141 or instructor permission.</td>
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<tr>
<td>AGRI2157</td>
<td>Live Animal Selection &amp; Carcass Evaluation</td>
<td>B 45</td>
<td>-</td>
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<tr>
<td>AGRI2158</td>
<td>Introduction to Meats</td>
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<td>AGRI2172</td>
<td>Intermediate Live Animal Selection</td>
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<td>Prerequisite: AGRI1257.</td>
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<tr>
<td>AGRI2202</td>
<td>Advanced Ag Business Management</td>
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<td>Prerequisite: Students should have completed or be currently enrolled in AGRI1131, AGRI1205, and AGRI1216.</td>
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<td>AGRI2212</td>
<td>Ag Machinery Maintenance</td>
<td>B 6</td>
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<td>AGRI2219</td>
<td>Pesticide Certification</td>
<td>B 28</td>
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<tr>
<td>AGRI2220</td>
<td>Ag Chemicals &amp; Equipment Application</td>
<td>B 23</td>
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<td>Prerequisite: AGRI1153.</td>
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<tr>
<td>AGRI2222</td>
<td>Agriculture Analysis</td>
<td>B 21</td>
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<td>Prerequisites: AGRI1153 or AGRI2223.</td>
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<tr>
<td>AGRI2223</td>
<td>Principles of Livestock Feeding</td>
<td>B 23</td>
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<td>Prerequisite: AGRI1122.</td>
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<tr>
<td>AGRI2225</td>
<td>Advanced Leadership Skills</td>
<td>B 30</td>
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<tr>
<td>Prerequisite: AGRI1124 or permission.</td>
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<tr>
<td>AGRI2231</td>
<td>Animal Breeding</td>
<td>B 66</td>
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<tr>
<td>AGRI2232</td>
<td>Forage Harvesting &amp; Management</td>
<td>B 42</td>
<td>54</td>
<td>6</td>
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<tr>
<td>Prerequisite: AGRI1131.</td>
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<tr>
<td>AGRI2233</td>
<td>Planting &amp; Tillage Equipment</td>
<td>B 42</td>
<td>54</td>
<td>6</td>
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<tr>
<td>AGRI2240</td>
<td>Range Management</td>
<td>B 42</td>
<td>54</td>
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<td>Prerequisites: AGRI1113, AGRI1141, AGRI1153.</td>
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<td>AGRI2245</td>
<td>Animal Health</td>
<td>B 42</td>
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<td>Prerequisite: AGRI1141.</td>
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<tr>
<td>AGRI2253</td>
<td>Grain Harvesting &amp; Management</td>
<td>B 42</td>
<td>54</td>
<td>6</td>
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<tr>
<td>Prerequisite: AGRI1131.</td>
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<tr>
<td>AGRI2254</td>
<td>Advanced Swine Production</td>
<td>B 45</td>
<td>-</td>
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<td>Prerequisite: AGRI1141.</td>
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<tr>
<td>AGRI2255</td>
<td>Advanced Sheep &amp; Goat Production</td>
<td>B 44</td>
<td>-</td>
<td>4.5</td>
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<tr>
<td>AGRI2256</td>
<td>Advanced Beef Cattle Production</td>
<td>B 45</td>
<td>-</td>
<td>4.5</td>
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<tr>
<td>AGRI2258</td>
<td>Livestock Ultrasound Technology</td>
<td>B 25</td>
<td>23</td>
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<tr>
<td>Prerequisites: AGRI2231 and AGRI1257.</td>
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<tr>
<td>AGRI2265</td>
<td>Irrigation &amp; Water Management</td>
<td>B 42</td>
<td>54</td>
<td>6</td>
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<tr>
<td>Principles of irrigation, soil, water and plant relationships, and operation of irrigation equipment. Irrigation scheduling, chemigation, and management of water to prevent erosion and maintain surface and groundwater quality.</td>
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<tr>
<td>AGRI2267</td>
<td>Advanced Marketing</td>
<td>B 45</td>
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<td>Prerequisite: AGRI1211.</td>
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<td>AGRI2272</td>
<td>Advanced Live Animal &amp; Carcass Selection</td>
<td>B 8</td>
<td>22</td>
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<tr>
<td>AGRI2279</td>
<td>Precision Technology</td>
<td>B 45</td>
<td>-</td>
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<tr>
<td>Prerequisite: AGRI1171 or permission.</td>
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<tr>
<td>AGRI2280</td>
<td>Advanced Crops</td>
<td>B 45</td>
<td>-</td>
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<tr>
<td>Prerequisites: AGRI1131, AGRI1135, AGRI1153.</td>
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<tr>
<td>AGRI2291</td>
<td>Agribusiness Sales</td>
<td>B 45</td>
<td>-</td>
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<tr>
<td>Prerequisite: Completed 60 credit hours or permission.</td>
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<tr>
<td>AGRI2795</td>
<td>Special Topics - Cooperatives</td>
<td>B 10</td>
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<td>1.0</td>
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<td>Prerequisite: Permission of instructor.</td>
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<tr>
<td>Note: This course 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.</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>AGST1120</td>
<td>Basic Electrical / Electronics</td>
<td>M</td>
<td>20</td>
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<tr>
<td>AGST1121</td>
<td>Electrical / Electronic Circuit Diagnostics</td>
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<td>AGST1123</td>
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<td>Planting, Seeding, Precision Guidance &amp; Control Systems</td>
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**AGST • DIESEL AG EQUIPMENT SERVICE TECH**

All courses are part of the Advanced Ag Equipment Technology Program. Prerequisites vary. Credit hours will vary. Must have permission of instructor and program chair.

**Fuel Systems**

- AGST1344: Prerequisites: AGST1125. Theory of design and operation of diesel fuel injection including fuels, pumps, nozzles, governors, fuel flow, filtering, handling and storage. Diagnostics, testing, repair of pumps and nozzles, and common rail (hydraulic) and electronic operated systems. Fundamentals of safety while servicing and repairing fuel systems is emphasized.

- AGST1346: Prerequisites: AGST1123. Introduction to Hydraulics Systems and Symbols. Theory, design, principles and applications of pumps, valves, actuators, reservoirs, lines, fittings, filters, and fluids. Theory and function of open, closed, PFC, and combination systems. Safety, diagnostics, testing and repair of hydraulic systems and components.

**On-the-job experience with the student’s sponsoring Cooperative Experience employer. Application of skills and concepts learned in previous quarters. Safety is emphasized throughout the work experience. Supervised by Southeast Community College-Milford Campus AG Equipment Service Tech Instructors.**

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ANTH • ANTHROPOLOGY

ANTH1100 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.

ARCH • ARCHITECTURAL-ENGINEERING TECHNOLOGY

ARCH1103 Materials of Construction M 30 - 3
Fundamental aspects of modern construction materials. Manufacturing, sizes, and application of materials.

ARCH1107 Heating & Air Conditioning Systems I M 30 20 3.5
Co-requisite: ARCH1103.
Methods of calculating heat loss and heat gain for residential buildings according to ACCA Manual I.

ARCH1115 Light Construction Principles M 50 - 5
Co-requisite: ARCH1158.
Methods of light construction on wood frame and masonry structures. Theory of architectural drafting with emphasis on lettering, line work and the procedures related to producing architectural working drawings.

ARCH1150 Computer Aided Drafting I (CAD) M 20 - 2
Co-requisite: ARCH1115.
Fundamentals of Computer Aided Drafting using the current AutoCAD program. Instruction on computer operating system, AutoCAD menus, AutoCAD settings and drawing set up. Draw and Edit commands, AutoCAD coordinate systems.

ARCH1158 Basic Architectural Drafting M - 100 3
Co-requisite: ARCH1115.
Techniques and fundamental skills of architectural drafting. Lettering, line work and basic technical drafting. Schedules, details, framing drawings and construction assembly methods used by drafters.

ARCH1208 Heating & Air Conditioning Systems II M 50 - 5
Prerequisites: ARCH1107, ARCH1158 and MATH1080. Co-requisite: ARCH1226.
Methods of sizing residential duct work systems according to ACCA Manual D. Equipment selection is also covered.

ARCH1210 Elementary Structural Design M 45 - 4.5
Prerequisite: MATH1080.
Basic structural design. Study of mathematics and trigonometry used in determining strength of materials. Wood, concrete, and steel reactions to varying loads.

ARCH1224 Plumbing Systems Drafting M - 80 2.5
Prerequisites: ARCH1158 and MATH1080. Co-requisite: ARCH1225.
Production of drawings of waste, vent and water piping systems that are acceptable to industry standards.

ARCH1225 Plumbing Systems Theory M 50 - 5
Co-requisite: ARCH1224.
Methods of design, layout and sizing of waste, vent, and water piping systems as required on commercial building projects.

ARCH1226 Heating & Air Conditioning Systems Drafting M - 70 2.5
Prerequisites: ARCH1107, ARCH1158 and MATH1080. Co-requisite: ARCH1208.
Methods of drawing duct work systems for residences using calculations from course ARCH1208 as a guide.

ARCH1240 Computer Aided Drafting II (CAD) M 25 25 3
Prerequisites: ARCH1115, ARCH1150, ARCH1158, MATH1080.
Continuation of ARCH1150, Computer Aided Drafting I. Exercises in drawings, including drawing setup, layer setup, dimensioning setup, sheet setup, dimensioning, plotting setup and plotting.

ARCH1311 Basic Estimating M 50 - 5
Prerequisites: ARCH1103, ARCH1115, ARCH1158, and ARCH1210.
Methods of performing a quantity survey of a residential building project. Residential construction techniques.

ARCH1320 Freehand Drawing for Design Details M 5 20 1
Techniques of freehand drawing for construction work. How to express ideas graphically to assure correct interpretation.

ARCH1328 Structural Building Systems I M 50 - 5
Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1330.
Concepts of heavy structural systems. Structural steel and detailing.

ARCH1329 Structural Building Systems II M 50 - 5
Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisites: ARCH1332.
Concepts of heavy structural systems. Reinforced concrete, commercial and industrial wood applications.

ARCH1330 Structural Detailing & Design I M - 50 1.5
Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1328.
Methods of graphically representing structures. Drafting and detailing steel structural systems.

ARCH1332 Structural Detailing & Design II M - 50 1.5
Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1329.
Methods of graphically representing structures. Drafting, detailing concrete and wood structural systems.

ARCH1340 Computer Aided Drafting III (CAD) M 15 10 1.5
Prerequisite: ARCH1240.
Exercises in drawing the Floor Plan, Elevations, Section, Details, using the current drafting software.

ARCH1434 Fundamentals of Commercial Architecture M 34 - 3
Prerequisites: ARCH129, ARCH1328, ARCH1330, and ARCH1332. Co-requisite: ARCH1436.
Study of construction methods for commercial buildings. Techniques of industry in developing working drawings and written specifications for a commercial building.

ARCH1436 Commercial Architectural Drafting M - 172 5.5
Prerequisites: ARCH1320, ARCH1328, ARCH1329, ARCH1330, ARCH1332 and ARCH1340. Co-requisite: ARCH1434.
Project: Production of architectural and structural working drawings for a small commercial building.

ARCH1438 Residential Design & Drafting M 20 78 4.5
Prerequisites: ARCH1320, ARCH1328, ARCH1329, ARCH1330, ARCH1332 and ARCH1340.
Advanced study of residential architectural drafting. Drafting a complete set of plans from an original design of a new residence using Revit® including site, floor, and framing plans; door, window, and room finishing schedules; building, wall, and stairway sections; construction details and exterior and interior elevations.

ARCH2521 Electrical Systems Theory M 50 - 5
Prerequisites: BSA1010 and MATH1080. Co-requisite: ARCH2542.
Techniques for calculating lighting levels, lighting requirements and circuiting loads required for the building trades.

ARCH2533 Advanced Mechanical Systems Theory M 50 - 5
Prerequisite: ARCH1208. Co-requisite: ARCH2544.
Methods of calculating heat loss and heat gain of a commercial structure and the layout and sizing of duct work systems.

ARCH2542 Electrical Systems Drafting M - 75 2.5
Prerequisite: ARCH1340. Co-requisite: ARCH2531.
Practice in drafting power and lighting systems for commercial buildings using ARCH2531 as a guide.

ARCH2544 Advanced Mechanical Systems Drafting M - 75 2.5
Practice in design of duct work systems required in building using information from ARCH2533 as a guide for the required duct work.

ARCH2546 Site Planning & Surveying M 25 25 3
Prerequisite: MATH1080.
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 sixth quarter project.

ARCH2637 Comprehensive Project Design M 30 - 3
Prerequisites: All courses ARCH1103 through ARCH2546. Co-requisite: ARCH2647.
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.

ARCH2639 Construction Estimating M 35 - 3.5
Prerequisites: All courses ARCH1103 through ARCH2546. Co-requisite: ARCH2637.
Methods of performing material takeoff and pricing materials for commercial construction. The building used for estimating will be drawn by the student in ARCH2648. Minimum of “C” grade for graduation.

ARCH2641 Life Safety Code M 31 - 3
The basics of building design utilizing the International Building Codes (IRC). Occupancy classifications means and sizing of egress components and features of fire protection are covered. Minimum of “C” grade for graduation.
ARTS2648 Comprehensive Project Drafting M 28 177 8
Prerequisites: All courses ARTCH103 through ARTCH2546. Co-requisite: ARTCH2637, ARTCH2649.
Preparation of a full set of working drawings from information accumulated from ARTCH2546 and ARTCH2637. Speed is an important factor as the student applies the accumulated knowledge of the five previous quarters. Minimum of "C" grade for graduation.

ARCH2710 Construction Law M 45 - 4.5
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.

ARTS • ART

ARTS1010 Introduction to the Visual Arts (Art Appreciation) B/L/M 45 - 4.5
An appreciation of the visual arts from a historical perspective. Includes an overview of the creative process, the evolution of art, and art as it relates to society.

ARTS1050 Introduction to Art History and Criticism I B/L 45 - 4.5
A survey of major works of art in all media from Prehistory through the end of the Middle Ages. Artistic styles will be discussed in relation to contemporary history, society and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context.

ARTS1060 Introduction to Art History and Criticism II B/L 45 - 4.5
A survey of major works of art in all media from the Renaissance to the present. Artistic styles will be discussed in relation to contemporary history, society and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context.

ARTS1110 Beginning Drawing I B/L 15 60 4.5

ARTS1120 Beginning Drawing II Prerequisite: ARTS1110
Continuation of Beginning Drawing I with an emphasis on advanced studio problems, techniques, materials, and creative solutions.

ARTS1210 Design & Composition B 15 60 4.5
Introduction to the principles of design and composition. Skills, techniques and basic ideas necessary to artistic planning. Development of sensitivity and creativity.

ARTS1330 Beginning Ceramics I B 15 60 4.5
Introduction to the construction of pottery and sculptural clay forms. Hand building, wheel-throwing, and glaze application.

ARTS1340 Beginning Ceramics II Prerequisite: ARTS1330
Continuation of Beginning Ceramics I with an emphasis on advanced studio problems, techniques, materials and creative solutions.

ARTS2210 Beginning Graphic Design B 15 60 4.5
Introduction to graphic art and the foundations of visual communication. History, principles of design and layout, methods, materials and applications.

ARTS2510 Beginning Painting I B 15 60 4.5

ARTS2520 Beginning Painting II Prerequisite: ARTS2510
Continuation of ARTS2510. Emphasis on advanced studio problems, materials, techniques, and creative solutions.

ARTS2650 Introduction to Native American Art B/L 45 - 4.5
Survey of Native American art of North America from prehistory to the present, emphasizing the art of indigenous peoples as a fine art form. History, cultural environment, special issues, art methods and materials.

ARTS2750 Women In Art B/L 45 - 4.5
Survey of the lives and achievements of women artists from prehistory to the present in Europe and America. History, cultural environment, and special issues will be covered.

ARTS2799 Special Topics in Art B 15 60 4.5
The purpose of this class is to explore a specific topic in studio art in greater detail, to provide students with a deeper understanding and appreciation of a given medium.

ASEP • GENERAL MOTORS AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM (ASEP)

ASEP1170 GM Shop Orientation & Safety M 20 12 2
Introduction to automotive shop procedures, shop safety. Proper use service manuals and service information. Thread repair, tube flaring and fasteners.

ASEP1173 GM Fundamentals M 30 10 3
Introduction to vehicle warranty flat rate manuals, daily time ticket, vehicle identification numbers and repair order completion. Proper use of hand tools, power tools and other equipment used by the automotive technician.

ASEP1177 GM Brake Systems M 30 30 4
Theory, diagnosis, and repair procedures of disc and drum brake systems on current General Motors vehicles.

ASEP1360 GM Powertrain Electronic Systems M 55 35 6.5
Prerequisite: ASEP1268.
Specialized Electronics Training Part 2. Principles and concepts of electronics 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.

ASEP1363 GM Engine Repair M 80 50 9.5
Prerequisite: ASEP1362.
Operation and construction of General Motors 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 GM gas and diesel engines. Accuracy of measurements, repair decisions and procedures involving correct and safe engine removal and installation.

ASEP1379 GM Heating & Air Conditioning M 40 40 5
Prerequisite: ASEP1268.
Study of theory, operation, diagnosis and repair of late model GM air conditioning, heating and ventilation systems. Includes manual and automatic systems. Refrigerant recovery and recycling procedures.

ASEP1902 Dealer Cooperative Experience M - 480 12
Prerequisites: ASEP1170, 1171, 1173, 1175, 1177.
Coordinated work experience from General Motors dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASEP coordinator.

ASEP2528 GM Steering & Suspension Systems M 30 50 4.5
Prerequisite: ASEP1468.
Principles of operations, disassembly procedures, and repair of General Motors steering and suspension systems. Power and manually controlled Integrated 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 M 60 30 7
Prerequisite: ASEP1468.
Operating principles and service of General Motors manual transmissions and related drive train components. Diagnosis and repair procedures.
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<td>ASEPT2537</td>
<td>GM Rear Axle Service</td>
<td>M</td>
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<td>Operation, diagnosis, and repair of drive shafts, universal joint axles, axle bearings, seals, and differentials used on late model General Motors vehicles.</td>
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<td>ASEPT2538</td>
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<td>Advanced study of GM ignition systems, fuel delivery systems, emission control systems and diagnostic routines.</td>
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<td>ASEPT2561</td>
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<td>ASEPT2743</td>
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<td>Diagnosis, adjustments and repair procedures using electrical meters, oscilloscopes and GM approved diagnostic test equipment.</td>
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<td>ASEPT2747</td>
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<td>Advanced electrical course covering operation, testing, diagnosis and repair of GM computerized body electrical and electronic systems.</td>
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<td>ASEPT2748</td>
<td>GM Automatic Transmission &amp; Transaxles</td>
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<td></td>
<td>Prerequisite: ASEPT2668</td>
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<td>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.</td>
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<td>ASEPT2749</td>
<td>GM New Product Update</td>
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<td></td>
<td>Overview of new product features for current model year. Includes available General Motors New Product Information.</td>
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<tr>
<td>ASEPT2901</td>
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<td>Prerequisites: ASEPT2528, 2529, 2537, 2538 and 2561.</td>
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<td>Coordinated work experience from General Motors dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASEP coordinator.</td>
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**ASST • FORD (ASSET) AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING PROGRAM**

**ASST1110 Ford Shop Orientation**

- M 15 6 1.5
- Introduction to automotive shop procedures and repair. Proper use of hand and power tools. This course deals with many basic elements of automotive repair.

**ASST1170 Ford Shop Safety & Repair**

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

**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.

**ASST1177 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.

**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.

**ASST1901 Dealer Cooperative Experience**

- M - 480 12
- Prerequisites: ASST1110, 1171, 1173, 1175, and 1177.
- Coordinated work experience from Ford dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

**ASST1902 Dealer Cooperative Experience**

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

**ASST2529 Ford Manual Transmissions, Transaxles, Clutches and Transfer Cases**

- M 60 30 7
- Operating principles and service of Ford manual transmissions and related drive train components. Diagnosis and repair procedures.

**ASST2531 Ford Diesel Fuel & Emission Systems**

- M 35 25 4
- 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 shafts, 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.

**ASST2728 Ford Steering & Suspension Systems**

- M 50 50 6
- Prerequisite: ASST2668.
- Study of the principles of operations, disassembly procedures and repair of Ford steering and suspension systems. Power and Manually controlled integral and rack and pinion steering gears. Conventional and McPhearson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, on and off of vehicle.

**ASST2747 Ford Body Electrical & Electronics**

- M 50 15 5.5
- 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 & Transaxles**

- 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.

**ASST2901 Dealer Cooperative Experience**

- M - 480 12
- Prerequisites: ASST2529, 2531, 2537, and 2538.
- Coordinated work experience from Ford dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

**AUTB • AUTO COLLISION REPAIR TECHNOLOGY**

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

Prerequisites: AUTB1155.

AUTB1165 Collision Repair Lab M - 105 3.5
Practice in basic metal repair fundamentals as it relates to the repair of non-structural automobile body panels. Repair on non-structural automobile body panels is done to replicate real world repairs. Automobile body panel alignment on vehicles to ensure quality repairs required according to collision repair industry standards.

Prerequisites: AUTOB1160.

AUTB1170 Welding Lab M - 30 1
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.

Prerequisites: AUTOB1160.

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.

Prerequisites: AUTB1160.

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

Prerequisites: AUTOB1150 through AUTOB1175.

AUTB1255 Collision Repair Lab II M - 210 7
Projects will be assigned to students that will include basic metal repair, plastic repair, composite repair, as well as corrosion protection and priming operations with care of vehicle to be taken to ensure customer satisfaction.

Prerequisites: AUTOB1150 through AUTOB1175.

AUTB1260 Electrical Repair I M 15 - 1.5
Theory of the automobile electrical storage and wiring system. Wiring troubleshooting processes and automobile lighting.

Prerequisites: AUTOB1150–AUTOB1175.

AUTB1350 Paint Finishes Theory II M 30 - 3
The study of equipment, preparation, materials, topcoat selection, and application to an overall painting operation will be emphasized. Techniques of spot painting repairs to include color matching and application.

Prerequisites: AUTOB1150–AUTOB1260.

AUTB1355 Estimating Theory M 15 - 1.5
Estimating principles and procedures of cost accounting. Emphasis is based on present day business practices and operations of the automobile collision repair field.

Prerequisites: AUTOB1150–AUTOB1260.

AUTB1360 Electrical Repair II M 15 - 1.5
Introduction to proper usage of diagnostic procedures including flow charts, wiring diagrams, scan tools, digital and analog multimeters. This will include identification of programmable electrical, electronic components, including servicing precautions of body electronic and body computers.

Prerequisites: AUTOB1150–AUTOB1260.

AUTB1365 Refinishing Lab I M - 165 5.5
Lab experience will include analyzing condition and type of existing finish and determining the sequence of preparation for a high quality, durable finish. The proper use of various refinishing systems and clear top-coatings to perform overall and spot painting tasks will be covered.

Prerequisites: AUTOB1150–AUTOB1260.

AUTB1370 Collision Repair Lab III M - 45 1.5
Practical on the job experiences in the proper repair of sheet metal damages on current model vehicles. Some weld-on and bolt-on panel replacement will be included.

Prerequisites: AUTOB1150–AUTOB1260.

AUTB1450 Structural Repair Theory M 30 - 3
This course will cover the study of conventional frame and unitized body construction, body alignment, steering components and how it relates to frame and unitized body construction of modern day vehicles. The proper identification of structural damages and measurement techniques will be covered. Methods of repair and operation of equipment, safety is stressed at all times.

Prerequisites: AUTOB1150–AUTOB1365.

AUTB1455 Safety Restraint Systems M 15 - 1.5
Introduction to active and passive restraint systems, operation and basic troubleshooting of restraint systems including air bag supplemental restraint systems.

Prerequisites: AUTOB1150–AUTOB1365.

AUTB1460 Collision Repair Lab IV M - 105 3.5
Assigned training projects will include following repair estimates being evaluated by the quality of work and the time taken to complete assigned training projects.

Prerequisites: AUTOB1350, AUTOB1365, and AUTOB1370.

AUTB1465 Refinishing Lab II M - 120 4
Advanced practical experiences in spot painting with the concentration on correct color matching and problem solving.

Prerequisites: AUTOB1150–AUTOB1465.

AUTB2550 Suspension & Alignment Theory M 20 - 2
Evolution and theory of front and rear suspension design. Transaxle and four wheel alignment and its relationship to collision damaged vehicles.

Prerequisites: AUTOB1150–AUTOB1465.

AUTB2555 Automotive Heating & Air Conditioning M 10 - 1
Operation of the automotive cooling system and theory of air conditioning systems, and the repair of damaged components after a collision. Refrigerant recovery and recycling is covered.

Prerequisites: AUTOB1150–AUTOB1465.

AUTB2560 Brake Systems M 15 - 1.5
Introduction to drum, disc, manual, power-assisted braking systems, theory and operation of the anti-lock brake systems.

Prerequisites: AUTOB1150–AUTOB1465.

AUTB2565 Collision Repair Lab V M - 225 7.5
Laboratory on collision repair with comprehensive practice in problem solving in structural analysis and repair of collision damaged vehicles. Estimating, structural alignment, major body repair, panel replacement, refinishing, glass installation, wheel alignment, mechanical and electrical repairs on a production basis.

Prerequisites: AUTOB1150–AUTOB1465.

AUTB2650 Collision Repair Lab VI M 15 255 10
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.

AUTT1100 Shop Procedures L/M 20 - 2
Introduction to automotive shop procedures and repair. This course deals with the many basic elements of automotive repair and the proper use of hand and power tools.

Prerequisites: AUTB1150–AUTB1465.

AUTT1101 Shop Safety and Repair L/M 20 20 2.5
This course deals with shop safety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.

Prerequisites: AUTB1150–AUTB1365.

AUTT1103 Drive Trains L/M 25 30 3.5
Theory and principle of power train operation from the engine to the drive wheels on automotive systems.

Prerequisites: AUTB1150–AUTB1365.

AUTT1106 Electrical Concepts L/M 55 15 6
Basic electrical and electronic principles, Ohm’s law, magnetism and electromagnetism as applied to automotive systems are covered. The use of DVOM meters along with the practical use of them is covered. The design of storage batteries used in automotive systems is covered.

Prerequisites: AUTB1150–AUTB1465.

AUTT1107 HVAC I L/M 40 20 4.5
Theory and operation of automotive HVAC systems is covered including diagnosis and repair of all manual heating and air conditioning systems.

Prerequisites: AUTB1150–AUTB1465.

AUTT1108 Automotive Fuel and Control Systems L/M 70 50 8.5
Theory, design and operation of the automotive fuel system are covered. This includes fuel gauges, tanks, pumps and fuel injection components. A study of fuel manufacturing, testing, and its relationship to collision damaged vehicles.

Prerequisites: AUTB1150–AUTB1465.

AUTT1202 Steering & Suspension Theory L/M 40 - 4
Theory of automotive steering and suspension components, wheels and tires, balancing and wheel alignment. Class includes active suspension and tire pressure monitor systems.
AUTT1205 Brake Systems Theory
L/M 50 - 5
Theory of automotive disc and drum brake systems including anti-lock, traction and stability control applications.

AUTT1203 Manual Transmission/Transaxle Theory
L/M 30 35 4
Theory: diagnosis, evaluation and repair of manual transmissions, clutches, drive lines, transfer cases and 4WD components.

AUTT1206 Automotive Electricity
L/M 30 15 3.5
Starting and charging systems theory, design and operation are covered. Starting and charging systems diagnosis and repair are also covered.

AUTT1207 HVAC II
L/M 10 30 2
Advanced theory, operation, and diagnosis of the HVAC systems including automatic HVAC system diagnostics and repair.

AUTT1212 Steering & suspension Lab
L/M - 60 2
Diagnosis and practical experience of automotive steering and suspension applications. This class includes the replacement of suspension components and 4-wheel alignment.

AUTT1215 Brake Lab
L/M - 60 2
Diagnosis and practical experience of automotive brake systems application. This class includes diagnosis and repair of brake systems, R & R of brake pads and shoes and the proper method of bleeding of standard and anti-lock brake systems.

AUTT1221 Engine Theory
L/M 50 - 5
Basic construction, physical principles and operation of two and four cycle engines as applied to single and multiple-cylinder engines. Ignition systems, fuel system, lubrication systems, cooling systems and valve trains are covered.

AUTT1222 Engine II
L/M 70 130 1
Advanced automotive engine coursework on removal, disassembly, and machining operations for complete major engine overhaul.

AUTT1306 Automotive Ignition Systems
L/M 10 15 1.5
Theory, operation and testing of automotive ignition systems is covered. This will include individual component testing, inspection and repair with the use of DVM meters.

AUTT1406 Automotive Electronics I
L/M 30 15 3.5
This course is an advanced auto electronics course covering the automotive wiring and accessories. Emphasis is placed on procedures, testing, diagnosing and repairing automotive systems.

AUTT1408 Advanced Engine Performance
L/M 60 90 9
Advanced engine performance includes fuel injections systems, ignition systems and vehicle driveability. Practical experience is gained through the inspection, service and repair of computer engine control systems using state-of-the-art equipment.

AUTT1506 Automotive Electronics II
L/M 30 30 4
Advanced interpretation and use of wiring diagrams, electronic component testing and repair. The use of advanced test equipment is covered.

AUTT2102 Automatic Transmission/Transaxle
L/M 100 80 12.5
Theory of operation, basic design, components, disassembly diagnosis and reassembly of automatic transmissions/transaxles is covered. Disassembly, reassembly and dyno-testing of transmissions / transaxles.

AUTT2303 Manual Transmission/Transaxle Lab
L/M 25 45 4
Diagnosis, evaluation and repair of manual transmissions/transaxles, rear axles, transfer cases, drive lines and front axles.

BIOS • BIOSCIENCE

BIOS1000 Structure and Function of Human Body
B/L 60 - 6
Overview of the normal structure and function of the human body systems and their interrelationships.

BIOS1010 General Biology
B/L 45 30 6
Fundamental processes of cells and organisms, cell structure, genetics, evolution, classification, diversity, and interaction of organisms at the molecular, cellular, organismic, ecosystem, and biosphere level. Designed for both non-majors and as a foundation for those planning additional work in biology. Includes lab.

BIOS1090 General Botany
B/L 45 30 6
Prerequisite: BIOS1010 or instructor permission.
Survey of the plant kingdom with a study of representative plants from each of the major plant groups. Structure, relationships, economic importance and natural history of major plant groups.

BIOS1110 Biology of Microorganisms
B/L 45 30 6
Comparative study of microorganisms, principles and applications. Structure, function, development and control of pathogenic organisms. Laboratory includes isolation, culturing and staining techniques plus identification of unknown organisms.

BIOS1120 Introduction to Zoology
B/L 45 30 6
Prerequisite: BIOS1010 or instructor permission.
Survey of the phyla of the animal kingdom. Emphasis on morphology, physiology, developmental cell biology and diversity of animal life. Laboratory includes observation and dissection of selected specimens.

BIOS1140 Human Anatomy & Lab
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.

BSAD • BUSINESS ADMINISTRATION

BSAD1010 Microsoft Applications I
B/L/M 45 - 4.5
Prerequisite: Keyboarding skills and prior computer experience recommended.
Use the Windows operating system and Windows Explorer to manage folders and files. Use of an Internet browser to explore the World Wide Web and work with electronic mail. Use of Microsoft Office software suite to learn basic features and integration of Word, Excel, Access, and PowerPoint.

BSAD1020 Microsoft Applications II
B/L/M 45 - 4.5
Prerequisite: BSAD1010.
Continues efficient use of Windows Explorer. Use of Microsoft Office software suite to continue integration and to learn intermediate features of Word, Excel, Access, and PowerPoint. Students will apply their knowledge of the Microsoft Office software suite to the creation of various application projects.

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
B/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 dispute settlements, torts, sales contracts under the U.C.C. and agency.

BSAD1100 Business Law II
B/L/M 45 - 4.5
Prerequisite: BSAD1090
Continuation of Business Law 1. 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.
CHEM • CHEMISTRY

CHEM0950 Pre-chemistry B 45 - 4.5
Summer session. Designed for student who does not have background necessary for success in college chemistry. Formula writing, naming compounds, balancing equations, chemical computations. Does not fulfill science requirement for A.A. or A.S. degree.

CHEM1050 Chemistry and the Citizen L 45 30 6
Prerequisite: MATH1100.
Designed for the non-science major. Survey of principles of chemistry, stressing concepts and qualitative understanding rather than problem solving and technical skills.

CHEM1090 General Chemistry I B/L 45 30 6
Prerequisite: MATH1100.
Introduction to the principles of chemistry. States of matter, atomic and molecular structures and bonding, Periodic Law, gas laws, and kinetic molecular theory, solutions and their properties.

CHEM1100 General Chemistry II B/L 45 30 6
Prerequisite: CHEM1090 with a grade of “C” or higher.
A continuation of CHEM1090. Topics include the nature of solutions, chemical equilibrium, chemical kinetics, acids and bases, solubility product, qualitative analyses of ions, oxidation and reduction, and electrochemistry.

CHEM2510 Organic Chemistry I B 45 60 6
Prerequisite: CHEM1100.
The chemistry of compounds of carbon, hydrogen, oxygen and other elements. Alkanes; alkenes, petroleum products; alcohol; ethers; acids, fats, and oils; aldehydes and ketones; amino acids and proteins; carbohydrates; and applications to biochemistry.

CHEM2520 Organic Chemistry II B 45 60 6
Prerequisite: CHEM2510.
Continuation of CHEM2510. Benzene and related compounds, nitrile compounds, sulfuric acids, amines, diazonium compounds, phenols, alcohol, acids, dyes, stains and indicators, heterocyclic compounds and applications to biochemistry.

Note: Computer Aided Design Drafting—see DRAF
Computer Information Technology & Computer Programming—see INFO

SOUTHEAST COMMUNITY COLLEGE | CATALOG 2011-2012

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<th>Course# (online)</th>
<th>Title</th>
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Please Note • Deere Construction & Forestry
Equipment Tech—See JDCE

The clinical track portion of the program begins two times each year during the Fall and Spring quarters. The Fall Quarter intakes day and online students, and the Spring Quarter intakes only day students. In order to register for a dental assisting course (DENT), the advisor must sign the registration form first.

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DENT1212 Oral Hygiene  
L 20  30  3  
Study methods and supplemental aids for the control of dental disease and demonstration of oral health instructions to a patient. Cerebral polois is taught to clinical competency level and pit and fissure sealants is taught to preclinical competency level.

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

DENT1311 Dental Assisting Foundations II  
L 30  30  4  
Principles of the foundation of clinical dentistry are taught. Clinical and dental laboratory infection control practices (OSAP standards) with further development in specialized technical skills including specific patient care practices.

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 in a manikin and human patient.

DENT1313 Oral Radiography I  
L 35  30  4.5  
Extensive study in oral radiography including: legal and ethical responsibilities, recognizing diagnostic quality radiograph, production of radiographs, biological effects of radiation, processing of films, patient education and management. Laboratory emphasis on DXTR manikin.

DENT1314 Clinical Education I  
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 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 III  
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.

Please Note • Diesel Ag Equipment Service Tech—See AGST

DESL • DIESEL TECHNOLOGY TRUCK

DESL1201 Electrical Systems I-Truck  
M 23  18  2.5  
Basic electrical and electronic principles and applications of magnetism, electromagnetism, and the practice of electrical measurements with analog and digital meters.

DESL1211 Batteries & Cranking Motors-Truck  
M 24  29  2.5  
Prerequisite: DESL1201. Purpose, theory, construction, operation, and testing of lead acid 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.

DESL1221 Electronic Ignition & Charging Systems-Truck  
M 22  34 3  
Prerequisite: DESL1201. Theory, operation, and testing of electronic ignition systems. Theory of AC type charging systems and their application to modern vehicles. Lab work in charging system diagnosis, proper disassembly procedures, alternator component testing, reassembly, and complete system testing with results compared to specifications.

DESL1231 Power Trains I-Truck  
M 30  26  3.5  
Prerequisite: DESL1261. Theory of power transmission from engine to rear wheels. Engine measurements and performance, levers, gears, chains, clutches, transmissions, planetary gears, drive lines, differentials, rear axles, and disassembly, inspection, adjustments and reassembly of standard transmissions and differentials.

DESL1251 Theory of Engine Operation-Truck  
M 25  15  3  
Prerequisites: DESL1261. Basic physical operation and construction of two and four stroke cycle, single, and multiple cylinder engines. Ignition timing of four stroke cycle engines to factory specifications, balance, compression, and cylinder leakage tests; type of internal combustion engine cooling systems, components and coolants.

DESL1261 Hand & Precision Measuring Tools-Truck  
M 20  46  3.5  
Proper use and care of power and hand tools. Micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tube flaring, fittings, and fasteners. Students project utilizing hand tools and measuring instruments.

DESL1271 Theory of Fuel System Operation-Truck  
M 35  20  4  
Prerequisites: DESL1251. Study of fuel fundamentals, testing, octane and cetane numbers, additives, and how fuels react during compression and combustion in gasoline and diesel applications. The use of alternate fuels in gasoline and diesel engines including a discussion of the pros and cons. Theory, construction, and operation of fuel tanks, fuel gauges, fuel lift pumps, air and fuel filtering systems, fuel lines and intake/exhaust manifold systems. Includes theory, construction, and operation of heat exchangers. Theory, construction, operation, servicing, and troubleshooting of turbochargers is covered.

DESL1281 Valve Trains-Truck  
M 21  34  3  
Prerequisites: DESL1271. 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.

DESL1301 Engine Overhaul & Inspection-Truck  
M 30  25  3.5  
Prerequisites: DESL1281. Design, construction, operation, and servicing of the following engine components: crankshaft, pistons, piston rings, connecting rods, and bearings. It also covers lubricants, lubrication systems, and filtration systems. Activities include disassembly, inspection, measurements, reassembly, and adjustments. Performance exhibited by assembly and adjustments of engine.

DESL1321 Diesel & Gas Fuel Injection-Truck  
M 35  20  4  
Prerequisite: DESL1301. Theory of operation and construction of diesel/gasoline fuel injection system nozzles and injectors. Electronic injectors are covered. Lab work consists of testing and service procedures for nozzles/injectors. Theory of operation and service procedures for emission control devices on diesel and gasoline applications included.

DESL1341 Air Brakes-Truck  
M 30  75  5.5  
Prerequisites: DESL1261. Principles, components, operation, service, repair, adjustment and troubleshooting of the air brake system used on today's trucks, including safety, brake balance and anti-lock brakes.

DESL1352 Electrical/Electronic Systems I-Truck  
M 35  20  4.5  
Prerequisites: DESL1261. Theory of operation, troubleshooting, diagnosis, and repair of truck cab/chassis and trailer wiring/lighting systems. Instruments, gauges, and electrical accessories are also covered. Engine/electric/electronic sensors and computers included.

DESL1355 Steering and Suspension-Truck  
M 30  60  5  
Prerequisites: DESL1341. Principles, components, operation, service, repair, adjustment and troubleshooting of the steering and suspension system used on today's trucks tractor and trailer alignment, use of equipment and shop safety.

DESL1361 Hydraulic Brakes-Truck  
M 20  30  3  
Prerequisites: DESL1355. 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.

DESL1385 Basic Hydraulics-Truck  
M 20  15  2.5  
Prerequisites: DESL1361. Principles and application of theory design, construction, and testing of hydraulic systems including pumps, actuators, reservoirs, accumulators, lines, fittings, filters and fluids.

DESL1441 Heating and Air Conditioning I-Truck  
M 30  20  3.5  
Prerequisites: DESL1385. 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.

DESL1451 Conventional Transmissions & Clutches-Truck  
M 40  85  6.5  
Prerequisites: DESL1352. Lecture, demonstration and laboratory course encompassing the principles, design, construction, operation, repair and adjustment of five through eighteen speed manual shift transmissions. Clutch removal, troubleshooting, repair, installation and adjustment plus PTO installation and adjustment are also covered.

DESL1471 Truck Final Drives-Truck  
M 30  40  4  
Prerequisites: DESL1451. Lecture, demonstration and laboratory course encompassing principles, design, construction and repair of truck final drives and related components. Phasing and angularity of drivelines is covered along with operation, inspection and replacement of U-joints.
Theories of forces acting on bodies. Moments of forces, formulas for stresses in materials and inspection.

Prerequisite: DRAF1110 and MATH1080 or higher.

DRAF1110 • Design Drafting Concepts

Course Title: Design Drafting Concepts

Course# Location Class Hours Lab Hours Credit Hours
DRAF1110 Design Drafting Concepts L 30 - 3

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

Prerequisite: Basic Computer Aided Drafting.

DRAF1120 Basic Computer Aided Drafting

Course Title: Basic Computer Aided Drafting

Course# Location Class Hours Lab Hours Credit Hours
DRAF1120 Basic Computer Aided Drafting L 45 15 5

Prerequisite: Students may take a CAD placement test or apply Tech Prep credit from their high school within the last year. Study of advanced mobile air conditioning to include heat exchange, diagnosing, evacuating, charging, leak testing, adjusting and proper handling of required service tools in the laboratory.

Prerequisites: DRAF1340 and MATH1080.

DRAF1340 Strength of Materials

Course Title: Strength of Materials

Course# Location Class Hours Lab Hours Credit Hours
DRAF1340 Strength of Materials L 44 - 4

Prerequisites: DRAF1110 and MATH1080 or higher.

DRAF1330 Solid Works

Course Title: Solid Works

Course# Location Class Hours Lab Hours Credit Hours
DRAF1330 Solid Works L 45 15 5

Prerequisites: DRAF1110 and DRAF1220. Using SolidWorks software students create designs to produce parts, assemblies and drawings of 3D and 2D products. Design of products follows typical designs from local companies.

DRAF1400 Virtual Building Design with Revit Architecture

Course Title: Virtual Building Design with Revit Architecture

Course# Location Class Hours Lab Hours Credit Hours
DRAF1400 Virtual Building Design with Revit Architecture L 45 15 5

Prerequisites: DRAF2120 and DRAF2110. 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

Course Title: Advanced Virtual Building Design w/Revit

Course# Location Class Hours Lab Hours Credit Hours
DRAF1500 Advanced Virtual Building Design w/Revit L 45 15 5

Prerequisites: DRAF1400. Using Revit Building software to create Building Information Models and using tools for parametric building design and documentation at an advanced level.

DRAF1540 Preparatory Maintenance & Inspection-Truck

Course Title: Preparatory Maintenance & Inspection-Truck

Course# Location Class Hours Lab Hours Credit Hours
DRAF1540 Preparatory Maintenance & Inspection-Truck L 45 15 5

Prerequisites: DRAF1220. Tune-Up-Truck M 40 50 5.5

Prerequisites: DRAF1220. A study of commonly used materials and accepted methods of commercial construction. An introduction to construction drawings and documents.

Prerequisites: DRAF1110 and DRAF1220. DRAF1110 Design Drafting Concepts

Course Title: Design Drafting Concepts

Course# Location Class Hours Lab Hours Credit Hours
DRAF1110 Design Drafting Concepts L 30 - 3

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

Prerequisite: DRAF1215 and ENGL1010.

DRAF1215 Architectural Concepts

Course Title: Architectural Concepts

Course# Location Class Hours Lab Hours Credit Hours
DRAF1215 Architectural Concepts L 30 - 3

A study of commonly used materials and accepted methods of commercial construction. An introduction to construction drawings and documents.

Prerequisites: DRAF1330 and DRAF2200.

DRAF2220 Flat Pattern Layout

Course Title: Flat Pattern Layout

Course# Location Class Hours Lab Hours Credit Hours
DRAF2220 Flat Pattern Layout L 15 45 3

A study of a variety of design options and how these options apply to the many different areas and stages of commercial design.

Prerequisite: DRAF1400.

DRAF1400 Advanced Virtual Building Design with Revit Architecture

Course Title: Advanced Virtual Building Design with Revit Architecture

Course# Location Class Hours Lab Hours Credit Hours
DRAF1400 Advanced Virtual Building Design with Revit Architecture L 45 15 5
ECED • EARLY CHILDHOOD EDUCATION

ECED1010 Introduction to ECED Professional Portfolio Development
L 5 - .5
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.

ECED1020 Home Visitor/Family Advocate Portfolio
L 5 - .5
Class must be completed the first quarter of the Certificate program. This introduction will identify the purpose and benefits of developing and maintaining a professional portfolio in the area of home visitation. Instruction will include portfolio requirements and effective methods of collecting and compiling relevant content.

ECED1050 Expressive Arts
L 45 - 4.5
This course focuses on the selection, construction and use of materials, activities and experiences that encourage the young child's creativity and aesthetic appreciation through the visual arts, music, body movement, and dramatic play. Curriculum designed for 3-8 year olds. Grade of "C" or 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.

ECED1110 Infant and Toddler Development
L 45 - 4.5
This course focuses on typical / atypical development of children in the prenatal period of development through age two. Planning curriculum in the domains of physical growth and motor skills, cognition and language, and social / emotional development are examined. Grade of "C" or higher required for ECED2065.

ECED1112 Advanced Infant and Toddler Concepts
Prerequisite: ECED1110.
L 30 - 3
A continued and in-depth study and application of typical growth and development of the child from birth through age two. Infusion of 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.

ECED1140 Preschool Socialization and Language Development
Prerequisite: ECED1130.
L 45 - 4.5
A continued study of socialization, language development, and the development of literacy skills. 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. Grade of "C" or higher required for ECED2065.

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 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 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
Pre-Co-requisite: ECED1110, 1220. Co-enrolled in ECED1220 if this is the first practicum.
L 90 - 3
This course is designed to provide an understanding of the developmental stages of children six weeks through age two by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interaction while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for infants and toddlers are also presented. Students are required to complete a minimum of 90 clock hours of practical work experience. Attendance at discussion / orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student. A passing grade of "C" or higher is required for ECED majors.

ECED1224 Preschool Math, Science and Social Studies Curriculum
Pre/Co-requisites: ECED1120, 1230, 1240.
L 90 - 3
Planning and implementing developmentally appropriate activities for children. Grade of "C" or higher required for ECED2065.

ECED1230 School Age Child Development
L 30 - 3
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.

ECED1240 Preschool/School Age Practicum
Pre-Co-requisites: ECED1129, 1230, 1240. Co-enrolled in ECED1220 if this is the first practicum.
L 90 - 3
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 interaction 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. A grade of "C" or higher is required for all ECED majors.

ECED1260 Early Childhood Health, Safety and Nutrition
L 45 - 4.5
Defines interrelationship of safety, nutritional planning & health and how environmental factors affect young lives. Grade of "C" or higher required for ECED2065.

ECED1270 Integrated Curriculum: Ages 3-8 years
Prerequisite: ECED1110, 1220, 1230, 1240, 1260.
L 30 90 6
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
Theory, methods, and planning techniques for teaching the young child in relation to thinking patterns and learning styles. Grade of "C" or higher required for ECED2065.

ECED1401 Displays in the Early Childhood Classroom
L 5 - .5
Selection, construction and use of materials, activities and experiences that encourage creative displays and bulletin board design. Curriculum designed for three to eight-year-olds.

ECED1402 Effective Technology in the Early Childhood Classroom
L 5 - .5
Introducing students to skills and techniques of incorporating computers and other forms of technology into the classroom.
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<tr>
<th>Course#</th>
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<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
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<td>ECED1560</td>
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<td>ECED2060</td>
<td>Early Childhood Education Curriculum Planning</td>
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</table>

Course Descriptions:

ECED1403: ECED Professional Portfolio Development
- Prerequisite: ECED1010
- Focused on assisting the early childhood educator with beginning the process of developing and assembling a personal/professional portfolio to be used throughout their professional career.

ECED1404: Understanding Diversity in the Early Childhood Classroom
- Focuses on developing a culture and ethnic awareness for early childhood educators as they respond sensitively to diversity in the classroom.

ECED1405: Portfolio Assessment in the Early Childhood Classroom
- Focuses on helping the early childhood educator understand the importance of this alternative method of assessment and ways to incorporate it into the classroom curriculum and environment.

ECED1406: Effective Transitions in the Early Childhood Classroom
- Fun and effective ways to make transitions work in an early childhood setting.

ECED1407: Creative Group Times in the Early Childhood Classroom
- This course focuses on the awareness of using creative techniques during group times in early childhood settings infant through age eight.

ECED1409: PPST Preparation
- 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.

ECED1475: Professional In-Home Care
- Skills and requirements specifically for the person working in a home setting as a professional nanny or a family child care provider. Discussion of business plans, development of a parent handbook, selection of employment agencies, contract negotiations and interviewing of prospective clients and employers, Activity planning and scheduling for children of diverse ages and abilities. A grade of “B” or higher is required for the in-home Child Care Professional Focus.

ECED1520: Preschool Practicum
- Pre/co-requisites: ECED 1120, 1060. Co-enrolled in ECED 1220 if this is the first practicum.
- This course is designed to provide an understanding of the developmental stages of children from 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 infants are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student. Grade of “C” or higher required for all ECED majors.

ECED1521: Infant Practicum
- Pre/co-requisites: ECED 1110, 1060. Co-enrolled in ECED 1220 if this is the first practicum.
- This course is designed to provide an understanding of the developmental stages of children from six weeks through eighteen months of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for infants 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
- Pre/co-requisites: ECED 1110, 1060. Co-enrolled in ECED 1220 if this is the first practicum.
- This course is designed to provide an understanding of the developmental stages of children from eighteen months through thirty-six months of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for toddlers are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student. Grade of “C” or higher required for all ECED majors.

ECED1545: School Age Practicum
- Prerequisites: ECED 1230, 1060. Co-enrolled in ECED 1220 if this is the first practicum.
- This course is designed to provide an understanding of the developmental stages of children from five to eight years of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for children are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student. Grade of “C” or higher required for all ECED majors.

ECED1550: Home Visit Practicum
- Prerequisite: Program Permission. Open only to declared students graduating with the Home Visitor/Family Advocate Certificate or with program permission. Pre/co-requisites: ECED1060, 1110, 1120, and 2070.
- Supervised experience as a home visitor or family advocate using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences. Grade of “B” or higher to meet graduation requirements.

ECED1560: Comprehensive Family Child Care Practicum
- Prerequisite: Program Permission. Open only to declared students graduating with the In-Home Child Care Practicum introduction. Students must 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.

ECED1570: Comprehensive Professional Nanny Practicum
- Open only to declared ECED students. Prerequisites: Program permission required and an overall GPA of 2.5 or higher. Current First Aid/CPR certification. ECECD1110, 1120, 1230, 1060, 1260, 1270. Pre- or Co-requisite: ECED1475. Co-enrolled in ECED 1220 if this is the first practicum.
- Supervised experience as a professional nanny using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences. Grade of “B” or higher to meet graduation requirements.

ECED1575: In-Home Child Care Practicum
- Prerequisite: Program Permission. Open only to declared students graduating with the In-Home Child Care Practicum introduction. Students must have taken or be taking ECED1475. Overall GPA of 2.5 or higher. Current first aid/CPR certification. ECECD1110 and ECECD1120.
- Designed to provide an understanding of the role and duties of an in-home child care provider / nanny. Various areas will include good communication skills, professional practices, planning skills, parental needs and knowledge of business practices. Students will spend 75 hours working in a private home (nanny) setting and 75 hours working in a family child care home I or II. 10 seminar / lecture hours will be arranged with the instructor/supervisor. Grade of “B” or higher to meet graduation requirements.

ECED2050: Children with Exceptionalities
- This course focuses on the awareness of the theory, development and philosophy of early childhood education programs serving children with exceptionalities. Topics include working with families, legislation, role of the interventionist, interdisciplinary teams, and inclusion of children with special needs in natural environments. 9-15 additional clock hours observing children in an inclusive setting are required. Grade of “C” or higher required for ECED2065.

ECED2055: Inclusion in the Early Childhood Classroom
- This course focuses on the practical application of including children with special needs in natural environments. Topics include: inclusion, high incidence disabilities, appropriate adaptations, communicating with parents, and resources available for children with disabilities.

ECED2060: Early Childhood Education Curriculum Planning
- Students will be withdrawn from this class if they have not completed ECECD1120, 1230, 1240 and three of the following methods classes: ECECD1050, 1160, 1160, 1224, 1260. The fourth methods class must be taken prior to or as a co-requisite with this class.
- This course prepares students to plan a developmentally appropriate curriculum and environments for children ages 3-8 years of age. Topics include environment design, writing goals and objectives, lesson plans, daily schedules, working with parents, and inclusionary practices. Grade of “C” or higher required for ECED2065.

ECED2065: Child Care Head Teacher Practicum
- Open only to declared ECED students. Prerequisites: Program Permission. Overall GPA of 2.5 or higher. Current first aid/CPR certification. ECECD1050, 1060, 1110, 1120, 1120, 1224, 1224, 1224, 1230, 1260, 2060 with a grade of “C” or higher. Students must pass a comprehensive competency exam with a 75% or higher before enrolling. A grade of “B” or higher to meet graduation requirements. Experience as a teacher in a cooperating childcare facility using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences.
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<td>ECED2800</td>
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**ECON • ECONOMICS**

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**EDUC • EDUCATION**

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### EIGT - GRAPHIC DESIGN

**EIGT1120** Drawing/Illustration I  
Prerequisite: Program Permission.  
This course provides a foundation in basic perceptual, expressive and compositional aspects of drawing with an emphasis on perception and realistic rendering (learning to see with accuracy). A variety of black and white drawing media will be explored.

**EIGT1122** Introduction to Graphic Design  
Prerequisite: Program Permission.  
This course is concerned with the basic principles of graphic design. Emphasis is placed on basic design processes and communication principles. Development of creative ideas, evaluation of diverse methods used to produce functional graphic translations will be explored. An introduction to basic technical procedures will also be studied.

**EIGT1126** Typography I  
Prerequisite: Program Permission.  
This course provides a comprehensive introduction to effective type usage. The course builds upon the extensive language and practice of 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.

**EIGT1136** Computer Graphics I  
Prerequisite: Program Permission.  
This course 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, formats of formatting and controlling type, working with raster-based and vector-based images, plus methods for efficient file management and production.

**EIGT1230** Typography II  
Prerequisite: EIGT1126.  
This course examines typographic issues which emphasize the basic typographic areas of: historical, technical, and formal. Students study letterform and typographic usage as well as research and writing about typographic design. Project content includes typographic history, letterform development, and changing technology. This course provides students with a fundamental working knowledge of effective typographic methodology.

**EIGT1234** Computer Graphics II  
Prerequisite: EIGT1136.  

**EIGT1238** Drawing/Illustration II  
Prerequisite: EIGT1120.  
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  
Prerequisite: EIGT1126.  
The aesthetics of type and image is the core of graphic design. Virtually all aspects of the printed word and image are 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 financial/annual report design with an emphasis on the structure of layout, typography and image.

**EIGT1334** Video Production/Editing  
Prerequisite: EIGT1234.  
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  
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 other sources of color are explored. Emphasis is placed on color as a tool for use in RGB and CMYK color applications for the graphic designer.

**EIGT1356** Photography & Digital Imaging  
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, lenses, film/recording and digital scanning will be emphasized. In addition to learning technical skills, the focus of the course will be devoted to the wide variety of creative image making strategies employed by photographers over the past 180 years using digital methods. A portion of this course will include the use of Photoshop as an image manipulation tool.

**EIGT1455** Design Portfolio Development  
Prerequisite: EIGT1290.  
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 development of creative problem solving and demonstrating effective visual communication in unique and personal ways. Professional design projects will be an important element of this course.

**EIGT1456** Environmental Design  
Prerequisite: EIGT1234.  
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  
Prerequisite: EIGT1485.  
Interactive Design focuses on development of strong concepts for interactive applications such as kiosks, DVD menus, and portable device applications. This will include the process of developing and effectively communicating an idea through sketches, storyboards, illustrations, and presentations.

**EIGT1460** 3-D Package Design  
Prerequisite: EIGT1465.  
In this course students begin with an analysis of contemporary packaging and address the functional and aesthetic requirement of 3D package design. Production / technical requirements are also examined. Students will explore the creative potential for application of a diverse range of mediums and materials. An emphasis will be placed on function and craft (execution).

**EIGT1465** Corporate Identity Design  
Prerequisite: EIGT1230.  
In this course students will examine and analyze existing identity and explore 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  
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.

**EIGT2567** Web Design II  
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 (R)Rich Internet Applications.

**EIGT2568** Digital Marketing  
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 types 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  
Prerequisite: EIGT1455.  
In this course students will begin to explore on an individualized basis the development of a personal portfolio with an emphasis on demonstration of typographic, layout and image making skills. Portfolio development will focus on self promotion and development of a full ad campaign. This portfolio will use all the skills and knowledge acquired in the previous four quarters.
ELEC • ELECTRICAL & ELECTROMECHANICAL TECHNOLOGY

AND

Electronic Systems Technology

ELEC1129 DC Electronics
Prerequisite: MATH1050.
Basic electrical concepts, Ohm’s Law, Kirchhoff’s laws; series, parallel, and combination circuits. Magnetism and an introduction to inductors and capacitors are also covered. Familiarization with VOM, oscilloscope, power supply and other basic lab equipment.

ELEC1311 DC Principles
Prerequisite: MATH1050.
An in-depth study of electrical concepts, using Ohm’s Law and Kirchhoff’s Voltage and Current Laws to understand series, parallel and combination circuitry. Magnetism is studied to gain knowledge of D.C. motors, generators and relays. Inductors and capacitor and their operation in DC circuits also are covered. Analysis, diagnostic and trouble resolutions skills are enhanced using the VOM, DMM, Oscilloscope, power supplies and other lab test equipment.

ELEC1217 AC Principles
Prerequisites: ELEC1311 and MATH1050.
A study of AC circuits using passive and reactive components, including series resonance and power factor correction circuitry. Single-phase transformers are introduced, along with power supply rectification and filtering. The oscilloscope is utilized to measure phase shift and to make indirect measurements. Introduction to three phase systems concepts also are covered.

ELEC1219 AC Electronics
Prerequisites: ELEC1129.
AC circuits containing resistors, inductors, and capacitors in series and parallel combinations, including resonant and non-resonant circuits; single phase transformers, rectification and filtering. Uses of oscilloscope and familiarization with function generator, frequency counter, and DMM.

ELEC1227 Digital Circuits
Prerequisite: ELEC1217.
Truth tables, Boolean algebra and number systems to explain the operation of AND, OR, and INVERTER functions. Flip-flop registers and arithmetic operations. Lab work includes wiring of pre-designed circuits using ICs.

ELEC1317 Active Devices
Prerequisite: ELEC1219.
Introduction to diodes, transistors, FETS, SCRs and TRIACS which make up complete electronic circuits. Device analysis, basic circuit design, and common troubleshooting practice for these devices.

ELEC1336 CAD & Electrical Estimating
Corequisite: ELEC1365.
Introduction to computer based drafting systems for electrical applications followed by the design of electrical distribution system and computerized cost estimating.

ELEC1337 Sketching & CAD
Electromechanical students will learn the fundamentals of freehand sketching and computer based drafting for maintenance purposes.

ELEC1344 Motor Controls
Prerequisite: ELEC1217.
Practices in the operation, application, wiring, and troubleshooting of AC electrical control systems.

ELEC1356 Fluid Power
Prerequisite: MATH1050.
Study of fluid power (hydraulic and pneumatic) systems. Circuitry and various components, their design, operation, application, and maintenance.

ELEC1362 Electronic Drafting
Prerequisite: Prior computer coursework or experience.
Introduction to computer based drafting, circuit simulation, and PCB layout software for electronics applications. The software will include Capture, Multisim, and Visio.

ELEC1365 Residential & Commercial Wiring
Prerequisite: ELEC1217.
Practical experience in the construction of residential wiring systems. Design, layout and estimating of a residential electrical system based on the National Electrical Code (NEC).

ELEC1422 Analog Circuits
Prerequisite: ELEC1317.
Theory and lab experience in design, testing, troubleshooting, and repair of multistage, small signal and power amplifiers using discrete and integrated circuitry for linear amplifier and oscillator applications. Principles of audio, IF and RF amplifiers are addressed.

ELEC1432 Power Supply Systems
Prerequisite: ELEC1317.
Operational theory of voltage regulating supplies and related system components. Troubleshooting techniques and test specifications will be covered and reinforced through lab applications.

ELEC1436 Power Transmission & Lubricants
Prerequisites: MACH1121 and MFGT1456.
Fundamentals of power transmission equipment including belt drives, chain drives, couplings, bearings, lubrication, and open and enclosed gearing.

ELEC1446 Industrial Machines & Mechanical Systems
Prerequisites: ELEC1356, ELEC1376, ELEC1337, MACH1121, and MFGT1456.
Troubleshooting and repair of mechanical equipment. Bending, installing conduits, and repair of clutches and brakes.

ELEC1464 Transformers, Three-Phase System
Prerequisite: ELEC1217.
Study of transformers including three-phase use with balanced and unbalanced loads. Wiring techniques and performance characteristics of one-phase motors.

ELEC1474 Predictive Maintenance Principles
Prerequisite: ELEC1217.
Orientation, planning, and practical application of setting up a predictive maintenance program for inspection, testing, cleaning, fabricating, and adjusting of equipment.

ELEC1482 Advanced Digital Circuits
Prerequisite: ELEC1227.
Digital registers, counters, multiplexers, demultiplexers, encoders, decoders, arithmetic logic circuits, AD and DA conversion, and memory. Lab work includes circuit construction and measurement.

ELEC1495 Industrial Wiring
Prerequisite: ELEC1365.
Study of the construction of electrical systems used in the industrial and commercial areas. Circuitry required in lighting, controller systems, power distribution (overhead), and service entrance for electrical systems of public and commercial buildings. Study of the National Electrical Code for industrial wiring.

ELEC2099 Military Service Electronics Training
- - 30-60
Composite Electronics technician training and experience received at US Government Armed Forces military training centers and deployment sites. SCC does not offer this course at their facilities. Credit depends on transcript.
ELEC2519 Communications Systems
Prerequisites: ELEC2422, ELEC1432, ELEC1482.
Introduction to voice, data, and video communication principles in electronics. Basic communication systems are described including local loops, PBX, and long distance techniques. Telephone transmission, switching and signaling systems are covered. TI, T3, FDM, TDM, ISDN, DSL explained. Students are introduced to AM modulation techniques. Super heterodyne receiver principles are introduced.

ELEC2530 Microprocessor Applications
Prerequisite: ELEC1482.
Introduction to course covering instruction set, bus structures, memory and I/O techniques for microprocessor and microcontroller based systems. Assembly language programming techniques and concepts will be applied using an Integrated Development Environment.

ELEC2534 Programmable Logic Controllers I
Prerequisite: ELEC1344. Corequisite: ELEC2564.
An introduction to Logic functions and the Programmable Logic Controller (PLC).

ELEC2546 Electrical Machine Controls
Prerequisite: ELEC1344.
Continuation of ELEC1344 (Motor Controls) with more emphasis on design, troubleshooting and repair of electrical circuits.

ELEC2555 Industrial Communications & Alarm Systems
Prerequisite: ELEC1217.
Installation and maintenance of data communications systems, security/fire alarm systems, and telephone systems.

ELEC2560 Wi-Fi and RF Transmission Systems
Prerequisite: ELEC219.
Physical and electrical characteristics of antennas and transmission lines. Antennas of various types including Wi-Fi, directional, non-directional and isotropic are described. Marconi and Hertz antennas described in detail. Electromagnetic wave propagation explained. Transmission lines described include copper, fiber optic and waveguides. Radio frequencies from 30kHz through microwave are discussed.

ELEC2564 Industrial Electronics
Prerequisite: ELEC1217. Corequisite: ELEC2534.
Study of solid state components such as transistors, triacs, diacs, and SCR's.

ELEC2570 Systems Troubleshooting
Prerequisite: ELEC2640.
Introduction to the operational theory of audio systems and components. Test specifications, troubleshooting techniques will be covered and reinforced with lab applications. Video systems will be introduced. Basic troubleshooting techniques will be developed with lab projects.

ELEC2614 Industrial Control Systems
Prerequisites: ELEC2534, ELEC2564.
A study of open and closed loop control systems, AC, DC, and brushless DC motor drives used in industry. Systems used in process control, servo systems, and Robotics. With hands on experience of installation, setup, and troubleshooting.

ELEC2624 Programmable Logic Controllers II
Prerequisites: ELEC2534 and ELEC2564.
Programming, wiring, and troubleshooting of Programmable Logic Controller (PLC).

ELEC2640 Advanced Communications Systems
Prerequisite: ELEC2519.
Study of SSB, FM, spread-spectrum modulation systems used in broadcast and two-way radio. Cellular telephone systems are explained. Home entertainment as well as broadcast systems used as examples of theory. Microwave communications are introduced. PLL (Phase-Locked Loops) circuits are included. Radio testing and alignment are performed in lab projects.

ELEC2735 Advanced Microprocessor Applications
Prerequisite: ELEC2530.
Advanced design, circuit construction, and troubleshooting of digital systems such as those encountered in computers, digital communications circuits, and other industrial control applications. Assembly language programming and hardware interfacing techniques will be covered for both microprocessor and microcontroller based systems.

ELEC2750 Advanced Systems Troubleshooting
Prerequisite: ELEC2570.
Security systems covered include video surveillance, access control and alarm systems. Motion, and digital television broadcast systems will be explained and compared. NTSC, ATSC, DTV, DVB, Blu-ray, HD-DVD topics are included. Home entertainment equipment covered includes stereo, televisions and video recording equipment (analog, digital, DVR). Advanced troubleshooting techniques will be explored and practiced with lab projects.

ELEC2753 PC Operating Systems & Hardware
Prerequisite: ELEC2530.
Current operating systems will be discussed and compared. An emphasis will be placed on their application and their interaction with hardware.

ELEC2755 Structured Programming for Electronic Technicians
Prerequisite: ELEC2530.
Programming utilizing an object-oriented programming language. Specialized programming for electronic technicians with an emphasis on programming for industrial controls and computer networking applications.

ELEC2760 Networking Infrastructure (CCNA 1)
Prerequisite: Successful completion of SCC and IBEW entrance requirements. Co-requisite: ELET1715.
A first course in electricity and electronics. Covers physical and electrical safety principles, DC electrical circuits, magnetism and blue print reading. Includes the interpretation and application selected articles of the National Electrical Code (NEC).

ELET1714 DC Circuits and Blueprint Reading
Prerequisite: ELET1715. Corequisite: ELET1720.
On the Job Training (OJT) to apply construction electrician principles covered in ELET1714.

ELET1719 AC Circuits and Wire Sizing
Prerequisites: ELET1714, ELET1720.
On the Job Training (OJT) to apply construction electrician principles covered in ELET1719.

ELET1724 Electronic Devices and Electrical Grounding
Prerequisite: ELET1719.
Diodes, transistors, light emitting diodes, and other active devices used in amplifier and switching circuits. NEC Article 250 is covered. Proper electrical system grounding is stressed. Electrical load calculations are introduced.

ELET1725 Electrical Wiring Applications III
Prerequisite: ELET1724.
On the Job Training (OJT) to apply construction electrician principles covered in ELET1724.

ELET1729 Logic Circuits and Electrical Motors
Prerequisite: ELET1724.
On the Job Training (OJT) to apply construction electrician principles covered in ELET1729.
EMTL • EMERGENCY MEDICAL SERVICES/PARAMEDIC

EMTL1242 Emergency Medical Responder to EMT Bridge Course  
L 64 48 8  
Prerequisite: Emergency Medical Responder, current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card. This course is unique to Nebraska. It is based in part on the EMT curriculum.

EMTL1265 Emergency Medical Responder  
L 40 20 4.5  
Prerequisite: Minimum 18 years of age, high school diploma or GED current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card. Emergency procedures and skills appropriate for the first person at a medical emergency. Especially appropriate for rescue squad members, law enforcement and fire personnel and persons needing advance first aid skills.

EMTL1301 EMT Part I  
L 40 30 5  
Prerequisites: 18 years of age or older, or require special permission; have a current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card; proof of current immunizations needed two weeks after the start of class. This course is part one of the required training for any person seeking to become a Nebraska state-certified Emergency Medical Technician. The approved EMT curriculum is divided into seven modules. The material covered in this course includes the first 4 modules of the EMT curriculum and also two of the State of Nebraska Optional Modules.

EMTL1302 EMT Part II  
L 35 40 10  
Prerequisite: EMT Part I (EMTL1301) and completed Student Health Statement prior to registering. This course is part two of the required training for any person seeking to become a Nebraska state-certified Emergency Medical Technician. The EMT curriculum is divided into seven modules. The material covered in this course includes the last 3 modules of the EMT Curriculum.

EMTL1321 Introduction to Paramedicine  
L 50 30 6  
Prerequisites: EMTL1301 (EMT-Part I) & EMTL1302 (EMT-Part II), BIOS1140 & BIOS1140L (Human Anatomy & Lab), BIOS2130 & BIOS2130L (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  
L 50 45 6.5  
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 Cardiac Care for the Paramedic  
L 90 90 12  
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  
L - 90 3  
Prerequisites: EMTL1323. 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 2 part series of clinical experiences that support the didactic elements of the paramedic courses.

EMTL1325 Medical Emergencies for the Paramedic  
L 90 75 11.5  
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 AMLS certify.

EMTL1326 Paramedic Practicum II  
L - 120 4  
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  
L 55 45 8  
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  
L - 210 7  
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 4 of a 5 part series of clinical experiences that support the didactic elements of the paramedic courses.

EMTL1329 Special Considerations and Operations  
L 45 45 6  
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  
L - 210 7  
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 psychiatric/behavioral unit, and 80 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field preceptor. This course is Part 3 of a 5 part series of clinical experiences that support the didactic elements of the paramedic courses. Students will PALS & PEPP certify.

EMTL1332 Paramedic Field Practicum  
L - 240 8  
Prerequisites: EMTL1330. This course includes 300 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field preceptor. It will require the student to act as a Team Leader for each emergency call. This course is Part 5 of a 5 part series of clinical experiences that support the didactic elements of the paramedic courses and is an integral part in the final evaluation process in the completion of the program.

ENER • ENERGY GENERATION OPERATIONS

ENER1100 Introduction to Energy Generation and Distribution  
M 45 - 4.5  
Introduction to the history of electric and fluid power in the U.S. including deregulation. Investor-owned 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  
M 25 15  
Basic operator-based safety topics including: OSHA 10-hour, Personal Protective Equipment, ladders, body harnesses, confined space, lockout/tagout, MSDS, forklift driving, fire extinguishers, and rigging. Students will perform a supervised climb with fall-arrest-protection to above 20 feet.

ENER1115 Mechanical and Fluid Fundamentals  
M 45 - 4.5  
Prerequisite(s): ENER1100. This course will give the student a basic understanding of pumps, valves, compressors, and heat exchangers. It will explain the proper procedure on how to start, change speed, and shut down pumps. Troubleshooting common operating problems of various pumps will be discussed. Functions and characteristics of reboilers, cooling towers, and condensers will be covered in detail.

ENER1130 Electrical Schematics  
M 20 - 2  
Prerequisite(s): ENER1100. An introduction to electrical schematics, how to read them and how to troubleshoot electrical system problems using electrical schematics.
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<td>This course introduces the student to the electrical power produced at an electrical generating station. Includes three-phase generation and transmission. Power factor and correction. DC transmission, rectification, inverter systems, and grid transfer.</td>
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<td>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, stains, and traps.</td>
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<tr>
<td>ENER2120</td>
<td>Data Collection (SCADA)</td>
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<td>10</td>
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<td></td>
<td>Prerequisite(s): ENER1235, PHYS1017</td>
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<td>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.</td>
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<tr>
<td>ENER2135</td>
<td>Piping and Process Drawings</td>
<td></td>
<td>30</td>
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<td></td>
<td>Prerequisite(s): ENER1100</td>
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<td>This course will cover the symbols and diagrams commonly used on Piping and Instrumentation Diagrams (P&amp;ID) and Process Flow Diagrams (PFD). Focus will be on identifying the types of diagrams, identifying instrument symbols and line symbols used on P&amp;ID's, understanding the types of information typically found on a legend, using a P&amp;ID to locate the components of a system, and reading a PFD to trace the flow paths of a system.</td>
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<tr>
<td>ENER2135</td>
<td>Emission Control Systems</td>
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<td></td>
<td>Prerequisite(s): ENER1100</td>
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<td></td>
<td>Introduction to types of pollutants, methods of monitoring and reporting requirements for electrical generating plants as well as biofuels plants. Methods of controlling pollution and regulatory agencies are covered.</td>
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<tr>
<td>ENER2135</td>
<td>Instrumentation and Control Systems</td>
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<td></td>
<td>Prerequisite(s): ENER1115, MFGT1413, PHYS1017</td>
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<td>Utilizing PLC’s (Programmable Logic Controllers), this course will cover the essential elements of a process control system. It will cover common types of electrical and pneumatic signals used for data collection while exploring devices used to measure flow rates, pressures, temperatures, levels and analytic control. This course will compare fundamental control concepts such as on/off and PID. It will explain how control concepts are used in the various control loops of feedback, cascade, ratio and feed-forward.</td>
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<tr>
<td>ENER2135</td>
<td>Radiation Detection and Protection</td>
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<td>30</td>
<td>15</td>
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<td>Prerequisite(s): MATH1050, ENER2135, Co-requisite: ENER2240.</td>
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<td>This course presents the theory, application detection and shielding of the various types of radiation. Topics covered include detection devices such as survey meters, core power detectors, and personnel monitoring devices. The course also discusses how exposure to radiation can be minimized and the biological impact of radiation.</td>
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<tr>
<td>ENER2135</td>
<td>Reactor Safety</td>
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<td>4.5</td>
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<td>Prerequisite(s): LBST1422, Co-requisite: ENER2230.</td>
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<td>This course includes an explanation of reactor water chemistry fundamentals. We will cover basic concepts related to nuclear plant protection including administrative controls, procedural concepts and automatic reactor plant protection. Concepts related to accident analysis will be covered. Explanation of basic concepts related to transient prevention and mitigation of core damage and accident management is included.</td>
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<tr>
<td>ENER2135</td>
<td>Plant Operations</td>
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<td></td>
<td>Prerequisite(s): ENER2120</td>
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<td>Introduction to the general layout and system operations of a typical coal-fired electric generating plant. Coal-handling systems, emission controls, life-cycle parts monitoring, combustion controls, fire systems and general operations of a coal plant are covered.</td>
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<tr>
<td>ENER2135</td>
<td>Coal Plant Safety</td>
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<td></td>
<td>Prerequisite(s): ENER2120</td>
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<td>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.</td>
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<td>ENER2135</td>
<td>Gas Turbine Systems</td>
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<td>Prerequisite(s): ENER2120</td>
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<td>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, life-cycle monitoring and safety in a gas turbine power plant.</td>
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<tr>
<td>ENER2135</td>
<td>Combined Cycle Operations</td>
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<td>Prerequisite(s): ENER2120</td>
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<td>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.</td>
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<tr>
<td>ENER2135</td>
<td>Operation and Troubleshooting</td>
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<td>Prerequisite(s): ENER2120</td>
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<td>A systems-approach to troubleshooting practical and realistic problems operators can expect to encounter in a typical electrical 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.</td>
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ENER2500 Biofuels Process Fundamentals
Prerequisite(s): ENER1220, ENER1235
This 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
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
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): LBST1422
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): ENER1220, LBST1205/LBST1215
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, CIP (Clean In Place), start-up, shutdown 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
This course is an introduction to the basic concepts and terminology for how wind energy is captured and transformed into electrical power. Topics covered include mechanical physics, electricity and magnetism, fluid dynamics, and aerodynamics. A 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
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
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 and 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
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.

ENER2735 Wind Turbine Safety
Prerequisite(s): ENER2115
This course provides climbing, rigging and rescue training specific for wind turbine technicians. Students will be exposed to high-altitude climbing apparatus, methodologies for safe, competent climbing and rescue skills training.

ENGL • ENGLISH
Placement in English courses will be determined by a placement examination. Your advisor will register you for the appropriate English course.

ENGL0830 Reading Skills Tune-up
Prerequisite: Appropriate placement score.
A developmental reading course to prepare students to succeed in college course work. Course work includes computer aided instruction and personal tutoring. Instrunctional time is arranged to accommodate students' class and work schedules. May be taken along with college courses not requiring high levels of reading skill. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0840 Language Skills Tune-up
Prerequisite: Grade of "C" or higher in ENGL0845
A developmental course to upgrade students' language and writing skills to be successful in college courses. Includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students' class and work schedules. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0845 Language Skills
Prerequisite: Appropriate placement score.
This is the first course in a sequence designed to improve students' language and writing skills and prepare them to be successful in college courses. The course includes group and individualized instruction. Based on student progress, the instructor may strongly recommend a student take this course prior to ENGL0950. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0850 Reading Strategies I
Prerequisite: Appropriate placement score.
This course is designed to improve students' reading and study skills and to prepare them to be successful in college courses. The course covers reading comprehension and speed, vocabulary building, and study skills. The course includes traditional classroom activities, sustained silent reading, and individualized, self-paced, computer-based instruction. Students will work toward the benchmark level of reading skill established by the College. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0880 Reading Strategies II
Prerequisite: Grade of "C" or higher in ENGL0850
This course is designed for students who require additional time and instruction beyond Reading Strategies I to work toward the benchmark level of reading skill established by the College. The course covers reading comprehension and speed, vocabulary building, and study skills. The course includes traditional classroom activities, sustained silent reading, and individualized, self-paced, computer-based instruction. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0885 Advanced Reading Strategies
Prerequisite: Grade of "C" or higher in ENGL0880
This course is designed for students who require additional time and instruction beyond Reading Strategies II to work toward the benchmark level of reading skill established by the College. The course covers reading comprehension and speed, vocabulary building, and study skills. The course includes traditional classroom activities, sustained silent reading, and individualized, self-paced, computer-based instruction. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0900 Accelerated Reading Brush-Up
Prerequisite: Appropriate placement score and advisor recommendation.
This is a self-paced computer-assisted independent study course designed for students whose placement scores in reading are high but still indicate the need for improvement of reading skills in order to be best prepared for college-level courses. Students may register for this course at any time and have until the end of the term during which they register to reach the reading benchmark established by the College. Graded Pass/No Pass.

ENGL0950 Beginning Writing
Prerequisite: A grade of "C" or higher in ENGL0840 or ENGL0845 or appropriate placement score.
This course is designed to help students develop their writing skills. Within the context of their own essays, students learn how to improve the structure of their sentences and the expression of their ideas. The integration of thinking, reading, and writing is also emphasized. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0980 Intermediate Writing
Prerequisite: Grade of "C" or higher in ENGL0950 or appropriate placement score.
This is a developmental English course that prepares students to succeed in college-level composition. ENGL0980 does not fulfill the written communications general education requirement in any program. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)
### Course Descriptions

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<tr>
<th>Course#</th>
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<th>Location</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
<th>Hours</th>
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<tbody>
<tr>
<td>ENGL1010</td>
<td>Composition I</td>
<td>B/L/M 45 - 4.5</td>
<td>Prerequisite: Appropriate placement score OR grade of “C” or higher in ENGL0890. ENGL1010 is designed to develop writing skills. Students write short papers and essays based upon their personal experience and/or assigned readings. The course emphasizes the clear written expression of ideas and importance of organization, word choice, logic, and sentence construction. The process of planning, writing, revising, and editing essays for a particular audience is also emphasized.</td>
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<tr>
<td>ENGL1015</td>
<td>Composition and Literature</td>
<td>B/L/M 45 - 4.5</td>
<td>Prerequisite: Appropriate placement score OR grade of “C” or higher in ENGL0890. ENGL1015 focuses on the study and practice of college composition with special emphasis on literature as a source of shared experience, topics, and models for expository writing.</td>
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<tr>
<td>ENGL1020</td>
<td>Composition II</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or higher in ENGL1010 or ENGL1015 or equivalent. ENGL1020 students engage in both written work and critical reading to acquire skills in researching, evaluating sources, citing sources appropriately, and recognizing elements of arguments. This course prepares students for professional, academic, and civic engagement beyond the classroom.</td>
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<tr>
<td>ENGL1510</td>
<td>Introduction to Creative Writing</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or higher in ENGL1010 or ENGL1015 or permission of instructor. Study and practice of the techniques of creative writing of both fiction and poetry.</td>
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<tr>
<td>ENGL2050</td>
<td>Modern Fiction</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or higher in ENGL1010 or ENGL1015 or permission of instructor. Exploration of short fiction and novels from 1900 to the present. Consideration of major literary and historical trends and themes through the study of both American and international authors.</td>
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<tr>
<td>ENGL2100</td>
<td>Introduction to Literature</td>
<td>B/L 45 - 4.5</td>
<td>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.</td>
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<tr>
<td>ENGL2140</td>
<td>Introduction to Shakespeare</td>
<td>B/L 45 - 4.5</td>
<td>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 the context of his time and society, themes that speak to a modern audience, and making Shakespeare's language accessible.</td>
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<tr>
<td>ENGL2150</td>
<td>Introduction to Women's Literature</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or higher in ENGL1010 or ENGL1015 or permission of instructor. An examination of women's writing within the contexts of history, culture, environment, and media. Through critical reading, analysis, and writing, students will more fully understand the relevance of women's perspectives to literature and society.</td>
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<tr>
<td>ENGL2160</td>
<td>Children's Literature</td>
<td>B/L 45 - 4.5</td>
<td>(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.</td>
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<tr>
<td>ENGL2165</td>
<td>Young Adult Literature</td>
<td>B/L 45 - 4.5</td>
<td>(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/cross-disciplinary uses of young adult literature.</td>
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<tr>
<td>ENGL2440</td>
<td>African American Literature</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or 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 for reseeing the past and, consequently, understanding the present.</td>
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<tr>
<td>ENGL2450</td>
<td>Native American Literature</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or 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.</td>
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<tr>
<td>ENGL2460</td>
<td>Latino/à &amp; Latin American Literature</td>
<td>B/L 45 - 4.5</td>
<td>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 culture in the United States. The course provides a general chronological, and thematic introduction to various fiction, travel and memoir written by Latin American writers and U.S. citizens of Latin American descent and their contribution to U.S. literature. Social, historical, and political backgrounds that have given rise to the literature are also emphasized along with an analysis of the literary techniques and motifs that authors employ in their aesthetic productions.</td>
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<tr>
<td>ENGL2470</td>
<td>Asian American Literature</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or higher in ENGL1010 or ENGL1015 or permission of instructor. Introduction to the literature by major Asian American authors studied in its historical and cultural context.</td>
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<tr>
<td>ENGL2520</td>
<td>Fiction Writing</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: A grade of “C” or higher in ENGL1010 or ENGL1015 or permission of instructor. Designed to teach the fundamentals of writing fiction, both theory and application.</td>
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<tr>
<td>ENGL2980</td>
<td>Special Topics in Literature</td>
<td>B/L/M 45 - 4.5</td>
<td>Prerequisite: Grade of “C” or higher in ENGL1010, ENGL1015 or permission of instructor. Topics vary each term. The purpose of this class is to explore a specific topic or period of literature.</td>
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### ENGR • Engineering

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<tbody>
<tr>
<td>ENGR1010</td>
<td>Introduction to Engineering Design</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: Grade of “C” or higher in MATH1150. Introduction to the engineering profession, engineering problem solving and engineering design with an emphasis on current topics. Course material will be presented using projects and group learning activities.</td>
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<tr>
<td>ENGR1020</td>
<td>MATLAB Programming and Problem Solving</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: Grade of “C” or higher in MATH1150. 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.</td>
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<tr>
<td>ENGR2010</td>
<td>Introduction to Circuits and Electronics</td>
<td>B/L 30 - 6</td>
<td>This course is a 4.5 quarter hour course, (three semester credit hour) course in the basic analysis of passive and electronic circuits.</td>
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<tr>
<td>ENGR2020</td>
<td>Engineering Statics</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: Grade of “C” or higher in MATH1700 and PHYS1110. 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 ENGM 233 Engineering Statics.</td>
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### ENTR • Entrepreneurship

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<tr>
<td>ENTR1050</td>
<td>Introduction to Entrepreneurship</td>
<td>B/L/M 45 - 4.5</td>
<td>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.</td>
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<tr>
<td>ENTR2040</td>
<td>Entrepreneurship Feasibility Study</td>
<td>B/L/M 45 - 4.5</td>
<td>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 business studies 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.</td>
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<tr>
<td>ENTR2050</td>
<td>Marketing for the Entrepreneur</td>
<td>B/L/M 45 - 4.5</td>
<td>In the 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 entrepreneurial marketing strategies. Prepare marketing strategies with associated tactics to launch and sustain an entrepreneurial venture</td>
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<tr>
<td>ENTR2060</td>
<td>Entrepreneurship Legal Issues</td>
<td>B/L/M 45 - 4.5</td>
<td>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 research contract law, articles of incorporations and the filing process, employment law (including FEPA, ADA, FMLA), personnel policies and procedures, the hiring process, job descriptions, disciplinary actions, and business insurance.</td>
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where licensable activities occur. Students will gain technical industry knowledge needed to prepare them to work at venues and emergency planning for events and venues, as well as their practical implementation. Students will gain technical industry knowledge needed to prepare them to work at venues and attractions. The course will focus on the retail elements of events such as ticketing and function of public and private fire protection services; fire departments as part of emergency planning for events and venues, as well as their practical implementation. Students will gain technical industry knowledge needed to prepare them to work at venues where licensable activities occur.

The course will engage students in all aspects of an event, allowing them to understand the motivations and servicing of visitors to leisure, tourist and event destinations, venues and attractions. The course will focus on the retail elements of events such as ticketing and hospitality, the motivation behind purchases, and the importance of service delivery. A developmental ESL course which helps students build on their foundation of grammar structures, sentence patterns and vocabulary while developing basic reading and writing skills. Students are assigned to work 16 hours per week at an event facility, providing experience in planning, organizing, marketing, sales and event production. Individual objectives will be established for each student.

This course will engage students in all aspects of an event, allowing them to understand the motivations and servicing of visitors to leisure, tourist and event destinations, venues and attractions. The course will focus on the retail elements of events such as ticketing and hospitality, the motivation behind purchases, and the importance of service delivery. A developmental ESL course which helps students build on their foundation of grammar structures, sentence patterns and vocabulary while developing basic reading and writing skills. Students are assigned to work 16 hours per week at an event facility, providing experience in planning, organizing, marketing, sales and event production. Individual objectives will be established for each student.

Provides the fundamentals and techniques for initial fire scene investigation. Includes fire ground ladders, water supply, fire streams, fire hose, sprinkler systems, salvage and overhaul, preserving evidence, communications, fire prevention, public education and live fire fighting. Addresses requirements of NFPA 1001 Standard for Fire Fighter Professional Qualifications Firefighter I. Upon successful completion of FIRE1212 and FIRE1312, students are eligible to apply for Firefighter I certification through the Nebraska State Fire Marshal.

This course will engage students in all aspects of an event, allowing them to understand the motivations and servicing of visitors to leisure, tourist and event destinations, venues and attractions. The course will focus on the retail elements of events such as ticketing and hospitality, the motivation behind purchases, and the importance of service delivery. A developmental ESL course which helps students build on their foundation of grammar structures, sentence patterns and vocabulary while developing basic reading and writing skills. Students are assigned to work 16 hours per week at an event facility, providing experience in planning, organizing, marketing, sales and event production. Individual objectives will be established for each student.

This course will examine and explore health, safety, security, risk assessment, and emergency planning for events and venues, as well as their practical implementation. Students will gain technical industry knowledge needed to prepare them to work at venues where licensable activities occur. This course will examine and explore health, safety, security, risk assessment, and emergency planning for events and venues, as well as their practical implementation. Students will gain technical industry knowledge needed to prepare them to work at venues where licensable activities occur.

This course will examine and explore health, safety, security, risk assessment, and emergency planning for events and venues, as well as their practical implementation. Students will gain technical industry knowledge needed to prepare them to work at venues where licensable activities occur.

This course will examine and explore health, safety, security, risk assessment, and emergency planning for events and venues, as well as their practical implementation. Students will gain technical industry knowledge needed to prepare them to work at venues where licensable activities occur.

Second of two courses preparing students as hazardous materials first responders. Includes recognition and identification of hazardous materials. Addresses requirements of NFPA 472 Standard for Competence of Responders to Hazardous Materials Incidents and the United States Department of Occupational Safety and Health Administration for Operations Level Responder. Upon successful completion students are eligible to apply for Hazardous Materials First Responder Operations certification through the Nebraska State Fire Marshal.

First of two courses preparing students to perform basic fire fighting functions. Includes ground ladders, water supply, fire streams, fire hose, sprinkler systems, salvage and overhaul, preserving evidence, communications, fire prevention, public education and live fire fighting. Addresses requirements of NFPA 1001 Standard for Fire Fighter Professional Qualifications Firefighter I. Upon successful completion of FIRE1212 and FIRE1312, students are eligible to apply for Firefighter I certification through the Nebraska State Fire Marshal.

This course will engage students in all aspects of an event, allowing them to understand the motivations and servicing of visitors to leisure, tourist and event destinations, venues and attractions. The course will focus on the retail elements of events such as ticketing and hospitality, the motivation behind purchases, and the importance of service delivery. A developmental ESL course which helps students build on their foundation of grammar structures, sentence patterns and vocabulary while developing basic reading and writing skills. Students are assigned to work 16 hours per week at an event facility, providing experience in planning, organizing, marketing, sales and event production. Individual objectives will be established for each student.

Provides an overview of fire prevention and protection. Describes the interrelationship of fire codes, plans review, fire safety inspections, fire and life safety education and fire investigation. Explores the role of fire prevention in control of the national fire problem.

This course 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.

Introduces the principles of firefighting hoses related to water supply systems, fire pumps and conduits. Applies hydrant principles to firefighting hoes, appliances and nozzles. Prepares students to analyze and solve fire protection water supply problems.

Provides the fundamentals and techniques for initial fire scene investigation. Includes fire scene interpretation, identification of point of origin, fire cause determination, detection and preservation of evidence, scene security, and motives of fire setters.
# COURSE DESCRIPTIONS

<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>FIRE2250</td>
<td>Structural Firefighting and Tactics</td>
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<tr>
<td>FIRE2310</td>
<td>Hazardous Materials Technician</td>
<td>L</td>
<td>50 30 6</td>
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<tr>
<td>FIRE2410</td>
<td>Fire Apparatus Driver Operator - Pumper</td>
<td>L</td>
<td>30 45 4.5</td>
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<tr>
<td>FIRE2510</td>
<td>Fire Inspector I</td>
<td>L</td>
<td>45 - 4.5</td>
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<tr>
<td>FIRE2700</td>
<td>Fire and Emergency Services Instructor I</td>
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<td>45 - 4.5</td>
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<tr>
<td>FIRE2711</td>
<td>Fire Company Officer IA</td>
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<td>30 - 3</td>
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<tr>
<td>FIRE2712</td>
<td>Fire Company Officer IB</td>
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<tr>
<td>FIRE2720</td>
<td>Fire Company Officer II</td>
<td>L</td>
<td>40 - 4</td>
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<tr>
<td>FIRE2750</td>
<td>Fire and Emergency Services Administration</td>
<td>L</td>
<td>45 - 4.5</td>
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# Food Service/Hospitality

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<tr>
<th>Course#</th>
<th>Title</th>
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<th>Lab</th>
<th>Credit</th>
<th>Hours</th>
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<tbody>
<tr>
<td>FSDT1100</td>
<td>Introduction to the Food Service/Hospitality Industry</td>
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<td>15 - 1.5</td>
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<tr>
<td>FSDT1102</td>
<td>Sanitation &amp; Safety</td>
<td>L</td>
<td>30 45 4.5</td>
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<tr>
<td>FSDT1105</td>
<td>Quantity Food Preparation I Lab</td>
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<td>60 2</td>
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<tr>
<td>FSDT1109</td>
<td>Food Service Concepts</td>
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<td>15 - 1.5</td>
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<tr>
<td>FSDT1110</td>
<td>Quantity Food Preparation II</td>
<td>L</td>
<td>20 - 2</td>
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<tr>
<td>FSDT1111</td>
<td>Meal Service I</td>
<td>L</td>
<td>15 - 1.5</td>
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<tr>
<td>FSDT1112</td>
<td>Food Purchasing</td>
<td>L</td>
<td>40 - 4</td>
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<tr>
<td>FSDT1119</td>
<td>Food Purchasing Practices</td>
<td>L</td>
<td>15 - 1.5</td>
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</tbody>
</table>
FSDT1122 Beverage Selection & Service 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 inventories, 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, waste 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, cashiering, 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
Corequisite: 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.

FSDT1150 Selection of Meat Products L 30 - 3
Coursework in identification, selection and cooking techniques of primal and retail cuts of meat, poultry, and fish.

FSDT1204 Artistry for Baker L 10 20 1.5
Cake decorating using basic techniques, butter-cream frosting and royal icing.

FSDT1208 Advanced Food Preparation I L 20 - 2
Corequisite: FSDT1104.
Knife skills, sharpening techniques, French terminology, herb and spice identification, garnish, fabrication of poultry, game, seafood, cheese classification and origins, and leading sauces, soups, tablside cooking.

FSDT1209 Advanced Food Preparation I Lab L - 30 1
Practice in preparation of specialty food products related to topics discussed in FSDT1208.

FSDT1214 Advanced Food Preparation II L 20 - 2
Prerequisites: FSDT1104, and FSDT1208 or related work experience.
Beef identification, moist/dry heat and combination cooking. Derived sauces, pan sauces, vegetables, starch and grains, liqueurs origins and flavors, braising and stewing, mystery baskets, ice carving.

FSDT1215 Advanced Food Preparation II Lab L - 30 1
Corequisites: FSDT1104, FSDT1110, and FSDT1208. Corequisite: FSDT1214.
Advanced practicum preparation of specialty food products related to topics discussed in FSDT1214.

FSDT1304 Diet Therapy I L 15 - 1.5
Corequisite: FSDT1126.
Introduction to medical nutrition therapy and its importance. Includes working with a healthcare team, nutrition screening and education, continuous quality improvement, and menu planning.

FSDT1305 Diet Therapy I Practicum L - 15 5
Corequisite: FSDT1126.
Introduction of basic principles of diet therapy, nutrition screening, community-based food and nutrition, menu modification skills, developing and modifying menus.

FSDT1308 Nutrition II L 30 - 3
Corequisite: FSDT1350.
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.

FSDT1309 Nutrition II Practicum L - 30 1
Corequisite: FSDT1350. Corequisite: FSDT1308 or special permission.
Application of diet therapy to normal, healthy individuals of various age groups. 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.

FSDT1312 Diet Therapy II L 20 - 2
Corequisite: FSDT1350, FSDT1304, and FSDT1308.
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, trauma and burns.
### COURSE DESCRIPTIONS

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<thead>
<tr>
<th>Course#</th>
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<tr>
<td>FSDT2154</td>
<td>Food Service Hospitality Seminar I</td>
<td>L 10</td>
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<td>FSDT2156</td>
<td>Food Service Seminar II</td>
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<tr>
<td>FSDT2188</td>
<td>Professional Baking</td>
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<td>FSDT2220</td>
<td>Buffet Decorating &amp; Catering</td>
<td>L 10</td>
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<td>FSDT2222</td>
<td>International Cuisine</td>
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<td>FSDT2224</td>
<td>Restaurant Fundamentals</td>
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<td>FSDT2226</td>
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<td>Advanced Pastries</td>
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<td>Diet Therapy I</td>
<td>L 20</td>
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<td>FSDT2353</td>
<td>Diet Therapy III</td>
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<td>FSDT2355</td>
<td>Sports Nutrition</td>
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<td>FSDT2402</td>
<td>Fundamentals of Event Planning</td>
<td>L 30</td>
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<td>Special Project</td>
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### GEOG • GEOGRAPHY

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<tr>
<th>Course#</th>
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<tr>
<td>GEOG1400</td>
<td>Introduction to Human Geography</td>
<td>B/L 45</td>
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<td>GEOG1420</td>
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<td>GEOG1500</td>
<td>Physical Geography</td>
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### GEOL • GEOLOGY

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<td>GEOL1060</td>
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### GERM • GERMAN

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### Course List

#### GLST • GLOBAL STUDIES

**GLST2980 Global Studies**
- **Location:** L 45 - 4.5
- **Prerequisite:** Bioskills and Meda101 and Meda1201 (or permission)
- Study and application of coding systems and their uses in various reimbursement schemes. Practical application of coding principles provided throughout by use of exercises and patient records.

#### HIMS • HEALTH INFORMATION MANAGEMENT SYSTEMS

**HIMS1102 CPT Coding**
- **Location:** L 45 - 4.5
- **Prerequisite:** Bioskills1000, Meda1101 and Meda1201 (or permission)
- Study and application of coding systems and their uses in various reimbursement schemes. Practical application of coding principles provided throughout by use of exercises and patient records.

**HIMS1103 HIMS ICD-9 Coding**
- **Location:** L 60 - 6
- **Prerequisite:** Bioskills1000, Meda1101 and Meda1201 (or permission)
- Study and application of coding systems and their uses in various reimbursement schemes. Practical application of coding principles provided throughout by use of exercises and patient records.

**HIMS1104 Clinical Education**
- **Location:** L - 135 4.5
- **Prerequisites:** Hims1102 and Hims1103 (or permission)
- Practical experience under supervision in hospital setting, physician's office, or clinic.

#### HIST • HISTORY

**HIST1000 Western Tradition I**
- **Location:** B/L 45 - 4.5
- Development of Western civilizations from the origins of the human race to the Renaissance, and the discovery of America, including examination of the political, social, economic, cultural, and religious components.

**HIST1010 Western Tradition II**
- **Location:** B/L 45 - 4.5
- Development of Western civilizations from the Reformation to the present, including examination of the political, social, economic, cultural, and religious components.

**HIST1810 Survey of Russian History**
- **Location:** B/L 45 - 4.5
- Study of the four major periods of Russian history — the Kievian era, the rise of Moscow, the Romanov period and Soviet Russia. Emphasis on political, social, cultural, and religious components.

**HIST1820 Survey of Asian History**
- **Location:** B/L 45 - 4.5
- Survey of Asian history. Political, social, cultural, and economic development of China, Japan and Southeast Asia from ancient to modern times.

**HIST2010 American History I (Early America)**
- **Location:** B/L 45 - 4.5
- Survey of American history from the age of discovery through the Civil War. Emphasis on political, economic, and social problems in the growth of the American nation.

**HIST2020 American History II (Late America)**
- **Location:** B/L 45 - 4.5
- 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.

**HIST2100 World History to 1500 CE**
- **Location:** B/L 45 - 4.5
- Survey of the major political, social, cultural, and economic developments of African, American, Asian, European, and Middle Eastern societies from the origins of civilization to the Early-Modern era (1500). Emphasis is placed on the comparison, interrelation, and diversity of the world's major regions.

**HIST2110 World History since 1500 CE**
- **Location:** B/L 45 - 4.5
- Survey of the major political, social, cultural, and economic developments of African, American, Asian, European, and Middle Eastern societies from the Early-Modern era to the present. Emphasis is placed on the comparison, interrelation, and diversity of the world's major regions.

**HIST2799 Special Topics in History**
- **Location:** B/L 45 - 4.5
- 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.

#### HLTH • HEALTH

**HLTH1010 Introduction to Health**
- **Location:** B 45 - 4.5
- Survey of major health problems, diseases and their prevention; drug and alcohol abuse; family planning and birth control; mental health; consumer protection and physical fitness. Issues of individual health choices.

#### HMRS • HUMAN SERVICES

**HMRS1101 Human Services Concepts**
- **Location:** L 45 - 4.5
- Introduction to the Human Services field including definitions, team planning, community resources, worker roles, and social role valorization.

**HMRS1102 Counseling Theories & Techniques**
- **Location:** L 35 30 4.5
- Study of functional theories, principles, and techniques of counseling: active listening and problem-solving. Practice in techniques and theories.

**HMRS1105 Critical Thinking in Human Services**
- **Location:** L 45 - 4.5
- Study of critical thinking in verbal and non-verbal problems, using photographs, cartoons, descriptive assignments, report assignments, analyses, and arguments. Course will use reading and writing assignments to connect critical thinking concepts to everyday problems. A practical application of materials will be presented.

**HMRS1109 Pre-Clinical Education**
- **Location:** L 20 75 4.5
- Study of the major political, social, cultural, and economic developments since 1877.

**HMRS1110 Clinical Education and Seminar 1**
- **Location:** L - 135 4.5
- **Prerequisites:** Current AHA Healthcare Provider CPR, First Aid, HMRS1109 and permission.
- Clinical education scheduled throughout the program. Under supervision, work with selected clients and application of acquired skills and principles studied in the classroom. A required seminar meets five times per quarter.

**HMRS1201 Health Foundations**
- **Location:** L 45 - 4.5

**HMRS1202 Behavior Therapy**
- **Location:** L 45 - 4.5
- Behavioral techniques in the Human Services field. Skills needed for developing, implementing, and monitoring behavioral programs.

**HMRS1210 Clinical Education and Seminar 2**
- **Location:** L - 135 4.5
- **Prerequisites:** HMRS1110 and permission or Credit by Waiver.
- For course description, refer to HMRS1110 Clinical Education and Seminar 1.

**HMRS1302 Crisis Intervention**
- **Location:** L 45 - 4.5
- **Prerequisite:** HMRS1102.
- Models for understanding people and their problems including crisis counseling.

**HMRS1310 Clinical Education and Seminar 3**
- **Location:** L - 135 4.5
- **Prerequisites:** HMRS1110 and permission or Credit by Waiver.
- For course description, refer to HMRS1110 Clinical Education and Seminar 1.

**HMRS1311 Clinical Education A & D and Seminar 1**
- **Location:** L - 150 5
- **Prerequisites:** HMRS1110, HMRS1210 and permission.
- Intensive counseling experience in the field of alcoholism/drug abuse. Under supervision of a certified Alcohol and Drug Abuse counselor, students perform all twelve core functions required for State of Nebraska certification. Seminars will be held every two weeks. Students and faculty will discuss the application of theory to practice, share resources, and discuss trends in the field.

**HMRS1320 Multicultural Competency**
- **Location:** L 45 - 4.5
- **Prerequisite:** HMRS1105
- Understanding of self in viewing culture, including dominant and non-dominant culture, power, and privilege. Overview of various culture and groups.

**HMRS1335 Strategies for Relaxation**
- **Location:** L 45 - 4.5
- Methods used to increase relaxation, reduce muscular tension, and alleviate stress. Techniques are adaptable to personal or client use. Includes progressive relaxation, imagery, visualization, meditation, rational emotive and self hypnosis strategies.

**HMRS1357 Multicultural Counseling**
- **Location:** L 35 30 4.5
- **Prerequisites:** HMRS1102 and 1320.
- Understanding of cultural sameness and differences, and effect on human experience. Historical, political, social, and economic influences. Special counseling techniques applicable to minority groups and variations from traditional counseling.
### 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>
</tr>
</thead>
<tbody>
<tr>
<td>HMRS1402</td>
<td>Group Theory &amp; Process</td>
<td>L</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
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<tr>
<td>Prerequisite: HMRS1102 or basic counseling skills. Small group process dynamics and theory in an effort to better understand the workings of small groups.</td>
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<tr>
<td>HMRS1403</td>
<td>Assessment, Case Planning/Management &amp; Professional Ethics for A &amp; D</td>
<td>L</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
</tr>
<tr>
<td>Case work skills of assessment, interview techniques, treatment decisions, case presentation, and referral and follow-up for those in alcohol and drug fields. Use of computers in record keeping. Professional ethics and issues.</td>
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<tr>
<td>HMRS1404</td>
<td>Introduction to Social Work</td>
<td>L</td>
<td>45</td>
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<tr>
<td>Introduction to field of professional social work, including roles, philosophy, ethics, values, and competencies. Career expectations and diversity issues.</td>
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<tr>
<td>HMRS1405</td>
<td>Case Management &amp; Ethics for Human Services</td>
<td>L</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
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<tr>
<td>Case work skills of assessment, interview, case presentation, referral, and follow-up. Use of computers in record keeping. Professional ethics and issues. For general Human Services field.</td>
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<tr>
<td>HMRS1410</td>
<td>Clinical Education and Seminar 4</td>
<td>L</td>
<td>-</td>
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<tr>
<td>Prerequisites: HMRS1110 and permission. For course description refer to HMRS1110 Clinical Education and Seminar 1.</td>
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<tr>
<td>HMRS1411</td>
<td>Clinical Education A &amp; D and Seminar 2</td>
<td>L</td>
<td>-</td>
<td>150</td>
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</tr>
<tr>
<td>Prerequisites: HMRS1110, HMRS1210 and permission. For course description refer to HMRS1311, Clinical Education A &amp; D and Seminar 1.</td>
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<tr>
<td>HMRS2523</td>
<td>Human Sexuality</td>
<td>L</td>
<td>45</td>
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<tr>
<td>Introduction to human sexuality and sexual function/ dysfunction. Attitudes and values about sexuality.</td>
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<tr>
<td>HMRS2524</td>
<td>Advanced Counseling</td>
<td>L</td>
<td>45</td>
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<td>4.5</td>
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<tr>
<td>Prerequisite: HMRS1102. Integration of theories and techniques which will help students develop a personal style of counseling. Course will provide an overview of some of the major approaches to counseling. A practical application of the material will be presented.</td>
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<tr>
<td>HMRS2610</td>
<td>Clinical Education and Seminar 6</td>
<td>L</td>
<td>-</td>
<td>135</td>
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<tr>
<td>Prerequisites: HMRS1110 and permission. For course description refer to HMRS1110 Clinical Education and Seminar 1.</td>
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<tr>
<td>HMRS2611</td>
<td>Clinical Education A &amp; D and Seminar 4</td>
<td>L</td>
<td>-</td>
<td>150</td>
<td>5</td>
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<tr>
<td>Prerequisites: HMRS1110, HMRS1210 and permission. For course description refer to HMRS1311, Clinical Education A &amp; D and Seminar 1.</td>
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### HORT • HORTICULTURE

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<thead>
<tr>
<th>Course#</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
<td>HORT1130</td>
<td>Introduction to Horticulture</td>
<td>B</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
</tr>
<tr>
<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</td>
<td>-</td>
<td>4.5</td>
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<tr>
<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</td>
<td>27</td>
<td>3</td>
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<tr>
<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</td>
<td>27</td>
<td>3</td>
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<tr>
<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</td>
<td>-</td>
<td>4.5</td>
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<tr>
<td>Prerequisite: HORT1132. Introduction to landscape design and construction using techniques that combine color, plant species, and symmetrical and asymmetrical balance.</td>
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<tr>
<td>HORT1190</td>
<td>Management of Turfgrass Pests</td>
<td>B</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
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<tr>
<td>Study of chemical, biological, and cultural methods of managing weeds, diseases, and insect pests of turfgrass plants.</td>
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<tr>
<td>HORT1239</td>
<td>Arboriculture</td>
<td>B</td>
<td>21</td>
<td>27</td>
<td>3</td>
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<tr>
<td>Introduction to the biology of trees, and their selection and placement in a landscaping design. Includes general tree maintenance including planting, pruning, fertilizing and damage repair.</td>
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<tr>
<td>HORT1242</td>
<td>Turfgrass Management</td>
<td>B</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
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<tr>
<td>Basic study of turfgrass species and varieties and the procedures for establishment and maintenance of a turfgrass lawn. Emphasis on fertility, pest control, irrigation requirements and proper mowing procedures.</td>
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<tr>
<td>HORT2214</td>
<td>Horticulture Equipment Maintenance</td>
<td>B</td>
<td>6</td>
<td>90</td>
<td>3</td>
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<tr>
<td>Basic study of proper maintenance and repair of horticultural equipment including blade sharpening, small engine repair, and scheduled maintenance.</td>
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</tbody>
</table>
### HVAC • HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

**HVAC1109 Electrical Fundamentals**  
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.

**HVAC1131 Refrigeration Theory I**  
Basic refrigeration fundamentals with emphasis on heat energy, heat transfer, temperature, pressure, refrigerants, refrigerant oils, stratospheric ozone, greenhouse effect, and EPA guidelines.

**HVAC1132 Piping Practices**  
Study of materials and methods used in the installation and service of refrigeration, air conditioning and plumbing equipment. Copper and stainless steel piping, brazing, copper-tube bending, and installation procedures performed by students. Industrial safety, hazard communications, HVACR standards, and material safety data sheets are studied.

**HVAC1133 Plumbing Theory/Print Reading**  
Introduction to blueprint reading, plumbing tools, materials, and practices for residential applications.

**HVAC1226 Refrigeration Laboratory I**  
Basic refrigeration service fundamentals with emphasis on physically constructing, leak checking, evacuating, electrical wiring, start up and performing system checks on a basic refrigeration system. Assembly of an electrical lab trainer also offered.

**HVAC1230 Electrical Principles & Practices**  
Study of controls and their application. This includes series and parallel circuits, electrical symbols and electrical schematics, ohms law, Kirchoff's voltage and current laws, and control transformers as applied to residential and light commercial air conditioning.

**HVAC1234 Plumbing Code**  
Prerequisite: HVAC1125. Study of uniform plumbing code. Piping practices, pipe fittings and plumbing fixtures. Drains waste and vent systems are designed and applied to residential structures.

**HVAC1237 Refrigeration Theory II**  
Prerequisites: HVAC1109 and HVAC1131. Study of basic mechanical components used in the operation of basic refrigeration systems.

**HVAC1251 Hydronic Theory**  
Sprinkler systems and 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.

**HVAC1330 Residential HVAC Systems & Controls I**  
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.

**HVAC1331 Manual I/Manual D**  

**HVAC1336 Sheet Metal Lab**  
Introduction to pattern development and fabrication of fittings used in the heating/air conditioning industry. Layout techniques include radial line development and triangulation.

**HVAC1343 Refrigeration Theory III**  
Prerequisites: HVAC1226, 1230, & 1237. Emphasis on commercial refrigeration controls, electrical wiring schematic, theory application of different refrigeration systems, methods of defrost, basic operation of cuber and flaker ice machines.

**HVAC1363 Heat Pump Principles**  
Prerequisite: HVAC1230. The study of components, controls, system design, installation, troubleshooting, start-up, standard service procedures, wiring diagrams and annual operating costs.

**HVAC1434 Refrigeration Laboratory II**  
Prerequisite: HVAC1343. 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.

**HVAC1440 Mechanical Code**  
Study of the Mechanical Code and its application to the installation and maintenance of heating, air conditioning and ventilation systems.

**HVAC1447 Commercial HVAC Fundamentals & Practices I**  
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.

**HVAC1450 EPA Refrigerant Certification**  
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.

**HVAC1452 Residential Install Lab**  
Prerequisites: 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.

**HVAC1461 Residential HVAC Systems & Controls II**  
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.
INFO1005 Microsoft Office Applications 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 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 L 40 15 4.5
Prerequisite: Declared Computer Information Technology or Electronics Systems Technology program students only. 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-DOS commands for file management and batch file creation.

INFO2111 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.

INFO2124 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.

INFO2127 Database Management M 50 - 5
Introduction to database management systems. Basics of database design and manipulation covered. Topics include relationships, database normalization, integrity constraints, and Microsoft Access DBMS software.

INFO2121 Introduction to the MVS Environment M 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.

INFO2131 Database Concepts L 30 - 3
Prerequisites: INFO1151, INFO1161 and INFO1211.
Introduction to database management concepts. Topics include database terminology, manipulation, organization, and relationships.

INFO2134 Java L/M 30 45 4.5
Prerequisite: INFO1111 or INFO1214.
Introduction to programming using Java.

INFO2135 Internet Scripting L/M 30 20 3
Prerequisites: INFO1214 or INFO1111, and INFO1431.
Introduction to the use of Javascript in web page development.

INFO2137 Hardware Installation & Maintenance L 20 30 3
Prerequisites: INFO1151, INFO1161, and MATH1040 or higher for CIT or INFO1161 and ELECT1317 for Electronics.
Overview of computer system components. Fundamental concepts of installation, interfacing, and preventive maintenance.

INFO2138 Data Communications & Networking L 40 15 4.5
Prerequisites: INFO1151 and INFO1161.
Introduction to data communications and network terminology. Concepts related to network services, data transmission, and protocols.

INFO2139 TCP/IP Prerequisite: INFO1151.
An in-depth coverage of all the salient models, protocols, services, and standards that govern TCP/IP.

INFO2141 Advanced Java Prerequisite: INFO1134.
Object-oriented programming covering advanced Java topics.

INFO2142 COBOL M 50 100 8
Prerequisites: INFO1221.
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.
INFO1414 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, cascading style sheets.

INFO1441 Advanced Windows Operating System L 20 30 3
Prerequisite: INFO1381 or 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, INFO1151, INFO1161, and INFO1211.
Terminology, structure, and tools related to help desk operations.

INFO1458 RPG IV M 50 50 6
Prerequisite: INFO1337.
Programming of the IBM mainframe using RPG IV (Report Program Generator) language. Applications used in RPG IV simulate basic input/output, calculations, comparisons, control breaks, tables, arrays, and data base file I/O - using DB2/400. Subfile processing is used for on-line applications.

INFO1463 Advanced Hardware Troubleshooting 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 INFO1211 for CIT students. INFO1010 and INFO1211 for VPUB students.
Project based course covering advanced topics and integration of word processing, spreadsheet, database, and presentation software.

INFO1511 Advanced Database Concepts L 20 30 3
Prerequisite: INFO1311.
Advanced topics in database management. Topics include database relationships, SQL, and additional work with DBMS software.

INFO1515 Database 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.

INFO1521 Web Graphics L 15 15 2
Prerequisite: INFO1421.
Techniques for adding graphical information onto a web page using Photoshop.

INFO1522 Web Layout L - 60 2
Prerequisite: INFO1431.
Introduction to Dreamweaver for web page development.

INFO1525 Web Server Scripting L 30 45 4.5
Prerequisite: INFO1334, INFO1511, INFO1522, and INFO2564.
Server-side scripting techniques for web database access.

INFO1541 Social & Ethical Issues in Information Technology L 20 – 2
Prerequisites: ENGL1010 or ENGL1015 and the following: INFO1121, INFO1151.
Study of ethical and social implications of computer technology.

INFO1585 Virtualization Management L 10 30 2
Prerequisites: INFO1371, INFO1391, and INFO1441.
Setup and manage virtualization software. Create, setup, and manage virtual hardware.

INFO2513 Troubleshooting Techniques L 20 30 3
Prerequisite: INFO2543.
Instructor supervised simulation requiring students to troubleshoot computer-related problems.

INFO2514 Java Server Programming L/M 30 45 4.5
Prerequisites: INFO144 and INFO1431.
Skills needed to develop and implement web-based database applications using Java servlets, Java server pages, and JDBC database techniques.
**INSU • INSURANCE**

**INSU1100 Fundamentals of Insurance I**  
L 45 - 4.5  
Focuses on the basic concepts in risk management and insurance to include: legal principles in risk and insurance, life and health risks, property and liability insurance and financial.

**INSU1120 Principles of Underwriting and Claims**  
Prerequisite: INSU1100  
L 45 - 4.5  
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 investigation process and dispute resolution techniques.

**INSU1140 Principles of Financial Services and Products**  
L 45 - 4.5  
Introduces the structure of the Financial Services Industry and basic concepts relative to that industry. Describes various cash management products and services; identifies the primary types of insurance, annuities, health insurance, property, liability insurance, securities and tax-advantaged saving plans.

**INSU1150 Fundamentals of Insurance II**  
Prerequisite: INSU1100  
L 45 - 4.5  
Focuses on the advance concepts in risk management and insurance to include: employee group life, health and retirement plans and commercial property and liability insurance.

**JDAT • JOHN DEERE TECH**

**JDAT1140 John Deere Fundamentals & Safety**  
Prerequisites: JDAT1140 through JDAT1146.  
The proper use and care of power and hand tools. Encompasses micrometers, dial 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 forklift operation will be covered.

**JDAT1142 John Deere Engine Repair**  
Prerequisites: JDAT1140 through JDAT1146.  
This course deals with basic physical principles, operation and construction of two- and four-stroke cycle engines. It includes ignition timing of four-stroke cycle engines to factory specifications. Basic diagnostic engine test procedures will be practiced on spark and compression ignition engines. This course also covers the types of internal combustion engine cooling systems, lubrication systems, air intake systems, and exhaust systems. Also covered is the basic theory, construction and operation of the engine valve train and the cylinder head, including valve timing and adjustments of actual John Deere engines. Basic repair procedures from operation of valve and seal reconditioning will be performed on actual cylinder heads. Also included are design, construction, operation, and service methods for the following engine components: crankshafts, connecting rods, piston assemblies, cylinder liners, bearings, and related engine accessories. Lab activities include disassembly, inspection, measurements, reassembly, and adjustments performed on John Deere engines. Shop safety is stressed during lab activities.

**JDAT1146 John Deere Tractor Performance**  
Prerequisites: JDAT1140 through JDAT1146.  
This course deals with proper performance of John Deere agricultural tractors. Techniques and procedures for determining percent of tractor slippage and ballast are covered. Engine performance test equipment, procedures, results, and corrections will be covered.

**JDAT1148 John Deere Power Trains I**  
Prerequisites: JDAT1140 through JDAT1147.  
Introduction to basic hydraulic concepts, principles, symbols, and safety. Theory and construction of open-center and closed-center systems, pumps, valves, cylinders, motors, accumulators, and testing equipment as used on John Deere Agricultural Equipment is included.

**JDAT1144 John Deere Heating/Air Conditioning**  
Prerequisites: JDAT1140 through JDAT1130.  
Theory, operation, and repair of John Deere air conditioning, heating, and ventilation systems including operation of recovery/recycling equipment. Retrofit procedures for converting equipment from R-12 to R134A refrigerant is also covered. Operation and repair of Climate Control Systems as used on John Deere Agricultural Equipment is included.

**JDAT1142 John Deere Electrical/Electronics II**  
Prerequisites: JDAT1140 through JDAT1370.  
Review of electrical fundamentals and safe operation of meters is included. An introduction to combine and tractor electrical systems are included as well as troubleshooting techniques for circuit diagnosis using electronic schematics. Testing electrical circuits with meters is part of the lab exercises. Basic CAN BUS and AMS components are included.

**JDAT1146 John Deere Hydraulics I**  
Prerequisites: JDAT1140 through JDAT1370.  
Introduction to basic hydraulic concepts, principles, symbols, and safety. Theory and construction of open-center and closed-center systems, pumps, valves, cylinders, motors, accumulators, and testing equipment as used on Waterloo built row-crop tractors.

**JDAT1148 John Deere Power Trains I**  
Prerequisites: JDAT1140 through JDAT1370.  
Theory, function, and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Design, construction, operation, and service methods of bearings, seals, and shafts.

**JDAT1191 Dealer Cooperative Experience**  
Prerequisites: JDAT1140 through JDAT1246.  
On-the-job experience in a John Deere agricultural dealership. Application of skills and concepts learned in previous quarters. Supervised by Southeast Community College-Milford Campus John Deere Tech Instructors.

**JDAT2540 John Deere Hydraulics II**  
Prerequisites: JDAT1140 through JDAT1448.  
John Deere row-crop tractor theories of operation of low pressure, high pressure, and control systems. Theory and function of lead sense systems, cooling lube circuits, and pilot oil. Diagnostic testing and repair of hydraulic components and systems.
SOUTHEAST COMMUNITY COLLEGE   |   CATALOG 2011-2012

Repair of ignition systems, cranking systems, and charging systems are included. Safety is stressed and testing of lead acid batteries is part of this class. Principles of operation, testing, and utilization of electrical test meters are covered. The design, construction, and safe operation of all combine operational systems as well as the header systems. The course covers the theory, design, principles of operation and adjustment, troubleshooting and repair of tillage equipment and planting equipment. Primary, secondary, and row crop tillage tools will be covered as well as row crop planters and grain drills.

Theory of function and operation of power trains as applied to the four wheel drive, 6000, and 7000 series John Deere tractors. Construction, fluid flow and testing of hydraulic components and systems.

Theory of function and operation of power trains as applied to the four wheel drive, 6000, and 7000 series John Deere tractors. Construction, fluid flow and testing of hydraulic components and systems.

This course covers the theory, design, principles of operation and adjustment, troubleshooting and repair of all combine operational systems as well as the header systems. Review of electrical fundamentals and introduction to basic electronics, plus the procedures and use of a digital multimeter in testing electrical circuits is covered. Troubleshooting techniques for circuit diagnosis using electrical schematics is included. The function, operation, and testing of semiconductors and transistors is covered along with microprocessor operation, including inputs and outputs. Testing of tractor circuits including lighting, accessory, safety, instrumentation and gauges is a part of the lab exercises. Electronic monitoring systems used on planting and harvesting equipment is also covered.

This course covers the theory, design, principles of operation and adjustment, troubleshooting and repair of all combine operational systems as well as the header systems. Study of basic physical principles, operation and construction of two- and four-stroke cycle engines. Identification, testing and timing of four-stroke cycle engines to factory specifications. Basic diagnostic engine test procedures will be practiced on spark and compression ignition engines. This course also covers the types of internal combustion engine cooling systems, lubrication systems, air intake systems, and exhaust systems. This course also deals with the performance of Deere engines. Engine performance test equipment, procedures, results, and corrections will be covered. Safety is stressed.

Retrofit procedures for converting a system from R-12 to R-134A refrigerant. Operation and maintenance, theory and testing of semiconductors and transistors, and use of basic digital multimeter in testing electrical components is covered. Troubleshooting engine problems and making the necessary repairs for Deere engines is all included. Safety training is included.

On the job experience in a John Deere dealer. Application of skills and concepts learned in previous quarters. Supervised by Southeast Community College-Milford Campus John Deere Tech Instructors.

Review of electrical fundamentals and introduction to basic electronics, plus the procedures and use of a digital multimeter in testing electrical circuits is covered. Troubleshooting techniques for circuit diagnosis using electrical schematics is included. The function, operation, and testing of semiconductors and transistors is covered along with microprocessor operation, including inputs and outputs. Testing of tractor circuits including lighting, accessory, safety, instrumentation and gauges is a part of the lab exercises. Electronic monitoring systems used on planting and harvesting equipment is also covered.

This course covers the theory, design, principles of operation and adjustment, troubleshooting and repair of all combine operational systems as well as the header systems. Review of electrical fundamentals and introduction to basic electronics, plus the procedures and use of a digital multimeter in testing electrical circuits is covered. Troubleshooting techniques for circuit diagnosis using electrical schematics is included. The function, operation, and testing of semiconductors and transistors is covered along with microprocessor operation, including inputs and outputs. Testing of tractor circuits including lighting, accessory, safety, instrumentation and gauges is a part of the lab exercises. Electronic monitoring systems used on planting and harvesting equipment is also covered.


This course provides an introduction to the John Deere brand line of products, manuals, time management, engine classifications, and serial numbers. Warranty, shop tickets, and John Deere service department policy and procedures are explained as well as an introduction to John Deere Service ADVISOR and Parts Pro.

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This course provides an introduction to the John Deere product line, manuals, time management, engine classifications, and serial numbers. Warranty, shop tickets, and John Deere service department policy and procedures are explained as well as an introduction to John Deere Service ADVISOR and Parts Pro.
JDCE2764 Deere Four Wheel Drive Loaders  M 30  16  3.5
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere four wheel drive loaders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be included.

JDCE2765 Deere Skid Steer Loaders  M 10  5  1
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere skid steer loaders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety is stressed.

JDCE2766 Deere 4WD Tractors/Articulated Trucks  M 30  15  3.5
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere 4WD tractors and articulated trucks utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be included.

JDCE2901 Dealer Cooperative Experience  M - 480  12
Prerequisites: JDCE1130 through JDCE2553.
On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College- Milford Campus Deere Construction Equipment instructor.

JOUR • JOURNALISM

JOUR1810 Introduction to Mass Media  B 45  - 4.5
Survey of new media, their roles, organization, personnel and procedures. Introduction to news writing style and technique and new media news production. Writing assignments for campus media outlet.
Prerequisite: Eligible for ENGL1010 or ENGL1015.

JOUR1820 Media Writing  B 45 - 4.5
Study of basic techniques of news gathering and news writing in a multimedia environment with an emphasis on publishing in campus and other media outlets.
Prerequisite: Eligible for ENGL1010 or ENGL1015.

JOUR1840 Advanced Reporting  B 45 - 4.5
Study of advanced techniques of news gathering and news writing in a new media environment with an emphasis on investigative reporting to be published in the campus news source and/or other publications as assigned. Emphasis is on publishable work. Includes assigned work in news writing, photography, audio production, video production, and page design and makeup.
Prerequisite: Grade of C or higher in JOUR1820.

JOUR1880 Multimedia Reporting  B 45 - 4.5
Study of audio-visual technology used by contemporary journalists with an emphasis on audio and video production and editing and page composition to be published in the campus news source and/or other publications as assigned. Emphasis is on publishable work. Includes assigned work in news writing, photography, audio production, video production and page design and makeup.
Prerequisite: Grade of C or higher in JOUR1840 or instructor permission.

JOUR2780 Public Relations, Strategies & Techniques  B 45 - 4.5
Study of strategies, problems, and procedures in public relations. Practice in solving public relations problems. Preparation of public relations material for new media dissemination.

JOUR2880 Media Editing  B 45 - 4.5
Advanced study of news writing, photography, and print and online page composition to be published in the campus news source and/or other new media publications as assigned. Intended to be a capstone course for journalism students. Includes assigned work in news writing, photography, audio production, video production and print and online page design. Emphasis is on publishable work. May be taken more than once for credit.
Prerequisite: Grade of C or higher in JOUR1880.

JOUR2900 New Media/Journalism Internship  B - 135 4.5
Internship in new media field or location where new media knowledge and skills are the primary requirements. Guidance from professional staff in employment simulation.
Prerequisites: Permission of instructor.

JOUR2980 New Media/Journalism Special Topics  B 45 - 4.5
Topics vary. The purpose of this course is to explore a specific topic in new media/journalism. Examples might include advanced photojournalism techniques, community journalism, and social media marketing.

LBST • LABORATORY SCIENCE TECHNOLOGY

LBST1100 Laboratory Science Orientation  L 10 - 1
Overview of Laboratory Science Technology for new or prospective students. Employment expectations, content of courses, curriculum chronology and other items of concern to new students. Tours of local employment facilities.

LBST1101 Applied Chemistry I  L 33 - 3
Introductory course in chemistry. Basic chemical concepts. Atomic structure, periodic table, chemical bonding, organic chemistry.
Prerequisite: LBST1101 and LBST1112 or equivalent.

LBST1102 Applied Chemistry II  L 33 - 3
Continuation of introductory chemistry. Measurement, stoichiometry, gas laws, solution preparation, chemical equilibrium and acid/base concepts.
Prerequisites: LBST1102 and LBST1112 or equivalent.

LBST1111 Applied Chemistry I Laboratory  L - 33 1.5
Laboratory course to accompany LBST1101. Emphasizes qualitative analysis.

LBST1112 Applied Chemistry II Laboratory  L - 33 1.5
Laboratory course to accompany LBST1102. Practice of concepts learned in LBST1102.

LBST1121 Analytical Chemistry for Technicians I  L 33 - 3
Introduction to classical quantitative chemical analysis emphasizing gravimetric and titrimetric analysis. Sampling and sample preparation, statistical data analysis, chemical equilibrium, acid/base and complex ion chemistry, and oxidation-reduction.
Prerequisites: LBST1102 and LBST1112 or equivalent.

LBST1171 Organic Chemistry Laboratory  L - 33 1
Laboratory course to accompany LBST1161. Practice of concepts learned in LBST1161.

LBST1201 Structure & Function of Organisms  L 33 - 3
Introductory biology course stressing basic biological principles, taxonomy, anatomy, physiology and embryology. Fulfills biology Elective requirements.

LBST1205 Introductory Biology  L 33 - 3
Basic biology course emphasizing cellular and molecular biology. Cell structure and function, the nature of heredity and metabolism.

LBST1208 Ecology  L 33 - 3
Basic biology course concerned with the interrelationships among organisms and their environments. Emphasis on the roles of microorganisms. Fulfills biology Elective requirements.

LBST1211 Structure & Function of Organisms Laboratory  L - 33 1.5
Laboratory course to accompany LBST1201. Practice of concepts learned in LBST1201.

LBST1215 Introductory Biology Laboratory  L - 33 1.5
Laboratory course to accompany LBST1205. Practice of concepts learned LBST1205.

LBST1221 Introduction to Microbiology  L 22 - 2
Survey course introducing students to various types of microorganisms. Cell structure, history, and growth of microorganisms. Microscopic examination and handling of cultures.
Prerequisites: LBST1205 and LBST1215 or equivalent.

LBST1301 Water Quality  L 33 - 3

LBST1401 Introduction to Biotechnology  L 10 1.5
Prerequisite: Declared Agriculture Business & Management Technology or Laboratory Science Technology Students. Explanation of biotechnology, introductory lab exercises and career information.
LBST1411 Survey of Biology and Microbiology
Course Prerequisite: LBST1401. Co-requisite: LBST1412.
A course in basic microbiology and immunology. Includes introduction to biologically significant molecules, proteins, nucleic acids, lipids, and carbohydrates. Cell structure and function, basic metabolism and growth and reproduction of microorganisms.

LBST1412 Survey of Biology and Microbiology Laboratory
Prerequisites: LBST1401. Co-requisite: LBST1411.
Basic laboratory exercises in biology and microbiology including microscopy, handling bacterial cultures, and metabolic testing.

LBST1421 Survey of Chemistry
Co-requisite: LBST1422.
A survey course in basic chemistry principles. Topics include properties and structure of matter, names and formulas of inorganic compounds, significant figures and the metric system, molar equations, solutions, chemical equilibrium, acids and bases, and organic chemistry.

LBST1422 Survey of Chemistry Laboratory
Co-requisite: LBST1421. Laboratory course to accompany LBST1421.
Practice of concepts learned in LBST1421.

LBST1431 Biotechnology I
Prerequisites: LBST1401, 1411, 1412, 1421, 1422. Co-requisite: LBST1432.
Overview of biotechnology with a focus on general biochemistry, the structure and function of biomolecules, and a review of applicable principles of organic chemistry.

LBST1432 Biotechnology I Laboratory
Prerequisites: LBST1401, 1411, 1412, 1421, 1422. Co-requisite: LBST1431.
Laboratory exercises in biochemistry, protein analysis, and elementary nucleic acid analysis.

LBST1441 Water/Wastewater Chemistry and Microbiology
Survey class dealing with the chemistry, microbiology, and treatment of water and wastewater.

LBST1442 Water/Wastewater Chemistry and Microbiology Laboratory
Co-requisite: LBST1441.
Practice of concepts learned in LBST1441.

LBST2122 Analytical Chemistry for Technicians II
Prerequisites: LBST1121 and LBST1131.
Introduction to instrumental analytical chemistry emphasizing molecular and atomic spectroscopy, UV/visible absorption and emission, IR and FTIR, NMR, and mass spectrometry, flame atomic absorption and emission, and graphite furnace, and ICP techniques.

LBST2124 Analytical Chemistry for Technicians III
Prerequisites or Equivalents: LBST2122 and LBST2132. Prerequisites: LBST2141 and LBST2142.
Continuation of the study of instrumental analysis chemistry emphasizing analytical separations and electroanalytical chemistry. Extraction, chromatography, gas chromatography, high-performance liquid chromatography, potentiometry and voltammetry. Computerized data acquisition and analysis.

LBST2125 Instrumental Analytical Chemistry
Prerequisites: LBST1121 and LBST1131.
Introduction to instrumental analytical chemistry emphasizing molecular spectroscopy, atomic spectroscopy, gas chromatography, high performance liquid chromatography and potentiometry. Fulfills requirement of Medical Laboratory Technician program only.

LBST2126 Biochemistry I
Prerequisites: LBST2125 or equivalent.
Examination of the chemistry of life with special emphasis on structure and function of biologically significant molecules such as proteins. Review of organic chemistry. Basic techniques used to isolate and study biomolecules.

LBST2162 Biochemistry II
Prerequisites: LBST2161 and LBST2172 or equivalent.
Continuation of Biochemistry I with emphasis on biotechnology, metabolism and chromatographic, spectrophotometric and electrophoretic laboratory methods.

LBST2172 Biochemistry I Laboratory
Practice of concepts learned in LBST2162.
Laboratory course to accompany LBST2162.

LBST2173 Biochemistry II Laboratory
Practice of concepts learned in LBST2163.
Laboratory course to accompany LBST2163.

LBST2261 Sanitation
Prerequisites: LBST2221 and LBST2231 or equivalent.
Study of cleaning and sanitizing procedures related to industrial settings. Microbial spoilage, food poisoning and other topics related to food microbiology.

LBST2265 Applied Microbiology
Prerequisites: LBST2221 and LBST2231 or equivalent.
Study of man’s interaction with microorganisms. Immunology, the nature of infectious diseases, resistance to diseases.

LBST2275 Applied Microbiology Laboratory
Practice of concepts in microbiology, including media preparation, culture techniques, media selection and identification of pathogens.

LBST2302 Water & Wastewater Technology
Prerequisite: LBST1301 or permission.
Study of operations, 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 Laboratory
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
Practice of concepts learned in LBST2303.
Laboratory course to accompany LBST2303.

LBST2400 Laboratory Skills Competency
Prerequisite: Must be in final quarter of enrollment.
Practical examinations by instructors in the Laboratory Science Technology program. Students tested individually on lab skills: solution preparation, pipetting, titrations, microbiological culture media preparation, sterile technique, instrumentation and safety.

LBST2406 Quality in the Analytical Laboratory
Pre- or Co-requisite: LBST2124.
Overview of quality assurance practices for laboratory technicians. Topics include elementary statistics, control charts, and good laboratory practices (GLP).

LBST2407 Water and Wastewater Mathematics
Prerequisite: LBST2302.
Introduction of the mathematics used for process control of water treatment, water delivery and wastewater treatment. Students will test their understanding of the application of this mathematics, students must take LBST2302 first.

LBST2431 Biotechnology II
Prerequisites: LBST1431, LBST1432. Co-requisite: LBST2432.
Special emphasis on industrial-nucleic acid chemistry, chemistry, metabolism, and nutrition as it related to biotechnology.

LBST2432 Biotechnology II Laboratory
Prerequisites: LBST1431, LBST1432. Co-requisite: LBST2431.
Emphasizing nucleic acid chemistry and industrial laboratory techniques in biotechnology.

LBST2441 Chemistry of Environmental Toxins
Prerequisites: 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
Practice of concepts learned in LBST2441.
Laboratory techniques for extracting and analyzing environmental toxins.

LBST2451 Bioanalysis
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.


### COURSE DESCRIPTIONS

#### LPNS • PRACTICAL NURSING

<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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<td>LPNS1155</td>
<td>Transition to Practical Nursing</td>
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<td>LPNS1158</td>
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<td>LPNS1159</td>
<td>Fundamentals of Practical Nursing</td>
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<td>LPNS1176</td>
<td>Pharmacology</td>
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<td>LPNS1177</td>
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#### LSCE • LAND SURVEYING/CIVIL ENGINEERING TECHNOLOGY

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<th>Course#</th>
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<td>LSCE1120</td>
<td>Plane Surveying</td>
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<td>LSCE1122</td>
<td>Engineering Surveying</td>
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<td>LSCE1226</td>
<td>Civil CAD II</td>
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<td>LSCE1320</td>
<td>Route &amp; Construction Surveying</td>
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<td>LSCE1324</td>
<td>Concrete Inspection</td>
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<td>Civil CAD III</td>
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<td>LSCE1900</td>
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<td>LSCE1901</td>
<td>Cooperative Experience</td>
<td>M</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.

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<thead>
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<th>Course#</th>
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<th>Lab</th>
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<td>Geodetic Surveying</td>
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<td>LSCE2526</td>
<td>Principles of Land Development</td>
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<td>LSCE2546</td>
<td>Civil CAD IV</td>
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<td>Study and application of AutoDesk Land Desktop development software including Civil Drafting Design, Land Desktop, Survey, and Map workspaces. Includes a full cycle of field surveying to finish drawing projects. Study and application of ArcGIS desktop software.</td>
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<tr>
<td>LSCE2620</td>
<td>Boundary Control &amp; Legal Principles</td>
<td>M</td>
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<td>LSCE2626</td>
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<td>LSCE2646</td>
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<td>LSCE2667</td>
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### MAAP • MAJOR APPLIANCE PROFESSIONAL TECHNOLOGY

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<td>MAAP1110</td>
<td>Electricity for Major Appliances</td>
<td>M</td>
<td>50</td>
<td>80</td>
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<td></td>
<td>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.</td>
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<tr>
<td>MAAP1112</td>
<td>In Home Customer Relations</td>
<td>M</td>
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<td>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.</td>
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<tr>
<td>MAAP1114</td>
<td>Electrical Dryer Technology</td>
<td>M</td>
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<td>The theory and operating principles involved with different brands of residential electric dryers. Advanced troubleshooting techniques of both electrical and mechanical systems will be practiced.</td>
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<tr>
<td>MAAP1118</td>
<td>Gas Dryer Technology</td>
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<td></td>
<td>Prerequisite: MAAP1110. The theory and operating principles involved with different brands of residential gas dryers. Advanced troubleshooting techniques of both electrical and mechanical systems will be practiced.</td>
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<tr>
<td>MAAP1120</td>
<td>Dishwasher Technology</td>
<td>M</td>
<td>40</td>
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<td></td>
<td>Prerequisite: MAAP1110. Theory and operating principles of the electrical, mechanical, soap and water systems involved with different brands of dishwashers, disposers &amp; compactors. Diagnosis and repair of residential dishwashers.</td>
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<td>MAAP1124</td>
<td>Top-Loading Washing Machine Technology</td>
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<td>40</td>
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<td></td>
<td>Prerequisite: MAAP1110. Washability, soap, water temperatures, types of clothing, washer designs and water systems. Effective diagnosis and repair of electrical, mechanical and water systems on top-loading machines.</td>
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<tr>
<td>MAAP1126</td>
<td>Front-Loading Washing Machine Technology</td>
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<tr>
<td></td>
<td>Prerequisite: MAAP1110. Washability, soap, water temperatures, types of clothing, washer designs and water systems. Effective diagnosis and repair of electrical, mechanical and water systems on front loading machines.</td>
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</tbody>
</table>
MACH1222 Electric Range Technology  M 40 45 5.5
Prerequisite: MACH1110. Study of the design of piercing and blanking dies. Laboratory work in developing and producing parts in accordance with blueprint specifications using a variety of measuring equipment. Clamping, loading, unloading, location, and materials to be used along with commercially available components. Construction of a jig or fixture.

MACH1224 Die Design I  L/M 10 40 2
Prerequisite: MACH1110. Continuation of MACH2256. Utilizing laboratory equipment to design and make a progressive die and produce 100 pieces to specifications.

MACH1225 Materials of Industry  L/M 50 - 5
Introduction to design and construction principles and requirements for manufacturing. Basics of metal design, selection, and materials. Introduction to the fundamentals of Computer Aided Manufacturing. Various functions and methods of 3D AND 2D CAM programming will be covered.

MACH1428 Machine Tool Lab IV  L/M 10 140 5.5
Prerequisite: MACH1324. Advanced projects to improve proficiency on machine tools.

MACH1451 Advanced CNC  L/M 40 20 4.5
Prerequisites: MACH1250, MACH1349, and MACH1370. Advanced programming, operation, and setup of CNC machines.

MACH1453 CNC Lathe  L/M 30 15 3.5
Prerequisites: MACH1250, MACH1349, and MACH1370. Fundamentals of manual and conversational programming, operation, and maintenance of the CNC Lathe.

MACH1454 CAM  L/M 40 10 4
Prerequisite: MACH1250. Introduction to the fundamentals of Computer Aided Manufacturing. Various functions and methods of 3D AND 2D CAM programming will be covered.

MACH1800 Basic Milling Machine I  L 10 20 1.5
Prerequisite: MACH1110. Basic milling machine course. Practice in using and identifying the many different kinds of milling machines used today. Selection of proper milling cutters, spindle speeds and table feeds, and work-holding devices. Practice in alignment, location of part edge finding and proper use of various milling processes.

MACH1801 Basic Milling Machine II  L 10 20 1.5
Continuation of Basic Milling Machine I. See course description for MACH1800.

MACH1810 Basic Engine Lathe I  L 10 20 1.5
Prerequisite: MACH1110. Basic engine lathe use. Identification of types of engine lathes in use today. Exercises in turning, facing, drilling, boring, taper turning and external threads. Proper speeds and feeds, proper tool bit geometry, and correct setup procedures.

MACH1811 Basic Engine Lathe II  L 10 20 1.5
Prerequisite: MACH1810. Continuation of Basic Engine Lathe I. See course description for MACH1810.

MACH2245 Introduction to Molding  L 30 - 3
Prerequisites: MACH2256. Basic construction components and operation of plastic molds to include injection molds, transfer molds compression molds. Die casting and molds for rubber are also included.

MACH2246 Jigs and Fixtures  L 30 90 6
Prerequisite: MACH1110 through MACH1454. Introduction to the construction and design of jigs and fixtures. Design and construction of jigs, fixtures, and patterns. Fabrication of jigs, fixtures, and patterns. Design and construction of jigs, fixtures, and patterns.

MACH2256 Die Construction  L 30 130 7
Prerequisite: MACH1110 through MACH1454. Introduction to the design and construction of dies for manufacturing sheet metal parts. Types of dies in use today and associated equipment in metal working industries. A progressive die will be constructed using blueprint provided.

MACH2258 Quality Control  L 30 - 3
Prerequisites: MACH1110 through MACH1454. Inspection procedures 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.

MACH2266 Advanced Die Construction  L 20 175 7.5
Prerequisite: MACH2256. Continuation of MACH2256. Utilizing laboratory equipment to design and make a progressive die and produce 100 pieces to specifications.

MACH2530 Die Design I  L/M 10 40 2
Prerequisites: MACH1110 through MACH1454. Study of the design of piercing and blanking dies. Laboratory work in developing and preparing working drawings for a die which the student will construct during the fifth quarter.
STUDY OF OPERATIONS WITH INTEGERS, SOLVE LINEAR EQUATIONS AND INEQUALITIES, SOLVE LINEAR ABSOLUTE

MACH2535 Mold Theory
Prerequisites: MATH1110 through MATH1454.
Fundamental processes and basic construction of plastic molds (compression, transfer, and injection), molds for die casting (pressure molding of nonferrous alloys) and rubber molds.

MACH2537 Injection Mold Design I
Prerequisites: MATH1110 through MATH1454.
Basic principles and design of injection molds, gating methods, and runner systems. Study of mold making materials and standard mold bases and components. Use of basic principles and designs in developing plans for a single cavity mold that will be constructed as a laboratory project.

MACH2538 Mold Making Lab I
Prerequisites: MATH1110 through MATH1454.
Construction of plastic injection molds, one from the student's prints designed in the injection mold design class. Construction of two other molds to pre-designed specifications. Construction of some components using CNC lathe and mills.

MACH2540 Electromechanical Applications
Prerequisites: MACH1110 through MATH1454.
Study of the design and construction of shearing, blanking, piercing, cutoff, bending, and forming. Punch presses and die sets.

MACH2634 Die Making Lab II
Prerequisites: MACH1110 through MATH1454.
Practical experience in constructing two dies. Construction of one die following blueprints developed in Die Design II. Electrical discharge machine EDM die construction methods. Electrode is made on CNC mill.

MACH2640 Injection Mold Design II
Prerequisites: MATH1110 through MATH1454.
Design of a single cavity injection mold. Laboratory work in developing and preparing working drawings for a mold to be constructed during the sixth quarter.

MACH2642 Mold Making Lab II
Prerequisites: MATH1110 through MATH1454.
Practical experience in constructing two molds. Construction of one injection mold from blueprints developed in the Injection Mold Design II class. Use of wire feed and ram type electrical discharge machining and engraving. Completed projects are set up and run to evaluate the quality of the finished molds.

MATH0965 Accelerated Math Brush-Up for MATH1100 B/L/M 20 - 2
Prerequisites: Appropriate placement score and advisor recommendation.
This is a self-paced, computer-assisted, independent study course designed for students whose placement scores in mathematics are high but still indicate the need for improvement of algebra skills in order to be best prepared for MATH1100 Intermediate Algebra, MATH1080 Algebra & Trigonometry, MATH1040 Business Mathematics, MATH1050 Thinking Mathematically, or PHYS1150 Descriptive Physics. Students may register for this course at any time, and have until the end of the term during which they register to reach the reading benchmark established by the College. Graded Pass/No Pass.

MATH0980 Geometry
Prerequisites: Grade of "C" or higher in MATH0950 or equivalent.
Development of spatial awareness and critical thinking skills. Through use of construction, labs and proofs, discovery of properties of lines, angles, polygons, circles. With the use of Cartesian, coordinate of the relationship between algebra and geometry.

MATH0985 Accelerated Math Brush-Up for MATH1150 B/L/M 20 - 2
Prerequisites: Appropriate placement score and advisor recommendation.
This is a self-paced, computer-assisted, independent study course designed for students whose placement scores in mathematics are high but still indicate the need for improvement of algebra skills in order to be best prepared for MATH1150 College Algebra or MATH1180 Elementary Statistics. Students may register for this course at any time, and have until the end of the term during which they register to reach the reading benchmark established by the College. Graded Pass/No Pass.

MATH1040 Business Math
Prerequisite: Grade of "C" or higher in MATH0950 or appropriate score on the math placement test.
This course is for the student who needs specific math skills to address financial problems and/or applications. Students will learn mathematics as it relates to retail, payroll, financial analysis, interest earned, and money management. Students may use a calculator and computer to solve a variety of applications.

MATH1050 Thinking Mathematically
Prerequisite: Grade of "C" or higher in MATH0950 or appropriate score on math placement test.
This course is designed to help student think mathematically. It will cover various topics including critical thinking, logic, geometry, advanced algebra skills, basic trigonometry, statistics and other contemporary topics.

MATH1100 Intermediate Algebra
Prerequisite: Grade of "C" or higher in MATH0950 or appropriate score on the math placement test.
This course will cover a variety of algebra and trigonometry skills. Topics will include: order of operations; powers, exponents, engineering and scientific notation, polynomials, metric prefixes, and logarithms; factoring, quadratic equation; solving absolute value equations, solving two equations/two unknowns; transposing formulas; solving complex fractional equations; word problems involving direct and inverse variation; and formulas from geometry involving perimeter, area, volume, Pythagorean Theorem, and right triangle trigonometry including special triangles; oblique triangle formulas and graphing equations of lines. Various relevant applications will be discussed.

MATH1110 College Algebra
Prerequisites: A grade of "C" or higher in MATH1100 or appropriate score on the math placement test.
A study of college algebra with emphasis on functions in preparation for advanced math and science coursework. Topics include solving equations and inequalities, graphing and modeling using polynomial, rational, exponential, and logarithmic functions; systems of equations, and analytic geometry. A graphing calculator may be required.

MATH1115 Elementary Statistics
Prerequisite: "C" or higher in MATH1100 or appropriate score on the math placement test.
Study of descriptive statistics, collection of data, correlation and regression, probability and probability distributions and statistical control. Topics from inferential statistics such as estimates, sampling, hypothesis testing and inferences. Contingency tables. Use of some statistical software packages.

MATH1200 Trigonometry
Prerequisite: "C" or higher in MATH1150 or appropriate score on the math placement test.
A study of trigonometry in preparation for advanced math and science coursework. Use definitions of trigonometric functions to establish properties, create graphs, establish identities and formulas, and define inverse trigonometric functions. Use trigonometric functions and their inverses to solve trigonometric equations, and applications. Graphing in polar coordinates, and vector arithmetic.
MEDA • MEDICAL ASSISTING

MEDA1101 Medical Terminology I
Prerequisites: MEDA1100 or permission. Introduction to medical terminology pertaining to body systems. Will describe directional terms, quadrants, cavities, define, spell and pronounce medical terms and abbreviations used in health care.

MEDA1102 Administrative Medical Assisting
Prerequisites: Admission to Medical Assisting program and appropriate assessment score. Introduction to medical assisting. Provides general knowledge needed for administrative duties. Required for first quarter students who are accepted into Medical Assisting program.

MEDA1201 Medical Terminology II
Prerequisite: MEDA1101. A continuation of MEDA 1101, Terminology relating to body systems and disorders. Intended to increase medical vocabulary. A continuing system for building a medical vocabulary with emphasis on anatomy, physiology and diseases. Will continue to define, spell and pronounce medical terms and abbreviations used in health care.

MEDA1202 Communication in Allied Health
Prerequisites: For Medical Assisting students and Pharmacy Technician students. MEDA1102 or permission. For students in the healthcare field to identify effective communication skills, including verbal and nonverbal communication, threats and barriers to communication, and effective communication with health care peers and professionals. Communication differences related to multicultural differences, life stage development and life altering illness will be explored.

MEDA1203 Medical Law, Ethics & Bioethics for the Medical Office Employee
Prerequisite: MEDA1101. Acceptance into Medical Assisting program or Office Technology program, or permission. Study of medical law, ethics and bioethics for the medical office employee. Business management and general liability for the medical office included.

MEDA1204 First Aid
First aid and emergency care developed by the American Academy of Orthopaedic Surgeons (AAOS) and the American College of Emergency Physicians (ACEP).

MEDA1205 Exam Room I
Prerequisites: MEDA1101, MEDA1102, BIOS1000 or BIOS1140 or BIOS1220. Introduction to the laboratory procedures performed in a physician’s office. Includes laboratory tests and their acronyms, medical asepsis, and venipuncture techniques.

MEDA1301 Exam Room II
Prerequisites: MEDA1101, MEDA1201, MEDA1202, MEDA1203, MEDA204, MEDA2105, MEDA4106, MEDA1407 and OFFT1710. Concurrent with MEDT1711, MEDT1712, MEDT1718, and MEDT1791. Provides the knowledge and skills for assisting the physician in the office. Skills included are vital signs, EKG, medication administration, pulmonary function testing and handling of instruments for minor surgery. Introduction to physical therapy and radiology.

MEDA1401 Clinical Education
Prerequisites: SSA1010, ENGL1101, MEDA301, MEDT181, MEDT181, MEDT181, MEDT181, MEDT181, MEDT181, MEDT181, OFFT1710, OFFT2440. Practical experience under supervision in physician’s office or clinic.

MEDA1402 Senior Clinical Seminar
Prerequisite: Concurrent with MEDA1401. An informal course which includes: reviewing and critiquing clinical procedures with correlation of classroom theory, a review of the certification exam course content, completion of the CMA (AAAM) exam, preparation of a cover letter, resume, teaching brochure and participation in a mock job interview. Includes integration of pharmacological principles, basic nutrition, and safety and emergency practices to the medical office setting.

MEDA1404 Medical Diseases
Prerequisites: MEDA1101 and BIOS1000, or BIOS1140, or BIOS1220 or instructor approval. Introduction to etiology, signs and symptoms, diagnosis and treatments of disease as related to the body systems. Includes introduction to immunity, infectious diseases, neoplasms, heredity and nutrition as they relate to the disease process.

MEDA1405 Insurance for the Medical Office
Prerequisites: MEDA1101 and BIOS1000, or BIOS1140, or BIOS1220 or BIOS1220 or BIOS1220 or BIOS1220 or BIOS1220 or BIOS1220 or BIOS1220 or BIOS1220 or BIOS1220. Apply third party guidelines and managed care policies and procedures. Demonstrate basic knowledge of national diagnosis and procedure coding systems. Demonstrate accurate completion of insurance claim forms.

MEDA1406 Basic Pharmacology
Prerequisite: BIOS1000 or, BIOS1210, or BIOS1140. An introduction to legal aspects, state and federal regulations, medication resource material, abbreviations and measurements, classifications of medications including desired effects, side effects and adverse reactions, including the relationship between body systems and medications used for treatment in each system.

MEDA1407 Medical Calculations
Prerequisites: Appropriate score on the math placement, and advisor approval. Medical dosage calculations with metric, apothecary and household systems, conversions between systems and dosage preparation.

MEDT • MEDICAL LABORATORY TECHNOLOGY

MEDT1100 Procedures in Phlebotomy
Prerequisites: Appropriate score on the math placement, and advisor approval. Introduction to the principles and skills needed to safely perform venipuncture and capillary blood collection techniques and special collection procedures. Quality assurance procedures pertaining to collection and transport of specimens, laboratory safety, ethical and legal issues pertaining to phlebotomy, and anatomy and physiology of cardiovascular system included. Supervised instruction and experience in collection techniques in lab.

MEDT1110 Clinical Laboratory Procedures
Prerequisite: Admission to the Medical Laboratory Technology Program. Introduction to clinical laboratory procedures. Basic laboratory techniques and skills required in the field of medical laboratory technology. Laboratory safety, equipment, quality control, and basic techniques.
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<tr>
<th>Course#</th>
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<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>MEDT1161</td>
<td>Basic Urinalysis &amp; Microbiology for the Laboratory</td>
<td>L 10 - 1</td>
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<td>Prerequisite: concurrent with MEDA1301. Study of routine medical procedures: urine, throat cultures, wet prep, and complete UA with microscopic and serology tests. Specimen collection, handling, quality control methods, and laboratory safety.</td>
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| MEDT1171 | Basic Urinalysis & Microbiology Laboratory | L - 30 1 |             |           |              |
|          | Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1161. Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture. |

| MEDT1181 | Basic Hematology for the Office Laboratory | L 10 - 1 |             |           |              |
|          | Prerequisite: Concurrent with MEDA1301. Study of hematology tests required in medical offices: automated cell counts, hematocrit, hemoglobin, PT/INR, ESR, and basic chemistry tests. Theoretical background for procedures. Blood collection techniques, specimen collection and handling, quality control, and laboratory safety. |

| MEDT1191 | Basic Hematology Laboratory | L - 30 1 |             |           |              |
|          | Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1181. Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture. |

| MEDT1201 | Medical Laboratory Measurements | L 20 - 2 |             |           |              |
|          | Prerequisite: MATH1150 and MEDT1101. Mathematical applications used in the medical laboratory. Use of the Metric system and S.I. units. Laboratory calculations and use of statistical data. |

| MEDT1301 | Clinical Microbiology I | L 20 - 2 |             |           |              |
|          | Prerequisites: LBST1221, LBST1231, MEDT1101. Concurrent with MEDT1321 and MEDT1311. Study of routine procedures in clinical microbiology emphasizing the isolation and identification of common pathogenic bacteria. |

| MEDT1311 | Clinical Microbiology I Laboratory | L - 60 2 |             |           |              |
|          | Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1301. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. |

| MEDT1321 | Hematology I | L 20 - 2 |             |           |              |
|          | Prerequisites: MEDT1101 or permission. Concurrent with MEDT1301 and MEDT1311. Study of routine laboratory procedures of the hematology laboratory. Identification of normal cellular constituents of the blood. |

| MEDT1331 | Hematology I Laboratory | L - 60 2 |             |           |              |
|          | Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1311. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. |

| MEDT1401 | Clinical Microbiology II | L 20 - 2 |             |           |              |
|          | Prerequisites: MEDT1301 and MEDT1311. Advanced study of clinical microbiology theory and procedures. Culturing, isolating, and identifying microorganisms from human specimens, utilizing microscopic, biochemical and serological techniques. Antibiotic susceptibility testing of pathogenic bacteria. |

| MEDT1411 | Clinical Microbiology II Laboratory | L - 60 2 |             |           |              |
|          | Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1401. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. |

| MEDT1421 | Hematology II | L 20 - 2 |             |           |              |
|          | Prerequisites: MEDT1321 and MEDT1331. Study of advanced hematology procedures, disease states, and the identification of abnormal cellular constituents of the blood. |

| MEDT1431 | Hematology II Laboratory | L - 60 2 |             |           |              |
|          | Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1421. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. |

| MEDT2501 | Urinalysis | L 10 - 1 |             |           |              |
|          | Prerequisites: MEDT1421 and MEDT1421. Study of normal and abnormal chemical and cellular constituents of urine. |

| MEDT2511 | Urinalysis Laboratory | L - 30 1 |             |           |              |
|          | Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2501. Skills and laboratory techniques corresponding to the theoretical information presented in the lecture listed above. |

| MEDT2521 | Immunohematology | L 10 - 1 |             |           |              |
|          | Prerequisites: MEDT1421 and MEDT1431. Study of the theories and procedures of routine blood bank testing. Blood grouping and antibody detection and identification, the genetics of the clinically important blood groups, and functions of the immune system. |

| MEDT2531 | Immunohematology Laboratory | L - 30 1 |             |           |              |
|          | Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2521. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. |

| MEDT2541 | Clinical Chemistry I | L 25 - 2.5 |             |           |              |

| MEDT2551 | Clinical Chemistry I Laboratory | L - 60 2 |             |           |              |
|          | Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2541. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. |

| MEDT2561 | Immunology | L 20 - 2 |             |           |              |
|          | Prerequisites: MEDT1401 and MEDT1411 or program permission. Introduction to Immunology. Immune system, antigens, antibodies, complement, and reactions of antigens and antibodies. Relationships to diseases that are immunologically involved. |

| MEDT2581 | Hemostasis | L 10 - 1 |             |           |              |
|          | Prerequisites: MEDT1421 and MEDT1431. Principles of blood coagulation and basic coagulation procedures. |

| MEDT2582 | Immunology/Hemostasis Laboratory | L 10 - 30 2 |             |           |              |
|          | Must be taken concurrently with the lectures. Laboratory which accompanies MEDT2561 and MEDT2581. Skills and laboratory techniques corresponding to the theoretical information presented in the lectures. |

| MEDT2601 | Parasitology | L 10 - 1 |             |           |              |

| MEDT2611 | Parasitology Laboratory | L - 30 1 |             |           |              |
|          | Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2601. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. |

| MEDT2621 | Immunohematology | L 10 - 1 |             |           |              |
|          | Prerequisites: MEDT2521 and MEDT2531. Continuation of immunohematology, including theory and application of blood banking practices and procedures. Compatibility testing, transfusion reactions, and special testing procedures. |

| MEDT2641 | Clinical Chemistry II | L 25 - 2.5 |             |           |              |
|          | Prerequisites: MEDT2541 and MEDT2551. Advanced study in the theory and application of clinical chemistry procedures. Manual and automated testing, disease states and quality control. |

| MEDT2651 | Clinical Chemistry II Laboratory | L - 60 2 |             |           |              |
|          | Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2641. Skills and laboratory techniques corresponding to theoretical information presented in the lecture. |

| MEDT2681 | Clinical Education Orientation I | L 25 - 2.5 |             |           |              |
|          | Prerequisites: 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. |

| MEDT2690 | Clinical Education I | L - 60 2 |             |           |              |
|          | Co-requisite: MEDT2681. Phlebotomy experience and additional learning opportunities within a clinic and/or hospital laboratory. Application of theory and skills acquired in classroom and laboratory courses. Experience with LIS (Laboratory Information Systems). |

| MEDT2701 | Clinical Education II | L - 300 10 |             |           |              |
|          | Prerequisite: MEDT2690. Continuation of laboratory experience and training opportunities within a hospital and clinic laboratory. Rotation throughout departments of the clinical laboratory. Application of theory and skills acquired in classroom and laboratory courses. |

| MEDT2702 | Clinical Seminar I | L 20 - 2 |             |           |              |
|          | Must be taken concurrently with MEDT2701. Group interaction, participation, and presentation relating to various aspects of the clinical laboratory. |

| MEDT2703 | Clinical Education Orientation II | L 35 15 4 |             |           |              |
|          | Concurrent with MEDT2701. Review of clinical laboratory theory and technical skills for Clinical Education II and III. Requirements and clinical rotation schedules are presented. |

| MEDT2801 | Clinical Education III | L - 300 10 |             |           |              |
|          | Prerequisite: MEDT2701. Continuation of laboratory experience and training opportunities within a hospital and clinic laboratory. Rotation throughout clinical laboratory. Application of theory and skills acquired in classroom and laboratory courses. |

| MEDT2802 | Clinical Seminar II | L 20 - 2 |             |           |              |
|          | Must be taken concurrently with MEDT2801. Group interaction, participation, and presentation relating to various aspects of the clinical laboratory. |
### MFGT • MANUFACTURING ENGINEERING TECHNOLOGY

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<tr>
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<td>M</td>
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<td>MFGT1144</td>
<td>Industrial Drafting I</td>
<td>M</td>
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<td>Fluid Power for Manufacturing</td>
<td>M</td>
<td>40 10 4.5</td>
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<td>AutoCAD for Manufacturing</td>
<td>M</td>
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<td>Elementary Tool Design</td>
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<td>Plant Layout &amp; Materials Handling</td>
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<td>MFGT1429</td>
<td>CNC Machines</td>
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<td>20 45 3.5</td>
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<td>MFGT1450</td>
<td>Advanced AutoCAD for Manufacturing</td>
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<td>10 15 1.5</td>
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<tr>
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<td>Time &amp; Motion Study</td>
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### MSTT • MOTORCYCLE, ATV, AND PERSONAL WATERCRAFT TECHNOLOGY

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<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>MSTT1000</td>
<td>Shop Procedures &amp; Hand Tools</td>
<td>L</td>
<td>45 30 5.5</td>
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<tr>
<td>MSTT1112</td>
<td>Basic Engine Theory</td>
<td>L</td>
<td>35 65 5.5</td>
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<td>MSTT1113</td>
<td>Metric Measure</td>
<td>L</td>
<td>33 - 3</td>
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<tr>
<td>MSTT1120</td>
<td>Wheels &amp; Tires</td>
<td>L</td>
<td>25 35 3</td>
<td></td>
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<tr>
<td>MSTT1122</td>
<td>Frames, Suspensions, &amp; Brakes</td>
<td>L</td>
<td>15 60 3.5</td>
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</tbody>
</table>

www.southeast.edu
MUSC1010 Introduction to Music B/L 45 - 4.5
An introduction of musical forms, styles, and composers within a historical perspective. Includes an introduction to music elements as well as range of music literature.

A study and performance of standard literature in various styles; includes a combination of private and small group instruction. Lab hours consist of required individual practice time. At the instructor’s discretion, students may perform in both informal and formal recital settings.

MUSC1260 Class Piano I B 30 1.5

MUSC1261 Guitar I B - 30 1.5

MUSC1267 Class Piano II B - 30 1.5
Prerequisite: MUSC1260 or permission of instructor. Continuation of MUSC1260 Class Piano I. Increasing technical facility and functional skills, playing by ear, and adding improvisation and harmonization skills.

MUSC1270 Class Piano III B - 30 1.5
Prerequisite: MUSC1260 or permission of instructor. Continuation of MUSC1260 Class Piano II. Increasing technical facility and functional skills, playing by ear and adding improvisation and harmonization skills. Learn to play ensemble pieces, note reading skills beyond first position, and the development of arpeggio style playing.

MUSC1410/1420, 2390/2400, 2410/2420 College Choir B/L - 30 1.5
Study and performance of standard choral literature for mixed voices. At the director’s discretion, students sing in formal and informal performance settings.
<table>
<thead>
<tr>
<th>COURSE DESCRIPTIONS</th>
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<tbody>
<tr>
<td><strong>NDT1164</strong> Blueprint Reading &amp; CAD</td>
</tr>
<tr>
<td>Study of industrial graphics language for shape description, size description, instrument drawing, blueprint reading, pictorial drawing (isometric and oblique drawing) and CAD.</td>
</tr>
<tr>
<td><strong>NDT1236</strong> Electrical &amp; Electronic Fundamentals</td>
</tr>
<tr>
<td>Prerequisite: MATH1050. Introduction to electrical and electronic fundamentals. Sources and effects of electric current, magnetism, and electromagnetism. Formulas for problem solving in basic circuitry. Instrumentation used in NDT. System concepts and basic troubleshooting.</td>
</tr>
<tr>
<td><strong>NDT1255</strong> NDT Methods</td>
</tr>
<tr>
<td>Prerequisites: MATH1050, NDT1121, NDT1133, and NDT1138. Study of 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>
</tr>
<tr>
<td><strong>NDT1263</strong> Metallurgy</td>
</tr>
<tr>
<td>Prerequisites: MATH1050, NDT1133 and NDT1138. Study of the nature of metals, methods of metallurgical examination, mechanical testing, chemistry, and production of metals.</td>
</tr>
<tr>
<td><strong>NDT1356</strong> Liquid Penetrant</td>
</tr>
<tr>
<td>Prerequisites: NDT1121 and NDT1125. Study of proper penetrant testing techniques and applications. Process control for the solvent removable, post emulsifiable, and water wash penetrant techniques. Study of codes, standards, inspection procedures, and job specifications for liquid penetrant inspection.</td>
</tr>
<tr>
<td><strong>NDT1360</strong> Ultrasonics I</td>
</tr>
<tr>
<td>Prerequisites: MATH1050 and NDT1255. 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>
</tr>
<tr>
<td><strong>NDT1450</strong> Eddy Current I</td>
</tr>
<tr>
<td>Prerequisites: NDT11236, NDT11255, and NDT2040. 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>
</tr>
<tr>
<td><strong>NDT1458</strong> Magnetic Particle</td>
</tr>
<tr>
<td><strong>NDT1464</strong> Radiography I</td>
</tr>
<tr>
<td>Prerequisites: NDT11255 and NDT2040. 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>
</tr>
<tr>
<td><strong>NDT1470</strong> Radiation Safety &amp; Administration</td>
</tr>
<tr>
<td><strong>NDT2040</strong> NDTT Mathematics</td>
</tr>
<tr>
<td>Introduction to advanced math skills. Common and natural logarithms, industrial application, angles and triangles. Angular measurement, right triangle and oblique triangle trigonometry: NDT vectors, Polar and rectangular coordinates. Capabilities, functions and use of scientific calculators.</td>
</tr>
<tr>
<td><strong>NDT2569</strong> Radiography II &amp; Film Interpretation</td>
</tr>
<tr>
<td>Prerequisites: NDT11464 and NDT11470. Study of industrial radiography with major emphasis on developing skills in technique and procedure development. Code requirements, film interpretation, control of film processing, film review, 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>
</tr>
<tr>
<td><strong>NDT2570</strong> Eddy Current II</td>
</tr>
<tr>
<td>Prerequisite: NDT11450. 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 (RT) theory, instrumentation, calibration or equipment and data acquisition.</td>
</tr>
<tr>
<td><strong>NDT2652</strong> Ultrasonics II</td>
</tr>
<tr>
<td>Prerequisite: NDT1136. Corequisites: NDT2675 and NDT2679. 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>
</tr>
<tr>
<td><strong>NURS1206</strong> Introduction to Professional Nursing</td>
</tr>
<tr>
<td>Prerequisites: BIOS1140, BIOS1110, SOC1110, PSY2130, MATH1150, and CHEM1050. Overview of the current nursing organizations, development of the nursing profession, and the health care system. An overall introduction to the philosophy, objectives, and curriculum framework of the associate degree program is presented. Caring is introduced as an integral concept of nursing. Discussions of the concepts of health/illness continuum, health care delivery, basic human needs, professional behavior, communication, legal/ethical issues, and multicultural diversity.</td>
</tr>
<tr>
<td><strong>NURS1304</strong> Transition to Associate Degree Nursing</td>
</tr>
<tr>
<td>Prerequisites: BIOS1110, BIOS1140, BIOS2130, MATH1150, PSY2130, MEDA107, MATH1150, SOC1010. Required for the licensed practical nurse (licensed in Nebraska) requesting advanced placement into the Associate Degree Nursing program. Oriented toward developing associate degree level nursing skills for new role of student nurse. An overall introduction to the philosophy, objectives and curriculum framework of the Associate Degree Nursing program is presented. Includes the nursing process and the roles and functions of the associate degree nurse.</td>
</tr>
<tr>
<td><strong>NURS1305</strong> Basic Nursing Concepts I</td>
</tr>
<tr>
<td>Prerequisites: MEDA1406, NURS1206, NURS1207, PSY2130, ENGL1010 or ENGL1015, FSDT1350, MATH1150, FSDT1350, MEDA107, PSY2130, SOC1110. The nursing process as a method of problem solving is discussed and related to a nursing care plan framework. Emphasis is placed on technical skills and identification of basic human needs as it relates to the nursing process. Nursing techniques taught in the program lab are correlated with scientific principles and applied in the clinical setting. Basic pharmacological principles and drug classification are included when administration is introduced. Clinical experiences are provided to apply nursing techniques, apply nursing process to patient care, and introduce the nurse and client role in a variety of health care settings.</td>
</tr>
<tr>
<td><strong>NURS1306</strong> Pathophysiology</td>
</tr>
<tr>
<td>Prerequisites: BIOS1140, BIOS2130, CHEM1050, and BIOS1110. This course is designed for students pursuing a career in nursing or other health related fields. Students are introduced to common disease conditions, terminology such as etiology, prognosis, signs and symptoms. Concepts such as inflammation, immunity, allergy, and neoplasia are explained. General diagnostic and treatment procedures for each system are included. Physiological adaptation, diagnostic tests and treatment procedures for each body system are explained.</td>
</tr>
<tr>
<td><strong>NURS1307</strong> Nursing Concepts II</td>
</tr>
<tr>
<td>Prerequisite/cross-requisite: NURS1305 and NURS1306 for 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.</td>
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</table>
NURS1308 Pathophysiology through the Lifespan
Prerequisites: BIOS1140, BIOS2130, CHEM1160, BIOS1110.

This course is designed for students pursuing a career in nursing or other health related fields. Students are introduced to concepts related to mechanisms of the disease process. Foundational concepts of inflammation, immunity, infection and neoplastic alterations are applied to each body system. The relationship of signs and symptoms to specific diseases are discussed. Students will become familiar with terminology directly associated with the disease process, i.e., etiology, diagnosis, prognosis, etc. Disease concepts will include specific applications throughout the lifespan, including developmental and genetic alterations. Effects of aging are explained. Students will identify common diagnostic and treatment modalities.

NURS2400 Nursing Assessment
Prerequisite: NURS1304 or NURS1305. Co-requisites: NURS2403/2404.

Focuses on the acquisition of skills used in the comprehensive health assessment of patients. Students will learn to conduct a thorough assessment of each body system. Emphasis is placed on the identification of some deviations from the normal. Introduction to communication skills and the assessment of the person in his/her physical, developmental, psychological and sociocultural and multicultural diversity.

NURS2403 Gerontological Nursing Concepts
Prerequisite: NURS1305. Co-requisite: NURS2400.

Focuses on the nursing process as a problem solving tool in assisting older clients’ adaptation to stress related to chronic and terminal illness. Gerontological principles and rehabilitative aspects of nursing are examined. Pathophysiological concepts, therapeutic nutrition and pharmacology are integrated.

NURS2404 Nursing Concepts III
Prerequisite: NURS1305/1306/1307. Co-requisites: NURS2400/2403.

Focus on the nursing process applied to clients’ adaptive responses to stressors, including hospitalization and the disease process. Perioperative nursing principles are included. Related pathophysiological, therapeutic nutrition and pharmacology are integrated. Clinical experiences are provided to develop and refine nursing techniques appropriate for clients being cared for in a variety of health care settings. Understanding of concepts basic to positive adaptation to life-threatening physiologic stress are examined.

NURS2501 Nursing Concepts Related to the Childbearing Family
Prerequisite: NURS2404.

Normal psychological and physiological changes/adaptations that occur during the maternity cycle are examined along with pre-, post- and perinatal stressors/adaptations of the mother/client/childbearing family. The student explores family structures, stressors, and subsequent adaptation of the family and gynecological client. Concepts of cultural differences on childbearing and self-care abilities are considered. Nursing experiences are provided in postpartum, labor and delivery, normal newborn nursery, and selected hospital/community observational experiences.

NURS2502 Nursing Concepts Related to Child Rearing Family
Prerequisite: NURS2404.

The course utilizes the nursing process based on the knowledge of childhood variations to specific pediatric problems while reinforcing normal growth and developmental processes. Concepts of nutrition, pharmacology and pathophysiology are integrated in the course. The student gains insight within the secondary care setting by helping the pediatric client/child rearing family cope with the stress of illness and by promoting family health.

NURS2503 Nursing Pharmacology
Prerequisite: 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 continuum. Nursing process is utilized when planning the pharmacological care of these clients.

NURS2602 Mental Health Nursing Concepts
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 health care settings.

NURS2603 Nursing Concepts IV
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 health care settings. The clinical portion of this course allows the student to practice decision-making skills for groups of clients in selected health care settings and to further develop communicative and technical skills. Content includes legal/ethical issues in nursing and health care, nursing roles, trends in nursing and transition into a professional role.

OFFT1010 Keyboarding I
Prerequisite: OFFT1160 or equivalent. 20 GWAM minimum.

Use electronic calendars and e-mail to communicate effectively with team members. Complete a project. Utilize Microsoft Project software to plan and track project progress. Develop skills in Office applications: Word and Publisher. Emphasize importance of neat, legible, error-free handwriting. Develop and refine typing speed and accuracy.
OFFT2000 Employment Techniques
Prerequisites: Declared students only. OFFT1110, OFFT2120, HUMS1103,
VPUB1130, or VPUB1134. This class should be taken immediately before Cooperative
Experience and graduation for associate degree or diploma students.
Development of techniques and skills necessary for students to be successful in seeking or
retaining employment within career area.

OFFT2060 Voice Recognition/Transcription
Prerequisite: OFFT1710 and eligible for ENGL1010.
Utilizes current technology tools to effectively transcribe and produce business documents.
Includes application of proper grammar and punctuation rules while both composing and editing
business documents, use of speech recognition software, and use of machine transcription equipment.

OFFT2120 Business Communication Strategies
Prerequisites: ENGL1010 or ENGL1015 or OFFT1110. Recommend BSDAD1010 or
INFO1121.
Study of principles of effective written and oral business communication. Communication
strategies used in business disciplines.

OFFT2130 Medical Machine Transcription
Prerequisites: MEDIA1201 or OFFT1120 and OFFT2060.
Practice using medical abbreviations, terminology, and phrases; transcription of basic hospital
cases from recorded dictation using Microsoft Word.

OFFT2210 Legal Processes I
Prerequisite: OFFT1710. Recommend: OFFT2060.
Provides students with the basic knowledge and skills needed to work in a variety of law-
related settings such as private law firms, government agencies, corporations, and banks.
Study of legal terminology and its application in various areas of the law. Preparation of legal
documents, pleadings, and correspondence using Word. Topics covered include ethics,
confidentiality, calendaring, billing, client relations, and specific duties for the legal office.

OFFT2220 Legal Processes II
Prerequisite: OFFT2210.
Continuation of Legal Processes I. Further study of the knowledge and skills needed to work in
a variety of law-related settings, such as private law firms, government agencies, corporations,
and banks. Study of legal terminology and its application in various areas of the law.
Preparation of legal documents, pleadings, and correspondence using Word. Topics covered
include ethics, confidentiality, calendaring, billing, client relations, and specific duties for the
legal office. An introduction to basic legal research and citation rules is provided.

OFFT2310 Financial Computer Applications
Prerequisites: ACCT1200 and BSDAD1020.
Introduction to basic computer operations with Excel spreadsheet software, including sessions
on financial applications, basic principles, formulas, accounts payable, and the use of spreadsheets.

OFFT2340 Records and Information Management
Prerequisite: BSDAD1020.
Introduction to records management. Rules of alphabetic, geographic, numeric, subject, and
chronological methods of filing according to the Association of Records Managers and
Administrators (ARMA) rules. Utilize Microsoft Access to complete database projects and
integration activities.

OFFT2410 Administrative Procedures I
Prerequisite: OFFT1710.
Comprehensive coverage of relevant skills and procedures in the performance of office duties
including the role of the administrative assistant, communication skills, and reference sources.
Provides the student with the opportunity to apply relevant skills for today’s automated work environment.

OFFT2420 Administrative Procedures II
Prerequisite: OFFT2410.
Continued coverage of office duties 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.

OFFT2440 Medical Office Procedures
Prerequisites: MEDIA1101 or OFFT1120, and OFFT1710 or by permission;
OFFT2060 recommended.
Integration of relevant medical office skills and procedures in the performance of modern
medical office duties. Simulations included.

OFFT2460 Office Simulation
Prerequisites: OFFT2310 or OFFT3130, MATH1040, OFFT1110,
OFFT2340, OFFT2410, and PSY1250 or by permission. Corequisites: 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, inventory specialists, and service representatives.

OFFT2650 Computerized Medical Management
Prerequisites: OFFT2440 or by permission.
Computerized application of scheduling, records management, insurance forms, patient
database, and financial reports.

OFFT2720 Microsoft Office Integration
Prerequisites: BSDAD1020, OFFT2310, and OFFT2340.
Create documents integrating Microsoft Office applications. Project-based class requires
advanced technology and critical-thinking skills. Ability to work independently and in teams
will be necessary as students apply skills and knowledge acquired in previous courses to
initiate and complete Microsoft Office projects.

PDSM • PARTS MARKETING & MANAGEMENT

PDSM1120 Nomenclature I
Function, composition, life expectancy, and nomenclature of the commonly requested parts.
Identification of those parts most often in demand. Also, the principles of diesel and gas
generators, electrical system components, fuel systems. Students will disassemble and
reassemble these components.

PDSM1131 Aftermarket Catalogs & Obsolescence I
Introduction to jobber parts catalog indexing and use. Location of parts on shelves, charging
out items on counter tickets and first level return of parts, use of price sheets and
classifications. The course includes the computerized parts systems.

PDSM1221 Nomenclature II
Continuation of commonly requested parts, their function, composition, life expectancy,
and nomenclature. Also the principles of transmissions, differentials, steering, suspension, brakes,
and air conditioning.

PDSM1222 Dealership Cataloging, & Obsolescence II
Study and use of General Motors, Ford, and Chrysler parts cataloging and the various levels
of pricing retail, wholesale, and dealer goods. There will be a continued learning of
nomenclature by using these references.

PDSM1223 Service Writing, Warranty Policies, & Tools
Knowledge and experience needed to become a service writer in today’s dealerships. Study of
warranties and how parts under warranty are returned to the supplier, time limits which
apply, and what is acceptable under warranty. Basic tools and equipment used in and sold
from a parts department including proper use and care.

PDSM1226 Counter Sales & Operations
Introduction to inventory control, computerized systems, and other functions performed in
the typical parts store, i.e., shipping and receiving inventory, counter sales, posting invoices,
telephone skills, purchasing warehouse inventory, and customer relations are performed in the
college parts store.

PDSM1321 Parts Management &
Advanced Counter Operations
Continuation of lab activities for the parts department. Positions available, knowledge required
for each position, and what level each position carries within the department. Individuals will
manage the college parts store and be forklift certified.

PDSM1325 Merchandising & Advertising
Prerequisites: PDSM1221 through PDSM1226.
Basic merchandising, product grouping, and special merchandising. Draw plan-o-grams of the
merchandising areas with different types of merchandising techniques. Signs and special
displays developed to enhance merchandising. Suggestive selling by doing merchandising.
Skills used in advertising.

PDSM1327 Customer Sales & Relations
Prerequisites: PDSM1221 through PDSM1226.
Guidelines for the parts person regarding customer relations, telephone manners, development
of advanced selling skills used in selling a complete line of products, greeting, good sales
objectives, and courtesy. Material Safety Data sheets on hazardous materials.

PDSM1339 Agriculture/Construction Cataloging
Prerequisites: PDSM1221 through PDSM1226.
In-depth training of the various parts’ systems including John Deere, Agco, Case New Holland,
and Caterpillar. Emphasis on basic machine systems and principles of how the systems work,
parts identification and function, wear features, commonly replaced parts, and related parts
sales as well as individual training in the chosen cooperative training field.

PDSM1901 Cooperative Experience
Prerequisites: PDSM1221 through PDSM1339.
Cooperative training with a business for on-the-job experience. Application of acquired skills
and principles for growth and advancement. Expectations of employees in a working
environment. Work experience is supervised by the Southeast Community College Coordinator.
PHED • PHYSICAL EDUCATION

PHED1000 Lifetime Fitness L 45 15 4.5
Theoretical and practical information on the relationship of life-style habits to productivity, quality of life and one’s potential. Topics include life-style related risks, nutrition, physical fitness, and stress management encompassing the mind-body health perspective of wellness.

PHED1010 Golf B - 30 1.5
Basic skills and fundamentals of golf. Scoring, selection and care of equipment for the beginning golfer.

PHED1030/2030/2035/2040 Physical Fitness Activities B/L - 30 1.5
Study of and participation in chosen activities, such as weight training, cardiovascular conditioning, flexibility, basketball, volleyball and weight control. Planning and participating in an individualized program for development.

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 nutritional maintenance programs.

PHED1600 Introduction to Recreation B 45 - 4.5
Principles, history and philosophy of recreation and leisure. Introduces recreation as a profession. Explores recreation and leisure studies throughout the life cycle.

PHED1610 Standard First Aid B 45 - 4.5
Principles and techniques for administration of first aid. Legal aspects of emergency care, cardiopulmonary resuscitation, hemorrhage control, wound maintenance, shock control, poisoning, heat and cold injuries.

PHED1750 Introduction to Physical Education B 45 - 4.5
For the prospective physical education major or minor at the secondary school level. Survey of physical education, history, principles, objectives. Review of activities offered in the PE curriculum.

PHED1800 Physical Education in the Elementary School B 45 - 4.5
For the prospective elementary teacher and the physical education major. Study of curriculum and methods of teaching of physical education at the elementary level. Needs and characteristics of elementary school-age child by grade level.

PHED2010/2020 Officiating Sports B 30 - 3
Study and application of rules, techniques and interpretations for becoming officials or coaches in football, volleyball, soccer, basketball, softball or baseball.

INTERCOLLEGIATE ATHLETICS

The following courses will allow student athletes to earn credit through participation in intercollegiate athletics. Regular attendance and participation in all squad activities required.

PHED1300/2300, 1310/2310 Intercollegiate Golf B - - 1.5
PHED1320/2320, 1330/2330 (men) Intercollegiate Basketball B - - 1.5
PHED1340/2340, 1350/2350 (women) Intercollegiate Basketball B - - 1.5
PHED1360/2360, 1370/2370 Intercollegiate Volleyball B - - 1.5
PHED1380/2380, 1390/2390 Intercollegiate Baseball B - - 1.5
PHED1385/2385, 1395/2395 Intercollegiate Softball B - - 1.5

PHIL • PHILOSOPHY

PHIL1010 Introduction to Philosophy B/L 45 - 4.5
Prerequisite: Eligible for ENGL1010
Introduction to the components of philosophy through readings from the history of philosophy (ancient, modern, and contemporary) combined with the examination of topics such as metaphysics, logic, ethics, epistemology, aesthetics, philosophy of religion, freedom, and self-identity. Exposure to a range of ideas and readings representing a variety of cultural and ethnic backgrounds.

PHRM • PHARMACY TECHNICIAN

PHOT • PHOTOGRAPHY

PHOT1750 Beginning Photography B 30 30 4.5
Introduction to the fundamentals of black and white photography, composition and lighting. Lecture, text and laboratory with emphasis on use of 35mm camera and developing, enlarging, and printing 35mm negatives.

PHOT1760 Digital Photography and Creative Imaging B 30 30 4.5
Introduction to the fundamentals of digital photography. Technical aspects include image editing, layering, and manipulation using Photoshop. Exploration of creative digital processes.

PHOT2750 Photojournalism B 30 30 4.5
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.
MATH1600. Study of the functioning of the political system through an analysis and application of its lecture, laboratory, and small group activities into one combined session. Prerequisite: Permission.

PHYS1017 Technical Physics. Study of physics applied to technical trades. Measure, 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.

PHYS1030 Astronomy. 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. Prerequisite: MATH1050 or MATH1080 or equivalent.

PHYS1110 Survey of Physical Science. Survey course in the physical sciences with emphasis on scientific processes. Includes topics from chemistry, physics, astronomy, geology, and meteorology. Includes lab. Prerequisite: MATH1050 or MATH1080.

PHYS1150 Descriptive Physics. 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. This course is taught in an interactive style that integrates lecture and laboratory into one combined session. Prerequisite: MATH1050 or MATH1080.

PHYS1410 General Physics I. High school trigonometry with B- 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. This course is taught in an interactive style that integrates lecture, laboratory, and small-group activities into one combined session. Prerequisite: MATH1050 or MATH1080.

PHYS1420 General Physics II. Continuation of PHYS1410. Topics covered include electricity, magnetism, waves, optics, and modern physics. Emphasis will be placed on both concepts and mathematical problem solving. This course is taught in an interactive style that integrates lecture, laboratory, and small-group activities into one combined session. Prerequisite: PHYS1410 or equivalent.

PHYS2110 College Physics I. 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. Prerequisite: MATH1600.

PHYS2210 College Physics II. Detailed 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. Prerequisite: PHYS2110 or equivalent.

POLS1000 American Government. Study of the functioning of the political system through an analysis and application of its underlying theories. Study of the functioning of the political system through an analysis and application of its lecture, laboratory, and small group activities into one combined session. Prerequisite: Permission.

POLS2020 State & Local Government. Study of the structure and operation of state and local government with special attention to the direct impact on the individual citizen. Prerequisite: POLS1000 or permission of instructor.

POLS2300 Political Parties. 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. Prerequisite: POLS1000 strongly recommended.

POLS2500 Internship. Students will acquire the skills necessary to understand the interaction of legislators, political parties, interest groups, and media. Students will learn practical application of political concepts while observing a real world arena in which this interaction occurs. Prerequisite: POLS1000 or permission of instructor.

PHRMR420 Pharmacy Law & Ethics. Prerequisite: MATH1600. This course will focus on the ethical issues within the pharmacy industry and those that arise with individual patient situations. The students will focus on laws effecting pharmacy technician’s functioning according to the legal limits of delegation by the pharmacist. Students will learn the basic principles of ethical decision making and study cases/scenarios in order to apply those principles to real situations.

PHRMR421 Professional Trends & Issues. Prerequisite: PHRMR240. Review and critique experiential learning with correlation of classroom theory. Students will have the opportunity to participate in discussions on topics of current interest in pharmacy practice, related to their clinical experience.

PHRMR250 Pharmacy Clinical Education. Prerequisites: PHRMR232 and 1240. This course emphasizes the basics of pharmacy practice and exposes the student to the practical aspects of dispensing, counseling, and inventory control at an "on the job" training site in an institutional, retail or alternative pharmacy practice setting.
PSYC • PSYCHOLOGY

PSYC250 Interpersonal Relations B/L/M 45 - 4.5
Personal development and adjustment, self-esteem building, values clarification and decision-making, interpersonal communication skills, appreciation of diversity, development of healthy personal and professional relationships.

PSYC1810 Introduction to Psychology B/L/M 45 - 4.5
Introduction to the science of psychology including the study of learning theory, memory, personality, growth and development, neurological aspects, abnormal behavior therapies, intelligence, motivation, emotion, sensation, perception and theoretical perspectives.

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 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.

PSYC2880 Social Psychology B/L 45 - 4.5
Prerequisite: PSYC1810 or SOC1101 or permission of the instructor. Exploration of human social behavior including development and understanding of the self as a social being; social perception; attitudes and persuasion; social influence; attraction, interactions, and relationships; prosocial and antisocial behavior; and group behavior.

PSYC2900 Adolescent Psychology B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of the instructor. Study of developmental approach to normal adolescence from puberty to young adulthood. Impact of social factors on psychological behavior development.

PSYC2960 Life-span Human Development B/L 45 - 4.5
Prerequisites: PSYC1810 or SOC1101. Integration of the basic concepts and principles of physical, cognitive and psychosocial development at each major stage of life. Provides an essential background for students in psychology, nursing, education, social welfare and home economics; for workers in community service; and for parents and prospective parents.

PSYC2980 Abnormal Psychology B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of instructor. Course covers etiology, treatment and prevention of abnormal behavior, use of DSM IV as diagnostic tool, effects of labeling.

PTAS • PHYSICAL THERAPIST ASSISTANT

Please note: Students must be admitted into the program and have completed all prerequisites and additional required courses with a minimum grade of C+ before taking any PTAS courses. Each PTAS course must be taken in sequence and completed with a minimum grade of C+ to continue in the program. Anatomy and Physiology must be taken within five years.

PTAS1100 Intro to Physical Therapy L 40 15 4.5
This course introduces the student to the profession of physical therapy, the role of the physical therapist assistant with the healthcare team and patient observation time. Basic patient care, assistive devices and adaptive equipment, patient positioning and transfers, safety, communication and body mechanics will be discussed.

PTAS1101 Kinesiology with Lab for PTA L 45 45 6
This course focuses on the movement of the musculoskeletal and nervous systems of the body including muscle origins, insertion, actions and nerve innervations. In addition, motion and the effects of forces and levers relative to the body, manual muscle testing and goniometry will be studied.

PTAS1102 Pathophysiology for PTA L 45 - 4.5
Prerequisites: PTAS1100, 1101 An exploration of pathogenesis, diagnosis and therapeutic management of the diseases and abnormalities of structure and function and how they affect rehabilitation. Emphasis is placed on conditions most commonly encountered in physical therapy.

PTAS1103 Physical Therapy Skills and Exercise I with Lab L 35 30 4.5
Prerequisites: PTAS1100, 1101
This course includes instruction in the theory and clinical application of therapeutic exercise interventions (range of motion, stretching, resistance and aerobic exercise) for common impairments of the spine and upper and lower extremities, gait training strategies and basic skills of orthotic and supportive devices, adaptive and assistive equipment.

Radt • RADIOLOGIC TECHNOLOGY

Please note: Students must be admitted into the program and have completed all prerequisites with a minimum grade of C+ before taking any RADT courses. Each RADT course builds on previous course content and must be completed with a minimum grade of C+ before continuing.

Radt1100 Introduction to Diagnostic Imaging L 20 - 2
Introduction to the Radiologic Technology Program. Orientation to the hospital and clinic settings; patient care and transfer; overview of radiology equipment and imaging procedures; radiation safety.

Radt1111 Diagnostic Imaging Concepts L 45 15 5
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.

Radt1112 Radiographic Procedures I L 55 10 5.5
Anatomy and positioning of the chest and abdomen. Image evaluation and critique of these procedures. Application of procedural terminology and clinical data. Application of infection control, ethics, and pharmacology in the radiography practice.
### COURSE DESCRIPTIONS

<table>
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<tr>
<th>Course #</th>
<th>Title</th>
<th>Location</th>
<th>Class Hours</th>
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### RELS • RELIGIOUS STUDIES

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<td>RELS2610</td>
<td>Comparative Religions</td>
<td>B/L</td>
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This course will offer a cross-cultural introduction to the world's major religious/philosophical traditions or faith systems through a comparison of historical origins, rituals, beliefs, practices, and sacred texts and sources.

### RESP • RESPIRATORY CARE

Please note: Students must be admitted into the program AND have completed all program prerequisites with a GPA of 2.75; 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.

<table>
<thead>
<tr>
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<td>RESP1122</td>
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<td>RESP2268</td>
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<td>RESP2269</td>
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**SIGN • SIGN LANGUAGE**

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<td>SIGN1010</td>
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<td>L 60 - 20</td>
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**SPAN • SPANISH**

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<td>SPAN1020</td>
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<td>SPAN2010</td>
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<td>B/L 45</td>
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**SOCI • SOCIOMETRY**

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<td>B/L/M 45</td>
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<td>SOCI1200</td>
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<td>SOCI2000</td>
<td>Women in Contemporary Society</td>
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<td>SOCI2150</td>
<td>Issues of Unity and Diversity</td>
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Course#  (online)  Title  Location  Class Hours  Lab Hours  Credit Hours

SPAN2020  Second-year Spanish II  B/L  45  - 4.5
Prerequisite: SPAN2010 (Spanish II) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010 or ENGL1015.
Last course of the four level language sequence. Provides ample opportunities to develop vocabulary, strengthen the four linguistic skills, and increase awareness and appreciation of contemporary Spanish-speaking local and global communities. Technology is incorporated in this class to enhance language skills. Conducted primarily in Spanish. (Laboratory required.)

SPAN2030  Intensive Conversation  B/L  45  15  4.5
Prerequisite: SPAN2020, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor.
Class designed to foster oral proficiency through active student participation. The activities elicit student ideas and opinions, engaging students to respond to each other on a variety of discussion topics. Students learn to recognize and appreciate cultural diversity as they explore behaviors and values of various local and global Spanish-speaking communities.

SPAN2040  Intensive Writing  B/L  45  15  4.5
Prerequisite: SPAN2020, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor.
This class helps students to process information and write texts that require higher order thinking skills developed through integrated process strategies (listening, speaking, reading, and writing). Writings are based on culturally relevant topics. These ideas are conveyed at the intermediate linguistic level with special emphasis on thematic content, organizational skills, and self-editing.

SPAN2100  Accelerated Second-year Spanish  B/L  90  9
Prerequisite: SPAN2020 or equivalent score on Spanish placement exam and departmental permission.
An accelerated class that covers the same material as SPAN 2010 and 2020 and counts as 2010-2020 in satisfying the liberal education requirements for 21st century language learners. The class emphasizes an interactive, proficiency-oriented approach to learning language and culture (laboratory required).

SPCH • SPEECH

SPCH1090  Fundamentals of Human Communication  B/L/M  45  - 4.5
Prerequisite: Eligible for ENGL1010.
This course provides a theoretical basis and practical experience in basic interpersonal, small group, and public communication skills. Topics include the communication process, self-concept, verbal and nonverbal communication, perception, listening, interpersonal and group communication, conflict management, interviewing, audience analysis and strategies for adapting delivery/message to audience needs during a presentation and public speaking. Students will perform at least three research-based oral presentations before an audience.

SPCH1110  Public Speaking  B/L/M  45  - 4.5
Prerequisite: Eligible for ENGL1010.
This course provides both the theoretical basis and practical instruction for speaking effectively in public. Emphasis on training in basic speech skills including: development of voice, topic selection, audience analysis, speech preparation and organization, research, strategic and creative language use, effective listening and delivery skills, strategies for adapting delivery/message to audience needs during the presentation, and common types of public presentations, while acknowledging the influence of various cultural and ethnic backgrounds. Students will perform at least three research-based oral presentations before an audience.

SPCH2050  Oral Performance of Literature  B/L  45  - 4.5
Prerequisite: Eligible for ENGL1010.
Introductory course in the art, theory, analysis and appreciation of a work of literary art. Methods and skills of communicating literature orally to an audience.

SPCH2110  Intercultural Communication  B/L  45  - 4.5
Prerequisite: Eligible for ENGL1010.
Introduction to current theories and scholarship in intercultural communication. Critical thinking skills directly applicable to cultural interactions and communication styles. Patterns of interaction and expectations based on cultural differences. Assignments and examinations for practical experience and application of intercultural concepts.

SPCH2810  Business and Professional Communication  B/L/M  45  - 4.5
Prerequisite: Eligible for ENGL1010.
The study of communication to function successfully with others in the work place. Focus on the basic processes of communications including: communication and cultural diversity, developing interpersonal relationships, interviewing techniques, working in small groups and teams, managing effective meetings, and various types of presentations (including individual and group). Students will perform at least three research-based oral presentations before an audience.

SURT • SURGICAL TECHNOLOGY

SURT1600  Orientation to Surgical Technology  L  20  - 2
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  L  20  30  3
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  L  40  - 4
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  L  20  - 2
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.

SURT1701  Clinical Orientation  L  25  45  4
Prerequisite: SURT1601.
Introduction to the specific duties of the surgical team including lab practice in prepping, draping, 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.

SURT1704  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.

SURT1705  Principles of Surgical Technology  Prerequisite: SURT1603.
Introduction to the perioperative 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.

SURT1803  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 otolaryngology, genitourinary, ophthalmology and plastic reconstruction and maxillofacial reconstruction systems.

SURT1804  Surgical Procedures & Techniques II  L  50  - 5
Prerequisite: SURT1704.
The advanced surgical procedures to include: concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to otolaryngology, genitourinary, ophthalmology and plastic reconstruction and maxillofacial reconstruction systems.

SURT1810  Clinical Education I  L  -  210 7
Clinical practice with application of the student's basic skills, aseptic technique, and instrument knowledge to operative procedures in the hospital.

SURT2904  Surgical Procedures & Techniques III  L  50  - 5
Prerequisite: SURT1804.
The continued study of specialized surgical procedures to include: concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to thoracic, neurological, vascular and transplant surgery.

SURT2909  Senior Seminar  L  20  - 2
Prerequisite: SURT1810.
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: SURT1810.
The study of obstetrics and post anesthesia care incorporating patient centered clinical experiences and all aspects of the perioperative care to the surgical patient. This is accomplished through clinical follow through case studies. Students will also prepare and take the National Certification Exam by recitation and mock exams.

SURT2910  Clinical Education II  L  -  240 8
Prerequisites: SURT1810.
Adapting to a new hospital environment with further development in skill efficiency and consistency.
Familiarizes the student with the history and development of acting theories using selected acting through lecture, discussion, observation, theatre games, improvisation and scene work. Study and discussion of text and professional example. Develops the students' appreciation of the theatre group and its staff. Repeat this class for additional credit.

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 traditions.

THEA1850/1860/2850/2860/2880 Theatre Production B 30-60-90 - 1.5-3.45
Prerequisite: By permission of play director. Introduction to 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 5.5
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 5
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 Theory M 40 10 4
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.

THNC2135 Manufacturing Automation and Integration Lab M 5 50 2
Prerequisite: Associate of Applied Science degree in Machine Tool Technology or Manufacturing Engineering Technology. This course will apply the theory and operation of automation components and automation design. Students will take the theory-based knowledge learned from THNC2130 and apply it in a lab setting where they will be required to build a lab project that uses fluid power components. Projects are predetermined.

THNC2140 Basic CNC Machining Techniques M 25 25 3
Prerequisite: Associate of Applied Science degree in Machine Tool Technology or Manufacturing Engineering Technology. This course examines the theory and application of basic CNC machining techniques. Standard programming options on an Okuma CNC machine tool will be explored. Time will be spent learning about G and M codes and tool-set-up parameters.

THNC2150 Partners In THINC 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 THINC, 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

TRUK1110 Professional Truck Driver Training I L 40 96 7
Prerequisites: Student must meet minimum entrance requirements. Intensive training course for tractor/trailer drivers. Vehicle inspection and preventative maintenance; hands-on defensive driving; skills development in coupling and uncoupling, backing, and shifting; and city and highway driving.

TRUK1120 Professional Truck Driver Training II L 60 164 11
Prerequisites: Student must successfully complete TRUK1110 (Professional Truck Driver Training I) Intensive training course for tractor/trailer drivers. Accident procedures, daily driver's log, trip planning, hazard perception speed management, extreme driving conditions, hands-on defensive driving, skills development in shifting, and city and highway driving.

VPUB • VISUAL PUBLICATIONS

VPUB1110 Publishing Concepts L 30 45 4.5
This course is a prerequisite to all other VPUB courses. This course provides students with a broad perspective on the development of visual communication and the print industry. Students will acquire hands on experience working with various methods of visual communication.

VPUB1111 Platform Manipulation L 30 45 4.5
This course introduces the student to the Macintosh and PC platforms. The student will learn page-layout basics and gain fundamental skills using hardware, software and peripheral devices using Adobe Creative Suite Design.

VPUB1112 Elements of Design L 45 - 4.5
This course is a prerequisite to all other VPUB courses. Students will explore the fundamentals of visual perception, proportion, lighting, dimension, and color theory. They will have experience in 2 and 3 dimensional designs.

VPUB1120 Design to Production L 30 50 4.5
Prerequisites: VPUB1110 and VPUB1111. Students will walk through 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, menu, tool bar while introducing the concepts of photo manipulation including file formats, layer techniques, filters, picture taking and PDF creation.

VPUB1122 Page Layout I L 40 15 4.5
Prerequisites: VPUB1110, VPUB1111, & VPUB1112 or permission of program chair. 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 or permission of program chair. 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.
### WELD • WELDING

**VPUB1130 Pre-Production Techniques**  
Prerequisites: VPUB1132 or permission of program chair.  
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**  
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**  
Prerequisite: VPUB1122 or permission of program chair.  
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**  
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**  
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**  
Prerequisite: VPUB1131 or permission of program chair.  
Using Photoshop as a creative tool, students apply their skills to advanced projects that will serve as portfolio pieces.

**VPUB2242 Computer Illustration I**  
Prerequisite: VPUB1121 or permission of program chair.  
Introduces the student to the 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**  
Prerequisites: VPUB1131, VPUB1134 or permission of program chair.  
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**  
Prerequisites: VPUB1134 or permission of program chair.  
Students 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**  
Prerequisite: VPUB1134 or permission of program chair.  
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**  
Prerequisite: VPUB1134, & VPUB2245.  
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**  
Prerequisite: VPUB2244.  
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**  
Prerequisite: VPUB2259 or advisor permission.  
Under the direction of an experienced instructor, students have an opportunity to apply their classroom knowledge in a real-world situation. Students may be placed in an external internship or complete projects for the College.

**VPUB2265 Media Campaign Development**  
Prerequisites: VPUB1130, VPUB2241, VPUB2244, and VPUB2252; or permission of program chair.  
Students work with Clients to create a full media campaign. The students work in groups and specialize in creating 3D files, Flash animation, print, video and web components of the campaign. Their work is then used for their portfolio.
<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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<tr>
<td>WELD1140</td>
<td>Metallurgy II</td>
<td>L/M</td>
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<td>WELD1143</td>
<td>Pipe Welding &amp; Cutting</td>
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<td>GTAW Theory</td>
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<tr>
<td>WELD1148</td>
<td>GTAW (Mild Steel)</td>
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<td>WELD1149</td>
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<td>WELD1174</td>
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<td>WELD1176</td>
<td>Automotive &amp; Motorcycle Welding</td>
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<td>WELD1181</td>
<td>Automotive, ASE, ASSET, &amp; CAP Welding</td>
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<td>Prerequisite(s): Limited to AUTT, ASE, ASST, CAPP Programs</td>
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<tr>
<td>WELD1182</td>
<td>Welding Process for NDT</td>
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<td></td>
<td>Introduction to the theory and practice of oxyacetylene hand torch cutting.  SMAW practice, to include the study of variables and parameters of the equipment and operation. Safety of the welding and cutting equipment along with lab work will be stressed.</td>
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<tr>
<td>WELD1183</td>
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<td>Prerequisite(s): Limited to HVAC Program</td>
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<td>WELD1184</td>
<td>Welding for Electrical &amp; Electromechanical</td>
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<td>WELD1185</td>
<td>Diesel Truck, IDAT, &amp; IDEC Welding</td>
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<td>WELD1186</td>
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<td>WELD1188</td>
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<td>Prerequisite(s): Limited to JDCE Program</td>
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**Course# (online) Title Location Class Lab Credit**

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<td>WELD1189</td>
<td>Shielded Metal Arc Diesel Welding</td>
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<td>WELD1252</td>
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<td>WELD1271</td>
<td>Special Welding Applications</td>
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<td>WELD1278</td>
<td>Welder Qualification /Certification</td>
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<td>WELD2256</td>
<td>Welding Codes &amp; Standards</td>
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<td>WELD2258</td>
<td>Welder Qualification /Certification</td>
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<tr>
<td>WELD2262</td>
<td>Welding Fabrication &amp; Repair</td>
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<tr>
<td>WELD2264</td>
<td>Quality Control &amp; NDT Methods</td>
<td>L</td>
<td>60</td>
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<tr>
<td>WELD2901</td>
<td>Cooperative Experience</td>
<td>L/M</td>
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<td>Prerequisite: 5th Quarter Standing.</td>
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<td></td>
<td>On-the-job experience within an industrial welding/metallurgy related company. Practice of skills and knowledge acquired through previous quarters. Preparation for full-time employment.</td>
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</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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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 requirements.

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

RE-ADMISSION STEPS

Former SCC students who were declared and enrolled in a Program of Study, and who have not been enrolled for one or more years, must reapply for admission to be eligible to register for program classes. Returning former students must complete an APPLICATION FOR RE-ADMISSION form and submit the completed application to the appropriate campus Admissions Office.

Readmission is subject to available space and current requirements established by the College and the Program of Study.

APPLICATION FOR ADMISSION

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

BASIC STEPS FOR ADMISSION INTO A PROGRAM OF STUDY

I. COMPLETE AND SUBMIT AN APPLICATION FORM

II. SUBMIT TRANSCRIPTS

III. COMPLETE AN ASSESSMENT/PLACEMENT TEST*

IV. SUBMIT ANY ADDITIONAL INFORMATION REQUIRED FOR YOUR CHOSEN PROGRAM OF STUDY.

*Testing/Assessment Center

Beatrice 402-228-8242 or 800-233-5027 x1242
Lincoln 402-437-2715 or 800-462-4075 x2715
Milford 402-761-8202 or 800-933-7223 x8202

Student Status - 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 space for a future term in the program at the second location.

2. **DIFFERENT PROGRAMS IN SAME YEAR AND TERM**

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

3. **DIFFERENT PROGRAMS IN DIFFERENT YEARS AND/OR TERMS**

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

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.
      High school transcripts and College transcripts identify specific courses taken in high school and college that may affect the courses that students register for in their SCC college Program of Study.
   3. Prior to entering a Program of Study, students who have NOT completed a high school diploma or a GED program must demonstrate the ability to benefit from college classes by achieving a minimum score on the SCC assessment/placement exam, which is required by federal regulation governing Title IV programs.
      The ASSET/COMPASS assessment/placement used by SCC is approved by the U.S. Department of Education to determine a student's ability to benefit. (Contact the campus Testing and Assessment Office for additional information.)
   4. Students must have a high school diploma or equivalent to receive an Associate Degree, Diploma or Certificate from SCC.

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

   6. Home-schooled students must submit a typed transcript of all courses completed, signed by the school administrator and a copy of the letter from the Nebraska State Department of Education that confirms your school has filed the appropriate paperwork to be recognized with "exempt status."

B. **POSTSECONDARY TRANSFER CREDIT**

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

III. **COMPLETE AN ASSESSMENT/PLACEMENT TEST**

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

   Students may be required to complete developmental course work before advancing to certain program courses. Specific information about developmental course work is available through campus Admissions and Career Advising staff.

A. **INITIAL ASSESSMENT/PLACEMENT TESTING REQUIRED**

   All students entering SCC programs MUST demonstrate readiness through at least one of the following basic skill assessment/placement tests:
   1. Achieve appropriate ACT scores in each of the areas of language, reading and math as required by a specific program. These scores may be sent directly by ACT to SCC, be reported on the high school transcript, be brought in by the student; OR
   2. Provide evidence of three (3) hours or more of transfer credit from an accredited postsecondary institution with a grade of “C” or better in each of the areas of English, math and a course which indicates reading ability, e.g., social studies, psychology; OR
   3. Achieve COMPASS/ASSET placement scores as required by the specific Program of Study for which the individual is applying. The first COMPASS/ASSET basic skills assessment/placement is available 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 he/she is habitually present, and shall verify by documentary proof that he/she intends to make Nebraska his/her permanent residence. (Examples that may satisfy Nebraska residency: voter registration, Nebraska driver’s license, vehicle registration, payroll records, apartment lease agreement.)
6. An individual who is an alien and who for a period of at least two years has established a home in Nebraska where he/she is habitually present with the bona fide intention of becoming a permanent resident alien of the United States and making Nebraska his/her permanent residence.
7. An individual who is a dependent of a permanent full-time staff member of SCC, the University of Nebraska system, one of the Nebraska state colleges, or one of the other technical community college areas.
8. An individual on active duty with the armed services of the United States who has previously been enrolled at SCC as a resident student.

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.
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 courses 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.

Students may be limited to the number of credit hours they can register for in any one quarter term.

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 as “lawfully admitted aliens.” For 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, 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 twice, whether to improve a passing grade or to repeat a course in which the grade was “W,” “I,” “F,” “AU,” without prior approval. Prior to a student registering for a course for the third time, a plan of action (repeat course form) must be completed and approved by the student’s advisor and Program Chair of the course.

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

Note: Financial aid recipients can receive aid for a class twice. The third time the student must pay for the course on their own.
PREREQUISITES

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

Arranged and Independent Study Classes - Students who register for any arranged classes or independent study classes must report to the instructor for each class on the first day of class, at the beginning of the term. Students who register for any arranged or independent study classes after the term begins (adding classes with drop/add form) must report within five (5) days, not including Saturdays, Sundays and holidays.

STUDENT CRIMINAL BACKGROUND CHECKS

If a Criminal Background Check or a student's self-disclosure indicates that the student has a criminal history, he or she may be prohibited from participating in designated Programs of Study.

For purposes of this procedure, a student has a criminal history if he or she:

(a) has been convicted of a criminal offense;
(b) has pled guilty to a criminal offense;
(c) has entered a plea of no contest to a criminal offense;
(d) has entered into a program of pre-trial diversion; or
(e) has criminal charges pending.

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

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

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

1. The date, nature and number of arrests and convictions;
2. The relationship which the arrest or conviction bears to the duties and responsibilities of the affected student in a clinical setting;
3. Successful efforts toward rehabilitation;
4. Rules and regulations of the clinical program;
5. Other criteria which are determined by College administrators to be relevant.

A CBC is required for all students in the following programs and continuing education courses:

- Associate Degree Nursing
- Dental Assisting
- Emergency Medical Services/Paramedic
- Medical Assisting
- Nursing Assistant
- Pharmacy Technician
- Polysomnographic Technology
- Respiratory Care
- Criminal Justice
- Early Childhood Education
- Human Services
- Medical Laboratory Technology
- Practical Nursing
- Physical Therapist Assistant
- Radiologic Technology
- 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.

LICENSURE REQUIREMENTS

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

DROP/ADD CLASSES

Student-Initiated Drop

Students may initiate a drop from a class/es, prior to the deadline for dropping classes (see deadline dates and refund information.)

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 and student services fee 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 and student services fee 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.

ADDING COURSES AFTER INITIAL REGISTRATION

To add a course(s) prior to 12.499% of the time elapsed since the first day of the start of class, 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.
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.

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 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” to the records office prior to the deadline for dropping and receiving a refund. Refunds will not be granted after these deadlines.

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

DEADLINE FOR DROPPING CLASS(ES) AND RECEIVING A GRADE OF “W”

The deadline for dropping a class and receiving a grade of “W” is the end of the sixth week of the term. Student-initiated drops which occur between the 12.499% of the time elapsed since the first day of the class and prior to the drop deadline will receive a grade of “W.” Students may request a drop (awarding of a grade of “W”) after the drop 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.

Electronic Refunds

Electronic payment of refunds is the FASTEST, safest, and most convenient method for students to receive refunds.

Students can sign up on WebAdvisor for an electronic payment option. The College recommends that students sign up to have refunds transferred electronically to their existing bank account. If a student does not currently have a bank account, the College has made arrangements with Union Bank and Trust Company of Lincoln for the student to open a Simply Free Checking account or a Union Bank Savings account. The student can start the process of opening a Union Bank account via WebAdvisor or they may stop at any Union Bank branch office to open an account.

If a student does not sign up for electronic payment of refunds, a check will be processed at the same time that funds are electronically transferred to other students. Depending upon the day of the week, holidays, and the speed of the Post Office, paper checks may take up to 10 days or more to reach the student. Checks will be processed off site and will not be available for pickup by students. Paper checks will be mailed to the student’s current address.

If you are having your check deposited electronically, please check your bank account online, if your bank provides online access, to verify when your refund was deposited.

If you are receiving your refund by paper check, please wait a week after paper checks are mailed before inquiring about your refund.

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

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

LAST DATE TO DROP A NON-CREDIT CLASS AND RECEIVE A REFUND

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

FORMULA

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

<table>
<thead>
<tr>
<th>Formula:</th>
<th>(Drop Date) - (Course Start Date)</th>
<th>% Elapsed</th>
<th>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit class Table:</td>
<td>(Course End Date) - (Course Start Date)</td>
<td>0.000 - 12.499</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td></td>
<td>12.5 and over</td>
<td>0</td>
</tr>
<tr>
<td>Non-Credit class Table:</td>
<td></td>
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</tr>
</tbody>
</table>

All days are included in the computation, including Saturdays, Sundays, holidays and weekdays.
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 80 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.

Priority filing deadline dates for completing necessary financial aid forms are as follows:
April 1 for summer term
July 1 for fall term
October 1 for winter term
January 1 for spring term

SCC PARTICIPATES IN THE FOLLOWING FINANCIAL AID PROGRAMS:

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

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT
SEOG awards are made to undergraduate students with exceptional financial need. SCC has a limited amount of funds to award to eligible students. Eligible Pell Grant recipients with the lowest Expected Family Contribution are considered first for available Federal SEOG funds.

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.

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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Return of Title IV

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**FEDERAL DIRECT STAFFORD LOAN**
The Federal Stafford Loan program enables students to borrow from the U.S. Department of Education. 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 DIRECT PARENT LOAN (PLUS)**
The Federal PLUS is for parent borrowers of dependent students and provides additional funds for educational expenses. Federal PLUS loans enable parents with good credit histories to borrow for each dependent child who is enrolled at least halftime. Federal PLUS loans are made by the U.S. Department of Education.

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 OPPORTUNITY GRANT**
NOG 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 NOG, SEOG and SCC Tuition Grant.

Scholarships are awarded on the basis of academic achievement and/or financial need. Applicants are evaluated on criteria specified by the scholarship donor.

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 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 2011, applicants will need to complete the new 2011-2012 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. 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 online from the Veterans’ Administration or SCC. The 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 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.
3. Must not exceed 120% 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.
Paper applications (FAFSA) are available through the Financial Aid Office or your high school guidance office. Carefully complete all questions, not leaving any blank, and submit it as early as possible.

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

Title IV code for SCC = 007591

PROCESSING TIME FOR THE FAFSA WILL BE APPROXIMATELY TWO TO FOUR WEEKS.

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

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

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

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

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

EducationQuest is open Monday through Friday, 8:30 a.m. to 5 p.m. To schedule an appointment with EducationQuest, call the location nearest you.

Lincoln: 1300 O St., Lincoln, NE 68508, 402-475-5222, 800-303-3745
Omaha: Rodbrook 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

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 Direct 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 at www.studentloans.gov.

4. Students interested in FEDERAL WORK-STUDY

Students interested in FWS need to complete and return a Work-Study Application form, available at any campus’s Financial Aid Office.

RETURN OF TITLE IV REFUND INFORMATION

A recipient of federal Title IV financial aid who withdraws from school during a payment period or period of enrollment in which the student began attendance, will have the amount of Title IV funds he/she did not earn calculated according to federal regulations. This calculation will be based on the student’s last date of attendance.

The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of calendar days the student has been enrolled for the payment period or period of enrollment up to the student’s last date of attendance, divided by the total calendar days in the payment period or period of enrollment.

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

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

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

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, the student (or parent, if a Federal Plus loan) must return or repay, as appropriate, the remaining grant and loan funds.

The College will notify the student if repayment is required and will provide the student with instructions for repayment. The student will not qualify for further federal aid nor be able to register for classes at SCC until the repayment is satisfied.

INSTITUTIONAL TUITION REFUND POLICY

Federal regulations require that an institution’s refund/repayment policy be available to all students. The following information is provided in compliance with federal regulation 34CFR682.606 (a) (2).

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

The DROP DATE will be the date the student drops the course online by utilizing WEBADVISOR or provides the College’s Registration and Records Office with an “OFFICIAL DROP/ADD FORM FOR CREDIT CLASSES.”

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

Failure of the student to attend a class does not constitute an official drop/withdrawal.

A student’s failure to attend classes does not dismiss a student’s responsibility to pay unpaid account balances owed to the College on courses not officially dropped.

Forms titled “OFFICIAL DROP/ADD FORM FOR CREDIT CLASSES” are available at the campus Registration and Records Office.

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

If a balance owed remains, it is the responsibility of the student to pay this balance before they would be allowed to register for future courses at SCC.

Electronic Refunds

Electronic payment of refunds is the FASTEST, safest, and most convenient method for students to receive refunds.

Students can sign up on WebAdvisor for an electronic payment option. The College recommends that students sign up to have refunds transferred electronically to their existing bank account. If a student does not currently have a bank account, the College has made arrangements with Union Bank and Trust Company of Lincoln for the student to open a Simply Free Checking account or a Union 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.

(Refer to the Enrollment section for further information on tuition and refunds.)
Credit Class Refund
The student is entitled to a 100% refund for any credit class officially dropped prior to 12.499% of the time elapsed since the first day of the start of class. “NO” refund is allowed after 12.500% of time has elapsed since the first day of the start of class. Specific drop dates for individual classes are published each term in the credit class schedule.

Non-credit class refund
The student is entitled to a 100% refund for any non-credit class officially dropped prior to the start date of the class. “NO” refund is allowed if the class is dropped on or after the start date of the class.

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

Unofficial Withdrawals
A student who receives all “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 federal aid which may have been disbursed would have been Stafford loans 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 and student services fee 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/caféeteria refunds for those who pay, enter and withdraw from the College will follow this specific refund schedule.

- During the first week (5 days, not including Saturdays, Sundays and holidays) of the term, 80% will be refunded.
- During the second week (6-10 days, not including Saturdays, Sundays and holidays) 60% will be refunded.
- During the third and fourth week (11-20 days, not including Saturdays, Sundays and holidays) 40% will be refunded.
- After the fourth week, there will be no refund. Residents moving out for reasons not stipulated in the housing contract terms or in the HALL handbook also forfeit their deposits.

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

Debts
All financial obligations to the College must be paid before a student may register for any future courses and before transcripts, awards and credentials may be released. Financial obligations include, but are not limited to, tuition and fees, college loans, library and parking fines. The College will charge $30 for every insufficient funds check.

FACTS eCashier Monthly Payment Plan
Students may enroll in the “FACTS” eCashier monthly payment plan. “FACTS” eCashier provides an option for budgeting tuition and other educational expenses. Contact the campus Student Accounts Office for a “FACTS” eCashier brochure which includes a copy of the Automatic Tuition Payment Agreement.

Other Charges
Students should expect costs for books, tools, supplies, uniforms, travel and other items. Costs will vary depending on the requirements of each program and the needs of the individual.

Cost estimate sheets are available for the Programs of Study. Check out the Expense Sheets available online or contact your campus Student Services Office for more information.
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 during the absence. The College recognizes the need for military reserve and National Guard training and the College will assist you in requesting a change in your annual school and military training. Programs involving clinical or off-campus assignments may require telephone notice of all absences. The College has no leave of absence policy for students.

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

GRADUATION

Graduation Awards/Honors
Southeast Community College awards the following:

- **Associate of Applied Science Degree (A.A.S.):** Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed Program 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.
2. A student must have a high school diploma or equivalent to receive an Associate Degree, Diploma or Certificate from SCC.
3. 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.
4. Students who have been continuously enrolled in a Program of Study will be permitted to graduate under the program requirements in effect at the time of their initial enrollment except, students will be required to complete curriculum and course changes implemented after a student starts his/her program as long as the change does not extend the student’s time to complete the program or students may elect to satisfy revised graduation requirements approved and initiated during their continuous enrollment. Students who have not maintained continuous enrollment, but return within 3 years of when they last attended, will be allowed to graduate under the catalog of their initial enrollment with the approval of the division dean.

5. Students must be free of any financial responsibility to the College prior to graduation.
6. All students must complete an Application for Graduation form and submit the required fee with the application to the campus Registration and Records Office by the end of the second week of the term in which they expect to graduate. Graduation fees are not refundable. Forms may be obtained in the campus Student Services Office.
7. To receive a second degree, the student must meet all requirements of the College and the program in which the second degree will be obtained.
8. A minimum of one-third of the credit hours required for a degree must be completed at SCC for SCC to be the degree-granting institution. See “Advanced Standing.”
9. Certain Programs of Study may require specific assessment activities as a graduation requirement.
10. Please note that those courses with a zero as the first digit of the course number are designated as developmental and may not be used to fulfill degree requirements. Example ENGL 0810.

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

To be granted advanced standing credit:

1. A student must be accepted for admission to a College degree program.
2. A minimum of one-third (1/3) of the credit hours required for a degree must be completed at SCC, the degree-granting institution, except under statewide or college partnership agreements with the division deans’ approval.
3. Up to two-thirds (2/3) of the credit hours required for a Program of Study may be waived through the three methods established for advanced standing: (credit by transfer, waiver and examination).

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

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

Exceptions to #2, #3, #3a or #3b must be approved by the Vice President for Instruction.

Please refer to the specifications listed in each of the following three (3) advanced standing methods.
Transfer Credit
Transfer credit from other accredited postsecondary institutions may be awarded for advanced standing. Transfer credit may or may not apply to SCC programs. Determination will be made by the division dean regarding graduation or satisfaction of program requirements with transfer credit.

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

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

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

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

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

In order to receive Career Pathways Advanced Placement, a student must:

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

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

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

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

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

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

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

GRADUES & 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/Video

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/Video:
Photographers/videographers employed or contracted by SCC regularly take photographs/videos of people, either individually or in a group, to illustrate or describe various aspects of the College and campus life. These photographs/videos will be taken at public venues such as athletic events and concerts. Or they may be taken in organized campus photo/video shoots where the subjects will have given verbal consent to be photographed/videotaped. Individuals who are photographed/videotaped while attending a public event or who verbally agree to participate in a photo/video 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/videos 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 College. All other documents (except disciplinary records) which are used to create, update and support a student's file will be retained for five (5) years from the last date of enrollment. All student financial aid records will be retained for three (3) years following the end of the fiscal year in which funds were awarded. All veterans' records will be retained in the student's file for five (5) years from the last date of enrollment. All placement records will be retained for three (3) years following the last date of enrollment.
GRades

Academic Honors

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

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

A student is not eligible to be included on the Dean's List if a "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 standards, 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 suspension.
- Students will continue on academic probation if they achieve a term GPA of 2.00 or greater but have a total cumulative GPA of less than 2.00.

Academic Suspension

Students who have been on Academic Probation will be automatically placed on Level 1 Suspension if their cumulative and term grade point average (GPA) are 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 academic suspension.
- A Student Success class is mandatory, even if previously completed.
- 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 a 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'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 a 2.0, the student will return to academic standing. If the cumulative GPA is below a 2.0, but the term GPA is above a 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 a 2.0 will be placed on Level 3 Suspension/Disqualification. Students on Level 3 Suspension/Disqualification will not be allowed to register or attend credit 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.

Students who do not appeal prior to the beginning of the term will be required to follow the procedures for a Level 1 Suspension.

Academic Bankruptcy

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

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

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

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

Bankrupt credit hours and grades will not count toward graduation or be included in calculating the student's cumulative GPA. Courses which have been considered in granting a previous graduation award may not be bankrupt.

Warning – Students who are granted academic bankruptcy may be required to pay back some or all benefits received for those courses and terms for which veterans' benefits or financial aid was received.

A student may be granted academic bankruptcy only one time and it is not reversible.
End-of-Quarter Grades
Grades are posted to WebAdvisor within one week following the end of the term. Grades become part of the student’s permanent record. It is the student’s responsibility to review his/her grades for accuracy. If there is a question or disagreement with the grade, a student must contact the campus Registration and Records Office.

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. (A grade) = 4.5 x 4.0 = 18.0 pts.
Comp 2.0 cr. hrs. (A grade) = 2.0 x 4.0 = 8.0 pts.
Total = 26.0 pts.
6.5 total cr. hrs. = 21.5 total pts.

(21.5 points) divided by (6.5 credit hours) = 3.30 (GPA earned for these two classes.) (See the Credit Transcript Key)

[Credit Transcript Key]

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 college credit. Students receiving financial aid or Veteran’s benefits cannot count 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 reregister and successfully complete that course to receive credit.
   4. A student may not drop a course for which he/she has negotiated a “Contract.”
   5. The student may progress to the next sequential course only if a “Contract” has been negotiated.

Transfer Agreements
SCC maintains special cooperative programs and transfer agreements with many colleges and universities. Any student who has successfully completed the courses identified in the articulated curriculum with an equivalent of a “C” (2.0 on a 4.0 scale) or higher, and is admitted to a participating institution will be:

1. Granted standing comparable to current students who have completed the same number of equivalent credit courses toward an associate/baccalaureate-level degree; and
2. Able to progress toward an associate/baccalaureate degree completion at a rate comparable to that of students who entered the associate/baccalaureate institution as first-time freshmen.

Students are encouraged to visit with a college transfer advisor.

[Credit Transcript Key]

Explanation of Transcripts

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   3. If a student does not initiate and complete a “Contract for Removal of Incomplete,” he/she must reregister and successfully complete that course to receive credit.
   4. A student may not drop a course for which he/she has negotiated a “Contract.”
   5. The student may progress to the next sequential course only if a “Contract” has been negotiated.
6. It is the student’s responsibility to:
   a. initiate contract negotiations
   b. file the contract with the campus Registration and Records Office
   c. fulfill the contract

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

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

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 the census date of the course.

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 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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Status</th>
<th>Description</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

Credit Type

- CR Credit Class
- NC Non-credit
- NG Not Graded
- NS No Show

CEU - continuing education units are given for designated non-credit courses. Ten hours of instruction is equivalent to one CEU.
Chapter 6

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ACCESS/EQUITY/DIVERSITY

Disability Services
Southeast Community College provides reasonable accommodations for students with disabilities to ensure access to educational programs and services. To ensure timely service, students who are requesting an accommodation based on a documented disability are advised to make the request known as soon as possible by contacting the Career Advising Center on the campus they wish to attend.

It is the student’s 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
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 not 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 and events.

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 illegal discrimination or harassment, including sexual harassment. Any student who believes he/she has been the subject of illegal discrimination or harassment should report the incident to a member of the College’s professional staff or one of the campus educational equity representatives listed below:

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

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

MILFORD
Robin Moore, Dean of Student Services
Marcy Hostetler, Career Advisor, Assessment
Lyle Neal, Campus Director

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

• Federal Laws
Pursuant to Title VII of the 1964 Civil Rights Act, SCC has a responsibility to maintain a working environment free of racial intimidation and harassment.

• Nebraska Laws and Policies
The declaration of the state policy and purpose in the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. 48-1101 (Reissue 1988) states, in part, the following: “It is the policy of this state to foster the employment of all employable persons in the state on the basis of merit regardless of their race, color, religion, sex, disability, or national origin, and to safeguard their right to obtain and hold employment without discrimination because of their race, color, religion, sex, disability, or national origin. Denying equal opportunity for employment because of race, color, religion, sex, disability, or national origin is contrary to the principles of freedom and is a burden on the objectives of the public policy of this state.”

• SCC Policies - E-3f(1-3)
Southeast Community College is committed to maintaining learning and working environments that are free from all forms of illegal harassment and discrimination. Accordingly, harassment based on an individual’s race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law is prohibited. The College will not tolerate harassment or retaliation in the workplace or educational environment whether committed by faculty, staff, or students, or by visitors to the College while they are on College property or at events conducted, sponsored or sanctioned by the College. Each member of the College community is responsible for fostering civility, for being familiar with this policy, and for refraining from conduct that violates this policy.

Prohibited discriminatory harassment is defined as conduct that is sufficiently severe, pervasive, and objectively offensive as to substantially disrupt or undermine a person’s ability to participate in or to receive the benefits, services, or opportunities of the College, and/or has the effect of creating an intimidating, hostile, or offensive environment.

Harassment when directed at an individual because of his/her race, color, ethnicity, religion, sex, age, marital status, national origin, veteran status, sexual orientation, disability, or other factors prohibited by law may include, but is not limited to: unwanted physical contact; use of epithets, inappropriate jokes, comments or innuendos; obscene or harassing telephone calls, e-mails, letters, notes or other forms of communication; and, any conduct that may create a hostile working or academic environment. Inquiries concerning the application of Southeast Community College’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access, Equity and Diversity, SCC Area Office.

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.
CONDUCT EXPECTATIONS

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, forgeries, 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 other items or material or performing an act that may be dangerous to the health or safety of any person. This includes weapons, firearms, and explosives and the unauthorized use of such items.
10. Littering, defacing, destroying, vandalizing or damaging property owned or being used by the College.
11. Removing College property or property assigned to the College without authorization.
12. Unauthorized entry onto College property or property under the control of the College.
13. Unauthorized use of College equipment or facilities.
14. Violating campus parking and/or driving regulations.
15. Violating College policies, rules or regulations.
16. Discrimination or harassment on the basis of race, color, religion, sex, age, marital status, national origin, ancestry, veteran status or disability.
17. Disorderly conduct or lewd, indecent or obscene conduct on College owned or controlled property or at College sponsored functions.
18. Theft of property, money, or other items deemed College/student possessions/property.
19. Items of Public Display - 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.

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 integrity may be obtained by contacting the Dean of Student Services.

Cell Phones

Cell phone use is not allowed in the classroom. Students are to shut off their cell phones prior to entering the classroom.

The use of cell phones is strictly prohibited in all locker rooms. “Locker Room” is defined to include any designated area/room/facility where students or employees can change clothes and which contains lockers or temporary storage for clothing and personal possessions. Violators will be subject to disciplinary action, and may be 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.

SOFTWARE PIRACY

Unauthorized duplication, distribution or use of someone else’s intellectual property, including computer software, constitutes copyright infringement and is illegal and subject to both civil and criminal penalties. The ease of this illegal online behavior causes many computer users to forget the seriousness of the offense. As a result of the substantial amounts of money the software industry loses each year from software piracy, the software companies are enforcing their rights through courts and civil suits. The most common violations of unauthorized distribution of copyrighted material are software and sound recording piracy.

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:
Prohibited Internet Usage:

- Making a copy of all or a portion of a sound recording onto a computer hard drive, server or other hardware used in connection with a web site or other online forum. 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 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
- SSC 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.

NOTE: 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. 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/download/distributing pornography, or other illegal activities.
5. Attempting to damage or disrupting operation of computing equipment, data communications equipment or data communications lines. Attempting to create or launch viruses or other malicious programs designed to interfere with the SCC or state of Nebraska computing resources including the Internet access system.

6. Altering or extending beyond intended use of in-room connections. No more than one device should be connected to each active network port. Network hubs are prohibited.
7. Using in-room connections to provide access to the Internet or SCC resources to individuals not formally affiliated with the College.
8. Attempting to capture transmissions on the network not addressed to the student’s location. In other words, “sniffing” – the digital equivalent of wire-tapping – is not allowed.
9. Attempting to gain access to any data, software or services, without explicit permission of the owner.
10. Concealing or misrepresenting user’s or another’s identity using network connections. Examples: Sending electronic mail under an assumed name. Sharing a login password with another individual is prohibited.
11. Using SCC computing resources, including in-room connections, for personal profit, business ventures, or for any political purpose. In particular, these resources may not be used to support or oppose the candidacy of any person for political office, or to support or oppose any ballot question.
12. The network is a shared resource. Excessively using network resources that interferes or inhibits the use of the network or Internet access of others is prohibited. This includes but is not limited to applications that use a large amount of bandwidth (for example, Quake, Half-life, downloading MP3s and MPEGs). Sending out mass e-mails and/or spamming also are prohibited.
13. Sending messages that are fraudulent, harassing, obscene, threatening, or other messages that violate 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, i.Y.E., URGE, MusicGiants, eMusic, GetMusic, PayPlay1m, 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, 402-332-3412, FAX 402-332-3420, 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 suspected of being under the influence of drugs, alcohol or controlled substance while on campus or at a College activity may be requested to submit to a drug/alcohol test. The staff shall report the fact to the campus Dean of Student Services (or designated representative). If the Dean of Student Services (or designated representative) concurs that reasonable cause exists to believe that a student is under the influence of drugs, alcohol or controlled substance, then the student shall be requested to submit a test of his or her urine for the purpose of determining the presence of illegal drugs. An evidential-breath-test-device will be used to determine alcohol content. The testing shall be performed under the supervision of the campus Dean of Student Services, or by such other persons as may be designated by him/her. The student shall also be requested to execute a consent form authorizing the analysis of his or her urine for the purpose of determining the presence of illegal drugs and/or breath tests to determine alcohol content. The form shall authorize the release of the written results of such tests to the College. The refusal of a student to give a urine specimen, breath-sample test or to execute a consent form when requested to do so shall be grounds for dismissal.

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

The Vice President for Student Services and the campus Dean of Student Services shall be notified when a student has been directed by the College to follow the College’s Drug and Alcohol Testing procedures.

Refusal to test: Refusal to submit to the types of drug and alcohol tests employed by the College will be grounds for dismissal from the College. A refusal to test is defined to be conduct which would obstruct the proper administration of a test. A delay in providing the urine or breath specimen could be considered a refusal. If a student cannot provide a sufficient urine specimen or adequate breath, he/she will be evaluated by a physician of the College’s choice. If the physician cannot find legitimate medical explanation for the inability to provide a specimen (either urine or breath), it will be considered a refusal to test. In that circumstance, the student will be subject to dismissal.

Drug urinalysis: Drug testing will be performed through urinalysis. Urinalysis will test for presence of drugs and/or metabolites of the following controlled substances: 1) marijuana, 2) cocaine, 3) opiates, 4) amphetamines, and 5) phencyclidine (PCP). The urinalysis procedure starts with the collection of a urine sample. Urine specimens will be submitted to and all confirmatory tests shall be performed by a clinic, hospital or laboratory which is licensed pursuant to the federal Clinical Laboratories Improvement Act of 1967, 42 U.S.C. 263a, or which is accredited by the College of American Pathologists for testing. A request for collection process, the sample may be preserved to be divided into two vials: a primary vial and a secondary vial. A certified laboratory will perform initial screening on all primary vials. In the event that the primary specimen test is positive, a confirmation test of that specimen will be performed before being reported by the laboratory to the Medical Review Officer as a positive.

A written record of the chain of custody of the specimen shall be maintained from the time of the collection of the specimen until the specimen is no longer required. All laboratory results will be reported by the laboratory to a MRO designated by the College. Negative test results shall be reported by the MRO to the College. Before reporting a positive test to the College, the MRO will attempt to contact the student to discuss the test results. If the MRO is unable to contact the student directly, the MRO will contact the College management official, designated in advance by the College, who shall in turn, contact the student and direct the student to contact the MRO. Upon being so directed, the student shall contact the MRO immediately or, if after the MRO’s customary business hours, then at the start of the next business day. In the MRO’s sole discretion, a determination will be made as to whether a result is positive or negative.

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

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

Alcohol tests: The College will perform alcohol tests using an evidential breath-testing device. The College will utilize the evidential breath-testing device provided by a vendor or agent. Students shall report to the site of the evidential breath-testing device as directed by the College. The evidential breath-testing device will be operated by the breath alcohol technician. The student shall follow all instructions given by the breath alcohol technician. Students with tests indicating breath alcohol concentration in excess of U.S. Department of Transportation "DOT Regulations" (defined as 0.02 or greater) are considered to have engaged in conduct prohibited by this procedure which may result in disciplinary action up to and including dismissal.
Counseling: The College understands the importance of providing information concerning the locations of available drug counseling, rehabilitation, and student assistance programs. Accordingly, any student who wishes to receive information regarding counseling and rehabilitation may request such information from the Student Services Office.

Confidentiality: The results of any urinalysis conducted under this procedure shall be made available to the student, the Vice President for Student Services, and the campus Dean of Student Services. The results of such tests shall not otherwise be divulged to any other person except when necessary for the conduct of the College’s student affairs. The College shall not be precluded, however, from divulging such test results upon request to agents of the College. The results of such tests shall not otherwise be divulged to any other person except when necessary for the conduct of the College’s student affairs. The College shall not be precluded, however, from divulging such test results upon request to agents of the College.

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 conduct does 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, shall 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.

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 BETHE 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 the student’s 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/Appals 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.

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 known 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, program chair, the division dean, and the involved support staff as a first attempt to resolve the grievance informally.

NOTE: Students are encouraged to seek resolution of the grievance through the informal process. If the grievance is not resolved at this level, the Formal Grievance Procedure may be initiated.

Formal Grievance Procedure

The Formal Grievance Procedure is available to all currently enrolled students of the College in an attempt to provide equitable solutions to concerns and problems that may arise. The Formal Grievance must be raised within five (5) days from the date the Informal Grievance Process is concluded.

Step 1.

If the Informal Grievance Process has not resulted in a satisfactory/acceptable resolution, a Formal Grievance Form may be completed and submitted to the campus Dean of Student Services.

Step 1.1 - To initiate a Formal Grievance, a Formal Grievance Form must be completed and submitted to the campus Dean of Student Services. Formal Grievance Forms and a related checklist are available from the campus Dean of Student Services Office.

Step 1.2 - The campus Dean of Student Services will, within five (5) days, or on a date mutually agreed upon by the Dean and grievant, call together the Grievance/Disciplinary Hearing Committee. The campus Dean of Student Services or the dean’s designee will serve as Chairperson of the Grievance/Disciplinary Hearing Committee. The Dean of Student Services may not serve as the Chairperson at the Grievance Hearing for any disciplinary action he/she administered, or for discipline administered by anyone the Dean of Students supervises.

Grievance/Disciplinary Hearing Committee

The campus Dean of Student Services shall be responsible for appointing a minimum of five (5) members to the Student Grievance/Disciplinary Hearing Committee each term.

A Grievance/Disciplinary Hearing Committee may include, but is not limited to:

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

A quorum consists of five (5) committee members. If a quorum is not established, the hearing must be rescheduled. Grievance and Disciplinary Hearings are administrative in nature and afford all participants a fair opportunity to present and clarify the facts of the situation.

Step 2.

Within five (5) days of the date the complaint is received by the campus Dean of Student Services, the Grievance/Disciplinary Hearing Committee shall meet to gather, review and clarify information from all relevant parties, and to prepare a written response to the grievant.

The following guidelines will serve as a basis for Committee Meetings and Hearings:
Grievance Hearing Guidelines

1. The student is permitted to appear in person to review the complaint. Such a request must be indicated on the Formal Grievance Form.

2. The employee(s) against whom the student has filed a grievance will be invited by the Committee Chairperson to present and clarify facts and information relating to the student-filed grievance.

3. Committee members, the student and other participants will receive copies of the formal grievance when deemed appropriate by the Dean or Committee Chairperson.

4. The student will be notified in writing of the date, time and place of the hearing via either U.S.P.S. Registered Mail with Return Receipt Requested OR delivered in person to the student with the student signing his/her signature acknowledging receipt of the response.

5. Hearings are not open to the public or to College staff not invited by the Committee Chairperson.

6. Participants will be excused after their statements are given and questioning has ended.

7. The Committee Chairperson may make any reasonable procedural rulings deemed necessary to expedite the hearing, to limit the amount or nature of information presented by participants, and to safeguard the confidentiality of statements given at the hearing. Specific procedures will be explained by the Committee Chairperson prior to the beginning of the meeting or hearing.

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.

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

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

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

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


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

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

Firearms, Weapons and Dangerous Instruments prohibited
Policy
The possession, concealment or use of firearms, weapons, fireworks and explosive materials, or other dangerous instruments is prohibited in college-owned buildings, grounds or vehicles, or at any location where a meeting, activity or athletic event is conducted, sponsored or sanctioned by the College.

The authority to develop, implement, and interpret administrative guidance for this policy is vested in the Vice President for Student Services. Responsibility for monitoring and enforcing established administrative guidelines will be assigned to the appropriate College staff at SCC locations.

Administrative Guidelines/Procedures
1. Definitions/ Examples of Prohibited Items
   a. Firearms – Any weapons designed or readily converted to expel any projectile by the action of an explosive. Examples include: pistol, revolver, starter gun, rifle, shotgun, short rifle, and short shotgun.
   b. Weapons – Any knife with a blade over three and one-half inches in length. Examples include: daggers, dirks, knives, and stilettos, or other dangerous instrument capable of inflicting cutting, stabbing, or tearing wounds.
   c. Fireworks and Explosive Materials – Any composition or device designed for the purpose of producing a visible or audible effect by combustion, deflagration, or detonation. Examples include: common fireworks (firecrackers, bottle rockets, sparklers, ground/ aerial/whistling devices); ammunition; black powder; gun powder, other explosive or combustible articles.
   d. Dangerous Instruments – Any air or gas-powered pistol or rifle, including paintball/BB/jet or tranquilizer guns/rifles; knuckles and brass or iron knuckles; bow and arrow, or any other projectile weapon or device; atomic, radiological, chemical, bacteriological, or biological materials.
   2. Exceptions
      These prohibitions apply to everyone (i.e., employees, students, invitees, and visitors) except:
      a. Law Enforcement Officials carrying or using weapons in conjunction with their official duties; and
      b. Use of prohibited items is permitted if/when an approved part of the regular course of instruction or college-approved activity.

3. Violations
   Violation of this policy will result in disciplinary and/or law enforcement action.

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

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

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

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

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

Missing Persons
Missing Student Notification Guidelines
These guidelines and procedures are established pursuant to Section 485(i) of the Higher Education Opportunity Act of 2008, and apply only to SCC students who reside in on-campus housing at the Beatrice and Milford campuses.

If anyone has reason to believe that a student who resides in on-campus housing (Beatrice/Milford) has been missing from campus for 24 hours, he or she is required to immediately report their concerns to the Dean of Student Services at their location:

   Beatrice: 402-228-8220
   Milford: 402-761-8270

Procedures

Law Enforcement Notification
The Dean of Student Services, or their designee, must immediately refer a missing student report to local law enforcement having jurisdiction in the area.

   Beatrice: Police 402-223-4080; Gage County Sheriff 402-223-5221
   Milford: Police 402-761-2772; Seward Country Sheriff 402-643-2359

Emergency Contact Notification
Once a law enforcement investigation determines that a student is missing, the Dean of Student Services, in consultation with the SCC President or designee, will, within 24 hours of the determination, notify emergency contact(s) identified by the student. If the missing student is younger than 18 years of age and not an emancipated minor, the College will notify his/her custodial parent or guardian in addition to the emergency contact person identified by the student.

Student Designation of Contact Person
Each student residing in on-campus housing will be required to confidentially register with the College one or more individuals to be an emergency contact strictly for “missing persons” purposes. This information will be accessible only to authorized campus officials, and will not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation.

Administrative Authority
The Vice President for Student Services, or designee, is charged with the administrative responsibility and authority to develop, monitor and report on detailed procedures and activities designed to implement missing student notification requirements.
Sex Offender Registry

The Nebraska Sex Offender Registration Act requires convicted sex offenders to register with local law enforcement officials. Registry information regarding convicted offenders is published in local newspapers and also is available to the public at http://www.nsp.state.ne.us on the Nebraska State Patrol’s Web site.

1. Institutions, including colleges and universities, are required to monitor the presence of convicted sex offenders at their facilities. SCC officials will routinely receive information regarding sex offenders residing in counties where our campuses are located.

2. Upon their enrollment for classes each term at any College facility, all sex offenders listed on the public registry are hereby required to contact and register with the Dean of Student Services at that facility. Failure to comply will result in disciplinary action.

Students should have an interest in accessing registry information while on campus. Computers are available in the Learning Resource Center at each SCC facility. To report any persons, activities, or behaviors you deem to be suspicious or questionable, please contact the Dean of Student Services at your campus location.

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

ILLNESS, ACCIDENT AND INJURY

SCC reserves the right to call a physician in case of student illness or injury, and to call for ambulance service to deliver a student to the hospital. Judgment of the school officials shall determine such action.

In the case of a student illness or injury, SCC reserves the right to contact 911 Emergency Services for assistance. The judgment of SCC staff present at the scene shall determine what immediate action needs to be taken.

Every effort will be made to prevent accidents, but the College incorporates the following statement as part of its understanding with students. SCC assumes no liability, expressed or implied, for the results of sickness or accidents involving personal injury to any student whether in connection with the College’s instructional program wherever conducted, or incidental to other activities on the College’s properties or elsewhere.

Drills and Evacuation

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

Emergency Procedures

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

Eyewear

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

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

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

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

Eyewear is available through the campus bookstores.

Safety Procedures and Practices

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

Tornadoes, Severe Storms or Other Emergencies

In case of a severe weather or threat of a tornado, students will be notified by an alarm signal. Students are to follow the instructor’s directions and move in an orderly fashion to a shelter area. When an “all clear” has been sounded, students will be notified and given further instructions.

It is the responsibility of the division deans, program chairs and instructors of SCC to properly inform the students of the designated shelter areas. They are:

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

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

MILFORD
- Comhukser 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: RelatedWelding lab, Welding restroom and hallway leading into the NondestructiveTesting 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

Please note: You can be notified of campus closings due to weather or other emergency circumstances by signing up for text messaging or e-mail notification at http://southeast.regroup.com/signup
PARKING AND DRIVING

Parking is available to students on each campus. Some parking spaces are reserved and designated for persons with disabilities. Parking in these designated areas requires a special restricted permit.

Driving or parking is not permitted on grassy surfaces or other non-established driving or parking areas except as expressly permitted by posted signs. Contact the Student Services Office for information on Restricted Parking Spaces, Administrative Guidelines, and procedures.

Milford and Beatrice campuses require a parking permit sticker for the campus parking lots. Contact your campus’ Student Services Office for more information. Each campus encourages owners to lock their cars.

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

Temporary (Restricted) Permit

A temporary restricted parking permit may be obtained through the Physical Plant Office or Student Services on your campus. A doctor’s statement stating need is required. No fee required.

BEATRICE

Student Services, Kennedy Center, 402-228-8210

LINCOLN

Physical Plant, 402-437-2570

MILFORD

Physical Plant, 402-761-8253

BEATRICE CAMPUS

Driving

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

Parking/Permits

1. All faculty, staff and enrolled students who use the parking lots are required to display a parking permit. Permits are issued to students at registration.
2. Student parking is located in the lots south of the residence halls, west of Hoover, and the areas in the lot east of Kennedy Center not designated “handicapped” and “visitor.”
3. Residential student parking is designated in the lot west of Hoover Hall.
4. No vehicle is permitted to occupy more than one stall. Please park between the lines. Improper parking will result in a citation and fine.
5. Students using parking lots with angled parking stalls are not permitted to move ahead into a stall that faces against the flow of traffic. Students parking against the flow of traffic will be ticketed.
6. General student parking is not allowed in the following designated areas and will result in a citation and fine:
   a) visitor parking
   b) handicapped parking (without visible permit)
   c) designated NO PARKING or restricted zones
   d) service entrances
   e) 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:
   a) Fine will increase as noted on the citation.
   b) Student may not register for next term.
   c) Transcripts will not be issued.
3. Students who have repeated parking violations and unpaid fines will be subject to having their vehicle towed at their expense plus the expense of the violation.

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 for 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.

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

LINCOLN CAMPUS

Driving

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

Parking

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

Violation Fees

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

Restricted Parking Permits

Restricted parking permits are available at the city clerk’s office located in the City/County Building, 550 So. 10 St. For either a permanent or temporary permit a doctor’s statement stating need will be required. The fee for either permit is $5.

Energy Square ESQ Parking (Downtown Lincoln)

Students attending classes at the Energy Square location in Lincoln may purchase parking cards for reduced parking rates. Contact the city of Lincoln parking office at 402-441-PARK. Students must have a current student ID to purchase the parking cards.
MILFORD CAMPUS

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.–4:30 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 visitors “Guest Permit” or be ticketed.

Violation Fees
1. Improper parking in student parking - $5 fine; Winter parking violations - $15.
2. All other parking violations - $15 fine.
3. Students who have repeated violations will be subject to towing of their vehicle at their expense plus the expense of the parking violation. Towing charges will be paid by the violator to the towing service.
4. Fines are paid to the Business Office.
5. Persons who have acquired a parking permit may receive a replacement permit if identifiable remnants of the original permit are presented to the Campus Parking Office. Persons unable to comply with this requirement must submit an acceptable statement that the original permit has been destroyed and is not available. All violations incurred on the old permit will be charged to the original permit holder.

Appeals
1. Violations may be appealed to the Parking Violations Appeals Team which meets the first and third Friday of each month at 9:45 a.m. in the Physical Plant Conference Room.
2. The Parking Violations 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 available, parked west of the Physical Plant Building. Other production vehicles parked along the Welsh Street are to be parked to the east end of the street.
4. Vehicles left overnight in undesignated student parking areas and faculty/staff parking lots will be ticketed and subject to being towed at the owner’s expense.

QUALITY ASSURANCE

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

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

Student Evaluation of Faculty
Students are provided an opportunity to evaluate instructors. The purpose of the instructor evaluations is to help instructors improve instructional methods. Student feedback helps reaffirm good instructional performance. For information regarding student evaluations of faculty, contact the appropriate division dean.
Chapter 7

STUDENT SERVICES

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ACADEMIC SUPPORT

Career Advising Services
Career advising services are available to students, alumni and the general public. The advising process is tailored to students' needs and includes discussion of student interests, values and aptitudes; review of various programs of study; selection of programs for further exploration; discussion of program requirements; explanation of career options available in various fields of study; and arrangement of appointments with academic or vocational program staff.

One important consideration in career advising is testing and assessment. All students who wish to enter a program of study at SCC must have an assessment of their reading, writing and math aptitude. The assessment is often completed by taking the ACT in high school. For students who have not taken the ACT, Southeast Community College has the Asset or COMPASS tests available for that initial assessment. Each campus has a testing center where students can take the Asset test or computerized COMPASS test. Performance on the Asset or COMPASS affects eligibility for programs of study, as well as English and math classes. Career advising staff act as a liaison to SCC admissions and financial aid representatives, helping students enroll and discuss financial aid options. Career advising staff also work closely with academic advising staff to help students plan what courses to take and in what sequence.

Academic Advising
SCC has academic advisors who work primarily with undeclared students or students who are contemplating changing majors. Most academic advising is provided by campus faculty, program chairs or deans. Career advising staff may refer students to academic advisors to discuss requirements of programs and offer guidance to students in planning a schedule which fits individual needs. Both career and academic advisors work with students who may later wish to transfer to a four-year college or university.

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

SCC 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 helping them develop plans for success. The specialist can help students acquire skills needed for college success, such as how to study effectively, take tests, reduce stress, and manage time. The staff can also help students access other college resources, such as tutoring, career advising, health and wellness activities. Retention specialists can help students problem-solve and sometimes suggest community resources that can help students with stress management or practical problems that arise due to attempting to manage multiple priorities.

The retention staff can be reached as follows:

BEATRICE
Kennedy Center Room K404, 402-228-3468 ext. 1351

LINCOLN
Room H1, 402-437-2678
Learn to Dream program, Room H1 402-437-2606

MILFORD
Eicher Technical Center, Room 126 402-761-8416

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
Free tutoring services are available to students taking credit classes on each campus. Tutoring services depend on the availability of tutors. Tutors are professional staff and qualified students. Tutoring is typically limited to a maximum of three hours total per student per week. See locations listed below for information about tutoring availability, times and locations.

BEATRICE
Student Retention/Multicultural Recruitment Office, Kennedy Center Room K404, 402-228-3468 ext. 1351

LINCOLN
Multi-Academic Center, located in the Learning Resource Center on the Lincoln Campus, Room L1, 402-437-2628
Academic Transfer Office, Suite 112, downtown Energy Square (ESQ) location, 402-323-3441

MILFORD
Career Advising Office in the Assessment and Placement building, 402-761-8202.
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 contact the Placement Office or register with the online Placement Web tool at www.southeast.edu. Go to Quicklinks and click on Online Placement 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:
  - Study skills
  - Stress management
  - Leadership
  - Time management
  - Recognizing and developing your strengths
  - Money management
  - Developing a resume

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

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

TRIO Upward Bound
TRIO Upward Bound is a grant-funded program awarded to SCC by the U.S. Department of Education. The goals of Upward Bound are to help academically at-risk students in grades 9 through 12 stay in school, graduate and prepare to enter and succeed in college. The program targets low-income, first-generation students.

First-generation students are those whose parents have not graduated from a four-year college.

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

The SCC Upward Bound program provides intensive support to participants including ongoing advising, counseling, tutoring, supplemental education, skills development, career and college exploration and a six-week summer instructional program which includes an out of state trip for qualifying students. Upward Bound participants who graduate from high school have the opportunity to participate in the Bridge Academy — a college transition program that gives students the opportunity to live on campus, take an SCC class, and adjust to becoming a successful college student. For more information visit The Upward Bound staff - Hoover Hall.

CAMPUS/STUDENT LIFE
Announcements & Cancellations

IN BEATRICE

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

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

- Text Messaging: To receive emergency notification via text message, sign up at http://southeast.regroup.com/signup
- Television: Channel 10-11 KDLN-KGIN TV (Lincoln) Channel 8 KLKN TV (Lincoln)
- Radio: KWBE 1450 AM, KGMT 1310 AM, KZZZ 96.9 FM, KTGL (THE EAGLE) 92.9 FM, KNDY 1570 AM, 103.1 FM, or 105.5 Translater/Beatrice, KBRZ 102.7 FM (THE BREEZE), KFGF 98.1 FM, KFRX 106.3 FM
- Web: See www.southeast.edu, thehub.southeast.edu or Facebook for inclement weather and closing information.

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

IN LINCOLN

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

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

Telephone: 402-437-2405 – a recorded message will update you on the status of classes.

When individual Continuing Education classes are cancelled, the decision will be made with the approval of the Continuing Education dean or the division dean. If an individual class is cancelled, the instructor will notify students. Makeup or rescheduling of individual classes or programs will require the approval of the Continuing Education dean or division dean. Hazardous driving conditions do not automatically mean that classes will be cancelled. Students should use good judgment in making travel decisions.
When weather or other conditions necessitate cancellation, the following procedure is followed:

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

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

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

Text Messaging: To receive emergency notification via text message, sign up at http://southeast.regroup.com/signup

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 102.7 FM (THE BREEZE), KKUL 105.3 FM, KLIN 1400 AM, KLMS 1480 AM, KKBR 95.1 FM, KTGL (THE EAGLE) 92.9 FM, KZKX 96.9 FM, KFAB 1110 AM

Web: See www.southeast.edu, thehub.southeast.edu or Facebook © 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:

Text Messaging: To receive emergency notification via text message, sign up at http://southeast.regroup.com/signup

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

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

Web: See www.southeast.edu, thehub.southeast.edu or Facebook © for inclement weather and closing information.

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

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

General-Purpose-Bulletin-Boards and the Posting/Distribution of Informational Material

Each campus may provide general-purpose-bulletin-boards which are clearly identified as such. College general-purpose-bulletin-boards are available for use by recognized student groups if scheduled and supervised in accordance with campus rules and regulations. Requests for use of college general-purpose-bulletin-boards are processed by the Campus Director’s Office or designee. The College reserves the right to require any organization requesting use of College general-purpose-bulletin-boards to provide proof of adequate liability insurance which includes SCC as an additional named insured.

The specific use shall observe these rules:

1. No posting for commercial or business purposes.
2. Only one poster/announcement per activity.
3. No poster larger than 11 by 17 inches.
4. Posted material is to be removed on the day following the event. No material posted for more than 14 days. Bulletin boards are to be completely cleared at the end of the academic term.
5. Posters, notices, or announcements may not be posted anywhere except on designated general-purpose-bulletin-boards without prior permission of the Campus Director.

Costs incurred for removal of items posted in violation of this regulation shall be billed to the organization, business, or individual found responsible.

Informational material may be distributed in College buildings by student organizations recognized by the College, but only with the permission of the Campus Director. Such material may be distributed on College property outside of the buildings by individuals or organizations, regardless of whether they are recognized by the College, provided that the Campus Director shall establish guidelines relating to time, location, and manner of such distribution, and that the Campus Director has given permission for the distribution.

Materials may not be distributed so as to interfere with pedestrian or vehicular traffic, or the educational program of the College, or to create a problem of litter. Flyers may not be placed on windshields of vehicles on College property. Costs incurred in removal of any items distributed in violation of these regulations will be billed to the individuals or organizations found responsible.

Athletics

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

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

SCC’s athletic participation is governed by the eligibility rules of the NJCAA.

Intramural Athletics
Each campus of SCC offers intramural sports/recreational activities for any full- or part-time student enrolled in credit division courses. Intramural sports are arranged by the Campus Activities Office and may include flag football, basketball, volleyball, softball, golf, tennis and racquetball. Each campus also has tennis courts and a gymnasium available for 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 bookstore on each campus. A full range of new and used textbooks, supplies, educational aids, gift items and personal items is available. The bookstore offers a buy back program for used textbooks, generally at the end of the term. Bookstore hours are compatible with most class schedules. The bookstore accepts cash, checks, MasterCard, VISA, and Discover credit cards. Books also are available online at www.sccbookstore.com.

Bus Service
The Lincoln Campus is served by the Lincoln Public Works Department. Bus service is provided at the main entrance (east) of the building. For bus schedules and information about pickup and delivery points and fees, contact the Lincoln Transportation System.
Cafeteria/Food Service

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

BEATRICE

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

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

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

LINCOLN

The campus operates a cafeteria located in the main hallway near the front entrance and is open to SCC students, personnel and the general public. The cafeteria serves breakfast and lunch, and a snack menu throughout the afternoon and evening hours. Vending machines and a microwave also are available in the cafeteria area. Catering service is available by special arrangements.

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

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

MILFORD

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

The cafeteria is located in the G. Alan Dunlap Center. All students living in Nebraska 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.

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, AITP affiliated to national). Directly related to SCC Mission/Program/ Curriculum (e.g. Agriculture Club, SIFE, SkillsUSA)

B. Honoraries (e.g. PTSA)

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, Crops 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 “involvement” 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 Crops Judging contests and sponsor students in the annual fall Collegiate Crops Judging Contest in Kansas City and Chicago. Invaluable experience is gained in grain grading, seed analysis, identification and general agronomic knowledge by participating on these teams. Classification A.

Horticulture – Horticulture students participate in activities such as community landscaping projects, the annual bedding plant sale, and annual golf tournaments. 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 NNLAA (Nebraska Nursery & Landscape Association), and GCSSA (Golf Course Superintendents Association of America) annual 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 including Louisville, Kansas City and Denver. To compete at livestock judging contests students must first enroll in Introduction to Livestock Evaluation and Advanced Livestock Evaluation classes. These courses are not required to become a club member. Expenses for travel are raised by the 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 Intercollegiate Rodeo and Intercollegiate Horse Show Association events. Membership is open to all SCC Students beginning each fall with new members welcomed throughout the year. The Rodeo participants affiliate with the Great Plains Section of the National Intercollegiate Rodeo Association (NIRA) and may compete in ten sanctioned Great Plains Rodeos each school year collecting points to qualify them for the National Finals held each June. The Horse Show participants affiliate with Zone 9, Region 3, of the Intercollegiate Horse Shows Association, (IHSAA) and may compete in ten sanctioned Region 3 Horse Shows each year collecting points to qualify them for Region, Zone, Super Zone and National Finals held in March, April and May. Other club activities include community service, support for horse events and involvement in college activities. 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 program 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 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 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 THIETA KAPPA- ETA ALPHALPHA CHAPTER – This national two-year college honorary organization is comparable to Phi Beta Kappa at a four-year college. It is open to students who have a cumulative grade-point average of 3.5 or higher on a 4.0 scale. Students participate in an induction ceremony and must develop an “honors theme” each year. Members are involved as volunteers in a variety of campus and community service projects. They 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 Beta Delta—The purpose of this society shall be to encourage and recognize scholarship and accomplishment among students of business, management, and administration; and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to human kind. It is organized exclusively for charitable and educational purposes. Classification B.

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

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

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

STUDENT CHAPTER OF GREENPEACE NEBRASKA—The SCC Student Chapter of Greenpeace Nebraska is established for the purpose of organizing a grassroots movement for solutions to global environment crimes and holding our leaders accountable for making decisions that lead in environmental sustainability.

STUDENT PHYSICAL THERAPIST ASSISTANT ASSOCIATION—The Student Physical Therapist Assistant Association is established for the purpose of providing opportunities for the enhancement of academic, social, professional and recreational aspects of student life and future physical therapist assistants.

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 conducive to optimum learning and career preparation based on a sense of tradition, camaraderie and teamwork encompassing all students currently enrolled in the Surgical Technology program. 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 ND students. ASNT is designed for 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.

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

INTERNATIONAL SOCIETY OF CERTIFIED ELECTRONICTECHNICIANS (ISCET) – ISCET has helped train, prepare, and test technicians in the electronics and appliance service industry for over thirty years. The Certified Electronics Technician (CET) Program, founded in 1965, is designed to measure the degree of theoretical knowledge and technical proficiency of practicing technicians. The voluntary certification concept enables employers to separate knowledgeable job applicants from those with less training and skills. All of the instructors in the EST program are CET certified in at least one journeyman field of electronics. SCC is an authorized testing center for the CET exams. Most electronics students take and pass the test before graduating from SCC. The national average pass rate of the Associate level test is 43%. Pass rate for SCC students is over 70%. Classification A.

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

NATIONAL ELECTRONICS SERVICE DEALERS ASSOCIATION (NESA) - For over fifty years, NESA has been the premier association of, and for, professional service technicians across the United States, with a number of members in foreign countries. Classification A.

NATIONAL SYSTEMS CONTRACTORS ASSOCIATION (NSCA) – NSCA is the leading not-for-profit association representing the commercial electronic systems industry. With a slate of more than 2,500 member companies worldwide, the National Systems Contractors Association is a powerful advocate of all who work within the low-voltage industry, including systems contractors/integrators, product manufacturers, consultants, sales representatives, architects, specifying engineers and other allied professionals. Classification A.

Professional Surveyors Association of Nebraska (PSAN)—This group promotes community service, camaraderie, and a link between Surveying/Civil Engineering education and Surveying/Civil Engineering Industry. PSAN is designed to promote the preservation and conservation of survey markers and the land and the communities that surround them. This group is open to students in the Land Surveying/Civil Engineering Program. Meetings are held the first Wednesday of each month. Classification A.
College Colors
The College’s colors are blue and white.

Commons Areas
Student Activities
The Student Activities Office prepares a calendar of activities and events scheduled on campus. The calendars are available free of charge from the Student Activities Office and also available online on the hub.southeast.edu, the student intranet portal.

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

Student Senate
Student Senate is the student governing body of the campus participating in the administration of student affairs. The Senate acts in an advisory capacity and represents students in the planning and decision-making process. The president of Student Senate is a non-voting member of the SCC governing board. If you would like more information on Student Senate, contact the Student Activities Coordinator on your campus.
Residence Hall Assistants

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

Student Representative on the Board of Governors

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

Housing

The College provides on-campus housing at the Milford and Beatrice campuses. The College is not responsible for personal items which may be stolen or damaged. Students should carry personal property insurance for their belongings. Students living in housing must maintain a full-time student status (12 credit hours). If students should fall below full-time status, approval from the Dean of Student Services must be obtained to allow their staying in housing.

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. The Beatrice Campus, but the Snack Bar is open Monday through Friday.

(LINCOLN)

LINCOLN Campus does not provide student housing, but it will provide information for students seeking housing which includes apartment and home listings, city locator maps, prices and general information on independent living. Please contact the Student Services Office for more information.

MILFORD

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

I.D. cards

Free photo identification cards (IDs) are available for each student for use on campus in the LRC, Business Office, Bookstore, entry to College activities, etc. Photo IDs are not transferable. A $5 fee is charged to replace lost cards lost in the current term. A new ID card would be issued without the $5 replacement charge for students returning to school who have not taken classes for one or more terms. Students transferring to a different campus would be considered a new student and would not be charged for a replacement ID card. Photo times will be announced and taken at the following locations.

(LINCOLN)

LINCOLN

Please note: At the beginning of each term in which students are enrolled and on campus, they must bring a copy of their class schedule and ID card to the place where cards are issued on that campus for a current sticker.

BEATRICE

Learning Resource Center

LINCOLN

Information Desk or Student Activities Office (section "O" by the gym). Please note:

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

MILFORD

Assessment Center

Law Enforcement Contact

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

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

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

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

Learning Resource Centers - Library and Media Services

The Learning Resource Centers of SCC operate to provide accessible learning environments for students and employees. By using both traditional and electronic resources, the LRCs meet the needs of students and employees at each campus while serving the College as a whole.

Hours of service, phone numbers and access to the LRCs’ electronic resources are available at the LRCs’ page. 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:

Student’s Name  
SCC-Milford  
___________Hall, Room # ______

611 State Street  
Milford, NE 68405-8498

Outgoing - A mailbox for outgoing mail is located on campus by the Eicher Technical Center on the north side of the LRC.

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

Newspapers

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

**COLLEGE CHORUS**—The College Chorus performs a variety of musical styles in concerts on campus and for organizations in the community.

**VOCAL ENSEMBLE** — “After the Storm” is an auditioned small performance group 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.

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.

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

TDD (Telecommunication Device for the Deaf) - The Lincoln Campus has a TDD located in the main hallway by the “M” section. (See also *Cell Phones* and *Electronic Devices.*)

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

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

Students should carry insurance for their personally-owned equipment.

Web tools
Students, faculty, staff, alumni and the general public can access a variety of information about the College through our Web tools.
CONTINUING EDUCATION

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

Continuing Education classes are made available throughout the SCC campuses as well as in cooperation with many local public and private entities such as public schools, hospitals, nursing homes, libraries, senior citizen centers, civic organizations, businesses, industries and churches. Advisory committees help the College determine needs, suggest classes seek talent and promote continuing education programs. Following is a brief description of each programming area with the Continuing Education division. For more detailed information about classes, seminars, workshops, and services, please see our website at www.southeast.edu/continuing or call 402-437-2700 or 800-828-0072, extension 2700.

- Basic Skills, GED, ESL & Citizenship
- Business & Technology
- Families, Finances and Home
- Health/EMS
- Industry & Trades
- Leisure Learning
- Real Estate Classes
- Traffic Safety & Licensing
- Training Solutions

Basic Skills, GED, ESL & Citizenship

Basic Skills
SCC supports several grant-funded opportunities for instruction to help adults improve their life skills throughout SCC’s adult education classes. In our classes you will find: quality instruction, small class size, friendly staff and faculty, convenient class locations, day and evening classes.

GED
General Educational Development Preparation provides adults, 16 years and older and not enrolled in secondary schools, an opportunity to prepare for the GED Tests and earn a Nebraska High School Diploma. There is a $20 registration fee that covers classes taken during our fiscal year which runs from July 1 through June 30. Applicants must attend an orientation where students are given an assessment to determine individualized needs for improving basic skills for the GED testing, work, or continuing education. There is no charge for the classes which are offered mornings, afternoons, and evenings at locations throughout the city of Lincoln and the 15-county SCC area.

English As a Second Language (ESL)
A variety of credit and noncredit ESL classes are offered at SCC for individuals wanting to improve their ability to speak, understand, and write the English language. The program consists of a series of classes to provide a strong foundation in fundamental grammar structures, sentence patterns and vocabulary of English. All ESL classes include reading, writing, listening and speaking. Students who have not previously registered for the SCC ESL program or have been out of class for more than six months must make an appointment for the ESL Orientation.

Citizenship
Southeast Community College offers classes to prepare adults to become a citizen of the United States. Information is provided on: application process, interview process, rights and responsibilities of citizenship, history of the United States, and structure of the U.S. government.
Business & Technology
SCC offers a full complement of courses to assist small business owners, as well as larger corporations. We offer fundamental courses in accounting, finance, and marketing as well as more advanced topics like leadership, management, and professional development. Computer classes cover various types of software, including accounting, databases, desktop publishing, digital media, graphic design, multimedia/presentation, spreadsheet and Web design. A variety of introductory computer classes for basic computer operation are offered. Continuing education classes are also available.

Families, Finances & Home
Continuing Education is dedicated to helping individuals and families identify certain competencies that will enhance their life skills, improve their home environments, and the quality of personal and family life. Courses are designed to meet the needs of persons who wish to upgrade job skills and knowledge, prepare for useful employment, and personal improvements. These basic concepts comprise the subject matter areas in the fields of families, finances, home, food, and nutrition. A variety of classes are also designed to meet the educational, occupational, and recreational needs of area residents related to the fields of furniture repair and home construction.

Health/EMS
SCC offers training programs and courses for adults who wish to become health care providers, who need to upgrade their skills, or who are required to maintain their professional licensure by acquiring Continuing Education Units (CEUs). SCC is approved by the Nebraska Department of Health as a training agency for EMTs and nursing assistants. The College is also an approved training agency by the American Heart Association. The Continuing Education Division offers numerous credit, noncredit, and CEU programs such as continuing education for nurses, nursing assistants, surgical technicians, medical radiographers, nursing home administrators, counselors, pharmacy technicians, dental assistants. Numerous CPR and Basic Life Support courses are also available. Many short-term programs prepare students to seek employment as EMTs, nursing assistants, and medication aides. Many programs are co-sponsored with healthcare facilities, professional associations, and voluntary health agencies.

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

Leisure Learning
A variety of classes and workshops, leisure oriented, are designed for personal enrichment and enjoyment. The Leisure Learning programming of the division is divided into areas such as: Animal Care, Arts/Crafts/Hobbies, Audio/Video, Communication, Dance, Floristry, History, Horticulture, Languages, Music, Needlework, Party Planning, Personal Development, Recreation, Sports and Fitness, Science, Sewing, Progressive Interest, Primitive Outdoor Skills, and Woodworking. Each area provides a variety of courses available to the public each term.

Traffic, Safety & Licensing
Providing individuals the opportunity to enhance skill levels and attain the skills required in the state of Nebraska are courses such as Driver Education, Traffic School, Defensive Driving, CDL, and Motorcycle Safety.

Training Solutions
Assisting companies, organizations and individuals maintain the skills of their employees, or professional growth in the case of individuals, is the focus of the Training Solutions team. Training Solutions can customize training to meet the specific needs of the client. Customized training is generally delivered onsite and scheduled at times that are convenient for the client. The training topics are not limited, but generally fall in one of the following categories:

- Computer Skills
- Technical Skills
- Supervisory/Leadership Skills
- Business and Industry Related Skills
- Management Development
- Regulatory Compliance
- Intercultural/Diversity

Training Solutions also works with economic development and entrepreneurs including the following areas:

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

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

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

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

Virtual Learning Health Alliance

Jointly Offered Programs
  Early Childhood Education
  Health Information Management Systems (academic transfer)

Fiber Optics Off-Campus Courses

SENCAP: Southeast Nebraska Career Academy

Partnerships

Online
  SCC Online (Virtual)

Virtual Learning Health Alliance

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

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

SCC will work with local hospitals or clinics to develop a plan for addressing student needs, including whether SCC can assist you. One issue will be to determine whether there are sufficient procedures in your surgery, respiratory care, and/or radiology departments to provide the necessary clinical settings for students.

Contact Bob Morgan, Dean, Virtual Learning
402-228-8272 or 800-233-5027 x1272 or e-mail bmorgan@southeast.edu for more information.
Jointly 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.

SENCAP

Southeast Nebraska Career Academy Partnerships

SCC and many southeast Nebraska school districts within our service area have formed Career Academy Partnerships. SENCAP provides 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:
Dr. Randy Nelson, 402-323-3429 or 800-642-4075 ext. 3429
rnelson@southeast.edu

SCC Online

(Social Courses)

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 Education
- Food Service Certificate
- Long Term Care Administration
- Medical Assisting
- Office Professional
- Pharmacy Technician
- Polysomnographic Technology
- Practical Nursing
- Radiologic Technology
- Respiratory Care
- Surgical Technology
- Also: Transfer and general education courses
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 and support 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, curriculum and appropriate facilities
- Embrace lifelong learning
- Maximize and utilize resources efficiently
- Be accountable
- Encourage a positive environment
- Promote recruitment and retention
- Be communicative
- Be fiscally responsible

Nondiscrimination Policy

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

Declaración de política sobre equidad/antidiscriminación - La política publica de Southeast Community College es de proveer equidad, y prohibe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, ascendencia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Access/Equity/Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu.

College Administration

Dr. Jack J. Huck, President
Dr. Dennis Headrick, Vice President for Instruction
Bob Morgan, Dean of Virtual Learning/Beatrice Campus Director
Lyle Neal, Vice President for Technology/Milford Campus Director
Ted Suhr, Vice President for Administrative Services/Resource Development
José Soto, Vice President for Access/Equity/Diversity
Jeanette Volker, Vice President for Student Services/Lincoln Campus Director

Limitations of Catalog Information

This publication 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 publication during the life of the publication and without notice.
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 Higher Learning Commission, a commission of the North Central Association of Colleges and Schools.

Higher Learning Commission
230 S. LaSalle St., Suite 7-500, Chicago, IL 60604
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), March (Spring), July (Summer) and October (Fall).

Enrollment

The 2010 Fall Quarter enrollment was 11,914 students, the largest in school history. During the 2009-10 academic year, the College also served more than 17,300 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:

- Cass
- Fillmore
- Gage
- Jefferson
- Johnson
- Lancaster
- Nemaha
- Otoe
- Pawnee
- Richardson
- Saline
- Saunders
- Seward
- Thayer
- York

(continues on next page)
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 costs 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.
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 Technology program, is located one mile south of the main campus.

Ford Hall: Classrooms for Ag Equipment, Ag Mechanics, Crops, Golf/Turfgrass, 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: 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

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 53.5 acres in Milford, Nebraska.

Schedule a visit online or call to schedule a tour.


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

E Classrooms for: Food Service/Hospitality
F Classrooms for: Fire Protection Technology
G Cafeteria, Shipping/Receiving
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; Multi-Purpose Room

Classrooms for: Academic Transfer Education, Continuing Education, Human Services, Visual Publications,
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.

Suite 112: Offices for Academic Transfer; Criminal Justice; General Information

Classrooms for:
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: Training Solutions for Business & Industry

Discount parking is available through the CITY OF LINCOLN PARKING OFFICE
850 “Q” Street, 402-441-PARK,
7:30 am-5:30 pm.
You must bring your student ID and CURRENTTERM class schedule.

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 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.

ENT 1st floor: (west side entrance at street level)
ENT105: Office for Continuing Education’s Emergency Medical Services Paramedic, Part I & Part II classes.
ENT106: Office for Continuing Education’s CPR and First Aid
ENT107: Office for Continuing Education’s Nursing Assistant & Medication Aide
ENT109B: Classroom and Office for adjunct instructors for Continuing Education Nursing Assistant
Classrooms for: Continuing Education Nursing Assistant, Medication Aide

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

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.

CEC 1st floor: (Basement Level) Kitchen
Classrooms for: Continuing Education and Food Service/Hospitality
ENT 2nd floor: (main entrance at Street Level)
Commons Area, Reception Desk, Vending Machines
Classrooms and Computer Lab
Offices for: Entrepreneurship Center; Legal; and Continuing Education Accounting, Business Resources, Training Solutions
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 Training Solutions for Business & Industry, Multi-Media Education Services/eLearning Design

ENT 3rd floor: Classrooms
Entrepreneurship Incubator Businesses
Access between CEC and ENTR buildings is allowed through double doors.

CEC 3rd floor: Classrooms for Workshops, Seminars and Conferences
ENT 4th floor:
Offices for Lincoln Public Schools Entrepreneurship and Information Technology focus programs
Access between CEC and ENTR buildings is not allowed through alarmed doors.

CEC 4th floor: Continuing Education Offices for:
Dean, Director of Personal Enrichment and Leisure, Director of Health, Director of Transportation & Safety, eLearning Marketing Specialist, Publications Specialist
Classrooms for: Continuing Education Computer Labs

ENT 5th floor:
Offices for Business Resources
- Community Development Resources
- Nebraska Business Development Center Procurement Division
- SCORE (Service Corps of Retired Executives)
- Junior Achievement
- WasteCap Nebraska
Access between CEC and ENTR buildings is not allowed through alarmed doors.

CEC 5th floor: SCC-Area Office
Offices for College Administration including:
- Administrative Services
- Access/Equity/Diversity
- Educational Foundation
- Human Resources
- Instructional Administration
- K-12/Career Academies Administration
- President
- Public Information/Marketing

ENTR Center:
Southeast Community College’s faculty and staff concentrate on excellence in teaching and dedicate themselves to helping students prepare for successful careers. Advisory committees are chosen from the business and industrial areas to advise SCC in the planning, implementing and maintaining of our educational programs.

- SCC Faculty and Staff
- Index
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BS, University of Nebraska, Lincoln NE 1988; MS, University of New Hampshire, Durham NH 1998
Kenneth G. Reinisch, Program Chair/Instructor, Electrical & Electromechanical Technology
AAS, Southeast Community College, Milford NE 1977
Kathy Reiter, Instructor, Business Administration
BS, University of Nebraska, Omaha NE 1994
Doug Reznick, Instructor, John Deere Tech
AAS, Southeast Community College, Milford NE 1981
Delores K. Riehns, Instructor, Associate Degree Nursing
BSN, Midland Lutheran College, Fremont NE 2002; MSN, Wesleyan University, Lincoln NE 2004
Carolee Ritter, Program Chair/Instructor, Humanities/English
BA, Rutgers University, New Brunswick NJ 1989; MA, Colorado State University, Fort Collins CO 1992; PhD, University of Nebraska, Lincoln NE 2005
Dean R. Roll, Program Chair/Instructor, Architectural-Engineering Technology
AAS, Southeast Community College, Milford NE 1969
Philip Ross, Instructor, Developmental English
BS, Kearney State College, Kearney NE 1987; MA, University of Nebraska, Lincoln NE 1992
Jered Roth, Instructor, Auto Collision Repair Technology
AAS, Southeast Community College, Milford NE 1989
Todd Roth, Instructor, CAD
AAS, Southeast Community College, Milford NE 1999; AAS, Southeast Community College, Milford NE 2000
Kristin Ruiz, Instructor Practical Nursing
ADN, University of Nebraska Medical Center, Omaha NE 1979; BSN, University of Nebraska Medical Center, Omaha NE 1981; MS, University of Kansas Medical Center, Lawrence KS 1986
Alan Rumbaugh, Instructor, Livestock Production
ADN, University of Nebraska Medical Center, Omaha NE 1979; BSN, University of Nebraska, Lincoln NE 2000; MS, University of Nebraska, Omaha NE 1994
Lorene Sabatka, Instructor, Computer Aided Design Drafting
AAS, Southeast Community College, Lincoln NE 2001
July 2011 - 2012 CALENDAR
July 13 Summer Quarter begins
September 2011
Sept 27 Summer Quarter ends
October 2011
Oct 3 Fall Quarter begins
November 2011
Nov 10 All-College OPEN HOUSE
November 2011
Nov 10 All-College OPEN HOUSE
December 2011
Dec 15 Fall Quarter ends
January 2012
Jan 4 Winter Quarter begins
March 2012
Mar 12 Winter Quarter ends
Mar 28 Spring Quarter begins
June 2012
June 1 Spring Quarter ends

Beatrice Campus
4773 West South Road, Beatrice, NE 68310-7042
Phone: 402-228-3468, 800-233-5027
Fax: 402-228-2278

Lincoln Campus
8800 O Street, Lincoln, NE 68520-1299
Phone: 402-471-3333, 800-462-4075

Milford Campus
400 State Street, Milford, NE 68405-8498
Phone: 402-761-2331, 800-933-7223
Fax: 402-761-5234

TRIO Student Support Services
Beatrice 402-228-3468 ext. 1361
Lincoln 402-471-2766
Milford 402-761-2825

TRIO Upward Bound
Beatrice 402-228-3468 ext. 1405

Weather Hotline
Beatrice 402-228-3468
Lincoln 402-437-2605
Milford 402-761-2311

Dean of Student Services
Beatrice 402-228-8220
Lincoln 402-437-2619

SCC-Area Office
301 6th St. S., Beatrice, NE 68310-2449
Phone: 402-323-3400, Fax: 402-323-3405

Some courses available online: A.S. = Associate of Arts Degree
A.A.S. = Associate of Arts Studies Degree
A.S. = Associate of Science Degree
A.A.S. = Associate of Science Studies Degree
A.A.S. = Associate of Applied Science Degree
A.A.S. = Associate of Applied Science Studies Degree