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

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

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

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

Southeast Community College welcomes students of all races and nationalities, women and men, people with disabilities and students of all ages in its programs and activities. SCC values diversity as an important part of the educational process, and continues to seek students, faculty and staff who bring a variety of life experiences and viewpoints to the College. Southeast Community College faculty and staff understand that the nation’s workforce is composed of many different people successfully performing a variety of jobs. We strive to prepare students to live and work in harmony with people different from themselves.

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

Southeast Community College values the opportunity to provide quality applied technology and academic educational opportunities for the students, businesses and communities of our district. To achieve that purpose, Southeast Community College will:

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

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**2003-2004 Board of Governors**

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**College Administration**

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Dr. Dennis Headrick, **Vice President for Instruction/Beatrice Campus Director**

Jeanette Volker, **Vice President for Student Services/Lincoln Campus Director**

Lyle Neal, **Vice President for Technology/Milford Campus Director**

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**Limitations of Catalog Information** - This catalog should not be considered a contract between Southeast Community College and any prospective student. The Board of Governors of Southeast Community College reserves the right to make changes in graduation requirements, costs, curriculum, course structure and content, and the calendar of operation, during the life of the catalog and without notice.

**Equal Opportunity/Nondiscrimination Policy** - It is the policy of Southeast Community College to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ancestry, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of Southeast Community College’s policies on equal opportunity and nondiscrimination should be directed to the Vice President for Affirmative Action, Equity and Diversity, SCC Area Office, 301 S. 66th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu via E-mail.
About SCC

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

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

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

Accreditation
Southeast Community College is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools, 30 LaSalle Street, Suite 2400, Chicago, IL 60602, 1-800-621-7440. Many programs are also accredited by specific industry accrediting agencies.

Enrollment
The College enrolls approximately 17,240 full-time and part-time credit students on its three campuses. Another 13,557 students take advantage of non-credit courses annually.

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

Technical & Career Education
Students may choose from applied technology programs grouped into nine divisions:
1) Agriculture/Laboratory Science;
2) Business;
3) Construction;
4) Electronic/Computer;
5) Family and Consumer Science;
6) Health;
7) Manufacturing;
8) Mass Media/Communication; and
9) Transportation.
Job opportunities in each area are growing as the demands for employees with technical knowledge and skills increase. Business and industry advisory groups provide suggestions on standards, trends, emerging technology and course content.

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

Awards
SCC awards the following to students who successfully complete a required program of study:
• Associate of Applied Science Degree
• Associate of Arts Degree
• Associate of Science Degree
• Certificate
• Diploma
## Continuing Education

Both credit and non-credit courses are offered to individuals, businesses and communities throughout the SCC service area. Continuing Education focus areas are:

- Adult Guided Studies-GED, English as a Second Language and citizenship classes
- Agriculture-classes in farm and financial management and marketing
- Business-a wide variety of classes from keyboarding to real estate appraisal/licensure, small business management, and microcomputer classes for business and home
- Family and Consumer Science-training for school food service supervisors and child care professionals
- Health-updates (CEUs) for nurses, nursing assistants, emergency medical technicians and many other classes
- Personal enrichment-many types of classes in arts, crafts, floristry, recreation and fitness, woodworking, travel and much more
- Industrial, Technical and Vocational Trades-training in automotive, boiler operation, custodial maintenance, electrical, machine tool and more
- Community Services- many types of classes offered in communities throughout southeast Nebraska
- Customized Training-classes in all areas tailored to meet the needs of business and industry, scheduled at convenient times and places

## Distance Education

SCC makes education more accessible and convenient by offering off-campus educational opportunities. Students of any age can earn college credit by successfully completing on-line courses or by viewing videotaped courses and taking tests or labs on SCC campuses. Individuals can also participate in SCC classes through a satellite downlink site originating from an SCC campus or attending a class in one of more than 52 off-campus sites. See Chapter 6 - Distance Education for the SCC programs available on-line. Credits earned by distance education are transferable to SCC and other colleges.

## 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, the Social Science Club and student chapters of such organizations as the Society of Manufacturing Engineers.

In addition to career-related and scholastic groups, the Beatrice campus offers intercollegiate sports including men’s and women’s basketball, men’s golf, and women’s volleyball. SCC-Beatrice also provides a variety of other activities including art, theater, and vocal and instrumental music.

Each campus offers intramural sports and wellness centers where students can use exercise equipment and participate in aerobic and fitness activities.

## Housing

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

## Placement

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

## Services

SCC provides students with a wide variety of services, such as academic advising, 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 care center in Lincoln. The College provides libraries, computer labs with Internet access, and placement services. These services support classroom experiences and help make a college education more accessible to prospective students.

## Student Diversity

Southeast Community College values diversity and seeks to recruit and retain students from a variety of cultures, races and ethnic groups. The College values the heritage and viewpoint each student brings 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.

Support programs are offered for students of a variety of races and cultures as well as single parents and persons who are entering nontraditional careers. SCC also welcomes students with disabilities and complies with the Americans with Disabilities Act (ADA).

College programs and activities are based on the principle that all students have the right to obtain an education in a college environment free from all forms of discrimination and harassment.
SCC-Beatrice Campus is located on 640 acres at the west edge of Beatrice, Nebraska.

SCC-Beatrice Campus offers a beautiful semi-rural campus on the west edge of Beatrice, Nebraska.

For a tour of the SCC-Beatrice Campus:
1-800-233-5027, ext. 252
or visit us on the College web site: www.southeast.edu

The campus offers the Academic Transfer program as well as applied technology programs including: Agriculture Business & Management Technology; Business Administration; Mass Media; Nebraska Law Enforcement; Office Technology; and Practical Nursing.

Adams Hall: One-Stop Shop Family Resource Center, Lecture Hall; Classrooms for: Nursing

Agriculture Center: The Agriculture Center, a model land and animal laboratory for the Agriculture Business and Management program, is located one mile south of the main campus.

Carter Building: Student Housing located off-campus, for qualified students with families.

Ford Hall: Classrooms for: Ag Equipment, Ag Mechanics, Crops, Horticulture and Ag Business

Hoover Hall: Residence Hall

Jackson Hall: ABE/GED, Career Advising Center, Testing & Assessment; TRIO Upward Bound
Classrooms for: Broadcasting, Business Occupations, Distance Learning, Journalism, Office Technology, Photography.

Kennedy Center: Administration, Admissions, Advising, Athletics, Bookstore, Cashier, Computer Lab, Continuing Education, Financial Aid, Learning Resource Center, Placement, Registration, Retention, Student Center, Snack Bar, Student Services, TRIO Student Support Services.
Classrooms for: Languages, Life Sciences, Math/Physics, Social Sciences

Roosevelt Hall: Residence Hall

Truman Center: Gymnasium, Theatre, Wellness Center;
Classrooms for: Art, Theatre, Speech, Music

The Carter Building is located off-campus and houses qualified students with families.
Southeast Community College Nebraska

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

SCC-Milford enjoys a 63-year history as Nebraska’s premier technical college established in 1941.

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

For a tour of the SCC-Milford Campus: 1-800-933-7223, ext. 8243 or access the College web site: www.southeast.edu
SCC-Lincoln Campus
8800 O Street, Lincoln, NE 68520

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

The Lincoln Campus is located on the east edge of the capital city and houses a 280,000 sq. ft. facility on a 117 acre site.

For a tour of the SCC-Lincoln Campus and downtown Energy Square location: 1-800-642-4075, ext. 2600 or access the College web site: www.southeast.edu

SCC-Lincoln offers the Academic Transfer program as well as applied technology programs including:

- Associate Degree Nursing
- Automotive Technology
- Business Administration
- Computer Aided Drafting & Design Technology
- Dental Assisting
- Early Childhood Education
- Electronic Servicing & Electronic Engineering Technology
- Fire Protection Technology
- Food Service/Hospitality
- Human Services
- Laboratory Science Technology
- Machine Tool Technology
- Medical Assisting
- Medical Laboratory Technology
- Microcomputer Technology
- Motorcycle
- Nebraska Law Enforcement
- Office Technology
- Professional Truck Driver Training
- Radiologic Technology
- Respiratory Care
- Surgical Technology
- Visual Publications
- Welding Technology

SCC-Lincoln Campus
8800 O Street, Lincoln, NE 68520
SCC-Lincoln Campus - Energy Square Location
1111 O Street, Lincoln, NE 68508-3614

The Lincoln Campus has a downtown location on the first floor of the Energy Square Building. The downtown location offers Academic Transfer classes; Adult Basic Education ABE/GED/ESL classes; Customized Training Services for Business & Industry; Computer classes; and a Distance Learning classroom.

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

Suite 100: Academic Transfer Office; Lincoln Campus-Energy Square Office; Information
Rooms 102, 104-110, 112C, 112F: Classrooms for: Accounting, Art, Chemistry, Computer, Criminal Justice, Economics, English, Geology, Geography, Math, Medical Terminology, Music, Philosophy, Political Science, Psychology, Sociology, Speech, Spanish
Room 103: Distance Learning
Room 104: ABE/GED
Rooms 112A: Video Conference Room, TRIO
Room 112B: Workforce Development
Room 112E: Customized Training for Business & Industry

ESQ Students: There are discount parking tickets available. Tickets are sold at AMPCO • 317 S. 12th Street, Suite 101 • 402-441-6472 • 7:30 am-5:30 pm
You must bring your student ID and CURRENT TERM class schedule. (Schedule can be printed out from WASI) www.southeast.edu/wasi.htm

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

The Continuing Education Center will be used for a variety of purposes including special classes and seminars in workforce training, personal development and customized training programs for business and industry.

The College Food Service/Hospitality program will use the first floor of the Center as a satellite training laboratory to accommodate the program’s growing enrollment.

The College Administration is located on the fifth floor of the building.
4th floor: Offices for Continuing Education Dean, Director of Business, Director of Personal Enrichment and Leisure
Classrooms for: Continuing Education
Computer Labs

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

5th floor: SCC-Area Office
Offices for College Administration including: Affirmative Action/Equity/Diversity, Human Resources, Educational Foundation
ENROLLMENT

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

• Admission Requirements
• Application for Admission
• Steps for Admission to Programs of Study
• Readmission Steps
• Pre-admission Advising and Testing
• Nebraska Residency Requirements
• Advanced Standing
• International Students
• Undeclared Students
• Registration Procedures
• Prerequisites
• Student Status
• Licensure Requirements
• Drop/Add/Withdrawal
Admission Requirements

All students who are accepted for admission to a program of study must demonstrate the “ability to benefit” from instruction by having graduated from an accredited or approved high school or college, or having completed the requirements for a GED certificate.

The student who has not graduated from high school or who does not have a GED certificate must take an independently administered assessment test and must achieve specified test scores in order to demonstrate an “ability to benefit.” This is required by federal regulation governing Title IV programs.

The ASSET/COMPASS assessment used by Southeast Community College is one of these tests approved by the U.S. Department of Education to determine a student’s ability to benefit. Transcript requirements may be waived under certain circumstances. Contact the College Admissions Office for more information.

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

Students under 16 years of age may enroll in special noncredit 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 driving record. All special requirements for admission are outlined in the individual program brochures and at the campus Admissions Office.

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

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

Application for Admission

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

Students applying for Admission to a specific program of study with limited enrollment are required to pay a nonrefundable program reservation fee. (See Tuition & Fees information)

Steps for Admission to Programs of Study

1. Complete and submit an application form.
2. Request a copy of your high school or GED transcript be sent directly to the College Admissions Office at the appropriate campus. High school and GED transcripts are not required if a student has completed and submitted an official transcript for an Associate’s or Bachelor’s degree.
3. Request copies of official transcripts from all postsecondary institutions be sent directly from the institution to the College Admissions Office at the appropriate campus. These are used as part of the process for course placement. Individuals who present a college transcript indicating that they have taken a class that fully meets a program requirement in English or Mathematics do not have to take the COMPASS test to prove they are competent in that skill area. Compass testing is required when an individual has taken a course prerequisite in English or Mathematics and the course is over 5 years old.
4. Applicants for admission must be assessed for readiness in basic reading, written expression and mathematics to determine if their skill level is consistent with program requirements. Career advising staff can help applicants determine the entrance requirements for 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.

Initial assessment: All students entering SCC programs must complete a basic skills assessment by at least one of the following:

a. Appropriate ACT scores in each of the areas of language, reading, and math as required by specific program.

b. Providing evidence of three 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, i.e. social studies, psychology.

c. COMPASS/ASSET placement scores as required by specific program. (First COMPASS/ASSET basic skills assessment is available at each campus location free of charge, $15 charge for retests.)

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

5. Retesting is possible for individuals who believe their placement test scores do not reflect their current skill levels in reading, written expression and mathematics.

Students have an opportunity to take the COMPASS or ASSET placement tests. If they have previously taken the COMPASS or ASSET test a $15.00 re-take fee is required (in advance) per testing session regardless if they are taking the entire test (3 parts) or subtests. If individuals want to take one section at a time, they have 5 business days to complete that testing. Each campus will post a retesting sign next to the sign-in book for COMPASS indicating the retesting fee.

a. Testing of high school students: Current high school students may test at no charge. High school students may also retest at no charge while in high school.

b. Retesting students returning after a five year absence from SCC. Individuals having 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.

c. 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. Program advisors must consult with the Testing/Assessment Center Coordinator regarding retest.

Remediation prior to retesting: It is strongly recommended that individuals who wish to re-take the COMPASS test study areas of difficulty before retesting. It is further recommended that students wait 30 days from the first to the second testing to allow adequate time to remediate their skills. Students will not be permitted to retest a second time within 30 days of a retest.

6. Submit any additional information required for your chosen program.

7. You will be notified as soon as possible about your admissions status.
Readmission Steps

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

Readmission is subject to available space and current requirements established by the College and the program of study.

Pre-admission Advising and Testing

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

Nebraska Residency Requirements

To be eligible to register at resident tuition rates at Southeast Community College, Nebraska residency must be established according to the provisions of Nebraska revised statutes of 1980, Section 85-501 and 85-502. An individual will qualify as a resident of the state of Nebraska for tuition purposes at Southeast Community College if the standards set forth in any one of the following eight (8) categories are met:

1. An individual who is a graduate of an accredited Nebraska senior high school, or has previously been enrolled at Southeast Community College as a resident student.
2. An individual who has married a resident of Nebraska.
3. A person of legal age who is dependent for 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 Southeast Community College, the University of Nebraska system, one of the Nebraska state colleges, or one of the other technical community college areas.
8. An individual on active duty with the armed services of the United States who has been assigned a permanent duty station in Nebraska, or a dependent of an individual who is a member of the armed services assigned to a permanent duty station in Nebraska.

International students who are attending Southeast Community College on a student visa ARE NOT eligible to be classified as a Nebraska resident. Any student who has been classified as a nonresident and believes he/she may qualify as a resident must file a residency application form with the Dean of Student Services before the end of the fourth week of the quarter for which the tuition fee was charged. Residency application forms, as well as further information regarding residency classification, are available from each campus Student Services Office. It is the student’s responsibility to initiate a change for residency status.

Advanced Standing

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

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

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

International Students

The following requirements apply to students applying to Southeast Community College requesting an I-20 (F-1 Visas):

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, or 173 if computer based. Scores must be sent directly to the College by using institutional code 6795.
4. Signed Financial Resource Statement showing resources sufficient to cover course of study and transportation expenses to and from the home country.

Contact the campus Admissions Office for specific information assistance and required forms.

Undeclared Students

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

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

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

Registration Procedures

It is recommended that prior to registration, students should consult with advisors or instructors. Registration dates are published and available in the Student Services Office prior to each registration period. Additional information will also be made available by faculty and program advisors. General registration information is distributed each term by the Registration and Records Office on each campus. It is each student’s responsibility to become familiar with registration schedules, deadlines, completion of registration forms,
A student may be prohibited from registering for classes at SCC (See Family Educational Rights and Privacy Act - FERPA - College Policies Chapter 3). with the exception of individuals who are documented to be “lawfully admitted aliens.” For those registering students who are documented as “lawfully admitted aliens,” independent of their eligibility to obtain a Social Security Number, an alternate number will be assigned to distinguish their student records from others.

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

After registering, payment of tuition and fees must be made to the campus Business Office within the established payment deadline. Failure to meet established payment deadlines will result in debt collection activity. The student is responsible for all unpaid balances. All balances must be paid before a student can register for courses on any SCC campus. Students may enroll in the “FACTS” monthly payment plan. (See Payment Policy - Financial Planning Chapter 2.)

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

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

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

Grade Reporting for Student Initiated Drops/Withdrawals - The student's transcript will not show any registration data or withdrawal grade if the drop or withdrawal occurs prior to the census date of the class (approximately 20% of course). Student initiated drops or withdrawals which occur after the census date and prior to the drop deadline will receive a grade of "W" (withdrawal). Students may receive a withdrawal grade "W" for administrative withdrawals which are submitted and approved after the drop deadline (see Administrative Withdrawal).

Adding Courses After Initial Registration - To add a course or courses “DURING” the first 6 school days after the start of the class a student must complete an official drop/add form, have the course instructor or program designee sign the drop/add form to approve the add, and submit the signed drop/add form to the Registration and Records Office. To add a course or courses “AFTER: the first 6 school days of class a student must complete and official drop/add form, have the Program Chair and Division Dean sign the drop/add form to approve the add, and submit the signed drop/add form to the Registration and Records Office. Some classes are taught on an individualized basis and offer continuous enrollment if space is available. These classes may be added at any time.

Course Repeat Procedure: Students may not take an academic/vocational course more than two times, whether to improve a passing grade or to repeat a course in which the grade was “W,” “T,” “U,” “AU,” without prior approval. Prior to a student registering for a course for the third time, a plan of action (repeat course form) must be completed and approved by the student’s advisor and Program Chair of the course. Declared students must meet with a program advisor. Underdeclared 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 GPA and for satisfying degree requirements. Any request to take a course more than three times must be documented and presented to the Program Chair and Division Dean for their approval. Appeals to this policy must follow the established grievance policy and procedures. The Vice President for Instruction’s decision shall be final on this matter. (Other Federal/Program Guidelines may supercede this policy.)
Chapter 2 - Financial Planning

FINANCIAL PLANNING

The cost of a quality education at Southeast Community College is very affordable. However to determine if you will need assistance, please visit with our financial aid staff. Loans, scholarships, grants and work study programs are all available to qualified persons. Remember, the key to obtaining financial assistance is to apply early.

- Financial Aid Programs
- Scholarships
- Other Sources of Assistance
- Applying for Financial Aid
- Award of Financial Aid
- Grants / Loans
- Title IV Refund Information
- Return of Federal Financial Aid Funds (Title IV Refunds)
- Procedures Used in Calculating and Returning Title IV Funds
- Tuition Refund Policy
- Withdrawals
- Cafeteria / Residence Halls Contract Refund Policy
- Payment Policy
- Debts
- FACTS Monthly Payment Plan
- Other Charges
- 2004 - 2005 Tuition and Fees / Housing Fees
Financial Aid Programs

SCC participates in federal and state financial aid programs to help qualified students defray their educational expenses. Amounts of financial assistance available are based on a determined level of financial need as well as availability of funding. Students are advised to complete necessary forms early to avoid delays in receipt of a financial aid award. Aid is awarded on a first-come, first-served basis.

Southeast Community College participates in the following financial aid programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Nebraska State Grant (NSG)
- SCC Tuition Grants
- Federal Work-Study Program
- Federal Stafford Student Loan Programs (Subsidized and Unsubsidized)
- Federal Parent Loan for Undergraduate Students (FPLUS)
- Federal Supplemental Educational Opportunity Grant (Federal SEOG)
- Nebraska State Grant (NSG)
- SCC Tuition Grant (TGA)
- Federal Work-Study Program (FWS)

* Federal Pell Grant

Federal Pell Grants are funds to assist undergraduates with the cost of their education. Unlike loans, grants are not repaid. Eligibility for a Federal Pell Grant is determined by a federal formula which is revised and approved every year by Congress. The formula produces an Expected Family Contribution number (EFC). A Student Aid Report (SAR) contains this number and reports eligibility. The EFC is used to determine eligibility for all federal and need-based financial aid. The information contained in the SAR will be downloaded electronically to the school(s) you specify. The Federal Pell Grant requires a student (who has not already earned a bachelor's degree) to be enrolled in an eligible certificate, diploma or degree program at SCC. The amount of the grant depends on the Expected Family Contribution (EFC), the cost of education, enrollment status and the number of terms attended during the academic year. Notification of award is made on the student's award letter from SCC.

* Federal Supplemental Educational Opportunity Grant (Federal SEOG)

Federal SEOG awards are made to undergraduate students on the basis of financial need eligibility. SCC has a limited amount of funds to award to eligible students. Eligible Federal Pell Grant recipients with the lowest EFCs are considered first for available Federal SEOG funds. Notification of award is made on the student's award letter from SCC. Awards vary from $25 to $200 per term.

* Nebraska State Grant (NSG)

NSG funds are awarded to Nebraska residents on the basis of financial need. Students apply by completing the Free Application for Federal Student Aid (FAFSA). Eligibility is determined by state guidelines. Notification of award is made on the student's award letter from SCC. Awards vary from $25 to $100 per term.

* SCC Tuition Grant (TGA)

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

* Federal Work-Study Program (FWS)

Southeast Community College participates in the Federal Work-Study Program. Institutional part-time employment opportunities are also available on each campus. For more information on these programs, contact the campus Financial Aid Office.

* Federal Stafford Loan

The Federal Stafford Loan program enables students to borrow from a bank, credit union or other participating lender. The loan amount is limited to the cost of education minus expected family contribution (EFC), and in some instances minus other financial aid the borrower is expected to receive for the loan period. Dependent first year students may borrow a maximum of $2,625 per school year. Independent second year students may borrow a maximum of $3,500 per school year (subject to other restrictions per federal regulations). Independent first year students may borrow a maximum of $6,625 per school year. Independent second year students may have a loan limit of $7,500. New borrowers are not eligible for the first disbursement of Federal Stafford Loans until they have attended classes for 30 calendar days.

* Federal Parent Loan (PLUS)

The Federal PLUS is for parent borrowers and provides additional funds for educational expenses. Federal PLUS loans enable parents with good credit histories to borrow for each dependent child who is enrolled at least halftime. Federal PLUS loans are made by a lender such as a bank, credit union or savings and loan association. Applicants do not have to show financial need, but must undergo a credit analysis. Repayment begins within 60 days of disbursement, and deferments are available under certain conditions. Federal PLUS loans cannot exceed the College’s estimate of the cost of education minus other financial aid.

* Scholarships

The Southeast Community College scholarship program was established to promote and encourage interest in education for students planning to enroll, to reduce the student's financial obligation and to recognize outstanding academic achievement in course work already completed at SCC. Scholarships are considered “gift aid” and do not require repayment unless the donor has clearly indicated repayment procedures in the scholarship announcement.
Scholarships are awarded on the basis of academic achievement and/or financial need. Applicants are judged on criteria specified by the scholarship donor. Selection is made by the SCC campus Scholarship Committee or the scholarship donor.

Applying for Financial Aid

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

1. Complete an Application for Admission.

Complete an “Application for Admission” and submit it to the SCC Admissions Office or completed on-line at the Southeast Community College website, on the “Admissions” page.

NOTE: Students must complete the admissions process before they become eligible to receive financial aid. The complete admissions process includes: official acceptance into a program of study leading to a diploma or degree; pay any required deposit; and enroll in courses that are requirements of that program of study. Students receiving financial aid cannot count audited courses or courses for which credit is granted by waiver or examination in determining the course load.

2. Complete the Free Application for Federal Student Aid (FAFSA) form.

The Financial Aid Office encourages completion of the FAFSA on-line. Access to the FAFSA link on-line can be obtained by logging on to the SCC website Financial Aid page, or by going directly to www.fafsa.ed.gov on the Internet. Paper applications (FAFSA) are available through the Financial Aid Office or high school guidance office.

Carefully complete all questions, not leaving any blank, and mail it as early as possible.

Important: It is very important to list the Title IV Code for the SCC campus the student will be attending for the FAFSA form.

- SCC-Beatrice ......... 002546
- SCC-Lincoln .......... 007591
- SCC-Milford ........ 004723

If you need assistance completing the FAFSA, make an appointment with EducationQuest.

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

Kearney
3712 Second Ave., Kearney, NE 68847
308-234-6310, 800-666-3721,
308-234-2113 FAX

Lincoln
1300 O Street, Lincoln, NE 68508
402-475-5222, 800-303-3745,
402-479-6658 FAX

Omaha
Rockbrook Village, (108th & W. Center Road)
11031 Elm Street, Omaha, NE 68144
402-391-4033, 888-357-6300,
402-391-7376 FAX

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

Processing time for the FAFSA will be approximately three to six weeks. The U.S. Department of Education will mail the student a Student Aid Report (SAR) 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. A SAR that is selected for verification will be sent a letter requesting (1) copies of the student’s/spouse’s and/or parent’s federal income tax, as applicable, and the corresponding W-2 forms, and (2) the completion of a Verification Worksheet. Students having previously attended SCC must be in compliance with Satisfactory

Other Sources of Assistance

Financial aid for educational expenses is also available from the:

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

Contact the respective agency for information.
Southeast Community College Nebraska

Academic Progress (SAP) policies, to be eligible to receive financial aid. SAP is a requirement of the federal government for receipt of financial aid.

3. Complete SCC's Financial Aid Questionnaire and return it to the Financial Aid Office. This questionnaire is available in the Financial Aid Office.

(Steps 4-6 may not apply to all students. If applicable, please contact the SCC Financial Aid Office for the appropriate forms.)

4. Students wanting to be considered for a Stafford student loan, must submit a Loan Request Form. In addition, a Loan Application/Master Promisory Note (MPN) is needed for loan certification. Loan Request Forms are available from the SCC Financial Aid Office on each campus. Loan Application/Master Promisory Note (MPN) are available from SCC or from your lending institution.

Note: A student must be enrolled for at least six (6) credit hours per term to be eligible for a student loan. Failure to maintain enrollment can result in the return of loan proceeds and future ineligibility for receipt of loan proceeds.

5. Students seeking Federal Work-Study need to complete and return a Work-Study Application form, available in the SCC Financial Aid Office.

Note: A student must be enrolled for at least six (6) credit hours per term to be eligible for the Work-Study Program.

6. Students wanting to apply for a scholarship must complete and return a Scholarship Application, which is available in the Financial Aid Office. Available scholarships are posted on campus, and in the Financial Aid Office. Applicants are selected on criteria specified by the scholarship donor. Please check the bulletin board for eligibility requirements and deadlines for the respective scholarships.

If you have any questions, please contact the SCC Financial Aid Offices listed below.

Beatrice -
4771 W. Scott Rd., Beatrice, NE 68310
1-800-233-5027 or 402-228-3468 ext. 212

Lincoln -
8800 O Street, Lincoln, NE 68520
1-800-642-4075 ext. 2610 or 402-437-2610.

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

Award of Financial Aid

Southeast Community College issues an award letter which informs students of the financial aid awarded.

Priority filing deadline dates have been established to prevent delays in processing a financial aid award in a timely manner. Review of documents received begins immediately. Complete information will be processed and a Financial Aid Award letter will be generated and mailed to the student, indicating financial aid eligibility for the academic year.

Priority filing deadline dates are as follows.

<table>
<thead>
<tr>
<th>Date</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1</td>
<td>summer term</td>
</tr>
<tr>
<td>July 1</td>
<td>fall term</td>
</tr>
<tr>
<td>October 1</td>
<td>winter term</td>
</tr>
<tr>
<td>January 1</td>
<td>spring term</td>
</tr>
</tbody>
</table>

Applying for Veterans' Benefits

Students applying for veterans' benefits need to complete an “Application for Veterans' Educational Benefits." These forms are available from the Veterans Administration or SCC. The completed application, along with other required documents, should be submitted to SCC approximately two months prior to enrollment. If the student previously attended another college or school, an academic transcript from each school must also be submitted to SCC within 30 days after initial enrollment for review.

Transcripts are required even if no credits were earned. Students receiving veterans' benefits cannot count audited courses in determining course load. Soon after enrollment, SCC will certify the student’s credit hour load. This certification initiates the payment process, and students should receive their first payment in six weeks. Payment is mailed directly to the student’s home address.

Satisfactory 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. Information on specific satisfactory progress policies and requirements is provided to all students who participate in federal financial aid and veterans’ benefit programs.
**Title IV Refund Information**

Students, including those receiving scholarships and federal financial aid, are subject to tuition refunds according to the College refund schedule and in compliance with federal refund policies (see Return of Federal Financial Aid Funds). Refunds for students receiving federal financial aid are refundable to the designated Title IV program or programs according to federal policies and guidelines. Contact the campus Financial Aid Office for more information.

**Return of Federal Financial Aid Funds (Title IV Refunds)**

The Higher Education Amendments of 1998 established new provisions requiring a certain percentage of Title IV funds to be returned to the student/parent loan lender or to the U.S. Department of Education when a student withdraws from all classes.

This policy and procedure ONLY APPLIES IF THE STUDENT WITHDRAWS BEFORE COMPLETING 60.1% OF THE TERM FOR WHICH HE/SHE RECEIVED FUNDS OR HAS BEEN AWARDED FUNDS. Federal funds that may have to be returned are Unsubsidized Stafford loans, Federal Stafford loans, Federal PLUS loans, Pell Grants, SEOG program, or TRIO grants. Following is an explanation of procedures used in calculating and returning Title IV funds.

**Procedures Used in Calculating and Returning Title IV Funds**

**Warning:** Failure to maintain attendance in at least six (6.0) credit hours CANCELS any future loan disbursements, regardless of what point during the term the student ceased attending classes.

**EFFECTIVE JANUARY 1, 2000:**

1. The College will hold the student responsible for the amount the College is required to repay under the federal refund provisions. The College Business Office will bill the student for the portion of the Title IV funds the College is required to return to the Stafford/Plus Loan lender or the Federal Pell Grant, SEOG program, or TRIO grant on the student’s behalf. A student will not be allowed to register for classes at Southeast Community College until this amount is repaid.

Some situations require the school to notify the U.S. Department of Education of the unpaid debt and this will prevent the student from receiving additional financial aid at any institution until repayment arrangements have been made.

2. Students who withdraw prior to 60.1% completion of the term will not be eligible to receive any financial aid until the Title IV refund calculations are completed for the term in which the student withdrew.

3. Institutional book charges in this calculation are the book allowances used in the student’s financial aid budget.

4. The College will provide examples of Title IV refund calculations upon request.

The College Business Office will notify the student if repayment is required and will provide the student with instructions for repayment.

**Tuition Refund Policy**

Federal regulations require that an institution’s refund/repayment policy be available to all students. The following information is provided in compliance with federal regulation 34CFR682.606 (a) (2).

Students who discontinue their studies may receive a prorated refund of tuition. The amount of time the student attends as a percent of the total course length will be the method of the computation.

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

Telephone calls to the Registration and Records Office requesting to drop/withdraw from a class, or failure of the student to attend a class do not constitute an official drop/withdrawal. A student’s failure to attend classes does not dismiss a student’s responsibility to pay unpaid account balances owed to the College on courses not officially dropped. Official “Drop” forms are available at the campus Registration and Records Office. Refund checks are issued to the student by mail by the College Business Office. If the student has an unpaid balance owed to the College the refund amount due will be first applied to the unpaid balance owed the College. If the amount of the refund owed the student is greater than the unpaid balance the student owes the College, a refund check for the amount of the difference will be mailed to the student by the College Business Office.

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

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

<table>
<thead>
<tr>
<th>DROP DATE</th>
<th>(COURSE START DATE)</th>
<th>(COURSE END DATE)</th>
<th>(COURSE START DATE)</th>
<th>% ELAPSED</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.000 - 4.999</td>
<td>100</td>
<td>5.000 - 17.999</td>
<td>60</td>
<td>18.000 - 26.999</td>
</tr>
<tr>
<td>over 27.000</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Credit classes</th>
<th>% elapsed</th>
<th>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.000 - 4.999</td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>5.000 - 17.999</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>18.000 - 26.999</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>over 27.000</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Non-credit classes</th>
<th>% elapsed</th>
<th>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.000 - 8.999</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>9.000 - 17.999</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>18.000 - 26.999</td>
<td>40</td>
<td></td>
</tr>
<tr>
<td>over 27.000</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
Program reservation fees are nonrefundable. Student activity fees are refundable only if a student drops before the first day of class. Students who receive federal financial aid may be subject to further refund calculations; also, any refund due may need to be returned to a federal aid program. (See Return of Federal Financial Aid Funds (Title IV Refunds) Information.)

Official Withdrawals

When a student officially withdraws from all classes for the term in which Title IV federal financial aid is awarded, the campus Financial Aid Office must calculate how much of a student’s financial aid must be returned to the U.S. Department of Education and/or to a Stafford/Plus loan lender.

Unofficial Withdrawals

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

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

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

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

The amount of financial aid includes funds actually disbursed plus funds that had been authorized but not yet disbursed by the date the student withdrew. If the student withdraws prior to the Pell census date (the 10th day of the quarter), the only Title IV federal aid which may have been disbursed would have been Stafford loans the student received. If the student withdraws prior to the 10th day and the student was eligible for a Pell Grant, the Pell fund may be used to pay a portion of institutional costs UNLESS the student withdraws during the 100% tuition refund period.

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

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

Step 3: Determine who must return the unearned aid.

This may be the College, the student, or in some cases, both the College and the student. The unearned percentage is also used to determine, if necessary, how much the College must return of the federal funds which were received as payment for tuition, fees, books, room and board, and other approved institutional charges. The difference between the Total Unearned Title IV aid and the amount of Unearned Aid due from the school is the amount of Unearned Title IV aid due from the student.

Once it is determined how much Title IV aid must be returned, the federal funds must be returned in the order specified by the law. This priority order is as follows:

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

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

Cafeteria / Residence Halls Contract Refund Policy

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

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

3. Residence hall refunds for those who pay, enter and drop from College will follow a specific refund schedule. During the first week (5 days) of the term, 80% will be refunded. During the second week (6-10 days) 60% will be refunded. During the third and fourth week (11-20 days) 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.

4. Cafeteria refunds will follow a prorated schedule.
Payment Policy

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

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

Debts

All financial obligations to the College must be paid before a student may register for any new term and before transcripts, awards and credentials may be released. Financial obligations include (but are not limited to) tuition and fees, college loans, library and parking fines. The College will charge $15.00 for every insufficient funds check.

FACTS Monthly Payment Plan

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

Other Charges

Students should expect costs for books, tools, supplies, uniforms, travel and other items. Costs will vary depending on the requirements of each program and the needs of the individual. There are cost estimate sheets available for programs of study. Contact your campus Student Services Office for more information.
**2004 - 2005 • Tuition & Fees • Housing Fees**

### TUITION & FEES

Tuition and fees must be paid by the first day of class. The following tuition and fees rates are effective July 1, 2004-June 30, 2005:

#### General Fees

Graduation fee *(nonrefundable)*

$25

#### Tuition Rates

**TUITION - NEBRASKA RESIDENT**

All credit hours taken *(per credit hour/per term)*

$36

**TUITION - OUT-OF-STATE**

All credit hours taken *(per credit hour/per term)*

$43.50

**TUITION - DISTANCE LEARNING ACADEMY**

OUT-OF-STATE ON-LINE COURSES

All credit hours taken *(per credit hour/per term)*

$150

#### Campus Fees

**Program Reservation**

- Beatrice/Lincoln (applied to tuition-nonrefundable)

$25

(Programs with limited enrollment require a reservation fee.)

- Milford Program Reservation fee

(75% refundable up to 30 days prior to program starting date. After that, nonrefundable)

$100

(Programs with limited enrollment require a reservation fee.)

**Student Services**

- Beatrice/Lincoln/Milford

Student Services fee

All credit hours taken *(per credit hour/per term)*

$1

### HOUSING FEES

#### Beatrice

**BEATRICE CAMPUS HOUSING COSTS** *(per quarter - rates include internet access, cable TV, and phone service)*

<table>
<thead>
<tr>
<th>Description</th>
<th>Per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit (refundable damage/surety deposit)</td>
<td>$100</td>
</tr>
<tr>
<td>Roosevelt Hall* (apartment style)</td>
<td>$848</td>
</tr>
<tr>
<td>Hoover Hall (residence hall)</td>
<td>$848</td>
</tr>
<tr>
<td>2 per room-per student</td>
<td>$638</td>
</tr>
<tr>
<td>3-4 per room-per student</td>
<td></td>
</tr>
</tbody>
</table>

#### Milford

**MILFORD CAMPUS RESIDENCE HALL COSTS** *(per quarter - rates include internet access, cable TV, and phone service)*

<table>
<thead>
<tr>
<th>Description</th>
<th>Per Student</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit (refundable damage/surety deposit)</td>
<td>$100</td>
</tr>
<tr>
<td>Nebraska and Cornhusker Residence Halls (men's residence halls)</td>
<td>$960</td>
</tr>
<tr>
<td>1 per room-per student (dorm style-Nebraska Hall with commons area)</td>
<td>$960</td>
</tr>
<tr>
<td>2 per room-per student (Nebraska and Cornhusker Halls)</td>
<td>$1,081</td>
</tr>
<tr>
<td>3 per room-per student (Nebraska and Cornhusker Halls)</td>
<td>$945</td>
</tr>
<tr>
<td>4 per room-per student (Nebraska Hall)</td>
<td>$861</td>
</tr>
</tbody>
</table>

**Pioneer Hall Complex (apartment style)**

- Cafeteria and apartment *(per quarter) (4 per unit-per student)*

$1,187

- Board only - cafeteria rates per quarter *(14 meals per week)*

$611

- Housing only - apartment housing per quarter *(4 per unit-per student)*

$576

- Married Student Housing - per month

$578

**Note:** Individual programs may require an additional expenditure for such items as tools, special uniforms, insurance or other costs. Contact the campus Student Services Office for information regarding the costs of a specific program.
Chapter 3 - College Policies

COLLEGE POLICIES

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

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

Attendance Policy

Regular, punctual attendance is required in all credit courses. Each instructor will inform students by means of a written syllabus of attendance requirements at the first class meeting. Any class or lab session missed, regardless of cause, reduces the opportunity for learning and may affect achievement. Students are responsible for all instruction missed, regardless of the reason for the absence. The student will be held responsible for notifying the instructor of any anticipated absences. The instructor has the prerogative to decide whether the student will be permitted to make up work missed during the absence. The College reserves the right and has the responsibility to obtain a doctor’s release when it is determined that a student’s absence has been the result of a serious medical problem that might jeopardize the health of the student or other students. Programs involving clinical or off-campus assignments may require telephone notice of all absences. The College has no leave of absence policy for students.

Reserve and Guard Training

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

Graduation

Graduation Awards / Honors

Southeast Community College awards the following:

- **Associate of Applied Science Degree (A.A.S.):** Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed program or course of study.
- **Associate of Arts Degree (A.A.):** Awarded upon successful completion of a minimum of 90 quarter credit hours of a prescribed program of study. This degree is usually awarded to a student who completes the first two years of the Academic Transfer program.
- **Associate of Science Degree (A.S.):** Awarded upon successful completion of a minimum of 90 quarter credit hours and the requirements of a prescribed program or course of study in the Academic Transfer Program.
- **Diploma:** Awarded upon successful completion of a minimum of 45 quarter credit hours and the requirements of a prescribed program or course of study.
- **Certificate:** Awarded for successful completion of a prescribed course of study that requires fewer credit hours than a diploma program.

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

Graduation Rates

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

Graduation Requirements

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

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

1. A student must meet all graduation requirements for a program of study and all other campus graduation requirements.
2. The minimal Cumulative Grade Point Average (CGPA) for graduation purposes is 2.0. Extenuating circumstances, involving GPA or other requirements, may be considered by the Vice President for Instruction.
3. Students who have been continuously enrolled in a program of study will be permitted to graduate under the program requirements in effect at the time of their initial enrollment (except, students will be required to complete curriculum and course changes implemented after a student starts his/her program as long as the change does not extend the student's time to complete the program) or students may elect to satisfy revised graduation requirements approved and initiated during their continuous enrollment. Students who have not maintained continuous enrollment, and who are applying for graduation under the catalog of their initial enrollment, must secure approval from the division dean.
4. Students will not be eligible for graduation if a grade of “U” (Unsatisfactory), “I” (Incomplete), or "NP" (No Pass) in a required course remains on the student’s transcript.
5. Students must be free of any financial responsibility to the College prior to graduation.
6. All students must complete an Application for Graduation form and submit the required fee with the application to the campus Registration and Records Office by the end of the second week of the term in which they expect to graduate. Graduation fees are not refundable. Forms may be obtained in the campus Student Services Office.
7. To receive a second degree, the student must meet all requirements of the College and the program in which the second degree will be obtained.
8. A minimum of one-third of the credit hours required for a degree must be completed at Southeast Community College for SCC to be the degree granting institution.

9. Certain programs of study may require specific assessment activities as a graduation requirement.

Quality Assurance
Assessment of Student Learning and Program Review

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

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

Student Evaluation of Faculty

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

Student Representative on the Board of Governors

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

Health, Safety, and Security

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

Campus Security

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

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


Children on Campus

Children are not to be left unattended in any area of the campus. Children may accompany students and visitors in common areas such as the cafeteria, student center and Student Services areas.

Students should not bring children to classes or quiet study areas.

Communicable Disease

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

Firearms/Weapons

The possession of firearms, weapons or fireworks on campus is prohibited. Weapons are defined as bows and arrows, crossbows, knives with blades over four inches (not including kitchen knives), switch blades, swords, ammunition or martial arts equipment.

Possession of any of these items on campus may result in immediate dismissal from the College.

General Liability Insurance

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

Sex Offender Registry

The Nebraska Sex Offender Registration Act (Neb. Rev. Statute 29-4001-29-4115) requires certain classes of sex offenders to register with local law enforcement officials. Registry information regarding Level 3 (high risk) offenders is published in local newspapers and is also available to the public at http://www.nsp.state.ne.us on the Nebraska State Patrol’s website. Should you have an interest in accessing registry information while on campus, computers are available in the Learning Resource Center at each SCC facility.

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

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

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

Illness, Accident and Injury
Southeast Community College reserves the right to call a physician in case of student illness or injury, and to call for ambulance service to deliver a student to the hospital. Judgment of the school officials shall determine such action. Every effort will be made to prevent accidents, but the College incorporates the following statement as part of its understanding with students. Southeast Community College assumes no liability, expressed or implied, for the results of sickness or accidents involving personal injury to any student whether in connection with the College’s instructional program wherever conducted, or incidental to other activities on the College’s properties or elsewhere.

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

Safety Glasses
In compliance with Nebraska statute 79-4144, students at Southeast Community College are required to obtain and wear appropriate industrial quality eye protective devices while participating in or observing activities in designated areas of campus facilities. Eye wear is available through the campus bookstores.

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

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

Drills and Evacuation
Fire drills are 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. A signal will be sounded to return to the building.

Tornadoes, Severe Storms or Nuclear Attack
In case of a nuclear attack, severe weather or threat of a tornado, students will be notified by a steady alarm signal. Students are to follow the instructor’s directions and move in an orderly fashion to a shelter area. When an “all clear” has been sounded, students will be notified and given further instructions.

It is the responsibility of the division deans, program chairs and instructors of SCC to properly inform the students of the designated shelter areas. They are:

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

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

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

Welsh Center
- Dressing room/weight room

Cornhusker Hall
- Under lower stairwells and lower floor area.

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

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

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

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

MILFORD
Larry Meyer, Dean of Student Services
Marcy Grace, Career Advisor, Assessment

Racial/Ethnic Harassment

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

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

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

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

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

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

• Nebraska Laws and Policies
The declaration of the state policy and purpose in the Nebraska Fair Employment Practice Act, Neb. Rev. Stat. 48-1101 (Reissue 1988) states, in part, the following:

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

• SCC Policies
Southeast Community College has a long-standing policy on nondiscrimination. The Affirmative Action Plan and College policy for Equal Opportunity and NonDiscrimination constitute a serious commitment to the implementation of that policy.

The College is committed to providing equal opportunity and protection from discrimination for all persons. Further, SCC prohibits all forms of harassment and discrimination in all aspects of its policies, program practices and operations, and in all its conditions for and relationships with current and prospective employees and students.

Sexual Harassment

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

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

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

**FERPA**

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. The rights accorded students shall apply to all students 18 years of age or older, or no longer dependent upon their parents; students in a postsecondary education program, regardless of their age; and parents of eligible dependent students. Generally, students have the following rights: to inspect and review their educational records; to challenge the contents of their records; and to receive copies of all or part of their educational records upon request. All requests for student records and information must be in writing and directed to the campus Student Services Office. Questions relating to the release of records and information should be directed to the campus Student Services Office. Southeast Community College may provide directory lists of graduates to senior institutions that have an articulation agreement with Southeast Community College.

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

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

To avoid having this information released, the student must submit a written request to the campus Student Services Office within ten (10) days after initial enrollment in the College. After the initial ten-day period, any new request for withholding of directory information shall require a ten (10) day written notice to the campus Student Services Office to become effective.

The College requires a student’s Social Security Number as a condition for enrollment. A student’s Social Security number information constitutes an “educational record” under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to redisclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA. Questions regarding the Family Educational Rights and Privacy Act (FERPA) should be directed to the campus Registration and Records Office.

### Retention of Student Records

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

### Grades/Transcripts

**Address Change**

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

**Grade Reports**

Grade reports are issued within two weeks following the end of the term. Grade reports become part of the student’s permanent record. It is the student’s responsibility to review his/her grade report for accuracy. If there is a question or disagreement with any part of the report a student should contact the campus Registration and Records Office. Grade disputes must be resolved within twenty (20) days of this notification.

**Academic Honors**

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

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

**Midterm Progress Reports**

At midterm all instructors are required to review students’ academic progress. Instructors submit a report of students with unsatisfactory academic progress to the campus Student Services Office, and a progress report is distributed to the students. The purpose of the report is to advise the students of unsatisfactory academic progress. 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. Midterm progress reports do not become part of the student’s permanent record.

**Grade Changes**

1. A grade reported and recorded as permanent may be changed only in the event of an instructor or institutional error.

2. A grade may be removed from the student’s cumulative GPA by:

   a. repeating the course and receiving a higher grade. All courses will appear on the transcript in their respective session. The course with the lower grade will be indicated as a repeated course and will not be included in the cumulative GPA.

   b. declaring academic bankruptcy.

**Academic Bankruptcy**

Academic bankruptcy permits the removal of credit hours and grades for one or two quarters from a student's grade point average to allow for improvement of student’s cumulative GPA.
A student may be granted academic bankruptcy only one time. A student must have completed 18 quarter credit hours with a minimum grade point average of 3.00; or 37.5 quarter credit hours with a minimum grade point average of 2.50 following the term(s) for which bankruptcy is sought.

A student may elect to retain courses from the bankruptcy 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 "BK".

Bankrupt credit hours and grades will not count toward graduation or be included in calculating the student's cumulative GPA. Courses which have been considered in granting a previous graduation award may not be bankrupt.

Warning – Students who are granted academic bankruptcy may be required to pay back some or all benefits received for those courses and terms for which veterans' benefits or financial aid was received.

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

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

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

The Nebraska Transfer Initiative provides seamless transition for SCC Academic Transfer graduates. The Initiative is a cooperative effort by Nebraska's public and private higher education institutions to facilitate the transfer of students who have earned an associate degree into baccalaureate-level programs. The core of this initiative is a common general education cluster of courses, with the remainder of credit hours required for the associate of arts degree selected by the student in consultation with a transfer advisor and the institution to which they are transferring. This initiative provides a smooth transition with a minimum loss of time and credit when it is accepted by the baccalaureate-granting institution in Nebraska. Effectively, through this initiative, associate and baccalaureate-granting institutions are equal partners in providing the first two years of a baccalaureate degree.

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

1. Granted standing comparable to current students who have completed the same number of equivalent credit courses toward an associate/baccalaureate-level degree; and
2. Able to progress toward an associate/baccalaureate degree completion at a rate comparable to that of students who entered the associate/baccalaureate institution as first-time freshmen.

Participating institutions in this initiative include: Bellevue University, Central Community College Area, Chadron State College, Clarkson College, College of Saint Mary, Concordia College, Dana College, Doane College, Grace University, Hastings College, Little Priest Tribal College, Metropolitan Community College Area, Mid-Plains Community College Area, Midland Lutheran College, Nebraska Christian College, Nebraska Indian Community College, Nebraska Methodist College, Nebraska Wesleyan University, Northeast Community College, Peru State College, Southeast Community College Area, Union College, University of Nebraska, Wayne State College, Western Community College Area and York College. In all cases the College advises the student to consider specific transfer institutional requirements. Please contact a college transfer advisor and the institution to which you are transferring.

Credit Types
- AU Audit
- PX Pass-Exam
- TR Transfer
- CW Credit by Waiver
- BK Bankruptcy
- CR Credit
- NC Noncredit
- BF Balance forward as of 7/1/94
- IP In Progress
**Explanation of Credit Transcript**

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

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

**PX Pass by Examination:** The letter grade "PX" is assigned when credit is granted for successful completion of a campus-approved examination or evaluation procedure rather than through course enrollment.

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

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

1. For removal of the "I", a "Contract for Removal of Incomplete" must be negotiated by the end of the fourth (4th) week of the term or the eighth (8th) week of the term, following the assignment of the Incomplete. The deadline for work to be completed is the end of the term immediately following the term in which the Incomplete grade was awarded.

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

3. If a student does not initiate and complete a "Contract for Removal of Incomplete," he/she must reregister and successfully complete that course to receive credit.

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

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

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

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

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

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

**TR Transfer Credit:** The letter grade "TR" is assigned to indicate transfer credit from another college or SCC campus location.

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

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

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

**R* Repeat:** Will appear on the transcript for the highest grade received when a class has been repeated.

**Repeat:** Will appear on the transcript for the lower grade received when a class has been repeated. This grade will not count in the cumulative GPA, but will count in the term GPA.

**Noncredit Transcript Key**

<table>
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<tr>
<th>Grade Status</th>
<th>Description</th>
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<tr>
<td>P Permanent</td>
<td>Pass with formal assessment</td>
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<tr>
<td>NG Permanent</td>
<td>Completed with no assessment</td>
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<tr>
<td>I Temporary</td>
<td>Incomplete</td>
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<tr>
<td>W Permanent</td>
<td>Withdraw</td>
</tr>
<tr>
<td>NP Permanent</td>
<td>No pass</td>
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**Credit Types**

- NC Noncredit
- PX Pass-Exam

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

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

**Grade Point Average (GPA)**

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

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

\[ \text{6.5 total cr. hrs.} \times \frac{13.5 + 8.0}{6.5} = 21.5 \text{ total pts.} \]

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

(See the Credit Transcript Key)
Semester Hour to Quarter Hour Conversion

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

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Credit Transcript Key

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<td>Permanent</td>
<td>4.0</td>
<td>Excellent</td>
<td>95-100</td>
</tr>
<tr>
<td>A</td>
<td>Permanent</td>
<td>4.0</td>
<td></td>
<td>90-94</td>
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<tr>
<td>B+</td>
<td>Permanent</td>
<td>3.5</td>
<td>Above Average</td>
<td>85-89</td>
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<tr>
<td>B</td>
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<td></td>
<td>80-84</td>
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<td>Average</td>
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<tr>
<td>C</td>
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<td>70-74</td>
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<td>Below Average</td>
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<tr>
<td>D</td>
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<td></td>
<td>60-64</td>
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<td>0.0</td>
<td>Unsatisfactory</td>
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<td>*</td>
<td>Pass</td>
<td>70</td>
</tr>
<tr>
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<td>Permanent</td>
<td>*</td>
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<td></td>
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<tr>
<td>I</td>
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<td>*</td>
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<td></td>
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<tr>
<td>W</td>
<td>Permanent</td>
<td>*</td>
<td>Withdraw</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Permanent</td>
<td>*</td>
<td>Audit - No Credit</td>
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<tr>
<td></td>
<td></td>
<td>*</td>
<td>Not included in GPA</td>
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</tr>
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Please refer to the specifications listed in each of the following (3) advanced standing methods.

Transfer Credit

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

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

Credit by Waiver

To apply for Credit by Waiver the applicant must be accepted for admission to a College degree program. Students requesting advanced standing Credit by Waiver must complete an application for Credit by Waiver and supply supportive
documents such as competency reports, proficiency certificates or training records. Credit granted by Waiver and Examination or any combination of Waiver and Examination may be awarded up to limits established by each department of the College but not exceeding one-third (1/3) of the total credit hours required for a program award. The application must be submitted for evaluation to the campus department responsible for teaching the course. Upon successful completion of the evaluation, both the application and evaluation will be submitted to the campus Registration and Records Office for recording credit on the student’s transcript. Courses in which credit is granted by waiver will be recorded on the transcript with a “CW” grade and will not be included in calculating a student’s grade point average. Credit granted by waiver is subject to evaluation by other institutions and may not be accepted for transfer credit.

**Credit by Examination**

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 prior to examination: 50 percent of the current per credit hour tuition rate for each credit hour attempted by examination.

Credit by placement examinations which offer credit for multiple courses may be priced at a lower rate than 50 percent of the current credit hour tuition rate at the discretion of the appropriate division dean. All parts of multiple course examinations must be satisfactorily completed to receive credit for any of the individual courses included in the multiple course examination.

**College Level Examination Program (CLEP)**

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

Students interested in CLEP testing should contact the Testing/Assessment Center (402-437-2626) for information and testing arrangements. CLEP subject exams cost approximately $50 per examination. Some colleges do not accept CLEP credits as transfer credits. Transfer students should carefully investigate minimum CLEP scores established by other colleges.
Conduct Expectations

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

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

Academic Warning
Students failing at mid-term will receive a written mid-term progress report from the Student Services Office specifying the course work which is below acceptable standards.

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

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

• These students will be notified of their academic probationary status by a letter from the campus Dean of Student Services.

• Upon such notification, these students should immediately see their program chair/advisor to determine the course of action to be taken and to determine the procedure necessary to be removed from academic probation.

• Students who raise their CGPA to a 2.00 or higher by the end of the probationary term will automatically be removed from academic probation.

• Students will continue on academic probation if they achieve a term GPA of 2.00 or greater but have a total cumulative GPA of less than 2.00.

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

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

Students who have extenuating circumstances may appeal suspensions by notifying the Dean of Student Services within three school days after receipt of the suspension letter.

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

Programs and divisions that wish to establish academic probation and suspension standards that are stricter than these guidelines may do so with permission of the Vice President for Instruction. However, these standards must be published and distributed to students and Student Services personnel. Programs and divisions which establish standards that differ from College standards stated herein will be responsible for notifying affected students of these standards and the students' academic standing as well as maintaining program/division records with respect to these students.

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

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

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

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

1. Cheating and plagiarism, knowingly furnishing false information to the College, forgery, alteration or misuse of College documents or records. (See Academic Integrity)

2. Disruption or obstruction of teaching, research, administration, disciplinary procedures or other College activities or public service functions.

3. Physical or verbal abuse of any person 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 person. This abuse includes all forms of harassment and discrimination.

4. Participating in or inciting a riot or an unauthorized or disorderly assembly.
5. Seizing, holding, commandeering or damaging any property or facility of the College, or threatening to do so.
6. Refusing to depart from any property or facility belonging to or being used by the College upon a reasonable request of an authorized College official.
7. Unlawful possession, use, distribution, or under the influence of illicit drugs, alcohol or controlled substance on College owned or controlled property or at any College sponsored event.
8. Obstructing the free movement of persons or vehicles on College premises or at College activities.
9. Possession of dangerous chemicals, explosives, firearms or items used as a weapon on College owned or controlled property or at College sponsored or supervised functions without prior authorization from College officials.
10. Littering, defacing, destroying, vandalizing or damaging property owned or being used by the College.
11. Removing College property or property assigned to the College without authorization.
12. Unauthorized entry onto College property or property under the control of the College.
13. Unauthorized use of College equipment or facilities.
14. Violating campus parking and/or driving regulations.
15. Violating College policies, rules or regulations.
16. Discrimination or harassment on the basis of race, color, religion, sex, age, marital status, national origin, ancestry, veteran status or disability.
17. Disorderly conduct or lewd, indecent or obscene conduct on College owned or controlled property or at College sponsored or College supervised functions.
18. Theft of property, money, or other items deemed College/student possessions/property.

Student Rights & Responsibilities

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

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

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

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

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

Disciplinary Procedures

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

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

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

C. Probation - A written reprimand for alleged violation of specific rules or regulations. The probation notice will specify a period of time for which specific privileges may be withheld or for which the student has the opportunity to exhibit corrective behavior. Violation of any College rule or regulation during the probation period may cause for additional disciplinary action. Students who violate policies, rules or regulations are generally granted warning and sometimes probation prior to suspension or dismissal from the College. HOWEVER, SUSPENSION OR DISMISSAL MAY BE THE FIRST ACTION TAKEN WHEN THE MISCONDUCT IS SERIOUS AND SUCH ACTION IS DEEMED APPROPRIATE.
D. Suspension - Exclusion from attending classes and all student activities. The student will be excluded for a definite period of time not to exceed one year. The letter of suspension will state the terms of the exclusion and the conditions for readmission to the College. The Dean of Student Services is responsible for administering suspensions and dismissals.

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

Disciplinary Hearing

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

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

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

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

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

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

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

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

E. The student shall be advised of appeal procedures.

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

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

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

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

Reasonable Accommodations

Grievances may be processed on either an informal or formal basis.

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

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

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

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

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

Reasonable Accommodation:

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

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

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

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

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

Section 1: Purpose

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

Section 2: Definitions

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

Grievant: A student who files a grievance.

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

Days: Shall be defined to mean school days.

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

Section 3: Informal Procedure

An attempt should be made by both parties to resolve the grievance immediately and at the lowest level of involvement. The grievance must be raised within five (5) days from the date the grievant could have reasonably gained knowledge thereof, but in no event, more than twenty (20) days from the occurrence giving rise to the grievance. If the problem is not resolved at this level, the formal grievance procedure may be initiated. Students are encouraged to seek resolution of the grievance through the informal procedure.

Section 4: Formal Procedure

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

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

Step 1.1 Requesting and Completing an Appeal Form

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

The completed form must include the following information:

• The grievant’s name, address and phone number
• A full description of the problem
• Where appropriate, the remedy requested
• Whether the grievant desires to appear in person at the appeal hearing to review the grievance.

Step 1.2 The campus Dean of Student Services, will, within five (5) days, call together the Campus Student Grievance Committee. The campus Dean of Student Services or the dean’s designated substitute will serve as chairperson of the Campus Grievance Committee.
**Grievance/Hearing Committee**

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

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

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

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

**Grievance Hearing Guidelines**

1. The student may request to appear in person to review the complaint. Such a request must be indicated on the formal grievance form. Committee members, the student and witnesses will receive copies of the formal grievance.
2. The student will be notified in writing of the date, time and place of the hearing.
3. Hearings are not open to the public, or to College staff not specifically invited by the involved parties to participate in the hearing.
4. Witnesses will be excused after their statements are given and questioning has ended.
5. Conformity to technical rules or judicial procedures is not required. The chairperson may make any procedural procedures necessary to expedite the hearing, to exclude unreliable or prejudicial evidence, and to safeguard the confidentiality of statements and evidence given at the hearing. Specific procedures will be explained by the committee chairperson prior to the beginning of the meeting or hearing.
6. The student may have witnesses and an advisor of his/her choice, who have specific knowledge of the grievable situation, to be selected from faculty, staff or student body of the College. (See Sect 6: Use of Legal Counsel for exception to these guidelines.) In no instance will another person be permitted to speak independently for the student or in his/her stead.
7. Students are responsible for notification of their selected advisors and/or witnesses, and they are responsible to inform the committee chairperson prior to the hearing of selected advisors’ and/or witnesses’ intentions to attend the hearing.
8. The chairperson may expel or exclude from the meeting or hearing any persons who fail to comply with the procedures or rulings of the chairperson.
9. After hearing the testimony of the student and witnesses concerning the grievance or alleged misconduct, the committee members will discuss the case in closed session.
   a) The committee shall review the relevant evidence submitted by the grievant and that offered by the individual, department, or program against which the grievance is directed.
   b) A response to the grievant shall be prepared in an appropriately accessible format, by the chairperson or member(s) appointed by him/her after a review of the evidence.
10. The committee shall review and consider the information presented and consult with appropriate College staff. After review and consideration, the committee may decide to:
   a.) uphold the action taken;
   b.) grant the remedy requested; or
   c.) select an alternative solution.

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

12. If the student fails to appear at a scheduled hearing, and has not requested a continuance with reasonable basis for continuance, the committee will proceed on the basis of available evidence. An audio recording will be made of the testimony presented.

13. The decision of the committee will be communicated in an appropriately accessible format to the student, committee members, Vice President/Campus Director, and the Vice President for Student Services within five (5) days. The committee shall also provide the student with the name, address, and contact information for the next step in the appeal process.

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

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

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

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

Discrimination

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

Drug, Alcohol and Controlled Substance Policy

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

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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 breath-testing device operated by a breath-testing device operator.

Student violations of the standards as stated in the above 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.

Step 4. Appeal to the College President

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

Step 5. Appeal to the Board of Governors

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

1. If the grievant is not satisfied with the decision of the President, he/she may request in writing a hearing before the Board of Governors.
2. The request must be made in writing.
3. The hearing before the Board of Governors will be held as scheduled by the Board Chair.

Step 6. External Avenues for Redress

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

Section 5: Withdrawal

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

Section 6: Use of Legal Counsel

Hearings are not intended to be a judicial-type adversary procedure, but simply a fair and ample opportunity for both sides to present facts. Neither party will be allowed the presence or use of legal counsel at any stage of the procedure unless the student is concurrently facing criminal charges generated by the same incident. In this case, the student would be allowed the right of passive assistance of counsel in the hearing and appeals procedure, but the legal counsel may not speak in behalf of the student, nor in his/her stead. If, in this instance, the student utilizes legal counsel, the College also retains the right to have legal counsel present in a similarly passive role.
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 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 conduct which would obstruct the proper administration of a test. A delay in providing the urine or breath specimen could be considered a refusal. If a student cannot provide a sufficient urine specimen or adequate breath, he/she will be evaluated by a physician of the College’s choice. If the physician cannot find legitimate medical explanation for the inability to provide a specimen (either urine or breath), it will be considered a refusal to test. In that circumstance, the student will be subject to dismissal.

Drug Urinalysis: Drug testing will be performed through urinalysis. Urinalysis will test for presence of drugs and/or metabolites of the following controlled substances:
1) marijuana, 2) cocaine, 3) opiates, 4) amphetamines, and 5) phencyclidine (PCP). The urinalysis procedure starts with the collection of a urine sample. Urine specimens will be submitted to and all confirmatory tests shall be performed by a clinic, hospital or laboratory which is licensed pursuant to the federal Clinical Laboratories Improvement Act of 1967, 42 U.S.C. 263a, or which is accredited by the College of American Pathologists for testing. As part of the collection process, the specimen provided would be split into two vials: a primary vial and a secondary vial. A certified laboratory will perform initial screening on all primary vials. In the event that the primary specimen test is positive, a confirmation test of that specimen will be performed before being reported by the laboratory to the Medical Review Officer (MRO) as a positive.

A written record of the chain of custody of the specimen shall be maintained from the time of the collection of the specimen until the specimen is no longer required. All laboratory results will be reported by the laboratory to a MRO designated by the College. Negative test results shall be reported by the MRO to the College. Before reporting a positive test to the College, the MRO will attempt to contact the student to discuss the test results. If the MRO is unable to contact the student directly, the MRO will contact the College management official, designated in advance by the College, who will 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 days.
Alcohol Tests: The College will perform alcohol tests using an evidential breath-testing device. The College will utilize the evidential breath-testing device provided by a vendor or agent. Students shall report to the site of the evidential breath-testing device as directed by the College. The evidential breath-testing device will be operated by the breath alcohol technician. The student shall follow all instructions given by the breath alcohol technician. Students with tests indicating breath alcohol concentration in excess of U.S. Department of Transportation “DOT Regulations” are considered to have engaged in conduct prohibited by this procedure which may result in disciplinary action up to and including dismissal.

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

Confidentiality: The results of any urinalysis conducted under this procedure shall be made available to the student, the Vice President for Student Services, and the campus Dean of Student Services. The results of such tests shall not otherwise be divulged to any other person except when necessary for the conduct of the College’s student affairs. The College shall not be precluded, however, from divulging such test results upon request to agencies of local, state, or federal government; in any administrative or judicial proceeding wherein the results of such a test are relevant to the issues involved; or when the College is required to divulge such test results by subpoena.
Chapter 4 - Student Services

STUDENT SERVICES

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

The SCC Placement Centers are known for their success in linking graduates with representatives of business and industry who are eager to hire them. 90% or more of Southeast Community College graduates regularly report placement in jobs or continued education.

- Academic Support
  Career Advising Services
- Campus and Student Life
- Clubs and Organizations
- On-Campus Policies and Services
Academic Support

Career Advising Services

Career advising services are available to students, alumni and the general public. The planning process includes assistance in matching students to potential careers that merge values, interests and abilities and help in researching academic and career paths. The Career Advising Center at each campus can provide the following services:

Academic Advising

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

Alumni

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

Placement Services

Lifetime placement services are offered to SCC graduates to assist in their search for employment. Placement services include career advising, posting of job listings, job referrals, resume assistance, interviewing techniques, on-campus interviews and career fairs.

BEATRICE

All students about to graduate are required to complete a graduation survey. Information collected is used to assist students in finding jobs and completing follow-up reports. Students and alumni seeking employment can register with the Placement Office. Registered individuals are sent job opportunities weekly via US postal mail and email at the request of the students or alumni. Students and alumni may also receive assistance with resumes, interviewing and networking by contacting the Placement staff. Employers may interview students on campus for upcoming full-time positions.

LINCOLN

Full-time Employment for Graduates

• The Placement Office is available to assist current students and alumni, without charge, in their search for full-time training related employment. This is a lifetime service for SCC alumni. After completion of the Graduation Application in the final quarter before graduation, students will have full-time employment information sent directly to them via e-mail or US mail.

Part-time Student Employment

• Students who are enrolled for six (6) or more credit hours and are looking for work while attending SCC may contact the Part-time Job Locator. Student may continue to keep in contact with the Job Locator until they find a part-time job.

Services provided for full-time and part-time employment include:

• Resume and interview skills assistance
• Posting of job openings on the Job Boards located outside the Learning Resource Center, T-100 and Energy Square
• Publication of the Job Bulletin, distributed weekly
• Coordination of on-campus interviews
• Organization of on-campus Job Fairs

MILFORD

Employers are informed by letter when each class will graduate. When an employer lists a job opportunity with the Placement Office, students and graduates are notified. If requested, the Placement Office supplies student names and brief résumés of students who wish to be considered for the position. Employer on-campus visits are also scheduled so interested students have the opportunity for interviews. Many students receive job offers prior to graduation.
Services to Students with Disabilities
Southeast Community College provides services for students with disabilities. Information regarding accommodations for students with disabilities is available from the campus Student Services Office. Students who are requesting an accommodation based on a documented disability are advised to make the request known as soon as possible to ensure timely service. Failure to do so may result in delayed admission and/or accessibility to College programs and services.

Student Diversity
Southeast Community College seeks to recruit and retain students from a variety of cultures, races and ethnic groups. The College values the heritage and differences each student brings to the campuses and classrooms. SCC offers activities, services and recognitions celebrating diversity. Southeast Community College believes that it is the right of all students to obtain an education in a college environment free from all forms of discrimination or harassment, including sexual and racial harassment. Any student who believes he or she has been the subject of discrimination or harassment should report the incident to a member of the College’s professional staff or administration. Assistance is also available directly from the Affirmative Action/Equity/Diversity Office located in the Area Office.

Testing and Assessment
Students who wish to take 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. In some cases, in lieu of placement testing, students can submit ACT scores or college transcripts that demonstrate ability to be successful in college level course work. See the Career Advising Center on each campus for details.

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 overcome class, social and cultural barriers to higher education. The goal of the program is to increase retention, graduation and transfer rates from two- to four-year institutions of eligible students. TRIO/SSS is available to 150 SCC students who have applied and have been accepted each year.

To qualify students must meet one of the following criteria:
- Be a first-generation student (neither parents a 4-year college graduate)
- Fall within the Federal TRIO Program low-income guidelines
- Qualified Individual with a documented disability

Demonstrate academic need, as evidenced by one of the following:
- College entrance scores (COMPASS, ASSET, ACT) indicating academic need
- High school grade point average of 2.00 or less (C)
- College grade point average of 2.00 or less (C)
- Enrollment in developmental courses
- Early evidence from college performance indicating academic risk
- Individual assessment made by counselor or referral

As a TRIO/SSS student, you will be assigned an academic counselor to help you succeed in college.
- You and your counselor will jointly develop and Individual Success Plan.
- You will have access to Intensive academic advising, personal counseling, tutoring, mentoring, laptop computers, the textbook lending programs, and assistance with transferring to four-year colleges.
- You will benefit from personal assistance in applying for and managing financial aid, as well as TRIO/SSS grant aid to those that qualify.
- You will participate in guided career exploration and job shadowing.
- You will enjoy taking part in special off-campus cultural activities, leadership and campus visits with other TRIO/SSS students.

TRIO Upward Bound
TRIO Upward Bound is a new grant funded program awarded to Southeast Community College by the U.S. Department of Education. The goals of Upward Bound are to help academically at-risk students in grades 9 through 12 stay in school, graduate and prepare to enter and succeed in college. The program targets low income, first generation students for assistance. First generation students are those whose parents had not graduated from a 4 year college.

The SCC Upward Bound program began September 01, 2003 and is based on the Beatrice Campus. The college is partnering with three southeast Nebraska high schools to serve 50 eligible students. Participating high schools are Beatrice, Fairbury, and Southern (Wymore-Blue Springs).

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

For more information visit the TRIO Student Support Services offices on your campus.
Beatrice – Kennedy Center L141
Lincoln – Lower Level, Learning Resource Center (LRC)
ESQ - by appointment only
Milford – Eicher Technical Center-Room 100Q

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For more information visit The Upward Bound staff - Beatrice campus, Jackson Hall room 411.
Tutoring Services
Career Advising Services provide free tutorial services, in many subject areas, to students taking credit classes. Tutoring services depend on the availability of volunteer student tutors. See the locations listed below to obtain information about tutoring availability, times, and locations.

BEATRICE
Student Retention/Multicultural Recruitment Office

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

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

Campus/Student Life
Announcements & Cancellations

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

Cancellations - When classes are cancelled, every effort is made to contact the media by 7 a.m. or earlier. The following media will be notified if classes are cancelled:
- Television:
  - Channel 10-11-KOLN-KGIN TV (Lincoln)
  - Channel 8-KLKN TV (Lincoln)

Radio:
- KZKX/KFRX (Lincoln), KLIN (Lincoln), KFGE (Lincoln), KGMT/KUTT (Fairbury), KTGL, KNDY (Marysville, KS), KWBE (Beatrice)

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.

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 judgement in making travel decisions.

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

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

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

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

Radio:

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. A bulletin board for students to advertise items for sale is available on the second floor. All announcements and notices posted must be approved by the Student Services Office and hung only on bulletin boards.

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

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

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

Radio:
- WOW (Omaha), KZKX (Lincoln)

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.

Athletics

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

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

Southeast Community College athletic participation is governed by the eligibility rules of the National Junior College Athletic Association.

Cheerleading -Beatrice
Cheerleading is an activity designed for students to promote school spirit by organizing rallies and leading the cheering section at home athletic events. Tryouts are held in June.

Intramural Athletics
Each campus of Southeast Community College offers intramural sports/recreational activities for any full- or part-time student enrolled in credit division courses. Intramural sports are arranged by the 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 more 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.

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

Cafeteria/ Food Service
The College provides food service on each campus. Vending machines are also available.

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

Students eating in the snack bar are requested to be considerate of others. Reasonable cleanliness and appearance in dress are expected, and it is requested that shoes be worn, shirts buttoned and dirty gym clothes covered with a jacket or shirt.

LINCOLN
The campus operates a cafeteria located in the main hallway near the front entrance and is open to SCC students, personnel and the general public. The cafeteria serves breakfast and lunch, and a snack menu throughout the afternoon and evening hours. Vending machines and a microwave are also available in the cafeteria area. Catering service is available by special arrangements.

Students are asked to use the student center to study or socialize during the busiest dining time—9:45 a.m. -1 p.m. All cafeteria customers are requested to bus their dishes and leave the table clean for the next person.

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

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

Students eating in the cafeteria are requested to be considerate of others. 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 Ara Mark, a private contractor, and is managed by their personnel. The manager has the right to refuse service to individuals who ignore or fail to comply with established standards of good health, conduct, appearance and dress.

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

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

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

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

The Child Development Center located on the Lincoln campus provides SCC-Lincoln students with first-priority status for developmental child care. A professional staff provides care and education for the center’s children. Since children are enrolled on a first-come, first-served basis according to age groups, early contact is advised. Services are available for children aged six weeks to 12 years. Hours allow flexibility for students' schedules.

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

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

The Beatrice campus provides information to those needing day care services.

Contact Student Services for more information.

**Student Ambassadors**

Student Ambassadors is an organization 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. Ambassadors are selected by each program and meet once a month. If you are interested in becoming an ambassador, contact your program supervisor.

**Student Centers**

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

**Wellness/Fitness Center**

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

**Student Fees**

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

**Student Senate**

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

**Student Identification Cards (I.D.S)**

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 transferrable. A $5.00 fee is charged to replace lost cards. Photo times will be announced and taken at the following locations.

BEATRICE

Learning Resource Center (LRC)

LINCOLN

Switchboard

MILFORD

Assessment Center

**Student Organizations**

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

**Student Organization Guidelines**

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

**Clubs & Organizations**

**BEATRICE**

**AGRIBUSINESS CLUB** - The Agribusiness Club is an active organization designed for students enrolled in the Agriculture Business & Management Technology program at SCC-Beatrice. Students develop leadership skills by participating in the club’s activities which in turn improves their qualifications for professional employment. The members and officers of the Agribusiness Club are specifically charged with the responsibility to encourage high levels of participation in the club’s activities. Learning the skill of involvement is highly sought by employers who seek new members of their company who can remotivate their current workforce and thus become more productive.

**AGRONOMY CLUB** - The Agronomy Club allows students to actively participate in an ag-related activity. The SCC Crops Lab houses an excellent preserved and displayed collection of crop, rangeland grass and weed samples for student learning. This collection also includes a wide range of weed and crop seed samples as well as horticulture plants. Teams from the Agronomy Club 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.

**CROPS JUDGING CLUB** - This club of students learns to expertly judge a variety of crops and participates in county fairs and other competitions.
HORTICULTURE CLUB - Horticulture Club members learn to cultivate and show flowers and ornamental plants. Participants also join in social and educational activities designed to further their professional development.

LICENSED PRACTICAL NURSES ASSOCIATION OF NEBRASKA (LPNAN) - LPNAN is a student 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.

LIVESTOCK JUDGING CLUB - This club provides leadership development and support for students who want to participate in college level livestock judging competitions. Members 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 travels are raised by the club through various activities. College scholarships are available to members of the Livestock Judging Club.

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

PHI BETA LAMBDA - This group is a national business honorary for College business students. It is the college level equivalent of Future Business Leaders of America. Phi Beta Lambda promotes interest in business administration, accounting and secretarial education and helps members gain self-confidence and develop leadership skills.

PHI THETA KAPPA-ETA ALPHA CHAPTER - This national two-year college honorary organization is comparable to Phi Theta Kappa at a four-year college. It is open to students who have a cumulative grade point average of 3.5 or higher on a 4.0 scale. Students participate in an induction ceremony and must develop an “honors theme” each year. Members are involved as volunteers in a variety of campus and community service projects. They are also eligible to apply for transfer scholarships to four-year institutions. SCC-Beatrice has a thriving chapter composed of about 60 members.

RESIDENCE HALL ASSOCIATION - The Residence Hall Association (RHA) is composed of student wing representatives in the residence halls. Officers include the president, vice president and secretary/treasurer who are elected by a general vote of the residents during the previous spring term. The RHA plans activities, brings issues of concern to the Residence Hall Manager and Assistant Manager and serves in an advisory capacity regarding policy changes. The group meets several times each term and elects wing representatives at the beginning of the fall term.

RODEO CLUB - Rodeo Club provides leadership development and support for students who participate in collegiate rodeo events. Membership is open to all SCC-Beatrice students beginning each fall with new members welcomed throughout the year. The Rodeo Club is affiliated with the Great Plains Section of the National Inter-Collegiate Rodeo Association (NIRA). Club members have the option of joining the NIRA and competing in ten sanctioned Great Plains Rodeos each school year, collecting points to qualify them for the Collegiate National Finals held each June. Additional rodeo event opportunities are available through the Rodeo Club’s work with the Sunrise Sertoma of Beatrice and their sponsorship of a professional rodeo. College scholarships are available to members of the Rodeo Club.

PERFORMING ARTS - BEATRICE

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

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

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

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

LINCOLN

AMERICAN WELDING SOCIETY – SCC Chapter is designed to advance the science and technology of welding and promote the educational opportunities for students.

LINCOLN MANAGEMENT SOCIETY (LMS) provides opportunity for students to gain experience in business activities.

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

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

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

SkillsUSA-VICA is an affiliate of the National SkillsUSA-VICA and organization and prepares America’s high performance workers. SkillsUSA-VICA 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.
Association and is open to students enrolled in any of the construction technology programs. NAHB is designed to enhance educational opportunities for students interested in careers related to residential/light commercial construction remodeling and provides professional growth beyond the classroom environment. The Milford Campus chapter was selected the nation’s "outstanding chapter" for 1990, chosen over Texas A & M and Purdue University, who placed second and third respectively.

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

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

SkillsUSA-VICA is an affiliate of the National SkillsUSA-VICA and organization and prepares America’s high performance workers. SkillsUSA-VICA is designed to provide quality education experiences in leadership, teamwork and character development; it builds and reinforces self-confidence, work attitudes and communication skills and emphasizes high-ethical standards, superior work skills and life-long education.

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

College Colors
The College’s colors are blue and white.
Prohibited Internet Usage Include –
(Appplies to all computers used by students at Southeast Community College):

1. Any receipt, retransmission or destruction of software or data must observe copyright laws, license restrictions and SCC policies. Sharing copyrighted material such as MP3’s and software is strictly prohibited.

2. Copying College-owned or licensed software or data for personal or external use without prior approval.

3. Attempting to modify College-owned or licensed software or data without prior approval.

4. Use of the SCC Internet connection for gambling.

5. Attempting to damage or disrupt operation of computing equipment, data communications equipment or data communications lines. Attempting to create or launch viruses or other malicious programs designed to interfere with the SCC or State of Nebraska computing resources including the Internet access system.

6. In-room connections may not be altered or extended beyond their intended use. No more than one device should be connected to each active network port. Network hubs are prohibited.

7. In-room connections may not be used to provide access to the Internet or SCC resources to individuals not formally affiliated with the College.

8. Any attempt to capture transmissions on the network not addressed to your location is prohibited. In other words, “sniffing” – the digital equivalent of wire-tapping – is not allowed.

9. You may not use the network to attempt to gain access to any data, software or services, without explicit permission of the owner.

10. You may not attempt to conceal or misrepresent your or another’s identity through the use of your network connections. Examples: Never attempt to send electronic mail under an assumed name. Never share your login password with another individual.

11. SCC computing resources, including your in-room connections, may not be used for personal profit, business ventures, or for any political purpose. In particular, these resources may not be used to support or oppose the candidacy of any person for political office, or to support or oppose any ballot question.

12. The network is a shared resource. Excessive use of network resources that interferes or inhibits the use of the network or Internet access of others is prohibited. This includes but is not limited to applications that use a large amount of bandwidth (for example, Quake, Half-life, downloading MP3’s and MPEGs). Sending out mass e-mails and/or spamming is also prohibited. Academic use of the network is top priority.

13. Electronic communications over the network may not be used to send messages that are fraudulent, harassing, obscene, threatening, or other messages that are a violation of applicable federal, state or other law or College policy.

- **Computer Use Violations**

Suspected or alleged violation of this policy should be reported immediately.

**SCC Computer Helpdesk**

402-437-2447 or 1-800-642-4075 ext. 2447

helpdesk@southeast.edu

Administrators have the authority to temporarily suspend network access to a computer that is believed to have been the source of a violation.

Attempts will be made to contact users prior to the suspension of a computer’s network access. An incident report will be filed and appropriate action taken.

Abuse of network and computing privileges is subject to disciplinary action. The appropriate SCC Authorities, beginning with the VP for Technology, will handle violations of this Acceptable Use Policy. Disciplinary actions as a result of violations may include the following:

- Loss of access privileges
- SCC judicial sanctions as defined within the code of student conduct
- Monetary reimbursement to the College or other appropriate sources if responsible for malicious damage to the College network of information systems.
- Expulsion or suspension from SCC
- Prosecution under applicable civil or criminal laws

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

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

**Copyright Restrictions**

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

**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 $15.00 for every insufficient funds check.

**Employment**

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

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

Fax

BEATRICE
Contact the Student Services Office at 402-228-3468.

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 $0.25 per page for each page sent or received.

First Aid

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

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

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

Food and Drinks

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

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

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

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

Smoking and Chewing Tobacco

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

Spitting chewing tobacco is not permitted within the College facilities.

Housing

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

Residence Hall Assistants

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

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

(For information on housing costs, see Tuition & Fees information - Chapter 2 Financial Planning.) Beatrice campus maintains off-campus housing for Parents of All Ages program participants.

Housing Visitation Policy

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

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

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

Learning Resource Centers (LRC) - Library and Media Services
The Learning Resource Centers (LRCs) of Southeast Community College provide an optimal learning environment and a variety of resource materials. Local collections exist to support the needs of students and staff on campus. The LRC collections are also available via remote access. Check with the LRC on your campus for information about access.

Loan policies vary at each location and overdue/replacement fees will be charged and assessed for late or missing materials. A valid Student Identification Card is required to check out materials.

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

Lost and Found

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

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

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

Makeup Testing

LINCOLN
The campus testing center is located in room L-3. The center provides makeup testing services for students who cannot attend their regularly scheduled testing date due to circumstances beyond their control and distance learning class testing. The instructor will complete and attach a "Makeup Test" cover slip to each test completed will be returned to the student to test.

2. Students referred for testing must know the title or name of the test, know the instructor's name, and present a picture ID or positive identification by SCC personnel.

3. It is very important that the test be available in the testing center once permission has been given for the student to test.

4. Students will have a maximum of two (2) weeks from their date of return to complete a makeup test. Tests not completed will be returned to the instructor and will become ineligible for utilization in the testing center.

5. Instructors are responsible for picking up the completed tests.

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

Mail

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

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

Outgoing - A mailbox for outgoing mail is located in the Kennedy Center near the Administrative Office and in the mail room in Hoover Hall.

LINCOLN
Lincoln campus does not have student housing and therefore does not have incoming or outgoing mail for students.

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

Name
Southeast Community College-Milford
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. Students should not request deliveries or personal mail be sent to the campus.
### Newspapers

**BEATRICE**

The **Storm Warning** is a weekly bulletin of current events and news, that is produced by the student activities coordinator and is distributed on campus each Monday.

Students may work on the campus newspaper, **The Challenge**, in a variety of capacities if they have experience from high school, another college, or a commercial newspaper. Positions are open for reporters, photographers, and page layout designers who are familiar with Pagemaker software. Students receive one hour of college credit.

**LINCOLN**

The **Source** is a weekly bulletin of current events and news, that is produced by the student activities coordinator and is distributed on campus each Monday.

Deadline for submitting articles and news items is the preceding Thursday at 12 noon. Items should be submitted to the Student Activities Office located in the student center. The activities coordinator prepares the publication and serves as editor.

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

**MILFORD**

The Daily Announcements is a bulletin of current events and news that is distributed throughout the campus at designated locations.

The Milford Campus newspaper, **The Technician**, is published once each term by the student activities coordinator. Campus news and activities make up the articles with the programs in one department featured each term.

### Notary

**BEATRICE**

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

**LINCOLN**

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

### Parking and Driving

Parking is available to students on each campus. Some parking spaces are reserved and designated for persons with disabilities. Parking in these designated areas requires a special permit.

Driving or parking is not permitted on grassy surfaces or other non-established 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. Campus speed limits and all state and local traffic regulations must be observed. Driving against the normal flow of traffic is not allowed.

**BEATRICE**

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

**PARKING**

- **Driving**
  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.

- **Student parking** is located in the lots west of the residence halls and the areas in the lot east of Kennedy Center.

- **Residential student parking** is designated in the lot west of Hoover Hall.

- **Parking** in these designated areas requires a special permit.

- **No vehicle** is permitted to occupy more than one stall.

- **Improper parking** will result in a citation and fine.

- **Fines** will increase as noted on the fine.

- **General student parking** is not allowed in the following designated areas and will result in a citation and fine:
  - visitor parking
  - handicapped parking (without visible permit)
  - designated NO PARKING or restricted zones
  - service entrances
  - Family Resource Center lot west of Adams Hall

### Other Regulations

1. Parking fines may be paid at the Business Office located in the Kennedy Center. Hours are 8 a.m. - 5 p.m., Monday through Friday.

2. Failure to pay fines will result in the following:
   - Fine will increase as noted on the citation.
   - Student may not register for next term.
   - Transcripts will not be issued.

3. Students who have repeated parking violations and unpaid fines will be subject to having their vehicle towed at their expense plus the expense of the violation.

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

Snow Removal Parking Regulations

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

2. Roosevelt/Kennedy Center parking lot: The day after it snows, all Roosevelt residents will be required to move their vehicles to the Truman Center parking lot by 10:30 a.m., after the snow has been removed.

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

LINCOLN

Driving

1. While driving on campus, each student is expected to follow all state, local and College driving regulations.

2. Campus speed limits for all motorized vehicles are 20 m.p.h. unless otherwise posted.

Parking

1. Students may park in any parking lot unless otherwise posted.

2. A parking area for motorcycles is designated in both the south and north parking lots.

3. General student parking is not allowed in the following designated areas:
   a) Reserved for SCC Board of Governors
   b) Handicapped Parking (without visible special permit)
   c) On campus streets, drives or service drives.

4. Vehicles left overnight without prior approval are subject to being towed. To obtain approval call the physical plant, 402-437-2570.

Violation Fees

Illegally parked vehicles will be ticketed and violators will be required to pay parking fines according to the fine schedule. Repeat offenders’ vehicles may be towed away at the owner’s expense.

Parking ticket fines must be paid prior to the deadline stated on the ticket and are payable at the Cashier’s Office in Student Services, room E-1. Failure to pay fines according to campus rules and regulations will result in disciplinary action.

Handicapped Parking Permits

Handicapped parking permits are available at the city clerk's office located in the City/County Building, 550 So. 10 St. For either a permanent or temporary permit a doctor’s statement stating need will be required. The fee for either permit is $5.

SCC Temporary Permit

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

Downtown Energy Square ESQ Parking

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

MILFORD

Parking Permits

1. All students are required to register the vehicles they will be driving on campus. All vehicles parked on campus must have a valid permanent or temporary parking permit.

2. Permits are available on the day of class registration or from the parking office in the Physical Plant Building. Hours: 7:30 a.m. - 12 noon and 1 - 4:15 p.m.

3. Parking permits are valid for the student’s enrollment period.

4. One vehicle permit and one motorcycle permit are allowed to each student at no cost. A $6 fee is charged for additional permits.

5. Temporary permits are available and valid for ten school days. They must be visible before parking on campus.

Driving

1. While driving on campus, each student is expected to follow the regulations and traffic policies established by the College, and all state and local traffic regulations.

2. The speed limit on campus is 15 miles/hour.

Parking

1. Student parking lots are located west of the residence halls. This is the only area for student parking.

2. Motorcycle parking, staff parking, production parking, visitor parking, cafeteria staff parking and handicap parking areas are designated by signs.

Student parking is not allowed in designated areas without a visual permit.

3. Faculty overflow parking is in the student lot only. Vehicles will be ticketed in all other areas.

4. Visitor overflow parking is in the student lot.

5. Staff loading and unloading materials must have permission from the Physical Plant Office and must park in designated area immediately after loading or unloading.

Visitor Parking

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

Violation Fees

1. Improper parking in student parking - $5 fine; Winter parking violations - $15.

2. All other parking violations - $15 fine.

3. Students who have repeated violations will be subject to their vehicle being towed or boot at their expense plus the expense of the parking violation. Towing charges will be paid by the violator to the tow service. Booting charges of $20 will be paid to the Parking Office.

4. Persons receiving parking tickets who have not paid their fines within 5 school days will be sent a letter from the Campus Parking Office, stating that the fine will be doubled.

5. Fines are paid to the Parking Office located in the Physical Plant Building.

6. Persons who have acquired a parking permit may receive a replacement permit if identifiable remnants of the original permit are presented to the Campus Parking Office. Persons unable to comply with this requirement must submit an acceptable statement that the original permit has been destroyed and is not available. All violations incurred on the old permit will be charged to the original permit holder.
Appeals

1. Violations may be appealed to the Parking Violations Appeals Team which meets the first and third Friday of each month at 9:45 a.m. in the Physical Plant Conference Room.

2. The Parking 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 elected by the Dean of Student Services.

2. The Parking Violations Appeals Team will meet the first and third Friday of each month at 9:45 a.m. in the Physical Plant Conference Room.

3. A Parking Appeals Form must be completed and turned in to the Parking Office prior to 4 p.m. of the 5th class day (first day begins the date the violation was received.) A copy of the violation must accompany this form for the appeal to be accepted.

4. Upon returning this properly completed form with violation notice attached, the appeal will be forwarded to the Parking Violations Appeals Team.

5. The student or staff filing the appeal must attend a hearing before the Parking Violations Appeals Team within 15 class days from the date of the violation or be assessed the fine.

Other Regulations

1. Outdoor repair of automobiles on or off the student parking lot is discouraged.

2. Inoperable vehicles will be towed at owner's expense if on campus property an unreasonable length of time.

3. Major mechanical work is not allowed on campus or in parking areas.

4. For your safety, we suggest you keep your car doors locked. Do not leave valuables in your car. Purchase and installation of smooth "Theft Proof" lock knobs are advised.

5. Responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not an acceptable excuse for violation of parking regulations.

6. Operation of snowmobiles on all College property is prohibited.

7. All vehicles must be removed from campus over the winter and summer breaks.

Winter Parking (Nov. 1 - March 31)

1. All student vehicles parked overnight (10 p.m. to 7 a.m.) are to be parked in the designated Winter Parking Area - sections B, C, and D in student parking, or the crushed rock area.

2. No vehicles are to remain in the faculty/staff parking lot overnight. Faculty and staff who are off-campus overnight with a College vehicle are to park their personal vehicles in the parking area to the east of the Physical Plant Building.

3. Production vehicles, where the work is completed and being held for payment and pickup, are to be parked in the enclosed production storage area or if space is not available, parked west of the Physical Plant Building. Other production vehicles parked along the Welsh Street are to be parked to the east end of the street.

4. Vehicles left overnight in undesignated student parking areas and faculty/staff parking lots will be ticketed and subject to being towed at the owner's expense.

Photocopy

Coin-operated photocopy machines are available for student use in the LRC on each campus. Copyright restrictions apply.

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

Computer Software - SCC welcomes student use of all available computer facilities for completion of school-related projects. SCC provides excellent software for use in the computer labs and classrooms. Students are not to use software other than the software installed on the SCC machines and are not to modify the computers' directory structure in any way. According to federal regulations, the unauthorized operation or duplication of software is a prosecutable crime.

Telephone

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

Tools

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

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

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

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

- ABE/GED/ESL/Citizenship
- Agriculture
- Business
- Community Services
- Computer Training
- Customized Training Services
- Family and Consumer Science
- Health
- Industrial & Technical Trades
- Personal Enrichment & Leisure
- Transportation
Skills for a lifetime.

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

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

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

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

Management Development
- Hiring and Firing
- ISO9000
- Performance Management
- Planning and Control
- Quality Management
- Strategic Planning
- Team Building

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

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

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

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

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

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

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

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

Gold Medal Management Program
The Gold Medal Management program is designed to instruct borrowers in financial and production management. Specific topics include: identify and write family and business goals; prepare and complete a balance sheet and an income statement; develop a family and business cash flow budget; construct specific enterprise records that permit enterprise analysis; and identify and define the level of risks related to production, marketing, technology, and the financial areas of the family business. This program was specifically designed to meet the needs of individuals who have borrowed from the Farm Service Agency.

Other classes have been designed to assist farmers and ranchers understand money management and cash flow, tax planning and preparation, and the utilization of computer software programs that assist in making agricultural decisions.

Business

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

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

Computer Training

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

Seminars/Classes
Customized Training Services can assist in finding the program that will provide training, retraining or upgrading employees’ skills through a variety of seminars and classes including: management, team development, microcomputer training, office skills training, small business management, adult basic skills, retail classes, and technical training. SCC has quality, affordable classes and seminars packed with information, techniques, and tools that can make organizations more effective. In addition, these programs provide participants with valuable resource materials that will continue training after the event has concluded.

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

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

The WorkKeys system from American College Testing (ACT) is an effective network of information services designed to help bridge this skills gap. By providing individuals with reliable information regarding their own workplace skill levels and the skill levels required by jobs, WorkKeys empowers individuals to make informed career decisions.
Driver Education & Safety
Providing individuals the opportunity to enhance skill levels and the skill levels required in the state of Nebraska are courses such as Driver Education, Smart Drivers, Defensive Driving, CDL, Motorcycle Off Road Driving, and Motorcycle Safety.

Family & Consumer Science
Continuing Education is dedicated to helping individuals and families identify and obtain certain competencies that will enhance their life skills, improve home environments and the quality of personal and family life.

Courses are designed to meet the needs of persons who wish to upgrade job skills and knowledge, prepare for useful employment, and personal improvements. These basic concepts comprise the subject matter areas in the fields of: child development, family relations, and foods/nutrition. Special activities include training school food service supervisors, in-service training for Child Care Providers, single parent workshops, and culinary updates for family and consumer science teachers.

Health
SCC offers training programs and courses for adults who wish to become health care providers, who need to upgrade their skills, or who are required to maintain their professional licensure by acquiring Continuing Education Units (CEUs). SCC is approved by the Nebraska Department of Health as a training agency for EMTs and nursing assistants. The College is also an approved training agency by the American Heart Association.

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

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

Home Improvement
A variety of classes designed to meet the educational, occupational, and recreational needs of area residents related to the fields of Furniture Repair, Home Construction, House and Home, and Sprinkler Repair.

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

Personal Enrichment
A variety of classes, leisure oriented, are designed for personal enrichment. The Personal Enrichment Division is divided into areas such as: Animal Care, Arts/Crafts/Hobbies, Audio/Video, Communication, Dance, Floristry, History, Horticulture, Languages, Music, Needlework, Party Planning, Personal Development, Recreation, Sports and Fitness, Science, Sewing, and Woodworking. Each area provides a variety of courses available to public each term.
Chapter 6 - Distance Education

DISTANCE EDUCATION

SCC is pleased to offer high quality courses in a variety of non-traditional mediums to students. Distance Education serves students who need ways to access quality education and professional development at nontraditional times, in nontraditional places and with nontraditional formats. Distance learning courses use the same curriculum and meet the same standards as those offered on SCC’s three campuses.

Several state of the art teaching technologies are used in the delivery of the distance learning courses. SCC offers credit courses comprised of telecourses (audio and video cassettes), fiber-optics, Internet, NEB*SAT (satellite based courses), and off-campus courses.

- Telecourses
- Fiber Optics
  - Medical Coding Diploma
  - Criminal Justice
  - Off Campus Courses
- Online/Internet
- Distance Learning Academy
Going the Distance
Video Telecourses

Telecourses are a collaborative project of Nebraska ETV, Nebraska colleges and
universities and the Public Broadcasting Service (PBS). The goal is to enable
remote learners to earn an Associate of Arts degree through distance learning.
Students participate in Going the Distance through telecourses. Telecourses are fully
accredited college-level courses available through VHS tapes checked out from the
Lincoln Campus Learning Center (LRC) or available through some local cable TV
systems or the Nebraska ETV network. Students watch videos and read textbooks
instead of attending lectures. Exams are arranged and some courses require
students to attend limited campus activities such as labs, field trips, group discussions,
or oral presentations.

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.
Southeast Nebraska Distance Learning
Consortium (SNDLC). A fiber optic system
in southeast Nebraska that includes four
SCC locations (Beatrice, Lincoln, Milford,
Energy Square), Peru State College,
Educational Service Units (ESU) 3, 4, 5, and
6, and more than 50 public school districts.
Academic as well as vocational course
offerings are available through this system.
Both day and evening courses are available.
Public school districts that are connected to
the system include Arlington, Beatrice, Blair,
Bruning, Centennial, Chester-Hubbell-
Byron, Conestoga, Crete, Davenport,
Dawson-Verdon, Deshler, Diller, Elkhorn,
Elmwood/Murdock, Exeter, Fairmont, Fort
Calhoun, Friend, Fillmore Central,
Gretta, Heartland, Johnson/Brock,
Lewiston, Louisville, Malcolm, Meridian,
Milford, Millard, Nebraska City, Nemaha
Valley, Norris, Palmyra, Papillion, Pawnee
City, Plattsmouth, Ralston, Southeast
Consolidated, Seward, Shickley, Southern,
Sterling, Syracuse, Tecumseh, Tri County,
Valley, Waverly, Weeping Water, Westside,
Wilber/Clatonia, and York.

Medical Coding Diploma

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

Criminal Justice

Central Community College and Northeast
Community College, in cooperation with
Southeast Community College, provides
graduates the opportunity to enter the
occupation of Criminal Justice. This
program allows the student to maintain
residency in their hometown area.
Students pursuing an education in
Criminal Justice can complete the
program’s general education courses and
support level courses at Southeast
Community College. The majority of
Criminal Justice courses will be taken
from Central Community College by
satellite delivered to a Southeast
Community College campus site.
The criminal justice program provides the
skills and knowledge necessary for entry-
level employment in law enforcement,
corrections, probation, security, loss
prevention, rehabilitation, youth
development centers and domestic
violence centers. In addition, this program
offers an avenue of professional
development for persons already working
in these fields.
Although the associate of applied science
degree is intended to prepare graduates for
immediate employment, many courses will
transfer to four-year colleges and
universities. A student who is interested in
pursuing a baccalaureate degree should
consult an adviser, the transfer guide, and
the catalog of the four-year institution.

Off Campus Courses

Off campus courses are conducted within
the College Area, but not at one of the
SCC campuses. Credit classes meet the
approved curriculum, meet the same
criteria and have the same course number
as a campus class and are taught by an
instructor approved by the College. Some
credit courses may have prerequisites or
minimum required scores on an
assessment test prior to registration.
ASSET, COMPASS, and ACT/SAT scores
are frequently used to determine
placement. Courses are frequently held at
local high school facilities and students
may get the college course to meet high
school requirements.
Online/Internet
SCC OnLine addresses the changing nature of work, home life, and learning with the creative use of educational technology. You are at the gates of our virtual campus, a campus that extends SCC’s educational programs to learners around the globe.

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

SCC OnLine is growing. A substantial list of online classes are currently available.

Programs currently provided via the Internet are:

Business Administration
Students interested in pursuing a degree in Business Administration can do so online. Students will earn an Associate of Applied Science degree in Business Administration and can focus in one of three areas: Accounting, Marketing or Nursing Home Administration. Please contact a Business Program Chair for additional information or contact the Admissions Office at any one of our campus locations.

Radiologic Technology
Students interested in pursuing a degree in Radiologic Technology can take the classroom instructional portion of the program on campus or online. The clinical courses are supervised and held at approved accredited medical centers. Radiography programs prepare individuals to safely use radiation to produce images of the human body for diagnostic purposes. Graduates of this program are eligible to take the national examination of the American Registry of Radiologic Technologists. This program is accredited by the Joint Review Committee on Education in Radiologic Technology.

Respiratory Care
Students interested in pursuing a degree in Respiratory Care can do so on campus or online starting July 2003. This program is designed to prepare a student to function as a qualified Respiratory Care Practitioner. Upon completion of the program, the graduate is eligible to take the national examination and apply for a state license. Clinical practice for the program is provided in cooperation with a variety of health care facilities throughout the region. This program is accredited by the Committee on Accreditation of Respiratory Therapy.

Surgical Technology
The Surgical Technology program provides a planned course of study and clinical practice in the operating room. Students are trained to function as an important member of the surgical team. Clinical experience is provided in cooperation with health care institutions. Graduates are eligible to take the national certification examination to become a Certified Surgical Technologist. Students interested in pursuing this degree can do so on campus or online web based delivery. This program is accredited by the Commission on Accreditation of Allied Health Education Programs.

Food Service Training Courses
Employees of health care facilities and school food service that need certification would be interested in this program. Classes can be accessed day and night from any computer with online capabilities. Taking one year to complete on a part-time basis, students can become eligible to take the Dietary Managers Association certifying exam after completing the courses and a preceptorship. The classes offered online for the Food Service Training certificate are the first 12 classes in the Food Service/Hospitality Program. To complete the Food Service/Hospitality Program requirement, students would continue their education on campus. School food service students with enough work experience and taking the Healthy Edge 2000 class can become certified managers through the American School Food Service Association. Contact Lois Cockerham at 1-800-828-0072, ext. 2467 or lcockerh@southeast.edu for more information.
Distance Learning Academy
The SCC Distance Learning Academy allows students to take classes on-line while remaining in your community and region. At the same time SCC works with your local community college and local hospital 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 your local community college or through the Distance Learning Academy and then begin their health care provider programs with SCC instructors who teach the courses on-line. The on-line classroom allows instructors and students to engage in discussion and interactions through modern technology. Depending on the agreements reached with local hospitals the on-line portion of the program can serve students anywhere in the nation or world.

Your local hospital or clinic provides 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. Your investment is based on the likelihood that the medical technologists educated right in your own community or region are very likely to remain there to work in your hospitals and clinics.

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

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

SCC will work with your local hospital or clinic to develop a plan for addressing your needs, including whether or not SCC can assist you. One issue will be to determine whether there are sufficient procedures in your surgery, respiratory care, and/or radiology departments to provide the necessary clinical settings for students.

Contact Bob Morgan, Director, Distance Learning Academy at 402-228-3468 ext. 272 or bmorgan@southeast.edu for more information.
Chapter 7
Programs of Study

Academic Transfer
Agriculture Business & Management Technology
Architectural-Engineering Technology
Associate Degree Nursing
Auto Collision Repair Technology
Automotive Technology
Building Construction Technology
Business Administration
Computer Aided Drafting & Design Technology
Computer Programming Technology
Construction Electrician - IBEW Option
DaimlerChrysler (CAP) - College Automotive Program
Deere Construction & Forestry Equipment Tech
Dental Assisting
Diesel Technology - Farm
Diesel Technology - Truck
Early Childhood Education
Electrical & Electromechanical Technology
Electronic Servicing & Electronic Engineering Technology
Electronic Technology - Navy Option
Fire Protection Technology
Food Service/Hospitality
Ford (ASSET) - Automotive Student Service Educational Training Program
General Motors (ASEP) - Automotive Service Educational Program
Graphic Design
Heating, Ventilation, Air Conditioning & Refrigeration Technology
Human Services
John Deere Ag Parts
John Deere Ag Tech
Laboratory Science Technology
Land Surveying/Civil Engineering Technology
Machine Tool Technology
Manufacturing Engineering & CAD Technology
Mass Media
Medical Assisting
Medical Laboratory Technology
Microcomputer Technology
Motorcycle, ATV, & Personal Watercraft Technology
Nebraska Law Enforcement
Nondestructive Testing Technology
Office Technology
Parts Marketing & Management
Practical Nursing
Professional Truck Driver Training
Radiologic Technology
Respiratory Care
Surgical Technology
Visual Publications
Welding Technology
General Education Requirements

Every Program of Study requires students to take General Education classes as well as Program’s Core classes. To complete an associate of applied science, associate of arts or associate of science degree at Southeast Community College, a student must successfully complete a minimum of 22.5 quarter credits; selected from the general education core areas. A certificate program must complete one course from the core areas, and a diploma program must complete one course in two core areas. Two exceptions are the Professional Truck Driver Training Certificate and the Food Service Training Certificate.

Students should work with their advisors to select the most appropriate general education courses for their program of study. Transfer students should work closely with the college to which they plan to transfer.

<table>
<thead>
<tr>
<th>General Education Core Areas: 22.5</th>
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<tbody>
<tr>
<td>• ORAL COMMUNICATION</td>
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<tr>
<td>• WRITTEN COMMUNICATION</td>
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<tr>
<td>• MATHEMATICS</td>
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<tr>
<td>• SCIENCE</td>
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<td>• SOCIAL SCIENCE</td>
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<td>• HUMANITIES</td>
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<tr>
<td>• COMPUTER TECHNOLOGY</td>
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</table>

General Education Requirements

(ORAL & WRITTEN COMMUNICATIONS are required for all Associate Degrees.)

<table>
<thead>
<tr>
<th>Oral Communication</th>
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<tbody>
<tr>
<td>SPECH1090 Fundamentals of Human Communication</td>
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<tr>
<td>SPECH1110 Public Speaking</td>
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<tr>
<td>SPECH2810 Business and Professional Communication</td>
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<tr>
<th>Written Communication</th>
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<tbody>
<tr>
<td>ENGL1000 Written Communications</td>
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<tr>
<td>ENGL1010 Composition I</td>
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Mathematics: 4.5

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<th>Mathematics:</th>
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<tbody>
<tr>
<td>MATH1000 Basic College Mathematics</td>
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<tr>
<td>MATH1040 Business Math</td>
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<tr>
<td>MATH1080 Applied Algebra &amp; Trigonometry</td>
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<tr>
<td>MATH1100 Intermediate Algebra</td>
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<tr>
<td>MATH1150 College Algebra</td>
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<tr>
<td>MATH1180 Elementary Statistics</td>
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<tr>
<td>MATH1400 Applied Calculus</td>
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<tr>
<td>MATH1600 Calculus &amp; Analytic Geometry I</td>
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<tr>
<td>MATH2030 Contemporary Mathematics</td>
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<td>MATH2450 Applied Statistics</td>
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Science: 4.5-7.5

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<tr>
<th>Science:</th>
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<tbody>
<tr>
<td>BIOS1010 General Biology</td>
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<tr>
<td>BIOS1090 General Botany</td>
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<tr>
<td>BIOS1110 Biology of Microorganisms</td>
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<tr>
<td>BIOS1140 Human Anatomy &amp; Lab</td>
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<tr>
<td>BIOS1210 Human Anatomy &amp; Physiology</td>
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<tr>
<td>BIOS1220 Human Anatomy &amp; Physiology</td>
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<tr>
<td>BIOS2130 Human Physiology</td>
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<tr>
<td>CHEM1050 Chemistry and the Citizen</td>
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<tr>
<td>CHEM1090 General Chemistry I</td>
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<tr>
<td>FSPT3150 Introduction to Nutrition</td>
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<tr>
<td>PHYS1017 Technical Physics</td>
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<tr>
<td>PHYS1110 Survey of Physical Science</td>
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<tr>
<td>PHYS1150 Descriptive Physics</td>
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<tr>
<td>PHYS1410 General Physics I</td>
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<td>PHYS2010 College Physics I</td>
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Social Science: 4.5

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<tr>
<th>Social Science:</th>
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<tbody>
<tr>
<td>ANTH1120 General Anthropology</td>
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<tr>
<td>ECON1200 Personal Finance</td>
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<td>ECON2100 Macroeconomics</td>
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<tr>
<td>ECON2120 Microeconomics</td>
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<tr>
<td>GEOG1420 World Regional Geography</td>
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<tr>
<td>HIST1000 Western Tradition I</td>
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<tr>
<td>HIST1010 Western Tradition II</td>
</tr>
<tr>
<td>HIST2010 American History I</td>
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<tr>
<td>HIST2020 American History II</td>
</tr>
<tr>
<td>HIST2100 Survey of World History to 1500</td>
</tr>
<tr>
<td>HIST2110 Survey of World History 1500 to present</td>
</tr>
<tr>
<td>HIST2960 Survey of African American History</td>
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<tr>
<td>POLS1000 American Government</td>
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<tr>
<td>POLS1040 Comparative Politics</td>
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<tr>
<td>POLS1600 Introduction To International Relations</td>
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<tr>
<td>PSYC1250 Interpersonal Relations</td>
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<tr>
<td>PSYC1810 Introduction to Psychology</td>
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<tr>
<td>SOC1101 Introduction to Sociology</td>
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<tr>
<td>SOC1102 Diversity in Society</td>
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<tr>
<td>SOC1215 Issues of Unity and Diversity</td>
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Humanities: 4.5

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<th>Humanities:</th>
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<tbody>
<tr>
<td>ARTS1010 Introduction to Visual Arts</td>
</tr>
<tr>
<td>ARTS1050 Introduction to Art History &amp; Criticism I</td>
</tr>
<tr>
<td>ARTS1060 Introduction to Art History and Criticism II</td>
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<tr>
<td>ARTS2650 Native American Art</td>
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<tr>
<td>ARTS2750 Women in Art</td>
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<tr>
<td>HUMS1100 Introduction To Humanities</td>
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<tr>
<td>MUSC1010 Introduction To Music</td>
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<tr>
<td>PHIL1010 Introduction To Philosophy</td>
</tr>
<tr>
<td>PHIL1060 Applied Ethics</td>
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<tr>
<td>PHIL1150 Critical and Creative Thinking</td>
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<tr>
<td>SPAN1010 Elementary Spanish I</td>
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<tr>
<td>THEA1120 Introduction To Theatre</td>
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Computer Technology: 4.5

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<tr>
<th>Computer Technology:</th>
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<tbody>
<tr>
<td>BSAD1010 Microsoft Applications I</td>
</tr>
<tr>
<td>INFO1010 Computer Literacy</td>
</tr>
<tr>
<td>INFO1117 Microcomputer Applications</td>
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</tbody>
</table>

See page 64 for a complete list of General Education Courses.
ACADEMIC TRANSFER PROGRAM

Southeast Community College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges. Credits are therefore acceptable by most colleges and universities in the United States. Even though most courses listed under the Academic Transfer program are approved for transfer to most colleges and universities, you should consult with your advisor, the Registrar’s office in Beatrice and Milford or Career Services in Lincoln to be sure the courses you take are applicable to the degree you are seeking. Advisors, Career Services in Lincoln and the Registrar’s office in Beatrice and Milford will provide the latest information that is available. It is ultimately the student’s responsibility to check with the institution where credits are being transferred.

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:

- Mississippi Valley State University
- York College
- Wayne State College
- University of Nebraska-Kearney
- Union College
- Peru State College
- University of Nebraska-Kearney
- University of Nebraska-Lincoln
- University of Nebraska-Omaha
- Wayne State College
- York College

These four-year colleges and universities have approved course articulation agreements with Southeast Community College.

ACCOUNTING

- Financial Accounting
- Cost Accounting

AGRICULTURAL SCIENCES

- Animal Science
- Crop Production
- Grazing Livestock Systems
- Horticulture
- Veterinary Science
- Veterinary Technologist

ARCHITECTURE

- Art
- Art History

BUSINESS ADMINISTRATION

- Accounting
- Advertising
- Broadcasting
- News-Editorial
- Public Relations

LIBERAL ARTS AND SCIENCES

- Anthropology
- Astronomy
- Biological Sciences
- Chemistry
- Computer Science
- Economics
- Environmental Studies
- Foreign Language
- Geography
- Geology
- History
- Humanities
- Mathematics
- Philosophy
- Physics
- Political Science
- Psychology
- Sociology
- Spanish
- Speech
- Statistics
- Management
- Marketing
- Medical Technology
- Music
- Natural Resources
- Nursing
- Occupational Therapy
- Pharmacy
- Physical Education
- Pre-Professional Studies
- Pre-Chiropractic
- Pre-Dentistry
- Pre-Medical
- Pre-Optometry
- Pre-Veterinary

FOOD SCIENCE AND TECHNOLOGY

- Food Science
- Nutrition
- Nutrition Education
- Food Science Technology

HUMAN RELATIONS

- Human Relations

INFORMATION SYSTEMS

- Information Systems

INTERIOR DESIGN

- Interior Design

JOURNALISM AND MASS COMMUNICATION

- Advertising
- Broadcasting
- News-Editorial
- Public Relations

MUSIC

- Music

NURSING

- Nursing

PHYSICAL EDUCATION

- Physical Education

PHARMACY

- Pre-Pharmacy

PRE-MEDICAL

- Pre-Medical

PRE-MEDICAL

- Pre-Medical

PRE-MEDICINE

- Pre-Medical

PRE-MORTUARY SCIENCE

- Pre-Mortuary Science

PRE-MEDICAL

- Pre-Medical

PRE-VETERINARY

- Pre-Veterinary

SOCIAL WORK

- Social Work

TEXTILES

- Textiles

CLOTHING AND TEXTILES

- Clothing and Textiles

BUSINESS ADMINISTRATION

- Business Administration

COMPUTER SCIENCE

- Computer Science

ENGINEERING

- Engineering

ENGINEERING MECHANICS

- Engineering Mechanics

INDUSTRIAL RELATIONS

- Industrial Relations

MINING

- Mining

NATURAL RESOURCES SCIENCE

- Natural Resources Science

NUCLEAR

- Nuclear

PETROLEUM

- Petroleum

 See page 64 for a complete list of General Education Courses.
ACADEMIC TRANSFER
Beatrice and Lincoln Campuses
ASSOCIATE OF ARTS DEGREE OR
ASSOCIATE OF SCIENCE DEGREE
Prepares students for transfer to a senior
college/university.

To receive an A.A. or A.S. degree from either
the Beatrice or Lincoln Campus, a student
must meet the requirements stated in this catalog.
Mathematics classes numbered below 1150 and
other classes numbered below 2000 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 of 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 master the following minimum requirements
to enroll in academic transfer courses.
1. Minimum proficiency in reading and writing,
either at the original entrance assessment,
subsequent assessment or in courses that
address these competencies prior to
enrollment in courses requiring these
competencies.

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

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

Academic Transfer
Associate of Arts
Degree (A.A.)
The associate of arts degree is for
students who plan to complete their first two years of
a bachelor’s degree at Southeast Community College
before transferring to a college or university. Students
are encouraged to meet with their advisor and
receiving college or university to determine a
program of transfer courses that will meet the
requirement for the student’s field of study.

Credit Hours Required for Graduation:          90.0

<table>
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<tr>
<th>COURSE#</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>ENGL1010</td>
<td>*Composition I</td>
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<tr>
<td>ENGL1020</td>
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<tr>
<td>ENGL2560</td>
<td>*Technical Writing</td>
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<tr>
<td>PHIL1110</td>
<td>*Business Communications</td>
<td>3.0</td>
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<tr>
<td>B. Speech **</td>
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<tr>
<td>SPCH1000</td>
<td>*Public Speaking</td>
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<tr>
<td>SPCH2110</td>
<td>*Business &amp; Professional Communication</td>
<td>3.0</td>
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<td>C. Mathematics/Logic **</td>
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<td>MATH1150</td>
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<td>MATH1200</td>
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<td>MATH1300</td>
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<td>4.0</td>
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<tr>
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<td>MATH2030</td>
<td>*Contemporary Mathematics</td>
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<td>PHIL1210</td>
<td>*Introduction to Modern Logic</td>
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</tr>
<tr>
<td>MATH2450</td>
<td>*Applied Statistics/Bea</td>
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</tr>
<tr>
<td>D. Natural Science with lab **</td>
<td>12.0</td>
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</table>
| (One course from Biological Science and one
from Physical Science) |

| BIOL1010 | General Biology | 4.0 |
| BIOL1100 | Biology of Microorganisms | 4.0 |
| BIOL1140 | Human Anatomy/Physiology | 4.0 |
| BIOL1210 | Human Anatomy & Physiology/Bea | 4.0 |
| BIOL2130 | Human Physiology/Physiology/Physiology/Bea | 4.0 |
| PHYS1350 | Basic Nutrition | 4.0 |

PHYSICAL SCIENCE

| CHEM1050 | *Chemistry and the Citizen/Lin | 4.0 |
| CHEM1090 | *General Chemistry I | 4.0 |
| GEOG1500 | *Physical Geography | 4.0 |
| GEOG1010 | *Physical Geography | 4.0 |
| GEOG1060 | *Environmental Geology | 4.0 |
| LBST1103 | *Applied Chemistry I/Lin and Lab | 4.0 |
| LBST1106 | *Applied Chemistry II/Lin and Lab | 4.0 |
| LBST1111 | *Applied Chemistry I/Lin and Lab | 4.0 |
| LBST1112 | *Applied Chemistry II/Lin and Lab | 4.0 |
| PHYS1030 | *Astronomy | 4.0 |
| PHYS1110 | Survey of Physical Science/Bea | 4.0 |
| PHYS1150 | *Descriptive Physics | 4.0 |
| PHYS1410 | *General Physics I | 4.0 |
| PHYS2010 | *College Physics I/Bea | 4.0 |

E. Humanities ** | 13.5 |

1. Literature or Philosophy | 4.5 |

| ENGL1510 | *Introduction to Creative Writing | 4.0 |
| ENGL2050 | *Modern Fiction | 4.0 |
| ENGL2100 | *Introduction to Literature | 4.0 |
| ENGL2140 | *Introduction to Shakespeare | 4.0 |
| ENGL2150 | *Introduction to Women’s Literature | 4.0 |
| ENGL2160 | *Children’s Literature | 4.0 |
| ENGL2440 | *African American Literature | 4.0 |
| ENGL2450 | *Native American Literature | 4.0 |
| ENGL2460 | *Latin/o & Latin American Literature | 4.0 |
| ENGL2520 | *Fiction Writing | 4.0 |
| * Course has a pre-requisite or placement test
| ** A course may only be used to satisfy one
graduation requirement

| ENGL2530 | *Poetry Writing | 4.0 |
| PHIL1010 | *Introduction to Philosophy | 4.0 |
| PHIL1060 | *Applied Ethics | 4.0 |
| PHIL1150 | *Creative & Critical Thinking | 4.0 |
| PHIL2130 | *Biotech | 4.0 |
| PHIL2610 | *Comparative Religions | 4.0 |

2. Take one class in any two different
fields below | 9.0 |
| ARTS1010 | Introduction to Visual Arts (Art Appreciation) | 4.0 |
| ARTS1050 | Introduction to Art History and Criticism I | 4.0 |
| ARTS1060 | Introduction to Art History and Criticism II | 4.0 |
| ARTS1110 | Beginning Drawing I/Bea | 4.0 |
| ARTS1210 | Design & Composition/Bea | 4.0 |
| ARTS1330 | Beginning Ceramics I/Bea | 4.0 |
| ARTS2510 | Beginning Painting I/Bea | 4.0 |
| ARTS2650 | Native American Art | 4.0 |
| ARTS2750 | Women’s Art | 4.0 |
| BRDC1710 | Survey of Electronic Media/Bea | 4.0 |
| BRDC2780 | Public Relations Strategies & Techniques/Bea | 4.0 |
| ENGL1510 | *Introduction to Creative Writing | 4.0 |
| ENGL2050 | *Modern Fiction | 4.0 |
| ENGL2100 | *Introduction to Literature | 4.0 |
| ENGL2140 | *Introduction to Shakespeare | 4.0 |
| ENGL2150 | *Introduction to Women’s Literature | 4.0 |
| ENGL2160 | *Children’s Literature | 4.0 |
| ENGL2440 | *African American Literature | 4.0 |
| ENGL2450 | *Native American Literature | 4.0 |
| ENGL2460 | *Latin/o & Latin American Literature | 4.0 |
| ENGL2520 | *Fiction Writing | 4.0 |
| ENGL2530 | *Poetry Writing | 4.0 |
| GERM1010 | Elementary German I | 4.0 |
| GERM1020 | Elementary German II | 4.0 |
| GERM2010 | Second Year German I | 4.0 |
| GERM2020 | Second Year German II | 4.0 |
| HUMS1200 | *20th-Century Arts & Ideas | 4.0 |
| JOUR1810 | Introduction to Mass Communications/Bea | 4.0 |
| JOUR1820 | *News Writing & Reporting | 4.0 |
| MUSC1010 | Introduction to Music | 4.0 |
| MUSC1610 | Music Theory I/Bea | 4.0 |
| MUSC2720 | Music History & Literature I | 4.0 |
| MUSC2730 | Music History & Literature II | 4.0 |
| MUSC2750 | Music History & Literature I | 4.0 |
| PHIL1010 | *Introduction to Philosophy | 4.0 |
| PHIL1060 | *Applied Ethics | 4.0 |
| PHIL1150 | *Creative & Critical Thinking | 4.0 |
| PHIL2130 | *Biotech | 4.0 |
| PHIL2610 | *Comparative Religions | 4.0 |
| PHOT1730 | Beginning Photography/Bea | 4.0 |
| SIGN1050 & 1070 *American Sign Language 1 & 2 | 4.0 |
| SIGN2020 & 2040 *American Sign Language 5 & 6 | 4.0 |
| SPCH2050 | *Oral Performances of Literature | 4.0 |
| SPAN1010 | Elementary Spanish I | 4.0 |
| SPAN1020 | *Elementary Spanish II | 4.0 |
| SPAN2010 | *Second Year Spanish I | 4.0 |

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts,
   GED scores, and/or other college
   transcripts.
3. Check with an advisor to determine
   whether the COMPASS assessment test is
   needed. This requirement may be waived if
   the applicant has sufficiently high and
   recent ACT scores or has successfully
   completed necessary college-level
   prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a
   high school diploma or GED, check with a
   counselor to determine a preparatory plan.

COURSE# HRS
C HRS 7
_ programs
Page 66

See page 64 for a complete list of General Education Courses.
COURSE HRS

1. Social/Behavior Science 4.5
   (One class from the following)
   ANTH1120 General Anthropology
   PSY31250 Interpersonal Relations/Lin
   PSY31150 Introduction to Psychology
   SOC11000 Introduction to Sociology
   SOC12100 Women’s History/Lin
   SOC31250 Issues of Unity & Diversity
   SPCH2110 Intercultural Communication/Lin

2. Economics or Political Science 4.5
   (One class from the following)
   ECON2120 Microeconomics
   ECON2110 Macroeconomics
   POLS1000 American Government
   POLS1600 Introduction to International Relations/Lin

3. Geography or History 4.5
   (One class from the following)
   GEOG1420 World Regional Geography
   HISTORY1000 Western Tradition I/Lin
   HISTORY1010 Western Tradition II/Lin
   HISTORY1020 American History I
   HISTORY2000 World History to 1500
   HISTORY2110 World History since 1500
   HISTORY2200 World History since 1500
   HISTORY2960 Survey of African American History/Lin

4. The fourth class taken from any of the following: 4.5
   (One class from the following)
   ANTH1120 General Anthropology
   HISTORY2320 Introduction to Archaeology/Lin
   ECON2210 Macroeconomics
   ECON22120 Microeconomics
   GEOG1400 Intro to Human Geography
   GEOG1420 World Regional Geography
   HISTORY1000 Western Tradition I/Lin
   HISTORY1010 Western Tradition II/Lin
   HISTORY1020 American History I
   HISTORY2010 American History I
   HISTORY2020 American History II
   HISTORY2100 World History to 1500
   HISTORY2110 World History since 1500
   HISTORY2960 Survey of African American History/Lin

The following:
   The fourth class taken from any of the following:
   (One class from the following)
   HISTORY2960 African American History/Lin
   HISTORY2110 World History since 1500
   HISTORY2010 American History I
   HISTORY2020 American History II
   HISTORY2100 World History to 1500
   HISTORY2110 World History since 1500
   HISTORY2960 Survey of African American History/Lin

See page 64 for a complete list of General Education Courses.

Academic Transfer Associate of Science Degree (A.S.)

The associate of science degree is for students who plan to complete their first two years of a bachelor’s degree in engineering, science, mathematics, or pre-professional programs. Students are encouraged to meet with their advisor and receiving college or university to determine a program of transfer courses that will meet the requirement for the student’s field of study.

Credit Hours Required for Graduation: 90.0

Course # Course Title Credit Hrs

A. Written Communication ** 9.0
   ENGL1010 *Composition I and
   ENGL1020 *Composition II or
   ENGL2560 *Technical Writing or
   ORFT1100 *Business Communications

B. Speech ** 4.5
   (One class from the following)
   SPCH1000 Fundamentals of Human Communication
   SPCH1110 Public Speaking
   SPCH2100 Business & Professional Communication/Lin

C. Mathematics/Logic ** 9.0
   MATH1150 *College Algebra
   MATH1180 *Elementary Statistics/Lin
   MATH1200 *Trigonometry
   MATH1300 *Precalculus
   MATH1400 *Applied Calculus
   MATH1600 *Calculus & Analytical Geometry I
   MATH1700 *Calculus & Analytical Geometry II
D. Natural Science with lab ** 12.0

(One class from Biological Science and one class from Physical Science)

PHYSICS SCIENCE

CHEM1050 *Chemistry and the Citizen/Lin
CHEM1090 *General Chemistry I
GEOL1010 Physical Geology/Li
GEOL1060 Environmental Geology
LBST1101&1102 Chemistry I and Chemistry II with Chem I & II with Labs

PHYS1030 *Astronomy
PHYS1110 Survey of Physical Science/Bea
PHYS1250 *Descriptive Physics
PHYS1410 *General Physics I
PHYS2010 *College Physics I/Bea

E. Humanities

ARTS1010 Introduction to Visual Arts (Art Appreciation)
ARTS1050 Introduction to Art History and Criticism I
ARTS1060 Introduction to Art History and Criticism II
ENGL2500 *Modern Fiction
ENGL2140 *Introduction to Literature
ENGL2150 *Introduction to Shakespeare
ENGL2160 *Children's Literature
ENGL2440 *African American Language
ENGL2460 *Native American Literature
ENGL2461 Latina/o & Latin American Literature

GERM1010 Elementary German I

GERM1020 *Elementary German II
GERM2010 *Second Year German I
GERM2020 *Second Year German II

HUMS1100 *Introduction to the Humanities
HUMS1200 *20th-Century Arts & Ideas

MUSC1010 Introduction to Music

PHIL1010 *Introduction to Philosophy
PHIL1060 *Applied Ethics
PHIL1150 *Creative and Critical Thinking
PHIL2130 *Bioethics
PHIL265 *Comparative Religions

SPAN1010 Elementary Spanish I

SPAN1020 *Elementary Spanish II

SPAN2010 *Second Year Spanish I
SPAN2020 *Second Year Spanish II

SPAN3030 *Intensive Conversation

SPAN4800 *Intensive Writing

SPAN2000 *Accelerated Second Year of Spanish

F. Social Sciences ** 4.5

ANTH1120 *General Anthropology
ECON2110 Macroeconomics
ECON2120 Microeconomics
PSYC1250 Interpersonal Relations

PSYCH1100 Introduction to Psychology

SOCI1010 Introduction to Sociology

G. Race, Ethnicity & Gender ** 4.5

ARTS250 *Native American Arts

ARTS2750 Women in Art

ENGL2135 Introduction to Woman’s Literature

ENGL2440 *African American Literature

ENGL2450 *Native American Literature

ENGL2460 *Latin/o and Latin American Literature

HIST1820 Survey of Asian History

HIST2110 African American History/Lin

SOCI1020 Diversity in Society

SOCI2080 *Women in Contemporary Society

SOCI1500 Issues of Unity & Diversity

SPCH2110 Intercultural Communication/Lin

H. Electives that fulfill the Associate Degree Requirements: 42.0

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

ACCT2120 Principles of Accounting I
ACCT2110 Principles of Accounting II

AGRI1131 Crop & Food Science/Bea

AGRI1141 Livestock Management & Selection/Bea

AGRI1153 Soils & Plant Nutrition/Bea

AGRI1171 Ag Technology/Bea

ARTS1120 *Beginning Drawing II/Bea

ARTS1340 *Beginning Ceramics II/Bea

ARTS2210 *Beginning Graphic Design/Bea

ARTS2250 *Beginning Painting II/Bea

BIOS1090 *General Botany/Bea

BIOS1120 Introduction to Zoology/Bea

BIOS2120 *Human Anatomy & Physiology/Bea

BIOS2410 *General Genetics/Bea

BRDC1710 Survey of Electronic Media

BRDC1860 Radio Workshop/Bea

BRDC2100 Broadcast Media Production/Bea

BRDC2760 Broadcast Management/Bea

BRDC2780 *Public Relations Strategies & Techniques/Bea

BRDC2830 Communication Law & Ethics/Bea

BRDC2860 Radio Workshop/Bea

BRDC2970 Radio Internship/Bea

BSAD1090 Business Law I

BSAD1100 *Business Law II

BSAD2520 Principles of Marketing

BSAD2540 Principles of Management

CHEM1100 *General Chemistry II

CHEM2510 *Organic Chemistry I/Bea

CHEM2520 *Organic Chemistry II/Bea

CHEM2610 Biochemistry I/Bea

CHEM2620 Biochemistry II/Bea

CHEM2640 *Biophysical Chemistry/Bea

CRIM1010 Introduction to Criminal Justice

CRIM1020 Introduction to Corrections

CRIM1030 *Cours & the Judicial Process

CRIM1140 *Reporting Techniques for Criminal Justice

CRIM2000 Criminal Law

CRIM2030 Police & Society

CRIM2050 *Community Based Corrections

CRIM2100 Juvenile Justice

CRIM2150 Social Issues in Criminal Justice

CRIM2200 Criminology

CRIM2220 Criminal Investigation

CRIM2310 Rules of Evidence

CRIM2940 Criminal Justice Internship

DRAF1120 *Beginning Drawing II/Bea

EDUC1080 O’Observation

EDUC1310 Introduction to Education

EDUC2500 Fundamentals of Child Development

EDUC2510 Fundamentals of Education for Education Development

EDUC2610 Fundamentals of Psychology

EDUC2970 Professional Practice Experiences

EDUC2997 Professional Practice Experiences

ENGL1510 *Introduction to Creative Writing

ENGL2520 *Fiction Writing

ENGL2530 *Poetry Writing

FSDT1330 Basic Nutrition

GEOG1500 Physical Geography

GEOG2150 World Regional Geography

GEOG1420 Global Geography

GESCI1500 Physical Geography

GEOG1500 Physical Geography

HIST1000 Western Tradition I/Bea

HIST1010 Western Tradition II/Bea

HIST1810 Survey of Russian History

HIST2010 American History I

HIST2020 American History II

HIST2000 World History to 1500

HIST2100 World History since 1500

HIST2040 Introduction to Health/Bea

HUMS2250 *Introduction to Social Problems

JOUR2050 *News Writing & Reporting/Bea

JOUR1840/1880/2840/2880 *Publications Production/Bea

JOUR2970 *Communication Internship/Bea

LBST2162&2172&2163A&2173* *Biochemistry I & II w/lab/Lin

MATH2080 *Calculus & Analytic Geometry III

MATH2090 *Differential Equations/Bea


MUSC1220/1230/2220/2230/2290/2220 Individual Instruction in Brass/Bea

MUSC1240/1250/2240/2250/2280/2290 Individual Instruction in Woodwinds/Bea

MUSC1260/1270/2260/2270 Class Piano I, II, III, IV/Bea

MUSC1410/1420/2340/2400/2410/2420 College Chorus/Bea

MUSC1430/1440/2420,2440,2450 Vocal Ensemble: Showcase Singers/Bea

MUSC1480/1490,2480/2490,2500/2510 College Band/Bea

MUSC1610 *Music Theory I/Bea

MUSC1620 *Music Theory II/Bea

MUSC2520/2530,2540/2550,2580/2590 Individual Instruction in Piano/Bea

MUSC2720 Music History & Literature I

MUSC2730 Music History & Literature II

MUSC2750 Introduction to American Music

PHED1000 Lifetime Fitness/Lin

PHOT1750 Beginning Photography

PHOT1760 *Creative Photography/Bea

PHOT1780 *Color Photography/Bea

PHOT2750 *Photojournalism/Bea

POLS1010 *American Government

POLS1040 Comparative Politics

POLS1600 Introduction to International Relations

POLS2020 *Introduction to State & Local Government

POLS2300 *Political Parties

PSYC2870 *Psychology of the Personality

PSYC2880 Child Psychology

PSYC2900 Adolescent Psychology

PSYC2950 Introduction to Counseling

PSYC2960 *Life-span Human Development

PSYC2970 *Introduction to Psychological Research

PSYC2980 *Abnormal Psychology

SIGN1010&1030 *American Sign Language I & 2/Lin

SIGN1050&1070 *American Sign Language 3 & 4/Lin

SIGN2020&2040 *American Sign Language 5 & 6/Lin

SIGN2060&2080 *American Sign Language 7 & 8/Lin

SOCIL2010 *Social Problems

SOCIL2250 *Marriage and the Family

SOCIL2260 *Parenting

SPCH2905 Oral Performance of Literature/Bea

THEA1120 Introduction to Theatre

THEA1140 Basic Acting

THEA1860/2850,2860/2880 Theatre Production/Bea

* Course has a pre-requisite or placement test

** A course may meet only one graduation requirement

See page 64 for a complete list of General Education Courses.
Agriculture Business & Management Technology

Offers a scientific background for success in agriculture.

Southeast Community College has a long-standing reputation in agribusiness as a respected provider of concentrated technical ag education. The College provides training relevant to current industry, and maintains a leadership position in exposing students to the most advanced technology and modern methods available, from precision agriculture systems to ultrasound. Students also receive instruction in business fundamentals applicable to ag-related professions, including record keeping, computer software, marketing, and communication.

Student learning is enhanced by experiencing the program’s renowned cooperative internship opportunities throughout the United States and several foreign countries.

SCC offers five areas of focus in the program: agribusiness, horticulture, crops, livestock, and diversified agriculture. After completing a common core of studies, students select program electives in a chosen focus.

Students can elect either the technical associate’s degree (A.A.S.) or the academic transfer-agriculture associate’s degree (A.S.), depending upon their educational and career goals. By agreement, credits earned in the Agriculture program may transfer to many four-year colleges. Please check with the four-year college of choice to determine requirements, and plan an SCC curriculum accordingly.

For more information about this SCC Program of Study, please contact:
Jeff Jensby, Agriculture Business & Management Program Chair

AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY
Beatrice Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares student for careers in agribusiness, horticulture, crops, livestock, and diversified agriculture.

Credit Hours Required for Graduation:

- Associate of Applied Science Degree: 132.0
- Agribusiness Focus: 132.0
- Horticulture Focus: 132.0
- Crops Focus: 132.0
- Livestock Focus: 132.0
- Diversified Agriculture Focus: 132.0
- Certificate: Dairy Technician Certification: 61.5

Students who wish to pursue an associate of science degree in agriculture should refer to the Academic Transfer program. Due to enrollment demands a registration priority for classes in the AGRI program will be followed. Please visit with an SCC-Beatrice advisor.

AGRI CORE COURSES:

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<td>Agribusiness Careers</td>
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<td>AGR1131</td>
<td>Crop &amp; Food Science</td>
<td>4.5</td>
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<tr>
<td>AGR1141</td>
<td>Livestock Management &amp; Selection*</td>
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<td>Ag Technology</td>
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<td>AGR1211</td>
<td>Agricultural Marketing</td>
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<td>Agribusiness Management</td>
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<td>Agribusiness Cooperative Internship</td>
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</tr>
</tbody>
</table>

*Horticulture Focus may substitute AGR1177 Companion Animals.

GENERAL EDUCATION REQUIREMENTS: 22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)

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

No two classes may be selected from the same area.

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

AGRIBUSINESS FOCUS:

<table>
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<tr>
<th>COURSE #</th>
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<td>AGR1135</td>
<td>Basic Fertilizer Management</td>
<td>3.0</td>
</tr>
<tr>
<td>AGR1221</td>
<td>Livestock Nutrition</td>
<td>6.0</td>
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<td>Soils &amp; Plant Nutrition</td>
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<td>Planting and Tillage Equipment</td>
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<tr>
<td>AGR2279</td>
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<td>AGR2280</td>
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<tr>
<td>AGR2288</td>
<td>Agribusiness Focus</td>
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HORTICULTURE FOCUS:

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<td>Soils &amp; Plant Nutrition</td>
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<td>Ag Chemicals &amp; Equipment Application</td>
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<td>Agricultural Electricity and Welding</td>
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<td>AGR2222</td>
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<td>AGR2240</td>
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<td>BIOS1120</td>
<td>Introduction to Zoology</td>
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How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
Southeast Community College Nebraska

### Crops Focus:
- AGRI1135 Basic Fertilizer Management 3.0
- AGRI1153 Soils & Plant Nutrition 6.0
- AGRI2202 Farm & Ranch Management or 6.0
- AGRI2279 Advanced Agr Technology 4.5
- AGRI2219 Pesticide Certification 4.0
- AGRI2220 Ag Chemicals & Equipment Application 4.5
- AGRI2232 Harvesting Equipment 6.0
- AGRI2233 Planting & Tillage Equipment 6.0
- AGRI2265 Irrigation & Water Management 6.0
- AGRI2267 Advanced Marketing 4.5

Select 9 hours from the following:
- AGRI1136 Plant Propagation 3.0
- AGRI1154 Greenhouse Management 3.0
- AGRI2212 Ag Machinery Maintenance 3.0
- AGRI2240 Range & Forage Management 6.0
- AGRI2242 Turfgrass Management 4.5
- AGRI2222 Agriculture Analysis 3.0
- AGRI2253 Grain Management 3.0
- AGRI2280 Advanced Crop 4.5

Crops Focus: 54.0
Electives: 3.0

### Livestock Focus:
- AGRI1221 Livestock Nutrition 6.0
- AGRI2223 Principles of Livestock Feeding 3.0
- AGRI2231 Animal Breeding 7.5
- AGRI2222 Ag Machinery Maintenance 3.0
- AGRI2240 Range & Forage Management 6.0
- AGRI2233 Planting & Tillage Equipment 6.0
- AGRI2245 Animal Health 6.0
- AGRI2248 Artificial Insemination 1.5
- AGRI2254 Advanced Swine Production 4.5
- AGRI2255 Advanced Sheep Production 4.5
- AGRI2256 Advanced Beef Production 4.5
- AGRI2258 Livestock Ultrasound Technology 3.0

Livestock Courses - Take a minimum of 12 credits

- AGRI1135 Basic Fertilizer Management 3.0
- AGRI1136 Plant Propagation 3.0
- AGRI1154 Greenhouse Management 3.0
- AGRI1155 Basic Landscaping 4.5
- AGRI1239 Arboriculture 4.5
- AGRI1242 Turfgrass Management 4.5
- AGRI1245 Animal Health 6.0
- AGRI1248 Artificial Insemination 1.5
- AGRI2222 Agriculture Analysis 3.0
- AGRI2223 Harvesting Equipment 6.0
- AGRI2225 Advanced Sheep Production 4.5
- AGRI2226 Irrigation & Water Management 6.0
- AGRI2280 Advanced Crop 4.5

Livestock Focus: 54.0
Electives: 3.0

### Agribusiness Courses

- AGRI11116 Electric & Gas Welding 2.0
- AGRI11124 Basic Ag Leadership 4.5
- AGRI11132 Horticulture Plant Identification & Selection 4.5
- AGRI11135 Basic Fertilizer Management 3.0
- AGRI11136 Plant Propagation 3.0
- AGRI11143 Equine Management 4.5
- AGRI11145 Ag Electricity & Welding 3.0
- AGRI11153 Soils & Plant Nutrition 6.0
- AGRI11154 Greenhouse Management 6.0
- AGRI11155 Basic Landscaping 4.5
- AGRI11177 Companion Animals 4.5
- AGRI11195 Advanced Electric and Gas Welding 2.0
- AGRI12118 Basic Farm Engines 4.5
- AGRI12121 Livestock Nutrition 6.0
- AGRI12139 Arboriculture 3.0
- AGRI12142 Turfgrass Management 4.5
- AGRI12148 Artificial Insemination 1.5
- AGRI12151 Individualized Laboratory 3.0
- AGRI12157 Live Animal Selection & Carcass Evaluation 4.5
- AGRI12172 Intermediate Live Animal Selection 1.5
- AGRI12188 Golf Course Management 3.0
- AGRI12191 Agribusiness Sales 4.5
- AGRI12192 Advanced Crops 4.5
- AGRI12196 Advanced Landscaping 4.5
- AGRI12197 Advanced Ag Technology 4.5
- AGRI12392 Landscape Maintenance 4.5

### How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Architectural-Engineering Technology

Prepares students for careers in architectural and engineering building technologies.

The Architectural-Engineering Technology program teaches students the basics of the architectural, engineering, and construction processes. Students complete a variety of drafting projects, using both conventional and AutoCAD® with other CAD systems, which are recognized as the accepted standard in the industry. The final quarter is spent applying design and drafting skills to projects for nonprofit and community organizations. In addition, students may join the Associated General Contractors (AGC) student chapter and the National Association of Home Builders (NAHB) student chapters. Both student chapters have received national honors through ARCH2546 are prerequisites for acceptance into the 6th quarter.

Graduates earn an associate of applied science degree. Some students continue their studies at a four-year college to earn a bachelor’s degree. Graduates of the program are trained to be a special member of an engineering team, assisting both the engineer and architect. Students may substitute academic transfer courses for vocational general education courses.

For more information about this SCC Program of Study, please contact:
Dean Roll, Architectural-Engineering Technology Chair

ARCHITECTURAL-ENGINEERING TECHNOLOGY Millford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in architectural and engineering building technologies.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 136.5

Below is a suggested guide for a full-time student to complete an A.A.S. degree in Architectural-Engineering Technology. Graduates of the program are trained to be a special member of an engineering team, assisting both the engineer and architect. Students may substitute academic transfer courses for vocational general education courses.

Please note: Before a student can enroll in ARCH1434, 1436, 2637, ALL prerequisite classes must have the appropriate grade of “C” or above. Corequisite/companion 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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<td>ARCH1107</td>
<td>Heating &amp; Air Conditioning Systems I</td>
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<td>ARCH1115</td>
<td>Light Construction Principles</td>
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<td>ARCH1150</td>
<td>Computer Aided Drafting I (CAD)</td>
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<td>ARCH1208</td>
<td>Heating &amp; Air Conditioning Systems II</td>
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<td>ARCH1210</td>
<td>Elementary Structural Design</td>
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<td>ARCH1224</td>
<td>Plumbing Systems Drafting</td>
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<td>ARCH1226</td>
<td>Heating &amp; Air Conditioning Systems Drafting</td>
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<td>ARCH1240</td>
<td>Computer Aided Drafting II (CAD)</td>
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<td>ARCH1311</td>
<td>Basic Estimating</td>
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<td>ARCH1320</td>
<td>Freehand Drawing for Design Details</td>
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<td>ARCH1328</td>
<td>Structural &amp; Building Systems</td>
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<td>ARCH1329</td>
<td>Structural Concrete &amp; Wood Building Systems</td>
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<td>ARCH1330</td>
<td>Structural Detailing &amp; Design</td>
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<td>ARCH1340</td>
<td>Computer Aided Drafting III (CAD)</td>
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<td>ARCH1434</td>
<td>Fundamentals of Commercial Architecture</td>
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<td>Commercial Architectural Drafting</td>
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<td>ARCH1438</td>
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<td>ARCH2544</td>
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<td>ARCH2546</td>
<td>Site Planning &amp; Surveying</td>
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<td>ARCH2637</td>
<td>Comprehensive Project Design</td>
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<td>ARCH2648</td>
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ARCHITECTURAL-ENGINEERING GENERAL EDUCATION REQUIREMENTS: (22.5 hours)

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
• ORAL COMMUNICATION
• WRITTEN COMMUNICATIONS
(One class from each of three areas below)
• MATHEMATICS (MATH1080 or higher)
• SOCIAL SCIENCE
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

MATH1080 is a prerequisite for ARCH1210 Elementary Structural Design. Students must receive a “C” or better in MATH1080 before enrolling in ARCH1210.

To complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
ASSOCIATE DEGREE NURSING
Lincoln Campus
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers as a registered nurse.

This program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway Street, New York, NY 10006, 212-812-0390, www.nlnac.org

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 108.0

The Associate Degree Nursing program is approved by the Nebraska State Board of Nursing and accredited by the National League for Nursing Accrediting Commission. Graduates are eligible to take the National Council of State Board of Nursing Licensing Examination (NCLEX) for registered nurses. This program provides nursing care education with a high degree of skill in a variety of structured health care settings. Advanced placement is available for the LPN. Contact the program chair for specific information about LPN advanced placement. The following is a list of required courses to complete an A.A.S. degree in the ADN program.

Basic Nursing Assistant status on the Nebraska registry is required.

ASSOCIATE DEGREE NURSING CORE COURSES:

COURSE # COURSE TITLE CREDIT HRS
NURS1304 *Transition** 1.0
NURS1206 *Intro to Professional Nursing 2.0
NURS1305 *Nursing Concepts I 6.0
NURS1306 *Pathophysiology 4.5
NURS1307 *Nursing Concepts II 3.0
NURS2400 *Nursing Assessment 4.5
NURS2403 *Gerontological Nursing Concepts 3.5
NURS2404 *Nursing Concepts III 6.0
NURS2501 *Nursing Concepts-Childbearing Family 6.0
NURS2502 *Nursing Concepts-Child Rearing Family 6.0
NURS2602 *Mental Health Nursing Concepts 6.0
NURS2603 *Nursing Concepts IV 6.5

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

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

ASSOCIATE DEGREE NURSING
GENERAL EDUCATION REQUIREMENTS:

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas:

(Onew class from each of the following areas)
• ORAL COMMUNICATIONS 4.5
• WRITING COMMUNICATIONS 4.5
• COMPOSITION I 4.5
• SCIENCE
BIOS1140 Human Anatomy & Lab 6.0
BIOS1110 Biology of Microorganisms 6.0
BIOS2130 Human Physiology & Lab 6.0
CHEM1050 Chemistry & the Citizen 6.0
FSDT1350 Basic Nutrition 4.5
• SOCIAL SCIENCE
PSYC1010 Introduction to Sociology 4.5

Required Support Courses:
7.5
MEDA1406*Basic Pharmacology 2.0
MEDA1407*Medical Calculations 1.0
PSYC2960 Life-span Human Development 4.5

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

SPECIAL PROGRAM REQUIREMENTS:
1. Basic Nursing Assistant course completed and “Active Status” on Nebraska registry.
2. Specific immunizations per health statement and current CPR card for Healthcare Provider.
3. “C+” grade or better is required in all courses to progress through the program.

Other courses to improve success:
• MEDA1101/MED1102 Medical Terminology I, II
• INFO1010 or BSAD1010 Computer Literacy
• PSYC1250 Interpersonal Relations
• MATH1000 Basic College Mathematics
• PSYC1810 Introduction to Psychology

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Auto Collision Repair Technology

Auto Collision Technology students learn the entry level basics of auto body repair, and master the skills required for today's structural and non-structural body components. They apply concepts to laboratory work on cars and light pick-ups, becoming familiar with new and used products and technologies. In addition to technical skills, students acquire business preparation in applied math, personal finance, management principles, communication, and sales, providing a well-rounded education.

Nebraska's first ASE certified program
Southeast Community College is nationally recognized for its excellence in automotive training. The Auto Collision Repair Technology program was the first program of its kind in Nebraska to be ASE certified by the National Automotive Technicians Education Foundation.

Special Program Requirements
Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired by contacting the program.

Entrance and graduation
Students are admitted to the program in the summer and winter quarters. The program can be completed in six full-time quarters. Graduates of the program earn an associate of applied science degree.

For more information about this SCC Program of Study, please contact:
Bill Vocasek, Auto Collision Repair Technology Chair

AUTO COLLISION REPAIR TECHNOLOGY
Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers in the automotive collision repair industry

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

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 105.0-106.5
The Auto Collision Repair Technology program is ASE certified by the National Automotive Technicians Educational Foundation (NATEF), and is the only 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.

AUTO COLLISION REPAIR CORE COURSES:

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<td>AUTB1160</td>
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<td>AUTB1455</td>
<td>Safety Restraints Systems</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTB1460</td>
<td>Collision Repair Lab IV</td>
<td>3.5</td>
</tr>
<tr>
<td>AUTB1465</td>
<td>Refinishing Lab II</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTB2550</td>
<td>Suspension &amp; Alignment Theory</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTB2555</td>
<td>Automotive Heating &amp; Air</td>
<td>1.0</td>
</tr>
<tr>
<td></td>
<td>Conditioning</td>
<td></td>
</tr>
<tr>
<td>AUTB2560</td>
<td>Brake Systems</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTB2565</td>
<td>Collision Repair Lab V</td>
<td>7.5</td>
</tr>
<tr>
<td>AUTB2650</td>
<td>Collision Repair Lab VI</td>
<td>10.0</td>
</tr>
<tr>
<td>BSAD2270</td>
<td>Professional Selling</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>82.5</td>
</tr>
</tbody>
</table>

AUTO COLLISION REPAIR
GENERAL EDUCATION REQUIREMENTS:
22.5-24.0 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
(Three classes from the five areas below)
• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
AUTOMOTIVE TECHNOLOGY
Lincoln and Milford Campuses
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers in the automotive service and repair industry.

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

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 128.5-130.0

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

AUTOMOTIVE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTT1000</td>
<td>Shop Procedures</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTT1010</td>
<td>Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTT1100</td>
<td>Shop Safety &amp; Repair</td>
<td>2.5</td>
</tr>
<tr>
<td>AUTT1103</td>
<td>Drive Trains</td>
<td>3.5</td>
</tr>
<tr>
<td>AUTT1104</td>
<td>Steering &amp; Suspension I</td>
<td>4.5</td>
</tr>
<tr>
<td>AUTT1105</td>
<td>Automotive Brake Systems</td>
<td>7.0</td>
</tr>
<tr>
<td>AUTT1106</td>
<td>Electrical Concepts</td>
<td>6.0</td>
</tr>
<tr>
<td>AUTT1107</td>
<td>Automotive Heating &amp; AC</td>
<td>6.0</td>
</tr>
<tr>
<td>AUTT1108</td>
<td>Automotive Fuel and Control Systems</td>
<td>8.5</td>
</tr>
<tr>
<td>AUTT1203</td>
<td>Manual Transmission/Transaxle Theory</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTT1204</td>
<td>Steering &amp; Suspension II</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTT1206</td>
<td>Automotive Electricity</td>
<td>3.5</td>
</tr>
<tr>
<td>AUTT1221</td>
<td>Engine Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>AUTT1222</td>
<td>Engine II</td>
<td>11.0</td>
</tr>
<tr>
<td>AUTT1306</td>
<td>Automotive Ignition Systems</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTT1406</td>
<td>Automotive Electronics I</td>
<td>3.5</td>
</tr>
<tr>
<td>AUTT1408</td>
<td>Advanced Engine Performance</td>
<td>9.0</td>
</tr>
<tr>
<td>AUTT1506</td>
<td>Automotive Electronics II</td>
<td>4.0</td>
</tr>
<tr>
<td>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>
</tbody>
</table>

Total: 101.5 hours

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

AUTOMOTIVE TECHNOLOGY
GENERAL EDUCATION REQUIREMENTS:
27.0-28.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

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

(Four classes from the five areas below)
• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
### How to Enroll in This Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

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### Building Construction Technology

In Building Construction Technology, students take part in learning activities related to concrete, masonry, carpentry, drafting, estimating, cabinet making, and house construction. Courses in communication, math, personal finance, human relations and microcomputers provide additional foundation for use in business. Throughout training, students have opportunities to apply concepts and skills to building projects. A key component of the program is building a new house from the planning stages to the final finishing touches.

Students also have the opportunity to participate in the award-winning Associated General Contractors (AGC) student chapter or the National Association of Home Builders (NAHB) student chapter. This affiliation provides an excellent chance to acquire more industry exposure and to make employer contacts.

**Program Entrance and Award**

Students are admitted to the program in the spring and fall quarters. The program can be completed in six full-time quarters, with graduates receiving an associate of applied science degree.

**For More Information about this SCC Program of Study, Please Contact:**

Ron Petsch, Building Construction Technology Chair

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### Building Construction Technology

**Mishawaka Campus**

**Associate of Applied Science Degree**

Prepares students for careers in the residential, remodeling, light commercial and other building construction industries.

**Credit Hours Required for Graduation:**

**• Associate of Applied Science Degree:** 121.0

Students of the Building Construction Technology program take part in learning activities related to concrete, masonry, carpentry, drafting, estimating, cabinet making, and house construction. A grade of “C”, 70% or above, is required in CNST prerequisite courses for graduation from this program.

**Building Construction Technology Courses:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNST1121</td>
<td>Concrete &amp; Masonry Tools &amp; Materials</td>
<td>8.0</td>
</tr>
<tr>
<td>CNST1122</td>
<td>Concrete, &amp; Masonry Applications</td>
<td>7.0</td>
</tr>
<tr>
<td>CNST1223</td>
<td>Residential Blueprint Reading</td>
<td>3.0</td>
</tr>
<tr>
<td>CNST1224</td>
<td>Construction Processes &amp; Practices</td>
<td>5.5</td>
</tr>
<tr>
<td>CNST1225</td>
<td>Tools &amp; Materials</td>
<td>7.5</td>
</tr>
<tr>
<td>CNST1326</td>
<td>Residential Construction Drafting Laboratory</td>
<td>2.5</td>
</tr>
<tr>
<td>CNST1327</td>
<td>Residential Construction Drafting Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>CNST1328</td>
<td>Residential Construction Estimating Laboratory</td>
<td>2.5</td>
</tr>
<tr>
<td>CNST1329</td>
<td>Residential Construction Estimating Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>CNST1331</td>
<td>Drafting Aids &amp; Trends</td>
<td>3.0</td>
</tr>
<tr>
<td>CNST1430</td>
<td>Cabinetry and Carpentry Laboratory</td>
<td>6.5</td>
</tr>
<tr>
<td>CNST1433</td>
<td>Carpentry Theory</td>
<td>10.0</td>
</tr>
<tr>
<td>CNST2352</td>
<td>Residential Construction Applications</td>
<td>9.0</td>
</tr>
<tr>
<td>CNST2357</td>
<td>Residential Construction Principles</td>
<td>2.0</td>
</tr>
<tr>
<td>CNST2627</td>
<td>Building Construction Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>CNST2634</td>
<td>Commercial Construction Drafting Laboratory</td>
<td>2.0</td>
</tr>
<tr>
<td>CNST2636</td>
<td>Commercial Construction Estimating Laboratory</td>
<td>2.5</td>
</tr>
<tr>
<td>CNST2639</td>
<td>Commercial Construction Drafting Theory</td>
<td>3.5</td>
</tr>
<tr>
<td>CNST2641</td>
<td>Commercial Construction Estimating Theory</td>
<td>5.0</td>
</tr>
<tr>
<td>CNST2643</td>
<td>Fundamentals of Structural Steel</td>
<td>3.0</td>
</tr>
<tr>
<td>ECON1200</td>
<td>Personal Finance</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Building Construction Technology General Education Requirements:** 22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)

- **oral communications:** 4.5
- **written communications:** 4.5
- **ENGL1000 or higher**

(Three classes from the areas below)

- **mathematics:** 4.5
- **MATH1000 or higher**
- **social science**
- **computer technology:** 4.5
- **BSAD1010 Microsoft Applications I**

No two classes may be selected from the same area.

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

See page 64 for a complete list of General Education Courses.
BUSINESS ADMINISTRATION
Beatrice, Lincoln, & Milford Campuses

ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA
Prepares students for careers in business.

This program is accredited by the Association of Collegiate Business Schools & Programs. 7007 College Blvd, Suite 420, Overland Park, KS 66211, (913) 339-9356, www.acbsp.org

Credit Hours Required for Graduation:
• Diploma: 51.0
• Associate of Applied Science Degree: Accounting Focus: 107.0 Marketing Focus: 110.0 Nursing Home Administration Focus: 109.5

Students may pursue a basic course of study leading to a diploma or choose from focus areas, which lead to an associate of applied science degree. The focus areas are accounting, marketing, and nursing home administration. Students who wish to pursue an Associate of Science or Associate of Arts degree should refer to the Academic Transfer program. All prerequisite courses must have a grade of “C” or better to continue through the program.

A.A.S. BUSINESS ADMINISTRATION CORE CLASSES:
* Course has prerequisite.
– Required Competency must be met before taking course.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCT1200</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>ACCT1210</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2020</td>
<td>Co-op Supervised Employment</td>
<td>5.0</td>
</tr>
<tr>
<td>BSAD2030</td>
<td>Payroll Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD2100</td>
<td>Individual Income Tax Procedures or</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2400</td>
<td>Organizational Procedures/Bea</td>
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</tr>
<tr>
<td>BSAD2130</td>
<td>Intermediate Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2230</td>
<td>Intermediate Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2310</td>
<td>Small Business Management</td>
<td>4.5</td>
</tr>
<tr>
<td>ECON1200</td>
<td>Personal Finance</td>
<td>4.5</td>
</tr>
</tbody>
</table>

ACCOUNTING FOCUS: (B/L)
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>BSAD1100</td>
<td>Business Law II</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2020</td>
<td>Co-op Supervised Employment</td>
<td>5.0</td>
</tr>
<tr>
<td>BSAD2030</td>
<td>Payroll Accounting</td>
<td>3.0</td>
</tr>
<tr>
<td>BSAD2100</td>
<td>Individual Income Tax Procedures or</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2400</td>
<td>Organizational Procedures/Bea</td>
<td></td>
</tr>
<tr>
<td>BSAD2130</td>
<td>Intermediate Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2230</td>
<td>Intermediate Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2310</td>
<td>Small Business Management</td>
<td>4.5</td>
</tr>
<tr>
<td>ECON1200</td>
<td>Personal Finance</td>
<td>4.5</td>
</tr>
</tbody>
</table>

ADVISOR APPROVED ELECTIVES:
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD2090</td>
<td>Cost Accounting</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2140</td>
<td>Intermediate Accounting II</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2110</td>
<td>Business Income Tax Procedures</td>
<td>3.0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD2020</td>
<td>Co-op Supervised Employment</td>
<td>5.0</td>
</tr>
<tr>
<td>BSAD2270</td>
<td>Professional Selling</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2520</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2430</td>
<td>Marketing Communications</td>
<td>4.5</td>
</tr>
<tr>
<td>ECON1200</td>
<td>Personal Finance</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Choose one class from the options below:
BSAD2370 Human Resources Management | 4.5 |
BSAD2390 Small Business Management | 4.5 |

Choose one class from the options below:
OFFT1680 Web Page Support | 4.5 |
BSAD2460 Electronic Commerce Marketing | 4.5 |

Choose two electives from the options below:
(Must not have been previously taken for another category.)
BSAD1100 Business Law II | 4.5 |
BSAD1230 Visual Merchandising | 4.5 |
BSAD2370 Human Resources Management | 4.5 |
BSAD2390 Small Business Management | 4.5 |
BSAD2400 Principles of Retailing | 4.5 |
BSAD2460 Electronic Commerce Marketing | 4.5 |
BSAD2470 International Marketing | 4.5 |
BSAD2480 Sports Entertainment Marketing | 4.5 |
OFFT1680 Web Page Support | 4.5 |

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
NURSING HOME ADMINISTRATION FOCUS:
(B/L)
This business focus area allows an individual to work toward licensure in Nursing Home Administration. This person is responsible for planning, organizing, directing, and controlling the operation of a nursing home, a home for the aged or infirm, or an integrated system. Other job opportunities include: Managing Assisted Living Facilities, Director of Senior Center, and Aging Services.

BSAD1100  *Business Law II  4.5
BSAD2520  Principles of Marketing  4.5
ECON1200  ~Personal Finance  4.5
HMRS2541  Social Services-Long-Term Care Facility  4.5
HMRS2542  Financial Management for Long-Term Care  4.5
HMRS2544  Patient Care and Services  4.5
HMRS2547  Administration for Long-Term Care Facilities  4.5
HMRS2549  Rules, Regulations, and Standards Relating to the Operation of a Health Care Facility  4.5
HMRS2550  Assisted Living Facility Licensure, Regulations, & Standards  4.5

GENERAL EDUCATION REQUIREMENTS:
22.5 hours
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

One class from each of the following areas
• ORAL COMMUNICATIONS
  ENGL1010  ~Composition I  4.5
• WRITTEN COMMUNICATIONS
• COMPUTER TECHNOLOGY
  BSAD1010  ~Microsoft Applications I  4.5
• MATHEMATICS
  (Select one course listed below based on COMPASS/ACT/ASSET Score)
  MATH1000  ~Basic College Mathematics  4.5
  MATH1040  ~Business Math  4.5
  MATH1100  *Intermediate Algebra  4.5
  MATH1150  *College Algebra  4.5
  MATH1400  *Applied Calculus  4.5
• ADVISOR APPROVED BSAD ELECTIVES  9.0

BUSINESS ADMINISTRATION DIPLOMA:
(B/L/M)
The Diploma in Business Administration is designed to provide a general, but comprehensive study in the basic skills needed for students to obtain entry-level jobs.

DIPLOMA CORE COURSES:
ACCT1200  ~Principles of Accounting I  4.5
BSAD1010  ~Microsoft Applications I  4.5
BSAD1020  *Microsoft Applications II  4.5
BSAD1050  Introduction to Business  4.5
BSAD2310  ~Business Ethics  3.0
BSAD2540  Principles of Management  4.5
OFFT1110  ~Business Communications  4.5
OFFT2000  *Employment Techniques  3.0

DIPLOMA GENERAL EDUCATION REQUIREMENTS: 18.0 hours
• WRITTEN COMMUNICATIONS
  ENGL 1010  ~Composition I  4.5
• MATHEMATICS
  (Select one course listed below based on COMPASS/ACT/ASSET Score)
  MATH1000  ~Basic College Mathematics  4.5
  MATH1040  ~Business Math  4.5
  MATH1100  *Intermediate Algebra  4.5
  MATH1150  *College Algebra  4.5
  MATH1400  *Applied Calculus  4.5
  • ADVISOR APPROVED BSAD ELECTIVES  9.0

SPECIAL PROGRAM REQUIREMENTS:
Students who wish to pursue their education in Business Administration must complete the regular College admission requirements and the following special requirements:

1. Students will need previous accounting work experience or course work in accounting, which can be validated from high school and/or college transcripts.

2. Students will need to demonstrate keyboarding skills of at least 30 words per minute minimum.

Students who cannot validate competencies in accounting and keyboarding may take courses in these areas at SCC; Credits earned in the courses listed below will not count towards graduation.
• Office Accounting I (OFFT1310)
• Beginning Keyboarding I (OFFT1010)
• Beginning Keyboarding II (OFFT1020)

No two classes may be selected from the same area.

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

**Computer Aided Drafting & Design Technology**

Students take courses using AutoCad and other CAD software in the first three quarters as a prerequisite for advanced computer aided drafting courses. Drafting labs are designed to give students hands-on training in an atmosphere commonly found in the industry.

Students take courses in areas of drafting such as mechanical engineering, electronic, and commercial architecture, electrical engineering, consumer product design and technical illustration.

Academic preparation for job entry requires courses in math, English, physics, and selected general elective courses. Students may elect to take general vocational courses in math and communications or college transfer courses.

The Computer Aided Drafting & Design program is certified by the American Design Drafting Association and is an authorized testing center for the ADDA Drafter Certification Examination.

**Program Focus**

The focus of the program is to emphasize the design aspect for architectural, engineering, and electrical/electronic areas that employ computer aided drafters.

**Career Opportunities**

CADD graduates are qualified with entrance level skills in fields of: mechanical, electrical and electronics, architecture, consumer product design and printed circuit board layout. Computer Aided Drafting & Design graduates are employed with companies involved with electronic security equipment, commercial architecture, national defense, automotive related areas, sporting equipment, toys and games, and modern communications.

Graduates, after gaining experience, may reasonably expect advancements into positions such as product design, drafting checker, engineering design, and supervision. Many graduates elect to continue their education to attain a bachelor degree.

**Starting Dates**

The Computer Aided Drafting and Design program accepts new students every quarter.

**For more information about this SCC Program of Study, please contact:**

Dan Masters, Computer Aided Drafting & Design Technology Chair

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**COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY**

Lincoln Campus

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepares students for employment in a wide range of industries as a Computer Aided Drafting Technician.

**Credit Hours Required for Graduation:**

Associate of Applied Science Degree: 106.5

Computer Aided Drafting is communication through the use of graphic representation. Students take courses that prepare them for employment in a variety of exciting and rewarding areas of computer aided drafting and design. The Computer Aided Drafting & Design program is certified by the American Design Drafting Association and is an authorized testing center for the ADDA Drafter Certification Examination. Students take courses using AutoCad and other CAD software in the first three quarters as a prerequisite for advanced computer aided drafting courses. Drafting labs are designed to give students hands-on training in an atmosphere commonly found in industry. Please note: Students may substitute academic transfer courses for vocational general study courses. A minimum grade of “C” or 70% is required in all courses for graduation from this program.

**CORE COURSES:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAF1110</td>
<td>Drafting Concepts</td>
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<td>DRAF1120</td>
<td>Basic Computer Aided Drafting</td>
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<tr>
<td>DRAF1210</td>
<td>Descriptive Geometry</td>
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<tr>
<td>DRAF1220</td>
<td>3-D Solid Modeling</td>
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<td>DRAF1310</td>
<td>3-D Visualization</td>
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<tr>
<td>DRAF1330</td>
<td>Solid Works</td>
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<tr>
<td>DRAF1340</td>
<td>Strength of Materials</td>
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<tr>
<td>DRAF2100</td>
<td>Principles &amp; Materials of Construction</td>
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<tr>
<td>DRAF2110</td>
<td>Residential Planning</td>
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<tr>
<td>DRAF2120</td>
<td>Residential Structures</td>
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<tr>
<td>DRAF2140</td>
<td>Electrical &amp; Mechanical Systems</td>
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<td>DRAF2160</td>
<td>Commercial Construction</td>
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<tr>
<td>DRAF2200</td>
<td>Geometric Dimensioning &amp; Tolerancing</td>
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<tr>
<td>DRAF2210</td>
<td>Engineering Processes &amp; Procedures</td>
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<td>DRAF2220</td>
<td>Flat Pattern Layout</td>
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<tr>
<td>DRAF2240</td>
<td>Consumer Product Design</td>
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<td>DRAF2250</td>
<td>Fabrication Design</td>
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<tr>
<td>DRAF2270</td>
<td>Pipe Drafting</td>
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<tr>
<td>DRAF2440</td>
<td>Topographic/Civil Drafting</td>
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</tr>
<tr>
<td>DRAF2520</td>
<td>Electronic Drafting</td>
<td>3.0</td>
</tr>
<tr>
<td>ACFS2020</td>
<td>Career Development</td>
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</tr>
</tbody>
</table>

**DRAFTING TECHNICAL ELECTIVES:**

Students must get approval from their advisor and select from this list for 7 hours of Drafting Technical Electives.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAF1320</td>
<td>AutoDesk Applications</td>
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<tr>
<td>DRAF2170</td>
<td>Structural Steel</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2180</td>
<td>Professional Practice-Architectural</td>
<td>4.0</td>
</tr>
<tr>
<td>DRAF2190</td>
<td>Construction For Americans with Disabilities</td>
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</tr>
<tr>
<td>DRAF2540</td>
<td>Printed Circuit Board Layout</td>
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<tr>
<td>DRAF2600</td>
<td>Special Drafting</td>
<td>3.0</td>
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<tr>
<td>DRAF2620</td>
<td>Co-op Education Drafting I</td>
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<tr>
<td>DRAF2621</td>
<td>Co-op Education Drafting II</td>
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**GENERAL EDUCATION REQUIREMENTS:**

24.0 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SCIENCE
- PHYSICS

<table>
<thead>
<tr>
<th>COURSE</th>
<th>CREDIT HRS</th>
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<tr>
<td>MATH1100</td>
<td>Applied Algebra &amp; Trigonometry</td>
</tr>
<tr>
<td>PHYS1150</td>
<td>Descriptive Physics (or higher)</td>
</tr>
<tr>
<td>BSAD1010</td>
<td>Microsoft Applications &amp; INFO1010</td>
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</tbody>
</table>

No two classes may be selected from the same area.

*Students must select a minimum of 4.5 credit hours from the following partial list of electives.*

**GENERAL EDUCATION ELECTIVES:**

(24 hours)

- BUSINESS LAW I
- MACROECONOMICS
- MACHINE TOOL LAB I
- MACH 222 Machine Tool Lab II
- INTRODUCTION TO SOCIOLOGY

Students should check with the Program Chair prior to registration for approval of other courses used for electives.

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**How to enroll in this Program of Study**

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
The main emphasis of the Computer Programming Technology program is the development of application programs typically found in business and industry. Students utilize hands-on experience on personal computers, IBM mainframe and midrange systems. Students will work in a team, to design and develop a mainframe business system in a mainframe environment. In the following quarter, they will develop web applications commonly used in E-commerce.

The Computer Programming Technology program offers students the fundamentals of applications programming in common programming languages, such as Java, COBOL, Visual BASIC, RPG/IV, CICS (on line) and SQL. The major portion of the Computer Programming Technology program emphasis is on IBM mainframe and midrange systems. Instructors will emphasize program structure, coding and documentation, as well as analysis and problem-solving. Students also receive training in practical business skills, such as oral and written communication. SCC students apply what they've learned in class in SCC's computer laboratories on the IBM-OS/MVS mainframe system and the IBM iSeries midrange system, as well as on personal computers—hardware that is typically used in businesses, government agencies and educational institutions. Students will collaborate on a team project, integrating many acquired skills: research, design, programming, testing, documentation and reporting.

### Admission and Completion

New students are accepted during the summer and winter quarters. Graduates are awarded an associate of applied science degree. Southeast Community College's Computer Programming graduates are highly recruited for excellent positions in computer programming, system analysis and design, and data base management. Check with the placement office for the latest statistics on job placement, salaries, and employers.

**For more information about this SCC Program of Study, please contact:**

Beth Stuzman, Computer Programming Technology Chair

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### COMPUTER PROGRAMMING TECHNOLOGY

**Midland Campus**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepares students for careers in computer applications programming.

**Credit Hours Required for Graduation: 131.0**

**COMPUTER PROGRAMMING TECHNOLOGY CORE COURSES:**

Not listed in curriculum sequence order.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE TITLE</th>
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<tr>
<td>INFO117</td>
<td>Microcomputer Applications</td>
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</tr>
<tr>
<td>INFO1187</td>
<td>Computer Fundamentals</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO1214</td>
<td>Logic Design &amp; Object Oriented Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO217</td>
<td>Database Management</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO221</td>
<td>Introduction to MVS Environment</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO227</td>
<td>Operating Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO314</td>
<td>Java</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO325</td>
<td>Internet Scripting</td>
<td>3.0</td>
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<tr>
<td>INFO337</td>
<td>AS/400 Application Development</td>
<td>3.5</td>
</tr>
<tr>
<td>INFO381</td>
<td>Data Communications &amp; Networking</td>
<td>4.5</td>
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<tr>
<td>INFO414</td>
<td>Advanced Java</td>
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<tr>
<td>INFO428</td>
<td>COBOL</td>
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</tr>
<tr>
<td>INFO431</td>
<td>Web Page Fundamentals</td>
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<tr>
<td>INFO458</td>
<td>RPG IV</td>
<td>7.5</td>
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<tr>
<td>INFO528</td>
<td>Advanced COBOL</td>
<td>8.0</td>
</tr>
<tr>
<td>INFO548</td>
<td>Customer Information Control System Programming</td>
<td>8.0</td>
</tr>
<tr>
<td>INFO2558</td>
<td>System Analysis &amp; Design</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO264</td>
<td>Visual Basic</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO263</td>
<td>Computer Programming Projects</td>
<td>4.0</td>
</tr>
<tr>
<td>INFO264</td>
<td>Web Application Programming</td>
<td>7.5</td>
</tr>
<tr>
<td>INFO266</td>
<td>Advanced Visual Basic</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2678</td>
<td>DB2 Database Applications &amp; SQL</td>
<td>3.5</td>
</tr>
<tr>
<td>ACFS2020</td>
<td>Career Development</td>
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</table>

Total Credit Hours: 108.5

### GENERAL EDUCATION REQUIREMENTS:

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

**One class from each of the following areas**

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

No two classes may be selected from the same area.

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

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

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**How to enroll in this Program of Study**

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

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**See page 64 for a complete list of General Education Courses.**
**Construction Electrician – IBEW Option**

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

The curriculum would normally be delivered over a five-year period and consist of the following. Instruction will be delivered at the IBEW training facility.

For more information about this SCC Program of Study, please contact:
- IBEW Option Administration: Earl Fosler, Electronic/Computer Division Dean
- Ken Reinsch, Electrical Technology Program Chair
- Roy Lamb, Director of Training, Joint Apprenticeship and Training Committee (JATC)

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**CONSTRUCTION ELECTRICIAN – IBEW OPTION**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

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

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

**Credit Hours Required for Graduation:**

- **Associate of Applied Science Degree:** 157.5

**COMBINATION THEORY/LABORATORY CLASSES ONE PER YEAR, AS FOLLOWS:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDITS</th>
<th>HRS</th>
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<tbody>
<tr>
<td>ELET1714</td>
<td>DC Circuits and Blueprint Reading</td>
<td>14</td>
<td>70.0</td>
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<tr>
<td>ELET1719</td>
<td>AC Circuits and Wire Sizing</td>
<td>14</td>
<td></td>
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<tr>
<td>ELET1724</td>
<td>Electronic Devices and Electrical Grounding</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>ELET1729</td>
<td>Logic Circuits and Electrical Motors</td>
<td>14</td>
<td></td>
</tr>
<tr>
<td>ELET1734</td>
<td>Process Controllers and Special Electrical Circuits</td>
<td>14</td>
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</table>

**GENERAL EDUCATION REQUIREMENTS:**

22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

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

- **(Three classes from five areas below)**
  - MATHEMATICS
  - SCIENCE
  - SOCIAL SCIENCE
  - HUMANITIES
  - COMPUTER TECHNOLOGY

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

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

**ON THE JOB OR COOPERATIVE TRAINING:**

One course of 520 clock hours per year. Skills checklist, as shown on syllabi, verified to SCC by IBEW. Supervision by IBEW members. Location of the OJT site varies with the demands of the Electrical industry.

- ELET1715 Electrical Wiring Applications I 13
- ELET1720 Electrical Wiring Applications II 13
- ELET1725 Electrical Wiring Applications III 13
- ELET1730 Electrical Wiring Applications IV 13
- ELET1735 Electrical Wiring Applications V 13

---

**How to enroll in this Program of Study**

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

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See page 64 for a complete list of General Education Courses.
DAIMLERCHRYSLER CAP
COLLEGE AUTOMOTIVE PROGRAM
Milford Campus
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers as service technicians in DaimlerChrysler dealerships.

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

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 145.0-146.5

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

<table>
<thead>
<tr>
<th>COURSE#</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>CAPP1110</td>
<td>DaimlerChrysler Shop Orientation</td>
<td>1.5</td>
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<tr>
<td>CAPP1170</td>
<td>DaimlerChrysler Shop Safety &amp; Repair</td>
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<tr>
<td>CAPP1171</td>
<td>DaimlerChrysler Welding</td>
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<tr>
<td>CAPP1173</td>
<td>DaimlerChrysler Fundamentals</td>
<td>2.0</td>
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<tr>
<td>CAPP1175</td>
<td>DaimlerChrysler Electrical &amp; Electronic Principles</td>
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<td>CAPP1177</td>
<td>DaimlerChrysler Brake Systems</td>
<td>2.0</td>
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<tr>
<td>CAPP1179</td>
<td>DaimlerChrysler Heating &amp; Air Conditioning</td>
<td>2.0</td>
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<tr>
<td>CAPP1268</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>CAPP1360</td>
<td>DaimlerChrysler Diesel Fuel Systems</td>
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<tr>
<td>CAPP1361</td>
<td>DaimlerChrysler Engine Repair</td>
<td>9.5</td>
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<tr>
<td>CAPP1468</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
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<tr>
<td>CAPP2256</td>
<td>DaimlerChrysler Steering Transfer Cases</td>
<td>7.0</td>
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<tr>
<td>CAPP2537</td>
<td>DaimlerChrysler Rear Axle Service</td>
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<tr>
<td>CAPP2538</td>
<td>DaimlerChrysler Advanced Diagnosis, Tune-Up &amp; Driveability</td>
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<td>CAPP2668</td>
<td>Dealer Cooperative Experience</td>
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<td>CAPP2745</td>
<td>DaimlerChrysler Anti-Lock Brake Systems</td>
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<td>CAPP2746</td>
<td>DaimlerChrysler Heating &amp; Air Conditioning</td>
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<td>CAPP2747</td>
<td>DaimlerChrysler Body Electrical &amp; Electronics</td>
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<tr>
<td>CAPP2748</td>
<td>DaimlerChrysler Automatic Transmissions &amp; Transaxes</td>
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<tr>
<td>CAPP2749</td>
<td>DaimlerChrysler New Product Update</td>
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</tbody>
</table>

Credit Hours Total: 122.5

DAIMLERCHRYSLER CAP
GENERAL EDUCATION REQUIREMENTS:
22.5-24.0 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
(Three classes from five areas below)
• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

Special Program Requirements
Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired by contacting the program.

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

For more information about this SCC Program of Study, please contact:
Rick Morphew, DaimlerChrysler CAP College Automotive Program Chair

How to enroll in this Program of Study

See page 64 for a complete list of General Education Courses.
The Deere Construction & Forestry Equipment Tech program is offered jointly by John Deere and Southeast Community College in cooperation with Deere Construction & Forestry Equipment dealers.

Carefully designed curriculum
Deere Construction & Forestry Equipment Tech program students receive classroom, laboratory and on-the-job experiences. The first quarter of instruction takes place on campus with alternate quarters at a Deere Construction & Forestry Equipment dealership and on campus. Students gain competence and expertise in general engine fundamentals and repair, focusing on systems, such as electrical and electronics, fuel injection, hydraulics, heating and air conditioning. They learn how to repair and adjust Deere Construction & Forestry Equipment products including backhoes, loaders, excavators, motor graders, scrapers and other construction equipment. College-level communications, mathematics and personal finance round out the program.

Special program requirements and benefits
In addition to meeting the general requirements of Southeast Community College, students are tested to evaluate potential for success in the Deere Construction & Forestry Equipment Tech program. Selected applicants must secure a Deere Construction & Forestry Equipment dealership sponsor for off-campus training. Students earn wages for hours of dealership work and are expected to continue employment at the dealership after graduation.

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired by contacting the program.

For more information about this SCC Program of Study, please contact:
Bill August, John Deere Construction Equipment Tech Chair

DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH
Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers in Deere Construction & Forestry Equipment dealerships.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 138.5-140.0

The program prepares students to be entry-level service technicians with Deere Construction & Forestry dealerships. Graduates typically continue employment with their sponsoring dealership. Each student spends four quarters on campus and three quarters working in a sponsoring Deere Construction & Forestry dealership.

DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH COURSES:
Course offerings and prerequisites will be determined by the program. A grade of "C" (2.0) or better in all JDCE classes is required to progress through the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>JDCE1130</td>
<td>Deere Orientation and Safety</td>
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<td>JDCE1131</td>
<td>Deere Fundamentals</td>
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<td>JDCE1132</td>
<td>Deere Welding I</td>
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<tr>
<td>JDCE1133</td>
<td>Deere Heating, Ventilation, &amp; Air Conditioning</td>
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<td>JDCE1134</td>
<td>Deere Electrical/Electronics I</td>
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<td>JDCE1270</td>
<td>Dealer Cooperative Education</td>
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<tr>
<td>JDCE1340</td>
<td>Deere Theory of Engine Operation</td>
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<tr>
<td>JDCE1341</td>
<td>Deere Diesel and Gasoline Fuel Systems</td>
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<td>JDCE1342</td>
<td>Deere Engine Repair</td>
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<td>12.0</td>
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<tr>
<td>JDCE2250</td>
<td>Deere Mechanical Power Trains</td>
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<td>JDCE2251</td>
<td>Deere Hydraulics</td>
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<td>JDCE2252</td>
<td>Deere Hydrostatic Drives</td>
<td>6.0</td>
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<td>Deere Welding II</td>
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<tr>
<td>JDCE2267</td>
<td>Dealer Cooperative Education</td>
<td>12.0</td>
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<tr>
<td>JDCE2760</td>
<td>Deere Back Hoes/Landscape Loaders</td>
<td>3.5</td>
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<tr>
<td>JDCE2761</td>
<td>Deere Excavators</td>
<td>3.5</td>
</tr>
<tr>
<td>JDCE2762</td>
<td>Deere Crawler Dozers/Loaders</td>
<td>3.5</td>
</tr>
<tr>
<td>JDCE2763</td>
<td>Deere Motor Graders</td>
<td>3.0</td>
</tr>
<tr>
<td>JDCE2764</td>
<td>Deere Four Wheel Drive Loaders</td>
<td>3.5</td>
</tr>
<tr>
<td>JDCE2765</td>
<td>Deere Forklifts, Skid Steer Loaders</td>
<td>1.0</td>
</tr>
<tr>
<td>JDCE2766</td>
<td>Deere Scrapers/Articulated Truck</td>
<td>3.5</td>
</tr>
</tbody>
</table>

DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH
GENERAL EDUCATION REQUIREMENTS:
22.5-24.0 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas:

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

Three classes from five areas below:
• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
Dental Assisting

For careers in chairside dental assisting and dental office management.

The Dental Assisting program at Southeast Community College provides comprehensive classroom and laboratory instruction in foundational sciences and specialized dental health topics. Instructors and cooperating dentists enhance the curriculum with information on current dental practices, laboratory demonstrations, and return demonstrations. Students develop essential job skills by participating in clinical experiences at hospitals, clinics, and private dental offices.

Program starting dates
The Dental Assisting program accepts new students each quarter. Full-time clinical track students can complete the diploma program in four quarters. Part-time students are accepted on a space available basis. Clinical track begins March and October quarters.

Earn a diploma, prepare for certification
Upon successful completion of the Dental Assisting program, students are awarded a diploma in Dental Assisting and become eligible to take the Dental Assisting National Board Exam. The diploma and certification are essential to attaining satisfactory employment in this career.

For more information about this SCC Program of Study, please contact:
Susan Asher, Dental Assisting Program Chair

DENTAL ASSISTING
Lincoln Campus

DIPLoma
For careers in chairside dental assisting and dental office management.

This program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611, 312-440-2500, www.ada.org

Credit Hours Required for Graduation:
• Diploma: 77.0

The Dental Assisting program provides opportunities to develop specialized skills in dental health education, chairside assisting, laboratory procedures and business office management. 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 and in private dental offices. Graduates of the program are eligible to take the chairside certification examination of the Dental Assisting National Board, Inc.

All (DENT) courses must be passed with a 75% (C+) or above. All General Education courses must be passed at the 70% (C) or above. Part-time options are available, consult your advisor.

DENTAL ASSISTING COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>*DENT1103</td>
<td>Oral Sciences I</td>
<td>3.0</td>
</tr>
<tr>
<td>*DENT1110</td>
<td>Preclinical Concepts</td>
<td>6.5</td>
</tr>
<tr>
<td>*DENT1210</td>
<td>Oral Sciences II</td>
<td>6.0</td>
</tr>
<tr>
<td>*DENT1211</td>
<td>Dental Assisting Foundations I</td>
<td>4.5</td>
</tr>
<tr>
<td>*DENT1214</td>
<td>Clinical Concepts</td>
<td>3.5</td>
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<tr>
<td>*DENT1311</td>
<td>Dental Assisting Foundations II</td>
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<tr>
<td>*DENT1312</td>
<td>Dental Materials</td>
<td>3.0</td>
</tr>
<tr>
<td>*DENT1313</td>
<td>Oral Radiography I</td>
<td>4.0</td>
</tr>
<tr>
<td>*DENT1314</td>
<td>Dental Assisting Foundations III</td>
<td>4.0</td>
</tr>
<tr>
<td>*DENT1410</td>
<td>Practice Management Skills</td>
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<tr>
<td>*DENT1411</td>
<td>Clinical Education I</td>
<td>6.5</td>
</tr>
<tr>
<td>*DENT1412</td>
<td>Dental Assisting Foundations</td>
<td>3.0</td>
</tr>
<tr>
<td>*DENT1413</td>
<td>Oral Radiography II</td>
<td>2.0</td>
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<td>*DENT1414</td>
<td>Clinical Education II</td>
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<tr>
<td>FSDT1106</td>
<td>Nutrition I</td>
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</tr>
<tr>
<td>FSDT1350</td>
<td>Basic Nutrition</td>
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</tr>
<tr>
<td>MEDA1101</td>
<td>Medical Terminology I</td>
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GENERAL EDUCATION RECOMMENDATIONS:

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<td>PSYC1250</td>
<td>Interpersonal Relations</td>
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<tr>
<td>PSYC1810</td>
<td>Introduction to Psychology</td>
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<tr>
<td>SPCH1110</td>
<td>Public Speaking</td>
<td>9.0</td>
</tr>
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</table>

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

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
Diesel Technology - Farm

The Diesel Technology-Farm training covers the repair and service of diesel engines/farm applications, diesel fuel injection systems, electrical/electronic systems, farm equipment power trains, hydraulic systems and air conditioning systems. Students also study the setup and adjustment of tillage, planting and harvesting equipment. Other topics include personal finance, management, selling and other business basics.

Learn on the job and earn, too
The fourth quarter of the Diesel Technology-Farm program includes a cooperative education experience in a farm implement dealership. This experience gives students an opportunity to apply training concepts and interact with customers in the field. An extra added benefit is the salary students receive for cooperative work.

Special Program Requirements
Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired by contacting the program.

Admission and completion
New students are accepted during the summer and winter quarters. Graduates earn an associate of applied science degree.

For more information about this SCC Program of Study, please contact:
Bill August, Diesel Technology Farm Chair

DIESEL TECHNOLOGY - FARM
Milford Campus
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers in the repair and service of farm equipment

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 122.0-123.5

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

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

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>DESL1120</td>
<td>Basic Electrical</td>
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<tr>
<td>DESL1121</td>
<td>Cranking Motors &amp; Ignition Systems</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL1122</td>
<td>Charging Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1123</td>
<td>Power Trains I</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL1126</td>
<td>Hand &amp; Precision Measuring Tools</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1160</td>
<td>Oxyacetylene and Arc Welding</td>
<td>2.0</td>
</tr>
<tr>
<td>DESL1225</td>
<td>Theory of Engine Operation</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1227</td>
<td>Theory of Fuel System Operation</td>
<td>4.0</td>
</tr>
<tr>
<td>DESL1228</td>
<td>Valve Trains</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1230</td>
<td>Diesel Engine Overhaul &amp; Inspection</td>
<td>4.0</td>
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<tr>
<td>DESL1235</td>
<td>Diesel &amp; LPG Fuel Systems I</td>
<td>6.0</td>
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<tr>
<td>DESL1331</td>
<td>Basic Cab Air Conditioning</td>
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</tr>
<tr>
<td>DESL1349</td>
<td>Diesel Fuel Injection Systems II</td>
<td>5.0</td>
</tr>
<tr>
<td>DESL1351</td>
<td>Mobile Hydraulics</td>
<td>8.5</td>
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<tr>
<td>DESL1362</td>
<td>Diesel Fuel Injection Systems Laboratory</td>
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</tr>
<tr>
<td>DESL1453</td>
<td>Post-Cooperative Education Seminar</td>
<td>2.0</td>
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<tr>
<td>DESL1468</td>
<td>Cooperative Education</td>
<td>10.0</td>
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<td>DESL2536</td>
<td>Farm Equipment Diesel Engine Tune-Up &amp; Diagnosis</td>
<td>2.0</td>
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<tr>
<td>DESL2564</td>
<td>Farm Equipment Electricity</td>
<td>8.5</td>
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<tr>
<td>DESL2566</td>
<td>Farm Equipment Power Trains</td>
<td>3.5</td>
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<tr>
<td>DESL2567</td>
<td>Advanced Air Conditioning</td>
<td>1.0</td>
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<tr>
<td>DESL2602</td>
<td>Planting Equipment</td>
<td>7.5</td>
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<tr>
<td>DESL2603</td>
<td>Harvesting Equipment</td>
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<tr>
<td>DESL2604</td>
<td>Tillage &amp; Spraying Equipment</td>
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<tr>
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</tr>
</tbody>
</table>

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

DIESEL TECHNOLOGY - FARM
GENERAL EDUCATION REQUIREMENTS:
22.5-24.0 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
(Three classes from five areas below)
• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

See page 64 for a complete list of General Education Courses.
Diesel Technology

SCC is well known throughout the nation for its excellence in technical and vocational training. The Diesel Technology program provides a comprehensive curriculum, with classes in diesel fuel systems, electrical/electronic systems, truck power trains, mobile hydraulic systems, air conditioning, steering and suspension, truck and trailer alignment, truck air brake systems, and oxyacetylene welding and cutting.

Experience-based education promotes real learning

On-the-job learning pays off. A co-op experience in a truck dealership lets students put classroom theory to work. An extra added benefit is the salary paid for co-op work.

Special Program Requirements

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired by contacting the program.

Admission dates, award

New students are accepted during the summer and winter quarters. Graduates of the Diesel Technology program receive an associate of applied science degree.

For more information about this SCC Program of Study, please contact:

Bill August, Diesel Technology Truck Chair

DIESEL TECHNOLOGY - TRUCK

Hilf ord Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in diesel truck service.

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

Credit Hours Required for Graduation:

• Associate of Applied Science Degree: 123.5-125.0

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

DIESEL TECHNOLOGY - TRUCK COURSES:

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

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>DESL1201</td>
<td>Electrical Systems I</td>
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<tr>
<td>DESL1211</td>
<td>Batteries &amp; Cranking Motors</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL1221</td>
<td>Electronic Ignition &amp; Charging Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1231</td>
<td>Power Trains I</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL1241</td>
<td>Diesel Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>DESL1261</td>
<td>Hand &amp; Precision Measuring Tools</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL2251</td>
<td>Theory of Engine Operation</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL2271</td>
<td>Theory of Fuel System Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL2281</td>
<td>Valve Trains</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL2301</td>
<td>Engine Overhaul &amp; Inspection</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL2312</td>
<td>Diesel and Gas Fuel Injection</td>
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<tr>
<td>DESL2351</td>
<td>Electrical/Electronic Systems I</td>
<td>4.0</td>
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<tr>
<td>DESL3451</td>
<td>Conventional Transmissions and Clutches</td>
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<td>DESL3471</td>
<td>Truck Final Drives</td>
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<tr>
<td>DESL3481</td>
<td>Preventive Maintenance and Inspection</td>
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<td>DESL4341</td>
<td>Air Brakes</td>
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</tr>
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<td>DESL4351</td>
<td>Steering &amp; Suspensions</td>
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<tr>
<td>DESL4361</td>
<td>Hydraulic Brakes</td>
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<td>DESL4381</td>
<td>Basic Hydraulics</td>
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<tr>
<td>DESL4541</td>
<td>Heating &amp; Air Conditioning I</td>
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<td>DESL5412</td>
<td>Post-Cooperative Education Seminar</td>
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<td>DESL5582</td>
<td>Cooperative Education</td>
<td>10.0</td>
</tr>
<tr>
<td>DESL6302</td>
<td>Heating &amp; Air Conditioning II</td>
<td>2.5</td>
</tr>
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<td>DESL6432</td>
<td>Automatic Truck Transmissions</td>
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<tr>
<td>DESL6452</td>
<td>Electrical Systems III</td>
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<tr>
<td>DESL6482</td>
<td>Electronic Diesel Engine Diagnosis &amp; Tune-Up</td>
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</table>

DESL 101.0

DIESEL TECHNOLOGY - TRUCK

GENERAL EDUCATION REQUIREMENTS:

22.5-24.0 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
EARLY CHILDHOOD EDUCATION
Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA
Prepares students for careers in child care.

Credit Hours Required for Graduation:
• In-Home Child Care Professional Focus: 80.0
• Child Care Professional Focus: 83.5

Associate of Applied Science Degree: 120.0

ECED REQUIRED CORE COURSES:

<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>Pre-Practicum Seminar</td>
<td>2.0</td>
</tr>
<tr>
<td>ECED1110</td>
<td>Introduction to Early Childhood Education</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1119</td>
<td>Infant and Toddler Development</td>
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</tr>
<tr>
<td>ECED1120</td>
<td>Preschool Child Development</td>
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<tr>
<td>ECED1140</td>
<td>Children with Exceptionalities</td>
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<td>ECED1145</td>
<td>School Age Child</td>
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<tr>
<td>ECED1200</td>
<td>Observation, Assessment and Guidance</td>
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<tr>
<td>ECED1222</td>
<td>Early Language &amp; Literature</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1224</td>
<td>Preschool Math, Science and Social Studies Curriculum</td>
<td>3.0</td>
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<td>ECED1228</td>
<td>Expressive Arts Curriculum</td>
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<td>ECED1235</td>
<td>Early Childhood Health, Safety and Nutrition</td>
<td>4.5</td>
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<tr>
<td>ECED1510</td>
<td>Infant and Toddler Practicum</td>
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<td>ECED1540</td>
<td>Preschool/School Age Practicum</td>
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<td>ECED2150</td>
<td>Family &amp; Community Relations</td>
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<tr>
<td>ECED2800</td>
<td>Early Childhood Graduation Seminar</td>
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IN-HOME CHILD CARE PROFESSIONAL FOCUS:

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<tr>
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<tbody>
<tr>
<td>ECED1475</td>
<td>4.5</td>
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<tr>
<td>ECED1575</td>
<td>In-Home Child Care Professional Practicum or Co-op</td>
</tr>
<tr>
<td>ECED1675</td>
<td>In-Home Child Care Professional Co-op</td>
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</tbody>
</table>

IN-HOME DIPLOMA - GENERAL EDUCATION REQUIREMENTS: 13.5

(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
• MATHEMATICS
• SOCIAL SCIENCE
• SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

CHILD CARE PROFESSIONAL FOCUS:

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ECED1226</td>
<td>Early Childhood Education Curriculum Planning</td>
</tr>
<tr>
<td>ECED1340</td>
<td>How Children Learn</td>
</tr>
<tr>
<td>ECED1565</td>
<td>Child Care Head Teacher Practicum</td>
</tr>
<tr>
<td>ECED1665</td>
<td>Child Care Head Teacher Co-op</td>
</tr>
<tr>
<td>Elective Credit*</td>
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<td></td>
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CHILD CARE DIPLOMA - GENERAL EDUCATION REQUIREMENTS:

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

A.A.S. DEGREE CORE COURSES:

<table>
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<tr>
<th>Course</th>
<th>Credit Hours</th>
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<td>Early Childhood Education Curriculum Planning</td>
</tr>
<tr>
<td>ECED1340</td>
<td>How Children Learn</td>
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<tr>
<td>ECED2455</td>
<td>Child Care Administration</td>
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<tr>
<td>ECED1565</td>
<td>Child Care Head Teacher / Practicum</td>
</tr>
<tr>
<td>ECED1665</td>
<td>Child Care Head Teacher Co-op</td>
</tr>
<tr>
<td>ECED2501</td>
<td>Early Childhood Education Professional Lab</td>
</tr>
<tr>
<td>ECED2575</td>
<td>Advanced Practicum</td>
</tr>
<tr>
<td>ECED2675</td>
<td>Advanced Co-op</td>
</tr>
</tbody>
</table>

EARLY CHILDHOOD EDUCATION GENERAL EDUCATION REQUIREMENTS:

22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
• MATHEMATICS
• SOCIAL SCIENCE
• SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

SPECIAL PROGRAM REQUIREMENTS:
Students who will be taking classes or practicums where they will be working directly with children or adults will be charged a nominal fee for insurance and a name tag. Persons must be declared Early Childhood Education program students in order to register for any lab, practicum or co-op course that requires First Aid/CPR certification. Students’ names will be submitted and must clear the State Central Register of Child Abuse and Neglect. Current CPR certification with infant and child skills, and First Aid certification are required before enrolling in specific labs, practicums or co-ops. See course descriptions.

For more information about this SCC Program of Study, please contact:
Alicia Baillie, Early Childhood Education Chair
Electrical Technology
Prepares students for careers in designing and installing electrical systems. In the Electrical Technology program, students receive classroom instruction on fundamental electrical principles, including electrical theory, circuits, and components. The program also includes hands-on projects to apply classroom learning. Graduates earn an associate of applied science degree and are prepared for careers in electrical repair, maintenance, and installation.

Electromechanical Technology
Prepares students for careers in the assembly, installation, and repair of machinery. The Electromechanical Technology program focuses on the principles and techniques used in designing and constructing mechanical components. Students learn to apply classroom theory and specialized skills in practical situations.

Admission and completion
New students are accepted in the summer and winter quarters. Graduates earn an associate of applied science degree and are prepared for careers in the assembly, installation, and repair of machinery. Through concentrated classroom and hands-on learning, students acquire the ability to construct circuits and do computer-aided drafting of mechanical components. Laboratories provide ample opportunity to apply classroom theory and specialized skills.

Admission and completion
New students are accepted in the summer and winter quarters. Graduates earn an associate of applied science degree and are prepared for careers in the assembly, installation, and repair of machinery. Through concentrated classroom and hands-on learning, students acquire the ability to construct circuits and do computer-aided drafting of mechanical components. Laboratories provide ample opportunity to apply classroom theory and specialized skills.

For more information about either of these SCC Programs of Study, please contact:
Ken Reisch, Electrical Technology Chair and Electromechanical Technology Chair

Electrical and Electromechanical Technology
Diploma + Associate of Applied Science Degree
Prepares students for careers in designing, installing, and maintaining industrial electrical and mechanical systems.

Credit Hours Required for Graduation:
- Diploma – Construction Electrician: 84.0
- Associate of Applied Science Degree
  - Electrical Technology: 148.0
  - Electromechanical Technology: 147.5

CONSTRUCTION ELECTRICIAN DIPLOMA
Required Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<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>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>ELEC1466</td>
<td>Transformer Three Phase Systems</td>
<td>6.5</td>
</tr>
<tr>
<td>ELEC1474</td>
<td>Predictive Maintenance Principles</td>
<td>4.0</td>
</tr>
<tr>
<td>ELEC1495</td>
<td>Industrial Wiring</td>
<td>13.0</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS: 9.0
(Diploma students must take MATH1080 and one other General Education core course.)

Electrical
AAS Degree Courses:

ELEC1311 DC Principles 13.0
ELEC1217 AC Principles 13.0
ELEC1337 Sketching & CAD 3.0
ELEC1344 Motor Controls 3.0
ELEC1356 Fluid Power 6.5
ELEC1376 Welding 3.0
ELEC1436 Power Transmission & Lubricants 5.0
ELEC1446 Industrial Machines & Mechanical Systems 6.5
ELEC1484 Transformer Three Phase Systems 6.5
ELEC1474 Predictive Maintenance Principles 4.0
ELEC2534 Programmable Logic Controllers I 5.5
ELEC2546 Electrical Machine Controls 3.0
ELEC2555 Industrial Communications & Alarm Systems 3.0
ELEC2564 Industrial Electronics 9.0
ELEC2614 Industrial Control Systems 12.0
ELEC2624 Programmable Logic Controllers II 13.0
INFO1121 Microsoft Word 1.5
MACH1121 Manufacturing Processes 5.0
MFGT1456 Manufacturing Processes II 4.5
ACFS2020 Career Development 2.5
BSAD1730 Principles of TQM 2.5
22.5 hours

General Education Requirements:
- Social Science
- Humanities

How to enroll in this Program of Study
You must choose either the Electrical Technology Program or the Electromechanical Technology Program and then
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
Southeast Community College Nebraska

Electronic Servicing and Electronic Engineering Technology

Electronic Servicing Technology

The Electronic Servicing focus places emphasis on the installation, configuration and repair of computers and consumer electronics products such as computer systems, video and audio systems, AM/FM radio communication systems, avionics, alarm systems and telephone systems.

Electronic Engineering Technology

This specialization prepares individuals for a variety of positions in the Industrial Control field. The positions include robotic field service technicians, security systems installation and maintenance technicians, as well as engineering assistants.

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in consumer and industrial electronics.

Credit Hours Required for Graduation:

Electronic Servicing: 138.0
Electronic Engineering:
  • Computers & Networking Focus: 180.0
  • Industrial Control Focus: 180.0

ELECTRONIC SERVICING TECHNOLOGY

REQUIRED AS DEGREE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>ELEC1131</td>
<td>DC Principles</td>
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<td>ELEC1277</td>
<td>Digital I</td>
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<tr>
<td>ELEC1317</td>
<td>Active Devices</td>
<td>13.0</td>
</tr>
<tr>
<td>ELEC1362</td>
<td>Electronic Drafting</td>
<td>1.0</td>
</tr>
<tr>
<td>ELEC1422</td>
<td>Analog Circuits</td>
<td>10.0</td>
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<td>ELEC1432</td>
<td>Power Supply Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ELEC1452</td>
<td>Audio Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>ELEC1482</td>
<td>Digital II</td>
<td>6.5</td>
</tr>
<tr>
<td>ELEC2522</td>
<td>Voice Communication Circuits</td>
<td>13.0</td>
</tr>
<tr>
<td>ELEC2527</td>
<td>Microprocessors</td>
<td>6.5</td>
</tr>
<tr>
<td>ELEC2542</td>
<td>Telephony Systems</td>
<td>2.0</td>
</tr>
<tr>
<td>ELEC2562</td>
<td>Antennas &amp; Transmission Lines</td>
<td>2.0</td>
</tr>
<tr>
<td>ELEC2622</td>
<td>Video Display Systems</td>
<td>13.0</td>
</tr>
<tr>
<td>INFO2564</td>
<td>Visual Basic or</td>
<td></td>
</tr>
<tr>
<td>INFO314</td>
<td>Java</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO321</td>
<td>Microsoft Word</td>
<td>1.5</td>
</tr>
<tr>
<td>INFO3131</td>
<td>Microsoft Excel</td>
<td>1.5</td>
</tr>
<tr>
<td>ACS2020</td>
<td>Career Development</td>
<td>2.5</td>
</tr>
</tbody>
</table>

115.5

ELECTRONIC ENGINEERING TECHNOLOGY

Students must complete the Electronic Servicing courses before progressing in the program.

ELECTRONIC ENGINEERING TECHNOLOGY

REQUIRED AS DEGREE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>ELEC2760</td>
<td>Networking Infrastructure</td>
<td>3.5</td>
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<tr>
<td>ELEC2761</td>
<td>Router Implementation</td>
<td>3.5</td>
</tr>
<tr>
<td>ELEC2743</td>
<td>Microcontroller Interfacing &amp; Programming/Mil</td>
<td>7.5</td>
</tr>
<tr>
<td>ELEC2753</td>
<td>PC Operating Systems &amp; Hardware/Mil</td>
<td>7.0</td>
</tr>
<tr>
<td>INFO2664</td>
<td>Advanced Visual Basic or</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1414</td>
<td>Advanced Java</td>
<td>2.0</td>
</tr>
</tbody>
</table>

COMPUTERS & NETWORKING FOCUS:

This specialization prepares individuals for a variety of positions in the Computers & Networking field. The positions include computer systems specialists, network administrators, telecommunication technicians, computer network infrastructure technicians, as well as engineering assistants.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

For more information about this SCC Program of Study, please contact:

John Fiedler, Electronic Servicing and Engineering Chair-Lincoln;
AI Brunckow, Electronic Servicing and Engineering Chair-Milford

GENERAL EDUCATION REQUIREMENTS:

22.5 hours

No two classes may be selected from the same area.

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

See page 64 for a complete list of General Education Courses.
SCC Programs of Study

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
Fire Protection Technology

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

Graduates are certified in Hazardous Materials Operations and eligible to take the Nebraska State Firefighter I Certification Test.

A unique training facility

SCC’s Fire Protection Technology program, the Lincoln Fire Department, and several rural fire departments have joined together to provide an exceptional fire protection training facility on the College grounds.

A unique feature of the facility is a full-sized fire tower used for practice in tactical control of structural fires.

Earn an associate’s degree

Graduates of Fire Protection Technology earn an associate of applied science degree which qualifies them to work in many areas of fire science. For information on admission dates, please contact the Admissions office.

For more information about this SCC Program of Study, please contact:
Bill Meehan, Fire Protection Technology Chair

FIRE PROTECTION TECHNOLOGY
Lincoln Campus
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers in fire science.

Credit Hours Required for Graduation: 99.5

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

REQUIRED AAS DEGREE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>FIRE1110</td>
<td>Fire Department Management</td>
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<tr>
<td>FIRE1113</td>
<td>Instructor I</td>
<td>4.0</td>
</tr>
<tr>
<td>FIRE1120</td>
<td>Building Construction</td>
<td>7.5</td>
</tr>
<tr>
<td>FIRE1123</td>
<td>Public Fire Education</td>
<td>4.0</td>
</tr>
<tr>
<td>FIRE1131</td>
<td>Fire Protection Hydraulics</td>
<td>7.0</td>
</tr>
<tr>
<td>FIRE1245</td>
<td>Fundamentals of Fire Prevention</td>
<td>3.0</td>
</tr>
<tr>
<td>FIRE1247</td>
<td>Firefighter I</td>
<td>8.0</td>
</tr>
<tr>
<td>FIRE1241</td>
<td>Introduction to Fire Investigation</td>
<td>4.0</td>
</tr>
<tr>
<td>FIRE2251</td>
<td>Hazardous Materials</td>
<td>3.0</td>
</tr>
<tr>
<td>FIRE2252</td>
<td>Fire Detection &amp; Suppression</td>
<td>3.0</td>
</tr>
<tr>
<td>FIRE2261</td>
<td>Firefighting Tactics &amp; Strategy</td>
<td>8.0</td>
</tr>
<tr>
<td>EMTL1220</td>
<td>EMT-B</td>
<td>11.0</td>
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<td>ACFS2020</td>
<td>Career Development</td>
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<tr>
<td></td>
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<td>72.0</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS:

No two classes may be selected from the same area.

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

ELECTIVES:

Electives* may include but are not limited to:
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATH
- SOCIAL SCIENCE
- SCIENCE or
- HUMANITIES

No two classes may be selected from the same area.

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

For more information about this SCC Program of Study, please contact:
Bill Meehan, Fire Protection Technology Chair

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
FOOD SERVICE/HOSPITALITY

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE
DIPLOMA
CERTIFICATE

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

The Dietetic Technician focus is granted development accreditation by the Commission on Accreditation for Dietetics Education, 120 So. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800-877-1600.
The Culinary Arts focus is accredited by the American Culinary Federation Accrediting Commission, 10 San Bartola Drive, St. Augustine, FL 32086, 800-624-9458.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 112.0
• Diploma: 72.0

• Certificate Food Service Management Focus: 35.0
Dietetic Technician Focus: 35.0
Culinary Arts Focus: 35.0

• Food Service Training Certificate: 14.0

The Food Service program prepares students for employment in the food service industry and provides an opportunity to increase job knowledge and skills for those already employed in the area.

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 51.0 hours
• General Education Requirements 24.0 hours
• AAS degree Focus area 37.0 hours

FOOD SERVICE/HOSPITALITY CORE CLASSES:
FSDT1100 Introduction to the Food Service/Hospitality Industry 1.5
+FSDT1102 Sanitation & Safety 4.5
+FSDT1104 Quantity Food Preparation I 2.0
+FSDT1105 Quantity Food Preparation I Lab 2.0
+FSDT1108 Food Service Concepts 1.5
+FSDT1110 Quantity Food Preparation II 2.0
+FSDT1111 Quantity Food Preparation II Lab 2.0
+FSDT1114 Meal Service I 1.5
+FSDT1115 Meal Service I Lab 0.5
+FSDT1118 Food Purchasing 4.0
+FSDT1119 Food Purchasing Practices 1.5
+FSDT1126 Food Production I 3.0
+FSDT1127 Food Production I Lab 2.0
+FSDT1130 Food Service Strategies 3.0
+FSDT1131 Food Service Strategies Lab 1.5
+FSDT1138 Food Cost Control 4.0
FSDT1350 Basic Nutrition 4.5
FSDT1360 Lifetime Fitness 2.0
FSDT2140 Food Production II 5.0
+FSDT2146 Equipment & Layout 3.0
51.0

* Required for the National Restaurant Association’s Educational Foundation Management Development diploma course.

FOOD SERVICE MANAGEMENT FOCUS:
These courses prepare students for employment as production supervisors, manager trainees, and entry level managers in food service.

FSDT1122 Beverage Selection and Management 2.0
FSDT1150 Selection of Meat Products 3.0
FSDT2142 Meal Service II 2.0
FSDT2154 Food Service Seminar I 1.0
FSDT2160 Co-op Education or Practicum 5.5
FSDT2180 Professional Selling 4.5
FSDT2180 Advanced Food Prep I 2.0
FSDT2190 Advanced Food Prep I Lab 1.0
OFFT310 Office Accounting I 4.5
Choose two business electives from the following:
7.5 - 9.0
BSAD1090 Business Law I 4.5
BSAD2270 Professional Selling 4.5
*BSAD2300 Human Resource Management 4.5
*BSAD2520 Principles of Marketing 4.5
BSAD2430 Marketing Communications 3.0
ECON2110 Microeconomics 4.5
Additional Electives 7.5-9.0

37.0

CULINARY ARTS FOCUS:
The Culinary Arts courses are currently granted accreditation by the American Culinary Federation Accrediting Commission. These courses emphasize more advanced culinary training in recognition of today's opportunities for educated chefs to become mainstays in the management of food service establishments. Graduates of this focus who are also American Culinary Federation members at the time of graduation will become certified.

FSDT2142 Meal Service II 2.0
FSDT2154 Food Service Seminar I 1.0
FSDT2160 Food Service Co-op or Practicum 5.5
FSDT2180 Professional Selling 4.5
*FSDT2180 Advanced Food Prep I 2.0
*FSDT2190 Advanced Food Prep I Lab 1.0
*FSDT2114 Advanced Food Prep II 2.0
*FSDT2125 Advanced Food Prep II Lab 1.0
FSDT2218 Professional Baking 3.0
FSDT2220 Buffet Decorating & Catering 1.0
FSDT2221 Buffet Decorating & Catering Lab 1.0
FSDT2222 International Cuisine 3.0
FSDT2224 Restaurant Fundamentals 3.0
FSDT2266 Culinary Nutrition 2.0
FSDT2288 Garde Manger 2.0
FSDT2290 Advanced Pastry 2.0

37.0

SCC Programs of Study

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
DIETETIC TECHNICIAN FOCUS:
The Dietetic Technician courses are currently granted approval by the American Dietetic Association Council on Education Division of Education Accreditation/Approval, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the United States Department of Education. Graduates of these courses are eligible to take the registration exam and apply for membership in the American Dietetic Association. This option is designed to prepare students to work under the supervision of a dietitian or consultant focusing on the nutritional goals of the targeted market groups.

+•FSDT1304 Diet Therapy I 1.5
+•FSDT1305 Diet Therapy I Practicum .5
+•FSDT1306 Nutrition II 3.0
+•FSDT1307 Diet Therapy II 2.0
FSDT1311 Diet Therapy II Practicum 1.0
FSDT2318 Diet Therapy III 2.0
FSDT2319 Diet Therapy III Practicum 1.0
FSDT2324 Dietetic Technician Practicum 5.5
FSDT2326 Dietetic Technician Seminar 2.0
FSDT2330 Nutrition III 3.0
BIOS2130 Human Physiology or
LPNS1103 Anatomy & Physiology 6.0
MEDA1101 Medical Terminology I 2.0
Additional Electives 6.5
37.0

GENERAL EDUCATION REQUIREMENTS: 18.0 hours
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)

• ORAL COMMUNICATIONS  
• WRITTEN COMMUNICATIONS  
• MATHEMATICS  
• SOCIAL SCIENCE  
• SCIENCE

FSDT1350 Basic Nutrition  (program requirement fulfills this area)
FSDT2360 Health Education  1.0

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

BSAD1050 Introduction to Business  4.5
INFO1121 Microsoft Word  1.5
(or other appropriate course)

FOOD SERVICE/HOSPITALITY CERTIFICATE:
Food Service Management Certificate: 35.0 hours
Dietetic Technician Certificate: 35.0 hours
Culinary Arts Certificate: 35.0 hours

• Required certificate courses-Food Service/Hospitality Core Courses plus one General Education class and additional FSDT classes to equal 35.0 hours.

FOOD SERVICE/HOSPITALITY DIPLOMA:
72.0 credit hours
+ Required diploma courses-Food Service/Hospitality Core Courses
Plus two General Education classes and additional FSDT classes to equal 72.0 hours.

FOOD SERVICE TRAINING CERTIFICATE:
All Food Service Training Certificate classes are offered online as well as in the typical classroom setting. Courses in this focus cover many aspects of the institutional food service operation and may be used to update knowledge of food service for people currently employed in the food service industry. After completion of the course work and the preceptorship, students are eligible for membership in the Dietary Managers Association. Successful completion of the Dietary Manager Association's credentialing exam permits certified status. These classes meet the educational requirements of the American School Food Service Association for certified managers.

REQUIRED FOOD SERVICE TRAINING CERTIFICATE COURSES:

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

14.0

* Prerequisites to lab classes - A grade of “C” (2.0) or better in these classes is required to progress through the program.
** FSDT1870 Sanitation & Safety and FSDT1872 Food Preparation Techniques are required prerequisites to these lab classes.

The entirety of the “Food Service Training Certificate” curriculum transfers into the Food Service/Hospitality associate degree program for FSDT1102 Sanitation & Safety; FSDT1105 Quantity Food Prep I Lab; FSDT1111 Quantity Food Prep II Lab; and three elective hours.

See page 64 for a complete list of General Education Courses.
Ford ASSET
Automotive Student Service Educational Training Program

The Automotive Student Service Educational Training Program (ASSET) is offered jointly by Ford Motor Company and SCC in cooperation with Ford-Lincoln-Mercury dealers. Students spend four quarters as full-time students on the Milford Campus and three quarters working in a Ford-Lincoln-Mercury dealership. Instructors follow a curriculum designed by an advisory committee including SCC, Ford Motor Company and Ford-Lincoln-Mercury dealerships.

Knowledge and experience
Ford Motor Company provides current vehicles, components, state-of-the-art diagnostic equipment and instructional materials. Students gain knowledge of the entire operation of the vehicle and receive advanced diagnostic training to keep them current with industry progress.

Dealership sponsor, entrance, graduation and employment
Students must secure a Ford-Lincoln-Mercury dealer to sponsor them during training. This training alternates between the dealer and the SCC campus. Full details are available through the Student Services Office on the Milford Campus. The program can be completed in seven full-time quarters. Graduates earn an associate of applied science degree from SCC, and continue working at the sponsoring Ford-Lincoln-Mercury dealership.

Special Program Requirements
Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired by contacting the program.

For more information about this SCC Program of Study, please contact:
Rick Morphew, Ford ASSET Chair

FORD (ASSET)
AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING PROGRAM
Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers as service technicians in Ford-Lincoln-Mercury dealerships.

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

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 145.0-146.5

ASSET - AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING A.A.S. DEGREE:
Course offerings and prerequisites will be determined by the program. A grade of “C” (2.0) or better in all ASST classes is required to progress through the program.

COURSE # COURSE TITLE CREDIT HRS
ASST1110 Ford Shop Orientation 1.5
ASST1170 Ford Shop Safety & Repair 1.5
ASST1171 Ford Welding 1.0
ASST1173 Ford Fundamentals 2.0
ASST1175 Ford Electrical & Electronic Principles 12.0
ASST1177 Ford Brake Systems I 2.0
ASST1179 Ford Heating & Air Conditioning I 2.0
ASST1268 Dealer Cooperative Experience 12.0
ASST1360 Ford Manual Transmission, Transaxles, Clutches, and Transfer Cases 7.0
ASST1363 Ford Engine Repair 7.5
ASST1468 Dealer Cooperative Experience 12.0
ASST2529 Ford Shop Orientation 1.5
ASST2537 Ford Rear Axle & Driveline 2.0
ASST2546 Ford Heating & Air Conditioning II 3.5
ASST2566 Dealer Cooperative Experience 12.0
ASST2668 Dealer Cooperative Experience 12.0
ASST2728 Ford Steering & Suspension Systems 4.0
ASST2745 Ford Brake Systems II 2.0
ASST2747 Ford Body Electrical & Electronics 7.5
ASST2748 Ford Automatic Transmissions & Transaxles 8.0
ASST2749 Ford New Product Update 3.0

FORD ASSET
GENERAL EDUCATION REQUIREMENTS:
22.5-24.0 hours
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
(Three classes from five areas below)
• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Southeast Community College Nebraska

General Motors ASEP
Automotive Service Educational Program

The Automotive Service Educational Program (ASEP) is offered jointly by General Motors and Southeast Community College in cooperation with GM dealers. Students spend four quarters as a full-time student on the Milford campus and the remaining three quarters working in a General Motors dealership.

Knowledge and experience
Through a carefully constructed program of classroom and experience-based education, students gain knowledge of engine fundamentals, electrical and electronic principles, fuel systems, brakes, steering and suspension systems, body computer systems, transmissions, heating and air conditioning systems. Students have access to new products and equipment necessary for proper and accurate diagnosis of current GM systems. They also receive regular updates on all new GM products to stay current with industry progress.

Dealership sponsor required
Students must arrange with a General Motors dealer to sponsor them during training, which rotates between the campus and the dealership. Wages are paid for work at the dealership.

Special Program Requirements
Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired by contacting the program.

Employment after graduation
Graduates receive an associate of applied science degree and are offered employment in a General Motors dealership as a service technician, specialty technician, or service writer.

For more information about this SCC Program of Study, please contact:
Rick Morphew, General Motors ASEP Chair

General Motors ASEP
ASEP Automotive Service Educational Program
Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers in the automotive careers in a General Motors dealership.

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

The competencies embedded into the curriculum of this program will satisfy the requirements currently in place for the graduates to be eligible to continue on to the hands-on components and then the final assessments necessary to become a General Motors World Class Technician.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 143.0-144.5

ASEP - AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM A.A.S DEGREE COURSES:
Course offerings and prerequisites will be determined by the program. A grade of “C” (2.0) or better in all ASEP classes is required to progress through the program.

COURSE # COURSE TITLE CREDIT HRS
ASEP1170 GM Shop Orientation & Safety 2.0
ASEP1171 GM Welding 1.0
ASEP1173 GM Fundamentals 3.0
ASEP1175 GM Electrical and Electronic Principles 12.0
ASEP1177 GM Brake Systems 4.0
ASEP1268 Dealer Cooperative Experience 12.0
ASEP1360 GM Powertrain Electronic Systems 6.5
ASEP1363 GM Engine Repair 9.5
ASEP1367 GM Heating & Air Conditioning 5.0
ASEP1468 Dealer Cooperative Experience 12.0
ASEP2258 GM Steering and Suspension Systems 4.5
ASEP2259 GM Manual Transmission, Transaxles, Clutch & Transfer Case 7.0
ASEP2257 GM Rear Axle Service 2.0
ASEP2258 GM Advanced Powertrain Electronic Systems 3.5
ASEP2561 GM Diesel Fuel & Emission Control System 2.0
ASEP2668 Dealer Cooperative Experience 12.0
ASEP2743 GM Powertrain Electronic Systems & Driveability Diagnostics 5.5
ASEP2747 GM Body Electrical & Electronics 6.0
ASEP2748 GM Automatic Transmission & Transaxles 9.0
ASEP2749 GM New Product Update 2.0

Total: 126.5

GM ASEP GENERAL EDUCATION REQUIREMENTS:
22.5-24.0 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

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

(Three classes from five areas below)
• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
Graphic Design

Graphic design prepares students for design careers in a variety of positions as art directors in advertising agencies, newspaper layout artists, outdoor billboard artists, publication designers, web designers, and numerous other businesses. Students learn to solve graphic design problems with hands-on application and individual direction. Computer and drawing board applications as well as extensive study, reading, research, testing, written and oral presentations are required.

Students learn basic theories, techniques and skills needed to produce multimedia art/advertising. Assignments simulate typical job-related projects requiring team and individual effort. Students work in individual computer stations using major software programs found in businesses today. Computer and drawing board applications as well as extensive study, reading, research, testing, written and oral presentations are required. Techniques, skills, theories and tools are a major emphasis. Students learn to design with a combination of media, graphics, photography and typography. Finished projects become part of the student’s professional portfolio.

Special program requirements

One group of 18 students is accepted into the program every 18 months. Students are selected on the basis of an assessment of talent, interest and aptitude in a half-day workshop held at the College. Applicants will also submit a portfolio with at least eight samples of original art in various media of various subjects.

For the next acceptance date, please contact SCC-Milford.

Earn a degree — step up your career

Graduates of the Graphic Design program earn an associate of applied science degree.

For more information about this SCC Program of Study, please contact:
Merrill Peterson, Graphic Design Chair

GRAPHIC DESIGN
Milford Campus

ASSOCIATE OF APPLIED
SCIENCE DEGREE

Prepares students for careers in graphic design.

Credit Hours Required for Graduation:
Associate of Applied Science Degree: 139.0

GRAPHIC DESIGN AAS DEGREE COURSES:

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<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>Computer Graphics II</td>
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<td>EIGT1238</td>
<td>Drawing/Illustration II</td>
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<td>EIGT1240</td>
<td>Publication Design</td>
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<td>EIGT1348</td>
<td>Computer Graphics III</td>
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<td>EIGT1354</td>
<td>Color Theory</td>
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<tr>
<td>EIGT1356</td>
<td>Photography &amp; Digital Imaging</td>
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<td>EIGT1460</td>
<td>Environmental &amp; Package Design</td>
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<td>EIGT1465</td>
<td>Corporate Identity Design</td>
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<td>EIGT1485</td>
<td>Web Design I</td>
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<td>EIGT2567</td>
<td>Graphic Design Portfolio I</td>
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<td>EIGT2585</td>
<td>Print Reproduction Processes</td>
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<tr>
<td>EIGT2662</td>
<td>Web Design III</td>
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<tr>
<td>EIGT2664</td>
<td>Graphic Design Portfolio II</td>
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<td>EIGT2799</td>
<td>Directed Independent Study in Graphic Design</td>
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<td>EIGT2800</td>
<td>Graphic Design Internship</td>
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<tr>
<td>BSAD2520</td>
<td>Principles of Marketing</td>
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</table>

Total: 117.5

GENERAL EDUCATION REQUIREMENTS:

22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

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

(Three classes from five areas below)
• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
How to enroll in this Program of Study:
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Human Services

The Human Services program is an accredited program with the Council for Standards in Human Services Education. Students follow a comprehensive curriculum which includes general academic studies, human services core courses, and a minimum of 900 hours of direct client contact in clinical settings.

Choices of focus and degree
Students can earn an Associate of Applied Science Degree. Graduates are qualified to work in a variety of positions, including mental health technician, drug and alcohol abuse counselor, houseparent, youth worker, activities director, or senior center director.

Flexibility is a hallmark of Human Services
Students in Human Services typically complete an associate degree in eight quarters. However, schedules are planned to meet individual needs, and students may take longer to complete the program. Both daytime and evening classes are available. Students may enter the program any quarter.

Special program requirements
Students must complete a physical examination prior to acceptance into the program. Students admitted to the program will have their names submitted to the Nebraska Child Abuse and Neglect Central Registry and to the Nebraska Adult Protective Services Central Registry. Students whose names appear on either registry will then have an opportunity to clear their name before beginning the clinical education portion of the program. An uncleared file with either registry may limit possible placements. A grade of “C” or above is required for all Human Services (HMRS) courses. Students should work with their advisor to establish a plan of study.

For more information about this SCC Program of Study, please contact:
David Lamb, Human Services Chair

HUMAN SERVICES
Lincoln Campus
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers in mental health, developmental disabilities, alcohol and drug counseling, Nursing Home Administration, and youth.

This program is accredited by the Council for Standards in Human Services Education, John Heares, President, Harrisburg Area Community College, Human Services Program, One HACC Drive, Harrisburg, PA 12110-2999, (717) 780-2518

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 146.0

PROGRAM PREREQUISITES:
COURSE #  COURSE TITLE  CREDIT HRS
(During the first or second quarter for declared
students)
+HMRS1102 Counseling Theories and Techniques 4.5
+HMRS2591 Intra-personal Training for Human Services 2.0 6.5

REQUIRED HUMAN SERVICES COURSES:
HMRS1101 Human Services Concepts or HMRS1404 Introduction to Social Work 4.5
HMRS1201 Health Foundations 4.5
HMRS1202 Behavior Therapy 4.5
HMRS1302 Crisis Intervention 4.5
HMRS1320 Multicultural Competency 4.5
+HMRS1357 Multicultural Counseling 4.5
+HMRS1402 Group Theory & Process 4.5
+HMRS1403 Assessment, Case Planning/Management & Professional Ethics for A & D or HMRS1405 Case Management & Ethics for Human Services 4.5 36.0

REQUIRED CLINICAL COURSES:
+HMRS1109 Pre-Clinical Education I 4.0
+HMRS1110 Clinical Education I 4.0
+HMRS1210 Clinical Education II 5.0
HMRS1310 Clinical Education III or +HMRS1311 Clinical Education Alcohol/Drug Counseling I 5.0
HMRS1410 Clinical Education IV or +HMRS1411 Clinical Education Alcohol/Drug Counseling II 5.0
HMRS2510 Clinical Education V or +HMRS2511 Clinical Education Alcohol/Drug Counseling III 5.0
HMRS2610 Clinical Education VI or +HMRS2611 Clinical Education Alcohol/Drug Counseling IV 5.0 33.0

ADDITIONAL HMRS REQUIRED COURSES:
(Select 4 classes totaling 18 hours from the following classes)
HMRS1355 Strategies for Relaxation 4.5
HMRS2360 Women’s Issues in Human Services 4.5
HMRS2363 Death, Dying, Grieving, & Loss 4.5
HMRS2501 Developmental Disabilities 4.5
*HMRS2502 Activities and Recreation in Human Services 4.5
HMRS2504 Mental Retardation 4.5
HMRS2516 Co-Dependency & Dysfunctional Families 4.5
+HMRS2517 Medical & Psychosocial Aspects of Alcohol/Drug Use, Abuse & Addiction 4.5
+HMRS2518 Clinical Treatment Issues in Chemical Dependency 4.5
HMRS2521 Applied Behavior Analysis 4.5
HMRS2523 Human Sexuality 4.5
HMRS2524 Advanced Counseling 4.5
HMRS2533 Youth & the Juvenile Justice System 4.5
+HMRS2541 Social Services-Long Term Care Facilities 4.5
HMRS2542 Financial Management for Long Term Care 4.5
HMRS2544 Patient Care & Services 4.5
+HMRS2547 Administration for Long Term Care Facilities 4.5
+HMRS2549 Rules, Regulations and Standards Relating to the Operation of a Health Care Facility 4.5
HMRS2550 Assisted Living Facility Licensure, Regulations, and Standards 4.5 18.0

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
HMRS ELECTIVES:
Any of the previous “ADDITIONAL HMRS REQUIRED COURSES” not used as part of the (18.0 credits) may be used as electives. The program also offers elective courses, or a student may choose from any College credit course or a combination of all three. The program recommends a computer course for students who have no computer skills.

ELECTIVES:
(Select 12 hours from the following classes)
HMRS1150 Communication & Assertiveness Training 2.0
HMRS2361 Domestic Violence 3.0
HMRS2362 Child Abuse 3.0
HMRS2364 Adult Survivors of Child Sexual Abuse 3.0
HMRS2365 Mental Illness & Family Issues 3.0
HMRS2505 Non-aversive Intervention for Problem Behaviors 2.5
HMRS2710 Clinical Education VII 5.0
HMRS2711 Clinical Education for Alcohol/Drug Counseling V 6.0
HMRS2811 Clinical Education for Alcohol/Drug Counseling VI 6.0 12.0

GENERAL EDUCATION REQUIREMENTS: 31.5 hours
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

One class from each of the following areas:
- ORAL COMMUNICATIONS 4.5
- WRITTEN COMMUNICATIONS 4.5
- MATHEMATICS 4.5

One class from three areas below:
- SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

SOCIOLOGY 4.5

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

ADDITIONAL REQUIREMENTS:
- PSYC2960 Life-span Human Development 4.5
- PSYC2980 Abnormal Psychology 4.5 9.0

- Approved Nursing Home Administration licensure courses.
- Meets Nebraska requirements for activities worker in long term care facilities.

Please note: Students need to obtain a First Aid and CPR before progressing in HMRS1110 Clinical Education I.

REQUIREMENTS FOR ALCOR & DRUG (A & D) ABUSE COUNSELOR STUDENTS:
Advanced standing is available for those individuals seeking an educational program approved to offer training for State of Nebraska certification as a provisional alcohol and drug abuse counselor. Prospective students with degrees in related health and human services fields may apply for advanced standing. Students seeking the A.A.S. degree must complete a minimum of 48.0 quarter credits from Southeast Community College.

REQUIREMENTS FOR PROVISIONAL A & D CERTIFICATION:
1. A minimum of 300 clinical hours of clinical performance with a CADAC counselor. (At least 10 hours in each of the 12 core competencies/functions.
2. Hours supervised at 1:10 ratio by supervisor.
3-9. HMRS1102, HMRS1357, PSYC2960 (not online), HMRS1402, HMRS1403, HMRS2517, and HMRS2518.
John Deere Ag Parts

The first of its kind in the United States, the John Deere Ag Parts program has given hundreds of people a unique training and employment opportunity.

Carefully designed curriculum

The John Deere Ag Parts program provides students a balance of classroom instruction, laboratory experience and on-the-job experiences. Instruction begins on campus for the first two quarters, then alternates quarters between a John Deere dealership and the campus. Students gain competence and expertise in parts nomenclature, shipping and receiving, computer parts system, inventory control and management. The basic components of parts marketing are emphasized: selling, merchandising, and telemarketing techniques. Communications, mathematics and personal finance courses round out the curriculum. Graduates of the program earn an associate of applied science degree.

Special program requirements and benefits

The program starts every two years. In addition to meeting the general requirements of Southeast Community College, students are tested to evaluate potential for success in the John Deere Ag Parts program. Selected applicants must secure a John Deere dealership sponsor for off-campus training. Students earn wages for hours of dealership work and are expected to continue employment at the dealership after graduation.

For more information about this SCC Program of Study, please contact:
Dennis Medinger, John Deere Ag Parts Chair

JOHN DEERE AG PARTS
Milford Campus

ASSOCIATE OF APPLIED
SCIENCE DEGREE

Prepares students for careers in John Deere dealerships in parts management and merchandising.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 117.0

The John Deere Ag Parts program prepares students to be entry level parts department personnel for John Deere dealers. This program is offered jointly by SCC and the John Deere Co. in cooperation with John Deere dealers. Upon completion of the program, graduates typically continue employment at a sponsoring John Deere dealership. Each student spends four quarters on campus and two quarters working in a sponsoring John Deere dealership.

JOHN DEERE AG PARTS COURSES:
Course offerings and prerequisites will be determined by the program.

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<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>JDAP1140</td>
<td>Product Knowledge I</td>
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<tr>
<td>JDAP1141</td>
<td>Shipping &amp; Receiving</td>
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<td>JDAP1142</td>
<td>John Deere Merchandise</td>
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<td>JDAP1143</td>
<td>Concepts of Merchandising</td>
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<td>JDAP1247</td>
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<td>JDAP1248</td>
<td>References, Electronic Cataloging</td>
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<td>JDAP1249</td>
<td>Counter Sales</td>
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<td>JDAP1351</td>
<td>Dealer Cooperative Education</td>
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<td>JDAP2454</td>
<td>Inventory Control &amp; Management</td>
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<td>Product Knowledge III</td>
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<td>JDAP2558</td>
<td>Dealer Cooperative Experience</td>
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<td>JDAP2660</td>
<td>Marketing Strategies</td>
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94.5

JOHN DEERE AG PARTS
GENERAL EDUCATION REQUIREMENTS:

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
(Three classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

How to enroll in this Program of Study:
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
The John Deere Ag Tech program is offered jointly by John Deere and Southeast Community College in cooperation with John Deere dealers. The model program was the first of its kind in the United States.

**Carefully designed curriculum**
John Deere Ag Tech program students receive classroom, laboratory and on-the-job experiences. The first two quarters of instruction take place on campus with alternate quarters at a John Deere dealership and on campus. Students gain competence and expertise in general engine fundamentals and repair, focusing on systems, such as electrical and electronics, fuel injection, hydraulic, heating and air conditioning. They learn how to set up and adjust John Deere products—tractors, tillage, planting, harvesting and monitoring equipment. College-level communications, mathematics and personal finance round out the program.

**Special program requirements and benefits**
New students are admitted once a year. In addition to meeting the general requirements of Southeast Community College, students are tested to evaluate potential for success in the John Deere Ag Tech program. Selected applicants must secure a John Deere dealership sponsor for off-campus training. Students earn wages for hours of dealership work and are expected to continue employment at the dealership after graduation. Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired by contacting the program.

For more information about this SCC Program of Study, please contact:
Bill August, John Deere Ag Tech Chair

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**JOHN DEERE AG TECH**
**Milford Campus**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**
Prepares students for careers in John Deere dealerships.

**Credit Hours Required for Graduation:**
Associate of Applied Science Degree: 157.5-159.0

**JOHN DEERE AG TECH COURSES:**
Course offerings and prerequisites will be determined by the program. A grade of “C” (2.0) or better in all JDAT classes is required to progress through the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>JDAT1140</td>
<td>John Deere Fundamentals</td>
<td>5.5</td>
</tr>
<tr>
<td>JDAT1142</td>
<td>John Deere Orientation &amp; Safety</td>
<td>4.5</td>
</tr>
<tr>
<td>JDAT1144</td>
<td>John Deere Welding</td>
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</tr>
<tr>
<td>JDAT1146</td>
<td>John Deere Electrical/Electronics I</td>
<td>9.0</td>
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<tr>
<td>JDAT1240</td>
<td>John Deere Theory of Engine Operation</td>
<td>7.0</td>
</tr>
<tr>
<td>JDAT1242</td>
<td>John Deere Engine Repair</td>
<td>8.0</td>
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<tr>
<td>JDAT1244</td>
<td>John Deere Fuel Systems</td>
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</tr>
<tr>
<td>JDAT1246</td>
<td>John Deere Tractor Performance</td>
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</tr>
<tr>
<td>JDAT1370</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
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<td>JDAT1440</td>
<td>John Deere Heating/ Air Conditioning</td>
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</tr>
<tr>
<td>JDAT1442</td>
<td>John Deere Electrical/Electronics II</td>
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<td>John Deere Hydraulics I</td>
<td>6.5</td>
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<td>JDAT1448</td>
<td>John Deere Power Trains I</td>
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<td>JDAT2540</td>
<td>John Deere Hydraulics II</td>
<td>13.5</td>
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<td>JDAT2542</td>
<td>John Deere Power Trains II</td>
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<td>JDAT2544</td>
<td>John Deere Pressure Washer</td>
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</tr>
<tr>
<td>JDAT2744</td>
<td>John Deere Tillage and Seeding Equipment</td>
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<td>JDAT2746</td>
<td>John Deere Harvesting Equipment</td>
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<td>JDAT2748</td>
<td>John Deere Electrical/Electronics III</td>
<td>4.0</td>
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<tr>
<td>JDAT2750</td>
<td>John Deere Advanced Technologies</td>
<td>2.0</td>
</tr>
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</table>

**JOHN DEERE AG TECH GENERAL EDUCATION REQUIREMENTS:**
22.5-24.0 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
(Three classes from five areas below)
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

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How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

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See page 64 for a complete list of General Education Courses.
**LABORATORY SCIENCE TECHNOLOGY**

**Lincoln Campus**

**ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA**

Prepares students for positions as laboratory technicians in areas of chemistry, biological sciences, water and wastewater systems.

This program is accredited by the American Chemical Society, 1155 Sixteenth Street, NW, Washington DC, 20036, 800-227-5558

**Credit Hours Required for Graduation:**
- Diploma: 69.0
- Associate of Applied Science Degree: 104.0

**REQUARED LBST COURSES:**

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<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>LBST1101</td>
<td>Applied Chemistry I</td>
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<td>LBST1102</td>
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<td>LBST1111</td>
<td>Applied Chemistry I Laboratory</td>
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<td>LBST1112</td>
<td>Applied Chemistry II Laboratory</td>
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<td>LBST1121</td>
<td>Analytical Chemistry for Technicians I</td>
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<td>LBST1131</td>
<td>Analytical Chemistry I Laboratory</td>
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<td>LBST1161</td>
<td>Organic Chemistry</td>
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<td>LBST1171</td>
<td>Organic Chemistry Laboratory</td>
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<tr>
<td>LBST2205</td>
<td>Introductory Biology</td>
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<tr>
<td>LBST2215</td>
<td>Introductory Biology Laboratory</td>
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<tr>
<td>LBST2221</td>
<td>Sanitation</td>
<td>2.0</td>
</tr>
<tr>
<td>LBST2226</td>
<td>Applied Microbiology</td>
<td>2.0</td>
</tr>
<tr>
<td>LBST2271</td>
<td>Applied Microbiology Laboratory</td>
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</tr>
<tr>
<td>LBST2280</td>
<td>Water and Wastewater Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>LBST2301</td>
<td>Water/Wastewater Analysis</td>
<td>2.0</td>
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<tr>
<td>LBST2313</td>
<td>Water/Wastewater Analysis Laboratory</td>
<td>1.5</td>
</tr>
<tr>
<td>LBST2321</td>
<td>Hazardous Materials</td>
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</tr>
<tr>
<td>LBST2400</td>
<td>Laboratory Skills Competency</td>
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<tr>
<td>LBST2406</td>
<td>Quality in the Analytical Laboratory</td>
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<tr>
<td>LBST2407</td>
<td>Water and Wastewater Mathematics</td>
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<td>LBST2501</td>
<td>Practicum I</td>
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<tr>
<td>LBST2502</td>
<td>Practicum II</td>
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</table>

**LABORATORY SCIENCE GENERAL EDUCATION REQUIREMENTS:**

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

- One course from each of the following areas:
  - ORAL COMMUNICATIONS
  - WRITTEN COMMUNICATIONS
  - MATHEMATICS
  - SCIENCE

**Credit Hours Required:** 24.0

**PHYS1150 Descriptive Physics** 6.0

**ADDITIONAL REQUIREMENTS:** 11.0 hours

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

- Microcomputer Elective 3.0
- Biology Elective 3.0
- Advisor Approved Elective 3.0

**Earn a diploma or an associate degree**

Graduates may earn a diploma in four quarters of full-time study or an associate's degree in six quarters, full-time. Both choices include basic core courses and qualify graduates to practice as laboratory technicians in the industry and has been approved by the American Chemical Society through its Chemical Technology Program Approval Service.

**Starting Dates**

Qualified students are able to enter the program during any quarter on either a full- or part-time basis.

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.

For more information about this SCC Program of Study, please contact:

Don Mumm, Laboratory Science Chair
Land Surveying/Civil Engineering Technology

Land Surveying/Civil Engineering Technology is a comprehensive, six-quarter program, with thorough training in surveying, AutoCAD civil drafting with Land Development Desktop applications, and conventional board drafting. Students train on the latest surveying and drafting equipment, including electronic distance measuring instruments, digital read-outs and a state-of-the-art CAD laboratory. Studies include blueprint reading, soils and concrete inspection processes, utility systems, construction materials and safety practices. One quarter is spent in an internship with a cooperating employer, where students earn a salary and absorb valuable on-the-job experiences. Additional courses in math, communications and personal finance build student's practical business expertise.

Degree and career opportunities
Graduates are awarded an associate of applied science degree and find positions in private consulting, engineering firms, governmental engineering departments, materials testing laboratories, and private surveying companies.

Program admission dates
For information on admission dates, please contact the Admissions Office.

Special Program requirements
A minimum grade of "C" or 70% is required in all LSCE and General Education courses to progress through or graduate from the program.

For more information about this SCC Program of Study, please contact:
Dale Mueller, Land Surveying/Civil Engineering Chair

LAND SURVEYING/CIVIL ENGINEERING TECHNOLOGY
Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for employment opportunities as land surveyors, civil drafters and construction material inspectors.

Credit Hours Required for Graduation: 126.5

REQUIRED LSCE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>LSCE1110</td>
<td>Land Surveyors Math</td>
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<tr>
<td>LSCE1120</td>
<td>Plane Surveying</td>
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<tr>
<td>LSCE1126</td>
<td>Civil Drafting I</td>
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<td>LSCE1129</td>
<td>Engineering Surveying</td>
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<td>LSCE1126</td>
<td>Civil Drafting II</td>
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<td>LSCE1230</td>
<td>Earthworks Inspection</td>
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<td>LSCE1232</td>
<td>Highway Plan Reading</td>
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<td>LSCE1320</td>
<td>Route and Construction Surveying</td>
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<td>LSCE1324</td>
<td>Concrete Inspection</td>
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<td>LSCE1326</td>
<td>Civil Drafting III</td>
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<td>LSCE1346</td>
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<td>LSCE1392</td>
<td>Pre-Cooperative Education</td>
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<td>LSCE1400</td>
<td>Cooperative Education</td>
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<td>LSCE1441</td>
<td>Post-Cooperative Education</td>
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<td>LSCE2520</td>
<td>Geodetic Surveying</td>
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<td>LSCE2526</td>
<td>Civil Drafting IV</td>
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<td>LSCE2546</td>
<td>Applied Computer Aided Drafting</td>
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<td>LSCE2620</td>
<td>Boundary Control and Legal Principles</td>
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<td>Civil Drafting V</td>
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<td>LSCE2646</td>
<td>Advanced Computer Aided Drafting</td>
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<td>LSCE2667</td>
<td>Land Surveying Systems</td>
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| GENERAL EDUCATION REQUIREMENTS: 22.5 hours |

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- MATH1080 Applied Algebra & Trigonometry (or higher)
- COMPUTER TECHNOLOGY
- SOCIAL SCIENCE

No two classes may be selected from the same area.

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

See page 64 for a complete list of General Education Courses.
Machine Tool Technology

The Machine Tool Technology program provides curriculum and experience in tool and materials selection, blueprint-reading, measurement, and project layout. In addition to machine-specific training, students also receive a foundation in academic subjects useful in the manufacturing industry.

SCC provides instruction in the fundamentals of conventional machine operation, materials and manufacturing processes. Students practice skills on the College's state-of-the-art machines, including Computer Numerical Control machines, CNC lathes and milling machines, CNC wire feed and Ram-type electrical discharge machines. Laboratories provide valuable experience in computer aided drafting (CAD) using AutoCAD software, and computer aided manufacturing (CAM) using TEKSOFT.

Two possible levels of mastery

Machine Tool Technology offers the choice of completing a diploma or an associate of applied science degree, depending upon career and education goals. Each level is carefully planned around a common core of classes, so students can readily continue to the next level. With completion of each academic level, students gain additional skills which will benefit them in attaining the position and salary level desired.

Admission and completion

New students are admitted to the program each quarter. Graduates earn either a diploma or an associate of applied science degree. They can expect to find high quality careers in many areas: general and production machining, toolmaking, moldmaking, tool designing, CNC programming, machine maintenance and quality assurance.

Gain experience along with education

Individualized instruction and plenty of hands-on training characterize the Machine Tool Technology program. In state-of-the-art laboratories, students practice skills on the same or similar equipment and materials commonly used in the industry.

For more information about this SCC Program of Study, please contact:
John Gabelhouse, Machine Tool Co-chair-Milford
Brian Livingston, Machine Tool Co-chair-Lincoln
Scott Kahler, Machine Tool Chair-Milford

MACHINE TOOL TECHNOLOGY
Lincoln and Milford Campuses

DIPLOMA • ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as a skilled machinist and a specialist in die making, mold making, and tool & die making.

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

Die Maker Focus

Tool and Die Maker Focus

REQUIRED MACH DIPLOMA COURSES:

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<tr>
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<tr>
<td>MACH1110</td>
<td>Orientation</td>
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<td>MACH1121</td>
<td>Manufacturing Processes</td>
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<tr>
<td>MACH1156</td>
<td>Blueprint Reading &amp; Drawing</td>
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<td>MACH1172</td>
<td>Machine Tool Lab I</td>
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<td>MACH1222</td>
<td>Machine Tool Lab II</td>
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<tr>
<td>MACH1225</td>
<td>Materials of Industry</td>
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<tr>
<td>MACH1241</td>
<td>Machinery's Handbook</td>
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<tr>
<td>MACH1250</td>
<td>Computer Aided Drafting</td>
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<td>MACH1324</td>
<td>Machine Tool Lab III</td>
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<td>MACH1349</td>
<td>Basic CNC</td>
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<td>MACH1370</td>
<td>Applied Trigonometry</td>
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<td>MACH1428</td>
<td>Machine Tool Lab IV</td>
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<td>MACH1451</td>
<td>Advanced CNC</td>
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<tr>
<td>MACH1453</td>
<td>CNC Lathe</td>
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<tr>
<td>MACH1454</td>
<td>CAM</td>
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MACH A.A.S. DEGREE REQUIREMENTS:

Not all courses may not be available at each SCC campus.

DIE MAKER FOCUS: (Milford)

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<td>MACH2550</td>
<td>Die Design I</td>
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<td>MACH2552</td>
<td>Die Making Lab I</td>
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<td>MACH2547</td>
<td>Die Theory</td>
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<td>MACH2634</td>
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<td>MACH2636</td>
<td>Die Making Lab II</td>
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<td>MACH2535</td>
<td>Mold Theory</td>
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MOLD MAKER FOCUS: (Milford)

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<td>MACH2537</td>
<td>Injection Mold Design</td>
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<td>MACH2538</td>
<td>Mold Making Lab I</td>
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<td>MACH2547</td>
<td>Die Theory</td>
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<tr>
<td>MACH2642</td>
<td>Mold Making Lab II</td>
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TOOL AND DIE MAKER FOCUS: (Lincoln)

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<th>COURSE TITLE</th>
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<td>WELD1174</td>
<td>Machine Tool Welding</td>
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<tr>
<td>MACH2244</td>
<td>Tool and Cutter Grinding</td>
<td>3.0</td>
</tr>
<tr>
<td>MACH2246</td>
<td>Jigs and Fixtures</td>
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<td>MACH2256</td>
<td>Die Construction</td>
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<td>MACH2258</td>
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<tr>
<td>MACH2266</td>
<td>Advanced Die Construction</td>
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MACHINE TOOL TECHNOLOGY GENERAL EDUCATION REQUIREMENTS: 22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

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

(Two classes from four areas below)
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

To complete the diploma, a total of nine (9.0) general education requirements must be fulfilled. MATH1000 plus one other general education course from Oral or Written Communications.)

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
Manufacturing Engineering & CAD Technology

The Manufacturing Engineering and CAD Technology program provides focused instruction in traditional and computer-aided drafting, layout and design of fabricated products, study of materials used in manufacturing, plant layout and materials handling, manufacturing processes, and use of machines. Students also study quality control, time and motion efficiency, tool and product design, and mold design. Classes in applied mathematics, physics, personal finance and communication help to round out the curriculum.

Certified Program

The Manufacturing Engineering and CAD Technology program is fully certified at the Design Drafter level by the American Design Drafting Association (www.adda.org). New students are accepted every other quarter. Students attend six quarters and earn an Associate of Applied Science degree and in some cases, if they so choose, can transfer credits to a four-year institution for a baccalaureate degree. Students who know which four-year institution they prefer to transfer to should check with an advisor from that college to ensure smooth transfer of credits.

Establish important contacts in your field:

While in college, most students take advantage of student membership in the Society of Manufacturing Engineers (www.sme.org). This provides an opportunity to learn more about the industry and meet other engineers and technicians. Students in the program are eligible, in their sixth quarter, to take the Certified Manufacturing Technologist exam offered by the American Design Drafting Association (www.adda.org). Students in the program are eligible in their sixth quarter, to take the Certified Manufacturing Technologist exam offered by the Society of Manufacturing Engineers (www.sme.org).

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

MANUFACTURING ENGINEERING & CAD TECHNOLOGY

ASSOCIATE OF APPLIED SCIENCE DEGREE

This program prepares students for manufacturing or engineering careers in drafting, layout and design of products.

Credit Hours Required for Graduation:

* Associate of Applied Science Degree: 145.0

Graduates of the program are trained to be a member of an engineering team. They will work with everyone, from the engineers to the individuals in the shop, to design and build their company’s products. The Manufacturing Engineering & CAD Technology program is fully certified at the Design Drafter level by the American Design Drafting Association (www.adda.org). Students in the program are eligible in their sixth quarter, to take the Certified Manufacturing Technologist exam offered by the Society of Manufacturing Engineers (www.sme.org).

AAS DEGREE REQUIREMENTS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<td>MFGT1125</td>
<td>Materials of Industry</td>
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<td>MFGT1144</td>
<td>Industrial Drafting I</td>
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<td>Applied Hydraulic &amp; Pneumatics</td>
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<td>Elementary Tool Design</td>
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<td>MFGT1362</td>
<td>Plant Layout &amp; Materials Handling</td>
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<td>MACH1370</td>
<td>Applied Trigonometry</td>
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<td>MFGT1413</td>
<td>Electrical Fundamentals</td>
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<tr>
<td>MFGT1421</td>
<td>Manufacturing Processes I</td>
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<td>CNC Machines</td>
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<td>Machine Design</td>
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<td>MFGT1458</td>
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<td>MFGT2549</td>
<td>Quality Assurance &amp; SPC</td>
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<td>MFGT2551</td>
<td>Time &amp; Motion Study</td>
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<tr>
<td>MFGT2559</td>
<td>Advanced Geometric Dimensioning &amp; Tolerancing</td>
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<tr>
<td>MFGT2560</td>
<td>Manufacturing Processes III</td>
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<td>MFGT2566</td>
<td>Tool &amp; Product Design</td>
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<tr>
<td>MFGT2635</td>
<td>Plastics: Design &amp; Engineering</td>
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<td>MFGT2643</td>
<td>Strength of Materials</td>
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<tr>
<td>MFGT2668</td>
<td>Design and Production Problems</td>
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<td>MFGT2670</td>
<td>Advanced CAD/CAE Autodesk Inventor</td>
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<td>MFGT2672</td>
<td>Mechanisms</td>
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</table>

Total Credit Hours: 118.0

MANUFACTURING ENGINEERING & CAD GENERAL EDUCATION REQUIREMENTS: 22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)

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

No two classes may be selected from the same area.

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

OFFT1110 Business Communications 4.5

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.

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Note: All information is subject to change without notice.
Mass Media

Mass Media program students can choose to earn an associate of applied science with a focus in either broadcasting or communication. The Broadcasting focus provides a solid background in radio with plenty of on-air and station management experience at the College’s radio station, KQIQ-88.3 FM.

The Communication focus is ideal for students who want to use acquired skills such as photography, production, writing and public relations in other fields. Six areas of emphasis in communication are offered: Agriculture Business and Management Technology, Business, Health Occupations, Humanities, Social Science or Math, and Science. Working on the campus newspaper, The Challenge, provides practical experience for students.

Choice of degree
If the student’s ultimate goal is to earn a bachelor’s degree, the Academic Transfer program provides general education courses intended for transfer to a four-year institution. Additional courses in broadcasting or communication are included. Graduates of the Academic Transfer program earn an associate of arts degree.

SCC transfer agreements with public and private four-year colleges and universities allow transfer of SCC credits. However, if students know the institution to which they will transfer, it is their responsibility to check with an appropriate advisor at the four-year college to determine the best course selection for transfer.

For more information about this SCC Program of Study, please contact:
Jerry Fritz, Mass Media Chair

Mass Media
Beatrice Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for a career in broadcasting or communication or transfer to a senior institution.

Credit Hours Required for Graduation: • Associate of Applied Science Degree 93.0

MASS MEDIA REQUIREMENTS:

COURSE #  COURSE TITLE  CREDIT HRS
BRDC1710  Survey of Electronic Media  4.5
BRDC1860  Radio Workshop  4.5
BRDC2760  Broadcast Management  4.5
BRDC2830  Communication Law & Ethics  4.5
BRDC2860  Radio Workshop  4.5
BRDC2780  Public Relation Strategies & Techniques  4.5
BRDC2970  Broadcast Internship  4.5
JOUR1810  Introduction to Mass Communication  4.5
JOUR1820  News Writing & Reporting  4.5

MASS MEDIA GENERAL EDUCATION REQUIREMENTS:

Credit Hour Requirements: 48.0 hours

• ORAL COMMUNICATIONS  4.5
• WRITTEN COMMUNICATIONS  4.5
• ENGL1010  Composition I (prerequisite to ENGL1020)  4.5
• MATH1150  College Algebra (or higher)  4.5
• SCIENCE  12.0
• SOCIAL SCIENCE  4.5
• HUMANITIES  9.0
• COMPUTER TECHNOLOGY  4.5

No two classes may be selected from the same area.

In addition students must complete the following course:
ENGL1020  Composition II  4.5

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

Please note - for students who wish to continue on to a 4-year institution: It is the student’s responsibility to check with the receiving institution where credits will be transferred. Even though most courses listed under the Academic Transfer area at SCC transfer to most colleges and universities, you should consult with your advisor, the Registrar’s office in Beatrice and Milford or Career Services in Lincoln to be sure the courses you take are applicable to the degree you are seeking. Copies of some university/college degree requirements are available in the Registrar’s office in Beatrice and Milford and in Career Services in Lincoln.

See page 64 for a complete list of General Education Courses.
Medical Assisting

The trained medical assistant is increasingly an essential member of the medical team in medical offices, clinics, and hospitals, providing vital support services in a variety of skill areas. The Medical Assisting program includes instruction in office patient care procedures and basic laboratory techniques. The student also learns office practices and receptionist/secretarial duties related to a medical environment. A clinical experience is provided for students in cooperation with physicians and surgeons in Lincoln and surrounding communities.

Earn a diploma from an accredited program

Graduates of this program receive a diploma and are eligible to take the American Association of Medical Assistants Certification Examination to become a Certified Medical Assistant. The program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), as recommended by the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Program starting dates

Students are admitted to the program in the spring and fall quarters.

Special program requirements

1. Students must complete a health statement before acceptance into the Medical Assisting program.
2. Students may be requested by clinical sites to submit to and pass drug testing and to a reasonable background investigation, including a criminal background check.
3. Students must pass all required courses for the program with a "C+" or better to continue through the program.
4. All students must have a Current CPR card - Module C, prior to enrolling in fourth quarter of application.
5. MEDA1301, MEDT1161/1171/1181/ & 1191 taken and passed concurrently or all must be repeated.

Keyboarding placement is dependent on assessment of skills. Testing is available in the Testing Center.

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

For more information about this SCC Program of Study, please contact: Jeanette Goodwin, Medical Assisting Chair

MEDICAL ASSISTING
Lincoln Campus

DIPLOMA

Prepares students for a career in medical assisting, including patient care, laboratory procedures, and medical office administration.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), as recommended by the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE).

Credit Hours Required for Graduation:

• Diploma:

To complete a diploma in the Medical Assisting program, courses are generally taken in the following order.

COURSE # COURSE TITLE CREDIT HRS
LPNS1103 Anatomy & Physiology 6.0
MEDA1101 Medical Terminology I 2.0
MEDA1102 Medical Assisting Orientation 2.0
OFFT1710 Word Applications I 4.0
MEDA1204 First Aid 2.0
MEDA1201 Medical Terminology II 3.0
MEDA1202 Communication in Allied Health 4.5
MEDA1203 Medical Law, Ethics & Bioethics for the Medical Office Employee 3.0
MEDA1406 Basic Pharmacology 2.0
MEDA1407 Medical Calculations 1.0
OFFT1160 Keyboarding III 3.0
MEDA1301 Examination Room Techniques 7.5
MEDT1161 Basic Urinalysis & Microbiology for the Office Laboratory 1.0
MEDT1171 Basic Urinalysis & Microbiology Laboratory 1.0
MEDT1181 Basic Hematology for the Office Laboratory 1.0
MEDT1191 Basic Hematology Laboratory 1.0
OFFT1190 Medical Assisting Machine Transcription 4.5
OFFT2440 Medical Office Procedures 4.5
MEDA1401 Clinical Education 8.0
MEDA1402 Senior Clinical Seminar 3.0
MEDA1404 Medical Diseases 3.0
MEDA1405 Insurance for the Medical Office 4.5
MEDA1406 Medical Calculations 1.0
MEDA1407 Medical Calculations 1.0

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

GENERAL EDUCATION REQUIREMENTS:

9.0 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
• WRITTEN LANGUAGE
ENGL1010 Composition I 4.5
• COMPUTER TECHNOLOGY
BSAD1010 Microsoft Applications I 4.5

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

MEDICAL CODING
Lincoln Campus

DIPLOMA

Southeast Community College in cooperation with Central Community College provides the opportunity for students to enter the occupation of Medical Coding. If interested, contact the admissions office on the Lincoln Campus.

See page 64 for a complete list of General Education Courses.
**Medical Laboratory Technology**

The Medical Laboratory Technician performs clinical laboratory tests that aid in the diagnosis and treatment of disease. The program includes principles and technical instruction in the areas of hematology, clinical chemistry, clinical microbiology, immunohematology (blood banking), immunology/serology, parasitology, urinalysis, and clinical microscopy. Students obtain additional laboratory experiences and learning opportunities within hospital and clinic laboratories.

**Accreditation and Certification**

The Medical Laboratory Technician Program is accredited by the National Accreditation Agency for Clinical Laboratory Sciences (NAACLS). A graduate of the program is eligible to take national certification examinations offered by the American Society for Clinical Pathology (ASCP) and/or National Certification Agency for Clinical Laboratory Sciences (NCA), and may also transfer these two years of credits to the University of Nebraska Medical Technology program.

**Admission and Completion**

Students are admitted into the program in the summer quarter. The program can be completed in eight full-time quarters.

**Special Program Requirements:**

A minimum grade of “C” is required in all courses. A health statement, including a skin test for tuberculosis and/or a chest x-ray, and a repeat skin test for tuberculosis and/or a chest x-ray, is required before acceptance into the program. A cardiopulmonary resuscitation (CPR) card and a repeat skin test for tuberculosis and/or a chest x-ray are required prior to Clinical Education I.

**Advanced Standing:**

Students with previous college credit may apply for advanced placement pending evaluation of transcripts and availability of class space.

**Options:**

Students may choose a three-year option in which to complete the program.

**For more information about this SCC Program of Study, please contact:**

Janis Bible, Medical Laboratory Technology Chair

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**MEDICAL LABORATORY TECHNOLOGY**

**Lincoln Campus**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepares students for careers as technicians in medical laboratories, performing clinical laboratory tests to obtain test results used by a physician.

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

**Credit Hours Required for Graduation:**

133.5

**MEDICAL LABORATORY TECHNOLOGY REQUIREMENTS:**

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<td>LBST1205</td>
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<td>MEDT1102</td>
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<td>MEDT100</td>
<td>Procedures in Phlebotomy</td>
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<td>Organic Chemistry</td>
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<td>Immunohematology I Laboratory</td>
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<td>Immunology</td>
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<td>Immunology/Serology Laboratory</td>
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<td>Immunohematology II Laboratory</td>
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<td>MEDT2641</td>
<td>Clinical Chemistry II</td>
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**GENERAL EDUCATION REQUIREMENTS:**

19.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

*(One class from each of the following areas)*

- **WRITTEN COMMUNICATIONS**: 4.5
- **MATHEMATICS**: 4.5
- **MATH1100 Intermediate Algebra or higher**: 4.5
- **SCIENCE**: 4.5
- **COMPUTER TECHNOLOGY**: 1.5

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

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

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**SCC Programs of Study**

**See page 64 for a complete list of General Education Courses.**
Southeast Community College Nebraska

Microcomputer Technology

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE • CERTIFICATE
Prepares students for careers in the microcomputer field.

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 110.0
• Network Manager Focus
  PC Support Specialist Focus
  Microcomputer Programmer Focus
  Web Applications Programmer Focus
• Certificate: 30.5

CERTIFICATE REQUIREMENTS:

<table>
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>INFO1212</td>
<td>Microsoft Word</td>
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<td>INFO1311</td>
<td>Microsoft Excel</td>
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<td>INFO1441</td>
<td>Windows 2000 Professional</td>
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<td>INFO1515</td>
<td>Microcomputer Fundamentals</td>
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<td>MS-DOS</td>
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<td>INFO1311</td>
<td>Database Concepts</td>
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<tr>
<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>Web Page Fundamentals</td>
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<td>MATH1000</td>
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<tr>
<td></td>
<td>MATH class</td>
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</tbody>
</table>

AAS DEGREE CORE COURSES:
The following core courses must be completed to meet the requirements for all four specializations in the Microcomputer Technology AAS degree.

- Network Manager, Microcomputer Programmer, PC Support Specialist, and Web Applications Programmer.

INFO1212 Microsoft Word 1.5
INFO1311 Microsoft Excel 1.5
INFO1441 Windows 2000 Professional 2.0
INFO1515 Microcomputer Fundamentals 4.5
INFO1211 Microsoft Access 1.5
INFO1221 MOSS 2.5
INFO1311 Database Concepts 3.0
INFO1371 Hardware Installation & Maintenance 3.0
INFO1381 Data Communications & Networking 4.5
INFO1431 Web Page Fundamentals 2.0
MATH1000 Basic College Math or higher level 4.5
MATH class 30.5

Network Manager Focus:

INFO1371 Hardware Installation & Maintenance 3.0
INFO1391 TCP/IP 3.0
INFO1445 Customer Support 2.0
INFO1463 Advanced Hardware Troubleshooting 3.0
INFO1491 Novell Network Administration 4.5
INFO2585 Windows 2000 Server Administration 4.5
INFO2631 Linux Network Administration 4.5
INFO2695 Advanced Windows 2000 Server Administration 3.0
27.5

Business Support Elective: 4.5

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

Technical Electives Choose from: 19.0

ELEC2760 Networking Infrastructure (3.5)
ELEC2761 Router Implementation (3.5)
ELEC2860 Advanced Routing & Switching (3.0)
ELEC2861 Wide Area Networking (3.0)
INFO1214 Logic Design & Object Oriented Programming (4.5)
INFO1314 Java (4.5)
INFO1325 Internet Scripting (3.0)
INFO1491 Network Security Fundamentals (3.0)
INFO1511 Advanced Database Concepts (3.0)
INFO1515 Database Administration (3.0)
INFO1525 Web Server Scripting (4.5)
INFO1531 Advanced Web Page (3.0)
INFO2564 Visual Basic (4.5)

PC Support Specialist Focus:

INFO1214 Logic Design & Object Oriented Programming 4.5
INFO1371 Hardware Installation & Maintenance 3.0
INFO1391 TCP/IP 3.0
INFO1413 WordPerfect for Windows 2.0
INFO1423 Microsoft PowerPoint 2.0
INFO1445 Customer Support 2.0
INFO1463 Advanced Hardware Troubleshooting 3.0
INFO1473 Advanced Microsoft Word 2.0
INFO1483 Advanced Microsoft Excel 2.0
INFO1493 Advanced Microsoft Access 2.0
INFO2513 Software Support 2.0
INFO2585 Windows 2000 Server Administration 4.5
32.0

How to enroll in this Program of Study:

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
**BUSINESS SUPPORT ELECTIVE CHOOSE FROM:**
- BSAD1050 Introduction to Business
- BSAD2520 Principles of Marketing
- BSAD2540 Principles of Management
- OFFT1310 Office Accounting I

**TECHNICAL ELECTIVES CHOOSE FROM:**
- ELEC2760 Networking Infrastructure (3.5)
- ELEC2761 Router Implementation (3.5)
- ELEC2860 Advanced Routing & Switching (3.0)
- ELEC2861 Wide Area Networking (3.0)
- INFO1114 Java (4.5)
- INFO1325 Internet Scripting (3.0)
- INFO1495 Novell Network Administration (4.5)
- INFO1501 Integrated Applications (1.0)
- INFO1511 Advanced Database Concepts (3.0)
- INFO1515 Database Administration (3.0)
- INFO1521 Web Graphics (2.0)
- INFO1525 Web Server Scripting (4.5)
- INFO1531 Advanced Web Page (3.0)
- INFO1564 Visual Basic (4.5)
- INFO2631 Linux Network Administration (4.5)
- INFO2695 Advanced Windows 2000 Server (3.0)

**MICROCOMPUTER PROGRAMMER FOCUS:**
- INFO1214 Logic Design & Object Oriented Programming (4.5)
- INFO1314 Java (4.5)
- INFO1414 Advanced Java (4.5)
- INFO1511 Advanced Database Concepts (3.0)
- INFO2545 C++ (4.5)
- INFO2564 Visual Basic (4.5)
- INFO2594 Programming Project Design (1.5)
- INFO2664 Advanced Visual Basic (4.5)
- INFO2694 Programming Project (3.0)

**GENERAL EDUCATION REQUIREMENTS:**

- **4.5 hours**

**BUSINESS SUPPORT ELECTIVE CHOOSE FROM:**
- BSAD1050 Introduction to Business
- BSAD2520 Principles of Marketing
- BSAD2540 Principles of Management
- OFFT1310 Office Accounting I

**TECHNICAL ELECTIVES CHOOSE FROM:**
- INFO1325 Internet Scripting (3.0)
- INFO1391 TCP/IP (3.0)
- INFO1515 Database Administration (3.0)
- INFO25122 Web Server Scripting (4.5)
- INFO2531 Advanced Web Scripting (3.0)
- INFO2674 Enterprise Visual Basic.NET (4.5)

**WEB APPLICATIONS PROGRAMMER FOCUS:**
- INFO1214 Logic Design & Object Oriented Programming (4.5)
- INFO1314 Java (4.5)
- INFO1414 Advanced Java (4.5)
- INFO1511 Advanced Database Concepts (3.0)
- INFO2514 Java Server Programming (4.5)
- INFO2554 C++ (4.5)
- INFO2585 Windows 2000 Server Administration (4.5)
- INFO2631 Linux Network Administration (4.5)
- INFO2694 Programming Project (4.5)

**BUSINESS SUPPORT ELECTIVE CHOOSE FROM:**
- BSAD1050 Introduction to Business
- BSAD2520 Principles of Marketing
- BSAD2540 Principles of Management
- OFFT1310 Office Accounting I

**TECHNICAL ELECTIVES CHOOSE FROM:**
- INFO1325 Internet Scripting (3.0)
- INFO1391 TCP/IP (3.0)
- INFO1515 Database Administration (3.0)
- INFO1525 Web Server Scripting (4.5)
- INFO2531 Advanced Web Scripting (3.0)
- INFO2674 Enterprise Visual Basic.NET (4.5)

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SOCIAL SCIENCE
- HUMANITIES

No two classes may be selected from the same area.

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

See page 64 for a complete list of General Education Courses.
Motorcycle, ATV, and Personal Watercraft Technology

The Motorcycle, ATV and Personal Watercraft Technology program places a high priority on practical training to ensure that students receive individual attention and adequate laboratory experience to develop their skills. Students receive instruction in all aspects of Motorcycle, ATV and Personal Watercraft repair along with classes in metrics, specialty tools, applied mathematics, and physics to ensure an academic foundation for hands-on training. Curriculum is designed to coincide with current industry and service standards.

Students can complete a diploma in four quarters. The program classes begin July, but students may complete the General Education requirements prior to or during the program schedule.

Special Program Requirements
Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired by contacting the program.

For more information about this SCC Program of Study, please contact:
Ken Jefferson, Motorcycle, ATV, & Personal Watercraft Technology Chair

MOTORCYCLE, ATV, AND PERSONAL WATERCRAFT TECHNOLOGY
Lincoln Campus

DIPLOMA
Prepares students for careers in repair and maintenance of motorcycles, All-Terrain-Vehicles and personal watercrafts.

Credit Hours Required for Graduation:
• Diploma: 84.5-86.0

REQUIRED DIPLOMA COURSES:
Course offerings and prerequisites will be determined by the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTT1080</td>
<td>Shop Procedures &amp; Hand Tools</td>
<td>4.5</td>
</tr>
<tr>
<td>MSTT1112</td>
<td>Basic Engine Theory</td>
<td>5.0</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>4.5</td>
</tr>
<tr>
<td>MSTT1131</td>
<td>Electrical Circuits</td>
<td>10.0</td>
</tr>
<tr>
<td>MSTT1132</td>
<td>Fuel &amp; Ignition Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>MSTT1133</td>
<td>Tune Up &amp; Rideability</td>
<td>7.5</td>
</tr>
<tr>
<td>MSTT1138</td>
<td>Personal Watercraft</td>
<td>3.0</td>
</tr>
<tr>
<td>MSTT1140</td>
<td>Transmissions and Final Drives</td>
<td>3.5</td>
</tr>
<tr>
<td>MSTT1141</td>
<td>Engine Rebuild and Overhaul</td>
<td>4.0</td>
</tr>
<tr>
<td>MSTT1145</td>
<td>Engine Machine Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>MSTT1146</td>
<td>Rideability and Electrical Update or</td>
<td>6.0</td>
</tr>
<tr>
<td>MSTT1147</td>
<td>Rideability and Electrical Update with Coop</td>
<td>6.0</td>
</tr>
<tr>
<td>WELD1178</td>
<td>Motorcycle Welding</td>
<td>4.0</td>
</tr>
</tbody>
</table>

MOTORCYCLE, ATV, & PERSONAL WATERCRAFT
GENERAL EDUCATION REQUIREMENTS:
18.0-19.5 hours
To complete a diploma for this program, a student must complete additional credit hours in the following general education core areas.
(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
(Two classes from five areas below)
• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY
No two classes may be selected from the same area.

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

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
The purpose of the cooperative Associate of Applied Science Degree in Nebraska Law Enforcement is to provide a special track for students at the six Nebraska community colleges who want to pursue a career in law enforcement. This track includes criminal justice courses with common learning objectives identified by the colleges and the Nebraska Law Enforcement Training Center (NLETC) in Grand Island. As a result of the common learning objectives, the students will complete an abbreviated certification program at the NLETC designated as an internship. Upon completing the internship, students will have an associate’s degree and certification from NLETC.

Individuals considering a degree or employment in law enforcement must be aware of strict qualifications. Factors that usually disqualify candidates from employment in the profession include a criminal record, history of drug abuse, significant psychological/personal disorders, physiological disorders, neuro-muscular dysfunction, etc. Law enforcement agencies hire only the highest, best-qualified individuals available in order to obtain and maintain public trust and confidence at all times.

Please note: Estimated cost for the nine-hour internship at the Training Center is $4,000. A comprehensive test may remain part of the admissions process to the NLETC.

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

Thanks to the NLETC for permission to use the NLETC logo.

For more information about this SCC Program of Study, please contact:
Tom Young, Social Science - Beatrice
Michele Richards, Academic Transfer Advisor - Lincoln

**NEBRASKA LAW ENFORCEMENT**

**Beatrice and Lincoln Campuses**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepares students for careers in city and county law enforcement agencies in Nebraska

Credit Hours Required for Graduation:
* Associate of Applied Science Degree: 90.0

**REQUIRED NEBRASKA LAW ENFORCEMENT COURSES:**

Course offerings and prerequisites will be determined by the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIM1010</td>
<td>Intro To Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM1030</td>
<td>Courts &amp; The Judicial Process</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM1140</td>
<td>Reporting Techniques for CRJ</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2000</td>
<td>Criminal Law</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2030</td>
<td>Police and Society</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2100</td>
<td>Juvenile Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2150</td>
<td>Social Issues in Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2200</td>
<td>Criminology</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2260</td>
<td>Criminal Investigation</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2310</td>
<td>Rules of Evidence</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Admissions to NLETC and Physical Training:

Students enrolling in the NE Law Enforcement program need to be aware of the admission requirements for acceptance at the Nebraska Law Enforcement Training Center for the six credit hour internship to complete requirements for the Associate of Applied Science Degree. Students must meet the following stipulations as part of the application process at the Training Center.

**SPECIAL PROGRAM REQUIREMENTS:**

1. Take and pass the required Test of Adult Basic Education (TABE) before the processing of any paperwork can be done
2. Be a citizen of the United States
3. Be 21 years of age or older
4. Be a high school graduate or provide GED
5. Possess a valid motor vehicle operator's or chauffeur's license
6. Have 20/20 vision or correctable to 20/30
7. Have normal hearing or corrected to normal hearing
8. Submit 4 fingerprint cards for criminal record search
9. Possess good character as determined by a thorough background check conducted by the Training Center
10. Have not used illegal drugs or narcotics in the past two years
11. Have not been convicted of DREW in the two years immediately preceding admission to the Training Center
12. Submit to a physical exam within one year prior to admission and provide medical history
13. Provide current photograph
14. Provide driving record (obtain from NE Department of Motor Vehicles)
15. Pay $100 non-refundable processing fee
16. Plan to submit application to the Training Center one year prior to attending
17. Plan to interview at the Training Center as part of the admission process

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

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

(One class from five areas below)
* MATHEMATICS
* SCIENCE
* SOCIAL SCIENCE
* HUMANITIES
* COMPUTER TECHNOLOGY

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.

**GENERAL EDUCATION REQUIREMENTS:**

**36.0 hours**

See page 64 for a complete list of General Education Courses.
How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

NONDESTRUCTIVE TESTING TECHNOLOGY
Midland Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for product inspection careers in engineering and quality assurance areas of industry.

Credit Hours Required for Graduation: 146.0

The Nondestructive Testing Technology program trains students to examine products and materials for flaws without damaging the products. This program is one of the few nondestructive testing programs in the United States. Listed below are the courses necessary for a full-time student to complete an AAS degree in Nondestructive Testing Technology. A grade of “C” or better is required in all prerequisite courses.

REQUIRED NDTT COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDTT1121</td>
<td>Visual Inspection Methods</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT1133</td>
<td>Manufacturing Processes</td>
<td>10.0</td>
</tr>
<tr>
<td>NDTT1138</td>
<td>Welding Processes</td>
<td>3.0</td>
</tr>
<tr>
<td>NDTT1164</td>
<td>Blueprint Reading &amp; CAD</td>
<td>5.0</td>
</tr>
<tr>
<td>NDTT1236</td>
<td>Electrical &amp; Electronic</td>
<td>5.0</td>
</tr>
<tr>
<td></td>
<td>Fundamentals</td>
<td></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>NDTT1466</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>NDTT2560</td>
<td>Radiography II &amp; Film</td>
<td>8.0</td>
</tr>
<tr>
<td></td>
<td>Interpretation</td>
<td></td>
</tr>
<tr>
<td>NDTT2570</td>
<td>Eddy Current II</td>
<td>10.0</td>
</tr>
<tr>
<td>NDTT2652</td>
<td>Ultrasonics II</td>
<td>8.0</td>
</tr>
<tr>
<td>NDTT2675</td>
<td>Computer Applications in NDT</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT2679</td>
<td>Code Interpretation &amp; Procedure Development</td>
<td>4.5</td>
</tr>
</tbody>
</table>

NONDESTRUCTIVE TESTING GENERAL EDUCATION REQUIREMENTS: 22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

In addition students must complete the following courses.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAD2540</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>PHYS1017</td>
<td>Technical Physics</td>
<td>4.5</td>
</tr>
</tbody>
</table>

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

For more information about this SCC Program of Study, please contact:
Randy Walbridge, Nondestructive Testing Chair
**Office Technology**

Today’s offices require extensive knowledge of grammar, punctuation, computers, word processing, accounting, office machines, and special vocabularies. The Office Technology Program offers course work and cooperative work experiences designed to prepare students for responsible office positions.

**Earn the award of your choice.**

Students have the option of completing a certificate, a diploma, or an associate of applied science degree, depending upon their career goals.

**Choose a focus tailored to your interests.**

Students completing an associate degree may choose among three special focuses—administrative, legal, and medical. With appropriate elective courses, students completing requirements for the associate of applied science degree will also be prepared to take the Certified Professional Secretary (CPS) examination awarded through the International Association of Administrative Professionals.

**For more information about this SCC Program of Study, please contact:**

Sharon Dexter, Office Technology Program Chair—Beatrice;
Jo Ann Frazell, Office Technology Program Chair—Lincoln

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**OFFICE TECHNOLOGY**

**Beatrice and Lincoln Campuses**

**ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA • CERTIFICATE**

Prepares students for careers in office professions.

**Credit Hours Required for Graduation:**

- **Certificate:** 40.0
- **Diploma:**
  - General Office Focus: 80.0
  - Medical Transcription Focus: 84.0
- **Associate of Applied Science Degree:**
  - Administrative Office Focus: 119.0
  - Legal Office Focus: 119.5
  - Medical Office Focus: 118.0

The Office Technology Program offers students generalized training in office professions as well as course work in three focus areas: administrative, legal, and medical. All course prerequisites must be passed with a “C” or better to continue through the program.

**Special Program Requirements**

Students who wish to pursue their education in Office Technology must complete the regular College admission requirements and the special program requirements:

1. Students will complete the pre-admissions COMPASS test administered by SCC. This test will help determine the skills students currently have in math, writing, and reading comprehension. Scores from this test will be used to place students in appropriate math and writing courses as well as any developmental reading program that may be necessary. Developmental courses include the following:
   - ENGL0850 Reading Strategies I
   - ENGL0880 Reading Strategies II
   - ENGL0950 Writing Skills
   - ENGL0980 Basic Writing
   - MATH0400 Math Fundamentals

   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 transcript must validate successful completion of an accounting course. Two semesters of high school accounting or one semester/quarter of college accounting must have been completed with a “B” average or better. Students who cannot validate previous accounting course work will be required to take OFFT1310, Office Accounting.

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

4. If your advisor determines that you must take developmental 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.

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**How to enroll in this Program of Study**

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

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See page 64 for a complete list of General Education Courses.
COURSE # | COURSE TITLE | CREDIT HRS
--- | --- | ---
OFFT1010 | Beginning Keyboarding I | 2.0
*OFFT1020 | Beginning Keyboarding II | 2.0
OFFT1310 | Office Accounting | 4.5

AAS OFFICE TECHNOLOGY CORE COURSES:
- BSAD1050 Introduction to Business (Bea) or AAS OFFICE TECHNOLOGY CORE COURSES: Management (Linc) | 4.5
- *INFO1211 Microsoft Access (Linc) or | 1.5
- *OFFT1480 Microsoft Access (Bea) | 1.5
- OFFT1040 Records Management | 3.0
- *OFFT1110 Business Communications I | 4.5
- *OFFT1160 Keyboarding III | 3.0
- *OFFT1170 Keyboarding IV | 3.0
- *OFFT1171 Word Applications I | 4.0
- *OFFT1172 Word Applications II | 4.0
- *OFFT1173 Word Applications III | 4.0
- *OFFT2000 Employment Techniques | 3.0
- *OFFT2020 Co-supervised Employment | 5.0
- *OFFT2090 Applied Transcription Skills | 4.5
- *OFFT2180 Keyboarding V | 3.0
- *OFFT2410 Administrative Professional Procedures I | 4.5
- *OFFT2420 Administrative Professional Procedures II | 4.5
- *OFFT2460 Office Simulation | 4.5
- *OFFT2600 Emerging Business Technologies | 4.5

ADDITIONAL FOCUS COURSES:
- *ACCT1200 Principles of Accounting I | 4.5
- *OFFT1680 Web Page Support | 4.5
- *OFFT2040 Computer Input Technologies | 4.5
- *OFFT2050 Payroll Accounting (Bea) or | 3.0
- *OFFT2330 Excel Applications for Office Accounting (Linc) | 4.5
- *OFFT2700 Multimedia Office Applications | 4.5
- *OFFT2710 Microsoft Office Integration I | 4.5
- *OFFT2720 Microsoft Office Integration II | 4.5

LEGAL FOCUS COURSES:
- *ACCT1200 Principles of Accounting I | 4.5
- BSAD1090 Business Law I | 4.5
- BSAD1100 Business Law II | 4.5
- *OFFT2200 WordPerfect for Windows (Bea) or | 2.0
- *OFFT2210 Legal Processes I | 4.5
- *OFFT2220 Legal Processes II | 4.5
- *OFFT2230 Legal Processes III | 4.5
- *OFFT2260 Legal Research | 3.0

MEDICAL FOCUS COURSES:
- *BIOS1210 Anatomy and Physiology (Bea) or | 6.0
- *LPNS1103 Anatomy and Physiology (Linc) | 6.0
- *MEDA1101 Medical Terminology I (Linc) | 2.0
- *MEDA1200 Medical Terminology II (Bea) or | 3.0
- *MEDA1201 Medical Terminology II (Bea) or | 3.0
- *MEDA1202 Medical Terminology II (Linc) or | 3.0
- *MEDA1404 Medical Diseases (Bea) | 4.5
- *MEDA1405 Medical Diseases (Linc) | 3.0
- *MEDA1400 Medical Diseases (Linc) | 3.0
- *MEDA1210 Medical Coding (Bea) or | 4.5

GENERAL EDUCATION REQUIREMENTS:
- (One class from each of the following areas)
  - ORAL COMMUNICATIONS
  - WRITTEN COMMUNICATIONS
  - MATHEMATICS
  - COMPUTER TECHNOLOGY

**Required General Education Courses:**
- BSAD1010 Microsoft Applications I | 4.5
- ENGL1010 Composition I | 4.5
- MATH1040 Business Math (General Office Focus) or Speech (Medical Transcription Focus) | 4.5
- PSYC1250 Interpersonal Relations | 4.5

**Office Technology Certificate Courses:**
- BSAD1010 Microsoft Applications I | 4.5
- MATH1040 Business Math | 4.5
- PSYC1250 Interpersonal Relations | 4.5

**Medical Transcription Focus:**
- BSAD1050 Introduction to Business (Bea) or AAS OFFICE TECHNOLOGY CORE COURSES: Management (Linc) | 4.5
- *MEDA1201 Medical Terminology I (Linc) | 3.0
- OFFT1110 Business Communications I | 4.5
- *OFFT1160 Keyboarding III | 3.0
- *OFFT1170 Keyboarding IV | 3.0
- *OFFT1171 Word Applications I | 4.0
- *OFFT1172 Word Applications II | 4.0
- *OFFT1173 Word Applications III | 4.0
- *OFFT2000 Employment Techniques | 3.0
- *OFFT2020 Co-supervised Employment | 5.0
- *OFFT2090 Applied Transcription Skills | 4.5
- *OFFT2180 Keyboarding V | 3.0
- *OFFT2410 Administrative Professional Procedures I | 4.5
- *OFFT2420 Administrative Professional Procedures II | 4.5
- Adviser Approved Electives | 13.5

**Required General Education Courses:**
- BSAD1010 Microsoft Applications I | 4.5
- ENGL1010 Composition I | 4.5
- MATH1040 Business Math (General Office Focus) or Speech (Medical Transcription Focus) | 4.5
- PSYC1250 Interpersonal Relations | 4.5

**Office Technology Certificate Courses:**
- BSAD1010 Microsoft Applications I | 4.5
- MATH1040 Business Math | 4.5
- PSYC1250 Interpersonal Relations | 4.5
Parts Marketing & Management

Prepares students for careers in sales and service to customers in automotive, implement, aviation, construction, or any other business that sells products.

The Parts Marketing and Management program is a five quarter program, which includes a cooperative education experience during the fourth quarter.

Students develop competencies including personnel and business management, marketing, advertising, inventory control, pricing and salesmanship through a certified ASE (Automotive Service Excellence) instructor. A high priority is placed on practical training in the SCC parts store to ensure that students receive individual attention and lab time to develop their skills. Students have the option of a Diploma or an Associate of Applied Science degree.

The Parts Marketing and Management Technology program focuses on job competencies, such as inventory control, cataloging, pricing, warranty policies, nomenclature, microfiche, and computer parts systems. To develop effective customer service skills, students receive instruction in sales, merchandising and marketing. They also gain practical experience working at the SCC parts store and in a cooperative internship in a commercial operation. The internship offers wages as well as an opportunity to establish vital contacts with people in the field. Accounting, applied mathematics, and oral and written communication courses provide information and skills applicable to any business.

Admission, completion and rewards

New students are admitted in the fall quarter. Graduates of the program earn an Associate of Applied Science degree or a diploma.

Trained individuals in this field are scarce, and job opportunities are excellent. Graduates are often hired by their cooperating businesses following the internship.

For more information about this SCC Program of Study, please contact:

Dennis Medinger, Parts Marketing & Management Chair

PARTS MARKETING & MANAGEMENT

Hilford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA

Prepares students for careers in sales and service to customers in automotive, implement, aviation, construction, or any other business that sells products.

Credit Hours Required for Graduation:
• Diploma: 88.5
• Associate of Applied Science: 110.5

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

PARTS MARKETING AND MANAGEMENT REQUIREMENTS:

Course offerings and prerequisites will be determined by the program.

COURSE # COURSE TITLE CREDIT HRS
PDSM1120 Nomenclature I 12.0
PDSM1131 Aftermarket Catalogs & Obsolescence I 5.5
PDSM1221 Nomenclature II 4.0
PDSM1222 Dealership Cataloging & Obsolescence II 6.0
PDSM1223 Warranty Policies, Tools, & Equipment 3.0
PDSM1226 Counter Sales & Operations 2.0
PDSM1321 Parts Management & Advanced Counter Operations 3.0
PDSM1325 Merchandising & Advertising 4.0
PDSM1327 Customer Sales & Relations 3.5
PDSM1339 Computer Electronic Cataloging 6.0
PDSM1428 Cooperative Education 10.0
PDSM1429 Cooperative Education Experience Analysis Seminar 2.0
ACCT1200 Principles of Accounting I 4.5
BSAD2270 Professional Selling 4.5
BSAD2400 Principles of Retailing 4.5
BSAD2520 Principles of Marketing 4.5
BSAD2540 Principles of Management 4.5
PSYC1250 Interpersonal Relations 4.5

PARTS MARKETING & MANAGEMENT GENERAL EDUCATION REQUIREMENTS: 22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

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

(Three classes from five areas below)
• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.


**Practical Nursing**

The Practical Nursing program offers concentrated basic study and laboratory practice in nursing fundamentals. The program teaches students the concepts, principles, skills, and attitudes needed to become practical nurses who can work with patients throughout the life-span. Students will gain knowledge in medical-surgical, maternal-child, and geriatric nursing. Faculty facilitate clinical experience in area health care agencies.

**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.

**Becoming a licensed practitioner**

The Practical Nursing diploma program is approved by the Nebraska State Board of Nursing and accredited by the National League for Nursing Accrediting Commission. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN). Graduates become a licensed practical nurse (LPN) by successfully passing the exam.

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

**For students interested in advanced study**

SCC transfer agreements with public and private four-year colleges and universities allow the transfer of SCC credits. However, if students know the institution to which they will transfer, it is their responsibility to check with an appropriate advisor at the four-year college to determine the best course selection for transfer.

**Program starting dates:**

Beatrice - Winter and Summer Quarters
Lincoln - Fall and Spring Quarters

**Satellite Sites:**

This program is also offered in Falls City and Geneva, Nebraska on a part-time basis. Total time approximately 18 months.

**For more information about this SCC Program of Study, please contact:**

Crystal Higgins, Practical Nursing Chair-Beatrice; Mary Trumble, Practical Nursing Chair-Lincoln

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**PRACTICAL NURSING**

**Beatrice and Lincoln Campuses**

**DIPLOMA**

Prepares students for a career as a licensed practical nurse.

This program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway Street, New York, NY 10006, 212-363-5555, www.nlnac.org

**Credit Hours Required for Graduation:**

- **Diploma**
  - **Satellite Sites**
    - Falls City, Nebraska
    - Geneva, Nebraska

**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>LPNS1103</td>
<td>Anatomy &amp; Physiology</td>
<td>6.0</td>
</tr>
<tr>
<td>LPNS1155</td>
<td>Transition to Practical Nursing</td>
<td>8.0</td>
</tr>
<tr>
<td><strong>PSYC2960</strong></td>
<td>Lifespan/Growth &amp; Development or</td>
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</tr>
<tr>
<td>LPNS1158</td>
<td>Growth and Development</td>
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<tr>
<td>LPNS1156</td>
<td>Foundations of Practical Nurs. I</td>
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<td>LPNS1157</td>
<td>Foundations of Practical Nurs. II</td>
<td>4.5</td>
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<tr>
<td>LPNS1176</td>
<td>Pharmacology</td>
<td>3.0</td>
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<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>

Courses marked (**/*/***) may be taken prior to entering the program.

**Students planning to continue into an RN program should select courses that will apply to both programs. To continue to an RN program students should take Anatomy and Physiology courses with lab.**

**SPECIAL PROGRAM REQUIREMENTS:**

1. Must have taken a basic nursing assistant course and be on the Nebraska Registry for nursing assistants
2. Specific immunizations and current CPR-Healthcare Provider level (contact program for list)
3. A “C+” must be achieved in each nursing course to progress in the program.

**General Education Courses:**

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

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**How to enroll in this Program of Study**

To complete a diploma for this program, a student must complete additional credit hours in the following general education core areas.

(One class from the following area)

- **WRITTEN COMMUNICATIONS**
  - FSDT1350 Nutrition
  - 4.5

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

**Other Courses to Improve Success in the Program:**

Medical Terminology, Medical Terminology, Microcomputer Concepts, Human Relations, First Aid.

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See page 64 for a complete list of General Education Courses.
Professional Truck Driver Training

Students in Professional Truck Driver Training learn to expertly operate articulated vans and flat beds through instruction and experience.

The program includes accident procedures, daily driver’s log, trip planning, hazard perception, speed management, vehicle preventative maintenance, extreme driving conditions, hands-on defensive driving and skill development in coupling and uncoupling, backing, shifting, and city and highway driving.

Students perfect driving skills on the private Southeast Community College concourse before progressing to highway driving.

Scheduling and time commitment
Students are assigned to either first or second shift by the program. During first shift, students are scheduled from 7 a.m. to 1:30 p.m.
During second shift, students attend 15 days of classroom instruction from 7 a.m. to 1:30 p.m., with the remaining 39 days of the quarter for practice driving from 1:30 to 8 p.m. Second shift may not be offered each quarter.

Program entry and completion
Students are admitted to the program in any quarter. The program can be completed in one quarter. Graduates receive a certificate from Southeast Community College.

For more information about this SCC Program of Study, please contact:
Cliff Sawyer, Professional Truck Driver Training Chair

PROFESSIONAL TRUCK DRIVER TRAINING
Lincoln Campus

CERTIFICATE
Prepares students for careers in over-the-road truck driving in both intrastate and interstate commerce.

Credit Hours Required for Graduation:
• Certificate: 15.0

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

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

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

36 days of: Driving, 1:30 - 8 p.m.
Students are assigned to either first or second shift by the program.

Below is the guide for a student to complete an award in Professional Truck Driver Training.

COURSE # COURSE TITLE CREDIT HRS
TRUK1110 Professional Truck Driver Training 15.0

SPECIAL REQUIREMENTS OF THIS PROGRAM PRIOR TO START OF CLASS:
1. Valid motor vehicle operator’s license.
2. Copy of driving record for the past five 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.

*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.

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
The Radiologic Technology program teaches the safe use of radiation to produce images of the human body for diagnostic purposes. Students will learn the knowledge and skills required for critical thinking, problem solving, and effective communication in the Radiologic Technology field. Students will also be prepared to practice within the ethical and professional legal boundaries required.

**Earn an associate’s degree**
Program graduates can earn an associate of applied science degree after eight quarters of study and become eligible to take the national examination of the American Registry of Radiologic Technologists and apply for state licensure.

The Radiologic Technology program offers 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 hospitals, long-term care facilities, and various clinics.

**Transfer options**
Graduates may continue their education toward a baccalaureate degree in Radiologic Technology at several colleges which grant transfer credit. These institutions may provide additional training in specialties, such as nuclear medicine, radiation therapy, sonography and related modalities. Check with the four-year college of choice for transfer credit. These institutions may provide additional training in specialties, such as nuclear medicine, radiation therapy, sonography and related modalities. Check with the four-year college of choice for transfer credit. These institutions may provide additional training in specialties, such as nuclear medicine, radiation therapy, sonography and related modalities. Check with the four-year college of choice for transfer credit. These institutions may provide additional training in specialties, such as nuclear medicine, radiation therapy, sonography and related modalities. Check with the four-year college of choice for transfer credit. These institutions may provide additional training in specialties, such as nuclear medicine, radiation therapy, sonography and related modalities. Check with the four-year college of choice for.

**Program starting dates**
Program Prerequisites must be completed prior to entering the program. General Education requirements may be completed prior to program entry as well. Students must be accepted into the program before any RADT classes are taken. The RADT program classes begin in the summer and winter quarters.

For more information, please contact:
Kelly Findley, Radiologic Technology Co-chair, Program Coordinator; Bev Niewohner, Radiologic Technology Co-chair, Distance Learning Coordinator

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### Radiologic Technology Courses:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT1100</td>
<td>Radiologic Technology</td>
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</tr>
<tr>
<td>RADT1111</td>
<td>Radiographic Production</td>
<td>4.5</td>
</tr>
<tr>
<td>RADT1112</td>
<td>Radiographic Procedures I</td>
<td>4.5</td>
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<tr>
<td>RADT1119</td>
<td>Clinical Education I</td>
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<tr>
<td>RADT1123</td>
<td>Radiographic Procedures II</td>
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<tr>
<td>RADT1124</td>
<td>Radiologic Science</td>
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<td>RADT1129</td>
<td>Clinical Education II</td>
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<tr>
<td>RADT1133</td>
<td>Radiographic Procedures III</td>
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</tr>
<tr>
<td>RADT1134</td>
<td>Radiation Biology</td>
<td>3.0</td>
</tr>
<tr>
<td>RADT1139</td>
<td>Clinical Education III</td>
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</tr>
<tr>
<td>RADT1143</td>
<td>Radiographic Procedures IV</td>
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<tr>
<td>RADT1147</td>
<td>Specialized Imaging</td>
<td>4.5</td>
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<tr>
<td>RADT1149</td>
<td>Clinical Education IV</td>
<td>7.5</td>
</tr>
<tr>
<td>RADT2253</td>
<td>Radiographic Procedures V</td>
<td>4.5</td>
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<td>RADT2259</td>
<td>Clinical Education V</td>
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<td>RADT2265</td>
<td>Pathophysiology</td>
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<td>RADT2269</td>
<td>Clinical Education VI</td>
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<tr>
<td>RADT2276</td>
<td>Imaging Systems &amp; Equipment</td>
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<td>RADT2279</td>
<td>Clinical Education VII</td>
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<td>RADT2288</td>
<td>Senior Seminar</td>
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<tr>
<td>RADT2289</td>
<td>Clinical Education VIII</td>
<td>7.5</td>
</tr>
</tbody>
</table>

**General Education Requirements:**
- **Associate of Applied Science Degree:** 124.5 hours
- **Program Pre-Requisites:**
  - Must meet four of the General Education core courses.
  - Must meet four of the General Education core courses.
  - Must meet four of the General Education core courses.
  - Must meet four of the General Education core courses.
- **Special Program Requirements:**
  - 1. CPR for Health Care Providers Certification is required prior to entrance into the program.
  - 2. Health statement with required immunizations:
    - a. Tetanus
    - b. MMR (measles, mumps, rubella)
    - c. Hepatavax (Hepatitis B) Series of 3
    - d. Negative Tuberculosis Skin test (in the event a student has a positive TB skin test, a Negative TB chest X-ray is required.)

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Respiratory Care

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

Fully accredited program

The program is fully accredited by the Commission on Accreditation of Allied Health Education Programs and the Joint Review Committee for Respiratory Therapy Education. Upon completion of the program, students receive an associate of applied science degree and are eligible to take the national examination and apply for a license from the State Health Department.

Course options

The Respiratory Care program offers classroom instruction, web-based courses, and part-time online courses for declared distance students.

Transfer options

Graduates may continue their education toward a baccalaureate degree by transferring credit to receiving institutions. Students need to check with the four-year college of their choice for information on transfer requirements and courses.

Program starting dates

Students accepted into the program may enter during the summer quarter. All Program Prerequisite courses must be completed prior to entering the program.

For more information about this SCC Program of Study, please contact:
Charlotte Pasco, Respiratory Care Chair

General Education Requirements:

Scoring of 75% or higher is required for entrance to the program. If a 75% is not achieved, the student will be dropped from the program. The student may reapply to the program. The student may reapply to the program. If a 75% is not achieved, the student will be dropped from the program. The student may reapply to the program. The student may reapply to the program. If a 75% is not achieved, the student will be dropped from the program.

Respiratory Care

Lincoln Campus

Associate of Applied Science Degree

Prepares students for a career as a respiratory care practitioner in a variety of health care settings.

This program is accredited by the Committee on Accreditation for Respiratory Therapy (CoARC), 1248 Harwood Road, Bedford, TX 76021-4244, (800) 874-5615, www.coarc.com

Credit Hours Required for Graduation:

• Associate of Applied Science Degree: 121.5

Respiratory Care Courses:

Student must complete RESP courses in the following order.

Course # Course Title Credit Hrs
RESP1111 Respiratory Physiology 4.5
RESP1112 Respiratory Care Procedures I 4.5
RESP1113 Respiratory Pharmacology 3.0
RESP1114 Patient Care Principles 3.0
RESP1117 Respiratory Care Lab I 2.0
RESP1121 Cardiopulmonary Pathology 4.5
RESP1122 Respiratory Care Procedures II 4.5
RESP1124 Biomedical Ethics 2.0
RESP1127 Respiratory Care Lab II 2.0
RESP1129 Clinical Education II 1.0
RESP1131 Cardiopulmonary Diagnostics 3.0
RESP1132 Mechanical Ventilation 6.5
RESP1137 Cardiopulmonary Diagnostics Lab 1.0
RESP1139 Clinical Education III 5.0
RESP1141 Cardiopulmonary Pathology II 4.5
RESP1143 Neonatal & Pediatric Respiratory Care 4.5
RESP1144 Rehab/Home Care 3.0
RESP1149 Clinical Education IV 8.0
RESP2211 Cardiovascular Physiology 4.5
RESP2257 Cardiopulmonary Procedures Lab 1.0
RESP2258 Respiratory Care Professions 3.0
RESP2259 Clinical Education V 8.0
RESP2263 Patient Education 2.0
RESP2267 Clinical Simulations Lab 2.0
RESP2268 Seminar Review 4.0
RESP2269 Clinical Education VI 8.0

Program Prerequisites:

• Human Anatomy & Physiology with Lab
• Microbiology with Lab
• Computer course
• Physics & Lab
• Chemistry & Lab
• Medical Terminology I

A program prerequisite may fulfill general education requirements.

NOTE: All required Program Prerequisite courses must be completed with a grade of C+ or better prior to entry into the program. If a student receives less than a C+ in two or more courses, he/she must reapply to the program, and program entry is based on available space and successful completion of all prerequisites.

Special Program Requirements:

No two classes may be selected from the same area.

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

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
Surgical Technologists are highly skilled and uniquely prepared in their role as a valuable and integral part of the surgical team. Surgical technologists perform a wide variety of tasks in the operating room. Their main role is to handle the necessary instruments, supplies and equipment to the surgeon(s) during surgery. Their role may also be to assist the surgeon during surgery by holding retractors, cutting sutures, suctioning the wound, adjusting the lights, and applying the dressings. Additional responsibilities are to operate the sterilizer, set up the room in preparation for the procedure, care and handling of the instruments after the procedure, and to gather supplies, instrument sets, and equipment for the next day’s procedures.

Comprehensive instruction and experience
The Surgical Technology program provides a planned course of classroom study and clinical experience. The classroom study encompasses many facets of the operating room, such as operating room techniques, care and handling of instruments and equipment, principles of asepsis, and an extensive study of surgical procedures. The program includes clinical experience with a surgical team at a hospital or clinic surgical area. Clinical experience is provided in cooperation with health care institutions in Lincoln and surrounding areas.

Entering the program
New program students enter every third quarter, contact the college Admissions department for entry dates.

Earn an associate degree and certification
The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs. Program graduates earn an associate of applied science degree and are eligible to take the National Certification Examination for certified surgical technologist status.

This program is also offered via online, web-based delivery. Online learning students can work in conjunction with the local community college in their area to complete the General Education courses.

For more information about this SCC Program of Study, please contact:
Kathy Uribe, Surgical Technology Chair

Surgical Technology

ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students to function as a trained surgical technologist on a surgical team.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) www.caahep.org ARC-ST, 7108-C South Allon Way, Centennial, CO 80112-2106, 303-694-9262

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 108.5

REQUIRED SURT COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>*BIOS1110</td>
<td>Biology of Microorganisms</td>
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<td>*BIOS1140</td>
<td>Human Anatomy with Lab</td>
<td>6.0</td>
</tr>
<tr>
<td>*BIOS2130</td>
<td>Human Physiology with Lab</td>
<td>6.0</td>
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<td>SURT1600</td>
<td>Orientation to Surgical Technology</td>
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</tr>
<tr>
<td>*MEDA1101</td>
<td>Medical Terminology I</td>
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<tr>
<td>SURT1601</td>
<td>Techniques of Surgical Asepsis</td>
<td>2.5</td>
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<td>SURT1603</td>
<td>Fundamentals of Surgical Technology</td>
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<td>SURT1604</td>
<td>Concepts of Surgical Procedures</td>
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<td>Clinical Orientation</td>
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<td>Surgical Procedures &amp; Techniques I</td>
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<td>Principles of Surgical Technology</td>
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<td>*MEDA1407</td>
<td>Medical Calculations</td>
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<td>Surgical Procedures &amp; Techniques III</td>
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SPECIAL PROGRAM REQUIREMENTS:
1. It is recommended that Microbiology, Anatomy & Physiology, and Medical Terminology be taken before entry to the program.
2. A current CPR card and TB test are required prior to entering the clinical portion of the program and required to remain current throughout the program.
3. All SURT courses, unless otherwise specified on the class syllabus, must be passed with a "C" (70%) or above.
4. All General Education courses must be passed with a "C-" (70%) or above.

GENERAL EDUCATION REQUIREMENTS:
22.5 hours
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
• MATHEMATICS
• SOCIAL SCIENCE
• COMPUTER TECHNOLOGY

Microcomputer knowledge is required to graduate. If no prior experience or course has been taken, a computer fundamentals course should be taken before graduation.

No two classes may be selected from the same area.

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

How to enroll in this Program of Study
1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
**Visual Publications**

The Visual Publications program works primarily with software programs currently being used in the Printing, Publishing, Multimedia, and Web fields. Graduates will acquire skills in both Macintosh and PC platforms. Both knowledge and hands on skills will be experienced in offset printing and web design.

The Visual Publications field is changing rapidly. With this change comes new opportunities in growing technological job markets. Graduates are trained to meet these opportunities in a variety of possible positions in Publications, Web, Multimedia, Computer Illustration and Computer Layout, Prepress and Desktop Publishing.

The Visual Publications Diploma would prepare graduates for work in entry-level positions for printing industries. Students will gain knowledge of the production sequences of the printing industry and have hands on experiences in publishing software.

The Digital Publishing Certificate offers graduates generalized training for the administrative and office professional interested in advancing skills in the publishing software.

The Offset Printing Certificate will prepare graduates for work in entry-level positions for printing industries. Students will gain knowledge in the production sequences and have hands on experiences in computer, camera, film assembly, Offset duplicators, platemaking, and binding/finishing processes.

**Program entry**

Students are admitted to the program in the fourth quarter.

**Special Program Requirements:** A grade of “C” or better is required in each VPUB course to progress in the program. Please note: It is recommended that VPUB students have a keyboarding speed of at least 40 words per minute.

**For more information about this SCC Program of Study, please contact:**

Mike Keating, Visual Publications Chair

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**VISUAL PUBLICATIONS**

**Lincoln Campus**


**Credit Hours Required for Graduation:**

- **Associate of Applied Science Degree:** 116.0
- **Diploma:** 48.0
- **Certificate:** 31.5
- **Offset Printing Focus:** 28.0

**VPUB CORE COURSES:**

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

**GENERAL EDUCATION REQUIREMENTS:**

- **22.5 hours**

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

- **Oral Communications**
- **Written Communications**
- **Mathematics**
- **Social Science**
- **Computer Technology**

No two classes may be selected from the same area.

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

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**DIGITAL PUBLISHING CERTIFICATE:**

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**GENERAL EDUCATION REQUIREMENTS:**

- **Written Communications**
- **Math**
- **Physical Science**

**DIGITAL PUBLISHING FOCUS:**

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**GENERAL EDUCATION REQUIREMENTS:**

- **Written Communications**
- **Math**
- **Physical Science**

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**OFFSET PRINTING FOCUS:**

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**GENERAL EDUCATION REQUIREMENTS:**

- **Writing Communications**
- **Math**
- **Physical Science**

---

**How to enroll in this Program of Study**

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

See page 64 for a complete list of General Education Courses.
The Welding Technology program includes classroom instruction and extensive hands-on training. The program meets AWS, API and ASME standards. The curriculum focuses on current welding practices and procedures, material handling, troubleshooting, metallurgy, destructive and nondestructive testing, and principles of design and inspection.

Students in this program get practical experience in SCC labs using typical equipment found in industry today. Lab experiences include plasma arc cutting, oxy-fuel cutting, plus the following welding processes: shielded metal arc, gas tungsten arc, gas metal arc, flux cored arc, submerged arc, and much more. Information on welding symbols, codes and standards, and quality control is presented. Classes in communications, management, personal finance, computer and applied math teach students practical business competencies.

Program entry and completion
New students are admitted every quarter. Graduates earn either a certificate/diploma in four quarters or an associate of applied science degree in six quarters. SCC graduates are highly recruited by local and regional employers.

For more information about this SCC Program of Study, please contact:
Duane Parrish, Welding Technology Chair-Lincoln;
Shannon Hansen, Welding Technology Co-chair-Milford;
Jeff Pelster, Welding Technology Co-chair-Milford

### WELDING TECHNOLOGY

#### Lincoln and Milford Campuses

**CERTIFICATE**

**DIPLOMA**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepares students for careers in welding and related specialties.

**Credit Hours Required for Graduation:**

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<th>Requirement</th>
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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:

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<td>WELD1144</td>
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<td>GTAW (SS &amp; AL)</td>
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**GENERAL EDUCATION REQUIREMENTS:** 22.5 hours

To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas.

- (One class from each of the following areas)
  - ORAL COMMUNICATIONS
  - WRITTEN COMMUNICATIONS
  - MATHEMATICS
  - SCIENCE
  - SOCIAL SCIENCE
  - HUMANITIES
  - COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

**CERTIFICATE:** Requires 31.5 credit hours of weld core courses, and MATH1000, see program advisor.

**DIPLOMA:** Requires 68.0 credit hours of weld core courses, MATH1000 and one additional General Education course, see program advisor.

**AAS DEGREE:** Requires 86.5 credit hours of weld core courses, 12.0 credit hours of weld technical electives, MATH1000 or higher and four General Education courses, see program advisor.

---

**How to enroll in this Program of Study**

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an advisor to determine whether the COMPASS assessment test is needed. This requirement may be waived if the applicant has sufficiently high and recent ACT scores or has successfully completed necessary college-level prerequisite courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.

---

See page 64 for a complete list of General Education Courses.
Chapter 8 - Course Descriptions

COURSE DESCRIPTIONS

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

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

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

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 2100</td>
<td>Introduction to Literature</td>
<td>B/L 45 - 4.5</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.

□ = Denote course also offered On-line.
### SCC Credit Course Prefixes

#### SCC Programs of Study

**CREDIT COURSES**

STARTS ON PAGE 128

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACS</td>
<td>Area Community Services</td>
</tr>
<tr>
<td>ACCT</td>
<td>Accounting</td>
</tr>
<tr>
<td>ACFS</td>
<td>Academic Foundation</td>
</tr>
<tr>
<td>AGRI</td>
<td>Agriculture Business &amp; Management</td>
</tr>
<tr>
<td>ANTH</td>
<td>Anthropology</td>
</tr>
<tr>
<td>ARCH</td>
<td>Architectural-Engineering Technology</td>
</tr>
<tr>
<td>ARTS</td>
<td>Art</td>
</tr>
<tr>
<td>ASEP</td>
<td>General Motors ASEP - Automotive Service Educational Program</td>
</tr>
<tr>
<td>ASST</td>
<td>Ford ASSET - Automotive Student Service Educational Training Program</td>
</tr>
<tr>
<td>AUTB</td>
<td>Auto Collision Repair Technology</td>
</tr>
<tr>
<td>AUTT</td>
<td>Automotive Technology</td>
</tr>
<tr>
<td>BIOS</td>
<td>Bioscience</td>
</tr>
<tr>
<td>BRDC</td>
<td>Broadcasting</td>
</tr>
<tr>
<td>BSAD</td>
<td>Business Administration</td>
</tr>
<tr>
<td>CAPP</td>
<td>DaimlerChrysler CAP College Automotive Program</td>
</tr>
<tr>
<td>CHEM</td>
<td>Chemistry</td>
</tr>
<tr>
<td>CNST</td>
<td>Building Construction Technology</td>
</tr>
<tr>
<td>CRIM</td>
<td>Criminal Justice</td>
</tr>
<tr>
<td>DENT</td>
<td>Dental Assisting</td>
</tr>
<tr>
<td>DESL</td>
<td>Diesel Technology</td>
</tr>
<tr>
<td>DRAF</td>
<td>Computer Aided Drafting &amp; Design Technology</td>
</tr>
<tr>
<td>ECED</td>
<td>Early Childhood Education</td>
</tr>
<tr>
<td>ECON</td>
<td>Economics</td>
</tr>
<tr>
<td>EDUC</td>
<td>Education</td>
</tr>
<tr>
<td>EIGT</td>
<td>Graphic Design</td>
</tr>
<tr>
<td>ELEC</td>
<td>Electrical Technology, Electromechanical Technology, Electronic Servicing Technology, Electronic Engineering Technology</td>
</tr>
<tr>
<td>ELET</td>
<td>Construction Electrician-IBEW Option</td>
</tr>
<tr>
<td>EMTL</td>
<td>(see Continuing Education)</td>
</tr>
<tr>
<td>ENGL</td>
<td>English</td>
</tr>
<tr>
<td>ESLX</td>
<td>(see Continuing Education)</td>
</tr>
<tr>
<td>FIRE</td>
<td>Fire Protection Technology</td>
</tr>
<tr>
<td>FSDT</td>
<td>Food Service/Hospitality</td>
</tr>
<tr>
<td>GEOG</td>
<td>Geography</td>
</tr>
<tr>
<td>GEOL</td>
<td>Geology</td>
</tr>
<tr>
<td>GERM</td>
<td>German</td>
</tr>
<tr>
<td>HIMS</td>
<td>Health Information Medical Services (Medical Coding)</td>
</tr>
<tr>
<td>HIST</td>
<td>History</td>
</tr>
<tr>
<td>HLTH</td>
<td>Health</td>
</tr>
<tr>
<td>HMRS</td>
<td>Human Services</td>
</tr>
<tr>
<td>HUMS</td>
<td>Humanities</td>
</tr>
<tr>
<td>HVAC</td>
<td>Heating, Ventilation, Air Conditioning, &amp; Refrigeration Technology</td>
</tr>
<tr>
<td>INFO</td>
<td>Computer Programming Technology, Microcomputer Technology</td>
</tr>
<tr>
<td>JDAP</td>
<td>John Deere Ag Parts</td>
</tr>
<tr>
<td>JDAT</td>
<td>John Deere Ag Tech</td>
</tr>
<tr>
<td>JDCE</td>
<td>Deere Construction &amp; Forestry Equipment Tech</td>
</tr>
<tr>
<td>JOUR</td>
<td>Journalism</td>
</tr>
<tr>
<td>LBST</td>
<td>Laboratory Science Technology</td>
</tr>
<tr>
<td>LFW</td>
<td>(see Continuing Education)</td>
</tr>
<tr>
<td>LNPS</td>
<td>Practical Nursing</td>
</tr>
<tr>
<td>LSCE</td>
<td>Land Surveying/Civil Engineering Technology</td>
</tr>
<tr>
<td>MACH</td>
<td>Machine Tool Technology</td>
</tr>
<tr>
<td>MATH</td>
<td>Math</td>
</tr>
<tr>
<td>MEDA</td>
<td>Medical Assisting</td>
</tr>
<tr>
<td>MEDT</td>
<td>Medical Laboratory Technology</td>
</tr>
<tr>
<td>MFGT</td>
<td>Manufacturing Engineering &amp; CAD Technology</td>
</tr>
<tr>
<td>MSTT</td>
<td>Motorcycle, ATV, &amp; Personal Watercraft Technology</td>
</tr>
<tr>
<td>MUSC</td>
<td>Music</td>
</tr>
<tr>
<td>NDTT</td>
<td>Nondestructive Testing Technology</td>
</tr>
<tr>
<td>NURA</td>
<td>(see Continuing Education)</td>
</tr>
<tr>
<td>NURS</td>
<td>Associate Degree Nursing</td>
</tr>
<tr>
<td>OFFT</td>
<td>Office Technology</td>
</tr>
<tr>
<td>PDSM</td>
<td>Parts Marketing &amp; Management</td>
</tr>
<tr>
<td>PHED</td>
<td>Physical Education</td>
</tr>
<tr>
<td>PHIL</td>
<td>Philosophy</td>
</tr>
<tr>
<td>PHOT</td>
<td>Photography</td>
</tr>
<tr>
<td>PHYS</td>
<td>Physical Sciences</td>
</tr>
<tr>
<td>POLS</td>
<td>Political Science</td>
</tr>
<tr>
<td>PSYC</td>
<td>Psychology</td>
</tr>
<tr>
<td>RADC</td>
<td>Radiologic Technology (see also Continuing Education)</td>
</tr>
<tr>
<td>RESP</td>
<td>Respiratory Care</td>
</tr>
<tr>
<td>SIGN</td>
<td>Sign Language</td>
</tr>
<tr>
<td>SOCI</td>
<td>Sociology</td>
</tr>
<tr>
<td>SPAN</td>
<td>Spanish</td>
</tr>
<tr>
<td>SPCH</td>
<td>Speech</td>
</tr>
<tr>
<td>SURT</td>
<td>Surgical Technology</td>
</tr>
<tr>
<td>THEA</td>
<td>Theatre</td>
</tr>
<tr>
<td>TRUK</td>
<td>Professional Truck Driver Training</td>
</tr>
<tr>
<td>VPUB</td>
<td>Visual Publications</td>
</tr>
<tr>
<td>WELD</td>
<td>Welding Technology</td>
</tr>
</tbody>
</table>

#### SCC Continuing Education

**CREDIT COURSE PREFIXES**

STARTS ON PAGE 187

<table>
<thead>
<tr>
<th>Prefix</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AACS</td>
<td>Area Community Services</td>
</tr>
<tr>
<td>EMTL</td>
<td>Emergency Medical Services</td>
</tr>
<tr>
<td>ESLX</td>
<td>English As a Second Language</td>
</tr>
<tr>
<td>LLFW</td>
<td>Family &amp; Consumer Science</td>
</tr>
<tr>
<td>NURA</td>
<td>Nursing Assistant</td>
</tr>
<tr>
<td>RADT</td>
<td>Radiography</td>
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</table>
# Nebraska Initiative Articulation Matrix

## Core Area

<table>
<thead>
<tr>
<th>Community College</th>
<th>Course</th>
<th>3.0 Semester Hours</th>
<th>History 3.0 Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td>ENGL 1010 English Composition</td>
<td>3 Cr. Hrs.</td>
<td>HIST 2010 American History</td>
</tr>
<tr>
<td><strong>Speech</strong></td>
<td>SPCH 1100 Public Speaking</td>
<td>3 Cr. Hrs.</td>
<td>HIST 2010 American History</td>
</tr>
<tr>
<td><strong>Fine Arts</strong></td>
<td>ARTS 1010 Intro to Visual Arts</td>
<td>3 Cr. Hrs.</td>
<td>MUSC 1010 Introduction to Music</td>
</tr>
<tr>
<td><strong>Theatre</strong></td>
<td>THEA 1010 Introduction to Theatre</td>
<td>3 Cr. Hrs.</td>
<td>HIST 2010 American History</td>
</tr>
</tbody>
</table>

### Receiving Institution

- **Bellevue University**
  - EN 101
  - CA 103
  - Art Elective
  - No Equivalent Course
  - No Equivalent Course
  - HI 151
  - HI 152

- **Chadron State College**
  - EN 135
  - SP 135
  - No Equivalent Course
  - MUS 235
  - TH 235
  - HIST 231
  - HIST 232

- **Clarkson College**
  - EN 101
  - CA 120
  - No Equivalent Course
  - HI 201
  - HI 202

- **College of Saint Mary**
  - EN 101
  - CAC 310
  - ART 200
  - HPS 131
  - HPS 132

- **Concordia University**
  - EN 102
  - CTA 103
  - ART 101
  - MU 101
  - CTA 151
  - HIST 115
  - HIST 115

- **Dana College**
  - 21.103
  - 15116
  - Gen. Ed.
  - Gen. Ed.
  - Gen. Ed.
  - 27 201
  - 27 202

- **Doane College**
  - EN 101
  - CMS 205
  - ART 204
  - FAR 103
  - THE 101
  - HIS 205
  - HIS 206

- **Grace University**
  - EN 101, 102
  - SP 120
  - No Equivalent Course
  - MU 211
  - COM 360
  - SS 431
  - SS 432

- **Hastings College**
  - EN 100
  - SPH 100
  - ART 200
  - MU 200 (2 cr)
  - THR 200 (2 cr)
  - HIS 251
  - HIS 253

- **Midland Lutheran College**
  - EN 101
  - SPE 110
  - ART 120
  - HIS 205
  - HIS 207

- **Nebraska Christian College**
  - EN 101
  - SP 101
  - ART 100
  - HIS 205
  - HIS 206

- **Nebraska Methodist College**
  - CM 101
  - CM 205
  - Fulfill Fine Arts Requirement.
  - MUSIC 013
  - THTR 001
  - HIST 001
  - HIST 002

- **Nebraska Wesleyan University**
  - ENG 1010
  - COMM 001
  - ENGL 150
  - SPCH 209
  - General Hours Credit
  - MUNM 276G
  - THEA 112
  - History 113
  - History 114
  - UNK
  - EN 101
  - SPCH 100
  - ART 120
  - MUS 100
  - THEA 120
  - HIS 250
  - HIS 251

- **UNL**
  - ENGL 150
  - COMM 209
  - General Hours Credit
  - MUNM 276G
  - THEA 112
  - HIS 201
  - HIS 202

- **UNO**
  - ENGL 1150
  - SPCH 1110
  - ART 1010
  - MUS 1090
  - DART 1010
  - HIS 1110
  - HIS 1120

- **Wayne State**
  - EN 1022
  - CNA 100
  - ART 100
  - MUS100
  - CNA 101
  - HIS 180 / HIS 181
  - Only 3 crs from this block apply
  - HIS 180 / HIS 181
  - Only 3 crs from this block apply

- **York College**
  - EN 113
  - COM 113
  - ART 203
  - MUS 203
  - COM 173
  - HIS 213
  - HIS 223

- **Yankton College**
  - EN 101
  - CA 103
  - Art Elective
  - No Equivalent Course
  - No Equivalent Course
  - HI 151
  - HI 152

- **York Community College**
  - EN 101
  - CA 103
  - Art Elective
  - No Equivalent Course
  - No Equivalent Course
  - HI 151
  - HI 152

- **York College**
  - EN 113
  - COM 113
  - ART 203
  - MUS 203
  - COM 173
  - HIS 213
  - HIS 223

= Denote course also offered On-line.
<table>
<thead>
<tr>
<th>Core Area</th>
<th>Diversity</th>
<th>Humanities 3.0 Semester Hours</th>
<th>ECON/Political Science - 3.0 HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community College Course</td>
<td>SOCI 210</td>
<td>SOCI 210</td>
<td>Intro to Diversity</td>
</tr>
<tr>
<td>Receiving Institution</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bellevue University</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 335</td>
<td>PHIL 231</td>
<td>ENG 233</td>
<td>HUM 335</td>
</tr>
<tr>
<td>Chadron State College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clarkson College</td>
<td>No Equivalent Course</td>
<td>PL 101</td>
<td>No Equivalent Course</td>
</tr>
<tr>
<td>College of Saint Mary</td>
<td>PSY/EDU 475</td>
<td>PHIL 101</td>
<td>ENG 105 or 106</td>
</tr>
<tr>
<td>Concordia University</td>
<td>No Equivalent Course</td>
<td>PHIL 201</td>
<td>ENG 201</td>
</tr>
<tr>
<td>Dana College</td>
<td>Gen. Ed.</td>
<td>43201</td>
<td>Gen Ed.</td>
</tr>
<tr>
<td>Doane College</td>
<td>ANT/SOC 308</td>
<td>PRE 110</td>
<td>ENG 237</td>
</tr>
<tr>
<td>Grace University</td>
<td>ED 203</td>
<td>HU 221</td>
<td>HU 381 or 382</td>
</tr>
<tr>
<td>Hastings College</td>
<td>No Equivalent Course</td>
<td>PHIL 100</td>
<td>ENG 110</td>
</tr>
<tr>
<td>Midland Lutheran College</td>
<td>SOC 210</td>
<td>PHI 200</td>
<td>ENG 110</td>
</tr>
<tr>
<td>Nebraska Christian College</td>
<td>SS 118, 119, 120</td>
<td>PH 301</td>
<td>ENG 102</td>
</tr>
<tr>
<td>Nebraska Methodist College</td>
<td>HU 130</td>
<td>No Equivalent Course</td>
<td>No Equivalent Course</td>
</tr>
<tr>
<td>Nebraska Wesleyan University</td>
<td>Elective</td>
<td>PHIL 010</td>
<td>Elective</td>
</tr>
<tr>
<td>Peru State College</td>
<td>Sociology 370</td>
<td>Philosophy 201</td>
<td>English 202</td>
</tr>
<tr>
<td>Union College</td>
<td>SOCI 227</td>
<td>PHI 335</td>
<td>ENGL 235</td>
</tr>
<tr>
<td>UNK</td>
<td>Elective</td>
<td>Elective</td>
<td>ENG 254</td>
</tr>
<tr>
<td>UNL</td>
<td>SOCI 217</td>
<td>General Hours Credit</td>
<td>ENGL 180</td>
</tr>
<tr>
<td>UNO</td>
<td>BGS CREDIT</td>
<td>PHIL 1010</td>
<td>ENGL 2300</td>
</tr>
<tr>
<td>Wayne State</td>
<td>Soc Elective</td>
<td>PHI 101</td>
<td>ENG 150</td>
</tr>
<tr>
<td>York College</td>
<td>EDU 343 (LD credit only)</td>
<td>No Equivalent Course</td>
<td>Sub ENG 213/223</td>
</tr>
</tbody>
</table>

Denote course also offered On-line.
## Nebraska Community Colleges • Nebraska Initiative • Associate of Arts Articulation Matrix

### Core Area

<table>
<thead>
<tr>
<th>ECON/Political Science - 3.0 Semester Hours</th>
<th>Social Science 3.0 Semester Hours</th>
<th>Science 7.0 Semester Hours</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLS 1600 International Relations 3 Cr. Hrs.</td>
<td>ECON 2100 Principles of Macroeconomics 3 Cr. Hrs.</td>
<td>BIOS 1010 General Biology 3 Cr. Hrs.</td>
<td>MATH 1150 College Algebra 3 Cr. Hrs.</td>
</tr>
<tr>
<td>ECON 2120 Principles of Microeconomics 3 Cr. Hrs.</td>
<td>PSYC 1810 Intro to Psychology 3 Cr. Hrs.</td>
<td>PHYS 1010 Physical Science 4 Cr. Hrs.</td>
<td></td>
</tr>
<tr>
<td>PSYC 1810 Intro to Psychology 3 Cr. Hrs.</td>
<td>SOCI 1010 Intro to Sociology 3 Cr. Hrs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BIOS 1010 General Biology 3 Cr. Hrs.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Community College Course

<table>
<thead>
<tr>
<th>Community College</th>
<th>Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bellevue University</td>
<td>Econ Elective</td>
</tr>
<tr>
<td>Chadron State College</td>
<td>PS 332</td>
</tr>
<tr>
<td>Clarkson College</td>
<td>No Equivalent Course</td>
</tr>
<tr>
<td>College of Saint Mary</td>
<td>HPS 110</td>
</tr>
<tr>
<td>Concordia University</td>
<td>No equivalent course</td>
</tr>
<tr>
<td>Dana College</td>
<td>Elective</td>
</tr>
<tr>
<td>Doane College</td>
<td>PSI 214</td>
</tr>
<tr>
<td>Grace University</td>
<td>BU 402</td>
</tr>
<tr>
<td>Hastings College</td>
<td>No equivalent course</td>
</tr>
<tr>
<td>Midland Lutheran</td>
<td>N/A</td>
</tr>
<tr>
<td>Nebraska Christian College</td>
<td>POS 110</td>
</tr>
<tr>
<td>Nebraska Methodist College</td>
<td>No equivalent course</td>
</tr>
<tr>
<td>Nebraska Wesleyan University</td>
<td>POLSC 009</td>
</tr>
<tr>
<td>Peru State College</td>
<td>No equivalent course</td>
</tr>
<tr>
<td>Union College</td>
<td>No equivalent course</td>
</tr>
<tr>
<td>UNK</td>
<td>PSCI 168</td>
</tr>
<tr>
<td>UNL</td>
<td>POLS 160</td>
</tr>
<tr>
<td>UNO</td>
<td>PSCI 2210</td>
</tr>
<tr>
<td>Wayne State</td>
<td>Only 3 credit hours from the block apply</td>
</tr>
<tr>
<td>York College</td>
<td>No equivalent course</td>
</tr>
</tbody>
</table>

### Receiving Institution

<table>
<thead>
<tr>
<th>Institution</th>
<th>Econ Elective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bellevue University</td>
<td>EC 201, 202</td>
</tr>
<tr>
<td>Chadron State College</td>
<td>ECON 231, 232, 233</td>
</tr>
<tr>
<td>Clarkson College</td>
<td>BU 200, 202</td>
</tr>
<tr>
<td>College of Saint Mary</td>
<td>ECO 131, 132</td>
</tr>
<tr>
<td>Concordia University</td>
<td>ECON 101</td>
</tr>
<tr>
<td>Dana College</td>
<td>18201, 18202</td>
</tr>
<tr>
<td>Doane College</td>
<td>ECO 101, 102</td>
</tr>
<tr>
<td>Grace University</td>
<td>BU 402, 202, 201, 100, 222</td>
</tr>
<tr>
<td>Hastings College</td>
<td>ECO 213, 211</td>
</tr>
<tr>
<td>Midland Lutheran</td>
<td>ECO 201, 202</td>
</tr>
<tr>
<td>Nebraska Christian College</td>
<td>ECON 2130</td>
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<tr>
<td>Nebraska Methodist College</td>
<td>ECON 2140</td>
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<tr>
<td>Nebraska Wesleyan University</td>
<td>ECON 053</td>
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<tr>
<td>Peru State College</td>
<td>Economics 220, 221</td>
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<tr>
<td>Union College</td>
<td>ECON 236</td>
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<td>PSCI 270</td>
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<td>UNL</td>
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<td>UNO</td>
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<tr>
<td>Wayne State</td>
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<td>York College</td>
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- Denote course also offered On-line.
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<th>COURSE #</th>
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<tr>
<td>ACCT1200</td>
<td>Principles of Accounting I</td>
</tr>
<tr>
<td>ACCT1210</td>
<td>Principles of Accounting II</td>
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<tr>
<td>ACFS0840</td>
<td>Collegiate Study Skills</td>
</tr>
<tr>
<td>ACFS0860</td>
<td>Learning Strategies</td>
</tr>
<tr>
<td>ACFS1010</td>
<td>Academic &amp; Career Development</td>
</tr>
<tr>
<td>ACFS2020</td>
<td>Career Development</td>
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</table>

**ACCT • Accounting**

- **ACCT1200 Principles of Accounting I**
  - Prerequisite: Accounting Competency met.
  - Learning account types and studying the accounting cycle, which includes recording transactions, adjusting accounts, and preparing financial statements for service and merchandising companies. Additional topics include: cash, accounts receivable, inventory, plant assets, and current liabilities.
- **ACCT1210 Principles of Accounting II**
  - Prerequisite: ACCT1200. Continuation course of ACCT1200. Includes study of partnerships, corporations, notes payable and bonds, concept of present value, issuance of stocks and bonds, cash flow statement, long-term investments, budgeting, analysis of financial statements, cost-volume-profit analysis, departmental, branch, and manufacturing companies.

**ACFS • Academic Foundation**

- **ACFS0840 Collegiate Study Skills**
  - B/L/M 45 - 4.5
  - A general information course to help students develop skills for study, research, and test preparation. Includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students class and work schedules.
- **ACFS0860 Learning Strategies**
  - L 15 - 1.5
  - Individualized approach to learning and applying strategies needed to succeed in college. Designed for students who need help in improving skills such as time management, note-taking, test-taking, memory building, and studying/reading textbooks.
- **ACFS0860 Student Success**
  - B/L/M 45 - 4.5
  - How to control learning and how to apply strategies needed to succeed in college. Topics of study and application include time management, goal setting, learning styles, reading/study strategies, memory techniques, note-taking methods, test-taking skills, critical thinking, and diversity.
- **ACFS1010 Academic & Career Development**
  - L 15 - 1.5
  - Recommended to be taken during the first term of the Academic Transfer program-Lincoln Campus. Insight into career satisfaction and selection, understanding of self, full scope of career exploration, development and professional relationships, overview of the A.A. and A.S. degrees, and development of an academic plan to help achieve career goals. Designed to foster a positive adjustment to college and work environments.
- **ACFS2020 Career Development**
  - L/M 25 - 2.5
  - Overview of career development with emphasis on the skills necessary for a job search, interpersonal skills, and communication.

**AGRI • Agriculture Business & Management**

- **AGRI1116 Electric & Gas Welding**
  - B 15 30 2
  - Introduction to all types of welding, basic to advanced, for use in maintenance and repair of machinery. Electric and gas welders including stick, MIG TIG, hard-facing, brazing, aluminum and stainless steel.
- **AGRI1123 Agribusiness Careers**
  - B 45 3 4.5
  - Overviews of occupations in the field of agribusiness. In-depth exploration of several broad occupational areas and personal interview of at least two agribusiness management level employers.
- **AGRI1124 Basic Ag Leadership**
  - B 10 4.5
  - This course will help students become more successful in life and the workplace through learning and enhancing personal development and communication skills, attaining desired leadership positions both in their careers and community.
- **AGRI1131 Crop & Food Science**
  - B 45 3 4.5
  - Principles and practices of production of the major agronomic crops of the high plains.
- **AGRI1132 Horticulture Plant Identification & Selection**
  - B 45 3 4.5
  - Study and identification of a variety of horticulture plants used in landscape design, greenhouses, and nurseries in the Midwest.
- **AGRI1135 Basic Fertilizer Management**
  - B 28 20 3
  - 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.
- **AGRI1136 Plant Propagation**
  - B 21 27 3
  - Introductory study of plant propagation and reproduction. Areas of focus include vegetative reproduction, cross pollination and grafting procedures.
- **AGRI1141 Livestock Management & Selection**
  - B 42 54 6
  - 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 Equine Management**
  - B 43 5 4.5
  - An introduction to the fundamental aspects of horse management.
- **AGRI1145 Agricultural Electricity & Welding**
  - B 10 86 3
  - Fundamentals of electrical terms, wiring materials and practices. Includes wiring basic switches, lights and outlets. Maintenance of electrical equipment and wiring, electric and gas welding included. Repair of agricultural machinery.
- **AGRI1153 Soils & Plant Nutrition**
  - B 42 54 6
  - 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.
- **AGRI1154 Greenhouse Management**
  - B 21 27 3
  - Study of greenhouse operations including ventilation, lighting, and fumigation. Focuses on economic considerations of operating and maintaining a greenhouse.
- **AGRI1155 Basic Landscaping**
  - B 45 3 4.5
  - Prerequisite: AGRI1132. Introduction to landscape design and construction using techniques that combine color, plant species, and symmetrical and asymmetrical balance.
- **AGRI1171 Ag Technology**
  - B 21 27 3
  - Introduction to electronic spreadsheets for solving agricultural problems with emphasis on logical and systematic decision making. Preparation for computer use in subsequent courses.
- **AGRI1177 Companion Animals**
  - B 45 3 4.5
  - Principles and practices for the life cycle and care of companion animals which may include nutrient regimen, breed identification, various infections and non-infectious disease diagnostics and treatment, anatomy, physiology, parasitic life cycles and internal and external identification, requirements for certain problems and the importance of companion animals in contemporary society.
- **AGRI1195 Advanced Electric and Gas Welding**
  - B 15 30 2
  - Prerequisite: AGRI1116 or instructor permission. Advanced instruction in all types of welding, for use in maintenance and repair of machinery and project construction. Electric and gas welders such as Stick, MIG, TIG, hard-facing, brazing and stainless steel welding.
- **AGRI1205 Enterprise Analysis**
  - B 45 3 4.5
  - Study of record keeping techniques and processes for horticulture, crop, and livestock production units. Manual and computerized record keeping techniques for production operations used to determine alternatives, effective and efficient cash flow operations and cost accounting with the least amount of additional training.
- **AGRI1211 Agriculture Marketing**
  - B 45 3 4.5
  - Introduction to utilization of marketing alternatives in pricing agricultural products. Emphasis on sources of fundamental and technical information, charting, developing local basis estimates and computing hedges.
- **AGRI1216 Agribusiness Management**
  - B 45 3 4.5
  - Introduction to management principles in agribusiness. Management simulation and computer systems illustrate the decision-making process.
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
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<td>AGR1218</td>
<td>Basic Farm Engines</td>
<td>B</td>
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<td>Arboriculture</td>
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<td>Artificial Insemination</td>
<td>B</td>
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<td>AGR1251</td>
<td>Individualized Laboratory</td>
<td>B</td>
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<td>AGR1257</td>
<td>Live Animal Selection &amp; Carcass Evaluation</td>
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<td>AGR1258</td>
<td>Introduction to Meats</td>
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<td>AGR1272</td>
<td>Intermediate Live Animal Selection</td>
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<td>AGR1220</td>
<td>Farm &amp; Ranch Management</td>
<td>B</td>
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<td>AGR1224</td>
<td>Agribusiness Intern Seminar I</td>
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<td>Horticulture Equipment Maintenance</td>
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<td>Ag Chemicals &amp; Equipment Application</td>
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<td>Principles of Livestock Feeding</td>
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**Course Descriptions**

Prerequisites are noted within the course descriptions. Additional fees may be required for some courses. On-line courses are marked with an asterisk (*).
### COURSE #  COURSE TITLE  LOCATION  OFFERED  CLASS  LAB  CREDIT

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<th>COURSE #</th>
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<td>AGR1291</td>
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<td>ANTH1120</td>
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<td>ARCH1103</td>
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<td>ARCH1107</td>
<td>Heating &amp; Air Conditioning Systems</td>
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<td>ARCH1115</td>
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<td>ARCH150</td>
<td>Computer Aided Drafting I (CAD)</td>
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<td>ARCH155</td>
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<td>ARCH162</td>
<td>Elementary Structural Design</td>
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<td>ARCH165</td>
<td>Plumbing Systems</td>
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<td>ARCH166</td>
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<td>ARCH167</td>
<td>Computer Aided Drafting II (CAD)</td>
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<td>ARCH171</td>
<td>Basic Estimating</td>
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= Denote course also offered On-line.
† = Denote course also offered On-line.

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<tr>
<td>ARCH1320</td>
<td>Freehand Drawing for Design Detectors</td>
<td>M 5 20 1</td>
<td>Techniques of freehand drawing for construction work. How to express ideas graphically to assure correct interpretation.</td>
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<tr>
<td>ARCH1330</td>
<td>Structural Detailing &amp; Design</td>
<td>M 20 65 4</td>
<td>Prerequisites: ARCH103, ARCH1110, ARCH1115, ARCH2400. Corequisite: ARCH1328 and ARCH1329. Methods of graphically representing structures. Drafting, detailing steel and concrete and wood structural systems. All drawings will be computer generated.</td>
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<tr>
<td>ARCH1340</td>
<td>Computer-Aided Drawing III (CAD)</td>
<td>M 15 10 1.5</td>
<td>Prerequisite: ARCH120. Exercises in drawing the Floor Plan, Elevations, Section, Details, using the current CAD system.</td>
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<tr>
<td>ARCH1436</td>
<td>Commercial Architectural Drafting</td>
<td>M 172 5.5</td>
<td>Prerequisites: ARCH1320, ARCH1328, ARCH1329, ARCH1330 and ARCH1340. Concurrent with: ARCH1434. Project: Production of architectural and structural working drawings for a small commercial building. All drawings shall be CAD generated.</td>
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<tr>
<td>ARCH1438</td>
<td>Residential Design &amp; Drafting</td>
<td>M 20 78 4.5</td>
<td>Prerequisites: ARCH1320, ARCH1328, ARCH1329, ARCH1330 and ARCH1340. Advanced study of residential architectural drafting. Drafting a complete set of plans from an original design of a new residence including site, floor, and framing plans; door, window, and room finishing schedules; building, wall, and stairway sections; construction details and exterior and interior elevations. All drawings will be CAD generated.</td>
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<td>ARCH2531</td>
<td>Electrical Systems Theory</td>
<td>M 50 - 5</td>
<td>Prerequisite: MATH1080. Concurrent with: ARCH2542. Techniques for calculating lighting levels, lighting requirements and circuit loads required for the building trades.</td>
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<td>ARCH2533</td>
<td>Advanced Mechanical Systems Theory</td>
<td>M 50 - 5</td>
<td>Prerequisite: ARCH2108. Concurrent with ARCH2544. Methods of calculating heat loss and heat gain of a commercial structure and the layout and sizing of duct work systems.</td>
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<tr>
<td>ARCH2542</td>
<td>Electrical Systems Drafting</td>
<td>M - 75 2.5</td>
<td>Prerequisite: ARCH2130. Concurrent with: ARCH2531. Practice in drafting electrical systems for structures using ARCH2531 as a guide. All drawings will be CAD generated.</td>
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<tr>
<td>ARCH2544</td>
<td>Advanced Mechanical Systems Drafting</td>
<td>M - 75 2.5</td>
<td>Prerequisites: ARCH1226 and ARCH1340. Corequisite: ARCH2533. Concurrent with ARCH2533. Practice in design of duct work systems required in building using information from ARCH2533 as a guide for the required duct work. All drawings will be CAD generated.</td>
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<tr>
<td>ARCH2546</td>
<td>Site Planning &amp; Surveying</td>
<td>M 25 25 3</td>
<td>Prerequisites: ARCH1340 and 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.</td>
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<tr>
<td>ARCH2637</td>
<td>Comprehensive Project Design</td>
<td>M 30 - 3</td>
<td>Prerequisites: ARCH1434, ARCH1436 and ARCH2546. Concurrent with: ARCH2648. Logical sequence of steps involved in design of a building following the design and planning of a nearby structure. Instructor and guest consultants provide criteria of the project for the class. An 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. The application of the life safety code to the project will be a major consideration. Minimum of &quot;C&quot; grade for graduation.</td>
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<tr>
<td>ARCH2639</td>
<td>Construction Estimating</td>
<td>M 35 - 3.5</td>
<td>Prerequisite: ARCH1311. Concurrent with: ARCH2648. Methods of performing material takeoff and pricing materials for commercial construction. The building used for estimating will be drawn by the student in ARCH2532. Minimum of &quot;C&quot; grade for graduation.</td>
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<tr>
<td>ARCH2648</td>
<td>Comprehensive Project Drawing</td>
<td>M 28 177 8</td>
<td>Prerequisites: ARCH1434, ARCH1436, and ARCH2546. Concurrent with: ARCH2637, and ARCH2639. Preparation of a full set of working drawings from information accumulated from ARCH2546 and ARCH2637 Speed is an important factor as the student applies the accumulated knowledge of the five previous quarters. All drawings in this project will be CAD generated. Minimum of &quot;C&quot; grade for graduation.</td>
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<tr>
<td>ARCH2710</td>
<td>Construction Law</td>
<td>M 45 - 4.5</td>
<td>Introductory legal overview of the major aspects of contemporary construction law applicable to architects, contractors, and/or subcontractor. Legal, financial and accounting problems experienced within the day-to-day work environment.</td>
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<tr>
<td>ARTS1010</td>
<td>Introduction to the Visual Arts (Art Appreciation)</td>
<td>B/L 45 - 4.5</td>
<td>An appreciation of the visual arts from a historical perspective. Includes an overview of the creative process, the evolution of art, and art as it relates to society.</td>
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<tr>
<td>ARTS1050</td>
<td>Introduction to Art History and Criticism I</td>
<td>B/L 45 - 4.5</td>
<td>A survey of major works of art in all media from Prehistory through the end of the Middle Ages. Artistic styles will be discussed in relation to contemporary history, society and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context.</td>
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<tr>
<td>ARTS1060</td>
<td>Introduction to Art History and Criticism II</td>
<td>B/L 45 - 4.5</td>
<td>A survey of major works of art in all media from the Renaissance to the present. Artistic styles will be discussed in relation to contemporary history, society and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context.</td>
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<tr>
<td>ARTS1120</td>
<td>Beginning Drawing II</td>
<td>B 15 60 4.5</td>
<td>Introduction to the principles of design and composition. Skills, techniques and basic ideas necessary to artistic planning. Development of sensitivity and creativity.</td>
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</table>
### ASEP - General Motors Automotive Service Educational Program (ASEP)

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tr>
<td>ARTS1330</td>
<td>Beginning Ceramics I</td>
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<td>ARTS1340</td>
<td>Beginning Ceramics II</td>
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<td>ARTS2210</td>
<td>Beginning Graphic Design</td>
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<td>ARTS2510</td>
<td>Beginning Painting I</td>
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<td>ARTS2520</td>
<td>Beginning Painting II</td>
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<tr>
<td>ARTS2650</td>
<td>Introduction to Native American Art</td>
<td>B/L</td>
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<td>ARTS2750</td>
<td>Women In Art</td>
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<td>ASEP1170</td>
<td>GM Shop Orientation &amp; Safety</td>
<td>M</td>
<td>20 12</td>
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<tr>
<td>ASEP1171</td>
<td>GM Welding</td>
<td>M</td>
<td>10 8</td>
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<tr>
<td>ASEP1173</td>
<td>GM Fundamentals</td>
<td>M</td>
<td>30 10</td>
<td>3</td>
<td>Introduction to and proper use of GM service manuals, warranty flat rate manuals, daily time tickets and repair order completion. Complete overview of all service manual sections (0-9) with emphasis on theory of operation of the various systems and components. OSHA hazard communication std/hazard chemical right-to-know included.</td>
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<tr>
<td>ASEP1175</td>
<td>GM Electrical &amp; Electronic Principles</td>
<td>M</td>
<td>110 40</td>
<td>12</td>
<td>Specialized Electronics Training Part 1. Principles and concepts of GM electrical systems. Study of operation and testing of batteries, charging and starting systems, ignition systems principles, body wiring and components for power windows, seats and door locks, windshield wipers, cruise control and theft deterrent systems.</td>
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<tr>
<td>ASEP1177</td>
<td>GM Brake Systems</td>
<td>M</td>
<td>30 30</td>
<td>4</td>
<td>Theory, diagnosis, and repair procedures of disc and drum brake systems on current General Motors vehicles.</td>
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<tr>
<td>ASEP1268</td>
<td>Dealer Cooperative Experience</td>
<td>M - 480</td>
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<tr>
<td>ASEP1363</td>
<td>GM Engine Repair</td>
<td>M</td>
<td>80 50</td>
<td>9.5</td>
<td>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.</td>
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<tr>
<td>ASEP1379</td>
<td>GM Heating &amp; Air Conditioning</td>
<td>M</td>
<td>40 40</td>
<td>5</td>
<td>Study of theory, operation, diagnosis and repair of late model GM air conditioning, heating and ventilation systems. Includes manual and automatic systems. Refrigerant recovery and recycling procedures.</td>
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<tr>
<td>ASEP1468</td>
<td>Dealer Cooperative Experience</td>
<td>M</td>
<td>480</td>
<td>12</td>
<td>Dealer coordinated work experience. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.</td>
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<tr>
<td>ASEP2528</td>
<td>GM Steering &amp; Suspension Systems</td>
<td>M</td>
<td>30 50</td>
<td>4.5</td>
<td>Principles of operations, disassembly procedures, and repair of General Motors steering and suspension systems. Power and manually controlled integral and Rack and Pinion steering gears. Conventional and McPherson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, both on and off the vehicle.</td>
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<tr>
<td>ASEP2529</td>
<td>GM Manual Transmission, Transaxes, Clutch &amp; Transfer Case</td>
<td>M</td>
<td>60 30</td>
<td>7</td>
<td>Operating principles and service of General Motors manual transmissions and related drive train components. Diagnosis and repair procedures. (Includes GM courses: 13002.02 Vibration Correction; 14003.04 All Wheel / Four Wheel Drive.)</td>
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<tr>
<td>ASEP2557</td>
<td>GM Rear Axle Service</td>
<td>M</td>
<td>20 10</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. (Includes GM course: 14001.00 - Rear Axles and Drive Shafts.)</td>
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<tr>
<td>ASEP2583</td>
<td>GM Advanced Powertrain Electronic Systems</td>
<td>M</td>
<td>20 50</td>
<td>3.5</td>
<td>Advanced study of GM ignition systems, fuel delivery systems, emission control systems and diagnostic routines.</td>
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<td>ASEP2668</td>
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<tr>
<td>ASEP2743</td>
<td>GM Powertrain Electronic Systems &amp; Drivability Diagnosis</td>
<td>M</td>
<td>40 40</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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<tr>
<td>ASEP2747</td>
<td>GM Body Electrical &amp; Electronics</td>
<td>M</td>
<td>50 30</td>
<td>6</td>
<td>Advanced electrical course covering operation, testing, diagnosis and repair of GM computerized body electrical and electronic systems.</td>
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Denote course also offered On-line.
<table>
<thead>
<tr>
<th>COURSE #</th>
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<th>LAB</th>
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<td>ASST110</td>
<td>Ford Shop Orientation</td>
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<tr>
<td>ASST1170</td>
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<td>ASST1177</td>
<td>Ford Brake Systems I</td>
<td>M20</td>
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<td>ASST1179</td>
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<tr>
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<tr>
<td>ASST1360</td>
<td>Ford Electronic Engine Controls</td>
<td>M - 85</td>
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<td>ASST1361</td>
<td>Ford Diesel Engine &amp; Fuel Systems</td>
<td>M - 35</td>
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<td>ASST1468</td>
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<td>ASST2529</td>
<td>Ford Manual Transmissions, Transaxles, Clutches and Transfer Cases</td>
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<tr>
<td>ASST2537</td>
<td>Ford Rear Axle &amp; Driveline</td>
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<td>ASST2538</td>
<td>Ford Advanced Diagnosis, &amp; Driveability</td>
<td>M - 60</td>
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<td>ASST2546</td>
<td>Ford Heating &amp; Air Conditioning II</td>
<td>M - 30</td>
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<tr>
<td>ASST2728</td>
<td>Ford Steering &amp; Suspension Systems</td>
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<td>ASST2745</td>
<td>Ford Brake Systems II</td>
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<tr>
<td>ASST2747</td>
<td>Ford Body Electrical &amp; Electronics</td>
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<td>ASST2748</td>
<td>Ford Automatic Transmissions &amp; Transaxles</td>
<td>M - 70</td>
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<tr>
<td>AUTB1150</td>
<td>Tools and Equipment</td>
<td>M - 20</td>
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<td>AUTB1155</td>
<td>Collision Repair Theory</td>
<td>M - 75</td>
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</table>

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

= Denote course also offered On-line.
### COURSE # COURSE TITLE

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<tr>
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<td>Welding Theory</td>
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<td>AUTB1165</td>
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<td>M - 105 3.5</td>
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<td>Welding Lab</td>
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<td>AUTB1175</td>
<td>Paint Finishes Theory</td>
<td>M - 20 - 2</td>
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<td>AUTB1260</td>
<td>Electrical Repair I</td>
<td>M - 15 - 1.5</td>
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<td>Paint Finishes Theory II</td>
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#### Prerequisites:

- **AUTB1165**: Collision Repair Lab
- **AUTB1170**: Welding Lab
- **AUTB1175**: Paint Finishes Theory
- **AUTB1250**: Collision Repair Theory II
- **AUTB1255**: Collision Repair Lab II
- **AUTB1260**: Electrical Repair I
- **AUTB1350**: Paint Finishes Theory II

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**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.

**AUTB1165 Collision Repair Lab**

Prerequisites: AUTB1155. Practice in basic metal repair fundamentals as it relates to the repair of nonstructural automobile body panels. Repair on non-structural automobile body panels is done to replicate real world repairs. Automotive body panel alignment on vehicles to ensure quality repairs required according to collision repair industry standards.

**AUTB1170 Welding Lab**

Prerequisites: AUTB1160. Practical experience in oxyacetylene welding, brazing, MIG welding, aluminum welding, gas and plasma cutting techniques used in collision repair.

**AUTB1175 Paint Finishes Theory**

Study of the sequence of surface preparation operations needed to acquire a durable, high quality, long lasting topcoat. Paint gun care, troubleshooting and proper usage in applying primer surfaces.

**AUTB1250 Collision Repair Theory II**

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.

**AUTB1255 Collision Repair Lab II**

Prerequisites: AUTB1150 through AUTB1175. Projects will be assigned to students that will include basic metal repair, plastic repair, composite repair, as well as corrosion protection and priming operations with care of vehicle to be taken to ensure customer satisfaction.

**AUTB1260 Electrical Repair I**

Prerequisites: AUTB1170. Theory of the automobile electrical storage and wiring system. Wiring troubleshooting processes and automobile lighting.

**AUTB1350 Paint Finishes Theory II**

Prerequisites: AUTB1157. 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.

**AUTB1355 Estimating Theory**

Prerequisites: AUTB1260. Introduction to proper use 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.

**AUTB1360 Electrical Repair II**

Prerequisites: AUTB1350. Estimating principles and procedures of cost accounting. Emphasis is based on present day business practices and operations of the automobile collision repair field.

**AUTB1360 Electrical Repair II**

Prerequisites: AUTB1260. Introduction to proper use 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.

**AUTB1360 Electrical Repair II**

Prerequisites: AUTB1350, AUTB1365. Advanced practical experiences in spot painting with the focus on and bolt-on panel replacement will be included.

**AUTB1450 Structural Repair Theory**

Prerequisites: AUTB1350, AUTB1155. 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.

**AUTB1455 Safety Restraint Systems**

Prerequisites: AUTB1260, AUTB1360. Introduction to active and passive restraint systems, operation and basic troubleshooting of restraint systems including air bag supplemental restraint systems.

**AUTB1460 Collision Repair Lab IV**

Prerequisites: AUTB1360. Assigned training projects will include following repair estimates being evaluated by the quality of work and the time taken to complete assigned training projects. The impact of collision repair on the vehicle and will also include delivery to the customer.

**AUTB1465 Refinishing Lab II**

Prerequisites: AUTB1350, AUTB1365. Advanced practical experiences in spot painting with the focus on and bolt-on panel replacement.

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=" Denote course also offered On-line.
AUTC1104 Steering and Suspensions I
L/M 40 20 4.5
Prerequisites determined by location. Theory of conventional and power steering gears, wheels & tires, balancing, steering components and two and four wheel alignment.

AUTC1105 Automotive Brake Systems
L/M 50 60 7
Prerequisites determined by location. Theory, application and principles of operation of hydraulic disc and drum automotive brakes. This will include anti-lock brake systems with laboratory exercises in brake diagnosis and repair.

AUTC1106 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.

AUTC1107 Automotive Heating & AC
L/M 40 70 6
Prerequisites determined by location. Theory and operation of automotive HVAC systems is covered. Laboratory exercises in heating and air conditioning systems, which includes diagnosis, evaluation and repair. Refrigerant recovery and recycling is covered.

AUTC1108 Automotive Fuel and Control Systems
L/M 70 50 8.5
Prerequisites determined by location. Theory, design and operation of the automotive fuel system are covered. This includes fuel gauges, tanks, pumps and fuel injection components. A study of fuel manufacturing, testing, and fuel reaction as it applies to emission systems is covered. The use of service equipment to diagnose, evaluate and repair components of the fuel system are covered.

AUTC1203 Manual Transmission/Transaxle Theory
L/M 30 35 4
Prerequisites determined by location. Theory, design and operation of manual transmissions, clutches, drive lines, transfer cases and 4WD components.

AUTC1204 Steering and Suspension II
L/M 10 30 2
Prerequisites determined by location. Diagnosis and practical experience of power and conventional steering, 2 and 4 wheel alignment and wheel balancing.

AUTC1206 Automotive Electricity
L/M 30 15 3.5
Prerequisites determined by location. Starting and charging systems theory, design and operation are covered. Starting and charging systems diagnosis and repair are also covered.

AUTC1221 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.

AUTC1222 Engine II
L/M 70 130 11
Prerequisites determined by location. Advanced automotive engine coursework on removal, disassembly, and machining operations for complete major engine overhaul.

AUTC1306 Automotive Ignition Systems
L/M 10 15 1.5
Prerequisites determined by location. Theory, operation and testing of automotive ignition systems is covered. This will include individual component testing, inspection and repair with the use of DVOM meters.

AUTC1406 Automotive Electronics I
L/M 30 15 3.5
Prerequisites determined by location. 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.

AUTC1408 Advanced Engine Performance
L/M 60 90 9
Prerequisites determined by location. Advanced tune-up, fuel injection systems, ignition systems and vehicle driveability are stressed. Practical experience is gained through the inspection, service and repair to computer controlled engine systems including fuel-injection and ignition systems with the aid of state-of-the-art equipment.

AUTC1506 Automotive Electronics II
L/M 30 30 4
Prerequisites determined by location. Advanced interpretation and use of wiring diagrams, electronic component testing and repair. The use of advanced test equipment is covered.

AUTC2102 Automatic Transmission/Transaxle
L/M 100 80 12.5
Prerequisites determined by location. Theory of operation, basic design, components, disassembly diagnosis and reassembly of automatic transmissions/transaxes is covered. Disassembly, reassembly and dyno-testing of transmissions/transaxes.

AUTC2303 Manual Transmission/Transaxle Lab
L/M 25 45 4
Prerequisites determined by location. Diagnosis, evaluation and repair of manual transmissions/transaxes, rear axles, transfer cases, drive lines and front axles.

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

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

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

BIOS1140 Human Anatomy & Lab
L 45 30 6
Study and identification of anatomical structures of the human body. Includes a detailed study of: tissues that make up the various body systems, integument, skeletal structures, joints, muscles (origin, insertion, action), peripheral and cranial nerves, brain structures, major blood vessels, heart structures, respiratory, digestive, reproductive, endocrine, and urinary systems. Lab complements the material presented in lecture. Utilize the knowledge in a laboratory setting by studying with a “hands-on” approach using models, dissected tissues, and pictures. Lecture concurrent with lab.

BIOS1210 Human Anatomy & Physiology
B 45 30 6
Introduction to anatomy and physiology for students in biological medical and health related programs. Relationships between structure and function. Chemical, cellular and tissue levels of organization. Introduction to principal systems of the human body. Structure and function of the integumentary skeletal, muscular and nervous systems of the body. Important physiology experiments and structural identification experiments.

BIOS1220 Human Anatomy & Physiology
B 45 30 6
Continuation of the study of BIOS1210. Relationships between structure and function. Detailed study of the major systems of the human body including cardiovascular, respiratory, digestive, urinary, reproductive, endocrine and lymphatic systems. Special senses, immunity, fluid, electrolyte and acid-base dynamics. Important physiology experiments and structural identification experiments.


**BRDC 1710 Survey of Electronic Media**  
B 45 - 4.5  
An historical overview of electronic media with an emphasis on broadcasting, structure, processes, effects and social responsibility.

**PREREQUISITE:** By permission only. Participation in on-air or off-air production work at the College radio station. May be taken twice for credit.

**BRDC 2100 Broadcast Media Production**  
B 15 90 4.5  
Participation in the principles, practices, procedures, and equipment utilized to produce broadcast quality advertising spots, public service announcements, and interviews.

**PREREQUISITE:** BRDC 1710 or permission.

**BRDC 2170 Survey of Electronic Media**  
B 45 - 4.5  
An introduction to the principles of electronic media, as well as media relations problems. Preparation of public relations material.

**PREREQUISITE:** By permission only and a “C” or better in BRDC 1100 and BRDC 1860. Second workshop opportunity. Credit given to students who actively participate in on-air or off-air production work at the College radio station.

**BRDC 2760 Broadcast Management**  
B 45 - 4.5  
Prerequisite: Mass Media Majors only. An introduction to the theories, freedoms, legal aspects and responsibilities of the mass media. Emphasis is placed on the First Amendment as it relates to broadcasting.

**PREREQUISITE:** BRDC 1710, JOUR 1810, or permission.

**BRDC 2970 Radio Internship**  
B 15 120 4.5  
Prerequisite: By permission only. This course is open only to those pursuing an A.A.S. degree. Students will be placed in a job situation to gain firsthand knowledge and experience in the field of radio. Placement may be in any field of radio: advertising sales, announcing, continuity or production.

**BSAD 1010 Microsoft Applications I**  
B/L 45 - 4.5  
Prerequisite: Keyboarding skills and prior experience recommended. Use of Microsoft operating system to learn about My Computer and Windows Explorer to manage folders and files. Use of a popular Internet browser to explore the World Wide Web and work with electronic mail. Use of Microsoft Office software suite to learn basic features and integration of the word processing application MS Word and the spreadsheet application MS Excel.

**PREREQUISITE:** BRDC 1710, JOUR 1810, or permission.

**BSAD 1020 Microsoft Applications II**  
B/L 45 - 4.5  
Prerequisite: BRDC 1010. Continues efficient use of Windows Explorer and electronic mail. Use of Microsoft (MS) Office software suite to continue integration, to learn basic/intermediate features of the MS PowerPoint presentation application and the MS Access database application, and to learn intermediate/advanced features of the MS Excel spreadsheet application.

**BSAD 1050 Introduction to Business**  
B/L/M 45 - 4.5  
Foundation course on business and its importance in society and everyday life. Introduction to common types of business organizations such as sole proprietorship, partnerships, corporations and cooperatives. Basic factors in the organization, operation, business control and procedures affecting each type. Business vocabulary used to understand and interpret business news and information.

**BSAD 1090 Business Law I**  
B/L 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.

**BSAD 1100 Business Law II**  
B/L 45 - 4.5  
Prerequisite: BRDC 1090. Continuation of business law I. Study of business law relationships including personal and real property, wills and estates, landlord/tenant law, sales, commercial paper, business organization, credit transactions, and government regulation.

**BSAD 1730 Principles of TQM**  
M 25 - 2.5  
Introductory course covering the rationale for a continuous improvement process, the use of analytical and statistical data to make decisions, and the eight basic TQM tools used to gather and report data.

**BSAD 2050 Payroll Accounting**  
B/L 45 - 4.5  
Prerequisite: ACCT 2100 and 1210 or by instructor permission. Comprehensive course in payroll accounting principles and practices. Includes the evolution of payroll laws and regulations, computation of wages and salaries related withholdings as well as the filing of payroll reports. From the financial accounting perspective it will cover the analysis and journalizing of various payroll transactions.

**BSAD 2100 Individual Income Tax Procedures**  
B/L 45 - 4.5  
Preparation of personal income tax returns. Study of tax regulations and completion of various internal revenue forms.

**BSAD 2110 Business Income Tax Procedures**  
B/L 45 - 4.5  
Prerequisite: BSAD 2100. Partnership, Subchapter S and corporation tax returns covered. Study of the regulations and completion of actual internal revenue forms. General business deductions for all business structures covered.

**BSAD 2130 Intermediate Accounting I**  
B/L 45 - 4.5  
Prerequisite: ACCT 2110. Begins 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.

**BSAD 2140 Intermediate Accounting II**  
B/L 45 - 4.5  
Prerequisite: ACCT 2110. Operational assets, intangibles, stockholders’ equity, and long-term debt sections of the balance sheet. Current and controversial topics such as pension plans, leases, stock options and deferred taxes.
equity, coordinating all aspects to achieve the interwoven for successful management of brand selling, sales promotions, public relations. Focus on planning for the optimal use of all communication elements: advertising, personal selling, sales promotions, public relations. Necessary personality traits, ethics, and negotiation techniques required for successful selling are stressed and applied through the use of sales presentations and demonstrations.

BSAD2270 Professional Selling
B/L 45 - 4.5
Development of selling principles and concepts used in a wide variety of selling situations including specialty, wholesale and retail. Necessary personality traits, ethics, and negotiation techniques required for successful selling are stressed and applied through the use of sales presentations and demonstrations.

BSAD2310 Business Ethics
B/L 30 - 3
Prerequisite: Writing English Competency met. Study of different perspectives of ethics and impact on organizations and individuals. Current ethical issues as they relate to business.

BSAD2370 Human Resources Management
B/L 45 - 4.5
Study of functions of personnel; recruiting selection, assessment, re-mereration, training, union relations. Emphasis on negotiations, communications, ADA, EEOC, leadership, and the legalities of hiring and firing.

BSAD2390 Small Business Management
B/L 45 - 4.5
Prerequisites: ACCT1210 and BSAD1010. Creation of a business plan for either a retail, service, franchise or manufacturing operation. Entrepreneurial personality, buying or starting a business from scratch, evaluating franchising opportunities, and planning small business operation.

BSAD2400 Principles of Retailing
B/L/M 45 - 4.5
Introduction to retailing principles in major retail areas. Policies and practices, marketing and business systems of small and large retailers are studied.

BSAD2430 Marketing Communications
B/L 45 - 4.5
Focus on planning for the optimal use of all communication elements: advertising, personal selling, sales promotions, public relations. Combination of these elements must be tightly interwoven for successful management of brand equity, coordinating all aspects to achieve the same goals.

BSAD2460 Electronic Commerce Marketing
B/L 45 - 4.5
Application and management techniques in utilizing electronic commerce in the workplace. Focus on theory and strategy involved in the effective development and implementation of marketing strategies in the global business arena. Emphasis on managerial aspects of import and export marketing and of US products and services relating to the following areas: demand, competition, economics, social-cultural, political, and technology. Special attention placed on the following details: culture, consumer behavior, distribution and trade agreements.

BSAD2480 Sports Entertainment Marketing
B/L 45 - 4.5
Develop skills based on concepts and theories that are unique to the Sports Marketing arena. Examine basic principles of marketing in the sports environment. Structure provided on the unpredictability of the sports industry and comparisons of the elements of sports and marketing. Research conducted in sports marketing, study the elements of change in all sports and sports globalization.

BSAD2520 Principles of Marketing
B/L/M 45 - 4.5
Comprehensive course in marketing theory and application. Emphasis placed on the assessment and satisfaction of consumer needs and wants through strategic implementation of the marketing mix. Topics of marketing environment, marketing planning, marketing research, consumer behavior, organizational purchasing, product strategy, pricing, distribution and promotion.

BSAD2540 Principles of Management
B/L/M 45 - 4.5
Introduction to management theory and practice for supervisors of employees or managers of organizations. Functions of planning, organizing, directing, controlling and supervising. New and rapidly developing areas of management.

BSAD2993 Special Projects
- 1-3
Must have permission of instructor, program chair, and division dean. Credit hours will vary.

BSAD2995 Internship
- 1-3
Must have permission of instructor, program chair, and division dean. Credit hours will vary.

BSAD3220 Computerized Accounting
B/L 45 - 4.5
Prerequisites: ACCT1210 and BSAD1010. Microcomputers will be used along with accounting software to complete accounting transactions for a company thru to year-end financial statements, including adjustments. Activities will include accounts payable, accounts receivable, and general ledger entries.

BSAD2310 Business Ethics
B/L 30 - 3
Prerequisite: Writing English Competency met. Study of different perspectives of ethics and impact on organizations and individuals. Current ethical issues as they relate to business.

BSAD2270 Professional Selling
B/L 45 - 4.5
Development of selling principles and concepts used in a wide variety of selling situations including specialty, wholesale and retail. Necessary personality traits, ethics, and negotiation techniques required for successful selling are stressed and applied through the use of sales presentations and demonstrations.

BSAD2310 Business Ethics
B/L 30 - 3
Prerequisite: Writing English Competency met. Study of different perspectives of ethics and impact on organizations and individuals. Current ethical issues as they relate to business.

BSAD2370 Human Resources Management
B/L 45 - 4.5
Study of functions of personnel; recruiting selection, assessment, re-mereration, training, union relations. Emphasis on negotiations, communications, ADA, EEOC, leadership, and the legalities of hiring and firing.

BSAD2390 Small Business Management
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Prerequisites: ACCT1210. Creation of a business plan for either a retail, service, franchise or manufacturing operation. Entrepreneurial personality, buying or starting a business from scratch, evaluating franchising opportunities, and planning small business operation.

BSAD2400 Principles of Retailing
B/L/M 45 - 4.5
Introduction to retailing principles in major retail areas. Policies and practices, marketing and business systems of small and large retailers are studied.

BSAD2430 Marketing Communications
B/L 45 - 4.5
Focus on planning for the optimal use of all communication elements: advertising, personal selling, sales promotions, public relations. Combination of these elements must be tightly interwoven for successful management of brand equity, coordinating all aspects to achieve the same goals.
CAPP2538 DaimlerChrysler Advanced Diagnosis, Tune-up & Driveability
Advanced tune-up, electrical and fuel systems. Electronic carburetors, throttle body, multiple injection systems, turbochargers, electronic and computer controlled ignition systems, charging systems and cranking systems. Diagnosis, adjustments and repair procedures using electrical meters, scopes and infrared diagnostic equipment.

CAPP2668 Dealer Cooperative Experience
Coordinated work experience from dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

CAPP2745 DaimlerChrysler Antilock Brake Systems
Study of operation, diagnosis and service of electronic brake control systems on late model DaimlerChrysler vehicles.

CAPP2746 DaimlerChrysler Body Electrical & Electronics
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.

CAPP2747 DaimlerChrysler Antilock Brake Systems
Advanced heating and air conditioning with emphasis on diagnosis and repair. Theory and repair of automatic and electronic air conditioning control systems on DaimlerChrysler vehicles.

CAPP2748 DaimlerChrysler Automatic Transmissions & Transaxles
Operation, diagnosis, adjustment and repair of automatic transmissions in rear-wheel and front-wheel drive DaimlerChrysler vehicles. Removal and installation procedures and safety.

CAPP2749 DaimlerChrysler New Product Update
Overview of new product features for current model year. Includes available DaimlerChrysler New Product Information.

Note:
Computer Aided Drafting & Design Technology — see DRAF

Computer Programming & Microcomputer Technology — see INFO
Introduction to hand
Prerequisite: MATH1000.

CNST1225 Tools & Materials
Assembly procedures.
Proper layout practices, parts cutting and techniques, competency in blueprint reading, building construction industry. Carpentry modern practices and processes used in the Uniform Dwelling Code Book. The student layout and design of a basic residential floor plan construction are covered. The course emphasizes

CNST1226 Residential Blueprint Reading
M 20 30 3
Prerequisite: MATH1000. Introduction to blueprint reading, residential drawings, reproduction processes of drawings, scale reading, terms, abbreviations, symbols and basic sketching. Estimating procedures for some aspects of construction are covered. The course emphasizes layout and design of a basic residential floor plan with reading specifications and understanding of the Uniform Dwelling Code Book. The student completes a preliminary floor plan with schedules to be utilized in CNST1326. Residential Construction Drafting Lab. Coincides with CNST1225, Tools and Materials.

CNST1227 Construction Processes & Practices
M 175 5.5
Prerequisite: MATH1000. Introduction to hand tools, construction safety, machine woodworking, modern practices and practices used in the building construction industry. Carpentry techniques, competency in blueprint reading, proper layout practices, parts cutting and assembly procedures.

CNST1228 Tools & Materials
M 75 7.5
Prerequisite: MATH1000 and CNST1223. Introduction to care, use and maintenance of hand tools, portable power and stationary lab equipment. New construction methods, materials and concepts. Origin, manufacturing processes, and characteristics and application of materials used in residential and light commercial construction today.

CNST1326 Residential Construction Drafting Laboratory
M 84 2.5
Prerequisite: CNST1223. Laboratory which applies concepts acquired in CNST1327. Purposes of residential working drawings, drafting door and window schedules, a floor plan, a basement/foundation plan, and construction details. Emphasis on methods of construction.

CNST1327 Residential Construction Drafting Theory
M 50 -5
Prerequisite: CNST1223. Architectural drafting for beginners including drafting and detailing techniques and methods, lettering, standard symbols and drafting equipment. Concepts for door and window schedules. Floor plans, basement/foundation plan, stair calculations and construction details.

CNST1328 Residential Construction Estimating Laboratory
M 84 2.5
Prerequisite: CNST1223 and BSAD1010. Application of skills acquired in CNST1329. Using standardized forms and information, student develops lists of construction materials and prices for residential construction. Emphasis on accuracy and completeness.

CNST1329 Residential Construction Estimating Theory
M 50 -5
Prerequisite: CNST1223. Concepts of estimating quantities of residential construction materials. Interpretation of residential construction drawings and an introduction to quantity survey techniques and formulas. Decision making and materials estimate organization.

CNST1331 Drafting Aids & Trends
M 32 - 3
Prerequisite: CNST1223. Fundamentals of commercial blueprint reading, introduction to the metric system, and basic design criteria for developing a practical approach to earth-sheltered design.

CNST1430 Cabinetry & Carpentry Laboratory
M 200 6.5
Prerequisites: CNST1223, CNST1224 and CNST1225. Companion course to CNST1433. Application of classroom instruction to job situations through the use of mock-up training aids, cabinets and other projects.

CNST1433 Carpentry Theory
M 100 - 10
Prerequisite: CNST1223. Corequisite: CNST1430. Fundamentals of carpentry, emphasizing the process of home building through the study of blueprints and construction texts and references. Site layout, foundations, framing, roofing, exterior trim, interior trim and cabinet making. Prerequisite to house project in the fifth quarter.

CNST1710 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.

CNST2532 Residential Construction Applications
M 280 9
Prerequisites: CNST1430 and CNST1433. Application of theory and technical courses to practical situations including residential framing, exterior finish, interior trim, cabinet making, roofing and painting. Primary project is a frame residence which provides experiences in all aspects of framing through exterior and interior trim work. Includes short information briefing daily.

CNST2537 Residential Construction Principles
M 20 - 2
Prerequisites: CNST1430 and CNST1433. Acceptable methods of home construction as established by federal, state and local building codes. Work procedures and practices for home construction.

CNST2627 Building Construction Welding
M 6 30 1.5
Theory and practice of shield metal arc welding and oxy acetylene torch cutting. Emphasis on safety, equipment setup and operation as it applies to the construction industry.

CNST2634 Commercial Construction Drafting Laboratory
M 69 2
Prerequisite: CNST3326. Laboratory for drawing and representation of commercial structures. Preliminary information provided by instructor, but student bears more responsibility for planning design than in earlier drafting courses. Use of the Uniform Building Code for floor plan design and the Interrelationship of drawings and information for a set of construction drawings is included.

CNST2636 Commercial Construction Estimating Laboratory
M 76 2.5
Prerequisite: CNST3328 and BSAD1010. Laboratory for creation of commercial materials estimate using the procedures described in CNST2641. The R.S. Means Company format, estimating forms and procedures used. Emphasis on creativity, accuracy, and completeness.

CNST2639 Commercial Construction Drafting Theory
M 37 - 3.5
Prerequisite: CNST3327 and ENGL1000 or higher. Study of light commercial structures and methods of construction. Requirements of the Uniform Building Code for commercial construction. Construction materials and methods. Methods of graphic representation for each drawing.

CNST2641 Commercial Construction Estimating Theory
M 50 - 5
Prerequisite: CNST3329. Procedures and methods of estimating commercial structures as defined by the R.S. Means estimating system. Quantity survey and cost analysis forms and procedures.

CNST2643 Fundamentals of Structural Steel
M 32 -
Prerequisites: CNST1327 and CNST1331. Introduction to iron and steel making, structural shapes, design and sizing of steel structural systems, joints, beams and columns.

= Denote course also offered On-line.
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT</th>
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<td>Introduction to Criminal Justice</td>
<td>B/L</td>
<td>45 - 4.5</td>
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<td>CRIM1020</td>
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<td>CRIM1030</td>
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<td>B/L</td>
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<td>CRIM1140</td>
<td>Reporting Techniques for Criminal Justice</td>
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<td>Community Based Corrections</td>
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<td>DENT1212</td>
<td>Clinical Concepts</td>
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Please Note • Deere Construction & Forestry Equipment Tech - See JDCE

DENT • Dental Assisting

CRIM2120 Prerequisite: CRIM1020 or permission of instructor. A course designed to introduce the correctional process as it is applied in a community setting. The course is designed specifically to focus on probation, parole, and other community based strategies for dealing with the offender.

CRIM2150 Examines the relationships between law enforcement agencies and such complex social issues as, but not limited to, domestic violence, child abuse, elder abuse, gangs, and drugs.

CRIM2200 Examines crime and criminology from a broad social perspective. Emphasizes the nature and causes of crimes, investigation and prosecution, and treatment and prevention.

CRIM2220 Introduces criminal investigation procedures. Reviews the historical development and investigative processes related to law enforcement functions. Topics include, but are not limited to, the proper collection, organization, and preservation of evidence using basic investigative tools; examining the primary sources of information; analyzing the importance of writing skills; and reviewing the constitutional (legal) limitations of the investigation.

CRIM2310 Emphasizes the concept of evidence and the rules governing its admissibility. Includes theoretical and pragmatic consideration of constitutional requirements affecting evidence and procedure.

CRIM2940 Provides instruction in basic law enforcement techniques at the Nebraska Law Enforcement Training Center. Instruction includes, but is not limited to: courtroom performance, traffic enforcement, civil process, techniques of arrest, firearms training, and criminal investigation applications.

Please Note • Deere Construction & Forestry Equipment Tech - See JDCE

DENT1103 Prerequisite: Declared DENT students only. Basic overview of normal structure of functioning of the cellular, skeletal, cardiovascular, circulatory, neurological, respiratory, and immunological body systems and their interrelationships as related to dental structures.

DENT1110 Prerequisite: Currently enrolled in the clinical track phase of the program. Screening course for Dental Assisting Foundations I course DENT1211. Introduction to the history of the profession of dental assisting, the professional and ethical responsibilities of the dental assistant in the practice of dental assisting, professional terminology, state and national regulations governing dentistry, education of the dental team, and the process of national certification (CDA). Basic skills in dental health care worker protocol, patient care, communication with diverse population equipment and instrument identification, high velocity evacuation, four-handed instrument exchange, manipulation of temporary cement, and occupational exposure protocol techniques.

DENT1210 Prerequisites: DENT1103, DENT1110, FSDT1106 or FSDT1350, and MEDA1101. Thorough study of anatomical concepts pertaining to the structures of the face and oral cavity. Application of oral hygiene principles to personal oral hygiene and also to instruct children and adults in oral hygiene and dietary needs.

DENT1211 Prerequisites: DENT1103, DENT1110, FSDT1106 or FSDT1350, and MEDA1101. Continuation of basic skills, manipulation of specific types of dental materials, rubber dam placement, assembly of matrix retainers, basic treatment setups, techniques for control of disease-producing blood-borne pathogens, personal protection, universal precautions, and hazard protection as required by OSHA guidelines for health care providers. Laboratory experiences occur at the U of N Medical Center College of Dentistry and at SCC Lincoln Campus.

DENT1212 Prerequisites: DENT1103, DENT1110, FSDT1106 or FSDT1350, and MEDA1101. Recognition and management of medical and dental emergencies in the dental office, assisting with dental examination data gathering, oral pathology and overview of pharmacology and pain control.

DENT1311 Prerequisites: DENT1210, DENT1214, and DENT1312. Emphasis on the principles and techniques of chairside dentistry (including coronal polish) for the dental assistant. Emphasis on dental laboratory asepsis and clinic asepsis with further development in skill, efficiency, and consistency.

= Denote course also offered On-line.
### Course Descriptions

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location Offered</th>
<th>Class Hrs</th>
<th>Lab Hrs</th>
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<td>DENT1312</td>
<td>Dental Materials I</td>
<td>L 15 45 3</td>
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<td></td>
<td>Prerequisites: DENT1103, DENT1110, FSDT1106 or FSDT1150, and MEDA1101.</td>
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<td></td>
<td>Introduction to physical properties; principles of manipulation and storage of materials; manipulation of specific types of dental materials; laboratory projects pertaining to diagnostic impressions; and casts on a manikin and human patient.</td>
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<td>DENT1313</td>
<td>Oral Radiography I</td>
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<td></td>
<td>Prerequisites: DENT2120, DENT2121, DENT2114, and DENT3131.</td>
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<td></td>
<td>Extensive study in radiography pertaining to the oral cavity. Laboratory emphasis on DXTTR manikin.</td>
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<td>DENT1314</td>
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<td></td>
<td>Principles of dental office procedures, resume, letter of application, and inventory control. Dental software program utilized.</td>
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<td>DENT1410</td>
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<td>Prerequisites: DENT412, DENT311, DENT3111, and DENT1131.</td>
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<td>L 35 15 4</td>
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<td></td>
<td>Prerequisites: DENT412, DENT311, DENT3111, and DENT1131.</td>
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<tr>
<td></td>
<td>Principles and techniques associated with the specialties in dentistry.</td>
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<tr>
<td>DENT1412</td>
<td>Dental Materials II</td>
<td>L 15 45 3</td>
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<tr>
<td></td>
<td>Prerequisites: DENT2120, DENT2121, DENT2114, and DENT3131.</td>
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<td></td>
<td>Continuation of Dental Materials I course with laboratory emphasis on human patient diagnostic impressions, casts and other specific laboratory projects.</td>
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<tr>
<td>DENT1413</td>
<td>Oral Radiography II</td>
<td>L 10 30 2</td>
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<td>Prerequisites: DENT412, DENT311, DENT3121, and DENT1131.</td>
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<td></td>
<td>Laboratory projects pertaining to human patient x-ray exposures intra oral with emphasis on quality control and infection control.</td>
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<tr>
<td>DENT1414</td>
<td>Clinical Education II</td>
<td>L 15 150 6.5</td>
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<td>Prerequisites: DENT412, DENT311, DENT3121, and DENT1131.</td>
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<td></td>
<td>Adaptation to new clinical environment with further development in skill efficiency and consistency.</td>
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<td><strong>DESL</strong></td>
<td><strong>Diesel Technology FARM</strong></td>
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<tr>
<td>DESL1110</td>
<td>Basic Electrical-Farm</td>
<td>M 20 20 2.5</td>
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<td></td>
<td>Basic electrical principles and applications of magnetism, electromagnetism, and the use of three basic electrical meters. Circuit theory exercises in three basic types of circuits, using OHM’s Law and basic math skills. Design, construction, safe operation and testing of lead acid storage batteries.</td>
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<tr>
<td>DESL1121</td>
<td>Cranking Motors &amp; Ignition Systems - Farm</td>
<td>M 28 30 3.5</td>
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<td></td>
<td>Prerequisite: DESL120. Principles, operation and testing of battery ignition systems, motor vehicle cranking motors, switches and drives.</td>
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<tr>
<td>DESL1122</td>
<td>Charging Systems-FARM</td>
<td>M 20 32 3</td>
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<td></td>
<td>Prerequisite: DESL120. Principles of operation, and procedures for testing and repair of AC and DC type generator charging systems.</td>
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<tr>
<td>DESL1123</td>
<td>Power Trains I-FARM</td>
<td>M 30 22 3.5</td>
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<td>Prerequisite: DESL126. Theory of power transmission from engine to rear wheels. Includes engine measurements and performance, levers, gears, chains, clutches, transmissions, planetary gears, drive lines, differentials, rear axles, and disassembly, inspection, adjustments and reassembly of standard transmissions and differentials.</td>
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<td>DESL1126</td>
<td>Hand Tools &amp; Precision Measuring Instruments-FARM</td>
<td>M 21 37 3</td>
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<td>Study of the 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. Student project utilizing hand tools and measuring instruments.</td>
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<tr>
<td>DESL1160</td>
<td>Oxyacetylene &amp; Arc Welding-FARM</td>
<td>M 13 27 1.5</td>
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<td></td>
<td>Theory and practice of oxyacetylene braise welding and cutting, including proper operation of equipment. Principles and applications of SMAW (stick) in the flat, horizontal position.</td>
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<tr>
<td>DESL1225</td>
<td>Theory of Engine Operation-FARM</td>
<td>M 26 22 3</td>
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<td></td>
<td>Prerequisites: DESL120 through DESL1160. Physical principles, operation, and construction of two and four stroke cycles, single and multiple cylinder engines. Ignition timing of four stroke cycle engines to factory specifications; balance, compression, and cylinder leakage tests; types of internal combustion engine cooling systems, components and coolants.</td>
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</table>

**Course Descriptions**

- **DESL1227** Theory of Fuel System Operation-FARM
  - M 34 18 3
  - Prerequisites: DESL1210 through DESL1160. Operational theory, construction, testing, and repair methods for spark ignition engine fuel system components. LPG and gasoline fuel systems, as well as air induction and exhaust systems, and the relationship of valve timing, ignition and injection timing to normal combustion. Physical and chemical properties of distillate fuels used in Diesel, LPG and gasoline powered engines. Normal and abnormal combustion theory related to fuel production, testing, storage, handling and engine design methods.

- **DESL1228** Valve Trains-FARM
  - M 22 33 3
  - Prerequisites: DESL1210 and DESL1160. Theory, construction, and operation of engine valve trains. Valves, valve seats, camshafts, cam followers, valve springs, rocker arm assemblies, push rods and related parts. Valve timing and adjustments will be judged for proficiency by actual engine operation. Basic procedure and operation of valve and seat reconditioning is performed and proficiency evaluated.

- **DESL1230** Diesel Engine Overhaul & Inspection-FARM
  - M 34 30 4
  - Prerequisites: DESL1210 and DESL1160. Experience in the operation and service methods for the following engine components: crankshafts, connecting rods, pistons, cylinder liners, bearing crankcase assemblies. Crankcase lubricants, lubrication, and filtration systems. Laboratory in disassembly, inspection, measurements, reassembly, and adjustments performed on agricultural diesel engines.

- **DESL1235** Diesel & LPG Fuel Systems I-FARM
  - M 59 22 6
  - Prerequisites: DESL120 through DESL1160. Theory of diesel fuel injection system. Pump and nozzle components, fuel flow, and fuel filtering systems. Diesel engine compression ignition theory, combustion chamber design, and maintenance procedures for proper removal, installation, and timing of fuel injection pumps. Construction and operation of updraft, one and two barrel carbs, LPG fuel systems and turbochargers.

- **DESL1331** Basic Cab Air Conditioning-FARM
  - M 26 14 2.5
  - Prerequisites: DESL1210 through DESL1235. Study of the theory of operation and repair of air conditioning, heating, and ventilation systems used on today’s farm equipment.

- **DESL1349** Diesel Fuel Injection Systems II-FARM
  - M 54 5
  - Prerequisites: DESL1210 through DESL1235. Study of diesel fuel injection systems including theory of Roosa Master, CAV, American Bosch, Robert Bosch, and Caterpillar sleeve metering fuel injection systems. Fuel injection nozzles and nozzle holders.

= Denote course also offered On-line.
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>CLASS</th>
<th>LAB</th>
<th>CREDIT</th>
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<tr>
<td>DESL1351</td>
<td>Mobile Hydraulics-Farm</td>
<td>M - 60 88</td>
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<td>DESL1362</td>
<td>Diesel Fuel Injection Systems Laboratory-Farm</td>
<td>M - 70 2</td>
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<td>DESL1453</td>
<td>Post-Cooperative Education Seminar-Farm</td>
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<td>DESL2536</td>
<td>Farm Equipment Diesel Engine Tune-Up &amp; Diagnosis-Farm</td>
<td>M - 11 35</td>
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<tr>
<td>DESL2564</td>
<td>Farm Equipment Electricity-Farm</td>
<td>M - 56 93</td>
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<td>DESL2566</td>
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<td>DESL2567</td>
<td>Advanced Air Conditioning-Farm</td>
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<td>DESL2602</td>
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<td>DESL2603</td>
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<td>DESL2604</td>
<td>Tillage &amp; Spraying Equipment-Farm</td>
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<td>DESL2607</td>
<td>Advanced Air Conditioning-Farm</td>
<td>M - 6 22 1</td>
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<td>DESL2611</td>
<td>Batteries &amp; Cranking Motors-Truck</td>
<td>M - 24 29</td>
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<td>DESL2621</td>
<td>Electronic Ignition &amp; Charging Systems-Truck</td>
<td>M - 22 34</td>
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<tr>
<td>DESL2631</td>
<td>Power Trains-I-Truck</td>
<td>M - 30 26</td>
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<td>DESL2641</td>
<td>Diesel Welding-Truck</td>
<td>M - 10 18</td>
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<td>DESL2651</td>
<td>Theory of Fuel System Operation-Truck</td>
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<td>DESL2671</td>
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<td>DESL2681</td>
<td>Valve Trains-Truck</td>
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<tr>
<td>DESL1201</td>
<td>Electrical Systems I-Truck</td>
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<tr>
<td>DESL1211</td>
<td>Batteries &amp; Cranking Motors-Truck</td>
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<tr>
<td>DESL1221</td>
<td>Electronic Ignition &amp; Charging Systems-Truck</td>
<td>M - 22 34</td>
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<td>DESL1231</td>
<td>Power Trains-I-Truck</td>
<td>M - 30 26</td>
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</table>

Prerequisites: DESL1201 through DESL1362. Advanced study of diesel engines. Theory, design, construction, troubleshooting, repair, and testing of farm equipment. Practical 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.

Proper use and care of power and hand tools. Micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tubing flaring, fittings, and fasteners. Students project utilizing hand tools and measuring instruments.

On-the-job experience in a diesel repair shop or dealership. Application of skills and knowledge acquired in previous quarters. Meeting with supervising instructor three times throughout the quarter.

Prerequisites: DESL1120 through DESL1362. Supervising instructor three times throughout the quarter.

Prerequisites: DESL1120 through DESL1362. On-the-job training to share experiences, ideas, and prepare for full-time employment upon graduation.

Prerequisites: DESL1120 through DESL1362. Laboratory experience in servicing and troubleshooting Roosa Master, CAV, American Bosch, Robert Bosch, Caterpillar sleeve metering fuel injection systems, fuel injection nozzles and nozzle holders.

Prerequisites: DESL1120 through DESL1362. Theory, design, principles of operation, set up and adjustment, troubleshooting and repair of plant equipment. Row crop planters and grain drills. Electronic monitoring systems. Set up, operation, calibration, and troubleshooting of spraying equipment.

Prerequisites: DESL1120 through DESL1362. Theory, design, principles of operation, set up, and adjustment, troubleshooting, and repair of harvesting equipment including combines and hay and forage equipment. Electronic monitoring systems.

Prerequisites: DESL1120 through DESL1362. Theory, design, principles of operation, set up, and adjustment, troubleshooting, and repair of tillage equipment. Spraying equipment theory, design, principles of operation, adjustment, troubleshooting and repair is included.

Prerequisites: DESL1201, DESL1211, DESL1221, and DESL261. 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.

Prerequisites: DESL1201, DESL1211, DESL1221, and DESL261. Basic 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.

Prerequisites: DESL1201, DESL1221, and DESL261. Basic 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.
### Course Descriptions

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<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
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<tr>
<td>DESL2301</td>
<td>Engine Overhaul &amp; Inspection-Truck</td>
<td>M</td>
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<td>25</td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> DESL2101, DESL2111, DESL2121, and DESL2125. 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.</td>
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<td>DESL2321</td>
<td>Diesel &amp; Gas Fuel Injection-Truck</td>
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<td><strong>Prerequisite:</strong> DESL2271. Theory of operation and construction of diesel/gasoline fuel injection system nozzles and injectors. Electronic injectors are covered. Lab work consists of testing and service procedures for nozzles/injectors. Theory of operation and service procedures for emission control devices used on diesel and gasoline applications included.</td>
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<tr>
<td>DESL2351</td>
<td>Electrical/Electronic Systems I-Truck</td>
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<td><strong>Prerequisites:</strong> DESL2101, DESL2111, DESL2121, and DESL2126. Theory of operation, troubleshooting, diagnosis, and repair of truck cab/chassis and trailer wiring/lighting systems. Instruments, gauges, and electrical accessories are also covered. Engine/vehicle electronic sensors and computers included.</td>
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<tr>
<td>DESL3451</td>
<td>Conventional Transmissions &amp; Clutches-Truck</td>
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<td><strong>Prerequisites:</strong> All first and second quarter classes. 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.</td>
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<tr>
<td>DESL3471</td>
<td>Truck Final Drives-Truck</td>
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<td><strong>Prerequisites:</strong> All first and second quarter classes. Lecture, demonstration and laboratory course encompassing principles, design, construction and repair of truck final drives and related components. Pashing and angularity of drivelines is covered along with operation, inspection and replacement of U-joints.</td>
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<tr>
<td>DESL3481</td>
<td>Preventative Maintenance &amp; Inspection-Truck</td>
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<td><strong>Prerequisites:</strong> All first and second quarter classes. Lecture, demonstration, and laboratory course for the entry level technician designed to introduce the student to correct procedures and practices of vehicle preventative maintenance and inspection.</td>
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<td>DESL4341</td>
<td>Air Brakes-Truck</td>
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<td><strong>Prerequisites:</strong> All first and second quarter classes. Principles, components, operation, service, repair, adjustment and troubleshooting of the air brake system used on today's trucks, including safety, brake balance and anti-lock brakes.</td>
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<td>DESL4351</td>
<td>Steering and Suspension-Truck</td>
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<td><strong>Prerequisites:</strong> All first, second and third quarter classes. Principles, components, operation, service, repair, adjustment and troubleshooting of the steering and suspension system used on today's truck's tractor and trailer alignment, use of equipment and shop safety.</td>
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<tr>
<td>DESL4361</td>
<td>Hydraulic Brakes-Truck</td>
<td>M</td>
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<td><strong>Prerequisite:</strong> All first, second and third quarter classes. Principles, components, operation, service, repair, adjustment and troubleshooting of the hydraulic brake system used on today's trucks, including safety, brake balance and anti-lock brakes.</td>
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<tr>
<td>DESL4381</td>
<td>Basic Hydraulics-Truck</td>
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<td><strong>Principles and application of theory design, construction, and testing of hydraulic systems including pumps, actuators, reservoirs, accumulators, lines, fittings, filters and fluids.</strong></td>
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<td>DESL4541</td>
<td>Heating and Air Conditioning I-Truck</td>
<td>M</td>
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<td><strong>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 truck's, use of equipment and shop safety.</strong></td>
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<tr>
<td>DESL5412</td>
<td>Post-Cooperative Education/ Seminar-Truck</td>
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<td><strong>Prerequisites:</strong> DESL1201 through DESL4541 and DESL5582. Evaluation of the on-the-job training to share experiences, ideas, and preparation for full-time employment upon graduation.**</td>
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<tr>
<td>DESL5582</td>
<td>Cooperative Education-Truck</td>
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<td><strong>Prerequisites:</strong> DESL1201 through DESL4541. On-the-job experience in a diesel repair shop. Practice of skills and knowledge acquired in previous quarters.**</td>
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<tr>
<td>DESL6302</td>
<td>Heating &amp; Air Conditioning II-Truck</td>
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<td><strong>Prerequisites:</strong> DESL1201 through DESL5582. 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.**</td>
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<tr>
<td>DESL6432</td>
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<td>25</td>
<td>35</td>
<td>3.5</td>
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<td></td>
<td><strong>Prerequisites:</strong> DESL1201 through DESL5582. Principles, design, and construction of Allison automatic truck transmissions. Lab work in disassembly, inspection, reassembly, adjustment, repair, and testing of the automatic transmission.**</td>
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<tr>
<td>DESL6452</td>
<td>Electrical Systems III-Truck</td>
<td>M</td>
<td>40</td>
<td>60</td>
<td>6.0</td>
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<td></td>
<td><strong>Prerequisites:</strong> DESL1201 through DESL5582. Electrical principles and concepts, semiconductors and microprocessors. The use of digital multimeters and wire repairing including weather pack service techniques. Bench and on vehicle diagnostic procedures for present and future diesel electronic systems.**</td>
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<tr>
<td>DESL6482</td>
<td>Electronic Diesel Engine Diagnostics &amp; Tune-Up-Truck</td>
<td>M</td>
<td>40</td>
<td>50</td>
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<tr>
<td></td>
<td><strong>Prerequisites:</strong> DESL1201 through DESL5582. Lecture, demonstration and laboratory course designed to give students an introduction to the electronic heavy duty diesel engine. Includes tune-up and troubleshooting the electronic engine, setting customer specified parameters, progressive shifting to include the operation and adjustment of the engine brake system.**</td>
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![Diagram](Diagram.png)

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### DRAF - Computer Aided Drafting & Design Technology

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>DRAF1101</td>
<td>Drafting Concepts</td>
<td>L</td>
<td>30</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Basic drafting skills, equipment, &amp; applications.</strong></td>
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<tr>
<td></td>
<td><strong>Sketching, measurement, lettering, dimensioning, geometric construction, orthographic projection, pictorial drawings, sections and auxiliary views. Define and apply basic drafting principles and practices.</strong></td>
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<tr>
<td>DRAF1120</td>
<td>Basic Computer Aided Drafting</td>
<td>L</td>
<td>45</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td><strong>Introductory two-dimensional drafting as used in Architectural, Electrical/Electronic, Mechanical, Structural, Piping. Menus, display, coordinates, draw, edit, save, plot, file management, drawing set-up, lettering, line types.</strong></td>
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<tr>
<td>DRAF1121</td>
<td>Descriptive Geometry</td>
<td>L</td>
<td>45</td>
<td>15</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> DRAF1110 and DRAF1120. Graphic analysis of space problems, includes points lines, planes, connections and combinations, solve real world problems.**</td>
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<tr>
<td>DRAF1220</td>
<td>3-D Solid Modeling</td>
<td>L</td>
<td>15</td>
<td>15</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> DRAF1110 and DRAF1220. Use of solid primitives, surfaces, objects. Application of attributes and data base information within drawings. 3-D drafting as used in Architectural, Electrical/Electronic Mechanical Structural, Piping.**</td>
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<tr>
<td>DRAF1310</td>
<td>3-D Visualization</td>
<td>L</td>
<td>15</td>
<td>45</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> DRAF1110 and DRAF1220. Computer presentation methods of pictorial drawings, exploded view drawings, computer rendering and printing. Introduces software for color rendering.**</td>
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<tr>
<td>DRAF1320</td>
<td>AutoDesk Applications</td>
<td>L</td>
<td>15</td>
<td>45</td>
<td>3</td>
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<tr>
<td></td>
<td><strong>Prerequisite:</strong> DRAF1110 and DRAF1220. Using AutoDesk Architectural Desktop for the creation of architectural drawings.**</td>
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</tr>
</tbody>
</table>
DRAF1330 Solid Works  
Prerequisite: DRAF110 and DRAF1220. Using Solid Works software students create designs to produce parts, assemblies and drawings of 3D and 2D drawings. Design of products follows industry typical designs from local companies.

DRAF1340 Strength of Materials  
Prerequisite: DRAF110 and MATH1080 or higher. Theories of forces acting on bodies. Moments of forces, formulas for stresses in materials and structural members.

DRAF2100 Principles & Materials of Construction  
Prerequisite: DRAF110 and ENGL1000 or 1010. Commonly used materials and accepted methods of residential and small commercial construction.

DRAF2110 Residential Planning  
Prerequisite: DRAF120 and DRAF200. Interior/ exterior planning. Design concepts for styles, shapes, materials, zoning, traffic patterns, site conditions, preparation of floor plans, foundation plans, site plans, elevations, and wall sections.

DRAF2120 Residential Structures  
Prerequisite: DRAF110, DRAF200, and MATH1080 or higher. Materials, methods & concepts used in design and detailing of foundations and basements & structural drawings.

DRAF2140 Electrical & Mechanical Systems  
Prerequisite: DRAF110. Electrical, plumbing, mechanical systems, code requirements, calculation methods, related design techniques, preparation of working drawings to include: plans, legends, symbolization & equipment schedules.

DRAF2160 Commercial Construction  
Prerequisite: DRAF210. Planning, design, and layout for a commercial building with attention to structural components, commercial building materials, and building code requirements.

DRAF2170 Structural Steel  
Prerequisite: DRAF120 and DRAF210. A study of the design and preparation of working drawings for buildings, bridges, tanks, towers, and other structures of steel.

DRAF2180 Professional Practice- Architectural  
Prerequisite: DRAF2140. Simulation of circumstances encountered designing and drafting residential house plans. Full-time employees of Southeast Community College-Lincoln Campus volunteer to act as clients and will receive a set of working drawings prepared by students.

DRAF2190 Construction for Americans with Disabilities  
Prerequisite: DRAF210. Planning, design, and layout for buildings with attention given to the needs of people with special requirements. A study of the compliance for Federal, state, and local building code requirements.

DRAF2200 Geometric Dimensioning & Tolerancing  
Prerequisite: DRAF110. Study of the language of geometric dimensioning and tolerancing using ASME Y 14.5M. Application of the rules and symbols for G.D.T. (Required course for DRAF2210)

DRAF2210 Engineering Processes & Procedures  
Prerequisite: DRAF120 and DRAF220. Study of the materials and the manufacturing processes used in the fabrication of consumer products. Application of engineering responsibility to the manufacturing, quality assurance, and marketing of consumer products.

DRAF2220 Flat Pattern Layout  
Prerequisite: DRAF110. Study of flat pattern developments use for consumer products and product packaging. Layout of basic fittings such as elbows, angles, transitions, and various size and shaped cartons and packages for product shipment.

DRAF2240 Consumer Products-Design  
Prerequisite: DRAF220. Definition of the steps used in the design process. Application of steps in solving typical consumer products design problems. Research current product history and cost related to the manufacture of products.

DRAF2260 Jig & Fixture-Design  
Prerequisite: DRAF220. Study of the design and economics of work holding devices. Drawing layout for product relationship to fixture use.

DRAF2300 Pipe Drafting  
Prerequisite: DRAF110 and DRAF210. Study and layout of pipe drawings. Representation of piping systems with American Standards Association Symbols.

DRAF2400 Topographic/Civil Drafting  
Prerequisite: DRAF110 and DRAF210. Methods used in drawing maps including symbols, the procedure of plotting traverses, and the drawing of property boundaries from a legal description. Introduction in reading, interpreting and plotting information from a surveyor's field book. Drawing roadways, cross sections and plan & profiles, and subdivision plats.

DRAF2520 Electronic Drafting  
Prerequisite: DRAF110 and DRAF110. The use of electronic symbols to create block diagrams and schematic diagrams of electronic circuits. Drawing highway cable designs and cabinet / panel layouts.

DRAF2540 Printed Circuit Board Layout  
Prerequisite: DRAF250. Study and application of printed circuit board layouts for discrete and logic components. Design of single, double and multi-layered printed circuit boards.

DRAF2600 Special Drafting  
Prerequisite: Permission of Program Chair. Study of a special area in drafting or completion of a special drafting project not previously covered in the curriculum.

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

DRAF2621 CO-OP Education II-Drafting  
Prerequisite: Permission of Program Chair and DRAF260. A continuation of the DRAF260 course giving students an extended opportunity to experience a work situation.

ECED1100 Early Childhood Pre-Practicum Seminar  
Co-requisite: First ECED practicum screening course for entry into a student's first ECED practicum or lab. Skills, methods and professional expectations of working with children, families, supervisors and peers. Includes licensing standards and OSHA certification. A grade of "C" or better is required to pass.

ECED1101 Introduction to Early Childhood Education  
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.

ECED1110 Infant and Toddler Development  
Strongly recommended to be taken in conjunction with ECED1510. 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 better required for ECED1565.
### COURSE # COURSE TITLE

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>CLASS</th>
<th>LAB</th>
<th>CREDIT</th>
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<tr>
<td>ECED1112</td>
<td>Advanced Infant and Toddler Concepts</td>
<td>L 30 - 3</td>
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<td>ECED1120</td>
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<td>ECED1140</td>
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<td>ECED1200</td>
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<td>ECED1224</td>
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<td>How Children Learn</td>
<td>L 30 - 3</td>
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<td>ECED Classroom Displays</td>
<td>L 5 - 5</td>
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<td>ECED1405</td>
<td>ECED Portfolio Assessments</td>
<td>L 5 - 5</td>
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<td>ECED1406</td>
<td>ECED Classroom Transitions</td>
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<td>ECED1407</td>
<td>ECED Creative Group Times</td>
<td>L 5 - 5</td>
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<td>ECED1408</td>
<td>ECED Home Visits</td>
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<td>ECED1457</td>
<td>Professional In-home Care</td>
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<td>L 90 - 3</td>
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<td>ECED1540</td>
<td>Preschool/School Age Practicum</td>
<td>L 30 - 3</td>
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</table>

### Course Descriptions

**ECED1112 Advanced Infant and Toddler Concepts**

Pre-requisite: ECED1110 & ECED1510. A continued and in-depth study and application of typical growth and development of the child from birth to age three. Infusion of exceptionalities into course work to prepare the student to work with children with disabilities. Developmentally appropriate practices 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. Offered Spring Quarter only.

**ECED1120 Preschool Child Development**

This course focuses on typical/ atypical development of the child ages 3 to 5 years; in the domains of physical growth and motor skills, cognition and language, and social/emotional development. Grade of “C” or better required for ECED1565.

**ECED1140 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. Students spend 15 clock hours field experiences in a setting caring for children with special needs.

**ECED1145 School Age Child Development**

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 better required for ECED1565.

**ECED1200 Observation, Assessment and Guidance**

This course introduces a variety of observation, assessment and guidance techniques used in an early childhood education setting birth through age 8. Grade of “C” or better required for ECED1565.

**ECED1222 Early Language and Literacy**

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 better required for ECED1565.

**ECED1224 Preschool Math, Science and Social Studies Curriculum**

Planning developmentally appropriate activities for children. Grade of “C” or better required for ECED1565.

**ECED1226 Early Childhood Education Curriculum Planning**

This course prepares students to plan a developmentally appropriate curriculum and environments for children ages 3-8 years of age. Topics include writing goals and objectives, lesson plans, daily schedules, working with parents, and inclusionary practices. Prior knowledge of preschool development and planning is recommended. Grade of “C” or better required for ECED1565.

**ECED1228 Expressive Arts Curriculum**

This course focuses on the selection, construction and use of materials, activities and experiences that encourage the young child’s creativity and aesthetic appreciation through the visual arts, music, body movement, and dramatic play. Curriculum designed for 3-8 year olds. Grade of “C” or better required for ECED1565.

**ECED1235 Early Childhood Health, Safety and Nutrition**

Defines interrelationship of safety, nutritional planning & health and how environmental factors affect young lives. Grade of “C” or better required for ECED1565.

**ECED1340 How Children Learn**

Theory, methods, and planning techniques for teaching the young child in relation to thinking patterns and learning styles.

**ECED1401 ECED Classroom Displays**

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 Technology in ECED Classrooms**

Introducing students to skills and techniques of incorporating computers and other forms of technology into the classroom.

**ECED1403 ECED Educator Portfolios**

Focuses on assisting the early childhood educator begin the process of developing and assembling a personal/professional portfolio to be used throughout their professional career.

**ECED1404 Diversity in ECED Classrooms**

Focuses on developing a culture and ethnic awareness for early childhood educators as they respond sensitively to diversity in the classroom.

**ECED1405 ECED Portfolio Assessments**

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 ECED Classroom Transitions**

Fun and effective ways to make transitions work in an early childhood setting.

**ECED1407 ECED Creative Group Times**

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

**ECED1408 ECED Home Visits**

Focuses on how to establish a stronger relationship with parents by planning and conducting positive, non-threatening home visits.

**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. Development of a business plan, parent handbook, selection of employment agencies, contract negotiations and interviewing or prospective clients / employers. Activity planning and scheduling for children of diverse ages and abilities. A grade of “B” or better is required for the In-home Child Care Professional Focus.

**ECED1510 Infant / Toddler Practicum**

Pre-requisite: Program Permission. Students must be taking or have taken ECED1110. If this is a student’s first practicum, he/she must also enroll in ECED1000. Students will complete at least 90 hours of practical work experience in a licensed site. Students will demonstrate application of concepts learned through prior early childhood education courses relating to infants and toddlers. Students will be supervised and evaluated on their ability to apply prior learning regarding curriculum planning, developmentally appropriate practice, and creating an effective learning environment for infants and toddlers. Grade of “C” or better required for ECED1565.

**ECED1540 Preschool/School Age Practicum**

Students must be taking or have taken ECED1220, 1145 and 1200. If this is a student’s first practicum, he/she must also enroll in ECED1000. Students will complete at least 90 hours of practical work experience in a licensed site. Students will demonstrate application of concepts learned through prior early childhood education courses relating to preschool / school-age children. Students will be supervised and evaluated on their ability to apply prior learning regarding curriculum planning, developmentally appropriate practice, and creating an effective learning environment for preschoolers and school-age children. Grade of “C” or better required for ECED1565.
Southeast Community College Nebraska

**COURSE # ** | **COURSE TITLE** | **LOCATION** | **CRD** | **HOURS OFFERED** | **CREDIT HOURS**
---|---|---|---|---|---
**ECED1565** | Child Care Head Teacher Practicum | L | 30 | 150 | 8
**ECED1575** | In-Home Child Care Professional Practicum | L | 10 | 150 | 6
**ECED1665** | Child Care Head Teacher Coop | L | 30 | 200 | 8
**ECED1675** | In-Home Child Care Professional Coop | L | 10 | 200 | 6
**ECED2001** | Early Childhood Education Professional Lab | L | 20 | 150 | 7

**Prerequisites:** Program Permission required to register.

- Must have taken or be taking ECED1475. Open only to declared students graduating with the In-home Child Care Professional Diploma.
- Pre-requisites: Must have been or are pursuing current first aid/CPR certification. A grade of "B" or better is required. Must have completed the General Education core requirements. Practical work experience is in a private home setting or an in-home child care provider. Site must meet the approval of the program and meet licensing standards. 10 seminar/lecture hours will be arranged with the instructor/supervisor.

**ECED1700 Independent Study**

- Allows students to attend approved workshops and/or seminars with a faculty advisor to develop an individualized plan of study.

**ECED1705 Independent Study**

- Pre-requisite: Program permission selected educational experiences that provide intensive study and research on a topic beyond those included in the regular curriculum. Completed under the direction of a faculty member.

**ECED2150 Family and Community Relationships**

- This course focuses on the development of skills, techniques, and attitudes needed to form successful collaboration. Ten to twenty hours of volunteer service learning required.

**ECED2455 Child Care Administration**

- Pre-requisites: ECED1510, 1540, 1140, 1225, and ENGL1010. It is strongly recommended that students have completed their core Behavioral Science and Speech requirements before enrolling in this class. Special permission to enroll may be given to non-degree seeking administrators with prior administration experience. Analysis of supervisory and administrative procedures for the application of management theory in early childhood programs. A grade of "B" or better required for graduation.

**ECED2457 Advanced Child Care Administration Concepts**

- Pre-requisite: ECED2455. A continuation of more in-depth administrative principles designed for students pursuing a management/supervisory position. This class will focus on the application and practice of administrative duties and skills presented at an awareness level in ECED2455.
and estate planning. Major purchases (home/auto), risk management concepts, banking, saving and investment, credit, economic concepts and functions impact personal finance resources. An introduction to how principles and methods of managing personal finance resources. It is recommended that students have a strong college level math and accounting background before taking this class. A study of the “big ideas” of macroeconomics such as GDP, inflation, unemployment, labor productivity, and rational economic decision making using the marginal principle and diminishing returns. A look at public policy decisions using Keynesian fiscal and monetary policies, globalization and the economic challenges facing our country.

ECON2110 Microeconomics

It is strongly recommended to complete Macroeconomics ECON2110, and have a strong college level math and accounting background before taking this class. A study of basic economic principles such as elasticity of demand, consumer choice, profit maximization, types of competition and asymmetric markets. A microeconomic focus on the behaviors on individual households and firms.

EDUC • Education

EDUC1080 Observation

Prerequisite: EDUC1210. Guided observation in the public schools. Trends in teaching certification and other issues in teacher education. Includes on-campus class one hour each week and two hours per week in a public school classroom observation. Graded pass/no pass.

EDUC1310 Introduction to Education

Overview of the field of education. Encourages critical thought regarding the role of education in society, the role of the teacher and educational practices in schools.

EDUC2500 Fundamentals of Child Development for Education

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

EDUC2510 Fundamentals of Adolescent Development for Education

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

EDUC2610 Fundamentals of Psychology

Prerequisite: EDUC210 for education majors; PSYC1810 for non-education majors. Principles of psychology as applied to classroom teaching. Emphasis on development, learning, motivation, evaluation, adjustment, and education techniques and innovations.

EDUC2970 Professional Practicum Experiences

Guided participation and/or observation in schools and/or agencies offering programs for children and/or youth.

EDUC2971 Professional Practicum Experiences

Guided participation and/or observation in schools and/or agencies offering programs for children and/or youth.

EIGT • Graphic Design

EIGT1120 Drawing/Illustration I

Prerequisite: Program Permission. This course provides a foundation in basic perceptual, expressive and compositional aspects of drawing with an emphasis on perception and realistic rendering (learning to see with accuracy). A wide range of black and white media will be explored with an emphasis on line art techniques.

EIGT1122 Introduction to Graphic Design

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

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 related design elements.

EIGT1130 Typography II

Prerequisite: Program Permission. This course focuses on digital illustration methods used by graphic designers. Students (working in Freehand) learn how to draw bezier curves, manipulate type, use layers, blend, trace hand sketches, import photos, work with color and print production issues. Projects include the creation of product logos and rendering information graphics that communicate with charts and graphs.

EIGT1132 Computer Graphics II

Prerequisite: Program Permission. This course focuses on digital illustration methods used by graphic designers. Students (working in Freehand) learn how to draw bezier curves, manipulate type, use layers, blend, trace hand sketches, import photos, work with color and print production issues. Projects include the creation of product logos and rendering information graphics that communicate with charts and graphs.

EIGT1134 Introduction to Graphic Design

This course provides an exploration of drawing the human figure with an emphasis on anatomy, proportion and form. A variety of media will be explored including pencil, ink, gouache, and an introduction to color. Projects will include working with the human form in the context of illustration applications and creating spatial compositions.

EIGT1140 Publication Design

Prerequisite: Program Permission. The aesthetics of type and image remains the most widespread media for graphic designers. Virtually all aspects of the printed word and image are investigated and considered. The class focuses on the process by which ideas are developed, edited, and presented. Projects include magazine, newsletter, brochure, poster and financial/annual report design with an emphasis on layout, typography and image.

EIGT1138 Drawing/Illustration II

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 related design elements.

EIGT1136 Computer Graphics I

Prerequisite: Program Permission. This course features an introduction to the Macintosh operating system and an in-depth look at QuarkXPress. The class explores setting up pages and methods of controlling type, working with different color models and file formats and creating tables and forms, as well as a variety of layout options. Students explore production issues including desktop printers, font management, color separations, and basic image scanning and image importing.

EIGT1130 Typography II

Prerequisite: Program Permission. This course examines typographic issues which emphasize the basic typographic areas of: historical, technical, and formal. Students study letterform and typographic application as well as research and writing. Project content includes typographic history, letterform, development, and changing technology. This course provides students with a fundamental working knowledge of typographic applications.

EIGT1134 Computer Graphics II

Prerequisite: Program Permission. This course focuses on digital illustration methods used by graphic designers. Students (working in Freehand) learn how to draw bezier curves, manipulate type, use layers, blend, trace hand sketches, import photos, work with color and print production issues. Projects include the creation of product logos and rendering information graphics that communicate with charts and graphs.

Course Descriptions

EIGT1120 Drawing/Illustration I

M 40 60 6
Prerequisite: Program Permission. This course provides a foundation in basic perceptual, expressive and compositional aspects of drawing with an emphasis on perception and realistic rendering (learning to see with accuracy). A wide range of black and white media will be explored with an emphasis on line art techniques.

EIGT1122 Introduction to Graphic Design

M 40 10 4.5
Prerequisite: Program Permission. This course is concerned with the basic principles of graphic design. Emphasis is placed on basic design processes and communication principles. Development of creative ideas, evaluation of diverse methods used to produce simple and functional graphic translations will be explored. An introduction to basic technical procedures will also be studied.

EIGT1126 Typography I

M 40 10 4.5
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 related design elements.

EIGT1130 Typography II

M 40 15 4.5
Prerequisite: Program Permission. The aesthetics of type and image remains the most widespread media for graphic designers. Virtually all aspects of the printed word and image are investigated and considered. The class focuses on the process by which ideas are developed, edited, and presented. Projects include magazine, newsletter, brochure, poster and financial/annual report design with an emphasis on layout, typography and image.

EIGT1134 Computer Graphics II

M 40 60 6
Prerequisite: Program Permission. This course focuses on digital illustration methods used by graphic designers. Students (working in Freehand) learn how to draw bezier curves, manipulate type, use layers, blend, trace hand sketches, import photos, work with color and print production issues. Projects include the creation of product logos and rendering information graphics that communicate with charts and graphs.

EIGT1136 Computer Graphics I

M 40 60 6
Prerequisite: Program Permission. This course features an introduction to the Macintosh operating system and an in-depth look at QuarkXPress. The class explores setting up pages and methods of controlling type, working with different color models and file formats and creating tables and forms, as well as a variety of layout options. Students explore production issues including desktop printers, font management, color separations, and basic image scanning and image importing.

EIGT1130 Typography II

M 40 10 4.5
Prerequisite: Program Permission. This course examines typographic issues which emphasize the basic typographic areas of: historical, technical, and formal. Students study letterform and typographic application as well as research and writing. Project content includes typographic history, letterform, development, and changing technology. This course provides students with a fundamental working knowledge of typographic applications.

EIGT1134 Computer Graphics II

M 40 60 6
Prerequisite: Program Permission. This course focuses on digital illustration methods used by graphic designers. Students (working in Freehand) learn how to draw bezier curves, manipulate type, use layers, blend, trace hand sketches, import photos, work with color and print production issues. Projects include the creation of product logos and rendering information graphics that communicate with charts and graphs.

Course Descriptions

EIGT1120 Drawing/Illustration I

M 40 60 6
Prerequisite: Program Permission. This course provides a foundation in basic perceptual, expressive and compositional aspects of drawing with an emphasis on perception and realistic rendering (learning to see with accuracy). A wide range of black and white media will be explored with an emphasis on line art techniques.

EIGT1122 Introduction to Graphic Design

M 40 10 4.5
Prerequisite: Program Permission. This course is concerned with the basic principles of graphic design. Emphasis is placed on basic design processes and communication principles. Development of creative ideas, evaluation of diverse methods used to produce simple and functional graphic translations will be explored. An introduction to basic technical procedures will also be studied.

EIGT1126 Typography I

M 40 10 4.5
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 related design elements.
The course is a study of color beginning with the color theories of Itten, Albers, Mansell, 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.

**Prerequisite:** Program Permission.

**EIGT1356 Photography & Digital Imaging**

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 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 175 years using traditional film based and digital methods. A portion of this course will include the use of Photoshop as an image-manipulation tool.

**Prerequisite:** Program Permission.

**EIGT1460 Environmental & Package Design**

This course students will use the environmental sign to explore the aesthetics of sign and symbol. Lectures and projects introduce typographic connotation, semiotic theory, and image communication as design tools. Students will explore and create applications in 2D and 3D environmental and exhibition design with an emphasis on effective communication. Package design will 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).

**Prerequisite:** Program Permission.

**EIGT1465 Corporate Identity Design**

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.

**Prerequisite:** Program Permission.

**EIGT1485 Web Design I**

This course students will explore the development of websites using fundamental skills including project planning/management, content organization, visual design approach and navigation. Emphasis will be placed on creating functional methods that meet clear and concise application/technical requirements. Students will research and explore the unique qualities that make a web site efficient, functional and visually appealing. With the use of Dreamweaver and Fireworks, students will learn the basic strategies necessary to plan and execute a web site and create a visual structure and hierarchy.

**Prerequisite:** Program Permission.

**EIGT2567 Web Design II**

This course students will explore web development using advanced integrated project planning, organization, navigation and visual skills. This class will explore the use of animation as an additional tool in web development. Students will research and explore the animation methods and applications. With the use of Flash, students will learn the basic techniques necessary to execute animated web site banners.

**Prerequisite:** Program Permission.

**EIGT2575 Graphic Design Portfolio I**

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.

**Prerequisite:** Program Permission.

**EIGT2585 Print Reproduction Processes**

This course students learn the fundamental processes and standard technical requirements used in the graphic arts industry. Beginning with service bureau and prepress requirements, digital requirements, film output, platemaking, presses, paper, bindery and finishing and ancillary production issues, students will learn how the graphic arts industry functions and how to establish a professional working relationship with the industry. In addition to lecture and research, students will take field trips to multiple industry work sites to observe the variety of processes that exist within the graphic arts industry.

**Prerequisite:** Program Permission.

**EIGT2602 Web Design III**

This course each student will create a personal web site that expresses who they are as people and designers and demonstrate their web skills. The site they create will include their complete graphic design portfolio, professional/academic resume and biographical information. Each site must be fully functional and posted. The successful creation of a personal graphic design web site is a requirement for graduation.

**Prerequisite:** Program Permission.
Course Descriptions

### ELEC1356 Fluid Power Systems
Prerequisite: MATH1080. Study of fluid power (hydraulic and pneumatic) systems. Circuitry and various components, their design, operation, application, and maintenance.

### ELEC1362 Electronic Drafting
Prerequisites: Prior computer coursework or experience. Introduction to computer based drafting systems for electronics applications.

### ELEC1365 Residential & Commercial Wiring
Prerequisites: 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).

### ELEC1376 Welding
Fundamentals of oxyacetylene equipment, OA cutting, brazing, and silver soldering. Arc welding theory and lab practice with emphasis on maintenance welding. Safe operation of equipment and application emphasized.

### ELEC1422 Analog Circuits
Prerequisites: 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
Prerequisites: 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, MACH1121, and MFGT1456. Troubleshooting and repair of mechanical equipment. Bending, installing conduits, and repair of clutches and brakes.

### ELEC1452 Audio Systems
Prerequisites: ELEC1227 and ELEC1317. Operational theory of audio systems and components. Troubleshooting techniques and test specifications will be covered and reinforced through lab applications.

### ELEC1464 Transformers, Three-Phase System
Prerequisites: 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
Prerequisites: ELEC1131, ELEC1217. Orientation, planning, and practical application of setting up a predictive maintenance program for inspection, testing, cleaning, fabricating, and adjusting of equipment.

### ELEC1495 Industrial Wiring
Prerequisites: Prior computer coursework or drafting systems for electronics applications. Covers DC and AC circuits utilizing Ohm’s and Kirchoff’s laws. Series, parallel, and series-parallel circuits are studied. Use of various types of electronic test equipment to analyze these circuits.

### ELEC2534 Programmable Logic Controllers I
Prerequisites: ELEC1482. Introductory course covering instruction set, memory and I/O techniques for microprocessor based machines.

### ELEC2554 Programmable Logic Controllers II
Prerequisite: ELEC1344. Parallel with ELEC2564. An introduction to Logic functions and the Programmable Logic Controller (PLC).
ELEC2542 Telephony Systems
Prerequisites: ELEC4182 and ELEC4122
Introduction to basic telephony concepts. Public and private telephone switching systems. Historical and modern perspectives. Local loop, PBX, Telco wiring schemes. Copper vs. fiber transmissions. Voice channel frequency spectrum. Integrated communications systems. FDM vs. TDM.

ELEC2546 Electrical Machine Controls
Prerequisites: ELEC3444: Continuation of Industrial Machines & Mechanical Systems with more emphasis on design, troubleshooting and repair of electrical circuits.

ELEC2555 Industrial Communications & Alarm Systems
Installation and maintenance of data communications systems, security/fire alarm systems, and telephone systems.

ELEC2562 Antennas & Transmission Lines
Prerequisite: ELEC4242, 1482 - concurrent or previous. Introduction to the physical and electrical characteristics of antennas and transmission lines in electromagnetic radiation propagation. Includes copper, fiber-optic and waveguide transmission systems. Troubleshooting antenna and transmission lines.

ELEC2564 Industrial Electronics
Prerequisite: ELEC1217. Parallel with ELEC2534. Study of solid state components such as transistors, triacs, diacs, and SCR's.

ELEC2614 Industrial Control Systems
A study of open and closed loop control systems, AC, DC, and brushless DC motor drives used in industry. Systems including process control, servo systems, and Robotics. With hands on experience of installation, setup, and troubleshooting.

ELEC2622 Video Display Systems
Prerequisites: ELEC223 Theory of video tape recorders, and other related video equipment. Detailed circuit analysis of television receivers and computer display systems. Advanced troubleshooting of consumer and industrial grade video products.

ELEC2624 Programmable Logic Controller II
Prerequisites: ELEC2534 and ELEC2564. Programming, wiring, and troubleshooting of Programmable Logic Controller (PLC).

ELEC2672 Electronic Control Systems
Prerequisites: PHYS1017 and ELEC1422 and ELEC2743. Study of the use of transducers in the control of industrial processes, characteristics of transducers and their associated circuitry, and characteristics of control systems.

ELEC2743 Microcontroller Interfacing & Programming
Prerequisite: ELEC2527. Advanced design, circuit analysis, calibration, maintenance, and troubleshooting of digital systems such as those encountered in computers, digital communications circuits, and other industrial control applications. Programming and interfacing techniques covered for both microprocessors and microcontrollers.

ELEC2753 PC Operating Systems & Hardware
Prerequisite: ELEC2527. Current operating systems will be discussed and compared. An emphasis will be placed on their application and their interaction with hardware.

ELEC2760 Networking Infrastructure
Prerequisite: ELEC2527 or INFO1381. Introductory course on networking infrastructure which includes switches, hubs, and routers. CCNA1 course materials are utilized.

ELEC2761 Router Implementation
Prerequisite: ELEC2760. Introductory course on networking infrastructure which includes switches, hubs, and routers. CCNA2 course materials utilized.

ELEC2823 Network Operating Systems & Administration
Prerequisite: ELEC2753, ELEC2760. Study of current network operating systems and applications installation, configuration and management, including Linux, Windows platforms and Novell Netware. Windows 2000 Server architecture will be studied in detail.

ELEC2823 Hydraulics & Pneumatics
Prerequisite: ELEC1217. Study of fluid power (hydraulic and pneumatic) systems and devices. Circuitry and various components, their design, operation, and application.

ELEC2860 Advanced Routing & Switching
Prerequisite: ELEC2760. This course focuses on the application and configuration of advanced routing and switching technologies, including Linux, Windows 2000, and other operating systems. VLANs and other network technologies are introduced.

ELEC2861 Wide Area Networking
Prerequisite: ELEC2860. This course focuses on the application and configuration of advanced wide area networking technologies. CCNA3 course materials are utilized.

ELEC2863 PLCs in Automation Systems
Prerequisite: ELEC2672 - concurrent or previous. ELEC2743. Lecture and lab projects featuring an in-depth study of industrial robotic systems and Smart Image Sensor technology. Programming and interfacing.

ELEC2883 Robotics in Automation Systems
Prerequisites: ELEC2672, ELEC2743, and INFO2364. ELEC2863 - concurrent or previous. Lecture and lab projects featuring an in-depth study of industrial robotic systems and Smart Image Sensor technology. Programming and interfacing.

ELET1714 DC Circuits and Blueprint Reading
Prerequisite: Successful completion of SCC and IBEW entrance requirements. Corequisite: 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).

ELET1715 Electrical Wiring Applications I
Prerequisite: Co-requisite in ELET1714. On the Job Training (OJT) to apply construction electrician principles covered in ELET1714.

ELET1719 AC Circuits and Wire Sizing
Prerequisite: ELET1714. Corequisite: ELET1720. Alternating Current (AC) circuits are analyzed. Proper use of test equipment is stressed during lab. Study of the NEC is continued. Wire sizing for branch circuits is discussed. Conduct bending is introduced.

ELET1720 Electrical Wiring Applications II
Corequisite ELET1719. On the Job Training (OJT) to apply construction electrician principles covered in ELET1719.

ELET1724 Electronic Devices and Electrical Grounding
Prerequisite: ELET1719. Corequisite ELET1725. Diodes, transistors, silicon controlled rectifiers, triacs, and other active devices used in amplifier and switching circuits. NEC article 250 is covered. Proper electrical system grounding is stressed. Electrical load calculations are introduced.

ELET1725 Electrical Wiring Applications III
Corequisite ELET1724. On the Job Training (OJT) to apply construction electrician principles covered in ELET1724.

ELET1728 Logic Circuits and Electrical Motors
Prerequisite: ELET1724. Corequisite ELET1730. Logic devices and functions such as AND, OR, NAND, NOR and Boolean algebra are introduced. General principles of AC and DC motors and their control are studied. Power factor and power quality are discussed.
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION/OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
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<tr>
<td>ELET1730</td>
<td>Electrical Wiring Applications IV</td>
<td>B/L/M</td>
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<td>ELET1734</td>
<td>Process Controllers and Special Electrical Circuits</td>
<td>B/L/M</td>
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<td>ENGL0850</td>
<td>Reading Strategies I</td>
<td>B/L/M</td>
<td>45</td>
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<tr>
<td>ENGL0860</td>
<td>Vocabulary Improvement</td>
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<td>ENGL0880</td>
<td>Reading Strategies II</td>
<td>B/L/M</td>
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<td>ENGL0890</td>
<td>Speed Reading</td>
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<td>ENGL0900</td>
<td>Writing Skills</td>
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<td>ENGL0980</td>
<td>Basic Writing</td>
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<td>ENGL1010</td>
<td>Composition I</td>
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<td>ENGL1020</td>
<td>Composition II</td>
<td>B/L/M</td>
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<td>ENGL1050</td>
<td>Modern Fiction</td>
<td>B/L/M</td>
<td>45</td>
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<td>ENGL1060</td>
<td>Introduction to Creative Writing</td>
<td>B/L/M</td>
<td>45</td>
<td>-</td>
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<td>ENGL1070</td>
<td>Introduction to Shakespeare</td>
<td>B/L/M</td>
<td>45</td>
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<td>ENGL1080</td>
<td>Introduction to Woman's Literature</td>
<td>B/L/M</td>
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<td>ENGL1090</td>
<td>Introduction to Woman's Literature</td>
<td>B/L/M</td>
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<td>ENGL1100</td>
<td>Written Communications</td>
<td>B/L/M</td>
<td>45</td>
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</tbody>
</table>

**Course Descriptions**

ENGL0850 Reading Strategies I: Based on placement scores, all students required to take reading classes will take this class. This class will develop the basic reading and study skills necessary for success in academic and vocational classes through traditional classroom activities as well as individualized, self-paced, computer-based instruction. This course is also available online. Graded pass/no pass.

ENGL0860 Vocabulary Improvement: This is an individualized, self-paced class designed to develop a college-level vocabulary through programmed, word-building exercises. Graded pass/no pass.

ENGL0880 Reading Strategies II: This class will further develop college-level reading and study skills necessary for success in academic and vocational classes through traditional classroom activities as well as individualized, self-paced, computer-based instruction. This course is also available online. Graded pass/no pass.

ENGL0890 Speed Reading: Individualized approach to improving the ability to spell. Students learn to analyze their particular difficulties with spelling and practice various methods to improve spelling and writing vocabulary. Graded pass/no pass.

ENGL0900 Writing Skills: 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. Graded pass/no pass.

ENGL0980 Basic Writing: A developmental English course which prepares students to succeed in college composition. ENGL0980 does not fulfill the composition requirement in any program. Includes lab. Graded pass/no pass.

ENGL1010 Composition I: Prerequisite: Appropriate placement score OR minimum grade of “P” in ENGL0980. ENGL1010 is designed to develop writing skills. Students write short papers and essays based upon their personal experience and/or assigned readings. The course emphasizes the clear written expression of ideas and importance of organization, word choice, logic, and sentence construction. The process of planning, writing, revising, and editing essays for a particular audience is also emphasized.

ENGL1020 Composition II: Prerequisite: A grade of “C” or better in ENGL1010 or equivalent. Continuation of ENGL1010 with emphasis on the study of argumentation and library research techniques and their application.

ENGL1050 Modern Fiction: Prerequisite: ENGL1010 or permission of instructor. Study and practice of the techniques of creative writing of both fiction and poetry.

ENGL1060 Introduction to Creative Writing: 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.

ENGL1070 Introduction to Shakespeare: Prerequisite: ENGL1010 or permission of instructor. An introduction to the work of William Shakespeare through the study of a selection of major plays and sonnets. This course will place Shakespeare’s writings within the context of his time and society while exploring themes that speak to a modern audience.

ENGL1080 Introduction to Woman’s Literature: Prerequisite: ENGL1010 or permission of instructor. Introduction to various writing forms in English by women of diverse cultural, political, historical, and economic backgrounds from the 19th century to present.

ENGL1090 Introduction to Woman’s Literature: Prerequisite: ENGL1010 or permission of instructor. Survey of children’s literature for teaching and sharing. Emphasis on methods of evaluating both traditional and recent selections.
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<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>OFFERED</th>
<th>HOURS</th>
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<td>ENGL2440</td>
<td>African American Literature</td>
<td>B/L</td>
<td>45 - 4.5</td>
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<td>71 - 7</td>
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<tr>
<td>Prerequisite: ENGL1010 or permission of instructor. Introduction to literature by African American writers, with emphasis on social and historical context.</td>
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<td>ENGL2450</td>
<td>Native American Literature</td>
<td>B/L</td>
<td>45 - 4.5</td>
<td>112:30 PM</td>
<td>40 - 4</td>
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<tr>
<td>Prerequisite: ENGL1010 or permission of instructor. Introduction to study of Native American prose, poetry, literature oral-tradition, and culture. Discussions, journals, writing.</td>
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<tr>
<td>ENGL2460</td>
<td>Latino/a &amp; Latin American Literature</td>
<td>B/L</td>
<td>45 - 4.5</td>
<td>112:30 PM</td>
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<td>Prerequisite: ENGL1010 or permission of instructor. A study of the relationships and parallel aspects between Latin American and Latino literature in the United States. The course provides a general chronological, and thematic introduction to verse, fiction, travels and memoirs 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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<td>ENGL2520</td>
<td>Fiction Writing</td>
<td>B/L</td>
<td>45 - 4.5</td>
<td>112:30 PM</td>
<td>40 - 4</td>
<td>112:30 PM</td>
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<tr>
<td>Prerequisite: ENGL1010 or permission of instructor. Designed to teach the fundamentals of writing fiction, both theory and application.</td>
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<tr>
<td>ENGL2530</td>
<td>Poetry Writing</td>
<td>B/L</td>
<td>45 - 4.5</td>
<td>112:30 PM</td>
<td>60 - 6</td>
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<tr>
<td>Prerequisite: ENGL1010 or permission of instructor. Designed to teach the fundamentals of writing poetry, both theory and application.</td>
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<tr>
<td>ENGL2560</td>
<td>Technical Writing</td>
<td>B/L</td>
<td>45 - 4.5</td>
<td>112:30 PM</td>
<td>42 - 4</td>
<td>112:30 PM</td>
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<tr>
<td>Prerequisite: A grade of &quot;C&quot; or better in ENGL1010, equivalent, or permission of instructor. Methods of scientific and technical writing. Abstracts, manuals, reports, proposals, letters, memos and presentations.</td>
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<tr>
<td>FIRE1110</td>
<td>Fire Department Management</td>
<td>L</td>
<td>71 - 7</td>
<td>112:30 PM</td>
<td>71 - 7</td>
<td>112:30 PM</td>
</tr>
<tr>
<td>Study of organization and administration of a fire department. Responsibilities of a supervisor. Methods of proper supervision.</td>
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<tr>
<td>FIRE1113</td>
<td>Instructor I</td>
<td>L</td>
<td>40 - 4</td>
<td>112:30 PM</td>
<td>40 - 4</td>
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<tr>
<td>Principles, procedures and techniques for teaching. Formulating objectives, making lesson plans and conducting a class.</td>
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<tr>
<td>FIRE1115</td>
<td>NFPA Fire Instructor I</td>
<td>L</td>
<td>30 - 3</td>
<td>112:30 PM</td>
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<tr>
<td>Study of the principles, procedures, and techniques for teaching. Directed toward formulating objectives, making lesson plans, and conducting a class. Available to members of the Lincoln Fire Department only.</td>
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<tr>
<td>FIRE1117</td>
<td>Fire Officer I</td>
<td>L</td>
<td>60 - 6</td>
<td>112:30 PM</td>
<td>60 - 6</td>
<td>112:30 PM</td>
</tr>
<tr>
<td>Development of the company level officer charged with the responsibility of commanding an initial response to an incident. Managing/supervising the numerous aspects associated with the daily operations of a fire service organization. Available to members of the Lincoln Fire Department only.</td>
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<tr>
<td>FIRE1119</td>
<td>Fire Officer II</td>
<td>L</td>
<td>42 - 4</td>
<td>112:30 PM</td>
<td>42 - 4</td>
<td>112:30 PM</td>
</tr>
<tr>
<td>Administrative and operational aspects associated with the daily routine of a mid-level company officer/supervisor. Addresses many of the highly specialized and complex/technical issues confronted by a first-line to mid-level supervisor during a normal tour of duty. Provides an awareness/exposure to the inner workings and dynamics of a typical fire service organization. Available to members of the Lincoln Fire Department only.</td>
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<tr>
<td>FIRE1120</td>
<td>Building Construction</td>
<td>L</td>
<td>76 - 7.5</td>
<td>112:30 PM</td>
<td>76 - 7.5</td>
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<tr>
<td>Study of building construction and design, and their relationship to fire protection. Expectations if specific type of building construction is involved in a fire.</td>
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<tr>
<td>FIRE1123</td>
<td>Public Fire Education</td>
<td>L</td>
<td>40 - 4</td>
<td>112:30 PM</td>
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<tr>
<td>Creation and organization of programs in fire education for public presentation, and their importance to the community.</td>
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<tr>
<td>FIRE1131</td>
<td>Fire Protection Hydraulics</td>
<td>L</td>
<td>72 - 8</td>
<td>112:30 PM</td>
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<tr>
<td>Basic hydraulic laws and formulas applied to the fire service. Enables student to apply calculations to water supply problems, and relate this information to practical field applications.</td>
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<tr>
<td>FIRE1171</td>
<td>Independent Study</td>
<td>L</td>
<td>90 - 3</td>
<td>112:30 PM</td>
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<tr>
<td>Prerequisite: Program chair approval. Study of selected topic in fire protection technology by doing additional research and development in an area of interest.</td>
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<tr>
<td>FIRE1241</td>
<td>Introduction to Fire Investigation</td>
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<td>40 - 4</td>
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<tr>
<td>Importance of fire-cause investigation to the fire service, the firefighter’s role in detecting and preserving evidence. Methods used to determine fire origin.</td>
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<tr>
<td>FIRE1245</td>
<td>Fundamentals of Fire Prevention</td>
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<td>30 - 3</td>
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<tr>
<td>Introduction to NFPA 101 Life Safety Code. Covers the history of codes, the need for codes and how to use the code book.</td>
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<td>FIRE1247</td>
<td>Firefighter I</td>
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<tr>
<td>Information and skills to perform basic fire fighting functions on the fire ground. Upon completion, students are eligible to take the Nebraska State Firefighter I Certification Test.</td>
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<tr>
<td>FIRE2251</td>
<td>Hazardous Materials</td>
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<tr>
<td>Course provides the training required for the Hazardous Material Awareness and Operations Level as set by NFPA, DOT, EPA, and OSHA.</td>
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<tr>
<td>FIRE2252</td>
<td>Fire Detection &amp; Suppression Systems</td>
<td>L</td>
<td>30 - 3</td>
<td>112:30 PM</td>
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<tr>
<td>Study of fire detection and suppression systems. Proper systems needed to provide maximum protection based on occupancy involved.</td>
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<tr>
<td>FIRE2261</td>
<td>Fire Fighting Tactics &amp; Strategy</td>
<td>L</td>
<td>80 - 8</td>
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<tr>
<td>Strategy and tactics of controlling structural fires and wildland or cropland fires. Decision-making process in determining the strategy that dictates tactics.</td>
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</table>
Course Descriptions

FSDT 1100 Introduction to the Food Service/Hospitality Industry
L - 15 - 1.5
Parallel with FSĐT1104 and 1105. Career options, mission statements and the professional organizations associated with the industry. Guest speakers will share their experiences. Course will include work simplification techniques, history of the industry, social issues and other career related topics.

FSDT 1102 Sanitation & Safety
L - 30 45 - 4.5
Lecture will focus on sanitation as it relates to the food service industry. Covers microbiology of foodborne illnesses, their causes and preventative measure; personal hygiene in food service; establishing a food safety system, such as HACCP; creating a lean and sanitary facility; safety practices; and overall sanitation management. Students will complete projects/assignments relating to foodborne illnesses, HACCP, sanitation of equipment, and developing an in-service of a sanitation topic.

FSDT 1104 Quantity Food Preparation I
L - 20 - 2
Basic food service/preparation food science. Standardized recipes, terminology, weights and measures, identification of small utensils and equipment, organization of the workplace, and application of the principles of sanitation and safety.

FSDT 1106 Nutrition I
L - 30 - 3
Study of cultural influence on food selection. Study of nutrients, digestion, metabolism, fitness, consumer concerns, assessment and nutrition throughout the life-cycle.

FSDT 1108 Food Service Concepts
L - 15 - 1.5
Introduction to types of food service operations and employment opportunities. Field trips and guest speakers.

FSDT 1110 Quantity Food Preparation II
L - 20 - 2
Prerequisite: FSĐT1102. Study of basic food service/preparation food science, and work improvement. Science of foods: baking techniques, quick breads, pastry, cakes, cookies, yeast breads, meats, poultry and fish.

FSDT 1111 Quantity Food Preparation II Lab
L - 60 2
Prerequisites: FSĐT1102, FSĐT1104 and FSĐT1105 taken simultaneously with FSĐT1110 or with special permission. Basic quantity food preparation stressing quality food products. Continuation of principles learned in FSĐT1105 with increased application of work improvement techniques.

FSDT 1114 Meal Service I
L - 15 - 1.5
Study of techniques in American, French and Russian style of meal service, buffet, banquet service, cafeteria service and tray-line service.

FSDT 1115 Meal Service I Lab
L - 15 .5
Service and practice emphasizing customer relation skills and serving techniques in American, French, Russian and banquet services.

FSĐT 1118 Food Purchasing
L - 40 - 4
Study of quantity purchasing of fresh fruits and vegetables, dairy products, cereal products, fish, poultry, meat, convenience foods, beverages. Pricing of all food products and recipes.

FSDT 1119 Food Purchasing Practices
L - 15 - 1.5
Prerequisites: FSĐT1104, FSĐT1110 or related work experience. Practices in quantity food purchasing including field trips to various purveyors and speakers.

FSDT 1122 Beverage Selection & Management
L - 20 - 2
Study of selection of imported and domestic wines, proper wine service, selection and preparation, and service of beer and spirits for commercial food service. Management, cost control, and laws covering alcohol service.

FSDT 1126 Food Production I
L - 30 - 3
Prerequisites: FSĐT1104, FSĐT1105, FSĐT1110, FSĐT1111, FSĐT1118 and FSĐT1119. Course work in menu planning, menu descriptions, recipe writing, waste studies, portion and production controls, forecasting, and pricing. Preparation for Food Production II.

FSDT 1127 Food Production I Lab
L - 60 2
Prerequisites: FSĐT1102, FSĐT1104, FSĐT1105, FSĐT1110, FSĐT1111, FSĐT1118 and FSĐT1119: Taken simultaneously with FSĐT1216. Applying principles of food production in salads, baking and cook’s area. Applying principles of management function including menu planning, inventory, purchasing, forecasting, pricing and cashiering.

FSDT 1130 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.

FSDT 1131 Food Service Strategies Lab
L - 45 1.5
Corequisite: FSĐT1130. Application of management techniques including orientation, job descriptions, job schedules, evaluations and other principles essential to the leader of a food service institution.

FSDT 1138 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.

FSĐT 1150 Selection of Meat Products
L - 30 - 3
Course work in the proper selection and preparation of wholesale primal cuts based upon menu and facilities characteristics.

FSĐT 1204 Artistry for Baker
L - 10 20 1.5
Cake decorating using basic techniques, butter cream frosting and royal icing.

FSĐT 1208 Advanced Food Preparation I
L - 20 - 2
Prerequisite: FSĐT1104 or FSĐT1110. Study of specialty food products — stocks, sauces, fruit and vegetable carving, garnishes, and gourmet specialty items in poultry, pork, beef, veal, fresh seafood and specialty desserts.

FSĐT 1209 Advanced Food Preparation I Lab
L - 30 - 1
Prerequisite: FSĐT1104 or FSĐT1110. Practice in preparation of specialty food products. Taken simultaneously with FSĐT1208.

FSĐT 1214 Advanced Food Preparation II
L - 20 - 2
Prerequisites: FSĐT1104, FSĐT1110, and FSĐT1208 or related work experience. Advanced study of preparation of specialty food products including pan sauces, compound sauces, moist-dry heat and combination cooking, vegetables, legumes, grains, pasta, dumplings, breakfast cooking, and hors d’oeuvres.

FSĐT 1215 Advanced Food Preparation II Lab
L - 30 - 1
Prerequisites: FSĐT1104, FSĐT1110, and FSĐT1208. Advanced practicum preparation of specialty food products. Taken simultaneously with FSĐT1214.

FSĐT 1304 Diet Therapy I
L - 15 - 1.5
Introduction to diet therapy and its importance. Includes introduction to communication in counseling, role of diet histories, basic therapeutic diets, supplemental nutrition, and nutritional assessment.

FSĐT 1305 Diet Therapy I Practicum
L - 15 .5
Introduction of basic principles of diet therapy. Basic therapeutic diets, role of the dietician technician, and job opportunities for dietician technicians in hospitals and long-term care facilities.

= Denote course also offered On-line.
COURSE # COURSE TITLE LOCATION OFFERED CLASS HOURS LAB HOURS CREDIT

FSDT1308 Nutrition II  
Prerequisite: FSDT106  
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, and school lunch.

FSDT1309 Nutrition II Practicum  
Prerequisite: FSDT106 taken simultaneously with FSDT1308 or special permission.  
Application of nutrition principles to normal, healthy individuals of various age groups. Clinical experiences with individuals of various age groups, professional activities, and community-based programs. Clinical experiences with individuals and groups requiring good normal nutrition.

FSDT1312 Diet Therapy II  
Prerequisites: FSDT1106, FSDT1304, FSDT1308.  
Continuation of Diet Therapy I emphasizing therapeutic nutrition, techniques of the patient interview and diet history, nutrition assessment, enteral and parenteral nutrition, and dietary concerns related to obesity, diabetes, surgery, and trauma and burns.

FSDT1313 Diet Therapy II Practicum  
Prerequisite: FSDT1304. Co-requisite: FSDT1312.  
Laboratory experience at health care sites and diverse groups. Introduction to medical records, assessment calculations, team approach to medical care, and awareness and understanding of the role of normal and therapeutic nutrition in treatment of disease.

FSDT1350 Basic Nutrition  
Study of nutrients, their digestion, absorption. Relationship of food to development and maintenance of health. Nutrition in pregnancy, infancy, adolescence, adult, elderly and physical fitness. Relation of nutrition to various health problems.

FSDT1360 Lifetime Fitness  
Study of exercise physiology relating to fitness components, nutrition, physical conditioning, stress management and behavior modification. Pre-assessment to determine entrance level of student.

FSDT1870 Sanitation & Safety  
Sanitation in the food industry. Microbiology, sanitary food handling and storage, personal health and hygiene, housekeeping, pest control, HACCP food safety program, and safety procedures. Prerequisite for all labs.

FSDT1872 Food Preparation Techniques  
Describes effect of cooking on fruits and vegetables, portion costs, meat cookery, bakery processes, convenience foods, production forecasting, and standardized recipes. Prerequisite for all labs.

FSDT1876 Introduction to Food Service  
Overview of types of food service operations and jobs; advantages of employment in the food service profession; and national and state agencies and laws governing food service operations.

FSDT1879 Protein & Starch Cookery Lab  
Includes course work and laboratory experience in selection and preparation of high protein foods.

FSDT1881 Yeast Breads & Quick Breads Lab  
Includes course work and laboratory experience in quality preparation of bread products.

FSDT1883 Fruits, Vegetables & Salads Lab  
Includes course work and laboratory experience in preparation techniques for retaining quality and nutritional value of fruits, vegetables and salads.

FSDT1885 Desserts Lab  
Includes course work and laboratory experience in quantity preparation of desserts.

FSDT1886 Basic Nutrition & Menu Planning  
Covers food nutrients, their functions, food sources and their relationship to the maintenance of health through the life cycle. The factors affecting menu planning and a systematic method for planning nutritious and appealing meals.

FSDT1887 School Food Service  
Describes the planning of meals to meet the requirements of USDA school meal patterns, and the involvement of food service personnel in nutritional education.

FSDT1888 Principles of Diet Therapy & Nutritional Assessment  
Focus on the study of modified diets to meet special health needs, and the understanding of nutritional assessment methods.

FSDT1890 Management Skills I  
Information necessary for the manager who purchases food and equipment. Purchase specifications, qualities of a good supplier and inventory systems. Cost control of budgets, food and labor costs; and cash register handling.

FSDT1897 Management Skills II  
Topics related to employee communication and human relations: quality assurance, leadership styles, organizational charts, job descriptions, employee recruitment, effective communication, employee orientation, training programs, performance evaluations, motivation and scheduling.

FSDT2140 Food Production II  
Planning, securing, storing, issuing, food preparation, delegation and management of the production, and service of quality food in quantity.

FSDT2142 Meal Service II  
Merchandising, customer relations, menu planning, menu mechanics and a profile of the industry. Development of a restaurant menu.

FSDT2146 Equipment & Layout  
Covers planning a food service operation from ground up. An overview of the planning and design process, along with layout principles and facility and equipment maintenance. Students design a food service kitchen for a given situation.

FSDT2154 Food Service Seminar I  
Prerequisite: Taken simultaneously with FSDT2160 or FSDT2180 or special permission. Presentation and discussion of current food industry topics, job seeking skills and discussion of student’s practicum and cooperative work experience.

FSDT2156 Food Service Seminar II  
Prerequisite: Taken simultaneously with FSDT2160 or FSDT2180 or special permission. Presentation and discussion of current food industry topics, job seeking skills, and discussion of student’s practicum and cooperative work experience.

FSDT2160 Cooperative Education  
Prerequisite: Special permission of program supervisor. Students are assigned to a food service facility at a pay scale agreed to by both student and food service facility. Experience in planning, organizing, preparing, and managing the production and service of quality food in quantity. Individual objectives are established for each student.

FSDT2180 Food Service Practicum  
Prerequisite: Special permission of program supervisor. Students are assigned to work 16 hours per week at a food service facility providing experience in planning, organizing and managing the production and service of quality food in quantity. Individual objectives are established for each student.

= Denote course also offered On-line.
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
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<td>FSDT2191</td>
<td>Special Project</td>
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<td>FSDT2192</td>
<td>Professional Baking</td>
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<td>FSDT2193</td>
<td>Buffet Decorating &amp; Catering</td>
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<tr>
<td>FSDT2194</td>
<td>Buffet Decorating &amp; Catering</td>
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<tr>
<td>FSDT2195</td>
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<td>FSDT2196</td>
<td>Culinary Nutrition</td>
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<td>FSDT2197</td>
<td>Garde Manger</td>
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<tr>
<td>FSDT2198</td>
<td>Restaurant Fundamentals</td>
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<td>FSDT2211</td>
<td>International Cuisine</td>
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<td>FSDT2212</td>
<td>Restaurant Fundamentals</td>
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<td>FSDT2213</td>
<td>Culinary Nutrition</td>
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<tr>
<td>FSDT2214</td>
<td>Garde Manger</td>
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Prerequisites:
- FSDT1104, FSDT1110:
- Prerequisite for FSDT2192
- Prerequisite for FSDT2193
- Prerequisite for FSDT2194
- Prerequisite for FSDT2195
- Prerequisite for FSDT2196
- Prerequisite for FSDT2197
- Prerequisite for FSDT2198
- Prerequisite for FSDT2211
- Prerequisite for FSDT2212
- Prerequisite for FSDT2213
- Prerequisite for FSDT2214

Examples may include—but are not limited to—advanced study in special areas of interest, workshops, menu courses, conventions, lectures, etc.

GEOL1010 Physical Geology
- B/L: 45 30 6
- Introductory course in geology with lab. Introduction to minerals, rocks and ores, surface features and internal character of the earth and the forces that are constantly changing. Maps and aerial photographs for local interpretation.

GERM1010 Elementary German I
- L: 75 30 7.5
- Prerequisite: German Placement test and interview with instructor. Study of grammar, punctuation, dictation, reading and writing of German.

GERM1200 Beginning German II
- L: 75 30 7.5
- Prerequisite: GERM1010 or equivalent as demonstrated by German placement test and interview with instructor. Continuation of GERM1010. Readings on contemporary cultural and social issues in German.

GERM2010 Second Year German I
- L: 45 - 4.5
- Prerequisite: GERM1200 or equivalent as demonstrated by German placement test and interview with instructor. Intensive and extensive reading of moderately difficult German prose, review of grammar and conversation.

GERM2020 Second Year German II
- L: 45 - 4.5
- Prerequisite: GERM2010 or equivalent as demonstrated by German placement test and interview with instructor. Reading of more difficult texts. Class discussion and reports on supplementary reading.

Course Descriptions
### Southeast Community College Nebraska

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<tr>
<th>COURSE #</th>
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<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
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<tr>
<td><strong>HIMS • Health Information Management Services (Medical Coding)</strong></td>
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<tr>
<td>HIMS1100</td>
<td>Disease Process I</td>
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<td>45 - 4.5</td>
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<tr>
<td>Prerequisites: LPNS1103 and MEDA1201. Introduction to the fundamentals of human disease processes including causes, clinical manifestations, diagnostic tests and treatments.</td>
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<tr>
<td>HIMS1101</td>
<td>Disease Process II</td>
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<tr>
<td>Prerequisite: HIMS1100. Continuation of Disease Process I with focus on specific disorders based on body systems causes, clinical manifestations, diagnostic tests and treatments.</td>
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<td>HIMS1102</td>
<td>Coding I</td>
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<tr>
<td>Prerequisites: LPNS1103, MEDA1201, concurrent with HIMS1100 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.</td>
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<tr>
<td>HIMS1103</td>
<td>Coding II</td>
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<tr>
<td>Prerequisites: HIMS1100, HIMS1102, concurrent with HIMS1101 or permission. Continuation of Coding I where the student will study and apply more advanced and specialized coding principles. Overview of the prospective payment system and the coder's role in that system included. Practical experience provided through the use of exercises and patient records.</td>
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<td>HIMS1104</td>
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<tr>
<td>Prerequisites: HIMS1101 and HIMS1103 or concurrent. Practical experience under supervision in hospital setting, physician's office, or clinic.</td>
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<tr>
<td>HIST1000</td>
<td>Western Tradition I</td>
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<tr>
<td>Development of Western civilizations from the origins of the human race to the Renaissance, including examination of the political, social, economic, cultural, and religious components.</td>
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<tr>
<td>HIST1010</td>
<td>Western Tradition II</td>
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<tr>
<td>Development of Western civilizations from the Reformation to the present, including examination of the political, social, economic, cultural, and religious components.</td>
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<tr>
<td><strong>HIST1810 • Survey of Russian History</strong></td>
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<td>45 - 4.5</td>
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<tr>
<td>Study of the four major periods of Russian history— the Kievan era, the rise of Moscow, the Romanov period and Soviet Russia. Emphasis on political, social, cultural and economic characteristics.</td>
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<tr>
<td><strong>HIST1820 • Survey of Asian History</strong></td>
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<tr>
<td>Survey of Asian history. Political, social, cultural and economic development of China, Japan and Southeast Asia from ancient to modern times.</td>
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<td>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.</td>
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<tr>
<td><strong>HIST2020 • American History II</strong></td>
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<tr>
<td>Late America</td>
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<tr>
<td>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.</td>
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<tr>
<td><strong>HIST2100 • Survey of World History to 1500</strong></td>
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<tr>
<td>Survey of the major political, social, cultural and economic developments of the Ancient world. Emphasis on European, Middle Eastern development. Includes major civilizations of Asia and Sub-Saharan Africa.</td>
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<td><strong>HIST2110 • Survey of World History— 1500 to Present</strong></td>
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<tr>
<td>Survey of the major political, social, cultural and economic developments during the Middle Ages and the Early-Modern era. Emphasis on European expansion, the Reformation, absolutism and the Enlightenment. Major Asian civilizations and the struggles in Africa and the Americas to resist European influence.</td>
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<td><strong>HIST2900 • Survey of African American History</strong></td>
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<tr>
<td>L</td>
<td>45 - 4.5</td>
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<tr>
<td>Overview of the major political, social, cultural, and economic themes in the African American experience from the origins of the Atlantic Slave Trade into the late twentieth century.</td>
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### HITH • Health

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<tr>
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<td>HLMH1010</td>
<td>Introduction to Health</td>
<td>B</td>
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<tr>
<td>Spring Semester. 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.</td>
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### HMRS • Human Services

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<td>HMRS1101</td>
<td>Human Services Concepts</td>
<td>L</td>
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<tr>
<td>Introduction to the human services field including definitions, team planning, community resources, worker roles, and social role valorization.</td>
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<td>HMRS1102</td>
<td>Counseling Theories &amp; Techniques</td>
<td>L</td>
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<tr>
<td>Study of functional theories, principles and techniques of counseling. Active listening to problem solving. Practice in techniques and theories.</td>
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<td>HMRS1109</td>
<td>Pre-Clinical Education I</td>
<td>L</td>
<td>20 60</td>
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<tr>
<td>Prerequisite: HMRS1102. Screening course for entry into clinical education. Methods of approaching clients, basic communication, and employee values and skills. First Aid and CPR required before progressing into clinical.</td>
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<td>HMRS1110</td>
<td>Clinical Education I</td>
<td>L</td>
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<tr>
<td>Prerequisites: 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.</td>
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<tr>
<td>HMRS1111</td>
<td>Pre-Clinical Education II</td>
<td>L</td>
<td>20 60</td>
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<tr>
<td>Screening course for re-entry into clinical education. Methods of approaching clients, basic communication, employee values, and skills.</td>
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<td>HMRS1150</td>
<td>Communication and Assertiveness Training</td>
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<tr>
<td>Communication and assertiveness skills needed in human services settings. Includes practice.</td>
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<td>HMRS1201</td>
<td>Health Foundations</td>
<td>L</td>
<td>45</td>
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<tr>
<td>Health concerns of the human services profession. Body systems, functional aids, activities of daily living, seizure management and medications.</td>
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<td>HMRS1202</td>
<td>Behavior Therapy</td>
<td>L</td>
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<tr>
<td>Behavioral techniques in the human services field. Skills needed for developing, implementing, and monitoring behavioral programs.</td>
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<tr>
<td>HMRS1210</td>
<td>Clinical Education II</td>
<td>L</td>
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<tr>
<td>Prerequisites: HMRS1110 and permission. For course description, refer to HMRS1110 Clinical Education I.</td>
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<td>Assessment, Case Planning/Management &amp; Professional Ethics for A &amp; D</td>
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<td>Mental Illness &amp; Family Issues</td>
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<td>HMRS2517</td>
<td>Medical &amp; Psychosocial Aspects of Alcohol/Drug Use, Abuse &amp; Addiction</td>
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<td>Clinical Treatment Issues in Chemical Dependency</td>
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- **Prerequisite:** HMRS1102 or permission.
- **Prerequisite:** HMRS1210 and permission.
- **Prerequisite:** HMRS1311 and permission.
- **Prerequisite:** HMRS1311 or permission.
- **Prerequisite:** HMRS1410 and permission.
- Study of the nature, causes, and factors which influence the delivery of services to people who are mentally retarded. Assessment techniques included.

Course Descriptions

- **Offered:** L 45 - 4.5
- **Location:** Classroom
- **Hours:** 45 - 4.5
- **Labs:** 0
- **Credits:** 4.5

- **Prerequisite:** HMRS1102 or permission. Models for understanding people and their problems including crisis counseling.
- **Prerequisite:** HMRS1102 and permission. For course description, refer to HMRS1110 Clinical Education I.
- **Prerequisites:** HMRS1102 or permission. Case work skills of assessment, interviewing, case presentation, referral, and follow-up. Use of computers in record keeping. Professional ethics and issues. For general human services field.
- **Prerequisites:** HMRS1102 and permission. Understanding of self in viewing culture, including dominant and non-dominant culture, power, and privilege. Overview of various culture and groups.
- **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.
- **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.
- **Prerequisite:** HMRS1102 or basic counseling skills. Small group process dynamics and theory in an effort to better understand the workings of small groups.
- **Prerequisites:** HMRS1102 or permission. Case work skills of assessment, interview techniques, treatment decisions, case presentation, and referral and follow-up for those in alcohol and drug fields. Use of computers in record keeping. Professional ethics and issues.
- **Introduction to field of professional social work including roles, philosophy, ethics, values and competencies. Career expectations and diversity issues.**
- **Prerequisite:** HMRS1102 or permission. Case work skills of assessment, interviewing, case presentation, referral, and follow-up. Use of computers in record keeping. Professional ethics and issues.
- **Prerequisite:** HMRS1310 and permission. For course description refer to HMRS1110 Clinical Education I.
- **Prerequisites:** HMRS1311 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.
- **Understanding of self in viewing culture, including dominant and non-dominant culture, power, and privilege. Overview of various culture and groups.**
- **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.**
- **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.
- **Prerequisite:** HMRS1102 or basic counseling skills. Small group process dynamics and theory in an effort to better understand the workings of small groups.
- **Prerequisites:** HMRS1102 or permission. Case work skills of assessment, interview techniques, treatment decisions, case presentation, and referral and follow-up for those in alcohol and drug fields. Use of computers in record keeping. Professional ethics and issues.
- **Introduction to field of professional social work including roles, philosophy, ethics, values and competencies. Career expectations and diversity issues.**
- **Prerequisite:** HMRS1102 or permission. Case work skills of assessment, interviewing, case presentation, referral, and follow-up. Use of computers in record keeping. Professional ethics and issues. For general human services field.
- **Prerequisite:** HMRS1310 and permission. For course description refer to HMRS1110 Clinical Education I.
- **Prerequisites:** HMRS1102 and permission. Understanding of self in viewing culture, including dominant and non-dominant culture, power, and privilege. Overview of various culture and groups.
- **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.**
- **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.
- **Prerequisite:** HMRS1102 or basic counseling skills. Small group process dynamics and theory in an effort to better understand the workings of small groups.
- **Prerequisites:** HMRS1102 or permission. Case work skills of assessment, interview techniques, treatment decisions, case presentation, and referral and follow-up for those in alcohol and drug fields. Use of computers in record keeping. Professional ethics and issues.
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<td>HMRS2547</td>
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<td>Rules, Regulations, &amp; Standards Relating to the Operation of a Health Care Facility</td>
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<td>Assisted Living Facility Licensure, Regulations, and Standards</td>
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<td>Clinical Education for Alcohol/Drug Counseling V</td>
<td>L 180 - 6</td>
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<td>HMRS2811</td>
<td>Clinical Education for Alcohol/Drug Counseling VI</td>
<td>L 180 - 6</td>
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</tbody>
</table>

**HMRS2521: Applied Behavior Analysis**
Basic principles of behavior modification. Major assumptions and issues of behavior modification, and recent application.

**HMRS2523: Intra-personal Training for Human Services**
Overview of the functions of a nursing home. Study of the elderly will be examined.

**HMRS2533: Youth & the Juvenile Justice System**
Youth involvement with crime and the juvenile justice system. Cause, prevention, and consequences.

**HMRS2541: Social Services-Long Term Care Facility**
Study of people in the final life cycle, retirement to death. Psychological, social, and economic needs. Feelings, attitudes, and theories of the elderly will be examined.

**HMRS2542: Financial Management for Long Term Care**
Designed to provide knowledge of accounting principles for long term care facilities including payroll, accounts payable, accounts receivable, budgeting, resident trust funds, operation planning, financial planning, and related regulations.

**HMRS2544: Patient Care & Services**
Physical, psychological, and social aspects of disability; motor and sensory losses; and diseases of the aged.

**HMRS2547: Administration for Long Term Care Facilities**
Study of the functions of a nursing home. Understanding organizational management, governing body, marketing and public relations, financial management, environmental management, personnel, and human resources. Current issues in gerontology and nursing home administration.

**HMRS2549: Rules, Regulations, & Standards Relating to the Operation of a Health Care Facility**
Overview of the Medicaid, Medicare, OBRA regulations including quality indicators and the Minimum Data Set (MDS). Distinction of levels of care within a nursing home along with licensure and certification will be examined.

**HMRS2550: Assisted Living Facility Licensure, Regulations, and Standards**
An in-depth study of the licensure requirements, regulatory standards, and the current standards of practice of assisted living facilities in Nebraska. It defines the role of the assisted living setting in the long-term care continuum, the philosophy of assisted living services, and the current trends and issues both locally and nationally.

**HMRS2591: Intra-personal Training for Human Services**
Prerequisite: Admission to Human Services program. Instructor led group training in student issues related to worker skills and attitudes.

**HMRS2610: Clinical Education VI**
Prerequisites: HMRS2510 and permission. For course description refer to HMRS1110 Clinical Education I.

**HMRS2611: Clinical Education for Alcohol/Drug Counseling IV**
Prerequisites: HMRS2511 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

**HMRS2710: Clinical Education VII**
Prerequisites: HMRS2610 and permission. For course description refer to HMRS1110, Clinical Education I. May be used as an elective for additional clinical experience.

**HMRS2711: Clinical Education for Alcohol/Drug Counseling V**
Prerequisite: HMRS2611 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

**HMRS2811: Clinical Education for Alcohol/Drug Counseling VI**
Prerequisite: HMRS2711 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

**HUMS1100: Introduction to the Humanities**
Prerequisite: Reading/writing at Comp. I level or instructor's approval. Survey course focusing on art, music, theatre, film, dance, architecture, and philosophy which examines the unfolding of the humanistic traditions of the West through the landmarks of Western cultural traditions in order to reawaken our sense of wonder and curiosity about the meaning of life. Criteria to evaluate our own times and situation and in addition enriches our historical perspectives. Shows how the various arts intersect, influence and are influenced by their times.

**HUMS1200: 20th-Century Arts & Ideas**
Prerequisite: Read/write at Composition I level or instructor approval. Global and multicultural survey of the fine arts of architecture, drama, music, painting, and sculpture in the 20th century. Emphasis on the effect of revolutionary artistic styles on society. Includes attendance at live performances and art galleries.

**HVAC: Heating, Ventilation, Air Conditioning & Refrigeration Technology**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
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<tr>
<td>HVAC1109</td>
<td>Electrical Fundamentals</td>
<td>M 42 - 8 - 4</td>
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<tr>
<td>HVAC131</td>
<td>Refrigeration Theory I</td>
<td>M 50 - 5</td>
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<tr>
<td>HVAC132</td>
<td>Piping Practices</td>
<td>M 100 - 3</td>
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<tr>
<td>HVAC133</td>
<td>Plumbing Theory/Print Reading</td>
<td>M 50 - 5</td>
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</table>

**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.

**HVAC131: 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.

**HVAC132: Piping Practices**
Study of materials and methods used in the installation and service of refrigeration, air conditioning and plumbing equipment. Piping, soldering, welding, tube bending and installation procedures performed by student. Industrial safety, hazard communications standards, and material safety data sheets are studied.

**HVAC133: Plumbing Theory/Print Reading**
Introduction to blueprint reading, plumbing tools, materials, and practices for residential applications.

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>HVAC1226</td>
<td>Refrigeration Laboratory I</td>
<td>M 40 - 60 - 6</td>
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**HVAC1226: Refrigeration Laboratory I**
Prerequisite: HVAC1109, HVAC131 AND HVAC132. Basic refrigeration service fundamentals with emphasis on physically constructing, leak checking, evacuating, electrical wiring, start up and performing system checks on a basic refrigeration system. Assembly of an electrical lab trainer also offered.
### Course Descriptions

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>CLASS</th>
<th>LAB</th>
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<tr>
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<td>HVAC1237</td>
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<td>HVAC1330</td>
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<td>Heat Pump Principles</td>
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<td>HVAC1440</td>
<td>Mechanical Code</td>
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<td>HVAC1450</td>
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<td>HVAC1462</td>
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<td>HVAC2500</td>
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<td>HVAC2510</td>
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<td>HVAC2600</td>
<td>HVAC/R Lab</td>
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<td>HVAC2649</td>
<td>Commercial HVAC Fundamentals &amp; Practices II</td>
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<td>HVAC2650</td>
<td>Troubleshooting Techniques</td>
<td>M 35 15 4</td>
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</tbody>
</table>

**Notes:**
- **Denote course also offered On-line.**
- *HVAC1434 and HVAC1452.* On-the-job experience doing heating, air conditioning, refrigeration, sheet metal, heat pumps or plumbing with employers. Application of skills and knowledge acquired in previous quarters. Meeting with supervising instructor three times throughout the quarter.
- *HVAC2650.* Experience.
- *HVAC2649.* The eight basic processes of HVAC are studied in-depth. Study of human comfort, psychrometrics and the engineering principles that apply to heating, ventilating and air conditioning (HVAC). The basic equipment and HVAC are studied via the psychrometric chart.
- *HVAC1414.* Theory and application of servicing and troubleshooting as specifically applied to air conditioning and refrigeration systems, both mechanically and electrically.
INFO1000 Computer Essentials  
M  15 15  1  
Students will learn how to login to the computer labs and use Windows. Features of Microsoft Windows and the Microsoft Word - processing program are the main focus. Students will learn the basics of the personal computer. Students will learn to create, edit, and print documents in Microsoft Word.

INFO1010 Computer Literacy  
L  40 15  4.5  
No prerequisite. Introduces computer hardware concepts related to system unit, input/output, storage, and communications devices. Additional topics include the Windows Operating System for desktop and file management, use of productivity software, and use of a web browser for research and e-mail. Course does not count toward Microcomputer Technology program course requirements.

INFO1117 Microcomputer Applications  
M  5 45  2  
Self-paced, hands-on lab format used to introduce students to Windows word processing software, presentation software, spreadsheet software, and database software.

INFO1121 Microsoft Word  
L/M  10 15  1.5  
Prerequisite: Prior computer coursework or experience. Introduction to Word. Basic word processing skills to create, edit, and print documents. Additional word processing commands also covered.

INFO1131 Microsoft Excel  
L/M  10 15  1.5  
Prerequisite: Prior computer coursework or experience. Practical experience using Excel spreadsheet. Learn basic and intermediate commands to create and format spreadsheet data.

INFO1141 Windows 2000 Professional  
L  15 15  2  
Prerequisite: Prior computer coursework or experience. Introduction to features and capabilities of Microsoft Windows 2000 Professional, including icons, menus, dialog boxes, and accessories.

INFO1151 Microcomputer Fundamentals  
L  40 15  4.5  
Prerequisite: Declared Microcomputer Technology program students only. Prior computer coursework or experience. Fundamentals of microcomputer concepts and terminology. Topics include hardware components, software overview, business and social aspects of computers, and computer Internet researching.

INFO1187 Computer Fundamentals  
M  50  -  5  
Introduction to the fundamentals of computers and history of information processing.

INFO1211 Microsoft Access  
L  10 15  1.5  
Prerequisite: Prior computer coursework or experience. Introduction to database creation and manipulation using Microsoft Access.

INFO1214 Logic Design & Object Oriented Programming  
L/M  40 15  4.5  
Prerequisites: INFO1141, INFO1151, and MATH1000. No prerequisites for Milford. Fundamental concepts of structured programming techniques. Topics include top-down design, hierarchy charts, flow charts, pseudocode.

INFO1217 Database Management  
M  50  -  5  
Introduction to database management systems. Basics of database design and manipulation covered. Topics include relationships, database normalization, integrity constraints, and Microsoft Access DBMS software.

INFO1221 Introduction to the MVS Environment  
M  20 10  2  
Prerequisite: INFO1214. This course will address the MVS mainframe environment to include the TSO/ISPF facilities for program development, basic JCL statements, IDCAMS and sort utility programs.

INFO1261 MS-DOS  
L  20 15  2.5  
Prerequisite: INFO1141. MS-DOS operating system for computers. Common operating system concepts. Commands for file manipulation and batch file creation.

INFO1287 Operating Systems  
M  50  -  5  
Introduction to the concepts of various operating systems, their usage, history of development, and particular characteristics. Terminology and case studies in various operating systems covered.

INFO1311 Database Concepts  
L  30  -  3  
Prerequisite: INFO1211. Introduction to database management concepts. Topics include database terminology, manipulation, organization, and relationships.

INFO1314 Java  
L/M  30 45  4.5  
Prerequisite: INFO1214. Introduction to programming using Java.

INFO1325 Internet Scripting  
L/M  20 30  3  
Prerequisites: INFO1214 and INFO1431. Introduction to the use of scripting languages in web page development.

INFO1337 AS/400 Application Development  
M  30 20  3.5  
Prerequisite: INFO1214. Introduction to the AS/400 operating system and Control Language commands. Physical and logical files are illustrated, using SEU, PDM, and DFU. CLP and SDA are also discussed.

INFO1371 Hardware Installation & Maintenance  
L  20 30  3  
Prerequisites: INFO1151, INFO1261, and MATH1000. Overview of computer system components. Fundamental concepts of installation, interfacing, and preventive maintenance.

INFO1381 Data Communications & Networking  
L/M  40 15  4.5  
Prerequisites: INFO1141 and INFO1151-Lincoln. INFO1187-Milford. Introduction to data communications and network terminology. Concepts related to network services, data transmission, and protocols.

INFO1391 TCP/IP  
L  30  -  3  
Prerequisite: INFO1381. An in-depth coverage of all the salient models, protocols, services, and standards that govern TCP/IP.

INFO1413 WordPerfect for Windows  
L  -  60  2  
Prerequisite: Prior computer coursework or experience. Practical experience using WordPerfect for Windows. Create, edit, and print documents. Other word processing features explored.

INFO1414 Advanced Java  
L/M  30 45  4.5  
Prerequisite: INFO1314. Object-oriented programming covering advanced Java topics.

INFO1423 Microsoft PowerPoint  
L  15 15  2  
Prerequisite: INFO1211. Create text pages, charts, drawings, tables using tools to view and organize presentations. Integrate sound, video, graphics, animation for presentations.

INFO1428 COBOL  
M  50 100  8  
Prerequisites: INFO1214, and INFO1221. An in-depth study of the American National Standard COBOL language, ANS COBOL ‘85 and structured standards. Practice in coding basic business applications and business reporting functions in the related lab assignments.

INFO1431 Web Page Fundamentals  
L/M  15 15  2  
Prerequisites: INFO1211, INFO1141, and INFO1151-Lincoln. INFO1187-Milford Overview of basic web page design. Create and edit web pages.

INFO1441 Advanced Windows 2000 Professional  
L  20 30  3  
Prerequisite: INFO1381. Use advanced Windows 2000 Professional features to implement, manage, and troubleshoot Windows 2000 Professional resources.

INFO1453 Customer Support  
L  20  -  2  
Prerequisite: INFO1151. Different skills and techniques necessary to provide quality technical customer support.
### Course Descriptions

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location Offered</th>
<th>Class Hours</th>
<th>Lab Hours</th>
<th>Credit Hours</th>
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<tr>
<td>INFO1458</td>
<td>RPG - IV</td>
<td>M - 50 75 7.5</td>
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<td>Prerequisite: INFO1337. Programming of the AS/400 computer using RPG IV (Report Program Generator) language. Applications used in RPG IV illustrate basic input/output, calculations, comparisons, control breaks, tables, arrays, and data base file I/O using DB2/400. Subfile processing is used for on-line applications.</td>
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<tr>
<td>INFO1463</td>
<td>Advanced Hardware Troubleshooting</td>
<td>L - 20 30 3</td>
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<td>Prerequisite: INFO1271. Diagnose and correct microcomputer hardware problems. Install and test peripheral devices.</td>
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<td>INFO1473</td>
<td>Advanced Microsoft Word</td>
<td>L - 60 2</td>
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<td>Prerequisite: INFO1211. Advanced features and capabilities of Word.</td>
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<td>INFO1483</td>
<td>Advanced Microsoft Excel</td>
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<tr>
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<td>Prerequisite: INFO1331. Advanced spreadsheet design and manipulation using Excel.</td>
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<td>INFO1491</td>
<td>Network Security Fundamentals</td>
<td>L - 30</td>
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<td>Prerequisite: INFO1391. Provides an overview of information security basics.</td>
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<tr>
<td>INFO1493</td>
<td>Advanced Microsoft Access</td>
<td>L - 60 2</td>
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<td>Prerequisite: INFO1211. Advanced database techniques using Access.</td>
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<tr>
<td>INFO1495</td>
<td>Novell Network Administration</td>
<td>L - 40 15 4.5</td>
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<td>Prerequisites: INFO1371, INFO1391, and INFO1441. Administration of Novell Network. Design and setup of NDS tree, containers, and leaf objects. Managing users, groups, NDS security, and file system security. Setting up print services.</td>
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<td>INFO1501</td>
<td>Integrated Applications</td>
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<td>Prerequisites: INFO1211, INFO1331, and INFO1211. Project based course integrating word processing, spreadsheet, database, and presentation software.</td>
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<td>INFO1511</td>
<td>Advanced Database Concepts</td>
<td>L - 20 30 3</td>
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<td></td>
<td>Prerequisite: INFO1311. Advanced topics in database management. Topics include database relationships, SQL, and additional work with DBMS software.</td>
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<td>INFO1515</td>
<td>Database Administration</td>
<td>L - 20 30 3</td>
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<td></td>
<td>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.</td>
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<tr>
<td>INFO1521</td>
<td>Web Graphics</td>
<td>L - 15 15 2</td>
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<td>Prerequisite: INFO1431. Techniques for adding graphical information onto a web page.</td>
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<tr>
<td>INFO1525</td>
<td>Web Server Scripting</td>
<td>L - 30 45 4.5</td>
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<td></td>
<td>Prerequisites: INFO1314, INFO1325, INFO1311, INFO2531, and INFO2564. Server-side scripting techniques for web database access.</td>
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<tr>
<td>INFO1531</td>
<td>Advanced Web Page Design</td>
<td>L - 20 30 3</td>
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<td></td>
<td>Prerequisite: INFO1431. Techniques to design, build and implement effective web sites.</td>
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<tr>
<td>INFO2511</td>
<td>Microcomputer Lab Assistant</td>
<td>L - 30</td>
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<td></td>
<td>Prerequisites: INFO1311, INFO1261, INFO1311, INFO1431, and INFO1441. Practicum in providing microcomputer support in school lab setting.</td>
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<td>INFO2513</td>
<td>Software Support</td>
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<td>Prerequisites: ENGL1010, INFO1131, INFO1441, INFO2121, and INFO1423. Instructor supervised simulation requiring students to troubleshoot software-related problems.</td>
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<tr>
<td>INFO2514</td>
<td>Java Server Programming</td>
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<td></td>
<td>Prerequisites: INFO1414 and INFO1441. Skills needed to develop and implement web-based database applications using Java servlets and JDBC techniques.</td>
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<tr>
<td>INFO2528</td>
<td>Advanced COBOL</td>
<td>M - 50 100 8.0</td>
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<td>Prerequisites: INFO1428 and INFO2678. An advanced study of the American National Standard COBOL language (ANS COBOL /85). Programming techniques include multiple level table and variable length record processing, alternate index processing and embedded SQL, VSAM file processing, COBOL internal sort, and subprograms. Programming experience to apply the advanced techniques in the related lab assignments.</td>
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<tr>
<td>INFO2531</td>
<td>UNIX Operating System</td>
<td>L - 15 15 2</td>
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<tr>
<td></td>
<td>Prerequisite: INFO2161. Fundamental concepts and use of the UNIX operating system.</td>
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<tr>
<td>INFO2548</td>
<td>Customer Information Control System Programming</td>
<td>M - 50 100</td>
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<tr>
<td></td>
<td>Prerequisites: INFO1428, INFO2678. Study of primary Command Level CICS concepts and applications programming instructions. Lab experience will allow student to write a common business on-line application using CICS, VSAM &amp; DB2/SQ.</td>
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<tr>
<td>INFO2554</td>
<td>C++ Programming</td>
<td>L - 30 45 4.5</td>
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<tr>
<td></td>
<td>Prerequisite: INFO1314. Introduction to object-oriented programming using C++.</td>
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<tr>
<td>INFO2558</td>
<td>Systems Analysis &amp; Design</td>
<td>M - 50 - 5</td>
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<tr>
<td></td>
<td>Prerequisite: INFO1428. System concepts and terms, program definition, interviewing techniques, and specific requirements for a computer system. Project groups will design systems for the INFO2638 Computer Programming Projects course.</td>
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<tr>
<td>INFO2564</td>
<td>Visual Basic</td>
<td>L/M - 30 45 4.5</td>
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<tr>
<td></td>
<td>Prerequisite: ELEC2527 or INFO1214 (Lincoln). Concurrent INFO1214 (Milford). Program coding in Visual Basic using a graphical user interface.</td>
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<tr>
<td>INFO2585</td>
<td>Windows 2000 Server Administration</td>
<td>M - 40 15</td>
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<tr>
<td></td>
<td>Prerequisites: INFO1371, INFO1391, and INFO1441. Skills needed for managing a Windows 2000 network including using resources, working with file systems, security, installing applications, and setting up users.</td>
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<tr>
<td>INFO2594</td>
<td>Programming Project Design</td>
<td>L - 10 15 1.5</td>
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<tr>
<td></td>
<td>Prerequisite: INFO1414. Prequisite or concurrent with INFO2664. Use proper techniques to develop and document the design of a complete system project.</td>
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<tr>
<td>INFO2611</td>
<td>Microcomputer Practicum</td>
<td>L - 90 3</td>
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<tr>
<td></td>
<td>Prerequisites: INFO2511 and permission of program chair. Students spend 90 hours at a work site applying microcomputer knowledge and skills in career interest area. Exact nature of work varies. Individual objectives established for each student.</td>
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<tr>
<td>INFO2631</td>
<td>Linux Network Administration</td>
<td>M - 40 15</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Prerequisites: INFO1371, INFO1391, and INFO2531. Skills needed for managing a Linux based network, including installation, using resources, security and setting up users.</td>
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<tr>
<td>INFO2638</td>
<td>Computer Programming Project</td>
<td>M - 125 4</td>
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<tr>
<td></td>
<td>Prerequisites: INFO2528, INFO2548 and INFO2558. Projects to apply programming language and systems design in the creation of the total application of an Information System. Student groups work with industry and are responsible for file design, programming operations, documentation, and management output. Formal presentation of the completed system is required.</td>
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<tr>
<td>INFO2644</td>
<td>Web Application Programming</td>
<td>M - 50 75 7.5</td>
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<tr>
<td></td>
<td>Prerequisites: INFO1414, and INFO1431. Java Server Pages, Java Servlets, JDBC, and XML are used to create e-commerce applications on a Web Server. Applications will access data stored on PC, mainframe, and midrange platforms.</td>
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<tr>
<td>INFO2664</td>
<td>Advanced Visual Basic</td>
<td>L/M - 30 45 4.5</td>
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<tr>
<td></td>
<td>Prerequisites: INFO1311 and INFO2564-Lincoln. INFO2564 and INFO1214-Milford. Advanced programming in Visual Basic with the application of logic and data structures.</td>
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</table>

Denote course also offered On-line.
<table>
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<tr>
<th>COURSE #</th>
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<tr>
<td>INFO2674</td>
<td>Enterprise Visual Basic.NET</td>
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<td></td>
<td>Prerequisites: INFO2664. Object-oriented programming in Visual Basic.NET.</td>
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<td>INFO2678</td>
<td>DB2 Database Application &amp; SQL</td>
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<td>Prerequisite: INFO1217. Introductory course of IBM’s DB2 Database Management System accessed with SQL (Structured Query Language).</td>
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<td>INFO2692</td>
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<tr>
<td></td>
<td>Prerequisites: INFO1391, INFO1521, INFO1525, and INFO1531. Design, develop, and document web-based programming project which utilized HTML and client/server-side scripting techniques.</td>
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<tr>
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<td>Programming Project</td>
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<td></td>
<td>Prerequisite: INFO2594. Develops projects applying system design and programming languages in the creation of a total microcomputer application.</td>
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<tr>
<td>INFO2695</td>
<td>Advanced Windows 2000 Server</td>
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<td></td>
<td>Prerequisites: INFO1463 and INFO2585. Advanced topics in Windows 2000 Server, including Active Directory Services.</td>
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**JDAP • John Deere Ag Parts**

**JDAP1140 Product Knowledge 1**


**JDAP1141 Shipping & Receiving**

Introduction to filling and shipping orders. Receiving inventory, shipping inventory, arranging transportation; and all documents involved in shipping and receiving. Study and use of Hundred Bin System and stock maintenance.

**JDAP1142 John Deere Merchandise**

Introduction to Deere and Company. History of the company, organizational overview, and company/dealer relationship. Agricultural equipment and consumer products of JD. Major products by factory lines and identification of the top ten JD merchandise products with features and benefits. Product information on other John Deere merchandise.

**JDAP1143 Concepts of Merchandising**

Study of basic merchandising, product grouping, and special merchandising. Drawing plan-o-grams of the merchandising area with different types of merchandising techniques. Development of signs and special displays to enhance merchandising. Suggestive selling by using merchandising and demonstrations. Identification of hazardous materials in the work place and proper safety procedures.

**JDAP1247 Product Knowledge II**

In-depth study of types of John Deere equipment used for tillage, planting, material handling and harvesting. Identification of parts and relationship of components. Continuation of the study of commonly requested parts, their function, composition, life expectancy, and nomenclature. Product information, features and benefits.

**JDAP1248 References & Electronic Cataloging**

Introductory to JD parts reference manuals. JD merchandising sales manuals, bearing guides, seal guides, parts marketing guides, all other available cross reference information. Use of computer electronic cataloging, and reference materials.

**JDAP1249 Counter Sales**

Introduction to JD parts counter sales (customer and shop). System of serial numbers to derive the correct parts numbers. Proper completion of warranty claims and shop tickets. Basic inventory control procedures. John Deere Parts department policy and procedure: learning the distribution network, emergency orders, search sequence, the parts telecommunication system, the dealer network system, stock orders, parts terminology, the various divisions of counter work, how to deal with customers.

**JDAP1351 Dealer Cooperative Education**

On-the-job experience in a John Deere dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College-Milford Campus John Deere Ag Parts coordinator.

**JDAP2558 Dealer Cooperative Education**

Prerequisites: JDAP1140 through JDAP2555. Study of new market opportunities. Identifying John Deere parts for competitors’ equipment, retrofit parts, and customer clinics. Positive managerial traits like teamwork with the service department. Marketing and promotional strategies. Seasonal and general promotions, advertising, sales prospecting, market share, sales potential, etc. Pricing strategy, competitors’ pricing, buying right, best buy alternatives, margins, and discounts.

**JDAP2660 Marketing Strategies**

Prerequisites: JDAP1140 through JDAP2558. Review of the parts counter operations and service department requisitions using the Parts Marketing Management System. Analysis of marketing functions of the system. Application of principles learned in the John Deere Marketing and Merchandising Center on campus.

**JDAT • John Deere Ag Tech**

**JDAT1140 John Deere Fundamentals**

This course provides an introduction to the John Deere product line, manuals, time management, engine classifications, and serial numbers. Warranty, shop tickets, and John Deere service department policy and procedures are explained as well as an introduction to John Deere Service Advisor.

**JDAT1142 John Deere Orientation & Safety**

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.

**JDAT1144 John Deere Welding**

Theory and practice of oxyacetylene brazing, welding and cutting including proper operation of equipment. Principles, safety, procedures, and application of gas metal arc welding (MIG).
### Course Descriptions

**JDAT1140 John Deere Heating/Air Conditioning**
- **Prerequisites:** JDAT1140 through JDAT1370.
- **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.
- **Course Descriptions:**
  - **M 30 30 4**

**JDAT1440 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.

**JDAT1442 John Deere Electrical/ Electronics II**
- **Prerequisites:** JDAT1140 through JDAT1370.
- **Review of electrical fundamentals and safe operation of meters is covered. Coverage includes theory, operation, and testing of 24-volt systems. An introduction to combine and tractor electrical systems is presented as well as troubleshooting techniques for circuit diagnosis using electrical schematics. Testing electrical circuits with meters is part of the lab exercises.

**JDAT2540 John Deere Hydraulics II**
- **Prerequisites:** JDAT1140 through JDAT1370.
- **130 20 13.5**

**JDAT2542 John Deere Hydraulics II**
- **Prerequisites:** JDAT1140 through JDAT1370.
- **40 2**

**JDAT2670 Dealer Cooperative Experience**
- **M 400 12**

**JDAT2740 John Deere Hydraulics III**
- **Prerequisites:** JDAT1140 through JDAT12670.
- **30 15 3.5**

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**= Denote course also offered On-line.**
**JDCE • Deere Construction & Forestry Equipment Tech**

<table>
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<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
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<td>JDCE1131</td>
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<td>M 78 48 9</td>
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<td>JDCE1132</td>
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<td>M 22 26 2.5</td>
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<td>JDCE1133</td>
<td>Deere Heating, Ventilation, &amp; Air Conditioning</td>
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<td>M 78 48 9</td>
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<td>M 24 30 3</td>
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<tr>
<td>JDCE1135</td>
<td>Deere Theory of Engine Operation</td>
<td>M 22 20 2.5</td>
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<td>M 22 20 2.5</td>
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<tr>
<td>JDCE1341</td>
<td>Deere Diesel/Gasoline Fuel Systems</td>
<td>M 42 42 5</td>
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<td>JDCE1342</td>
<td>Deere Engine Repair</td>
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<td>JDCE1344</td>
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<td>JDCE2552</td>
<td>Deere Hydrostatic Drives</td>
<td>M 50 40 6</td>
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<td>M 50 40 6</td>
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</table>

- Operation, theory, construction, testing, repair methods, and safety for spark ignition fuel system components. Relationship of valve timing, ignition, and injection timing to normal combustion. Normal and abnormal combustion theory to fuel production, testing, storage, and handling. Theory of diesel fuel injection system includes pump and nozzle components, fuel flow, and fuel filtering systems. Diesel engine compression ignition theory, combustion chamber design, and maintenance procedures for proper removal, installation, and timing of fuel injection pumps. Safety is stressed.

- Use and care of power and hand tools. Micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tube fittings, and fasteners. Safety and proper operation of pullers and presses.

- Theory and practice of oxyacetylene brazing welding and cutting including proper operation of equipment. Principles, safety, procedures, and application of gas metal Arc welding (MIG) on sheet metal.

- Theory, operation, and repair of Deere air conditioning, heating, and ventilation systems. Safety is also stressed.

- Basic electrical principles and applications of magnetism, electromagnetism, and the safe utilization of electrical test meters. Design, construction, and safe operation and testing of lead acid storage batteries. Principles of operation, testing, and repair of cranking systems and charging systems. Ignition system principles of operation are also discussed.

- Prerequisites: JDCE1130 through JDCE1134. 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.

- Study of basic physical principles, operation, and construction of two and four stroke cycle engines. Ignition timing of four-stroke cycle engines to factory specifications. Basic diagnostic engine test procedures practiced on spark and compression ignition engines. Types of internal combustion engine cooling systems, components, and coolants. Safety training is included.

- Principles and application of theory, construction, fluid flow, operation, testing, disassembly, inspection, repair, reassembly, and testing of hydraulic components and systems as used in Deere construction equipment. Safety is stressed.

- Principles and application of arc welding in the flat, horizontal, and vertical positions. Practice with Air Carbon, Arc cutting and the study of basic metals and metals properties as applied to Deere Construction and Forestry Equipment.

- Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Back Hoes/Landscape Loaders. Students will experience actual operation of equipment as available. Safety training will be included.

- Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Excavators. Students will experience actual operation of equipment as available. Safety training will be included.

- Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Crawler Dozers/Loaders. Students will experience actual operation of equipment as available. Safety training will be included.

- Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Motor Graders. Students will experience actual operation of equipment as available. Safety training will be included.

- Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Four Wheel Drive Loaders. Students will experience actual operation of equipment as available. Safety training will be included.

- Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Forklifts, Skid Steer Loaders. Students will experience actual operation of equipment as available. Safety training will be included.

- Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Back Hoes/Landscape Loaders. Students will experience actual operation of equipment as available. Safety training will be included.

- Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Forklifts, Skid Steer Loaders. Students will experience actual operation of equipment as available. Safety training will be included.

- Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Construction and Forestry Equipment.
Course Descriptions

<table>
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<tr>
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<tr>
<td>JDC2766</td>
<td>Deere Scrapers/Articulated Trucks</td>
<td>M</td>
<td>15</td>
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</table>

Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere scrapers and articulated trucks. Students will experience actual operation of equipment as available. Safety training will be included.

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<tr>
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<tr>
<td>JOUR1810</td>
<td>Introduction to Mass Communication</td>
<td>B</td>
<td>45</td>
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Survey of mass media, their roles, organization, personnel and procedures. Introduction to news writing style and technique. Writing assignments for campus newspaper.

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<th>COURSE #</th>
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<tbody>
<tr>
<td>JOUR1820</td>
<td>News Writing &amp; Reporting</td>
<td>B</td>
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</table>

Prerequisite: Eligible for ENGL1010. Study of basic techniques of news gathering and news writing. Writing assignments for campus and area newspapers.

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<tr>
<td>JOUR1840</td>
<td>Publications Production</td>
<td>B</td>
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</table>

Prerequisite: Permission of the instructor. Individualized study. Assigned work in news writing, photography, and/or page design and makeup to be published in the campus newspaper and/or other publications as assigned. Emphasis is on publishable work. Assignments are based on student’s knowledge of and experience in news writing, photography, and page design and makeup.

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<tr>
<th>COURSE #</th>
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<td>JOUR2970</td>
<td>Communication Internship</td>
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<td>15</td>
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</table>

Prerequisites: JOUR1820 and PHOT1750 and by permission only. Internship in mass communication field or location where mass communication knowledge and skills are the primary requirements. Guidance from professional staff in employment situation.

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<tr>
<th>COURSE #</th>
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<td>LBST1100</td>
<td>Laboratory Science Orientation</td>
<td>L</td>
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</table>

Overview of Laboratory Science Technology for new or prospective students. Employment expectations, content of courses, curriculum chronology and other items of concern to new students. Tours of local employment facilities.

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<tr>
<th>COURSE #</th>
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<td>LBST1101</td>
<td>Applied Chemistry I</td>
<td>L</td>
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Introductory course in chemistry. Basic chemical concepts. Atomic structure, periodic table, chemical bonding, organic chemistry.

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<th>COURSE #</th>
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<th>CLASS</th>
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<td>LBST1102</td>
<td>Applied Chemistry II</td>
<td>L</td>
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</table>

Prerequisite: LBST1101 and LBST1111 or equivalent. Continuation of introductory chemistry. Measurement, stoichiometry, gas laws, solution and aquatic, chemical equilibrium and acid/base concepts.

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>CLASS</th>
<th>LAB</th>
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</thead>
<tbody>
<tr>
<td>LBST1111</td>
<td>Applied Chemistry I Laboratory</td>
<td>L</td>
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</table>

Laboratory course to accompany LBST1101. Emphasizes qualitative analysis.

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<tbody>
<tr>
<td>LBST1112</td>
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Practice of concepts learned in LBST1102.

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<tbody>
<tr>
<td>LBST1121</td>
<td>Analytical Chemistry for Technicians I Laboratory</td>
<td>L</td>
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</table>

Prerequisites: LBST1102 and LBST1112 or equivalent. 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.

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<tr>
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<tr>
<td>LBST1131</td>
<td>Analytical Chemistry I Laboratory</td>
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Laboratory course to accompany LBST1121. Practice of concepts learned in LBST1121.

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<tr>
<td>LBST1161</td>
<td>Organic Chemistry</td>
<td>L</td>
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</table>

Prerequisites: LBST1102 and LBST1112 or equivalent. Organic chemistry emphasizing nomenclature, physical properties, reactions and structure including elementary infrared spectroscopy.

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<tbody>
<tr>
<td>LBST1171</td>
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Laboratory course to accompany LBST1161. Practice of concepts learned in LBST1161.

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<tbody>
<tr>
<td>LBST1201</td>
<td>Structure &amp; Function of Organisms</td>
<td>L</td>
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</table>

Introductory biology course stressing basic biological principles, taxonomy, anatomy, physiology and embryology. Fulfills biology elective requirements.

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<tbody>
<tr>
<td>LBST1205</td>
<td>Introductory Biology</td>
<td>L</td>
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</table>

Basic biology course emphasizing cellular and molecular biology. Cell structure and function, the nature of heredity and metabolism.

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<tr>
<td>LBST1208</td>
<td>Ecology</td>
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Basic biology course concerned with the interrelationships among organisms and their environments. Emphasis on the roles of microorganisms. Fulfills biology elective requirements.

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<tr>
<td>LBST1211</td>
<td>Structure &amp; Function of Organisms Laboratory</td>
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Laboratory course to accompany LBST1201. Practice of concepts learned in LBST1201.

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<tbody>
<tr>
<td>LBST1215</td>
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Practice of concepts learned LBST1205.

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<tbody>
<tr>
<td>LBST2121</td>
<td>Introduction to Microbiology</td>
<td>L</td>
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</table>

Prerequisites: LBST1205 and LBST1215 or equivalent. Survey course introducing students to various types of microorganisms. Cell structure, history, and growth of microorganisms. Microscopic examination and handling of cultures.

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<th>CLASS</th>
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<tbody>
<tr>
<td>LBST2131</td>
<td>Introduction to Microbiology</td>
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Laboratory course to accompany LBST2121. Practice of concepts learned in LBST2121.

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<tbody>
<tr>
<td>LBST2130</td>
<td>Water Quality</td>
<td>L</td>
<td>33</td>
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</table>

Prerequisite: LBST1102 and LBST1211 or equivalent, or permission. Introduction to natural aquatic environment. Physical, biological and chemical characteristics of freshwater in ponds, lakes, reservoir, and rivers. Addresses water quality issues for water and wastewater treatment. Identification of what constitutes pollution of natural water systems.

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</table>

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. Computerized data acquisition and analysis.

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<th>CLASS</th>
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<tbody>
<tr>
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<td>Analytical Chemistry for Technicians III</td>
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</table>

Prerequisites: LBST1212 and LBST1232. Continuation of the study of instrumental analysis chemistry emphasizing analytical separations and electroanalytical chemistry. Extraction, chromatography, gas chromatography, high performance liquid chromatography, potentiometry and voltammetry. Computerized data handling methods.

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Prerequisites: LBST1121 and LBST1113. 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.

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Laboratory course to accompany LBST2122. Practice of concepts learned in LBST1212.

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Laboratory course to accompany LBST2124. Practice of concepts learned in LBST2124.

= Denote course also offered On-line.
### Course Offerings

**Southeast Community College Nebraska**

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<td>Prerequisites: LBST2161 and LBST2171 or equivalent. Continuation of Biochemistry I with emphasis on biotechnology, metabolism and chromatographic, spectroscopic and electrophoretic laboratory methods.</td>
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<td>Prerequisites: LBST2161 and LBST2171 or equivalent. Study of cleaning and sanitizing procedures related to industrial settings. Microbial spoilage, food poisoning and other topics related to food microbiology.</td>
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<td>Laboratory course to accompany LBST2265. Practice of concepts in microbiology, including media preparation, culture techniques, media selection and identification of pathogens.</td>
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<td>LBST2138</td>
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<td>Prerequisite: LBST1301 or permission. Study of development, design and operation of public water supply systems and pollution control facilities. Wells, water treatment plants, distribution systems, wastewater collection systems, design and operation of wastewater treatment plants. Basic types of pumps, motors and valves are included as part of the preparation for the state water certification exam.</td>
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<td>LBST2303</td>
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<td>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.</td>
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<td>LBST2321</td>
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<td>Prerequisite: LBST1161. Introduction to the nature, handling, storage and disposition of hazardous materials. Protection in a laboratory setting. Descriptions of hazardous materials, protective equipment, reading an MSDS, disposal, health effects and transportation of hazardous materials. Review of various legislation governing hazardous materials including Right to Know, SARA, RCRA, CERCLA -- and others.</td>
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<td>LBST2400</td>
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<td>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.</td>
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<td>Overview of quality assurances practices for laboratory technicians. Topic include elementary statistics, control charts, and good laboratory practices (GLP).</td>
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<td>LBST2407</td>
<td>Water and Wastewater Mathematics</td>
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<td>Prerequisite: LBST2302. Introduction of the mathematics used for process control of water treatment, water delivery and wastewater treatment. To understand the application of this mathematics, student must take LBST2302 first.</td>
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<tr>
<td>LBST2501/2502</td>
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<td>Prerequisite: Permission of the program chair. Practical, hands-on experience in a local industrial or governmental laboratory. Differentiated from LBST2522 in that student receives no pay but receives three credits for 90 clock hours spent in the laboratory. Credits in LBST2522 may be substituted for credits in this course.</td>
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<td>LBST2522</td>
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<td>Prerequisite: Permission of the program chair. Part-time employment experience in a laboratory or other appropriate setting. Clock hours, pay and exact nature of work are determined by the employer. Credits in this course can be substituted in full or in part for LBST2501/LBST2502.</td>
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### Notes

- Denote course also offered On-line.

### Courses

- **LBST2135** Instrumental Analytical Chemistry Laboratory
- **LBST2162** Biochemistry I
- **LBST2172** Biochemistry I Laboratory
- **LBST2173** Biochemistry II Laboratory
- **LBST2163** Biochemistry II
- **LBST2165** Applied Microbiology
- **LBST2175** Applied Microbiology Laboratory
- **LBST2138** Water & Wastewater Technology
- **LBST2303** Water-Wastewater Analysis
- **LBST2313** Water-Wastewater Analysis Laboratory
- **LBST2321** Hazardous Materials
- **LBST2400** Laboratory Skills Competency
- **LBST2406** Quality in the Analytical Laboratory
- **LBST2407** Water and Wastewater Mathematics
- **LBST2501/2502** Practicum Laboratory Methods I & II
- **LBST2522** Cooperative Education
- **LBST2580** Cooperative Education Extended
- **LPNS1103** Anatomy & Physiologic
- **LPNS1155** Transition to Practical Nursing
- **LPNS1156** Foundations of Practical Nursing I
- **LPNS1157** Foundations of Practical Nursing II
- **LPNS1158** Growth and Development
- **LPNS1176** Pharmacology
- **LPNS1178** Practical Nursing Across the Lifespan

### Prerequisites

- LBST1161
- LBST1205 or equivalent
- LBST1221
- LBST1231 or equivalent
- LBST2161
- LBST2171 or equivalent
- LBST2161
- LBST2171 or equivalent
- LBST2161
- LBST2171 or equivalent
- LBST2125
- LBST2171 or equivalent
- LBST2302
- LBST2501
- LBST2502
- LBST2161
- LBST2171 or equivalent
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<td>LSCE1220</td>
<td>Engineering Surveying</td>
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<td>LSCE1232</td>
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<td>LSCE1234</td>
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<td>LSCE2520</td>
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<td>LSCE2525</td>
<td>Applied Computer Aided Drafting</td>
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<td>LSCE2620</td>
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<td>LSCE2626</td>
<td>Civil Drafting V</td>
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**Course Descriptions**

- **Field note forms. Safety practices.**
- **Instruments and readouts. Solving practical vertical angles using a variety of different area and volume.**
- **Measuring horizontal and vertical curves as employed in construction projects. Area and volume computations.**
- **Study of the advanced principles of concrete construction projects.**
- **Principles of land use and development with application to the fields of surveying and civil engineering.**
- **Application of skills and knowledge acquired in previous quarters.**

Information related to specific courses and prerequisites is provided within the table above. Further details can be found in the course descriptions for each listed course.
### COURSE # COURSE TITLE

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>PREREQUISITE(S)</th>
<th>HOURS</th>
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<tr>
<td>LSEC2646</td>
<td>Advanced Computer Aided Drafting</td>
<td>M 25 75 5</td>
<td>Prerequisite: LSEC2546 and SPCH1100/1110/2810. Study of advanced computer aided design. Use of engineering software by Softdesk including Earthworks, Design, and Advanced Design modules. Surveying field projects in electronic data collection are downloaded into the computer using Softdesk software. Continuation of study and application of surveying mathematics.</td>
<td>20 30 3</td>
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<tr>
<td>LSEC2667</td>
<td>Land Survey Systems</td>
<td>M 40 30 5</td>
<td>Prerequisite: LSEC2520 and SPCH1100/1110/2810. Study of the Public Land system of division and the legal descriptions of plots of land, and methods for describing boundaries and locating property including easements and floodplain boundaries.</td>
<td>20 30 3</td>
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<tr>
<td>MACH • Machine Tool Technology</td>
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<tr>
<td>MACH1110</td>
<td>Orientation</td>
<td>L/M 5 5</td>
<td>Orientation to the College philosophy, goals, objectives and rules in the machine tool area.</td>
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<tr>
<td>MACH1121</td>
<td>Manufacturing Processes</td>
<td>L/M 50 5</td>
<td>Theory and safe operation of machine and hand tools. Covers metalurgy, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.</td>
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<tr>
<td>MACH1156</td>
<td>Blueprint Reading &amp; Drawing</td>
<td>L/M 20 30 3</td>
<td>Basic theory and laboratory work in blueprint reading, drafting, equipment utilization, lettering, and geometric constructions. Shape and size description, section views and freehand sketching.</td>
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<tr>
<td>MACH1172</td>
<td>Machine Tool Lab I</td>
<td>L/M 25 120 6.5</td>
<td>Prerequisite: MACH1110. Basic operation of the lathe, milling machine, and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.</td>
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<tr>
<td>MACH1222</td>
<td>Machine Tool Lab II</td>
<td>L/M 10 190 7</td>
<td>Prerequisites: MACH1110, MACH1121 and MACH1172. Practice using machine tools. Drill press, lathe, milling machine, surface grinder and cylindrical grinder.</td>
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<td>MACH1225</td>
<td>Materials of Industry</td>
<td>L/M 20 30 5</td>
<td>Introduction to materials (steel, iron, etc.) used in industry. Properties, uses, specifications, availability, heat treatment and tool steel.</td>
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<tr>
<td>MACH1241</td>
<td>Machinist’s Handbook</td>
<td>L/M 50 5</td>
<td>Introduction to technical area handbooks and problems of design. Use of Machinist’s Handbook for measurement, circle, geometry, allowance and tolerance, keys and keyseats, gearing problems, cutting speeds, and threads and bearing problems.</td>
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<tr>
<td>MACH1250</td>
<td>Computer Aided Drafting (CAD)</td>
<td>L/M 20 30 3</td>
<td>Fundamentals of Computer Aided Drafting using AutoCAD computer operating system, AutoCAD menus, AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting.</td>
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<tr>
<td>MACH1324</td>
<td>Machine Tool Lab III</td>
<td>L/M 10 190 7</td>
<td>Prerequisite: MACH1222. Practice using machine tools. Lathe, milling machine, surface grinder, cylindrical, and cutter grinder. Projects for lab work. Introduction to die and mold construction.</td>
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<tr>
<td>MACH1349</td>
<td>Basic CNC</td>
<td>L/M 65 35 7.5</td>
<td>Basic theory and laboratory work in basic programming, operation and maintenance of CNC machines. Operation and maintenance of Coordinate Measuring Machines (C.M.M.).</td>
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<tr>
<td>MACH1370</td>
<td>Applied Trigonometry</td>
<td>L/M 30 45 4.5</td>
<td>Prerequisite: MATH1000. Use of trigonometry for design and shop problems. Electronic calculator is used for most assigned problems.</td>
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<tr>
<td>MACH1428</td>
<td>Machine Tool Lab IV</td>
<td>L/M 10 140 5.5</td>
<td>Prerequisite: MACH1324. Advanced projects to improve proficiency on machine tools.</td>
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<tr>
<td>MACH1451</td>
<td>Advanced CNC</td>
<td>L/M 60 15 6.5</td>
<td>Prerequisites: MACH1250, MACH1349, and MACH1370. Advanced programming, operation, and setup of CNC machines.</td>
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<tr>
<td>MACH1453</td>
<td>CNC Lathe</td>
<td>L/M 30 15 3.5</td>
<td>Prerequisites: MACH1250, MACH1349, and MACH1370. Fundamentals of manual and conversational programming, operation, and maintenance of the CNC Lathe.</td>
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<tr>
<td>MACH1454</td>
<td>CAM</td>
<td>L/M 20 10 2</td>
<td>Prerequisite: MACH1250. Introduction to the fundamentals of Computer Aided Manufacturing. Various functions and methods of 3D and 2D CAM programming will be covered.</td>
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<tr>
<td>MACH1800</td>
<td>Basic Milling Machine I</td>
<td>L 10 20 1.5</td>
<td>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.</td>
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<tr>
<td>MACH1801</td>
<td>Basic Milling Machine II</td>
<td>L 10 20 1.5</td>
<td>Prerequisite: MACH1800. Continuation of Basic Milling Machine I. See course description for MACH1800.</td>
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<tr>
<td>MACH1810</td>
<td>Basic Engine Lathe I</td>
<td>L 10 20 1.5</td>
<td>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.</td>
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<tr>
<td>MACH1811</td>
<td>Basic Engine Lathe II</td>
<td>L 10 20 1.5</td>
<td>Prerequisite: MACH1810. Continuation of Basic Engine Lathe I. See course description for MACH1810.</td>
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<tr>
<td>MACH2244</td>
<td>Tool &amp; Cutter Grinding</td>
<td>L 20 10 3</td>
<td>Prerequisite: MACH1110 through MACH1454. Fundamental operations performed on a tool and cutter grinder. Sharpening of standard cutters, reamers and drills.</td>
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<tr>
<td>MACH2256</td>
<td>Die Construction</td>
<td>L 30 130 7</td>
<td>Prerequisite: MACH1110 through MACH1454. Introduction to principles of operation, use and design of dies for manufacturing sheet metal parts. Types of dies in use today and associated equipment in metal working industries.</td>
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<tr>
<td>MACH2258</td>
<td>Quality Control</td>
<td>L 30 30 3</td>
<td>Prerequisites: MACH1110 through MACH1454. Inspection procedures used to determine product quality. Application of shop methods to produce parts in accordance with blueprint specifications using a variety of measuring instruments. Statistical Process Control (SPC) will be introduced.</td>
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<td>MACH2266</td>
<td>Advanced Die Construction</td>
<td>L 30 175 7.5</td>
<td>Prerequisite: MACH2256. Continuation of MACH2256. Utilizing laboratory equipment to design and make a progressive die and produce 100 pieces to specifications.</td>
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<td>MACH2350</td>
<td>Die Design I</td>
<td>L/M 10 40 2</td>
<td>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.</td>
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<tr>
<td>MACH2532</td>
<td>Die Making Lab I</td>
<td>M 10 190 7</td>
<td>Prerequisites: MACH1110 through MACH1454. Practical experience in construction of metal dies. Two types of dies are built, one from the student’s own blueprint designed in Die Design I. Use of form ground and wire EDM (electric discharge machine) construction methods.</td>
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* = Denote course also offered On-line.
MATH2535 Mold Theory  
M  50 - 5  
Prerequisites: MACH1110 through MACH1454. 
Fundamental processes and basic construction of plastic molds (compression, transfer, and injection), molds for die casting (pumping molding of nonferrous alloys) and rubber molds.

MACH2537 Injection Mold Design I  
M  10 40 2  
Prerequisites: MACH1110 through MACH1454. 
Basic principles and design of injection molds, gating methods, and runner systems. Study of mold making materials and standard mold bases and components. Use of basic principles and designs in developing plans for a single cavity mold that will be constructed as a laboratory project.

MACH2538 Mold Making Lab I  
M  10 190 7  
Prerequisites: MACH1110 through MACH1454. 
Construction of plastic injection molds, one from the student’s prints designed in the injection mold design class. Construction of two other molds to pre-designed specifications. Construction of some components using CNC lathe and mills.

MACH2547 Die Theory  
M  50 - 5  
Prerequisites: MACH1110 through MACH1454. 
Study of the design and construction of shearing, blanking, piercing, cutoff, bending, and forming. Punch presses and die sets.

MACH2634 Die Design II  
M  10 40 2  
Prerequisites: MACH1110 through MACH1454. 
Laboratory experience in basic designs and preparing working drawings for a compound die which the student will construct during the sixth quarter.

MACH2643 Die Design II  
M  10 190 7  
Prerequisites: MACH1110 through MACH1454. 
Practical experience in construction of two dies. Construction of one die following blueprints developed in Die Design II. Electric discharge machine EDM die construction methods. Electrode is made on CNC mill.

MACH2644 Injection Mold Design II  
M  10 40 2  
Prerequisites: MACH1110 through MACH1454. 
Design of a single cavity injection mold. Laboratory work in developing and preparing working drawings for a mold to be constructed during the sixth quarter.

MACH2645 Mold Making Lab II  
M  10 190 7  
Prerequisites: MACH1110 through MACH1454. 
Practical experience in constructing two molds. Construction of one injection mold from blueprints developed in the Injection Mold Design II class. Use of wire feed and ram type electrical discharge machining and engraving. Completed projects are set up and run to evaluate the quality of the finished molds.

MATH MATH 2535  
MATH1040 Math Fundamentals  
B/L 15 - 1.5  
Review basic concepts of whole numbers, fractions, decimal numbers, ratio, proportions and percents. May include computer aided instruction and personal tutoring. Prepares students for MATH0950 and MATH1000. Graded pass/no pass.

MATH1090 Intermediate Algebra  
B/L 45 - 4.5  
Prerequisite: MATH0950 or one year of high school algebra or math placement test. Review of topics in a second year high school algebra course taught at the college level. Topics include: real numbers, 1st and 2nd degree equations and inequalities, linear systems, polynomials and rational functions, exponents and radicals, functions and relations, exponential and logarithms. Does not fulfill the math requirement for the associate of arts or associate of science degrees.

MATH1110 College Algebra  
B/L 45 - 4.5  
Prerequisites: A grade of “C” or better in MATH100 or two years of high school algebra and math placement test. Study of college algebra. Emphasis on 1) equations and inequalities, 2) functions and graphs, 3) polynomial and rational functions, 4) exponential and logarithmic functions, 5) systems of equations and inequalities, and 6) analytic geometry. A graphing calculator may be required.

MATH1150 College Algebra  
L 45 - 4.5  
Prerequisites: Two years of high school algebra and math placement test or MATH101. Study of descriptive statistic, probability and probability distributions, topics from inferential statistics such as estimates, sampling, hypothesis testing and inferences. Correlation and regression multinominal experiments and nonparametric statistics. Use of some statistical software packages.

MATH1200 Trigonometry  
B/L 45 - 4.5  
Prerequisite: MATH1150 or equivalent, or math placement test. Study of trigonometry. Definitions of trigonometric functions, relations between the functions, identities, use of tables, graphs of the functions, solution of equations and triangles, inverse trigonometric functions, complex numbers and polar coordinates.

MATH1300 Pre-calculus  
B/L 75 - 7.5  
Prerequisites: MATH1150. Appropriate placement exam score, one year high school geometry, and two years high school algebra. Intensive review of college algebra and trigonometry. Study of the concept of a function and its graph. Study of certain specific functions: polynomial, rational, exponential, logarithmic and trigonometric functions. Covers analytic trigonometry, some applications of trigonometry, conic sections, and systems of equations. Most study uses three points of view: algebraic, graphical, and numerical. Graphical and numerical approaches using a graphing calculator. A graphing calculator is required for the course.

MATH1400 Applied Calculus  
B/L 45 - 4.5  
Prerequisite: MATH1150 or equivalent, or math placement test. Fundamentals of differential and integral calculus with emphasis on applications from business, economics and the life sciences. Not open to pre-engineering or pre-architectural majors.
MATH1600 Calculus & Analytic Geometry I
B/L 75  -  7.5
Prerequisite: A grade of "C" or better in MATH1150 and MATH1200 or equivalent, or math placement test. Review of functions, introduction to limits, differentiation of algebraic and trigonometric functions, applications, anti-differentiation and the definite integral. A graphing calculator is required.

MATH1700 Calculus & Analytic Geometry II
B/L 75  -  7.5
Prerequisite: A grade of "C" or better in MATH1600 or equivalent. Continuation of MATH1600. Study of antiderivatives, methods of integration; numerical methods, coordinates and conics, differential equations, Taylor and Fourier approximation.

MATH2030 Contemporary Mathematics
B/L 45  -  4.5
Prerequisites: Two years of high school algebra, or a grade of "C" or better in MATH1100, and one year of geometry or equivalent. Applications of quantitative reasoning and methods to problems and decision making in the areas of management, statistics and social choice. Topics include networks, critical paths, linear programming, sampling, central tendency, inference, voting methods, power index, game theory, and fair division problems.

MATH2080 Calculus & Analytical Geometry III
B/L 60  -  6
Prerequisite: MATH1700. Study of calculus and analytic geometry for functions of two or more variables. Coordinates, three-dimensional vectors, three-dimensional analytic geometry, differentiation and integration of functions of many variables. Use of some mathematical software.

MATH2200 Differential Equations
B/L 45  -  4.5
Prerequisite: MATH2080. Introduction to the theory and applications of differential equations. Linear differential equations, elementary existence theorems, power series methods of solution, boundary value problems and linear systems.

MATH2450 Applied Statistics
B 45  -  4.5
Prerequisite: A grade of "C" or better in MATH1150 or equivalent. Study of descriptive statistics, basic probability and probability distributions, sampling, statistical inference, regression and correlation, ANOVA and computer applications using MINITAB.

MEDA1101 Medical Terminology I
L 20  -  2
Introduction to medical terms. System for building a basic structure of medical terms. Pronouncing, spelling, defining terms and common medical abbreviations included.

MEDA1102 Medical Assisting Orientation
L 20  -  2
Prerequisites: Admission to Medical Assisting program and appropriate assessment score. Introduction to medical assisting. Addresses interactions of medical assistants with all health professionals. Provides general knowledge needed for administrative duties. Fire safety included. Required for first quarter students who are accepted into Medical Assisting program.

MEDA1201 Medical Terminology II
L 30  -  3
Prerequisite: MEDA1101. Continuation of MEDA1101. Terminology relating to body systems and disorders. Intended to increase medical vocabulary. Continuing system for building a medical vocabulary with emphasis on anatomy, physiology and diseases. Divided into "Basic Understanding and Greater Comprehension."

MEDA1202 Communication in Allied Health
L 45  -  4.5
Prerequisites: For Medical Assisting students. MEDA1101 or permission. Assistance for the student in medical assisting to learn basic principles of human behavior and apply a personalized approach to patient care and effective relationships with co-workers.

MEDA1203 Medical Law, Ethics & Bioethics for the Medical Office Employee
L 30  -  3
Prerequisite: 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
L 20  -  2
First aid and emergency care developed in cooperation with the National Safety Council.

MEDA1301 Examination Room Techniques
L 55 60  7.5
Prerequisites: MEDA1102, MEDA1202, MEDA1203. Major activities include assisting with physical examinations, minor surgery, EKG’s and medical emergencies. Sterilization techniques, handling of instruments, pharmacology, injections, housekeeping and inventory included. Introduction to physical therapy and radiology.

MEDA1401 Clinical Education
L 240 8
Prerequisites: MEDA1301, MEDT1181. Practical experience under supervision in physician’s office or clinic.

MEDA1402 Senior Clinical Seminar
L 30  -  3
Prerequisite: Concurrent with MEDA1401. Informal class for reviewing and critiquing clinical procedures with correlation of classroom theory. Expansion of special procedures and pharmacology.Resume preparation.

MEDA1404 Medical Diseases
L 30  -  3
Prerequisites: MEDA1101 and LPNS1103 or instructor approval. Introduction to symptoms and mechanics of diseases and conditions that affect the human body. Includes bacteriology as related to health, immunology and infectious disease.

MEDA1405 Insurance for the Medical Office
L 45  -  4.5
Prerequisites: MEDA1101 and LPNS1103, or instructor approval. Introduction to procedural and diagnostic coding methods. Provides knowledge of third party carriers to give a working knowledge of preparing medical insurance claims.

MEDA1406 Basic Pharmacology
L 45  -  4.5
Prerequisite: LPNS1103, BIOS1210, or BIOS1140. Introduction to legal aspects and government regulations, medication resource material, types of medication, route of administration, actions and effects of drugs and drugs used on various systems.

MEDA1407 Medical Calculations
L 10  -  1
Prerequisites: ACT score of 16 or higher, appropriate math assessment, and advisor approval. Medical dosage calculations with metric, apothecary and household systems, conversions between systems and dosage preparation.
<table>
<thead>
<tr>
<th>COURSE #</th>
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<tbody>
<tr>
<td>MEDT1100</td>
<td>Procedures in Phlebotomy</td>
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<tr>
<td>MEDT1301</td>
<td>Clinical Microbiology I</td>
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<tr>
<td>MEDT1311</td>
<td>Clinical Microbiology I Laboratory</td>
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<td>MEDT1321</td>
<td>Hematology I</td>
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<td>MEDT2501</td>
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<tr>
<td>MEDT2512</td>
<td>Immunohematology I</td>
<td>10-1</td>
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</table>

**Prerequisites and Requirements:**

- **MEDT1100: Phlebotomy**
  - Requires admission to the Medical Laboratory Technology Program.
  - Includes theoretical information presented in the lecture.
  - Includes lecture and laboratory components.

- **MEDT1301: Clinical Microbiology I**
  - Requires Concurrent with MEDT1101.
  - Study of routine laboratory procedures in clinical microbiology emphasizing the isolation and identification of common pathogenic bacteria.

- **MEDT1311: Clinical Microbiology I Laboratory**
  - Requires Concurrent with the lecture.
  - Laboratory which accompanies MEDT1301.
  - Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

- **MEDT1321: Hematology I**
  - Requires Concurrent with MEDT1101 or permission.
  - Study of routine laboratory procedures of the hematology laboratory.
  - Identification of normal cellular constituents of the blood.

- **MEDT1331: Hematology I Laboratory**
  - Requires Concurrent with the lecture.
  - Laboratory which accompanies MEDT1321.
  - Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

- **MEDT1401: Clinical Microbiology II**
  - Requires Concurrent with 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**
  - Requires Concurrent with the lecture.
  - Laboratory which accompanies MEDT1401.
  - Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

- **MEDT1421: Hematology II**
  - Requires Concurrent with MEDT1321 and MEDT1331.
  - Study of advanced hematology procedures, disease states, and the identification of abnormal cellular constituents of the blood.

- **MEDT1431: Hematology II Laboratory**
  - Requires Concurrent with the lecture.
  - Laboratory which accompanies MEDT1421.
  - Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

- **MEDT2501: Urinalysis**
  - Requires Concurrent with MEDT1421 and MEDT1431.
  - Study of normal and abnormal chemical and cellular constituents of urine.

- **MEDT2512: Immunohematology I**
  - Requires Concurrent with MEDT1401 and MEDT1411.
  - 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.

- **MEDT2551: Immunohematology I Laboratory**
  - Requires Concurrent with the lecture.
  - Laboratory which accompanies MEDT2512.
  - Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

**Course Descriptions**

- **MEDT2541: Clinical Chemistry I**
  - Requires Concurrent with MEDT1191.
  - Study of advanced laboratory techniques and skills required in the field of clinical laboratory procedures.

- **MEDT2561: Immunology**
  - Requires Concurrent with MEDT1421 and MEDT1431.
  - Principles of blood coagulation and basic coagulation procedures.

- **MEDT2571: Immunology/Serology Laboratory**
  - Requires Concurrent with MEDT2561.
  - Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

- **MEDT2581: Hemostasis**
  - Requires Concurrent with MEDT1421 and MEDT1431.
  - Principles of blood coagulation and basic coagulation procedures.

- **MEDT2591: Hemostasis Laboratory**
  - Requires Concurrent with the lecture.
  - Laboratory which accompanies MEDT2581.
  - Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

- **MEDT2601: Parasitology**
  - Requires Concurrent with MEDT2561 and MEDT2571.
  - Procedures for proper specimen collection and preparation.
  - Identification of common human parasites and their life cycles.
## COURSE LIST

<table>
<thead>
<tr>
<th>COURSE #</th>
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<th>CLASS</th>
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Prerequisites: MATH1000. Fundamental concepts of electricity. Energy, basic electrical fundamentals, and circuits and devices. Application of Ohm’s Law, power and efficiency formulas to problems involving basic circuits. Sources and effects of electric current, magnetism, electromagnetism, generators, and motors.

MFGT1000. MFGT1250 and MFGT1350. Study of graphical methods of describing industrial electrical controls and control circuits. Elementary or schematic diagrams, connection and block diagrams, and printed circuit drawings using computer aided drafting techniques. Use of American Standard Association and National Electrical Component Association Standards.

MFGT1125 and MFGT1250. Design of shearing, blanking, piercing, cutoff, bending, and forming dies. Study of the parts and components used in these dies. Punch presses and die sets are also covered.

MFGT1144. MFGT1250 and MFGT1350. Study of manufacturing flow, material handling, J.I.T., use of available facilities and equipment, packaging, shipping, receiving, and employee protective equipment.

MFGT1250 and MFGT1350. Basic programming, operation, and maintenance of CNC machining centers.

MFGT1350. MFGT1250 and MFGT1350. Study of graphical methods of describing industrial electrical controls and control circuits. Elementary or schematic diagrams, connection and block diagrams, and printed circuit drawings using computer aided drafting techniques. Use of American Standard Association and National Electrical Component Association Standards.
### Course Descriptions

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<td>MFGT2551</td>
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### Notes
- Prerequisites: BSAD1010, MFGT1250, MFGT1350. Course devoted to the needs of the experienced AutoCAD user. Autodesk Inventor software is used extensively for the creation of adaptive parametric solid model parts and assemblies. Attention is given to the use of dynamic three-dimensional construction, solid modeling, paper space, model space, and customizing of AutoCAD and Inventor environment.
- Study and application of current methods, symbols, and principles of manufacturing techniques and processes. Product design considerations and guidelines.
- Study of systematic, practical, and scientifically correct treatment of present-day motion and time study along with application of economics and productivity as applicable to the manufacturing field.
- Study of electrical discharge machines (EDM), powdered metalurgy (PM), flexible manufacturing systems (FMS), flexible manufacturing cells (FMC), lasers, water jets, manufacturing systems (FMS), flexible powder metallurgy (PM), flexible of electrical discharge machines (EDM), manufacturing cells (FMC), lasers, water jets, composites, stereolithography and simulation.
- Study of the physical, chemical, and mechanical properties of plastics. Study of molding techniques and processes. Product design considerations and guidelines.
- Study of systematic, practical, and scientifically correct treatment of present-day motion and time study along with application of economics and productivity as applicable to the manufacturing field.
- Effective use of parts and service information resources. Proper use and care of hand and power tools. Safety practices and procedures. Use of precision measuring instruments.
- Study and application of current methods, symbols, and principles of manufacturing techniques and processes. Product design considerations and guidelines.
- Proper repair and maintenance of various types of personal watercraft with special attention to steering, cooling systems, fuel delivery, and propulsion operation and repair.
- Update and review covering all systems and diagnosis relating to engine performance and emissions.
- Study and application of machining operations used in the repair and maintenance of two-cycle and four-cycle engines. Boring and honing cylinders, rebuilding crankshafts, grinding valves and valve seats.
- Advanced electrical update and review covering all systems and diagnosis relating to engine performance and emissions. Lab time is split approximately 50% Coop work experience at a local dealership.
- Basic electrical and electronic principles, Ohm’s law, magnetism and electromagnetism as applied to the motorcycle, ATV, and Power product are covered. The proper and effective use of analog and digital meters.
- Introduction to carburetion and fuel injection systems used on motorcycles, ATV’s, personal watercraft and power products.
- Proper procedures for diagnosis and troubleshooting of engine performance problems. Procedures for adjustment of ignition systems, valve trains and fuel delivery systems.
- Study of systematic, practical, and scientifically correct treatment of present-day motion and time study along with application of economics and productivity as applicable to the manufacturing field.
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- Proper procedures for diagnosis and troubleshooting of engine performance problems. Procedures for adjustment of ignition systems, valve trains and fuel delivery systems.

* Denote course also offered On-line.
Sight singing, dictation and keyboard. Performance of standard band music. Appearances off-campus as well as on campus required.

MUSC1015/1020, 2010/2020, 2030/2040
Individual Instruction in Voice
B - 15 1.5

MUSC1220/1230, 2200/2210, 2220/2230
Individual Instruction in Brass
B - 15 1.5

MUSC1240/1250, 2240/2250, 2280/2290
Individual Instruction in Woodwinds
B - 15 1.5

MUSC1260 Class Piano I
B - 30 1.5


MUSC1270 Class Piano II
B - 30 1.5

Prerequisite: MUSC1260 or permission of instructor. Continuation of MUSC1260 Class Piano I. Increasing technical facility and functional skills, playing by ear, and adding improvisation and harmonization skills.

MUSC1410/1420, 2490/2410, 2410/2420
College Chorus
B - 30 1

Study and performance of standard choral literature for mixed voices. Public appearance both on and off campus required.

MUSC1430, 1440, 2430, 2440
Vocal Ensemble: Showcase Singers
B - 60 3

Participation by audition only and permission of instructor. Select group of singers with performance emphasis on jazz repertoire. Includes several off-campus performances.

MUSC1480/1490, 2480/2490 2500/2510
College Band
B - 30 1.5

Performance of standard band music. Appearances at designated functions both on and off campus are required.

MUSC1610 Music Theory I
B - 45 30 6

Fall semester, alternate years Introduction to the fundamentals of music, notation, rhythm, meter, scales, keys, intervals, triads, seventh chords, inversion and figured bass. Sight singing, dictation and keyboard.

MUSC1620 Music Theory II
B 45 30 6

Spring semester, alternate years. Prerequisite: MUSC1610 or permission of instructor. Study of basic harmonic techniques of the baroque, classical and romantic periods including chord progressions, cadences, harmonization, completion and composition. Elements of form, such as phrase, period and phrase group. Continued work in sight singing, dictation and keyboarding.

MUSC2260 Class Piano III
B - 30 1.5

Prerequisite: MUSC1270 or permission of instructor. Preparation of repertoire for performance. Continue working on piano fundamentals, and playing by ear. Additional chords and scales presented.

MUSC2270 Class Piano IV
B - 30 1.5

Prerequisite: MUSC2260 or permission of instructor. Preparation of solo repertoire as well as accompaniments from vocal/instrumental literature. Improvisation, harmonizing, sight-reading and transposition stressed. Review of scales and chords.

MUSC2520/2530, 2540/2550, 2580/2590
Individual Instruction in Piano
B - 15 1.5

Prerequisite: MUSC2270 or instructor permission.

MUSC2720 Music History & Literature I
B/L 45 - 4.5

Tracing the historical development of music from Middle Ages through end of Baroque. Comprehensive survey with emphasis on styles and characteristics of Gregorian Chant, early polyphony, and music of the Renaissance and Baroque periods.

MUSC2730 Music History & Literature II
B/L 45 - 4.5

Tracing the historical development of music from Classical period to present day. Survey presentation with emphasis on styles and characteristics of the classical, romantic, impressionistic and modern schools.

MUSC2750 Introduction to American Music
B/L 45 - 4.5

Survey of the various types of American music including jazz, popular, folk and musical theatre. Discussion centers on the relationship between the music and its historical and cultural context. Includes music of Americans of European, African, Asian, Hispanic and American Indian descent.

Note: Nebraska Law Enforcement - See CRIM

NDTT • Nondestructive Testing Technology

NDTT1121 Visual Inspection Method
M 30 45 4.5

Concepts and applications of visual inspection as it relates to other NDT methods. Use of optical devices, precision measurement tools and gauges. Use of various tools in laboratory and field situations.

NDTT1133 Manufacturing Processes
M 100 - 10

Study of metal forming and forging processes, metals production, plastic, and other material types. Materials joining processes and nontraditional machining methods along with allied cutting processes.

NDTT1138 Welding Processes
M 30 3

Introduction to the theory and practice of oxy-acetylene hand torch cutting. SMAW practice includes study of variables and parameters of equipment and operation. Safety of welding and cutting equipment and lab work emphasized.

NDTT1164 Blueprint Reading & CAD
M 40 35 5

Study of industrial graphics language for shape description, size description, instrument drawing, blueprint reading, pictorial drawing (isometric and oblique drawing) and CAD.

NDTT1236 Electrical & Electronic Fundamentals
M 50 - 5

Prerequisite: MATH1000. Introduction to electrical and electronic fundamentals. Sources and effects of electric current, magnetism, and electromagnetism. Formulas for problem solving in basic circuitry. Instrumentation used in NDT. System concepts and basic troubleshooting.

NDTT1255 NDT Methods
M 75 75 10

Prerequisites: MATH1000, NDTT1121, NDTT1133 and NDTT1138. Introduction to the UT, RT, PT, MT, and ET methods of nondestructive testing. Fundamental operating principles and traditional applications. Laboratory work on instrument and equipment familiarization, instrument calibration, inspection, procedures, and reporting of inspection results.

NDTT1263 Metallurgy
M 50 50 6.5

Prerequisites: MATH1000, NDTT1133 and NDTT1138. Study of the nature of metals, methods of metallurgical examination, mechanical testing, chemistry, and production of metals.

NDTT1256 Liquid Penetran
M 20 30 3

Prerequisites: NDTT121 and NDTT125. 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.
### Course Descriptions

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDTT1360</td>
<td>Ultrasonics I</td>
<td>M 40 110 7.5</td>
<td>Prerequisites: MATH1000 and NDTT1255. Applications and ultrasonic inspection techniques. Technique requirements specified in selected codes, standards, and job specifications. Examination and reporting consistency. Introduction to ultrasonic system configuration and computers.</td>
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</tr>
<tr>
<td>NDTT1450</td>
<td>Eddy Current I</td>
<td>M 20 20 2.5</td>
<td>Prerequisites: NDTT1236 and NDTT1255. Study of electromagnetic theory as it applies to eddy current inspection. Applications and limitations of various test systems, operation of single frequency phase and amplitude analysis instrumentation.</td>
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</tr>
<tr>
<td>NDTT1458</td>
<td>Magnetic Particle</td>
<td>M 30 30 4</td>
<td>Prerequisites: NDTT1236 and NDTT1255. Study of proper MT testing techniques and applications. Control of inspection variables in all forms of magnetic particle inspection. Study of codes, standards, inspection procedures, and job specifications as they relate to magnetic particle inspection.</td>
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</tr>
<tr>
<td>NDTT1464</td>
<td>Radiography I</td>
<td>M 60 90 9</td>
<td>Prerequisites: GENN2040 and NDTT1255. Applications and radiographic inspection techniques. Technique requirements specified in selected codes, standards, and job specifications. Examination and reporting consistency. Methods for developing RT techniques in situations where limited information is available about a test object or where codes and standards do not exist.</td>
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</tr>
<tr>
<td>NDTT2040</td>
<td>NDTT Mathematics</td>
<td>M 45 - 4.5</td>
<td>Introduction to advanced math skills. Common and natural logarithms, industrial application, angles and triangles. Angular measurement, right triangle and oblique triangle trigonometry and vectors. Polar and rectangular coordinates. Capabilities, functions and use of scientific calculators.</td>
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<tr>
<td>NDTT2569</td>
<td>Radiography II &amp; Film Interpretation</td>
<td>M 50 100 8</td>
<td>Prerequisites: NDTT1464 and NDTT1470. Study of industrial radiography with major emphasis on developing skills in technique and procedure development. Code requirements, film interpretation, control of film processing, film reviews and audits, radiation safety administration, and special radiographic techniques. Including lab projects related to interpreting and evaluating radiography of welds, castings, forgings, electrical components and composite materials.</td>
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<tr>
<td>NDTT2570</td>
<td>Eddy Current II</td>
<td>M 75 75 10</td>
<td>Prerequisite: NDTT1450. Continued study of electromagnetic testing. Advanced theory and operation of single and multifrequency, and multiparameter data acquisition systems. Multifrequency data collection and evaluation. System calibration and standardization methods related to phase analysis instrumentation. Data analysis concepts and computer based analysis and reporting systems. Introduction to Remote Field Testing (RFT) theory, instrumentation, calibration or equipment and data acquisition.</td>
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<tr>
<td>NDTT2652</td>
<td>Ultrasonics II</td>
<td>M 50 100 8</td>
<td>Prerequisites: GENN2040 and NDTT1360. Continued study of ultrasonic testing. Developing testing techniques and procedures. Instrumentation, calibration methods, code requirements, evaluation procedures. Computer assisted motion control and data acquisition systems.</td>
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<tr>
<td>NDTT2675</td>
<td>Computer Applications in NDT</td>
<td>M 30 45 4.5</td>
<td>Prerequisites: BSAD1010 and NDTT3360. Study of computer assisted NDT. Motion control and data acquisition techniques. Assigned projects for practical adaptation of a computer to an inspection situation.</td>
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<tr>
<td>NDTT2679</td>
<td>Code Interpretation &amp; Procedure Development</td>
<td>M 35 40 4.5</td>
<td>Development of technical skills for writing qualifying test procedures. Audit and surveillance procedures and implementation. Quality assurance functions.</td>
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<tr>
<td>NURS 1206</td>
<td>Introduction to Professional Nursing</td>
<td>L 20 - 2</td>
<td>Prerequisites: BIOS1140, BIOS1110, ENGL1010, BIOS2130, PSYC1810, and CHEM1050. Overview of the current nursing organizations, development of the nursing profession, and the role of the nurse in the health care delivery system. Emphasis on effective communication, legal/ethical issues, and multicultural diversity.</td>
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<tr>
<td>NURS 1304</td>
<td>Transition to Associate Degree Nursing</td>
<td>L 10 - 1</td>
<td>Prerequisites: BIOS1110, BIOS1140, BIOS2130, CHEM1050, ENGL1010, FSDT1350, MEDA1407, PSYC2960, and SOCI1010. Required for the licensed practical nurse (licensed in Nebraska) requesting advanced placement into the Associate Degree Nursing program. Oriented toward developing associate degree level nursing skills for new role of student nurse. An overall introduction to the philosophy, objectives and curriculum framework of the associate degree program is presented. Includes the nursing process and the role and functions of the associate degree nurse.</td>
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<tr>
<td>NURS 1305</td>
<td>Basic Nursing Concepts I</td>
<td>L 30 15/5 6</td>
<td>Prerequisites: NURS1206, MEDA1406/1407, PSYC2960, SOCI1010, and FSDT1350. The nursing process as a method of problem solving is discussed and related to a nursing care plan framework. Emphasis is placed on technical skills and identification of basic human needs as it relates to the nursing process. Nursing techniques taught in the program lab are correlated with scientific principles and applied in the clinical setting. Basic pharmacological principles and drug classification are included when administration is introduced. Clinical experiences are provided to apply nursing techniques, apply nursing process to patient care, and introduce the nurse and client role in a variety of health care settings.</td>
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<tr>
<td>NURS 3106</td>
<td>Pathophysiology</td>
<td>L 45 - 4.5</td>
<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, diagnosis, and symptoms and signs. Concepts such as inflammation, immunity, allergy, and neoplasm 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>
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<tr>
<td>NURS 1307</td>
<td>Nursing Concepts II</td>
<td>L 5 15/60 3</td>
<td>Prerequisite or concurrent with NURS 1305, NURS 1306. 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, 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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<tr>
<td>NURS 2400</td>
<td>Nursing Assessment</td>
<td>L 30 30/15 4.5</td>
<td>Prerequisite: NURS1304/NURS1305 or concurrent with NURS2403/2404. Focuses on the acquisition of skills used in the comprehensive health assessment of children and adults in the nursing process. Emphasis on well clients with the identification of some deviations from the normal. Introduction to communication skills and the assessment of the person in his/her physical, developmental, psychological and sociocultural environment.</td>
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<tr>
<td>NURS 2403</td>
<td>Gerontological Nursing Concepts</td>
<td>L 20 45 3.5</td>
<td>Prerequisite: NURS1305. 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.</td>
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</table>
NURS2603 Nursing Concepts IV
Prerequisite: NURS2501/2502 or concurrent with 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. 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 reality shock.

OFF  • Office Technology

OFF1010 Beginning Keyboarding I
Suitable for beginning students or for review using touch method. Introduces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent rhythmic keyboarding skills. A minimum of 20 Gross Words a Minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass. Graded pass/no pass.

OFF1020 Beginning Keyboarding II
Prerequisite: OFF1010 or equivalent. Reinforces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent rhythmic keyboarding skills. A minimum of 30 GWAM with three or fewer errors on three-minute timings must be achieved to pass. Graded pass/no pass.

OFF1040 Records Management
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.

OFF1110 Business Communications
Prerequisite: ENGL1010. Recommended word processing courses of OFFT710, BSAD1010, or INFO1121 with a "C" or better. Principles and techniques of writing business letters, electronic and written messages, and reports. Principles of grammar, punctuation, and correct word usage and written messages, and reports. Principles of 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.

OFFT1120 Medical Terminology
Study of medical vocabulary for practitioners in the field of medicine. Much of the course is auto-instructional with extra drill and practice during class sessions.

OFFT1160 Keyboarding III
Prerequisite: OFFT1020 or equivalent. Uses a comprehensive diagnostic approach to build speed while maintaining a high degree of accuracy. A speed of 40 GWAM is a C and 50 GWAM is an A on five-minute timings with five or fewer errors.

OFFT1170 Keyboarding IV
Prerequisite: OFFT1160 or equivalent. Uses appropriate practice material to produce significant gains in speed and accuracy. A speed of 50 GWAM is a C and 60 GWAM is an A on five-minute timings with five or fewer errors.

OFFT1190 Medical Assisting Machine Transcription
Prerequisites: ENGL1010, MEDA1201, OFFT1160, and OFFT710. For medical assisting. Practice in using medical abbreviations, terminology, and phrases. Transcription of basic hospital reports from recorded dictation using MS Word.

OFFT1200 WordPerfect for Windows
Prerequisite: BSAD1010. Practical experience using WordPerfect for Windows. Create, edit, and print documents. Other word processing features explored.

OFFT1210 Medical Coding
Prerequisite: OFFT1120. Instruction for the medical secretarial student. Study of coding guidelines used in conjunction with the International Classification of diseases (ICD-9-CM). Applicable to vital statistics reporting, morbidity reporting, and many third-party payment systems in the United States including Medicare.

OFFT1310 Office Accounting
Introduction to basic principles of accounting for a personal service enterprise. Analyzing, sorting, classifying, journalizing, and posting business transactions; taking a trial balance; preparing a work sheet; adjusting and closing the books; preparing an income statement, a statement of owner's equity and a balance sheet; and working with payroll records.

OFFT470 Advanced Microsoft Excel
Prerequisite: BSAD1010. Features and functions include advanced database operation, H and V lookup functions, what-if analysis, pivot tables, macros, and enhanced charts and work sheets.

OFFT480 Microsoft Access
Prerequisite: BSAD1010. Create database tables, sort and filter those tables, create simple and complex queries, design and modify forms and reports.
<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location</th>
<th>Credit</th>
<th>Hours</th>
<th>Class</th>
<th>Lab</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>OFFT1680</td>
<td>Web Page Support</td>
<td>B/L 45 - 4.5</td>
<td>OFFT1190</td>
<td>4.5</td>
<td>OFFT1680</td>
<td>OFFT1710</td>
<td>Prerequisite: OFFT1710 with a minimum grade of “C”. Create, format, and edit basic business office documents, letters, memos, and reports using Microsoft Office. Emphasis on usable/mailable copy.</td>
</tr>
<tr>
<td>OFFT1710</td>
<td>Word Applications I</td>
<td>B/L 40 - 4</td>
<td>OFFT1710</td>
<td>4</td>
<td>OFFT1710</td>
<td>OFFT1710</td>
<td>Prerequisite: OFFT1710 with a minimum grade of “C”. Create, format, and edit advanced office documents, tables, letters with special parts, two-page memos, and long reports using Microsoft Office. Emphasis on usable/mailable copy.</td>
</tr>
<tr>
<td>OFFT1720</td>
<td>Word Applications II</td>
<td>B/L 40 - 4</td>
<td>OFFT1710</td>
<td>4</td>
<td>OFFT1720</td>
<td>OFFT1710</td>
<td>Prerequisite: OFFT1710 with a minimum grade of “C”. Create reports with enhancements, labels, business forms, and macros. Use productivity tools and merge documents using Microsoft Office. Emphasis on usable/mailable copy.</td>
</tr>
<tr>
<td>OFFT1720</td>
<td>Employment Techniques</td>
<td>B/L 30 - 3</td>
<td>OFFT1720</td>
<td>3</td>
<td>OFFT1720</td>
<td>OFFT1720</td>
<td>Prerequisite: Declared students only. OFFT1110 or HIM/S1103. Development of techniques and skills necessary for students to be successful in seeking or retaining employment within careers. Taken immediately before Co-op Supervised Employment/Cooperative Education and graduation for associate degree or diploma students.</td>
</tr>
<tr>
<td>OFFT2020</td>
<td>Co-op Supervised Employment</td>
<td>B/L 200 - 5</td>
<td>OFFT2020</td>
<td>5</td>
<td>OFFT2020</td>
<td>OFFT2020</td>
<td>Prerequisite: OFFT2020. Under the guidance of a cooperative education coordinator, practical work experience for development of marketable skills in an office position. Open to Office Technology students only with a minimum GPA of 2.0.</td>
</tr>
<tr>
<td>OFFT2440</td>
<td>Medical Office Procedures I</td>
<td>B/L 45 - 4.5</td>
<td>OFFT2440</td>
<td>4.5</td>
<td>OFFT2440</td>
<td>OFFT2440</td>
<td>Prerequisite: OFFT1710. Concurrent with OFFT2420. Provides students with a strong background in the performance of modern medical office duties.</td>
</tr>
<tr>
<td>OFFT2410</td>
<td>Medical Machine Transcription</td>
<td>B/L 45 - 4.5</td>
<td>OFFT2410</td>
<td>4.5</td>
<td>OFFT2410</td>
<td>OFFT2410</td>
<td>Prerequisite: MEDA1201 or OFFT1720 and OFFT2420. Practice using medical abbreviations, terminology, and phrases. Transcription of basic hospital cases from recorded dictation using MS Word.</td>
</tr>
<tr>
<td>OFFT2130</td>
<td>Keyboarding V</td>
<td>B/L 30 - 3</td>
<td>OFFT2130</td>
<td>3</td>
<td>OFFT2130</td>
<td>OFFT2130</td>
<td>Prerequisite: OFFT1710 or equivalent. Uses lessons designed to develop both speed and accuracy at the same time while also encouraging students to reach high goals on an individual basis. A speed of 60 GWAM is a C and 70 GWAM is an A on five-minute timings with five or fewer errors.</td>
</tr>
<tr>
<td>OFFT2120</td>
<td>Legal Processes I</td>
<td>B/L 45 - 4.5</td>
<td>OFFT2120</td>
<td>4.5</td>
<td>OFFT2120</td>
<td>OFFT2120</td>
<td>Prerequisite: OFFT2170. Concurrent with OFFT2090. Introduction to legal terminology, spelling, and punctuation of legal terms. Preparation of legal documents, instruments, and correspondence. Responsibilities of legal secretaries including nontechnical skills, such as making decisions; exercising initiative; following through; exercising confidentiality; and interacting with employees, coworkers, clients, and other people involved in the legal field.</td>
</tr>
<tr>
<td>OFFT2120</td>
<td>Legal Processes II</td>
<td>B/L 45 - 4.5</td>
<td>OFFT2120</td>
<td>4.5</td>
<td>OFFT2120</td>
<td>OFFT2120</td>
<td>Prerequisite: OFFT2120. Continuation of Legal Processes I. Further study of legal terminology including spelling and punctuation. Use of legal terms through the preparation of documents, instruments, and correspondence.</td>
</tr>
<tr>
<td>OFFT2130</td>
<td>Legal Processes III</td>
<td>B/L 45 - 4.5</td>
<td>OFFT2130</td>
<td>4.5</td>
<td>OFFT2130</td>
<td>OFFT2130</td>
<td>Prerequisite: OFFT2130 and OFFT2220. Should be taken concurrently with OFFT2220. Hands-on experience in legal research and citation. Use of library and Internet (online) resources. How to properly cite statutory law, case law, and other resources.</td>
</tr>
<tr>
<td>OFFT2130</td>
<td>Excel Applications for Office Accounting</td>
<td>L 45 - 4.5</td>
<td>OFFT2130</td>
<td>4.5</td>
<td>OFFT2130</td>
<td>OFFT2130</td>
<td>Prerequisite: OFFT2130 and OFFT2220. Should be taken concurrently with OFFT2220. Hands-on experience in legal research and citation. Use of library and Internet (online) resources. How to properly cite statutory law, case law, and other resources.</td>
</tr>
<tr>
<td>OFFT2420</td>
<td>Administrative Professional Procedures I</td>
<td>B/L 45 - 4.5</td>
<td>OFFT2420</td>
<td>4.5</td>
<td>OFFT2420</td>
<td>OFFT2420</td>
<td>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.</td>
</tr>
<tr>
<td>OFFT2420</td>
<td>Administrative Professional Procedures II</td>
<td>B/L 45 - 4.5</td>
<td>OFFT2420</td>
<td>4.5</td>
<td>OFFT2420</td>
<td>OFFT2420</td>
<td>Prerequisite: OFFT2420. Continued coverage of office procedures including information processing procedures, travel and conference arrangements, mail processing procedures, organizational skills, and decision making. Provides students with a strong background in administrative skills and knowledge.</td>
</tr>
<tr>
<td>OFFT2420</td>
<td>Administrative Office Management</td>
<td>L 45 - 4.5</td>
<td>OFFT2420</td>
<td>4.5</td>
<td>OFFT2420</td>
<td>OFFT2420</td>
<td>Prerequisite: OFFT1710 and OFFT2420 (may be taken concurrently). Designed to acquaint the administrative assistant with the various theories of management and related concepts relevant to their office duties and responsibilities.</td>
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<tr>
<td>OFFT2420</td>
<td>Medical Office Procedures</td>
<td>B/L 45 - 4.5</td>
<td>OFFT2420</td>
<td>4.5</td>
<td>OFFT2420</td>
<td>OFFT2420</td>
<td>Prerequisite: OFFT1710 and OFFT2420. Integration of relevant medical office skills and procedures in the performance of modern medical office duties. Simulations included.</td>
</tr>
<tr>
<td>OFFT2420</td>
<td>Office Simulation</td>
<td>B/L 45 - 4.5</td>
<td>OFFT2420</td>
<td>4.5</td>
<td>OFFT2420</td>
<td>OFFT2420</td>
<td>Prerequisite: OFFT1710 and OFFT2420 or instructor permission. This course will give students practical experience implementing PC troubleshooting techniques, maintaining electronic equipment, and reviewing emerging technologies.</td>
</tr>
<tr>
<td>OFFT2420</td>
<td>Emerging Business Technologies</td>
<td>B/L 45 - 4.5</td>
<td>OFFT2420</td>
<td>4.5</td>
<td>OFFT2420</td>
<td>OFFT2420</td>
<td>Prerequisite: OFFT1710 and OFFT2420 or instructor permission. This course will give students practical experience implementing PC troubleshooting techniques, maintaining electronic equipment, and reviewing emerging technologies.</td>
</tr>
<tr>
<td>OFFT2700</td>
<td>Multimedia Office Applications</td>
<td>B/L 45 - 4.5</td>
<td>OFFT2700</td>
<td>4.5</td>
<td>OFFT2700</td>
<td>OFFT2700</td>
<td>Prerequisite: OFFT1720. Add multimedia enhancements to office documents utilizing features of Microsoft Office Word and Publisher. Apply desktop publishing concepts and design elements consistently in newsletters and other office documents. Emphasis on the importance of usable/mailable copy.</td>
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</table>
COURSE # COURSE TITLE LOCATION OFFERED CLASS HOURS LAB HOURS CREDIT
OFFT2710 Microsoft Office Integration I B/L 45 - 4.5
Concurrent with OFFT1730. Prerequisites: BSAD1010 or OFFT1131, INFO1211 or OFFT1480. Integrate basic business office documents using Microsoft Office Professional applications. Emphasis on usable/mailable copy.
OFFT2720 Microsoft Office Integration II B/L 45 - 4.5
Prerequisite: OFFT2710. Project-based class requires advanced skills to integrate data among Microsoft Word, Excel, Access, PowerPoint, and the Internet while working in a simulated office situation. Ability to work independently and in teams will be necessary as students apply skills and knowledge acquired in previous courses to initiate and complete Microsoft integration projects. Emphasis on usable/mailable documents.
OFFT3100 Special Projects L 45 - 4.5
Prerequisites: Completion of at least 55 credit hours; a minimum 2.5 GPA; permission of adviser and program chair. Study of a particular area in the office technology field arranged with the student’s adviser and approved by the program chair. Admittance by permission only.

PDSM • Parts Marketing & Management

PDSM1120 Nomenclature I M 110 30 12
Function, composition, life expectancy, and nomenclature of the commonly requested parts. Identification of those parts most often in demand. Also, the principles of diesel and gas engines, electrical system components, fuel systems. Students will disassemble and reassemble these components.
PDSM1131 Aftermarket Catalogs & Obsolescence I M 30 80 5.5
Introduction to jobber parts catalog indexing and use. Location of parts on shelves, charging out items on counter tickets and first level return of parts, use of price sheets and classification. The course includes the computerized parts system.
PDSM1221 Nomenclature II M 35 15 4
Prerequisites: PDSM1120, PDSM1131. Continuation of commonly requested parts, their function, composition, life expectancy, and nomenclature. Also the principles of transmissions, differentials, steering, suspension, brakes, and air conditioning. Followed by mixing paint and products used in preparation for collision repair.
PDSM1222 Dealership Cataloging, & Obsolescence II M 40 60 6
Prerequisites: PDSM1210 through PDSM1221. Study and use of General Motors, Ford, and DaimlerChrysler parts cataloging and the various levels of pricing retail, wholesale, and dealer goods. There will be a continued learning of nomenclature by using these references.
PDSM1223 Warranty Policies, Tools & Equipment M 20 30 3
Prerequisites: PDSM1210, PDSM1131. Study of warranties and how parts under warranty are returned to the supplier, time limits which apply, and what is acceptable under warranty. Basic tools and equipment used in and sold from a parts department. Proper use and care.
PDSM1226 Counter Sales & Operations M 10 40 2
Prerequisites: PDSM1210, PDSM1131. 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 and customer relations are performed in the college parts store.
PDSM1321 Parts Management & Advanced Counter Operations M 20 30 3
Prerequisites: PDSM1210 through PDSM1226. 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.
PDSM1325 Merchandising & Advertising M 40 10 4
Prerequisites: PDSM1210 through PDSM1226. Basic merchandising, product grouping, and special merchandising. Draw plans for the merchandising areas with different types of merchandising techniques. Signs and special displays developed to enhance merchandising. Suggestive selling by doing merchandising. Skills used in advertising.
PDSM1327 Customer Sales & Relations M 30 20 3.5
Prerequisites: PDSM1210 through PDSM1226. Guidelines for the parts person regarding customer relations, telephone manners, development of advanced selling skills used in selling a complete line of products, grooming, good sales objectives, and courtesy. Material Safety Data sheets on hazardous materials.
PDSM1339 Computer Electronic Cataloging M 40 60 6
Prerequisites: PDSM1210 through PDSM1226. Use of the various parts, microfiche and electronic cataloging systems; including automotive, agricultural, Mitchell, and more. Individualized training in the field he/she has chosen for cooperative training.
PDSM1428 Cooperative Education M 400 10
Prerequisites: PDSM1120 through PDSM1339. Cooperative training with a jobber or dealership for on-the-job experience. Application of acquired skills. Expectations of employees in a parts department. Work experience is supervised by the Southeast Community College Coordinator.
PDSM1429 Cooperative Education Experience Analysis Seminar M 20 - 2
Prerequisites: PDSM1120 through PDSM1339. Group evaluation of field experience and individual performance during cooperative education and prepare students for full time employment upon graduation.

PHED • Physical Education

PHED1000 Lifetime Fitness L 45 15 4.5
Theoretical and practical information on the relationship of physical activity to productivity, quality of life and one's potential. Topics include physical activity and what is acceptable under warranty. Basic tools and equipment used in and sold from a parts department. Proper use and care.
PHED1010 Golf B - 30 1.5
Basic skills and fundamentals of golf. Scoring, selection, and care of equipment for the beginning golfer.
PHED1030/2030/2035/2040 Physical Fitness Activities B/L - 30 1.5
Study of and participation in chosen activities, such as weight training, cardiovascular conditioning, flexibility, basketball, volleyball and weight control. Planning and participating in an individualized program for development.
PHED1050/2050 Recreational Sports B - 30 1.5
Participation in recreational sports for the student with a disability who is unable to participate in a regularly scheduled required program. Credit can be earned by nonathletic participation in the intercollegiate athletic program such as keeping statistics, videotaping, care and handling of equipment, and game site management. Other options include managerial involvement in school's intramural or physical education programs.
PHED1060 Fitness Throughout Life B 15 30 3
Study and application of theories which promote wellness throughout the life cycle. Emphasis on cardiovascular conditioning, flexibility, muscular strength, endurance, body composition, and nutrition maintenance programs.

= Denote course also offered On-line.
### PHIL • Philosophy

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>CLASS</th>
<th>LAB</th>
<th>CREDIT</th>
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</thead>
<tbody>
<tr>
<td>PHIL1010</td>
<td>Introduction to Philosophy</td>
<td>B/L</td>
<td>45 -</td>
<td>4.5</td>
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<tr>
<td>PHIL1060</td>
<td>Applied Ethics</td>
<td>B/L</td>
<td>45 -</td>
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<tr>
<td>PHIL1150</td>
<td>Critical and Creative Thinking</td>
<td>B/L</td>
<td>45 -</td>
<td>4.5</td>
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<tr>
<td>PHIL2110</td>
<td>Introduction to Modern Logic</td>
<td>B/L</td>
<td>45 -</td>
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<tr>
<td>PHIL2130</td>
<td>Bioethics</td>
<td>B/L</td>
<td>45 -</td>
<td>4.5</td>
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<tr>
<td>PHIL2610</td>
<td>Comparative Religions</td>
<td>B/L</td>
<td>45 -</td>
<td>4.5</td>
<td></td>
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</table>

**PHIL1010** Introduction to Philosophy  
Prerequisite: Reading/writing skills at ENGL1010 level or instructor’s permission. Introduction to the components of philosophy through readings from the history of philosophy (ancient, modern, and contemporary) combined with the examination of topics such as metaphysics, logic, ethics, epistemology, aesthetics, philosophy of religion, freedom, and self-identity. Exposure to a range of ideas and readings representing a variety of cultural and ethnic backgrounds.

**PHIL1060** Applied Ethics  
Introduction to different approaches to moral decision-making and how to tell the difference between good and bad reasoning in applied ethics. Includes some of most recent philosophical writings on a variety of issues.

**PHIL1150** Critical and Creative Thinking  
Prerequisite: Reading/writing skills at ENGL1010 level or instructor’s permission. Designed to increase critical (convergent thinking) and creative (divergent thinking) thinking skills. Explores the use of logic and perception to analyze ideas, construct and evaluate arguments, and draw logical conclusions. Raise level of problem identification, idea-generation, solution finding and implementation. Exposure to a range of ideas and readings representing a variety of cultural and ethnic backgrounds.

**PHIL2110** Introduction to Modern Logic  
Introduction to deductive logic, emphasizing symbolic logic. Arguments, language and meaning, informal fallacies, traditional logic, sentence logic and predicate logic. May be used as math credit.

**PHIL2130** Bioethics  
Prerequisite: ENGL1010 or equivalent. Philosophical study of moral problems in the health care industry. Exploration of issues that include the allocation of scarce medical resources, patients’ rights, biomedical research and transplants, abortion, maternal-fetal conflict, death and dying, socialized medicine, and the right to health care.

### PHYS • Physical Science

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>CLASS</th>
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<tbody>
<tr>
<td>PHYS1017</td>
<td>Technical Physics</td>
<td>M</td>
<td>40 -</td>
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<tr>
<td>PHYS1030</td>
<td>Astronomy</td>
<td>M</td>
<td>45 -</td>
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<tr>
<td>PHYS1100</td>
<td>Survey of Physical Science</td>
<td>B</td>
<td>45 -</td>
<td>30 -</td>
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</table>

**PHYS1017** Technical Physics  
Prerequisite: MATH1000. Study of physics applied to electrical and electromechanical trades. Measurement, mechanics, and heat. Metric system, conversion of units, use of precision instruments, equilibrium, friction, energy, power, simple machines, thermal expansion and heat transfer.

**PHYS1030** Astronomy  
Prerequisite: MATH0905 or one year of high school algebra, or permission of the instructor. The study of the nature and motions of the night sky, planets, the sun, the stars, and their lives, galaxies, and the structure of the universe. This is an elementary course designed for non-science majors with an approach that uses minimal mathematics. Laboratory allows students to study selected topics in more detail.

**PHYS1100** 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.

= Denote course also offered On-line.
PHYS1150 Descriptive Physics
B/L/M 45 30 6
Prerequisite(s) and/or co-requisite(s): MATH1050 or equivalent. Conceptual view of physics for the non-science major. Concepts included will be from the areas of mechanics, heat, sound, light, optics, electricity, magnetism, radioactivity, and nuclear energy. Recommended for student who wants to know the concepts behind modern technology.

PHYS1410 General Physics I
B/L 60 30 7.5
Prerequisite: High school trigonometry with "B-" or better, or MATH1200 or equivalent. Study of mechanics, heat phenomena, wave motion and sound.

PHYS1420 General Physics II
B/L 60 30 7.5
Prerequisite: PHYS1410 or equivalent. Study of optics, electricity, magnetism and modern physics.

PHYS2010 College Physics I
B 60 30 5
Prerequisites: High school physics or by permission, and concurrent with MATH1100. Study of mechanics, fluids, heat, wave motion and sound.

PHYS2020 College Physics II
B 60 30 5
Prerequisites: MATH1700 preceding or concurrent, PHYS1310 or equivalent. Study of optics, electricity, magnetism and modern physics.
**Course Descriptions**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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</thead>
<tbody>
<tr>
<td>RADT • Radiologic Technology</td>
<td></td>
</tr>
<tr>
<td>RADT1100 Radiologic Technology</td>
<td>L 20 - 2</td>
</tr>
<tr>
<td>Introduction to the Radiologic Technology program. Orientation to the hospital and clinical settings. Assisting patients and patient transfers, proper handling of cassettes, darkroom procedures, and clinical setting office procedures.</td>
<td></td>
</tr>
<tr>
<td>RADT1111 Radiographic Production</td>
<td>L 45 10 4.5</td>
</tr>
<tr>
<td>Prerequisites: High school algebra and geometry. Essentials of radiographic exposure formulation. Elements contributing to radiographic quality in the areas of density, contrast, recorded detail and distortion.</td>
<td></td>
</tr>
<tr>
<td>RADT1112 Radiographic Procedures I</td>
<td>L 55 10 4.5</td>
</tr>
<tr>
<td>Active participation in radiology departments, radiographic and fluoroscopic rooms with elementary safety practices. Anatomy and positioning of the chest and abdomen. Application of procedural terminology and clinical data. Application of infection control, ethics and pharmacology in the radiography practice.</td>
<td></td>
</tr>
<tr>
<td>RADT1119 Clinical Education I</td>
<td>L - 150 5</td>
</tr>
<tr>
<td>Adaptation to the hospital environment and, with supervision, correlating classroom theory with performance of basic radiographic procedures. Competency evaluations of routine chest and KUB exams.</td>
<td></td>
</tr>
<tr>
<td>RADT1122 Radiographic Procedures II</td>
<td>L 45 15 5</td>
</tr>
<tr>
<td>Prerequisites: College anatomy and physiology. Radiographic anatomy and positioning of the abdominal contents with contrast media, upper extremity, and shoulder girdle. Image evaluation/critique of these procedures.</td>
<td></td>
</tr>
<tr>
<td>RADT1124 Radiologic Science</td>
<td>L - 45 4.5</td>
</tr>
<tr>
<td>Prerequisite: College physics. Continuation of the study of fundamental physical principles from mechanics to electromagnetism. Application of these principles to the construction and operation of fundamental x-ray equipment. Analysis of basic x-ray circuit, construction and operation of tomographic, mobile and fluoro equipment; comparison of image detectors and timers.</td>
<td></td>
</tr>
<tr>
<td>RADT1129 Clinical Education II</td>
<td>L - 225 7.5</td>
</tr>
<tr>
<td>Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of more difficult chest and abdomen exams.</td>
<td></td>
</tr>
<tr>
<td>RADT1133 Radiographic Procedures III</td>
<td>L 45 15 5</td>
</tr>
<tr>
<td>Prerequisite: RADT1123. Anatomy and positioning of lower extremity, pelvic girdle and the vertebral column. Image evaluation/critique of these procedures.</td>
<td></td>
</tr>
<tr>
<td>RADT1134 Radiation Biology</td>
<td>L 30 - 3</td>
</tr>
<tr>
<td>RADT1139 Clinical Education III</td>
<td>L - 225 7.5</td>
</tr>
<tr>
<td>RADT1143 Radiographic Procedures IV</td>
<td>L 45 16 5</td>
</tr>
<tr>
<td>Prerequisite: RADT1133. Anatomy and positioning of the bony thorax, cranium, facial bones, sinuses and other skull exams. Image evaluation/critique of these procedures.</td>
<td></td>
</tr>
<tr>
<td>RADT1147 Specialized Imaging</td>
<td>L - 45 4.5</td>
</tr>
<tr>
<td>Prerequisites: Computer course and see program advisor. Two part course.</td>
<td></td>
</tr>
<tr>
<td>Part I: Construction of equipment necessary to perform specialized vascular procedures. Rapid filer, pressure injectors and programmers, appropriate positioning, technique and evaluation of radiographs for diagnostic value.</td>
<td></td>
</tr>
<tr>
<td>Part II: Survey specialty areas including sonography, MRI, nuclear medicine and radiation therapy. Use of computers in radiography with applications in computed tomography and digital radiography, and applicable cross sectional anatomy.</td>
<td></td>
</tr>
<tr>
<td>RADT1149 Clinical Education IV</td>
<td>L - 225 7.5</td>
</tr>
<tr>
<td>Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of skull and facial exams.</td>
<td></td>
</tr>
<tr>
<td>RADT2253 Radiographic Procedures V</td>
<td>L 45 - 4.5</td>
</tr>
<tr>
<td>Advanced imaging procedures of the pediatric patient, traumatized patient, neurologic procedures such as myelography, arthrography, and a variety of miscellaneous procedures including mammography. Advanced discussion of film evaluation and application of critical thinking.</td>
<td></td>
</tr>
<tr>
<td>RADT2259 Clinical Education V</td>
<td>L - 225 7.5</td>
</tr>
<tr>
<td>Clinical practice with less assistance to foster increased proficiency and responsible decision-making in a variety of situations. Competency evaluations of the girdles, bony thorax and spine.</td>
<td></td>
</tr>
<tr>
<td>RADT2265 Pathophysiology</td>
<td>L 55 - 5.5</td>
</tr>
<tr>
<td>Review of human physiology. Pathologies and congenital abnormalities of all systems. Advanced discussion of film evaluation and application of critical thinking.</td>
<td></td>
</tr>
<tr>
<td>RADT2269 Clinical Education VI</td>
<td>L - 225 7.5</td>
</tr>
<tr>
<td>Clinical practice with less assistance to foster increased proficiency and responsible decision-making in a variety of situations. Competency evaluations of cranial exams.</td>
<td></td>
</tr>
<tr>
<td>RADT2276 Imaging Systems &amp; Equipment</td>
<td>L 55 - 5.5</td>
</tr>
<tr>
<td>Exploration of advanced concepts of radiographic production, radiographic processing, conservative use of equipment and quality assurance techniques. Advanced discussion of film evaluation and application of critical thinking.</td>
<td></td>
</tr>
<tr>
<td>RADT2279 Clinical Education VII</td>
<td>L - 225 7.5</td>
</tr>
<tr>
<td>Clinical practice with less assistance to foster increased efficient and responsible decision-making in a variety of situations. Competency evaluations of miscellaneous procedures such as surgery, trauma, etc.</td>
<td></td>
</tr>
<tr>
<td>RADT2288 Senior Seminar</td>
<td>L - 45 4.5</td>
</tr>
<tr>
<td>Review and testing of all areas of the program. Resume preparation and a test anxiety presentation will also be included in preparation for taking the ARRT exam.</td>
<td></td>
</tr>
<tr>
<td>RADT2289 Clinical Education VIII</td>
<td>L - 225 7.5</td>
</tr>
<tr>
<td>Clinical practice with less assistance to foster increased efficiency and responsible decision-making in a variety of situations. Competency evaluations of miscellaneous procedures will be continued. Arthrograms, myelograms, etc.</td>
<td></td>
</tr>
<tr>
<td>RESP • Respiratory Care</td>
<td></td>
</tr>
<tr>
<td>RESP1111 Respiratory Physiology</td>
<td>L 45 - 4.5</td>
</tr>
<tr>
<td>Prerequisites: Admission to Respiratory Care program; Human Anatomy and Physiology. In-depth study of respiratory system, including anatomical structures, ventilation mechanics, oxygen transport, and acid-base balance with emphasis on clinical application.</td>
<td></td>
</tr>
<tr>
<td>RESP1112 Respiratory Care Procedures I</td>
<td>L 45 - 4.5</td>
</tr>
<tr>
<td>Prerequisites: Admission to Respiratory Care Program and current BLS card. Study of technical aspects of medical gas and aerosol administration, including required equipment and patient application.</td>
<td></td>
</tr>
<tr>
<td>RESP1113 Respiratory Pharmacology</td>
<td>L 30 - 3</td>
</tr>
<tr>
<td>Prerequisite: Human Anatomy and Physiology. Study of drugs affecting the cardiorespiratory and autonomic nervous systems. Includes drug dosage calculation, administration, and clinical side effects.</td>
<td></td>
</tr>
<tr>
<td>RESP1114 Patient Care Principles</td>
<td>L 30 - 3</td>
</tr>
<tr>
<td>Development of skills in asepsis, isolation techniques, and controlling the spread of diseases. Development of assessment skills in regards to patient history, physical exam, and laboratory studies with emphasis on proper charting of assessments.</td>
<td></td>
</tr>
</tbody>
</table>

= Denote course also offered On-line.
Prerequisites: RESP1111 through RESP1117.

RESP1117 Respiratory Care Lab I

Prerequisite: Basic Life Support certification. Selected aspects of respiratory physiology measurements, adjuncts for basic life support, gas and aerosol administration, body mechanics, basic infection control practices, and cardiopulmonary assessment techniques.

RESP1121 Cardiopulmonary Pathology Lab

Prerequisites: RESP1111 through RESP1117. Study of the etiology, pathology, diagnosis, complications, prevention, and treatment of respiratory and related diseases.

RESP1122 Respiratory Care Procedures II

Prerequisites: RESP1111 through RESP1117. Fundamentals of hyperinflation therapy, breathing exercises, pulmonary drainage, and airway management.

RESP1124 Biomedical Ethics

Prerequisite: Permission of the instructor. Study of the moral responsibilities of health care providers, current ethical dilemmas and specific ethical decision-making techniques as they apply to given situations.

RESP1127 Respiratory Care Lab II

Prerequisites: RESP1111 through RESP1117. Practical application of breathing exercises, pulmonary drainage, hyperinflation maneuvers, and adjuncts for airway care.

RESP1129 Clinical Education II

Prerequisites: RESP1111 through RESP1117. Co-requisite: RESP1112. An orientation to the clinical sites, infection control and record-keeping, observation of therapy, and under direct supervision, the student may complete some respiratory care procedures.

RESP1131 Cardiopulmonary Diagnostics Lab

Prerequisites: RESP1121 through RESP1129. Study of arterial blood gas analysis, basic pulmonary function testing, and electrocardiogram monitoring and recording.

RESP1132 Mechanical Ventilation & Lab

Prerequisites: RESP1121 through RESP1129 or instructor permission. Study of adult mechanical ventilators, ventilation techniques with critical care monitoring and management. Lab complements the material presented in lecture. Utilizing the knowledge in a laboratory setting by practicing the set-up, application, monitoring of various adult ventilators used in the hospital setting. Lab is concurrent with lecture.

RESP1137 Cardiopulmonary Diagnostics Lab II

Prerequisites: RESP1121 through RESP1129. Performing and calculating pulmonary function studies, and recording electrocardiograms.

RESP1139 Clinical Education III

Prerequisites: RESP1121 through RESP1129. Practice in basic respiratory care procedures, including gas and aerosol administration, resuscitation, airway management, incentive breathing, IPPB, IPV, and postural drainage. Includes clinical conferences.

RESP1141 Cardiopulmonary Pathology II

Prerequisites: RESP1131 through RESP1139. Study of critical care settings with emphasis on using critical thinking skills in patient assessment and monitoring, and recommending alternative therapies.

RESP1143 Neonatal & Pediatric Respiratory Care

Prerequisites: RESP1131 through RESP1139. Study of neonatal and pediatric pulmonary physiology, pathology, clinical situation management, infant and pediatric mechanical ventilation. Includes simulated practice.

RESP1144 Respiratory Rehab & Home Care

Prerequisites: RESP1131 through RESP1139. Overview of pulmonary rehabilitation, subacute care, and home care principles and practices.

RESP1149 Clinical Education IV

Prerequisites: RESP1131 through RESP1139. Practice in adult critical care, basic pulmonary function testing, arterial blood gases, EKGs, mechanical ventilation, and emergency airway management. Includes student case study presentation.

RESP2251 Cardiovascular Physiology

Prerequisites: RESP1141 through RESP1149 or permission of instructor. Study of the cardiovascular system with emphasis on hemodynamic monitoring of the critically ill and pharmacologic control of cardiac output.

RESP2257 Cardiopulmonary Procedures Lab

Prerequisites: RESP1141 through RESP1149. Includes detailed examination of cardiovascular anatomy, non-invasive and invasive hemodynamic monitoring, interpretation and analysis and selected topics in advanced cardiac care.

RESP2258 Respiratory Care Professions

Overview of respiratory care profession, licensure, national and state requirements for board exams, and the process of finding a job. Includes job resume, interview process, legal aspects, conflict resolution skills, empathy communication styles and leadership skills as it relates to the profession of respiratory care.

RESP2259 Clinical Education V

Prerequisites: RESP1141 through RESP1149. Includes rotations in neonatal and adult critical care, subacute and home care, cardiac and pulmonary rehabilitation, physician rounds, invasive and non-invasive lab. Students will also present a case study.

RESP2267 Clinical Simulations Lab

Prerequisites: RESP2251 through RESP2259. Practice in information gathering and decision making in a variety of selected respiratory care scenarios.

RESP2268 Seminar Review

Prerequisites: RESP2251 through RESP2259. Review of course and clinical materials to prepare for National Board exam.

RESP2269 Clinical Education VI

Prerequisites: RESP2251 through RESP2259. A continuation of Clinical Education V.

SIGN • Sign Language

SIGN1010 American Sign Language 1

First in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar including phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about the deaf culture and the deaf community’s place in citizen diversity.

SIGN1030 American Sign Language 2

Prerequisite: SIGN1010 or permission of instructor. Second in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar, including the phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about deaf culture and the deaf community’s place in citizen diversity.
# Course Descriptions

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
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<td>American Sign Language 3</td>
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<td>40 - 3</td>
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<td>American Sign Language 8</td>
<td></td>
<td>40 - 3</td>
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</table>

**SPAN • Spanish**

| SPAN1010 | Elementary Spanish I | B/L 75 | 30 | 7.5 | Prerequisites: Spanish placement test. First of a beginning four level language sequence focusing on the essentials of Spanish. Covers fundamental mechanical and grammatical concepts which are built upon progressively. Emphasizes using Spanish from the onset and developing basic proficiency in the four linguistic skills: listening, speaking, reading and writing. (Laboratory required.) |
| SPAN1020 | Elementary Spanish II | B/L 75 30 45 15 7.5 | | | Prerequisites: SPAN1010 (Spanish I) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010. Second of the four level language sequence focusing on the essentials of Spanish. Further develops basic proficiency in the four linguistic skills and expands upon mechanical and grammatical concepts from SPAN1010. (Laboratory required.) |
| SPAN2010 | Second-year Spanish | B/L 45 - 4.5 | | | Prerequisites: SPAN1020 (Spanish II) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010. Third of the four level language sequence. Includes: intensive and extensive reading of moderately difficult Spanish texts, thorough review of minimum essentials of Spanish grammar; conversational practice supplemented by in-class discussions and work in laboratory. Conducted primarily in Spanish. (Laboratory may be required.) |
| SPAN2020 | Second-year Spanish 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. Last course of the four level language sequence. Provides ample opportunities to develop vocabulary, strengthen the four linguistic skills, and increase awareness and appreciation of contemporary Hispanic literature. Conducted primarily in Spanish. (Laboratory may be required.) |
| SPAN2030 | Intensive Conversation | B/L 45 15 4.5 | | | Prerequisite: SPAN2020, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor. Focuses on the development of oral proficiency so that students may be able to express and discuss their ideas and experiences in clear, direct Spanish. The primary goals are fluency and cultural comprehension - reinforced through reading, writing and listening activities. |
| SPAN2040 | Intensive Writing | B/L 45 15 4.5 | | | Prerequisite: SPAN2020, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor. Focuses on the achievement of oral and written communication proficiency so the students learn to express their own ideas and experiences in a coherent manner. Special emphasis on thematic content, organizational skills and self-editing. |

= Denote course also offered On-line.
**SPCH • Speech**

### SPCH1090 Fundamentals of Human Communication
- **Location**: B/L
- **Class**: 45 - 4.5
- **Lab**: 45 - 4.5

**Prerequisite:** Eligible for ENGL1010. Provides a theoretical basis and practical experience in basic communication skills. Topics include the communication process, language, self-concept, verbal and nonverbal communication, perception, listening, interpersonal and group communication, interviewing, audience analysis and public speaking.

### SPCH1110 Public Speaking
- **Location**: B/L
- **Class**: 45 - 4.5
- **Lab**: 45 - 4.5

**Prerequisite:** Eligible for ENGL1010. Provides both theoretical basis and practical instruction for speaking effectively in public. Emphasis on training in basic speech skills, development of voice, topic selection, audience analysis, speech preparation and organization, researching, strategic and creative language use, effective listening and delivery skills, and common types of public speeches, acknowledging the influence of various cultural and ethnic backgrounds.

### SPCH2050 Oral Performance of Literature
- **Location**: B/L
- **Class**: 45 - 4.5
- **Lab**: 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
- **Location**: L
- **Class**: 45 - 4.5
- **Lab**: 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
- **Location**: B/L
- **Class**: 45 - 4.5

**Prerequisite:** Eligible for ENGL1010. Study of communication skills and theory intended to function successfully with others in the work place. Focus on the basic process of communications, developing interpersonal relationships, interviewing techniques, oral presentations, small group work and organizational networks, acknowledgment of the influence of various diversity issues.

### SURT • Surgical Technology

#### SURT1600 Orientation to Surgical Technology
- **Location**: L
- **Class**: 20 - 2

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
- **Location**: L
- **Class**: 20 - 2.5

**Prerequisites:** SURT1600. 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
- **Location**: L
- **Class**: 50 - 5

Study of supplies and equipment used in the perioperative process of surgery.

#### SURT1604 Concepts of Surgical Procedures
- **Location**: L
- **Class**: 20 - 2

Study of surgical procedures and equipment used in the perioperative process of surgery. Taken concurrent with SURT1603 and SURT1601.

#### SURT1701 Clinical Orientation
- **Location**: L
- **Class**: 20 - 30/45 4.5

Introduction to specific hospital techniques and duties of the surgical team members. Clinical experience in sterile processing and distribution included.

#### SURT1704 Surgical Procedures & Techniques I
- **Location**: L
- **Class**: 60 - 6

The introduction of surgical procedures to include: concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment.

#### SURT1705 Principles of Surgical Technology
- **Location**: L
- **Class**: 40 - 4

Introduction to the intraoperative care of the surgical patient and the patient with special needs, preoperative pharmacology, anesthesia, special patient monitoring, hemostasis, blood loss and replacement.

#### SURT1804 Surgical Procedures & Techniques II
- **Location**: L
- **Class**: 50 - 5

**Prerequisite:** SURT1704. Study of advanced surgical procedures to include: concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment.

#### SURT1810 Clinical Education I
- **Location**: L
- **Class**: 210 - 7

**Prerequisites:** All previous program courses. 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
- **Location**: L
- **Class**: 50 - 5

**Prerequisite:** SURT1804. Continued study of specialized surgical procedures including: concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment.

#### SURT2907 Senior Seminar
- **Location**: L
- **Class**: 20 - 2

**Prerequisites:** All previous program courses. Preparation for employment, professional organization membership, and the study of ethical and legal aspects of the surgical environment.

### SURT2909 Correlated Patient Study
- **Location**: L
- **Class**: 12 15 2.5

**Prerequisites:** All previous program courses. Study of obstetrical concepts and post anesthesia care incorporating patient centered clinical experiences and all aspects of the perioperative care to the surgical patient.

### SURT2920 Individualized Clinical Instruction
- **Location**: L
- **Class**: 30 60 5

**Prerequisites:** All previous program courses. Study of expanded roles and further development in skills relating to advanced surgical specialties.

### THEA • Theatre

#### THEA1120 Introduction to Theatre
- **Location**: B/L
- **Class**: 45 - 4.5

An introduction to the forms and functions of the dramatic arts within an historical perspective. Includes an introduction to basic theatre skills as well as an introduction to a range of dramatic literature.

#### THEA1140 Basic Acting
- **Location**: B
- **Class**: 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, improvisation and scene work. Familiarizes student with the history and development of acting theories using selected examples of its various cultural contexts.

#### THEA1850, 1860, 2850, 2860, 2880 Theatre Production
- **Location**: B
- **Class**: 30-60-90 - 1.5-4.5

**Prerequisite:** By permission of play director. Introduction to theory and principles of theatre production. Concentration on all phases of theatre production. Public performance produced.
## Course Descriptions

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
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<td>VPUB227</td>
<td>3D Design</td>
<td>L 30 45 4.5</td>
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</table>

- **Prerequisites:** VPUB110, VPUB111, & VPUB112. Students will follow the process of seeing designs from their conception through to the offset printing process. This gives the student the technical knowledge needed to design for production specifications. Hands-on experience with camera, film assembly, plate, proof making, and offset duplicators.

- **Prerequisites:** VPUB110, VPUB111, & VPUB112. This course will explore the fundamentals of Packaging 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, document construction, and the tools using Quark XPress.

- **Prerequisites:** VPUB110, VPUB111, & VPUB112. Printing terms and components of type are learned as well as design do's and don'ts. Choosing type faces, legibility, readability, size, style and use of typography software.

- **Prerequisites:** VPUB112, VPUB112. Students learn to recognize problem files using manual techniques and Preflighting software. This course explores the many facets of electronic prepress focusing on preflight software, fonts, text, and graphic requirements. Providing useful applications that will assist them in creating quality and efficient files, including PDF files.

- **Prerequisites:** VPUB121. The second level of PhotoShop will expand on techniques used in PhotoShop I. Web graphics will be covered as well as color correction tools, and interaction with other software, using Photoshop in conjunction with ImageReady.

- **Prerequisites:** VPUB122. Building on the fundamentals introduced in Page layout I, this course will introduce new construction elements with a focus on the essentials required for successful layout. Rules and tips for dealing with images and color. Students will preflight, print composites and color separation documents using Quark XPress and PDF files.

- **Prerequisites:** VPUB112. Creative troubleshooting strategies and problem solving skills as it relates to the printing and publishing field.

- **Prerequisites:** VPUB121 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.

- **Prerequisites:** VPUB131. The third level continues to expand on techniques in the dynamic program. Students will use PhotoShop to create graphics for a portfolio. Having learned the foundation of Photoshop students will have the opportunity to apply their skills to advanced projects that will serve as portfolio pieces.

- **Prerequisites:** VPUB112 or permission of program chair. Introduces the student to using the computer as a creative drawing tool. Basic draw program skills are learned that generate computer effects, styles and illustrations using Maxon’s Cinema 4D XL.

- **Prerequisites:** VPUB112 or permission of program chair. Introduces the student to using the computer as a creative drawing tool. Basic draw program skills are learned that generate computer effects, styles and illustrations using Maxon’s Cinema 4D XL.

- **Prerequisites:** VPUB110, VPUB111, & VPUB112. Students will build upon the foundation learned in Web Design I and expand knowledge in web page layout program. Students will save and incorporate graphics, text, and animation using Macromedia Flash in conjunction with Dreamweaver.

- **Prerequisites:** VPUB121, VPUB122, & VPUB225. The student will develop from previous course work a complete portfolio to include Web and CD formats. Class and industry presentations will prepare the student for the future job market. Students will be expected to develop their portfolio choices and explore individual design philosophy.

- **Prerequisites:** VPUB226. Students will have an opportunity to apply their classroom knowledge in a real world situation while working under the direction of an experienced instructor. The student will implement projects or student will be placed in an internship situation outside the school.

- **Prerequisites:** VPUB226 or advisor permission. Students will have an opportunity to apply their classroom knowledge in a real world situation while working under the direction of an experienced instructor. The student will implement projects or student will be placed in an internship situation outside the school.
WELD 1100 Welding Orientation  
L/M 10 1  
Prerequisite: WELD1100. Study of Shielded Metal Arc Welding theory, safety, applications, procedures, and welding practices. Study and selection of power sources and electrodes.

WELD1110 SAW Theory  
L/M 20 2  
Prerequisite: WELD1100. Study of Shielded Metal Arc Welding process on various joint configurations.

WELD1112 SAW Lab I  
L/M 20 60 4  
Prerequisite: WELD1110. Beginning welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.

WELD1113 SAW Lab II  
L/M 20 60 4  
Prerequisite: WELD1112. Intermediate welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.

WELD1115 Equipment & Tools  
L/M 15 1.5  
Prerequisite: WELD1100. Explanation of safe operation and the proper use of equipment, power tools, and hand tools.

WELD1117 Oxyacetylene Theory  
L/M 20 2  
Prerequisite: WELD1100. Study of the theory, safety, equipment and applications of the Oxyacetylene Welding process.

WELD1119 OA Welding & Cutting  
L/M 10 60 3  
Prerequisite: WELD1117. Laboratory exercises with the Oxyacetylene Welding, Braze Welding, Oxyacetylene Cutting and related processes.

WELD1120 SAW Lab III  
L/M 25 75 5  
Prerequisite: WELD1113. Advanced welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.

WELD1122 GMAW Theory  
L/M 30 3  
Prerequisite: WELD1100. Study of Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Study and use of various filler wires and shielding gases and welding power source setup.

WELD1124 GMAW Lab I  
L/M 10 60 3  
Prerequisite: WELD1122. Beginning welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.

WELD1126 GMAW Lab II  
L/M 10 60 3  
Prerequisite: WELD1124. Advanced welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.

WELD1128 Blueprint Reading & Weld Symbols  
L/M 50 5  
Prerequisite: WELD1100. Introduction to blueprint reading and drawing procedures. Interpretation and drawing of isometric, oblique, and orthographic views, welding symbols, and bill of materials.

WELD1129 Computer Aided Drafting  
L/M 20 15 2.5  
Prerequisite: WELD1128. Fundamentals of computer aided drafting using AutoCAD®. Study of the AutoCAD® menus, settings and drawing setup, draw and edit commands, AutoCAD® coordinate system, symbols, practice drawings and plotting.

WELD1130 Metallurgy I  
L/M 40 4  
Prerequisite: WELD1100. Study of the production of metals, methods of identification, properties of metals, methods of metallurgical examination, mechanical testing and chemistry of welding.

WELD1135 Advanced OA & Plasma Cutting  
L/M 10 30 2  
Prerequisite: WELD1119. Theory of the Plasma Arc Cutting process and advanced laboratory exercises to include the use of automated equipment.

WELD1139 Welding Measurement & Layout  
L/M 30 30 4  
Prerequisite: WELD1100. Explanation of layout procedures used in the welding and fabrication industry.

WELD1140 Metallurgy II  
L/M 30 3  
Prerequisite: WELD1130. Study of the structure of metals, heat treatment and welding, and the control of stresses in welding.

WELD1143 Pipe Welding & Cutting  
L/M 30 30 4  
Prerequisite: WELD1115, WELD1119, WELD1139. Study and practical applications in pipe welding and cutting. Includes pattern making, laying out, cutting, fitting, and welding.

WELD1144 GTAW Theory  
L/M 20 2  
Prerequisite: WELD1100. Study of Gas Tungsten Arc Welding theory, safety, principles, applications, procedures, and welding practices. Study and use of tungsten electrodes, filler wires, shielding gases, and power source selection and set-up.

WELD1148 GTAW (Mild Steel)  
L/M 15 75 4  
Prerequisite: WELD1144. Welding of carbon steel with the Gas Tungsten Arc Welding process in all positions and on various joint configurations.

WELD1149 GTAW (SS & AL)  
L/M 10 60 3  
Prerequisite: WELD1144. Welding of stainless steel and aluminum with the Gas Tungsten Arc Welding process in all positions and on various joint configurations.

WELD1178 Motorcycle Welding  
L 20 60 4  
Theory and practical application of arc and oxyacetylene welding as applied to the motorcycle field.

WELD1252 GMAW (SS & AL)  
L/M 20 60 4  
Prerequisite: WELD1122. Theory and practical exercises using the Gas Metal Arc Welding process in the welding of stainless steel and aluminum.

WELD1273 Special Welding Applications  
L/M 10 60 3  
Course requirements and objectives arranged with program chair.

WELD2250 FCAW  
L/M 15 75 4  
Prerequisite: WELD1122. Study of the Flux Cored Arc Welding process theory and laboratory exercises using the process in all positions and on various joint configurations.

WELD2254 Welding Codes & Standards  
L/M 25 2.5  
Prerequisites: WELD1110, WELD1117, WELD1122, WELD1128, WELD1144. Study of welding codes and standards required for the qualification and certification of welding personnel.

WELD2256 Welder Pre-Qualification  
L/M 25 105 6  
Prerequisite: WELD2254. Practice of techniques and procedures within established codes and standards in preparation for taking a qualification test.

WELD2258 Welder Qualification/Certification  
L/M 20 60 4  
Prerequisite: WELD2256. Student qualification/certification tests in structural and/or pipe welding in compliance with the code and/or standards of American Welding Society, American Society of Mechanical Engineers or recognized codes and standards of industry.

WELD2266 Fabrication & Repair  
L/M 10 90 4  
Prerequisite: WELD1113, WELD1126, WELD1128, WELD1135, WELD1139, WELD1140, WELD1148, WELD1149. Design and fabrication of various projects to include the basic design and use of jigs and fixtures. Repair and maintenance of projects employing the major welding processes.

WELD2264 Quality Control & NDT  
L/M 60 6  
Prerequisite: WELD1100. Theory of nondestructive testing methods, welding discontinuities, weld inspection and quality assurance.

WELD2259 Post-Cooperative Education  
L/M 10 400 10  

WELD2251 Cooperative Education  
L/M 10 400 10  
Prerequisite: 5th Quarter Standing. Corequisite: WELD2250. On-the-job experience within an industrial welding/metallurgy related company. Practice of skills and knowledge acquired through previous quarters.
Major changes considered utilizing accurate and complete production and family decisions. Importance of maintaining and analyzing accurate records to reflect various opportunities for improvement.

AACS1112 Gold Medal Management
Prerequisite: AACS1100 and AACS1101. Designed to instruct borrowers in financial and production management. Specific topics include: identify and write family and business goals; prepare the complete a balance sheet and an income statement; develop a family and business cash flow budget; construct specific enterprise records that permit enterprise analysis; and identify and define the level of risks related to production, marketing, technology and the financial areas of the family business. Specific units of instruction incorporated relative to the management of livestock and crop production. Class is specifically designed for individuals who have borrowed from the Farm Service Agency.

EMTL1220 EMT-Basic
Prerequisite: Minimum 18 years of age, high school diploma or GED. This course is unique to Nebraska. It is designed to instruct ambulance personnel who have completed the EMT Basic Course. Students will be trained in the advanced skills of assessment and treatment based upon the 1999 U.S. Department of Transportation curriculum and scope of practice for an Advanced Emergency Medical Technician Intermediate.

EMTL1242 First Responder Transition to EMT Basic
Prerequisite: First Responder Certification, current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card. This curriculum covers the material that is necessary for a student to progress from the level of Nebraska First Responder to Emergency Medical Technician Basic. This course is unique to Nebraska. It is adapted from the DOT EMT-B course and therefore uses DOT objectives.
<table>
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
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**RADT • Online for Healthcare Providers**

Teaching in the Patient Care Setting: How to be a Successful Preceptor

A series of four courses designed for healthcare workers who are preceptors, instructors, and those who work with students or new employees, to prepare to teach in the clinical setting.

- **RADT1300 Introduction to Healthcare Education** 10 - 1
  - This course is designed to help health care professions develop strategies for improved teaching and learning when students are assigned to the healthcare environment. It introduces the student to online learning. The student also learns about creating positive learning environments and how learning styles affect the learning process.

- **RADT1301 Application to Healthcare Education** 10 - 1
  - Prerequisite: RADT1300. Assists student in understanding the principles of clinical instruction. Students gain experience in evaluation and feedback techniques.

- **RADT1302 Preceptor Practicum** 10 - 1
  - Prerequisite: RADT1301. Applies all of the theory learned in courses 1 and 2 to the clinical learning environment, providing a forum for the student to reflect upon methods and challenges and implement changes for areas of improvement.

- **RADT1303 Changes in Healthcare Education** 10 - 1
  - Prerequisite: RADT1302. Discusses technology, issues, and challenges facing healthcare education today and in the future. Discussion also focuses on how to deal with change, both in the clinical learning environment and in helping students deal with change.

= Denote course also offered On-line.
Southeast Community College’s faculty and staff concentrate on excellence in teaching, and dedicate themselves to helping students prepare for successful careers. The College is governed by an eleven-member Board of Governors, ten of whom are elected by district to staggered four-year terms. One member is elected at large from the entire 15-county district for a four-year term.

Advisory committees are chosen from the business and industrial areas to advise SCC in the planning, implementing and maintaining of our educational programs.

- Board of Governors
- SCC Faculty and Staff
- Advisory Committees
- Index
## Administrative / Professional

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<tr>
<th>Name</th>
<th>Title/Position</th>
<th>Education</th>
<th>Experience</th>
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<tbody>
<tr>
<td>Robert J. Aguilar</td>
<td>Superintendent, Physical Plant</td>
<td>Diploma, Northeast High School, Lincoln, NE 1960; Master Plumber 1972</td>
<td></td>
</tr>
<tr>
<td>Amy M. Armstrong</td>
<td>Financial Aid Associate Director BS</td>
<td>Creighton University, Omaha, NE 1996</td>
<td></td>
</tr>
<tr>
<td>Bill E. Backes</td>
<td>Student Activities Coordinator BS</td>
<td>Kearney State College, Kearney, NE 1966</td>
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</tr>
<tr>
<td>Lori Balke</td>
<td>Admissions Representative BS</td>
<td>University of Nebraska, Lincoln, NE 1985</td>
<td></td>
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<tr>
<td>Donna Bargen</td>
<td>Director, Financial Aid - Student Services BA</td>
<td>Doane College, Crete, NE 1994</td>
<td></td>
</tr>
<tr>
<td>Catherine A. Barringer</td>
<td>Learning Resource Center Dean BA</td>
<td>Mount Marty, Yankton, SD 1971; MA, University of South Dakota, Vermillion, SD 1975</td>
<td></td>
</tr>
<tr>
<td>Mary Bartels</td>
<td>Academic Advisor BA</td>
<td>University of Nebraska, Lincoln, NE 1971</td>
<td></td>
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<tr>
<td>Kaye Bartels-Eiland</td>
<td>Admissions Representative BA</td>
<td>Doane College, Lincoln, NE 1998</td>
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<tr>
<td>Kenton Baughman</td>
<td>Trainer John Deere Program Manager Automotive Certification, Flint Hills Area Vo-Tech, Emporia, KS 1977</td>
<td></td>
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<tr>
<td>William Neufeld</td>
<td>Colby Community College, Colby, KS 1978</td>
<td></td>
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</tr>
<tr>
<td>MS, Pittsburg State University, Pittsburg, KS 1979</td>
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<tr>
<td>Donald L. Bymes</td>
<td>Vice President for Human Resources and Staff Development BS</td>
<td>University of Nebraska, Lincoln, NE 1964</td>
<td></td>
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<tr>
<td>Ken Short</td>
<td>Dean, Continuing Education BS</td>
<td>Eastern Illinois University, Charleston, IL 1981</td>
<td></td>
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<tr>
<td>Mona A. Callies</td>
<td>Continuing Education BS</td>
<td>University of Nebraska, Lincoln, NE 1986</td>
<td></td>
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<tr>
<td>Thomas Cardwell</td>
<td>Dean, Student Services/Student Support Programs &amp; Services BA</td>
<td>University of Nebraska, Lincoln, NE 1975</td>
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<tr>
<td>Don Carlson</td>
<td>Business Occupations/Mass Media Communication Occupations BS</td>
<td>University of Nebraska, Omaha, NE 1985</td>
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<tr>
<td>Clinton E. Chapman</td>
<td>Publications Director – Public Information AAS</td>
<td>Southeast Community College, Milford, NE 1988</td>
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<tr>
<td>Janet Claassen</td>
<td>Tech Prep Coordinator BA</td>
<td>Nebraska Wesleyan University, Lincoln, NE 1970</td>
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<tr>
<td>Gary Cooper</td>
<td>Superintendent, Physical Plant, Diploma, Milford High School, Milford, NE 1964</td>
<td></td>
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</tr>
<tr>
<td>U.S. Naval Schools Construction; Air Force CDC &amp; ECI University of Nebraska, Lincoln, NE, Nebraska Dept. of Health</td>
<td></td>
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<tr>
<td>Susan Dauber</td>
<td>Distance Learning Curriculum Designer/Technical Coordinator AA</td>
<td>Southeast Community College, Lincoln, NE 1975</td>
<td></td>
</tr>
<tr>
<td>Babette Dickinson</td>
<td>Assistant Director, ABE</td>
<td>University of Nebraska, Lincoln, NE 1971</td>
<td></td>
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<tr>
<td>Joel R. Dickinson</td>
<td>Admissions Representative BS</td>
<td>University of Nebraska, Lincoln, NE 1971</td>
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<tr>
<td>Tom Druis, Dean</td>
<td>Agricultural/Laboratory Science/Family &amp; Consumer Science Occupations BS</td>
<td>Kansas State University, Manhattan, KS 1975</td>
<td></td>
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<tr>
<td>Susan Dunn Stewart</td>
<td>ADA/Affirmative Action/Equity Specialist BS</td>
<td>University of Nebraska, Lincoln, NE College of Law 1992</td>
<td></td>
</tr>
<tr>
<td>Pat Enevoldsen</td>
<td>Child Development Center Director BS</td>
<td>University of Nebraska, Lincoln, NE 1970</td>
<td></td>
</tr>
<tr>
<td>Bruce Exstrom</td>
<td>Director, Assessment and Student Learning AA</td>
<td>Northeast Community College, Norfolk, NE 1981</td>
<td></td>
</tr>
<tr>
<td>Earl R. Foster</td>
<td>Dean, Electronic/Computer Occupations Diploma, Nebraska Vocational Technical School, Milford, NE 1964</td>
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<tr>
<td>Marcia Grace</td>
<td>Career Counselor/Assessment BS</td>
<td>Peru State College, Peru, NE 1993</td>
<td></td>
</tr>
<tr>
<td>Donna L. Havener</td>
<td>Associate Registrar AAS</td>
<td>Southeast Community College, Lincoln, NE 2001</td>
<td></td>
</tr>
<tr>
<td>Dennis A. Headrick</td>
<td>Vice President for Instruction/Campus Director AA</td>
<td>Southeast Community College 1974</td>
<td></td>
</tr>
<tr>
<td>Jack J. Hucks</td>
<td>President BA</td>
<td>Nebraska Wesleyan University, Lincoln, NE 1969</td>
<td></td>
</tr>
<tr>
<td>Sheila Kepler</td>
<td>Staff Development Coordinator BAEd</td>
<td>University of Nebraska, Lincoln, NE 1969</td>
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<tr>
<td>Robert F. Kluge</td>
<td>Career Counselor/Assessment BA</td>
<td>Wayne State College, Wayne, NE 1963</td>
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<tr>
<td>Larry A. Kness</td>
<td>Dean, Construction Occupations Diploma, Nebraska Vocational Technical School, Milford, NE 1963</td>
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<tr>
<td>Jerry Alan Magorian</td>
<td>Director, Continuing Education/Trades &amp; Industry/Customized Training Services BS</td>
<td>University of Nebraska, Lincoln, NE 1975</td>
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<tr>
<td>Barry R. Masin</td>
<td>Assistant Campus Director BS</td>
<td>University of Nebraska, Lincoln, NE 1973</td>
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<tr>
<td>Rachel J. Mason</td>
<td>Student Activities Coordinator BS</td>
<td>Kearney State College, Kearney, NE 1981</td>
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<tr>
<td>Aditha McLaughlin</td>
<td>Testing Center Specialist BA</td>
<td>Northwest Missouri State University, Maryville, MO 1972</td>
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<tr>
<td>Name</td>
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<td>Douglas Meyer, Admissions Representative</td>
<td>BS, University of Nebraska, Lincoln, NE 1990</td>
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<tr>
<td>John W. Meyer, Information Services Manager</td>
<td>AAS, Southeast Community College, Milford, NE 1968</td>
<td>BS, Colorado State University, Fort Collins, CO 1975</td>
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<tr>
<td>Larry E. Meyer, Dean, Student Services/Enrollment &amp; Registration</td>
<td>AAS, Norfolk Junior College, Norfolk, NE 1960</td>
<td>BA, Wayne State College, Wayne, NE 1962</td>
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<td>Tamara L. Meyers, Associate Director, Health Occupations</td>
<td>EMS, EMS Instructor Certificate, Nebraska Methodist College, Omaha, NE 1999</td>
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<tr>
<td>Michele Richards, Academic Advisor</td>
<td>AAS, Lincoln School of Commerce, Lincoln, NE 1992</td>
<td>BA, Doane College, Lincoln, NE 1998</td>
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<tr>
<td>Jill A. Rice, Education Specialist, Upward Bound Grant Project</td>
<td>BS, Doane College, Crete, NE 1999</td>
<td>MA, Doane College, Lincoln, NE 2002</td>
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<tr>
<td>Michael R. Rice</td>
<td>BS, University of Nebraska, Lincoln, NE 1993</td>
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<tr>
<td>Mary Lou Rettig</td>
<td>MA, Doane College, Lincoln, NE 2002</td>
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<tr>
<td>Robert D. Morgan, Assistant Campus Director/Director of Distance Learning</td>
<td>BS, University of Nebraska, Lincoln, NE 1980</td>
<td>MA, University of Nebraska, Lincoln, NE 1995</td>
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<tr>
<td>Janet C. Nason, Director, Accounting and Finance</td>
<td>BS, University of Nebraska, Lincoln, NE 1988</td>
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<tr>
<td>Ermesou &quot;Lyle&quot; Neal, Vice President for Technology/Campus Director</td>
<td>BBA, Evangel College, Springfield, MO 1971</td>
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<td>Susan Noler, Dean, Health Occupations</td>
<td>BSN, Creighton University, Omaha, NE 1968</td>
<td>MSN, University of Washington, Seattle, WA 1974</td>
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<td>BA, Truman State University, Kansas, MO 1997</td>
<td>MS, Western Illinois University, Macomb, IL 2000</td>
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<td>Gregory B. Peters, Career Counselor/Assessment</td>
<td>BS, University of Nebraska, Lincoln, NE 1972</td>
<td>MS, University of Nebraska, Lincoln, NE 1974</td>
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<td>Frederick J. Petch, Director, John Deere Pro Tech Training</td>
<td>AAS, Southeast Community College, Milford, NE 1971</td>
<td>BS, University of South Dakota, Vermillion, SD 1975</td>
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<tr>
<td>Russell B. Plessel, Data Base Administrator</td>
<td>AAS, Southeast Community College, Lincoln, NE 1983</td>
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<tr>
<td>Jill A. Rice</td>
<td>BS, Doane College, Crete, NE 1990</td>
<td>MA, Doane College, Lincoln, NE 2002</td>
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<td>Michele Richards, Academic Advisor</td>
<td>AAS, Lincoln School of Commerce, Lincoln, NE 1992</td>
<td>BA, Doane College, Lincoln, NE 1998</td>
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<td>Diane Rink, Associate Registrar</td>
<td>AAS, Southeast Community College, Lincoln, NE 1990</td>
<td>BS, Doane College, Lincoln, NE 1992</td>
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<td>Richard A. Ross, Dean, Academic Education</td>
<td>BS, University of Nebraska, Lincoln, NE 1972</td>
<td>MS, University of Oklahoma, Offutt AFB, NE 1994</td>
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<tr>
<td>Brian Rundquist, Bookstore Manager</td>
<td>BA, University of Nebraska, Lincoln, NE 1992</td>
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<tr>
<td>Karen S. Sachleben, Career Counselor/Assessment</td>
<td>BS, University of Nebraska, Lincoln, NE 1976</td>
<td>MA, University of Nebraska, Lincoln, NE 1998</td>
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<tr>
<td>April Schaefer, Director, TRIO Grant Project</td>
<td>BA, University of Nebraska, Lincoln, NE 1997</td>
<td>MSW, University of Nebraska, Omaha, NE 2000</td>
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<tr>
<td>Pam Sedlacek, Bookstore Manager</td>
<td>AA, Southeast Community College, Lincoln, NE 1983</td>
<td>BA, Chadron State College, Chadron, NE 1991</td>
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<tr>
<td>Jerry Shal, Trainer, John Deere Program Technician</td>
<td>AAS, Southeast Community College, Milford, NE 1985</td>
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<tr>
<td>Judy Shoeben, Resource Development Specialist</td>
<td>BS, University of Nebraska, Lincoln, 1966</td>
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<td>Reginal Simonsen, Trainer, John Deere Program Technician</td>
<td>AAS, Southeast Community College, Milford, NE 1984</td>
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<td>Ronald D. Snyder, Director, Continuing Education/Customized Training Services</td>
<td>Diploma, Cleveland Institute of Electronics 1971</td>
<td>BA, University of Nebraska, Lincoln, NE 1967</td>
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<td>David A. Sorenson, Dean, Student Services/Financial Aid</td>
<td>AAS, Ames Community College, Ames, IA 1977</td>
<td>BEd, Colorado State University, Fort Collins, CO 1984</td>
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<tr>
<td>Jose J. Soto, Vice President for Affirmative Action/Equity/Diversity</td>
<td>BA, Inter-American University of Puerto Rico 1975</td>
<td>MEd, Colorado State University, Fort Collins, CO 1986</td>
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<tr>
<td>Monte E. Speich, Dean, Manufacturing Operations</td>
<td>AAS, Southeast Community College, Milford, NE 1965</td>
<td>BA, University of Nebraska, Lincoln, NE 1972</td>
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<tr>
<td>Lisa St. Louis, Director, Purchasing Administrative Services</td>
<td>BS, University of Nebraska, Lincoln, NE 1982</td>
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<tr>
<td>Philip Steffen, Food Service Assistant Manager</td>
<td>AAS, Southeast Community College, Lincoln, NE 2000</td>
<td>BS, University of Nebraska, Lincoln, NE 1968</td>
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<td>Theodore G. Suier, Vice President for Administrative Services</td>
<td>BS, University of Nebraska, Lincoln, NE 1972</td>
<td>MBA, University of Nebraska, Lincoln, NE 1972</td>
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<tr>
<td>Rhonda C. Tal, Director, Continuing Education/Manufacturing &amp; Transportation Diploma, Southeast Community College, Lincoln, NE 1981</td>
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<tr>
<td>Lisa J. Thomas, Associate Registrar</td>
<td>AA, Fairbury Jr. College, Fairbury, NE 1972</td>
<td>BS, Peru State College, Peru, NE 1993</td>
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<tr>
<td>Margaret Terry, Financial Aid Associate Director</td>
<td>BS, University of Nebraska, Lincoln, NE 1993</td>
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<tr>
<td>Lori Vanuza, Coordinator of Assessment/Data Management</td>
<td>BA, Briar Cliff College, Sioux City, IA 1985</td>
<td>MA, University of Wisconsin, Menomonie, WI 1993</td>
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<tr>
<td>Jeanette L. Volke, Vice President for Student Services/Campus Director</td>
<td>BS, University of Nebraska, Lincoln, NE 1993</td>
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<tr>
<td>Elizabeth &quot;Lisa&quot; Vosta, Supervisor, Print Shop Diploma, Southeast Community College, Lincoln, NE 1970</td>
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<tr>
<td>Fred Wagner, Assistant Director, Customized Training Services AAA, Nebraska Vocational Technical School, Milford, NE 1969</td>
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<tr>
<td>Charles E. Whitehead, Superintendent, Physical Plant Holmesville High School Diploma 1963</td>
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<tr>
<td>Lynn Willey, Placement Specialist</td>
<td>AAS, National College of Business, Rapid City, SD 1972</td>
<td>BS, Doane College, Lincoln, NE 1991</td>
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<tr>
<td>Jennifer J. Warren, Bookstore Manager</td>
<td>BS, Nebraska Wesleyan University, Lincoln, NE 1995</td>
<td>BS, University of Nebraska Medical Center College of Nursing, Omaha, NE</td>
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<tr>
<td>Amy Weides, Placement Specialist</td>
<td>BS, University of Nebraska, Lincoln, NE 1999</td>
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<td>Brian Rundquist, Bookstore Manager</td>
<td>BA, University of Nebraska, Lincoln, NE 1992</td>
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<td>James Rutter, Administration/Personnel</td>
<td>BS, University of Nebraska, Lincoln, NE 1992</td>
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<tr>
<td>Anna Zabel, Business Coordinator</td>
<td>AA, Worthington Community College, Worthington, MN 1979</td>
<td>BS, Peru State College, Peru, NE 1983</td>
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</tr>
</tbody>
</table>
Pamela Crocker, Instructor, Associate Degree Nursing
BSN, University of Iowa College of Nursing, Iowa City, IA 1976
MSN, Andrews University, Berrien Springs, MI 1992
Cynthia Cronick, Instructor, Dental Assisting
AAS, Elgin Community College, Elgin, Illinois 1985
BS, Bellevue University, Bellevue, Nebraska 1997
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Mathematics
BS, Lincoln University of Missouri, Jefferson City, MO 1972
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MA, University of Nebraska, Lincoln, NE 1997
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ART, American Medical Record Association 1988
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BA, Kearney State College, Kearney, NE 1969
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AAS, Southeast Community College, Lincoln, NE 1999
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AAS, Southeast Community College, Milford, NE 1983
Stanley H. Dochair, Instructor, Computer Aided Drafting & Design Technology
AAS, Southeast Community College, Lincoln, NE 1966
Carla Dorman, Instructor, Land Surveying/Civil Engineering Technology
AAS, Southeast Community College, Milford, NE 1990
Mary Douglass, Instructor, Speech & Theater
BFA, University of Nebraska, Lincoln, NE 1986
Richard L. Douglass, Instructor, Agriculture
BS, University of Nebraska, Lincoln, NE 1965
MS, University of Nebraska, Lincoln, NE 1968
PhD, University of Nebraska, Lincoln, NE 1971
Cheri Drogo, Instructor, Business
AA, Johnson County Community College, Overland Park, KS 1988
BS, Avila College, Kansas City, MO 1991
MA, Doane College, Crete, NE 1996
Mark A. Duffek, Instructor, John Deere Ag Parts
Diploma, Southeast Community College, Milford, NE 1980
BS, University of Nebraska, Lincoln, NE 1998
Alan D. Ehart, Instructor, Chemistry
AS, Grossmont College, El Cajon, CA 1998
BS, San Diego State University, San Diego, CA 1993
MS, The Ohio State University, Columbus, OH 1998
Robert L. Eddy, Jr., Program Chair/Instructor, Math/Science, Chemistry
BS, Chadron State College, Chadron, NE 1972
MS, Kearney State College, Kearney, NE 1984
Mark W. Eilers, Instructor, Manufacturing Engineering & CAD Technology
AAS, Southeast Community College, Milford, NE 1992
BS, Bellevue University, Bellevue, NE 1996
Wayne A. Embrey, Instructor, GM Automotive Service Education Program (ASEP)
NOCTI, University of Nebraska, Kearney, NE 1992
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BS, Kansas State University, Manhattan, KS 1970
MS, Kansas State University, Manhattan, KS 1971
AAS, Southeast Community College, Milford, NE 1997
Daniel Everhart, Instructor, English
BA, Drake University, Des Moines, IA 1990
MA, Drake University, Des Moines, IA 1993
Dennise L. Exstrom, Instructor, Associate Degree Nursing
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BSN, Union College, Lincoln, NE 1993
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BA, Bear Cliff College, Sioux City, IA 1988
MA, The University of Iowa, Iowa City, IA 1989
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AS Community College of Denver, Denver, CO 1971
BA, Metropolitan State College, Denver, CO 1975
MBA, University of Texas, El Paso, TX 1995
Frank Ferrante, Instructor, Developmental Studies
BS, University of Nebraska, Omaha, NE 1983
MA, Appalachian State University, Boone, NC 1990
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Diploma, Lincoln High School, Lincoln, NE 1971
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AAS, University of Nebraska Medical Center, Omaha, NE 1979
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BA, Nebraska Wesleyan University, Lincoln, NE 1963
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BA, University of Nebraska, Omaha, NE 1991
MA, University of Nebraska, Omaha, NE 1995
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BS, Regis College, Denver, CO 1969
MST, University of Nebraska, Lincoln, NE 1980
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BS, Kearney State College, Kearney, NE 1987
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BA, Tulane University, New Orleans, LA 1997
MBA, Tulane University, New Orleans, LA 2000
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BS, University of Minnesota, Twin Cities, MN 1979
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BSN, Midland Lutheran College, Fremont, NE 1988
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MA, University of Nebraska, Lincoln, NE 1984
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BA, University of Nebraska, Lincoln, NE 1982
MA, University of Nebraska, Lincoln, NE 1987
Dale Lawyer, Instructor, John Deere Ag Tech
AAS, Southeast Community College, Milford, NE 1992
Karen K. Lay, Instructor, Office Technology Program
BS, University of Nebraska, Lincoln, NE 1970
Linda L. Liston, Instructor, Practical Nursing
BSN, University of Nebraska College of Medicine, Omaha, NE 1962
Brian C. Livingston, Program Co-chair/Instructor, Machine
Tool Technology
Certificate, U.S.N. Aviation Machines Tech School, 1959
Stefanie M. Loutman, Instructor, Speech
AA, Modesto Junior College, Modesto, CA 1991
BA, California Polytechnic State University, San Luis Obispo, CA 1994
MA, Colorado State University, Fort Collins, CO 1997
Patricia Lorenz, Instructor, Practical Nursing
RN Diploma, Bryan School of Nursing, Lincoln, NE 1971
BSN, Nebraska Wesleyan University, Lincoln, NE 2000
Wendy Love, Instructor, Architectural-Engineering Technology
AAS, Southeast Community College, Milford, NE 1990
Julie MacDonald, Instructor, English
BA, Rutgers University, New Jersey 1989
MFA, Wichita State University, Wichita, KS 1996
Sheryl L. Malchow, Instructor, Business
BA, Kearney State College, Kearney, NE 1968
ME, University of Nebraska, Lincoln, NE 1977
Dan D. Masters, Program Chair/Instructor, Computer
Aided Drafting & Design Technology
AAS, Southeast Community College, Lincoln, NE 1967
Theresa Matten, Instructor, Radiologic Technology
AAS, Southeast Community College, Lincoln, NE 1995
George H. Mutem, Program Chair/Instructor, Manufacturing Engineering & CAD Technology
AAS, Southeast Community College, Milford, NE 1972
BS, University of Nebraska, Lincoln, NE 1979
Danny McCullough, Instructor, Welding Technology
AAS, Southeast Community College, Lincoln, NE 1998
Cameron A. McNabb, Instructor, Automotive and Diesel
Programs
AAS, Southeast Community College, Milford, NE 1997
Georgian F. McReynolds, Instructor, Office Technology
BS, University of Nebraska, Lincoln, NE 1965
Dennis J. Medinger, Program Chair/Instructor, John Deere
Ag Parts & Parts Distribution and Management
Diploma/AA, Southeast Community College, Milford, NE 1978
BS, University of Nebraska, Lincoln, NE 1998
William P. Methen, Program Chair/Instructor, Fire
Protection Technology
Nebraska Vocational Education Teaching Certificate 1977
Lawrence B. Merriman, Instructor, Electronic Servicing &
Electronic Technology
BA, University of Nebraska, Lincoln, NE 1969
Barbara J. Mikel, Instructor, Sociology
BA, University of Nebraska, Lincoln, NE 1991
MS, University of Nebraska, Lincoln, NE 1997
Richard Mildenberger, Instructor, Microcomputer
Technology
BS, Hofstra University, Hempstead, NY 1974
Diploma, Southeast Community College, Lincoln, NE 1987
AAS, Southeast Community College, Lincoln, NE 1999
Robert Mitchell, Instructor, Music/Humanities
BM, University of Massachusetts, Lowell MA 1990
MM, Florida State University, Tallahassee, FL 1996
Timothy Mittan, Instructor, Business Administration
BS, Peru State College, Peru, NE 1986
MA, Doane College, Lincoln, NE 2001
Robin D. Monroe, Program Co-chair/Instructor,
Environmental Lab Technology
BA, St. Cloud State College, Saint Cloud, MN 1971
BS, St. Cloud State University, Saint Cloud, MN 1973
MA, St. Cloud State University, Saint Cloud, MN 1975
Asante Moody, Instructor, Business Administration
AA, Kansas Community College, Kansas City, KS 1992
BA, University of Nebraska, Omaha, NE 1997
MA, Doane College, Lincoln, NE 2003
Rick D. Morphy, Program Chair/Instructor, Automotive
Technology/CAP/ASEP
AAS, Iowa Lakes Community College, Estherville, IA 1972
Todd Morrill, Instructor, DaimlerChrysler Dealer
Apprenticeship Program (DCAP)
A.A., Northeast Community College, Norfolk, NE 1984
Robert J. Mayer, Instructor, Mathematics
BS, University of Nebraska, Lincoln, NE 1990
MS, University of Nebraska, Lincoln, NE 1993
Dale Mueller, Program Chair/Instructor, Land
Surveying/Civil Engineering Technology
AS, St. Cloud Technical College, St. Cloud, MN 1997
Donald P. Munn, Program Co-chair/Instructor,
Environmental Lab Technology
BS, Dana College, Blair, NE 1972
MA, University of Texas, Austin, TX 1975
Harlan R. Musil, Instructor, Food Service/Hospitality
Program
BS, University of Nebraska, Lincoln, NE 1992
MS, University of Nebraska, Lincoln, NE 2001
Barbara Nelson, Instructor, Developmental English
BA, Bethany College, Lindborg, KS 1965
MEd, University of Arkansas, Fayetteville, AR 1983
Howard R. Nielsen, Jr., Instructor, English
BA, Yankton College, Yankton, SD 1977
MA, University of South Dakota, Vermillion, SD 1980
PhD, University of Nebraska, Lincoln, NE 1991
Barbara Newburger, Instructor, Business
AS, Northern Montana College, Havre, MT 1984
Bachelor of Technology, Northern Montana College,
Havre, MT 1984
MBA, Northern Arizona University, Flagstaff, AZ 1990
Beverly Newkome, Program Co-chair/Instructor,
Radiologic Technology
AAS, Southeast Community College, Lincoln, NE 1989
BS, Bellevue University, Bellevue, NE 1998
MEd, University of Nebraska, Lincoln, NE 2002
Dana Nemic, Instructor, Mathematics
Diploma, Southeast Community College, Lincoln, NE 1984
BS, University of Nebraska, Lincoln, NE 1988
MBA, University of Nebraska, Lincoln, NE 1990
MS, University of Nebraska, Lincoln, NE 1991
Gerald D. Norris, Instructor, Automotive Technology
AAS, Southeast Community College, Milford, NE 1981
Patricia Novak, Instructor, Business Administration
BS, University of Nebraska, Lincoln, NE 1968
MEd, University of Nebraska, Lincoln, NE 1972
Master's of Professional Accountancy, University of
Nebraska, Lincoln, NE 1988
Anita J. O'Hare, Instructor, General Education
BS, University of Wyoming, Laramie, WY 1970
Francine M. Oran, Instructor, Medical Assisting Program
Medical Assistant, Diploma, Institute of Medical-Dental
Technology, Mesa, AZ 1982
BS, Arizona State University, Tempe, AZ 1992
Rebecca L. Orsini, Instructor, Visual Publications
BA, Brigham Young University, Provo, UT 1996
MA, Brigham Young University, Provo, UT 2003
Steven B. Ottmann, Instructor, Mathematics/Physics
BS, University of Nebraska, Lincoln, NE 1972
Mark Packard, Instructor, Sociology
BS, Morningside College, Sioux City, IA 1973
Teaching Certification 1980
MS, University of Nebraska, Lincoln, NE 1992
Susan Pallas, Instructor, Accounting
BA, Chadron State College, Chadron, NE 1987
MBA, University of Nebraska, Omaha, NE 1997
Renée Panak, Instructor, Mathematics
BS, Mississippi University for Women, Columbus, MS 1967
MAT, University of Nebraska, Lincoln, NE 1983
Theresa Parker, Instructor, Human Services/Nursing Home
Administration
AAS, Southeast Community College, Lincoln, NE 1985
BS, College of Saint Mary, Omaha, NE 1988
H. Duane Parrish, Program Chair/Instructor, Welding
Technology
Diploma, Chase County High School, Imperial, NE 1967
Southeast Community College Nebraska

Charlotte L. Pasco, Program Chair/Instructor, Respiratory Care
Certificate, School of Respiratory Therapy-Sioux Valley, Sioux Valley, IA 1972
Diploma, Creighton University, Omaha, NE 1981
BA, Denton College, Conroe, NE 1997

Glenn E. Pasho, Program Chair/Instructor, Heating, Ventilation, Air Conditioning, & Refrigeration Technology
AAS, Stevens Trade School, Lancaster, PA 1979
AAS, University of South Dakota, Vermillion, SD 1981
BS, University of South Dakota, Vermillion, SD 1982

Jeffrey Pelster, Program Tri-Chair/Instructor, Welding Technology
AAS, Southeast Community College, Lincoln, NE 1996
Certified ASME/AWS

Carol Ann Petrosa, Instructor, Associate Degree Nursing
BSN, Union College, Lincoln, NE 1976
MSN, Andrews University, Berrien Springs, MI 1989

Sharon J. Perry, Instructor, Business Administration
BA, University of Nebraska, Lincoln, NE 1978
MBA, University of Nebraska, Lincoln, NE 1983

Dennis Peterson, Instructor, Electronic Servicing & Electronic Engineering Technology
BS, Missouri Institute of Technology, Kansas City, MO 1974

Merrill Peterson, Program Chair/Instructor, Graphic Design
AA, Indian Hills Community College, Ottumwa, IA 1967
BA, University of Northern Iowa, Cedar Falls, IA 1969
MA, University of Northern Iowa, Cedar Falls, IA 1971

Ronald R. Petch, Program Chair/Instructor, Building Construction Technology
AAS, Southeast Community College, Lincoln, NE 1974
BS, University of Nebraska, Lincoln, NE 1978
MEd, University of Nebraska, Lincoln, NE 1991

Angela Phillips, Instructor, Nondestructive Testing Technology
AAS, Southeast Community College, Milford, NE 1997

Sheryl Piening, Instructor, General Education
BS, University of Nebraska, Lincoln, NE 1974
MS, University of Nebraska, Lincoln, NE 1978

John C. Pierce, Instructor, Electronic Servicing & Electronic Engineering Technology
AAS, Central Community College, North Platte, NE 1975
Diploma, Central Community College, North Platte, NE 1978
BS, Bellevue University, Bellevue, NE 1994

Rose Pollard, Instructor, Business Administration
AAS, University of Nebraska, Curtis, NE 1976
BA, University of Nebraska, Kearney, NE 1989
MEd, University of Nebraska, Lincoln, NE 1994

Gerald B. Pracek, Instructor, Diesel Technology-Heavy Duty Truck Program
AAS, Southeast Community College, Milford, NE 1966

David M. Rainforth, Instructor, Building Construction Technology
BS, Peru State College, Peru, NE 1969

John Ratliff, Instructor, Surgical Technology
AAS, Mount Hood Community College, Gresham, OR 1994

Glenn Ray, Instructor, Microcomputer Technology
Diploma, Southeast Community College, Lincoln, NE 1987
AAS, Southeast Community College, Lincoln, NE 1999

Robert A. Redder, Instructor, Electronic Servicing & Electronic Engineering Technology
AAS, Southeast Community College, Milford, NE 1986

Jennifer Reeder, Instructor, Surgical Technology
CST Diploma, Southeast Community College, Lincoln, NE 1984
BS, Nebraska Wesleyan University, Lincoln, NE 1994

Sharon K. Rehn, Instructor, Surgical Technology
CST Diploma, Southeast Community College, Lincoln, NE 1981
ADN, College of Saint Mary, Omaha, NE 1984;
BS, Doane College, Lincoln, NE 2001

Douglas Renzwick, Instructor, John Deere Ag Tech
AAS, Southeast Community College, Milford, NE 1981

Diane Rimsche, Instructor/Associate Degree Nursing
BSN, Midland Lutheran College, Fremont, NE 2002

Carolee Ritter, Program Co-chair/Instructor, Humanities/English
AAS, Southeast Community College, Milford, NE 1974
BS, University of Nebraska, Lincoln, NE 1978
MEd, University of Nebraska, Lincoln, NE 1991

Joe A. Schuster, Program Co-chair/Instructor, Microcomputer Technology
BS, Kearney State College, Kearney, NE 1983

Fred Schildknecht, Instructor, Building Construction Technology
Diploma, Lincoln Northeast High School, Lincoln, NE 1967

Rebecca J. Shacklett, Instructor, Human Services
Lic. Diploma, Lincoln General Hospital School of Nursing, Lincoln, NE 1969

BS, University of Nebraska, Lincoln, NE 1979
MEd, University of Nebraska, Lincoln, NE 1984
MS, Nebraska Wesleyan University, Lincoln, NE 2003

Craig Shaw, Instructor, Auto Collision Repair Technology
AAS, Southeast Community College, Milford, NE 1988

Ann-Michelle Sherman, Instructor, Associate Degree Nursing Program and Practical Nursing Program
BSN, University of Kansas, Lawrence, KS 1989

Carol J. Sherman, Instructor, Practical Nursing
Diploma, Bryan Memorial Hospital School of Nursing, Lincoln, NE 1962
BS, Nebraska Wesleyan University, Lincoln, NE 1963
Preston D. Shires, Instructor, History
BA, University of California, Santa Barbara, CA 1979
MA, California State University, Sacramento, CA 1984
PhD, University of Nebraska, Lincoln, NE 2002

Vida M. Simon, Instructor, Microbiology/Biology
BS, West Virginia University, Morgantown, WV 1965
MS, West Virginia University, Morgantown, WV 1970

Jeff Slaffer, Instructor, John Deere Ag Tech
AAS, Southeast Community College, Milford, NE 1985

William H. Slater, Instructor, Agriculture Business & Management Technology
BS, Kansas State University, Manhattan, KS 1982
MS, Kansas State University, Manhattan, KS 1987

Robert Smegal, Instructor, Auto/Diesel Technology
AAS, Southeast Community College, Milford, NE 1964

Eric Smith, Instructor, Mathematics
BS, University of Nebraska, Lincoln, NE 1994
MS, University of Nebraska, Lincoln, NE 1998

Matthew Smith, Instructor, Automotive Program
AAS, Southeast Community College, Lincoln, NE 1999

Michael Smith, Instructor, English
BA, George Washington University, Washington, DC 1971
MA, University of Nebraska, Lincoln, NE 1982

Michael J. Staller, Instructor, Electrical & Electromechanical Technology
AAS, Southeast Community College, Milford, NE 1988

Loran A. Stare, Instructor, Building Construction Technology
AAS, Southeast Community College, Milford, NE 1983

Jody Stitt, Instructor, Horticulture-Agribusiness
BA, University of Nebraska, Lincoln, NE 1998

Mary C. Steinhausen, Instructor, Practical Nursing Program
RN, Bryan Memorial Hospital School of Nursing, Lincoln, NE 1988
BSN, Nebraska Wesleyan University, Lincoln, NE 1993
MSN, Andrews University, Berrien Springs, MI 1997

Bruce Stephen, Instructor, Anatomy & Physiology/Biology
BS, State University of New York, Cortland, NY 1991
MS, University of Massachusetts Dartmouth, North Dartmouth, MA 1994

John P. Stephenson, Instructor, Microcomputer Technology
AAS, Southeast Community College, Lincoln, NE 1985
AAS, Southeast Community College, Lincoln, NE 2000

Crystal L. Stuh, Instructor, Dental Assisting Program
Diploma Dental Assisting, Southeast Community College, Lincoln NE 1994

Doug Strope, Program Chair/Instructor, Business Administration
BS, University of Nebraska, Lincoln, NE 1978
MEd, University of Nebraska, Lincoln, NE 1980

Both Stutman, Program Chair/Instructor, Computer Programming Technology
Diploma, Southeast Community College, Milford, NE 1982
AAS, Southeast Community College, Milford, NE 1991

Roxanne R. Stutzman, Instructor, Computer Programming Technology
AAS, Southeast Community College, Milford, NE 1979

Pablo A. Suareza, Instructor, Ford ASSET
AAS, Southeast Community College, Milford, NE 1984
Certificate, Electrical Climate Controls, Ford Motor Company

Rose Suggett, Instructor, Psychology
BS, Peru State College, Peru, NE 1992
MS, University of Nebraska, Lincoln, NE 1995

Elmer Linn Sunderland, Instructor, Learning Center
BS, Kansas State University, Manhattan, KS 1969
ME, University of Nebraska, Lincoln, NE 1988

Bernardine “Jo” Taylor, Program Chair/Instructor, Food Service/Hospitality
BS, University of Nebraska-Lincoln, Lincoln, NE 1972
Dietetic Internship, University of Nebraska, Lincoln, NE 1973
MA, University of Nebraska, Lincoln, NE 1989

Keith Tempel, Instructor, John Deere Construction Equipment Tech
AAS, Southeast Community College, Milford, NE 1992

Brad L. Thei, Instructor, Human Services
BS, Nebraska Wesleyan University, Lincoln, NE 1973
MA, University of Nebraska, Lincoln, NE 1978

Debra L. Thomas, Instructor, Early Childhood Education
BA, University of Nebraska, Lincoln, NE 1974
MS, University of Nebraska, Lincoln, NE 1976

Stan Thorpe, Instructor, Building Construction Technology
BA, Wayne State College, Wayne, NE 1959

Terry M. Tiedeman, Instructor, General Education
BS, University of Nebraska, Lincoln, NE 1978

Kevin Timoney, Instructor, Electrical & Electromechanical Technology
AAS, Southeast Community College, Milford, NE 1992

Dennis Tousson, Instructor, Agribusiness
BS, University of Missouri, Columbia, MO 1971
MEd, University of Missouri, Columbia, MO 1981

Daniel L. Tonjes, Instructor, Electrical & Electromechanical Technology
AAS, Southeast Community College, Milford, NE 1979

Barbara Tracy, Instructor, English
BA, Bellevue University, Bellevue, NE 1989
MA, University of Nebraska, Omaha, NE 1992

Cheryl J. Trail, Instructor, Human Services
BA, University of Nebraska, Lincoln, NE 1970
MA, University of Nebraska, Lincoln, NE 1975

Helen Trotter, Instructor, Associate Degree Nursing
Diploma, Central Community College, Hastings, NE 1982
BSN, Creighton University, Omaha, NE 1995

Mary Trumble, Program Chair/Instructor, Practical Nursing
LPN, Des Moines Area College, Ankeny, IA 1979
RN, St. Luke’s School of Nursing, Fargo, ND 1981
BSN, Mankato State University, Mankato, MN 1990

Michael Tyrell, Instructor, Agribusiness
BS, University of Nebraska, Lincoln, NE 1978
MS, University of Nebraska, Lincoln, NE 1983

Kevin Utter, Instructor, Automotive Technology
AAS, Southeast Community College, Milford, NE 1995
BS, Bellevue University, Bellevue, NE 1996

Kathleen J. Ushe, Program Chair/Instructor, Surgical Technology
CTS Diploma, Lincoln Technical Community College, Lincoln, NE 1973
BS, University of Nebraska, Lincoln, NE 1981
MA, University of Nebraska, Lincoln, NE 1994

Elaine Vavra, Instructor, Manufacturing Engineering & CAD Technology
AAS, Southeast Community College, Milford, NE 1993
BA, Concordia College, Seward, NE 1997

Ronald Veys, Instructor, Math/Physics
BS, University of Nebraska, Lincoln, NE 1973
MA, University of Nebraska, Lincoln, NE 1976

William E. Vecasek, Program Chair/Instructor, Auto Collision Repair Technology
AAS, Southeast Community College, Milford, NE 1977
AAS, Southeast Community College, Milford, NE 1979

Randall L. Welbridge, Program Chair/Instructor, Nondestructive Testing Technology
AAS, Southeast Community College, Milford, NE 1981

Daleke K. Walker, Instructor, Associate Degree Nursing
BA, Augusta College, Sioux Falls, SD 1980

Kimberly Waswick, Instructor, Microcomputer Technology
AA, Minot State University, Minot, ND 1990
BA, Minot State University, Minot, ND 1990
MS, Minot State University, Minot, ND 1998

Alyce W. Watson, Instructor, Medical Laboratory Technology
BS, University of Nebraska, Lincoln, NE 1959
SM (ASCP) 1970

William A. Wiley, Instructor, Nondestructive Testing Technology
AAS (2), Southeast Community College, Milford, NE 1979

Margaret "Peggy" Wilkinson, Instructor, Early Childhood Education
BS, University of Nebraska, Lincoln, NE 1986
Support Staff

Rita Anderson, Secretary II – Academic Education
Stacey D. Barnard-Dorn, Executive Secretary – Campus Director’s Office
Jerred D. Barton, Maintenance Worker II – Physical Plant
Gary Beebe, Maintenance Worker I – Physical Plant
Janice L. Bell, Receptionist/Switchboard Operator – Business Office
Mark Billebsbach, Maintenance Worker II – Physical Plant
Marcia I. Blender, Secretary II – Academic Education
John Blowers, Maintenance Worker I – Physical Plant
Barbara A. Bommann, Secretary II – Health Occupations
Becky J. Brown, Computer Operator – Information Services
Melinda A. Brown, Child Care Assistant Coordinator – Child Development Center
Diane Bruna, Food Service Worker – Cafeteria/ Snack Bar
Randy M. Burcham, Custodian I – Physical Plant
Marla Bush, Secretary I – Academic Education
Loretta Butts, Custodian II – Physical Plant
Tobbie R. Campbell, Custodian II – Physical Plant
Stephanie A. Canning, Account Clerk III – Business Office
Richard Cashen, Shipping & Receiving Clerk – Business Office
Dolores Cast, Account Clerk II – Business Office
Amy Chesley, Admissions Technician – Admissions
Harold Clover, Custodian II – Physical Plant
Rex Coleman, Information Systems Technician – Information Services
Carolyn Cozine, Custodian I – Physical Plant
Larry Cronk, Parts Store Manager – Transportation Occupations
Rebecca R. Czaja, Assistant Residential Services Manager – Student Services
Donald D. Danekas, Maintenance Worker II – Physical Plant
Jim Davenport, Maintenance Worker II – Physical Plant
Barbara K. Davis, Custodian II – Physical Plant
Rosella Decker, Secretary I – Continuing Education
Stephen Dietz, Secretary I – Admissions
Nicole Do, Secretary I – Financial Aid
Stacy Dubas, Secretary I – Admissions
Ronda Eggerling, Media Production Technician/Copy Machine Operator – LRC
M. Sharlene Ellis, Account Clerk III – Business Office
Larry Ernst, Custodian I – Physical Plant
Dennis Eurich, Custodian I – Physical Plant
Heather Evans, Student Retention Specialist (Grant Funded) – Student Services
William R. Evans, Computer Programmer – Information Services
D. Marie Garber, Secretary I – LRC
Shawn Geiszler, Media Production Technician/Copy Machine Operator – LRC
Michelle M. Going, Account Clerk I – Administrative Services
Gordon G Goldsmith, Shipping & Receiving Clerk – Business Office
Jill Gurney, Executive Secretary – Human Resources – Area Office
Carol Gustafson, Child Development Center Group Supervisor – Child Development Center
Rodney Gustafson, Information Systems Technician – Information Services
Patricia A. Haddow, Registration Technician – Student Services
Ann M. Hajek, Secretary II – Student Services
Jim S. Hamilton, Custodian II – Physical Plant
Tanya Hare, Account Clerk III – Business Office
Allen Harms, Custodian II – Physical Plant
Mary Ann Harms, Admissions Technician – Admissions
Lynda R. Heiden, Executive Secretary – Area Office
Donna Hill, Secretary I – Financial Aid

Tina Holmeier, Fitness & Wellness Coordinator – Student Services
Reynaldo Huamancha, Custodian II – Physical Plant
Wendy Hunt, Residential Services Manager – Student Services
Raymond Jainzen, Maintenance Worker I – Physical Plant
Randy Jewell, Custodian I – Physical Plant
Janice Jilison, Learning Resource Technician – LRC
Kendall L. Johnson, Information Systems Technician – Area Technology
Jeffrey Jolly, Custodian I – Physical Plant
Sarah A. Jones, Assistant Bookstore Manager – Student Services
Sherri Jones-Parks, Account Clerk II – Business Office
Kevin R. Kelly, Information Systems Technician – Area Technology
Karen Killiam, Teaching Lab Assistant II – Electronic/Computer Occupations
Alexander C. Koch, Custodian I – Physical Plant
Emily Kownovsky, Secretary I – Continuing Education
Crystal Kozak, Teaching Lab Assistant II – Family & Consumer Science Occupations
Jenny Kroger, Secretary I – Continuing Education
Marlar W. Landell, Account Clerk I – Business Office
Eric Landkamer, Maintenance Worker II – Physical Plant
Rosemarie Lange, Secretary I – Health Occupations
Mandy Lemon, Admissions Technician – Student Services
Ruth Lewis, Custodian I – Physical Plant
Brian J. Liska, Assistant Parts Store Manager – Transportation Occupations
Marilyn Love, Account Clerk III – Business Office
Leon S. Lovit, Farm Manager – Agriculture/Laboratory Science Technology
Geraldine G. Mason, Secretary II – Business Occupations/Mass Media Communications
Dean Minchow, Maintenance Worker I – Physical Plant
Ronald G. Mohruff, Maintenance Worker II – Physical Plant
Beth A. Naylor, Secretary II – Physical Plant
Wesley Odum, Maintenance Worker II – Physical Plant
Donna Osterhoudt, Secretary I, (Grant Funded) – Instructional
Mark Overman, Custodian I – Physical Plant
Pamela S. Overman, Custodian II – Physical Plant
Cheryl Parks, Financial Aid/Registration Technician – Student Services
Lorraine Pasika, Food Service Worker – Cafeteria/Snack Bar
Larry Petersen, Maintenance Worker II – Physical Plant
Patricia Peterson, LRC Technician – LRC
Janelle Petesh, LRC Specialist – LRC
Rhonda Pickeral, Financial Aid Technician – Financial Aid
Brian Piountek, Press Operator – Print Shop
Charlene M. Prat, Secretary I – Registration & Records
Christina M. Ramirez, Secretary I – Student Services
Heidi Rediger, Computer Programmer – Information Services
S. Clark Rediger, Maintenance Worker I – Physical Plant
Shelaine J. Reese, Account Clerk II – Administrative Services
Reynaldo Huamancha, Custodian II – Physical Plant
Marilyn Reil, Assistant Residential Services Manager – Student Services
Karen A. Reiter, Executive Secretary – Campus Director’s Office
Renee Reynolds, Secretary I – Career Services
Denise Roth, Secretary II – Transportation Occupations
Lora Roth, Account Clerk II – Purchasing
Theresa Louise Linder, Secretary I – Registration & Records
James Sassman, Custodian II – Physical Plant
Dennis D. Schmidt, Information Systems Technician – Information Services
Ross Schmidt, Information Systems Technician – Information Services
Personnel

Doretta J. Schweitzer, Data Entry Clerk – Information Services
Bruce A. Schwisow, Maintenance Worker II – Physical Plant
Joanne C. Shimmin, LRC Specialist – LRC
Leo P. Songey II, Custodian I – Physical Plant
Bruce Spitser, Parts Store Manager – Transportation

Occupations
John Stabenow, Maintenance Worker II – Physical Plant
Joy Steckly, Account Clerk III – Business Office
Jason Steele, Custodian I – Physical Plant
Jayne Stellens, Financial Aid Technician – Financial Aid
Carrie Stollar, Child Development Group Supervisor – Child Development Center
Sandra L. Studnicka, Custodian II – Physical Plant
Jolene Stutzman, Payroll Specialist – Business Office
Judith Stutzman, Custodian I – Physical Plant
Jennifer Swantek, Copy Machine Operator – Print Shop
Michelle M. Tafoya, Teaching Lab Assistant II – Electronic & computer Occupations
Richard L. Tetherow, Custodian II – Physical Plant
Laura L. Thompson, Publications Assistant – Area Office
Shelly Tolle, Secretary II – Career Services
Bang Tran, Media Services Specialist – LRC
Nancy Travis, Secretary I – Business Occupations/Mass Media Communications
Melissa Troyer, Financial Aid Technician – Financial Aid
Paul Tvrdy, Maintenance Worker II – Physical Plant
Eric Unrau, Child Development Group Supervisor – Child Development Center
Daniel Vajgrt, Assistant Bookstore Manager – Student Services
Marcia VanAndel, Secretary I – Admissions
Julia A. Vasey, Secretary II – Physical Plant
Larry Mark Vasey, Custodian II – Physical Plant
Janet Vaught, Child Development Group Supervisor – Child Development Center
Judy Vinosh, Secretary I – Campus Director’s Office
William R. Vlasnik, Custodian II – Physical Plant
Patricia A. Wagner, Secretary II – LRC
Gilbert Wallman, Custodian I – Physical Plant
Carolyn "Susie" Watson, Assistant Bookstore Manager – Student Services
Richard Watson, Residential Services Manager – Student Services
Carol Wells, Secretary II – Student Services
Connie S. Wergin, Admissions Technician – Admissions
Gloria R. Whitney, LRC Technician – LRC
Sheri L. Wiemann, Child Development Group Supervisor – Child Development Center
Joyce Wieneke, Call Center Technician – Information Services/LRC
Janet S. Willet, Receptionist/Switchboard Operator – Student Services
Arlene J. Williams, Custodian I – Physical Plant
Randy Williams, Network Systems Technician – Information Services
Sharon E. Wittler, Secretary I – Physical Plant
Sally D. Wobig, Secretary II, Electronics & Computer Occupations
Patsy L. Wohlgemuth, Account Clerk III – Continuing Education
Michael Wood, Maintenance Worker I – Physical Plant
Beth H. Woorter, LRC Specialist – LRC
Cynthia Zimmerman, Custodian I – Physical Plant
Sharon Zuhlke, Food Service Coordinator – Cafeteria/Snack Bar
Larry L. Zweerink, Maintenance Worker I – Physical Plant
# Southeast Community College Nebraska

## MOTORCYCLE, ATV, & PERSONAL WATERCRAFT TECHNOLOGY

<table>
<thead>
<tr>
<th>Name</th>
<th>Company/Location</th>
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<tbody>
<tr>
<td>Will Curry</td>
<td>Curry Brothers</td>
</tr>
<tr>
<td>Lance Gourley</td>
<td>Frontier Harley-Davidson Buell</td>
</tr>
<tr>
<td>Ken Fray</td>
<td>Averett Cycle</td>
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<tr>
<td>Gene Gard</td>
<td>Breeze Cycle</td>
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<tr>
<td>Lance Gourley</td>
<td>Frontier Harley-Davidson Buell</td>
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<tr>
<td>Nick Hadden</td>
<td>Tim O'Neill Motor Sports</td>
</tr>
<tr>
<td>Rod Hanquist</td>
<td>Hanquist Service</td>
</tr>
<tr>
<td>Brad Hayes</td>
<td>Frontier Harley-Davidson Buell</td>
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<tr>
<td>Randy Henderson</td>
<td>Tim O'Neill Motor Sports</td>
</tr>
<tr>
<td>Ralph Her</td>
<td>Tim O'Neill Motor Sports</td>
</tr>
<tr>
<td>Randy Keiser</td>
<td>Great Plains Cycle Supply</td>
</tr>
<tr>
<td>Jerry Kaehler</td>
<td>CNT Cycle</td>
</tr>
<tr>
<td>Todd McCarlo</td>
<td>Lincoln Cycle &amp; ATV</td>
</tr>
<tr>
<td>Terri Neubauer</td>
<td>Star City Motor Sports</td>
</tr>
<tr>
<td>Frank Robbins</td>
<td>Community Member</td>
</tr>
<tr>
<td>Mark Robertson</td>
<td>Robertson Cycle</td>
</tr>
<tr>
<td>Sam Wimmernick</td>
<td>Lincoln Cycle &amp; ATV</td>
</tr>
<tr>
<td>John Zahler</td>
<td>Community Member</td>
</tr>
<tr>
<td>Steve Zook</td>
<td>Power Sports Pro</td>
</tr>
</tbody>
</table>

## NONDESTRUCTIVE TESTING TECHNOLOGY

<table>
<thead>
<tr>
<th>Name</th>
<th>Company/Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curt Atcison</td>
<td>Capital Contractors</td>
</tr>
<tr>
<td>Mark Armstrong</td>
<td>Valmont Industries</td>
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<td>Bob Davis</td>
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<td>Christa Ledgerwood, RT</td>
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<tr>
<td>Judy Mieritz, RT</td>
<td>Faith Regional Health Services</td>
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<td>Joseph Stamos, MD</td>
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<td>Lisa Peterson, CST</td>
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<tr>
<td>Sheila Shiel, CST</td>
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<td>Eric Aupphenig</td>
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<tr>
<td>Russell Bartholomew</td>
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<tr>
<td>Keith Burge</td>
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<tr>
<td>Kim Davis</td>
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<td>Tricia Fox</td>
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## WELDING TECHNOLOGY

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<tr>
<td>Kevin Christiansen</td>
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<td>Walde Frank</td>
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<tr>
<td>Rick Adonian</td>
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<tr>
<td>Bryan Maysik</td>
<td>Shubman Mechanical &amp; Electrical</td>
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<td>Todd Rivers</td>
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<td>Steve Schlegel</td>
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<td>Dan Smith</td>
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<tr>
<td>John Varnum</td>
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<td>Pat Wagner</td>
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## OFFICE TECHNOLOGY

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<tr>
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Phone Numbers
Beatrice 402-228-3469 • Lincoln 402-471-3333 • Milford 402-761-2131

Admissions
Beatrice ext. 214
Lincoln 437-2600
Milford ext. 8243

Alumni
Beatrice ext. 216
Lincoln 437-2632
Milford ext. 8245

Athletics (Intercollegiate)
Beatrice ext. 232

Bookstore
Beatrice ext. 267
Lincoln 437-2560
Milford ext. 8214

Campus Tours
Beatrice ext. 252
Lincoln 437-2699
Milford ext. 8247

Career Advising
Beatrice ext. 242
Lincoln 437-2690
Milford ext. 8202

Cashiering Center
Beatrice ext. 203
Lincoln 437-2699
Milford ext. 8247

Continuing Education
Beatrice ext. 244
Lincoln 437-2690
Milford ext. 8202

Financial Aid
Beatrice 1-800-828-0672 • 437-2700
Lincoln 437-2610
Milford ext. 8250

GED Classes
Beatrice ext. 345
Lincoln 437-2717
Milford ext. 8202

Graduate Placement Office
Beatrice ext. 216
Lincoln 437-2692
Milford ext. 8247

Graduate Placement Office
Beatrice ext. 216
Lincoln 437-2692
Milford ext. 8247

Housing
Beatrice ext. 290
Lincoln ext. 7998
Milford ext. 8247

LCM Learning Resource Center
Beatrice ext. 224
Lincoln 437-2630
Milford ext. 8227

Parents of All Ages Program (POA)
Beatrice ext. 359

Registration/Records
Beatrice ext. 213
Lincoln 437-2605
Milford ext. 8222

Student Activities
Beatrice ext. 353
Lincoln 437-2630
Milford ext. 8227

Student Retention/Multicultural Recruitment
Beatrice ext. 351
Lincoln 437-2660/2678
Milford ext. 8243

Student Services
Beatrice ext. 219
Lincoln 437-2690
Milford ext. 8243

Testing/Assessment Center
Beatrice ext. 242
Lincoln 437-2715
Milford ext. 8243

Continuing Education Center
Beatrice 331 N. 6th Street Plaza • Lincoln 437-2690
Lincoln 437-2600
Milford ext. 8250

TRIO Student Support Services
Beatrice ext. 361
Lincoln 437-2766
Milford ext. 8253

TRIO Upward Bound
Beatrice ext. 405

Dean of Student Services
Beatrice ext. 220
Lincoln 437-2619
Milford ext. 8270

Computer Helpdesk
Beatrice 437-2447
Lincoln 437-2447
Milford ext. 8247

www.southeast.edu

Calendar
BEATRICE • LINCOLN • MILFORD
JULY 1, 2004 - JUNE 30, 2005

Summer 2004: . . . July 16 - September 23
Labor Day holiday—College closed . . . . Sep 5

Fall 2004: . . . October 4 - December 18
Thanksgiving holiday—College closed . . . Nov 25-26

Winter 2005: . . . January 5 - March 17
Martin Luther Day—College closed . . . Jan 17
Deadline for high school seniors applying for SCC Educational Foundation Scholarships . . . Mar 1

Spring 2005: . . . March 30 - June 9
Memorial Day holiday—College closed . . May 30

See inside the back cover for starting terms and length of SCC programs.

SCC Locations
Beatrice Campus
4711 West Scott Road • Beatrice, NE 68310-7042
Phone: 402-228-3469 • 1-800-233-5072 ext. 214
FAX: 402-228-2218

Lincoln Campus
600 State Street • Lincoln, NE 68505-4639
Phone: 402-761-2131-1800-933-7221 ext. 213
FAX: 402-761-2204

Milford Campus
301 S. 6th Street Plaza • Milford, NE 68351-2449
Phone: 402-228-3469 • 1-800-828-0872
FAX: 402-375-3710

SCC Programs of Study

PROGRAM TITLE
Academic Transfer
16-24 months
Beatrice/Lincoln
AAS/AS
All terms

AGRICULTURE
Agricultural Business/Plant Science Technology
24
Beatrice
AAS
All terms

Laboratory Science Technology
18
Lincoln/Lincoln
AAS/AS
All terms

Agriculture/Animal Science Technology
24
Beatrice
AAS
All terms

Agricultural Business/Animal Science Technology
24
Lincoln
AAS
All terms

Business
Beam/Brick/Construction Technology
16
Milford
AAS
Winter, Summer

Building Construction Technology
16
Milford
AAS
Spring, Fall

Computer Aided Drafter/Design Technology
16-24
Lincoln
AAS
All terms

Fire Protection Technology
18
Lincoln
AAS
Call Admissions

Heating, Ventilation, Air Conditioning & Refrigeration Technology
21
Lincoln
AAS
Winter, Summer

Land Surveying/Civil Engineering Technology
18
Lincoln
AAS
Call Admissions

Construction

Architectural Engineering Technology
18
Milford
AAS/Winter, Summer

Building Construction Technology
16
Milford
AAS
Spring, Fall

Computer Aided Drafter/Design Technology
16-24
Lincoln
AAS
All terms

Fire Protection Technology
18
Lincoln
AAS
Call Admissions

Heating, Ventilation, Air Conditioning & Refrigeration Technology
21
Lincoln
AAS
Winter, Summer

Land Surveying/Civil Engineering Technology
18
Lincoln
AAS
Call Admissions

Electronics/Computer

Computer Programming Technology
18
Milford
AAS Winter, Summer

Construction Electrician-IBEW Option
18
Lincoln
AAS
Call Admissions

Electronics Technology—Industrial Technology
18
Lincoln
AAS
Call Admissions

Electronics Technology: Network Option
10-10
Lincoln/Milford
AAS
Call Admissions

Electronics Technology—Microcomputer
18
Lincoln
AAS
Call Admissions

Electronics Technology—Trades
18
Lincoln
AAS
Call Admissions

Electronic Servicing & Electronic Engineering Technology
18
Lincoln
AAS
Call Admissions

Family & Consumer Science

Family & Consumer Science
18
Lincoln
AAS
Winter, Summer

Health

Early Childhood Education
18
Lincoln
AAS
Winter, Summer

AAS
402-228-3469