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CALENDAR
SUMMER 2005: JULY 13 – SEPTEMBER 22
Holiday - College closed ............ Sep 5
FALL 2005: OCTOBER 3 – DECEMBER 15
Holiday - College closed ............ Nov 24-25
WINTER 2006: JANUARY 5 – MARCH 17
Holiday - College closed ............ Jan 16
Deadline for high school seniors applying for SCC Educational Foundation Scholarship ............ Mar 1
SPRING 2006: MARCH 29 – JUNE 8
Holiday - College closed ............ May 29

Scc Locations
BEATRICE CAMPUS
4771 West Scott Road • Beatrice, NE 68310-7403 Phone: 402-228-3468 • 1-800-223-5027 FAX: 402-228-2218
LINCOLN CAMPUS
8800 O Street • Lincoln, NE 68520-1299 Phone: 402-437-3011 • 1-800-662-4075 Deaf TDD: 402-437-2702 FAX: 402-437-2404
MILFORD CAMPUS
600 State Street • Milford, NE 68312-8498 Phone: 402-761-2131 • 1-800-933-7223 FAX: 402-761-2324

Energy Square Location (ESQ) – Lincoln
1111 O Street • Suite 112, Lincoln, NE 68508-3614 Phone: 402-437-2200 Ext. 323 FAX: 402-437-2541

Continuing Education Center – Lincoln
301 S. 68th Street Place • Lincoln, NE 68510-2499 Phone: 402-437-2705 • 1-800-828-0072 FAX: 402-437-2300

SCC-Area Offices
301 S. 68th Street Place, 5th floor Lincoln, NE 68510-2499 Phone: 402-323-3400 FAX: 402-323-5420

EXTENSION NUMBERS FOR CAMPUS OFFICES ARE BOLDFACED AND UNDERLINED.

DIRECT DIAL – NEBRASKA AREA CODE (402)

ADMISSIONS
Beatrice ............ 228-3242
Lincoln ............ 437-2460
Milford ............ 761-8243

ALUMNI
Beatrice ............ 228-3242
Lincoln ............ 437-2460
Milford ............ 761-8243

ATHLETICS (INTERCOLLEGIATE)
Beatrice ............ 228-4223

BOOKSTORE
Beatrice ............ 228-3267
Lincoln ............ 437-2560
Milford ............ 761-8214

BUSINESS OFFICE/CASHIER
Beatrice ............ 228-4265
Lincoln ............ 437-2665
Milford ............ 761-8245

CAREER ADVISING
Beatrice ............ 228-3242
Lincoln ............ 437-2460
Milford ............ 761-8243

CONTINUING EDUCATION
Beatrice ............ 228-3244
Lincoln ............ 1-800-828-0072 • 437-2700
Milford ............ 761-8245

CASHIER (TUITION)
Beatrice ............ 228-3265
Lincoln ............ 437-2565
Milford ............ 761-8220

FINANCIAL AID
Beatrice ............ 228-3213
Lincoln ............ 437-2670
Milford ............ 761-8270

GED CLASSES
Beatrice ............ 228-3468 ext. 345
Lincoln ............ 437-2713
Milford ............ 761-8292

HOUSING
Beatrice ............ 228-2490
Lincoln ............ 761-7398
Milford ............ 761-8282

LRC (LEARNING RESOURCE CENTER)
Beatrice ............ 228-3224
Lincoln ............ 437-2485
Milford ............ 761-8245

PARENTS OF ALL AGES PROGRAM (PAP)
Beatrice ............ 228-3468 ext. 350

PLACEMENT (GRADUATES)
Beatrice ............ 228-8214
Lincoln ............ 437-2622
Milford ............ 761-8243

REGISTRATION/RECORDS
Beatrice ............ 228-3213
Lincoln ............ 437-2665
Milford ............ 761-8277

STUDENT ACTIVITIES
Beatrice ............ 228-3468 ext. 353
Lincoln ............ 437-2660
Milford ............ 761-8257

STUDENT RETENTION / MULTICULTURAL RECRUITMENT
Beatrice ............ 228-3468 ext. 351
Lincoln ............ 457-2660-2678
Milford ............ 761-8243

STUDENT SERVICES
Beatrice ............ 228-8210
Lincoln ............ 437-2645
Milford ............ 761-8243

TESTING/ASSESSMENT CENTER
Beatrice ............ 228-8242
Lincoln ............ 437-2715
Milford ............ 761-8292

TEXAS STUDENT SUPPORT SERVICES
Beatrice ............ 228-3468 ext. 361
Lincoln ............ 437-2746
Milford ............ 761-8245

THIRD PARTY RATING AGENCY
Beatrice ............ 228-3468 ext. 361
Lincoln ............ 437-2746
Milford ............ 761-8245

DEAN OF STUDENT SERVICES
Beatrice ............ 228-8220
Lincoln ............ 437-2649
Milford ............ 761-8270

COMPUTER HELPDESK
Beatrice ............ 437-2447
E-mail helpdesk@southeast.edu

COLLEGE WEB SITE
INTRANET (PORTAL)
my.southeast.edu

2005-2006 Programs of Study

ACADEMIC EDUCATION
• Academic Transfer-B & L
• Nebraska Law Enforcement-B & L

AGRICULTURE/LABORATORY SCIENCE
• Agriculture Business & Management Technology-B
• Laboratory Science Technology-L

BUSINESS
• Business Administration-All campuses
• Office Technology-B & L

CONSTRUCTION
• Architectural-Engineering Technology-M
• Building Construction Technology-M
• Computer Aided Drafting & Design-L
• Fire Protection Technology-M
• Heating, Ventilation, Air Conditioning, & Refrigeration Technology-M
• Land Surveying/Civil Engineering Technology-M

ELECTRONIC/COMPUTER
• Computer Programming Technology-M
• Electrical & Electromechanical Technology-M
• Electronic Servicing & Electronic Engineering-L & M
• Microcomputer Technology-L

FAMILY & CONSUMER SCIENCE
• Early Childhood Education-L
• Food Service Hospitality-L

HEALTH
• Associate Degree Nursing-L
• Dental Assisting-L
• Human Services-L
• Medical Assisting-L
• Medical Laboratory Technology-L
• Practical Nursing-B & L
• Radiologic Technology-L
• Respiratory Care-L
• Surgical Technology-L

MANNUFACTURING
• Machine Tool Technology-L & M
• Manufacturing Engineering Technology-M
• Nondestructive Testing Technology-M
• Welding Technology-L & M

MASS MEDIA COMMUNICATION
• Graphic Design-M
• Mass Media-B
• Visual Publications-L

TRANSPORTATION
• Auto Collision Repair Technology-M
• Automotive Technology-L & M
• DaimlerChrysler (CAP) College Automotive Program-M
• Diesel Technology-Farm-M
• Diesel Technology-Truck-M
• Ford (ASSET) Automotive Student Service Educational Training-M
• General Motors (ASEP) Automotive Service Education Program-M
• John Deere Ag Parts-M
• John Deere Ag Tech-M
• Deere Construction & Forestry Equipment Tech-M
• Motorcycle, ATV, & Personal Watercraft Technology-L
• Parts Marketing & Management-M
• Professional Truck Driver Training-L

(S-Beatrice L-Lincoln M-Milford)

Call today and begin your
NO LIMITS education
and underlined
Extension numbers for campus offices are boldfaced and underlined.

No complete chart of the Southeast Community College programs, awards, locations and starting terms is located on pages 66-67 of this catalog.
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.
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**

2005-2006 BOARD OF GOVERNORS

**Row 1:** Helen E. Griffin, *Chair*, Lincoln; Gene Watermeier, *Vice Chair*, Unadilla;

**Row 2:** Lynn Schluckebier, *Secretary*, Seward; Richard O. Scott, *Treasurer*, Lincoln;

**Row 3:** Jacki Allensworth, Lincoln; Darryl Baker, Beatrice;

**Row 4:** Robert J. Feit, Beatrice; Ed C. Heiden, Sterling;

**Row 5:** Ruth M. Johnson, Lincoln; Doug Merryman, Geneva;

**Row 6:** Nancy A. Seim; Lincoln; Bill Beltz, Faculty Representative, Milford

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**Row 5:** Ruth M. Johnson, Lincoln; Doug Merryman, Geneva;

**Row 6:** Nancy A. Seim; Lincoln; Bill Beltz, Faculty Representative, Milford

COLLEGE ADMINISTRATION

Dr. Jack J. Huck, *President*

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

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

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

Ted Suhr, *Vice President for Administrative Services/Resource Development*

Don Byrnes, *Vice President for Human Resources/Staff Development*

Rosemary Machacek, *Vice President for Public Information*

José Soto, *Vice President for Affirmative Action/Equity/Diversity*

Limitations of Catalog Information - This catalog should not be considered a contract between Southeast Community College and any prospective student. The Board of Governors of Southeast Community College reserves the right to make changes in 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. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu via E-mail.
**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, 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. They provide 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 18,284 full-time and part-time credit students on its three campuses. Another 14,341 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 appraiser/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

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

Instruction

SCC instructors are highly qualified. Academic instructors have completed master’s degrees in their teaching fields. Some instructors have earned doctorates or have completed hours toward their doctoral degrees. Technical instructors have both formal and vocational education.

Services

SCC provides students with a wide variety of services, such as academic advising, financial aid, tutoring, TRIO Student Support Services, and TRIO Upward Bound. Students also have access to cafes, ampler 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 to the campuses and classrooms. SCC offers activities, services and recognitions celebrating diversity.

Support programs are offered for students of a variety of races and cultures as well as single parents and persons who are entering nontraditional careers. SCC also welcomes students with disabilities and complies with the Americans with Disabilities Act (ADA). College programs and activities are based on the principle that all students have the right to obtain an education in a college environment free from all forms of discrimination and harassment.
SCC-Beatrice Campus
4771 W. Scott Road, Beatrice, NE 68310-7042

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

Washington Hall: Residence Hall
SCC-Milford Campus
600 State Street, Milford, NE 68405-8498

SCC-Milford enjoys a long 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. 243 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 320,000 sq. ft. facility on a 117 acre site.

For a tour of the SCC-Lincoln Campus and downtown Energy Square location: 1-800-442-4075, ext. 2100 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; Laboratory Science Technology; Fire Protection Technology; Food Service/Hospitality; Human Services; Machine Tool Technology; Medical Assisting; Medical Laboratory Technology; Microcomputer Technology; Motorcycle, ATV, & Personal Watercraft Technology; Nebraska Law Enforcement; Office Technology; Practical Nursing; Professional Truck Driver Training; Radiologic Technology; Respiratory Care; Surgical Technology; Visual Publications; and Welding Technology.
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.

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

SCC - ENERGY SQUARE LOCATION

Suite 112:
Academic Transfer Office
Lincoln Campus-Energy Square Office, Information

Room 100F:
Chemistry Laboratory

Room 103:
Distance Learning

Room 104:
ABE/GED

Rooms 100C, 100D, 100E, 101, 102, 104-111, 113A, 113B, 113E:
General Class rooms

Room 113C & 113D:
Workforce Development 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 Classes for Customized Training Services for business and industry
The SCC-Continuing Education Center offers some of the most sophisticated technological capacity in Lincoln, including state-of-the-art equipment allowing communication throughout the world.

The Continuing Education Center is 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 (SCC–Area Office) is located on the fifth floor of the building.
3rd floor: Classrooms for Workshops, Seminars, and Conferences

4th floor: Offices for Continuing Education Dean, Director of Business, Director of Personal Enrichment and Leisure
Classrooms for: Continuing Education
Computer Labs

5th floor: SCC-Area Office
Offices for College Administration including: Administrative Services, Affirmative Action / Equity / Diversity, Educational Foundation, Human Resources, and Public Information.
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.

Steps for Admission to Programs of Study

I. COMPLETE AND SUBMIT AN APPLICATION FORM

A. APPLICATION FORM

1. All students seeking admission to a program of study at SCC must complete an Application for Admission form. Students must complete only one Application for Admission form for a program of study at any SCC campus location.

2. Application for Admission forms are available in the Student Services Offices on each campus and at www.southeast.edu via the Internet.

B. STUDENTS APPLYING FOR ADMISSION TO MORE THAN ONE PROGRAM OF STUDY

1. LIKE PROGRAMS OFFERED ON MORE THAN ONE CAMPUS

a. For like programs offered on more than one campus (i.e. Welding, LPN, Academic Transfer), a student can be admitted for only one program at one location for a given year and term.

b. Current students desiring to transfer from their current program of study on one campus to the same program on a different campus must contact the program chair at the second location to determine if an opening is available. If an opening is available, the program chair will grant permission for the student to transfer and register. If an opening is not available, the student must complete the steps for admission to a program of study in order to reserve a place for a future term in the program at the second location.

2. DIFFERENT PROGRAMS IN SAME YEAR AND TERM

a. Unless there is a conflict in scheduling, a student can be admitted into two different programs on the same or different campuses for the same year and term. (Contact the campus Admissions Office for additional information.)

3. DIFFERENT PROGRAMS IN DIFFERENT YEARS AND/OR TERMS

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

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)

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 Offices.

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

All requests for information regarding admission to any program and all completed application forms should be obtained from and submitted to the Admissions Office of the campus selected by the student. SCC has the right to deny admission or continued enrollment to persons who have misrepresented their credentials or background.
C. EFFECTS ON FINANCIAL AID OF APPLYING FOR ADMISSION TO MORE THAN ONE PROGRAM OF STUDY

1. If a student receives financial aid, or plans, or expects to receive financial aid, federal restrictions may limit a student’s options. To receive financial aid, Federal regulations require that a student:
   • Be enrolled in a program of study
   • Has received aid for no more than one program of study at a time
   • Can receive financial aid only for a limited period of time
   • Make satisfactory progress towards completing a program of study
   • Intends to complete his/her program of study

(Contact the campus Financial Aid Office for additional information.)

II. SUBMIT TRANSCRIPTS

D. HIGH SCHOOL or GED TRANSCRIPTS REQUIRED

1. A copy of your high school or GED transcript must be sent directly to the SCC Admissions Office at the appropriate campus. High school or GED transcripts are not required if a student has completed and submitted an official transcript for an Associate or Bachelor’s degree.

2. High school transcripts are required as evidence of high school graduation, to document dual credit (high school and college) and credit by participation in Tech Prep, or to identify specific courses taken in high school that may affect the courses that students register for in their college program of study.

3. Prior to entering a program of study, students who have NOT completed a high school diploma or a GED program must demonstrate the ability to benefit from college classes by achieving a minimum score on the SCC placement exam. (Contact the campus Testing and Assessment Office for additional information.)

4. Students must have a high school diploma or GED certificate to receive an Associate Degree, Diploma or Certificate from Southeast Community College.

5. A GED program is available at SCC for students who have not graduated from high school and who do not have a GED certificate. (Contact the campus Testing and Assessment Office for additional information.)

B. POSTSECONDARY TRANSFER CREDIT

Copies of official transcripts from all post-secondary institutions must be sent directly from the institution to the College Admissions Office at the appropriate campus.

III. COMPLETE AN ASSESSMENT

Applicants for admission must be assessed for readiness in basic reading, written expression, and mathematics to determine whether their skill level is consistent with program requirements. Applicants can request career advising staff for help to determine the entrance requirements for specific programs.

Students may be required to complete developmental course work before advancing to certain program courses. Specific information about developmental course work is available through campus admissions and career advising staff.

A. INITIAL ASSESSMENT REQUIRED

All students entering SCC programs MUST demonstrate readiness through at least one of the following basic skill assessments:

1. Achieve appropriate ACT scores in each of the areas of language, reading, and math as required by a specific program. These scores may be sent directly by ACT to SCC or be reported on the high school transcript); OR

2. Provide evidence of three (3) hours or more of transfer credit from an accredited postsecondary institution with a grade of "C" or better in each of the areas of English, math, and a course which indicates reading ability, e.g., social studies, psychology; OR

3. Achieve COMPASS/ASSET placement scores as required by the specific program of study for which the individual is applying. The first COMPASS/ASSET basic skills assessment is available at each campus free of charge. Retests are available for $15.

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

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

B. RETESTING

Retesting is possible for individuals who believe their placement test scores do not reflect their current skill levels in reading, written expression and mathematics. If the student has previously taken the COMPASS or ASSET test, a $15.00 re-take fee is required (in advance) per testing session regardless of whether the individual is taking the entire test (3 parts) or subtests. If individuals want to take one section at a time, they have 5 business days to complete that testing.

1. Current high school students may test at no charge. High school students may also retest at no charge.

2. Individuals having test scores older than 5 years will be asked to retake the COMPASS test but will not be charged for retesting. Additional retests are $15.

3. When an SCC instructor in English, writing or math, or an SCC Testing / Assessment Center staff person requests a retest, there will be no fee assessed.

4. Individuals who wish to retake the COMPASS test must have completed additional study in the test area(s) that they did not pass the first time, and be able to demonstrate that additional study to SCC Testing Center staff before they will be allowed to retest. Individuals must wait 30 days between the first and second testing to allow adequate time to study in the problem areas and prepare for the second test. Individuals will not be permitted a second retest (third time of testing) until 30 days after the first retest (second time of testing).
IV. SUBMIT ANY ADDITIONAL INFORMATION REQUIRED FOR YOUR CHOSEN PROGRAM OF STUDY.

Applicants requesting admission to a specific program of study will be notified by the College admissions office of any additional information required by their chosen program of study.

V. PAY THE NONREFUNDABLE $25 PROGRAM RESERVATION TUITION DEPOSIT WHEN NOTIFIED BY MAIL THAT THE DEPOSIT IS DUE.

1. Individuals applying for admission to a program of study are required to pay a $25 nonrefundable program reservation deposit that is applied to tuition. (See Tuition and Fees information.)

2. Failure to pay the $25 nonrefundable program reservation tuition deposit when the student is notified that the deposit is due will cancel the student’s application.

3. Individuals applying for admission to more than one program of study must pay a $25 nonrefundable program reservation tuition deposit that is applied to tuition for each program to which they are applying.

4. Current students who transfer to a different program of study must pay the $25 nonrefundable program reservation tuition deposit that is applied to tuition for the program to which they are transferring.

VI. STUDENTS WILL BE NOTIFIED BY MAIL AS SOON AS POSSIBLE ABOUT THEIR ADMISSION 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 federal income tax purposes on a parent or guardian who has established a home in Nebraska.

4. A minor whose parent(s) or guardian who for a period of six months have established a home in Nebraska where such parent(s) or guardian are habitually present with the bona fide intention of making Nebraska their permanent place of residence.

5. A person of legal age or an emancipated minor who for a period of six months shall have established a home in Nebraska where he/she is habitually present, and shall verify by documentary proof that he/she intends to make Nebraska his/her permanent residence. (Examples that may satisfy Nebraska residency: voter registration, Nebraska driver’s license, vehicle registration, payroll records, apartment lease agreement.)

6. An individual who is an alien and who for a period of at least two years has established a home in Nebraska where he/she is habitually present with the bona fide intention of becoming a permanent resident alien of the United States and making Nebraska his/her permanent residence.

7. An individual who is a dependent of a permanent full-time staff member of 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.
**REGISTERED 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, and any required signatures. Students who are declared in a program of study are allowed to register before general registration.

The College requires a student’s Social Security Number as a condition for enrollment for all students registering for classes at SCC (See Family Educational Rights and Privacy Act - FERPA - College Policies Chapter 3) with the exception of individuals who are documented to be "lawfully admitted aliens." For those registering students who are documented as "lawfully admitted aliens," independent of their eligibility to obtain a Social Security Number, an alternate number will be assigned to distinguish their student records from others.

Registration forms are processed by the Registration and Records Office. The Registration and Records Office is responsible for collecting and maintaining all student records and grades, and is in charge of registrations. The Registration and Records Office also receives all drop/add 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 who register for any arranged or independent study classes, after the term begins, 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.

**STUDENT STATUS**

- **Full time** = 12 or more credit hours per term
- **Part time** = less than 12 credit hours per term
- **3/4 time** = 9 through 11.5 credit hours per term
- **1/2 time** = 6 through 8.5 credit hours per term
- **Less than 1/2 time** = Less than 6 credit hours per term

Contact the campus Registration and Records Office for questions about student status for terms other than quarter (summer sessions, short courses, or others.)

**LICENSURE REQUIREMENTS**

Licensure is a requirement for employment after graduation from several College programs. Specific licensure requirements may be obtained from the agency or authority responsible for issuing licensure. The College does not grant licensure or ensure an individual’s eligibility to obtain licensure after graduation. It is each student’s responsibility to know and understand these requirements.
**DROP/ADD/WITHDRAWAL**

**Student Initiated Drop or Withdrawal**

Students may initiate a drop from a class/es, or withdraw from all classes prior to the deadline for dropping classes (see deadline below). To drop or withdraw from classes, you must submit an "Official Drop/Add Form For Credit Classes" or an "Official Termination of Enrollment Form," to the Registration and Records Office which is located in the Student Services Office. Failure to attend classes or notification by telephone does not constitute a drop or withdrawal. Students must submit an official drop or withdrawal form prior to the refund deadline to be eligible for a tuition refund. Failure to attend classes does not absolve the student of making complete payment for all tuition and fees associated with the student's registration.

**Deadline for Dropping Class/es**

The campus deadline for dropping a class/es is 75% of the elapsed time of the term. Classes which start after the first week of the term (7 calendar days) and classes which vary in length (less than or more than the 11-week term) will be handled on a pro-rata basis (approximately 75% of the course length) to determine the drop deadline and the eligibility for a tuition refund.

**Tuition Refunds**

Refunds are not automatic. To obtain a refund or adjustment on your account you must submit an official drop or withdrawal form prior to the deadline for dropping and receiving a refund. Refunds will not be granted after these deadlines. Refunds for cancelled classes are automatically processed and students are not required to submit a drop or withdrawal form for any cancelled classes. Refund checks are mailed to the student's current address. Refund checks usually take 2-3 weeks to process after notification. Please do not contact the college to inquire about a refund prior to the third week deadline.

**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).

**Administrative Withdrawal**

Students may request an administrative withdrawal (awarding of a "W" grade) after the deadline for dropping classes, if extenuating circumstances exist. Personal problems such as illness, job change, a move out of town, may be considered by individual instructors. Withdrawals will not be processed for nonattendance. Nonattendance after the deadline for dropping usually results in the student receiving an unsatisfactory grade, "U".

**Adding Courses After Initial Registration**

To add a course(s) during the first six days of the term a student must complete an official drop/add form, have the course instructor or program designee sign the form to approve the add and submit the form to the Registration and Records Office. Courses that start at a later date in the term, as identified in the schedule, can be added within six days of the start of that particular course and would follow the same procedures as listed for a course that starts at the beginning of the term.

To add a course or courses after the sixth day of the term, a student must complete the drop/add form and have both the Program Chair and Division Dean for the course sign the form and submit it to the Registration and Records Office.

Some courses are taught on an individualized basis and offer continuous enrollment if space is available. If those courses are added after the sixth day they would also require the signature of both the Program Chair and Division Dean prior to being submitted to the Registration and Records Office.

**Course Repeat Procedure**

Students may not take an academic/vocational course more than two times, whether to improve a passing grade or to repeat a course in which the grade was "W", "I", "U", "AU", without prior approval. Prior to a student registering for a course for the third time, a plan of action (repeat course form) must be completed and approved by the student’s advisor and Program Chair of the course. Declared students must meet with a program advisor. Undeclared students must meet with a career advisor. If a student retakes an academic/vocational course, the highest grade earned will be used in the computation of the cumulative 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 supersede this policy.)
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
- Awarding 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
- 2005 - 2006 Tuition and Fees / Housing Fees
FINANCIAL AID PROGRAMS

SCC participates in FEDERAL AND STATE financial aid programs, as well as INSTITUTIONAL FINANCIAL AID 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 Financial Aid

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 Financial Aid

NEBRASKA STATE GRANT (NSG)

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

FEDERAL WORK-STUDY PROGRAM (FWS)

Southeast Community College participates in the Federal Work-Study Program. FWS funds are awarded to students on the basis of financial need eligibility. For more information on this program, 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. Dependent 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 subject to a 30-day delay based on federal requirements and 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 of dependent students and provides additional funds for educational expenses. Federal PLUS loans enable parents with good credit histories to borrow for each dependent child who is enrolled at least half-time. Federal PLUS loans are made by a lender such as a bank, credit union or savings and loan association. Applicants do not have to show financial need, but must undergo a credit analysis. Repayment begins within 60 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.

Institutional Financial Aid

SCC TUITION GRANT (TGA)

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

SCHOLARSHIPS

The Southeast Community College scholarship program was established to promote and encourage interest in education for students planning to enroll, to reduce the student’s financial obligation and to recognize outstanding academic achievement in course work already completed at SCC. Scholarships are considered “gift aid” and do not require repayment unless the donor has clearly indicated repayment procedures in the scholarship announcement.

Scholarships are awarded on the basis of academic achievement and/or financial need. Applicants are evaluated on criteria specified by the scholarship donor. Selection is made by the SCC campus Scholarship Committee or the scholarship donor.

Students applying for scholarships awarded on the basis of financial need must file a Free Application for Federal Student Aid (FAFSA). Scholarships are added to the student’s aid package. In case of a student withdrawal, unused funds are returned to the appropriate fund.

Scholarships available include scholarships which promote diversity, the SCC Educational Foundation Scholarships for high school seniors, and various campus scholarships donated by business, professional organizations and individuals. For more information and a listing of available scholarships by campus, contact the campus Financial Aid Office.
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.

APPLYING FOR FINANCIAL AID

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

1. Complete an Application for Admission.

Complete a paper "Application for Admission" and submit it to the SCC Admissions Office or complete an on-line application at the Southeast Community College website, on the "Admissions" page.

(See Steps for Admission to Programs of Study—Chapter 1 Enrollment in this catalog.)

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

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), or E-mail a notice if student applied online, when processing is complete. This form should be reviewed for accuracy upon receipt. At the same time the SAR is received by the student, all schools listed to receive processed FAFSA results will be sent information electronically (called an ISIR). In some cases, the College will be required to verify the information reported on the FAFSA. 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 Academic Progress (SAP) policies, to be eligible to receive financial aid. SAP is a requirement of the federal government for receipt of financial aid.

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,

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

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

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

3. Complete SCC’s “Financial Aid Questionnaire” and return it to the Financial Aid Office. The form is available on-line or a paper copy is available in the campus Financial Aid Office.

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

4. Students wanting to be considered for a STAFFORD STUDENT LOAN, must submit a Loan Request Form. In addition, a Loan Application / Master Promissory Note (MPN) is needed for loan certification. Loan Request Forms are available from the SCC Financial Aid Office on each campus or on-line. Loan Applications / Master Promissory Notes (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. Scholarships are awarded two times a year for returning students. 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. Scholarship applications will be available approximately one month prior to deadlines.

**AWARD OF FINANCIAL AID**

Southeast Community College issues a Financial Aid Award letter which informs students of financial aid they are eligible to receive. Priority filing deadline dates have been established to prevent delays in processing Financial Aid Awards. Review of documents received begins immediately. Complete information will be processed and a Financial Aid Award letter will be generated and mailed to the student, indicating financial aid eligibility for the academic year.

<table>
<thead>
<tr>
<th>Priority filing deadline dates are as follows.</th>
<th><strong>Title IV Refund Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1 ... ... ... for summer term</td>
<td>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.) <strong>Refunds for students receiving federal financial aid are refundable to the designated Title IV program or programs according to federal policies and guidelines.</strong> Contact the campus Financial Aid Office for more information.</td>
</tr>
<tr>
<td>July 1 ... ... ... for fall term</td>
<td><strong>Return of Federal Financial Aid Funds (Title IV Refunds)</strong></td>
</tr>
<tr>
<td>October 1 ... ... ... for fall term</td>
<td>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 grants, and TRIO grants. Following is an explanation of procedures used in calculating and returning Title IV funds.</td>
</tr>
<tr>
<td>January 1 ... ... ... for spring term</td>
<td><strong>Procedures Used in Calculating and Returning Title IV Funds</strong></td>
</tr>
</tbody>
</table>

**Satisfactory Academic Progress (SAP)**

All students receiving FEDERAL financial aid and/or VETERANS’ BENEFITS are subject to certain policies regarding eligibility and satisfactory academic progress toward an educational goal. **Failure to make satisfactory progress could result in the student being placed on financial aid probation or termination.** Detailed information on specific satisfactory progress policies and requirements is provided to all students who participate in federal financial aid and veterans’ benefit programs.

**Minimum Standards for Maintaining Satisfactory Academic Progress (SAP):**

1. must have a cumulative GPA of 2.0 or higher
2. must pass at least two-thirds (67.66%) of the credit hours register for by the Pell census date (the 10th day of the quarter)
3. must not exceed 150% of the minimum number of credit hours required for completion of the student's specific program of study

**Applying for 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. **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.

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**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.

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

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

**NON-CREDIT CLASSES**

<table>
<thead>
<tr>
<th>% elapsed</th>
<th>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day before</td>
<td>100</td>
</tr>
<tr>
<td>0.000 - 8.999</td>
<td>80</td>
</tr>
<tr>
<td>9.000 - 17.999</td>
<td>60</td>
</tr>
<tr>
<td>18.000 - 26.999</td>
<td>40</td>
</tr>
<tr>
<td>over 27.000</td>
<td>0</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. 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, before the end of the sixth week of classes, for the term in which Title IV federal financial aid is awarded, the campus Financial Aid Office 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 more information on Payment Options, please see the College web site’s Payment Options page.

DEBTS

ALL FINANCIAL OBLIGATIONS TO THE COLLEGE MUST BE PAID BEFORE A STUDENT MAY REGISTER FOR ANY NEW TERM AND BEFORE TRANSCRIPTS, AWARDS AND CREDENTIALS MAY BE RELEASED. Financial obligations include (but are not limited to) tuition and fees, college loans, library and parking fines. The College will charge $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.
# Tuition & Fees

**TUITION AND FEES MUST BE PAID BY THE FIRST DAY OF CLASS. THE FOLLOWING TUITION AND FEES RATES ARE EFFECTIVE JULY 1, 2005—JUNE 30, 2006:**

## GENERAL FEES

- Graduation fee (nonrefundable) .......................................................................................................................................................................$25

## TUITION RATES

- **TUITION - NEBRASKA RESIDENT**  All credit hours taken (per credit hour/per term) .................................................................$39
- **TUITION - OUT-OF-STATE**  All credit hours taken (per credit hour/per term) .................................................................$47.50

## CAMPUS FEES

- **PROGRAM RESERVATION**  Beatrice/Lincoln/Milford (applied to tuition-nonrefundable) .................................................................$25
- **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)……………………………….. PER STUDENT**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit (refundable damage/surety deposit)</td>
<td>$100</td>
</tr>
<tr>
<td>Roosevelt and Washington Halls (apartment style)</td>
<td>$882</td>
</tr>
<tr>
<td>2-4 per room-per student</td>
<td></td>
</tr>
<tr>
<td>Hoover Hall (residence hall)</td>
<td>$882</td>
</tr>
<tr>
<td>2 per room-per student</td>
<td></td>
</tr>
<tr>
<td>3 or more per room-per student</td>
<td>$664</td>
</tr>
</tbody>
</table>

### MILFORD

**MILFORD CAMPUS RESIDENCE HALL COSTS (per quarter - rates include Internet access, cable TV, and phone service)……………………………….. PER STUDENT**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</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) (includes housing and board - cafeteria &amp; residence hall)</td>
<td>$1,005</td>
</tr>
<tr>
<td>1 per room-per student (dorm style-Nebraska Hall with commons area)</td>
<td></td>
</tr>
<tr>
<td>2 per room-per student (Nebraska and Cornhusker Halls)</td>
<td>$1,131</td>
</tr>
<tr>
<td>3 per room-per student (Nebraska and Cornhusker Halls)</td>
<td>$989</td>
</tr>
<tr>
<td>4 per room-per student (Nebraska Hall)</td>
<td>$902</td>
</tr>
<tr>
<td>Pioneer Hall Complex (apartment style)</td>
<td>$1,239</td>
</tr>
<tr>
<td>Cafeteria and apartment (per quarter) (4 per unit-per student)</td>
<td></td>
</tr>
<tr>
<td>• Board only - cafeteria rates per quarter (14 meals per week)</td>
<td>$642</td>
</tr>
<tr>
<td>• Housing only - apartment housing per quarter (4 per unit-per student)</td>
<td>$599</td>
</tr>
<tr>
<td>Married/Single Parent Student Housing - per month</td>
<td>$601</td>
</tr>
</tbody>
</table>

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

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

Student Evaluation of Faculty

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

Student Representative on the Board of Governors

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

HEALTH, SAFETY, AND SECURITY

Appearance

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

Campus Security

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
• Washington Hall - Interior walls

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

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

Welsh Center
• Dressing room/weight room

Cornhusker Hall
• Under lower stairwells and lower floor area.

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

3. Any allegation of sexual harassment will be investigated and appropriate action to resolve the complaint will be initiated while protecting the anonymity of all individuals involved.
**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 have 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 will be released at the discretion of the Student Services Office.

To avoid having this information released, the student must submit a written request to the campus Student Services Office 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.

**Address Change**

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

**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 the student's cumulative GPA.

A student may be granted academic bankruptcy only once. A student must have completed 18 quarter credit hours with a minimum grade point Average of 3.00; or
37.5 quarter credit hours with a minimum grade point average of 2.50 following the term(s) for which bankruptcy is sought. A student may elect to retain courses from the bankrupt term. Any course that is a requirement for graduation from the student's current program of study will be retained and will be included in the student's cumulative GPA.

Courses and grades which are granted academic bankruptcy will remain on the student's official transcript, but will be marked "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 of arts degree into baccalaureate-level programs.

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

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 institutional transfer requirements. Please contact a college transfer advisor and the institution to which you are transferring.

Credit Types

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>AU</td>
<td>Audit</td>
</tr>
<tr>
<td>PX</td>
<td>Pass-Exam</td>
</tr>
<tr>
<td>TR</td>
<td>Transfer</td>
</tr>
<tr>
<td>CW</td>
<td>Credit by Waiver</td>
</tr>
<tr>
<td>BK</td>
<td>Bankruptcy</td>
</tr>
<tr>
<td>CR</td>
<td>Credit</td>
</tr>
<tr>
<td>NC</td>
<td>Noncredit</td>
</tr>
<tr>
<td>BF</td>
<td>Balance forward as of 7/1/94</td>
</tr>
<tr>
<td>IP</td>
<td>In Progress</td>
</tr>
</tbody>
</table>
### 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, 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.

**NC**  Noncredit

**PX**  Pass-Exam

**NG**  Noncredit

**I**  Incomplete

**W**  Permanent Withdraw

**NP**  Permanent No pass

**TR**  Permanent Completed with no assessment

**IP**  In Progress

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

### Credit Types

<table>
<thead>
<tr>
<th>Grade Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>P</td>
<td>Permanent Pass with formal assessment</td>
</tr>
<tr>
<td>NG</td>
<td>Permanent Completed with no assessment</td>
</tr>
<tr>
<td>I</td>
<td>Temporary Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Permanent Withdraw</td>
</tr>
<tr>
<td>NP</td>
<td>Permanent No pass</td>
</tr>
<tr>
<td>NC</td>
<td>Noncredit</td>
</tr>
<tr>
<td>PX</td>
<td>Pass-Exam</td>
</tr>
</tbody>
</table>

**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.  
6.5 total cr hrs. = 21.5 total pts.  
(21.5 points) divided by (6.5 credit hours) = 3.30 (GPA earned for these two classes.)  
(See the Credit Transcript Key)
**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.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Quarter</th>
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<tr>
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<td>2.5</td>
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<td>2.00</td>
<td>3.0</td>
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<td>11.5</td>
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<td>8.00</td>
<td>12.0</td>
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**CREDIT TRANSCRIPT KEY**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>STATUS</th>
<th>HONOR POINTS</th>
<th>DESCRIPTION</th>
<th>SUGGESTED PERCENTAGE</th>
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<tbody>
<tr>
<td>A+</td>
<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>
</tr>
<tr>
<td>B+</td>
<td>Permanent</td>
<td>3.5</td>
<td>Above Average</td>
<td>85-89</td>
</tr>
<tr>
<td>B</td>
<td>Permanent</td>
<td>3.0</td>
<td></td>
<td>80-84</td>
</tr>
<tr>
<td>C+</td>
<td>Permanent</td>
<td>2.5</td>
<td>Average</td>
<td>75-79</td>
</tr>
<tr>
<td>C</td>
<td>Permanent</td>
<td>2.0</td>
<td></td>
<td>70-74</td>
</tr>
<tr>
<td>D+</td>
<td>Permanent</td>
<td>1.5</td>
<td>Below Average</td>
<td>65-69</td>
</tr>
<tr>
<td>D</td>
<td>Permanent</td>
<td>1.0</td>
<td></td>
<td>60-64</td>
</tr>
<tr>
<td>U</td>
<td>Permanent</td>
<td>0.0</td>
<td>Unsatisfactory</td>
<td>Below 60</td>
</tr>
<tr>
<td>P</td>
<td>Permanent</td>
<td>*</td>
<td>Pass</td>
<td>70</td>
</tr>
<tr>
<td>NP</td>
<td>Permanent</td>
<td>*</td>
<td>No Pass</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Temporary</td>
<td>*</td>
<td>Incomplete</td>
<td></td>
</tr>
<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>
<td></td>
</tr>
</tbody>
</table>

*Not included in GPA

**ADVANCED STANDING**

The three methods the College has established for students to gain advanced standing are: transfer credit, credit by waiver and credit by examination. To be granted advanced standing credit:

1.) A student must be accepted for admission to a College degree program.
2.) A minimum of one-third (1/3) of the credit hours required for a degree must be completed at Southeast Community College, the degree granting institution.
3.) Up to two-thirds (2/3) of the credit hours required for a program of study may be waived through the three methods established for advanced standing; (credit by transfer, waiver, and examination).

**TRANSFER CREDIT**

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

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

**CREDIT BY WAIVER**

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

**Tech Prep Advanced Placement**

Tech Prep is a partnership between high schools and SCC. This partnership helps prepare high school students for technical careers. Pathways of courses to prepare students for college level work are laid out. Tech Prep Advanced Placement means the student may apply for Credit by Waiver (See Advanced Standing section) for approved courses taken at the high school level and avoid duplication in classes. In order to receive Tech Prep Advanced Placement, a student must:

- Enroll in SCC within one year of high school graduation or as soon as a program waiting list allows following high school graduation.
- Obtain a grade of "B" or better in the high school articulated course.
- Complete and submit a Credit by Waiver form available from the Registrar’s Office with all appropriate signatures.

Some Advanced Placement agreements require the student to take the next course in the sequence of the program at the college and obtain a grade of "C" or better in order for the credit for the previous course to be placed on the transcript.

**Credit by Examination**

Some courses may be completed by examination. Testing devices and evaluation procedures will vary according to the course, division requirements and the amount of credit being advanced. To apply for Credit by Examination, the applicant must have been accepted for admission to a College degree program.

Applications for Credit by Examination are obtained from the campus Registration and Records Office and submitted to the division responsible for teaching the course. An application for Credit by Examination must be completed and submitted to the campus Registration and Records Office for all credit granted as "PX" (Passed by Examination) on the transcript. No grade points will be awarded, and the Credit by Examination will not be included in the cumulative grade point average. Copies of the certification will be returned to the student and the department in which the student is enrolled.

Credit granted by Waiver and Examination or any combination of Waiver and Examination may be awarded up to limits established by each department of the College but not exceeding one-third (1/3) of the total credit hours required for a program award. Applicants for Credit by Examination must pay 50 percent (50%) of the current per credit hour tuition rate for each credit hour attempted by examination, prior to the examination.

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 exam to exam; therefore, students should request a list of these minimum scores. Credits granted through a CLEP exam will not apply towards load requirements for extraordinary activities, veteran’s benefits or scholastic honors. Only Southeast Community College students may have CLEP scores recorded on their SCC transcripts. Acceptable CLEP credits are recorded as PX (Pass by Examination).

Students interested in CLEP testing should contact the Testing/Assessment Center (402-437-2626) for information and testing arrangements. CLEP subject exams cost approximately $70 per examination. Some colleges do not accept CLEP credits as transfer credits. Transfer students should carefully investigate minimum CLEP scores established by other colleges.
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.

• 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 that 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.

TESTING CENTER CHEATING POLICY
1. A student caught cheating in the Testing Center will have the test confiscated immediately.
2. The instructor will be notified as soon as possible by the Testing Center.
3. The instructor will address the situation as it is outlined in the course syllabus.
4. The student will be suspended from use of the Testing Center, for that class, until written notification is received by the Testing Center. The written notification will be from the instructor and must request reinstatement of Testing Center use for that student.
5. If that student is caught cheating a second time, whether or not it occurs for the same class, that student will be barred from using the Testing Center.
Student Conduct

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

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

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

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

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

3. Physical, mental, or verbal abuse others or self on College owned or controlled property or at College sponsored or supervised functions, or conduct which threatens or endangers the health and safety of such persons. This abuse includes all forms of harassment and discrimination.

4. Participating in or inciting a riot or an unauthorized or disorderly assembly.

5. Seizing, holding, commandeering or damaging any property or facility of the College, or threatening to do so.

6. Refusing to depart from any property or facility belonging to or being used by the College upon a reasonable request of an authorized College official.

7. Unlawful possession, use, distribution, or under the influence of illicit drugs, alcohol or controlled substance on College owned or controlled property or at any College sponsored event.

8. Obstructing the free movement of persons or vehicles on College premises or at College activities.

9. Possession of dangerous chemicals, explosives, firearms or items used as a weapon on College owned or controlled property or at College sponsored or supervised functions without prior authorization from College officials.

10. Littering, defacing, destroying, vandalizing or damaging property owned or being used by the College.

11. Removing College property or property assigned to the College without authorization.

12. Unauthorized entry onto College property or property under the control of the College.

13. Unauthorized use of College equipment or facilities.

14. Violating campus parking and/or driving regulations.

15. Violating College policies, rules or regulations.

16. Discrimination or harassment on the basis of race, color, religion, sex, age, marital status, national origin, ancestry, veteran status or disability.

17. Disorderly conduct or lewd, indecent or obscene conduct on College owned or controlled property or at College sponsored 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 SCC, the Southeast Area administration and the SCC Board of Governors. Acceptance of the application, in turn, represents the extension of a privilege to participate in educational programs and activities; and to remain a student so long as the academic and behavior standards of the College are met.

B. Each individual student is guaranteed the privilege of exercising his/her rights without fear or prejudice. Such rights include the following:

1. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on campus shall be provided by the College.

2. No disciplinary action may be imposed upon any student without due process.

3. Free inquiry, expressions and assembly are guaranteed to all students provided their actions do not interfere with the rights of others, interfere with the teaching-learning process or the normal operation of the school.

4. Academic evaluation of student performances shall be neither arbitrary nor capricious.

5. Students, faculty and staff of the College have the right to expect personal safety, protection of property and the continuity of the educational process.

C. Students have the right to inspect and review their educational records. They have the right to 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 be cause for additional disciplinary action. Students who violate policies, rules or regulations are generally granted warning and sometimes probation prior to suspension or dismissal from the College. HOWEVER, SUSPENSION OR DISMISSAL MAY BE THE FIRST ACTION TAKEN WHEN THE MISCONDUCT IS SERIOUS AND SUCH ACTION IS DEEMED APPROPRIATE.

D. Suspension - Exclusion from attending classes and all student activities. The student will be excluded for a definite period of time not to exceed one year. The letter of suspension will state the terms of the exclusion and the conditions for readmission to the College. The Dean of Student Services is responsible for administering suspensions and dismissals.

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

Disciplinary Hearing

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

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

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

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

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

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

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

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

E. The student shall be advised of appeal procedures.

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

G. Only matters involving a student’s suspension, expulsion or termination may be appealed to the Board of Governors.
Hearing Procedures for Student
Grievances
All students have the right of due process in filing and resolving grievances concerning abridgment 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 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 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:

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.

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 rulings necessary to expedite the hearing, to exclude unreliable or prejudicial evidence, and to safeguard the confidentiality of statements and evidence given at the hearing. Specific procedures will be explained by the committee chairperson prior to the beginning of the meeting or hearing.

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.
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.

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 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.

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 audio-visual 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, alcohol or controlled substances while on campus.

When cause exists as determined by staff, a student suspected of being under the influence of drugs, alcohol or controlled substance while on campus or at a College activity may be requested to submit to a drug/alcohol test. Arrangements for and expense of such tests will be borne by the College.
Student violations of the standards as stated in the 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.

Testing Requirements: The results of any test performed on the body fluid or breath specimen of a student, as directed by the College, to determine the presence of drugs or alcohol shall not be used to deny any continued enrollment or administrative action unless the following requirements are met:

1. A positive finding of drugs by preliminary screening procedures has been subsequently confirmed by a gas chromatography mass spectrometry or other scientific testing technique which has been, or may be, approved by the Nebraska Department of Health; and

2. A positive finding of alcohol by a preliminary screening procedure is subsequently confirmed by either:
   a. gas chromatography with a flame ionization detector or other scientific technique which has been, or may be, approved by the Nebraska Department of Health; or
   b. a breath-testing device operated by a breath-testing device operator.

Types of Tests: The College will conduct drug and alcohol tests in circumstances where reasonable cause exists. Arrangements for and expense of such tests will be borne by the College.

Reasonable Cause: When cause exists as determined by staff, a student suspected of being under the influence of drugs, alcohol or controlled substance while on campus or at a College activity may be requested to submit to a drug/alcohol test. The staff shall report the fact to the campus Dean of Student Services (or designated representative). If the Dean of Student Services (or designated representative) concurs that reasonable cause exists to believe that a student is under the influence of drugs, alcohol or controlled substance, then the student shall be requested to submit a test of his or her urine for the purpose of determining the presence of illegal drugs. An evidential-breath-test-device will be used to determine alcohol content. The testing shall be performed under the supervision of the campus Dean of Student Services, or by such other persons as may be designated by him/her. The student shall also be requested to execute a consent form authorizing the analysis of his or her urine for the purpose of determining the presence of illegal drugs and/or breath tests to determine alcohol content. The form shall authorize the release of the written results of such tests to the College. The refusal of a student to give a urine specimen, breath-sample test or to execute a consent form when requested to do so shall be grounds for dismissal.

Reasonable grounds for requesting that a student must submit to testing and execute a consent form shall be deemed to exist when the student manifests physical or physiological symptoms or reactions commonly caused by the use of alcoholic beverages or controlled substance, such as the odor of alcohol on the breath, slurred or thick speech, apparent loss of coordination or unsteady gait, or uncharacteristic emotional behavior. Reasonable grounds shall also be deemed to exist whenever a student is involved in an accident while enrolled which results in an injury to himself or herself or any other person, or which causes damage to College property or the property of another individual in excess of $1,000.

The Vice President for Student Services and the campus Dean of Student Services shall be notified when a student has been directed by the College to follow the College’s Drug and Alcohol Testing procedures.

Refusal to Test: Refusal to submit to the types of drug and alcohol tests employed by the College will be grounds for dismissal from the College. A refusal to test is defined to be conduct which would obstruct the proper administration of a test. A delay in providing the urine or breath specimen could be considered a refusal. If a student cannot provide a sufficient urine specimen or adequate breath, he/she will be evaluated by a physician of the College’s choice. If the physician cannot find legitimate medical explanation for the inability to provide a specimen (either urine or breath), it will be considered a refusal to test. In that circumstance, the student will be subject to dismissal.

Drug Urinalysis: Drug testing will be performed through urinalysis. Urinalysis will test for presence of drugs and/or metabolites of the following controlled substances:

1. marijuana, 2. cocaine, 3. opiates, 4. amphetamines, and 5. phencyclidine (PCP). The urinalysis procedure starts with the collection of a urine sample. Urine specimens will be submitted to and all confirmatory tests shall be performed by a clinic, hospital or laboratory which is licensed pursuant to the federal Clinical Laboratories Improvement Act of 1967, 42 U.S.C. 263a, or which is accredited by the College of American Pathologists for testing. 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 shall in turn, contact the student and direct the student to contact the MRO. Upon being so directed, the student shall contact the MRO immediately or, if after the MRO’s customary business hours, then at the start of the next business day. In the MRO’s sole discretion, a determination will be made as to whether a result is positive or negative.

An individual testing positive may make a request of the MRO to have the secondary vial tested. The student may request that the secondary vial be tested by a different certified lab than the one which tested the primary specimen. The individual making the request for the test of the second specimen must prepay all costs associated with the test. Requests for testing of a second specimen is timely if it is made to the MRO within 72 hours of the individual being notified by College of a positive test result.

All specimens, which result in a finding of drugs or alcohol, shall be refrigerated and preserved in a sufficient quantity for retesting for a period of at least 180 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.
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
• Affirmative Action/Equity/Diversity
• 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.

**Employment**

Students interested in current off-campus employment opportunities should contact the Placement Office on their campus. (see Placement Services)

**Non-Traditional Students**

Career Advising Services assist older students, single parents or students entering gender nontraditional programs to be successful.

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**Personal Counseling**

Personal counseling or therapy is **not** available through the Career Advising Centers in Beatrice, Lincoln, or Milford. Students are welcome to visit with SCC advisors about personal concerns to ascertain whether a referral to outside professional mental health services is advisable. Staff will assist students to locate professional resources appropriate to their needs.

**Placement Services**

Placement services include

- career advising
- posting of job listings
- job referrals
- resume assistance
- interviewing techniques
- on-campus interviews
- career fairs

**Lifetime Placement Services**

SCC graduates are offered lifetime placement services to assist in their search for continuing employment.

**Part-time Student Employment**

- Students who are enrolled for six (6) or more credit hours on the Lincoln campus and are looking for off-campus employment, may use the services provided by the Lincoln campus Job Locator’s office.

Job listings are currently available on the Job Locator bulletin boards and on the College Intranet Portal (my.southeast.edu).

Students at Beatrice, Lincoln, or Milford may go to the Placement Office on their campus for employment assistance.

**Testing and Assessment**

Students who wish to take certain college level English and mathematics classes must offer evidence that they are academically ready to be successful in these courses. SCC administers the ASSET/COMPASS tests on site at each campus to evaluate initial academic readiness. The test administration is provided at no charge but retesting costs $15. 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.

**Test Proctoring**

There will be a $15 test-proctoring fee per test for students taking a test from another school. Contact the campus Testing Center for information and scheduling.

**TRIO Student Support Services**

TRIO Student Support Services is a federally funded program that helps first-generation, low income, and students with disabilities with demonstrated academic need to overcome class, social and cultural barriers to higher education. The goal of the program is to increase retention, graduation and transfer rates from two-year to four-year institutions of eligible students. TRIO/SSS is available to 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 parent is a 4-year college graduate)
- Be within the Federal TRIO Program low-income guidelines
- Be a qualified individual with a documented disability
- Demonstrate academic need, as evidenced by one of the following:
  - A. College entrance scores (COMPASS, ASSET, ACT) indicating academic need
  - B. High school grade point average of 2.00 or less (C)
  - C. College grade point average of 2.00 or less (C)
  - D. Enrollment in developmental courses
  - E. Early evidence from college performance indicating academic risk
  - F. Individual assessment made by counselor or referral

As a TRIO/SSS student, you will be assigned an academic counselor to help you succeed in college.

- You and your counselor will jointly develop an Individual Success Plan.
- You will have access to intensive academic advising, personal counseling, tutoring, mentoring, laptop computers, the textbook lending programs, and assistance with transferring to four-year colleges.
TRIO Upward Bound

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

The SCC Upward Bound program began September 1, 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 participants including ongoing advising, counseling, tutoring, supplemental education, skills development, career and college exploration and a five-week summer instructional program. Upward Bound participants who graduate from high school continue to be advised through a bridge-to-college program.

For more information visit The Upward Bound staff - Beatrice campus, Jackson Hall room 411.

Tutoring Services

Career Advising Services provides free tutorial services in many subject areas to students taking credit classes. Tutoring services depend on the availability of 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 professional staff and qualified SCC students.

MILFORD

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

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.
INTRANET PORTAL

The Portal is a secured access Intranet which provides students, faculty and staff with access to services they need for conducting their day to day business. The portal requires a password to log in and includes valuable information such as student activities, calendars, announcements, bulletin boards, weather cancellations, and newsletters.

You may visit the SCC Portal at http://my.southeast.edu via the Internet.

Guests to the SCC Portal will be allowed to view information available to the general public.

ANNOUNCEMENTS & CANCELLATIONS

IN BEATRICE

- Posted Announcements - A bulletin board located in the Kennedy Center Administration Building is available for students to advertise items for sale. The Administrative Office must approve all posted announcements and notices.
- Cancellations - When classes are cancelled, every effort is made to contact the media by 7 a.m. or earlier. The following media are notified if classes are cancelled:
  - Radio:
    - KZKX/KFRX (Lincoln), KLIN (Lincoln), KFGE (Lincoln), KGMT/KUTT (Fairbury), KTGL (Lincoln), KNDY (Marysville, KS), KWBE (Beatrice)
  - Television:
    - Channel 8 KLKN TV (Lincoln)
    - Channel 10-11 KOLN-KGIN TV (Lincoln)

IN LINCOLN

- Posted Announcements - Information concerning College matters is posted in each program area and on bulletin boards located throughout the building. A bulletin board is located in the student center for student use. All announcements for posting must be approved by the student activities coordinator and posted only on this bulletin board.
- Cancellations - Only the Campus Director or a designated representative can authorize the cancellation of College programs and activities or announce the cancellation to the news media. It can be assumed that campus programs, classes and services will be held as scheduled if no announcement is made through the news media. The campus feels adequate provisions have been established to eliminate calling College personnel regarding cancellations.
  - Telephone: 402-437-2405 – a recorded message will update you on the status of classes.

When individual Continuing Education classes are cancelled, the decision will be made with the approval of the Continuing Education dean or the division dean. If an individual class is cancelled, the instructor will notify students. Makeup or rescheduling of individual classes or programs will require the approval of the Continuing Education dean or division dean. Hazardous driving conditions do not automatically mean that classes will be cancelled. Students should use good judgement in making travel decisions.

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

- Daytime programs and services - a decision will be made and announced to the news media by 5 a.m.
- Evening programs and services - a decision will be made and announced to the news media by 4 p.m.

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

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

- Radio:
  - 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 judgement 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.
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 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, tutorial services, and wellness. All part-time and full-time credit students are charged a Student Services fee each term. The Student Senate is responsible for budgeting this fee. The furnishings and equipment in the student center are examples of the use of this fee.

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 I.D. CARDS

Free photo identification cards (IDs) are available for each student for use on campus in the LRC, Business Office, bookstore, entry to College activities, etc. Photo IDs are not 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

INFORMATION DESK, STUDENT ACTIVITIES OFFICE, OR SWITCHBOARD

Please note: At the beginning of each term students will be on campus, students need to bring a copy of their current class schedule and their ID card to the Student Activities Office or Information Desk. A sticker will be placed on the back of the ID card, validating its use for that term.

MILFORD

ASSESSMENT CENTER

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.

AGRICULTURAL CLUB

The Agriculturnal 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 Agriculturnal 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 re nutritive 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 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 an organization for LPN students that provides members with leadership training and orientation to professional organizations. It serves as a network with other students throughout the state of Nebraska.

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 travel are raised by the club through various activities. College scholarships are available to members of the Livestock Judging Club.

MULTI ETHNIC STUDENT ORGANIZATION (MESO)

This club provides opportunities for students to become more culturally sensitive to and aware of multicultural and human relations issues. The organization provides an avenue for students to gain skills to set and meet goals, improve their coping skills, increase their knowledge and skills on how to make the system work, and to experience greater involvement in the College.
PHI BETA LAMBDA—This group is a national business honorary for College business students. It is the college level equivalent of Future Business Leaders of America. Phi Beta Lambda promotes interest in business administration, accounting and secretarial education and helps members gain self-confidence and develop leadership skills.

PHI THETA KAPPA-ETA ALPHA CHAPTER—This national two-year college honorary organization is comparable to Phi Beta Kappa at a four-year college. It is open to students who have a cumulative grade point average of 3.5 or higher on a 4.0 scale. Students participate in an induction ceremony andmust 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.

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. Student participants receive two hours of college credit while providing entertainment opportunities to several communities throughout the state.

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

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

LINCOLN

AMERICAN WELDING SOCIETY—The SCC Chapter is designed to advance the science and technology of welding and promote the educational opportunities for student members.

CAMPUS CRUSADE FOR CHRIST—This group is an interdenominational, primarily student, Christian organization seeking to provide a spiritual environment to study and discuss the Bible, worship, pray, encourage, and provide opportunities for Christian fellowship.

KAPPA BETA DELTA—The purpose of this society shall be to encourage and recognize scholarship and accomplishment among students of business, management, and administration; and to encourage and promote aspirations toward personal and professional improvement and a life distinguished by honorable service to human kind. It is organized exclusively for charitable and educational purposes.

KALEIDOSCOPE ALLIANCE—This group works to create a positive environment for gay, lesbian, bisexual, transgendered and questioning students at SCC by increasing community awareness and understanding the needs of the GLBTQ community.

LICENSED PRACTICAL NURSES ASSOCIATION OF NEBRASKA (LPNAN)—LPNAN is an organization for LPN students that provides members with leadership training and orientation to professional organizations. It serves as a network with other students throughout the state of Nebraska.

LINUX USER GROUP—This group provides support for Linux and its applications, connects Linux users in the area, and exposes others to alternative computing solutions they may not be aware of.

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

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

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

NEBRASKA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)—The purposes of the SCC student section of NAEYC Chapter of the Nebraska AECY, Inc., shall be charitable and educational and, include but not be limited to serving and acting on behalf of the needs, rights, and well-being of all area young children and their families, with special emphasis on developmental and educational services and resources and fostering the growth and development of the membership in their work with, and on behalf of, young adults.

NEBRASKA SOCIETY FOR CLINICAL LABORATORY SCIENCE (NSCLS)—The society will work with the American Society for Clinical Laboratory Science in providing the opportunity to increase knowledge in scientific depth and in the advancement of the profession through continuing education. The goals of the society are: To assure patients and their physicians as well as those persons concerned with health and research; the highest quality laboratory services that modern science can provide. To encourage intelligent and capable individuals to enter the educational path that leads to service in this profession. To promote programs of continuing education, research and development. To encourage devotion to professional service.
MILFORD

AMERICAN SOCIETY FOR NONDESTRUCTIVE TESTING—This group is an affiliate of the ASNT and open to all NDT students. ASNT is designed for the advancement of scientific, engineering and technical knowledge of NDT through planned group activities.

AMERICAN WELDING SOCIETY—This group is an affiliate of the American Welding Society and open to all Welding Technology students.

ASSOCIATED GENERAL CONTRACTORS – This group is a student chapter of the Associated General Contractors, Nebraska Building Chapter and is open to students enrolled in Heating, Ventilation, Air Conditioning, & Refrigeration; Architecture; Land Surveying / Civil Engineering, and Building Construction Technology. AGC is designed to promote the educational aspects of the construction industry and work towards professional development in all areas.

ASSOCIATION OF INFORMATION TECHNOLOGY PROFESSIONALS (AITP)—STUDENT CHAPTER—This group is an affiliate of the Cornhusker chapter of AITP in Lincoln and open to all Computer Programming Technology students. AITP is designed to provide opportunities for professional association membership; provide opportunities to learn more about information processing; and to open up an exchange of information with people in the information processing community.

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

DATA PROCESSING MANAGEMENT ASSOCIATION-STUDENT CHAPTER—This group is an affiliate of the Cornhusker Chapter of DPMA in Lincoln and is open to all Computer Programming Technology students. DPMA is designed to provide opportunities for professional association membership; provide opportunities to learn more about information processing; and to open an exchange of information with people in the data processing community. The group meets monthly.

NATIONAL ASSOCIATION OF HOME BUILDERS—This group is a student chapter of the National Home Builders Association sponsored by the Lincoln Home Builders Association and is open to students enrolled in any of the construction technology programs. NAHB is designed to enhance educational opportunities for students interested in careers related to residential/light commercial construction remodeling and provides professional growth beyond the classroom environment. The Milford Campus chapter was selected the nation's "outstanding chapter" for 1990, chosen over Texas A & M and Purdue University, who placed second and third respectively.

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

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—This club is an affiliate of the National SkillsUSA-VICA, an organization that 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—This group is a student affiliate of the Lincoln Senior Chapter 222 open to Manufacturing Engineering & CAD and Machine Tool & CAD/CAM and students in other programs related to manufacturing. The organization is designed to promote higher levels of understanding in areas related to manufacturing, to provide an opportunity for professional association membership, and to allow students opportunities for professional development in the world of manufacturing.

The College’s colors are blue and white.

Computers are available for student use at each campus. Computers are located in the computer labs, classrooms, and Learning Resource Centers. SCC welcomes students to use the available computer facilities for completion of school-related projects. SCC also provides excellent software on its computers. Students are not to use software other than the software installed on the SCC machines and are not to modify the computers’ directory structure in any way. According to federal regulations, the unauthorized operation or duplication of software is a prosecutable crime. Users will abide by the guidelines regarding the use of computers and software. There is a charge for all paper printed in the computer labs.

On-Campus Policies and Services
**Student Housing Data Network Acceptable Use Policy**

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

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

**PROHIBITED INTERNET USAGE INCLUDES**—(Applies 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.

**RESPONSIBILITY**

Disciplinary actions as a result of violations of this Acceptable Use Policy. 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 audio-visual materials. It is the responsibility of the student when using SCC equipment such as photocopiers 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. Requests and approvals for use of College facilities are processed by the Campus Director's Office or designee. The College reserves the right to require any organization requesting use of College facilities to provide proof of adequate liability insurance which includes Southeast Community College as an additional named insured.

FAX

BEATRICE
A FAX machine is available for student use at the Switchboard. There is a cost of $1 per page for each page sent or received. The number is 402-228-2218.

LINCOLN
A FAX machine is available for student use in the Student Activities Office. There is a cost of $1 per page for each page sent or received. The number is 402-437-2633.

MILFORD
A FAX machine is available for student use at the Switchboard. There is a cost of $1 per page for each page sent or received. The number is 402-761-2324.

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.

(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
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.

(Housing costs, see Tuition & Fees information - Chapter 2 Financial Planning.)
**LAW ENFORCEMENT CONTACT**

In situations deemed to be non-emergency or not requiring special considerations (e.g., safety and security), the following procedures will be followed for routine law enforcement contacts at any SCC facility:

**Initial Point of Contact** - The initial point of contact for all law enforcement representatives will be the Campus Director (or designee) in the Campus Office. The Campus Director (or designee) will assume responsibility for assessing the law enforcement request, determining appropriate next steps, and documenting relevant details of the law enforcement contact.

**Student Contact Request** - If a duly authorized law enforcement representative on official business requests interaction with a SCC student, the Campus Director (or designee) will contact and involve the Dean of Student Services, who will coordinate and assist to effectuate the law enforcement contact with the student at a place, time, and in a manner that is deemed to be prudent and appropriate.

**Privacy/Confidentiality** - Law enforcement contacts of the nature described above do not obviate the College's responsibility to safeguard information and files that students or employees reasonably expect to be private/confidential (e.g., student records protected under FERPA, or employee personnel files).

**LEARNING RESOURCE CENTERS (LRC) - LIBRARY AND MEDIA SERVICES**

The Learning Resource Centers (LRCs) of Southeast Community College provide an optimal learning environment and a variety of resource materials. Local collections exist to support the needs of students and staff on campus. 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. It also provides distance learning class testing. The instructor will complete and attach a "Makeup Test" cover slip to each test submitted. The following procedures are implemented to ensure proper authorization for testing and identification of each examinee:

1. All tests must have a makeup test form properly completed and attached.
2. Students referred for testing must know the title or name of the test, know the instructor's name, and present a picture ID or positive identification by SCC personnel.
3. It is very important that the test be available in the testing center once permission has been given for the student to test.
4. 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 mail for students. An outgoing mail box is available in the campus Bookstore and stamps may be purchased there.

**MILFORD**

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

Name

Southeast Community College-Milford Residence Hall, Room # ______

611 State Street
Milford, NE 68405-8498

Outgoing - A mailbox for outgoing mail is located on campus by the Eicher 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 following locations:
- Business Occupations T100
- Continuing Education Office J2
- Testing Center L3
- Financial Aid E1
- Campus Director’s Office F1

**MILFORD**

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

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**PARKING AND DRIVING**

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

Driving or parking is not permitted on grassy surfaces or other non-established driving or parking areas except as expressly permitted by posted signs.

Contact the Student Services Office for information on Restricted Parking Spaces, Administrative Guidelines, and procedures.

Milford and Beatrice campuses require a parking permit sticker for the campus parking lots. Contact your campus’ Student Services Office for more information. Each campus encourages owners to lock their cars. 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**

1. All faculty, staff and enrolled students who use the parking lots are required to display a parking permit. Permits are issued to students at registration.
2. Student parking is located in the lots south of the residence halls, west of Hoover, and the areas in the lot east of Kennedy Center not designated "handicapped" and "visitor".
3. Residential student parking is designated in the lot west of Hoover Hall.
4. No vehicle is permitted to occupy more than one stall. Please park between the lines. Improper parking will result in a citation and fine.
5. Students using parking lots with angled parking stalls are not permitted to move ahead into a stall that faces against the flow of traffic. Students parking against the flow of traffic will be ticketed.
6. General student parking is not allowed in the following designated areas and will result in a citation and fine:
   - visitor parking
   - handicapped parking (without visible permit)
   - designated NO PARKING or restricted zones
   - service entrances
   - Family Resource Center lot west of Adams Hall

**Fines**

1. Parking fines may be paid at the Business Office located in the Kennedy Center. Hours are 8 a.m. - 5 p.m., Monday through Friday.
2. Failure to pay fines will result in the following:
   - Fine will increase as noted on the citation.
   - Student may not register for next term.
   - Transcripts will not be issued.
3. Students who have repeated parking violations and unpaid fines will be subject to having their vehicle towed at their expense plus the expense of the violation.

**Other Regulations**

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

**Snow Removal Parking Regulations**

1. Hoover/Jackson parking lot: The snow will first be removed from the west end of the Hoover parking lot. The day after it snows, all Hoover and Jackson residents will be required to move their vehicles to the west end of the lot by 10:30 a.m., after the snow has been removed.
2. Roosevelt/Kennedy 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 handicap permit valid only on the SCC-Lincoln campus may be obtained at the Physical Plant Office. A doctor's statement stating need is required. No fee required. Call 437-2570.

Downtown Energy Square ESQ Parking
Students attending classes at the Energy Square location in Lincoln may purchase 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 interviewers, seminar and workshop participants, and training center participants. Staff and students are not allowed to park in the visitors' lot. All training center and seminar or workshop participants must display a visitors "Guest Permit" or be ticketed.

Violation Fees
1. Improper parking in student parking - $5 fine; Winter parking violations - $15.
2. All other parking violations - $15 fine.
3. Students who have repeated violations will be subject to towing or booting of their vehicle at their expense plus the expense of the parking violation. Towing charges will be paid by the violator to the tow service. Booting charges of $20 will be paid to the Parking Office.
4. Persons receiving parking tickets who have not paid their fines within 5 school days will be sent a letter from the Campus Parking Office, stating that the fine will be doubled.
5. Fines are paid to the Parking Office located in the Physical Plant Building.
6. Persons who have acquired a parking permit may receive a replacement permit if identifiable remnants of the original permit are presented to the Campus Parking Office. Persons unable to comply with this requirement must submit an acceptable statement that the original permit has been destroyed and is not available. All violations incurred on the old permit will be charged to the original permit holder.

Appeals
1. Violations may be appealed to the Parking Violations Appeals Team which meets the first and third Friday of each month at 9:45 a.m. in the Physical Plant Conference Room.
2. The Parking Violation Appeals team may uphold or dismiss the violation. Any violation fee paid prior to adjudication by the team will be refunded through normal College processes should the violation be reduced or dismissed.

Parking Violations Appeals Team
1. The Parking Violations Appeals Team will consist of the following: two students and one staff representative selected by the Dean of Student Services.
2. The Parking Violations Appeals Team will meet the first and third Friday of each month at 9:45 a.m. in the Physical Plant Conference Room.
3. A Parking Appeals Form must be completed and turned in to the Parking Office prior to 4 p.m. of the 5th class day (first day begins the date the violation was received.) A copy of the violation must accompany this form for the appeal to be accepted.
4. Upon returning this properly completed form with violation notice attached, the appeal will be forwarded to the Parking Violations Appeals Team.
5. The student or staff filing the appeal must attend a hearing before the Parking Violations Appeals Team within 15 class days from the date of the violation or be assessed the fine.

Other Regulations
1. Outdoor repair of automobiles on or off the student parking lot is discouraged.
2. Inoperable vehicles will be towed at owner's expense if on campus property an unreasonable length of time.
3. Major mechanical work is not allowed on campus or in parking areas.
4. For your safety, we suggest you keep your car doors locked. Do not leave valuables in your car. Purchase and installation of smooth "Theft Proof" lock knobs are advised.
5. Responsibility for finding a legal parking space rests with the motor vehicle operator. Lack of space is not an acceptable excuse for violation of parking regulations.

6. Operation of snowmobiles on all College property is prohibited.
7. All vehicles must be removed from campus over the winter and summer breaks.

Winter Parking (Nov. 1 - March 31)
1. All student vehicles parked overnight (10 p.m. to 7 a.m.) are to be parked in the designated Winter Parking Area - sections B, C, and D in student parking, or the crushed rock area.
2. No vehicles are to remain in the faculty/staff parking lot overnight. Faculty and staff who are off-campus overnight with a College vehicle are to park their personal vehicles in the parking area to the east of the Physical Plant Building.
3. Production vehicles, where the work is completed and being held for payment and pickup, are to be parked in the enclosed production storage area 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
## 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
- PL 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
- Diversity
- English As a Second Language
- Spanish for Supervisors

## 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

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

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

INDUSTRIAL, TECHNICAL, & VOCATIONAL TRADES

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

WORKFORCE DEVELOPMENT

Training Services for Business and Industry

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

Seminars/Classes

Workforce Development 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.
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) is 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, Freeman, Friend, Fillmore Central, Gretna, 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 students to maintain residency in their hometown area. Students who pursue an education in Medical Coding will complete the program’s general education courses and support level courses through Southeast Community College. The Medical Coding courses are 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 are 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 use the college course to meet high school requirements.
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 pre-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 through online 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 could benefit from 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 continue their education on campus. School food service students with the required work experience who are 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 their communities and regions. At the same time SCC works with their local community colleges and local hospitals to ensure that the general education component of the plan is in place.

Students are admitted to the Radiologic Technology, Surgical Technology or Respiratory Care program. Students will complete core education classes in areas such as composition and math at their local community colleges or through the Distance Learning Academy. They will begin their health care provider programs with SCC instructors who teach the courses 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.

The local hospitals or clinics provide the clinical laboratory setting and an instructor/supervisor for students who are required to complete their program requirements of clinical (practicum) education. In addition to completing graduation requirements for the program, clinical training allows students to gain greater familiarity with local health care facilities and staff. The investment is based on the likelihood that the medical technologists educated right in their own communities or regions are very likely to remain there to work in local hospitals and clinics.

SCC faculty in the three programs are committed to placing 80% or more of the graduates of the medical programs right in the community and regional medical facilities and in other less urban areas where they are needed so much. Southeast Community College's Radiologic Technology distance program is the only one in the United States to have earned AMA approval.

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

Contact Bob Morgan, Director, Distance Learning Academy at 402-228-8272 or bmorgan@southeast.edu for more information.
# Programs of Study

<table>
<thead>
<tr>
<th>Academic Transfer</th>
<th>Graphic Design</th>
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<tbody>
<tr>
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<td>Architectural-Engineering Technology</td>
<td>Human Services</td>
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<td>John Deere Ag Tech</td>
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<tr>
<td>Automotive Technology</td>
<td>Laboratory Science Technology</td>
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<td>Land Surveying/Civil Engineering Technology</td>
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<td>Machine Tool Technology</td>
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<td>Computer Aided Drafting &amp; Design</td>
<td>Manufacturing Engineering Technology</td>
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<tr>
<td>Computer Programming Technology</td>
<td>Mass Media</td>
</tr>
<tr>
<td>Construction Electrician - IBEW Option</td>
<td>Medical Assisting</td>
</tr>
<tr>
<td>DaimlerChrysler (CAP) - College Automotive Program</td>
<td>Medical Laboratory Technology</td>
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<tr>
<td>Deere Construction &amp; Forestry Equipment Tech</td>
<td>Microcomputer Technology</td>
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<td>Dental Assisting</td>
<td>Motorcycle, ATV, &amp; Personal Watercraft Technology</td>
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<td>Diesel Technology - Farm</td>
<td>Nebraska Law Enforcement</td>
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<td>Diesel Technology - Truck</td>
<td>Nondestructive Testing Technology</td>
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<tr>
<td>Early Childhood Education</td>
<td>Office Technology</td>
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<td>Parts Marketing &amp; Management</td>
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<td>Radiologic Technology</td>
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<td>Respiratory Care</td>
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<td>Ford (ASSET) - Automotive Student Service Educational Training Program</td>
<td>Surgical Technology</td>
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<td>General Motors (ASEP) - Automotive Service Educational Program</td>
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### Academic Education Division

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<td>18</td>
<td>L</td>
<td>AAS/Dip</td>
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### Business Division

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<th>Starting Terms</th>
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<tbody>
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<td>Building Construction Technology</td>
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<td>M</td>
<td>AAS</td>
<td>Spring, Fall</td>
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<tr>
<td>Computer Aided Drafting &amp; Design</td>
<td>18-24</td>
<td>L</td>
<td>AAS</td>
<td>All terms</td>
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<td>Fire Protection Technology</td>
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<td>L</td>
<td>AAS</td>
<td>Call Adms</td>
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<tr>
<td>Heating, Ventilation, Air Conditioning &amp; Refrigeration Technology</td>
<td>18</td>
<td>M</td>
<td>AAS</td>
<td>Winter, Summer</td>
</tr>
<tr>
<td>Land Surveying/Civil Engineering Technology</td>
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### Electronic/Computer Division

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<th>Starting Terms</th>
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<td>Winter, Summer</td>
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<td>Construction Electrician - IBEW Option</td>
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<tr>
<td>Electrical &amp; Electromechanical Technology</td>
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<td>AAS/Dip</td>
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<tr>
<td>Electronic Servicing &amp; Electronic Engineering Technology</td>
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<td>L/M</td>
<td>AAS</td>
<td>L-All; M-Win, Sum</td>
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<td>Microcomputer Technology</td>
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### Family & Consumer Science Division

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<td>Food Service/Hospitality</td>
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**Awards:**
- AA = Associate of Arts
- AS = Associate of Science
- AAS = Associate of Applied Science
- Dip = Diploma
- Cert = Certificate

**Call Adms:** Call the Admissions Office on the campus where you want to attend for the next starting term.

**Locations:**
- B = Beatrice
- L = Lincoln
- M = Milford
<table>
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<tr>
<th>Program Name</th>
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<th>Starting Terms</th>
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<td>Dip</td>
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<td>Human Services</td>
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<td>All terms</td>
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<td>Medical Assisting</td>
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<td>L</td>
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<td>Medical Laboratory Technology</td>
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<td>Summer</td>
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<td>Respiratory Care</td>
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<td>AAS</td>
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<td><strong>MANUFACTURING DIVISION</strong></td>
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<td>AAS/Dip</td>
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<td>AAS</td>
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<td>AAS</td>
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<td>Welding Technology</td>
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<td>Mass Media</td>
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<td>B</td>
<td>AAS</td>
<td>All terms</td>
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<td>Visual Publications</td>
<td>18</td>
<td>L</td>
<td>AAS</td>
<td>Call Adms</td>
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<td><strong>TRANSPORTATION DIVISION</strong></td>
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<td>Auto Collision Repair Technology</td>
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<td>AAS</td>
<td>Winter, Summer</td>
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<td>Automotive Technology</td>
<td>18</td>
<td>L/M</td>
<td>AAS</td>
<td>L-Win, Sum M-All</td>
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<tr>
<td>DaimlerChrysler (CAP) College Automotive Program</td>
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<td>AAS</td>
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<tr>
<td>Deere Construction &amp; Forestry Equipment Tech</td>
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<td>AAS</td>
<td>Call Adms</td>
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<tr>
<td>Diesel Technology-Farm</td>
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<td>AAS</td>
<td>Winter, Summer</td>
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<td>Diesel Technology-Truck</td>
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<td>AAS</td>
<td>Winter, Summer</td>
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<tr>
<td>Ford (ASSET) Automotive Student Service Educational Training Program</td>
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<td>M</td>
<td>AAS</td>
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<td>John Deere Ag Parts</td>
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<td>AAS</td>
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<td>John Deere Ag Tech</td>
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<td>AAS</td>
<td>Call Adms</td>
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<tr>
<td>Motorcycle, ATV, &amp; Personal Watercraft Technology</td>
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<td>Dip/Cert</td>
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<td>Parts Marketing &amp; Management</td>
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<td>AAS/Dip</td>
<td>Fall</td>
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<tr>
<td>Professional Truck Driver Training</td>
<td>3</td>
<td>L</td>
<td>Cert</td>
<td>All terms</td>
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Awards: AA=Associate of Arts  AS=Associate of Science  AAS=Associate of Applied Science  Dip=Diploma  Cert=Certificate
Call Adms = Call the Admissions Office on the campus where you want to attend for the next starting term.
Locations: B=Beatrice, L=Lincoln, M=Milford
General Education Requirements

Every Program of Study requires students to take General Education classes as well as Program Core classes. To complete an associate of applied science, associate of arts or associate of science degree at Southeast Community College a student must successfully complete a minimum of 22.5 quarter credit 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.

### GENERAL EDUCATION REQUIREMENTS

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<th>QUARTER CREDIT</th>
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<tr>
<td><strong>ORAL COMMUNICATION 4.5</strong></td>
<td>SPCH1090 Fundamentals of Human Communication</td>
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<th>MATHEMATICS 4.5</th>
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<td></td>
<td>MATH1040 Business Math</td>
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<tr>
<td></td>
<td>MATH1080 Applied Algebra &amp; Trigonometry</td>
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<td>MATH1100 Intermediate Algebra</td>
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<td>MATH1150 College Algebra</td>
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<td>MATH1180 Elementary Statistics</td>
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<td>MATH1400 Applied Calculus</td>
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<td>PSYC1250 Interpersonal Relations</td>
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<td>PSYC1810 Introduction to Psychology</td>
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<td>SOCII1010 Introduction to Sociology</td>
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<td>SOCII1020 Diversity in Society</td>
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<td>SOCII2150 Issues of Unity and Diversity</td>
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<tr>
<th>HUMANITIES 4.5</th>
<th>ARTS1010 Introduction to Visual Arts</th>
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<tr>
<td></td>
<td>ARTS1050 Introduction to Art History &amp; Criticism I</td>
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<td>GERM1010 Elementary German I</td>
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<td></td>
<td>HUMS1100 Introduction To Humanities</td>
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<td>HUMS1200 20th Century Arts &amp; Ideas</td>
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<td>MUSC1010 Introduction To Music</td>
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<td>MUSC2720 Music History &amp; Literature I</td>
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<td></td>
<td>MUSC2750 Introduction to American Music</td>
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<td>PHIL1010 Introduction To Philosophy</td>
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<td>PHIL1060 Applied Ethics</td>
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<td>PHIL1150 Critical and Creative Thinking</td>
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<td></td>
<td>PHIL2610 Comparative Religions</td>
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<td></td>
<td>SIGN1010 American Sign Language I</td>
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<td>SPAN1010 Elementary Spanish I</td>
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<td>THEA1120 Introduction To Theatre</td>
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<td>THEA1140 Basic Acting</td>
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<th>BSAD1010 Microsoft Applications I</th>
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<tbody>
<tr>
<td></td>
<td>INFO1010 Computer Literacy</td>
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</table>
ACADEMIC TRANSFER

The Academic Transfer Program enables students to complete the first two years of general education credit or to take specific academic courses for transfer. Academic Transfer courses are carefully designed to meet transfer specifications, and SCC instructors are qualified professional educators in their subject areas. The result is that SCC students are consistently well prepared for success in their transfer colleges. Students who satisfactorily complete a two-year Academic Transfer Program may earn an Associate of Arts or an Associate of Science degree from Southeast Community College. The associate degree validates an ability to successfully complete college level studies and may expand student options for further study and for career advancement.

For further information about this program, please contact:
Mary Bartels, Academic Advisor-Lincoln
402-437-2802, 800-642-4075 x2802
mbartels@southeast.edu

Mike Pegram, Academic Advisor-Lincoln
402-437-2788, 800-642-4075 x2788
mpegram@southeast.edu

Bob Eddy, Math/Science & Chemistry Chair-
402-228-8229, 800-233-5027 x229
bpeagram@southeast.edu

Mary Bartels, Academic Advisor-Lincoln
402-437-2802, 800-642-4075 x2802
mbartels@southeast.edu

Mike Pegram, Academic Advisor-Lincoln
402-437-2788, 800-642-4075 x2788
mpegram@southeast.edu

Nancy Hagler-Vujovic, Humanities Co-Chair-
Beatrice
402-228-8268, 800-233-5027 x268
nhagler@southeast.edu

Robert Mitchell, Humanities Co-Chair-Bea
402-228-8266, 800-233-5027 x266
rmitchell@southeast.edu

Amanda Baron, Humanities Co-Chair-Beatrice
402-323-3451
abaron@southeast.edu

Carolee Ritter, Humanities Co-Chair-Lincoln
402-437-2476, 800-642-4075 x2476

Bob Eddy, Math/Science & Chemistry Chair-
Beatrice
402-228-8229, 800-233-5027 x229
bpeagram@southeast.edu

Jan Arnold, Social Studies Co-Chair-Beatrice
402-228-8232, 800-233-5027 x232

Dan Johnson, Social Studies Co-Chair-Beatrice
402-228-8232, 800-233-5027 x232

danjohnson@southeast.edu

Rose Suggett, Social Studies Chair-Lincoln
402-437-2464, 800-642-4075 x2464

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x214
Lincoln 402-437-2600, 800-642-4075 x2600

See page 68 for a complete list of General Education Courses.
### SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

**PHIL111** *Applied Chemistry I  
Laboratory/Lin and  
**PHIL1112** *Applied Chemistry II  
Laboratory/Lin  
**PHYS1030** *Astronomy  
**PHYS1110** Survey of Physical Science/Bea  
**PHYS1150** *Descriptive Physics  
**PHYS1410** *General Physics I  
**PHYS2010** *College Physics I/Bea  

**E. Humanities** ** 13.5  
1. Literature or Philosophy  4.5  
   **One class from the following**  
   **ENGL1510** Introduction to Creative Writing  
   **ENGL2050** *Modern Fiction  
   **ENGL2100** *Introduction to Literature  
   **ENGL2140** *Introduction to Shakespeare  
   **ENGL2150** *Introduction to Women’s Literature  
   **ENGL2160** *Children’s Literature  
   **ENGL2440** *African American Literature  
   **ENGL2450** *Native American Literature  
   **ENGL2460** *Latino/a & Latin American Literature  
   **ENGL2470** *Asian American Literature  
   **ENGL2160** *Children’s Literature  
   **PHIL1040** *Creative & Critical Thinking  
   **PHIL2610** *Comparative Religions  
   **PHIL2130** *Introduction to Business Ethics  
   **PHIL2150** *Critical Thinking  
   **PHIL2160** *Comparative Religions  

2. Take one class in any two different fields below ** 9.0  
   **ARTS1010** Introduction to Visual Arts (Art Appreciation)  
   **ARTS2050** *Introduction to Art History and Criticism I  
   **ARTS2100** *Introduction to Art History and Criticism II  
   **ARTS1110** Beginning Drawing I/Bea  
   **ARTS1210** Design & Composition/Bea  
   **ARTS1330** Beginning Ceramics I/Bea  
   **ARTS2510** Beginning Painting I/Bea  
   **ARTS2650** Native American Art  
   **ARTS2750** Women in Art  
   **BRDC2780** Public Relations Strategies & Techniques/Bea  
   **ENGL1010** Introduction to Creative Writing  
   **ENGL2050** *Modern Fiction  
   **ENGL2100** *Introduction to Literature  
   **ENGL2140** *Introduction to Shakespeare  
   **ENGL2150** *Introduction to Women’s Literature  
   **ENGL2160** *Children’s Literature  
   **ENGL2440** *African American Literature  
   **ENGL2450** *Native American Literature  
   **ENGL2460** *Latino/a & Latin American Literature  
   **ENGL2470** *Asian American Literature  
   **ENGL2160** *Children’s Literature  
   **PHIL1040** *Creative & Critical Thinking  
   **PHIL2610** *Comparative Religions  

3. Geography or History ** 4.5  
   **One class from the following**  
   **GEOG2010** *Intro to Physical Geography  
   **GEOG2100** *Intro to Environmental Science  
   **GEOG2120** *Intro to World Regional Geography  
   **GEOG2410** *Intro to Human Geography  
   **GEOG2510** *Intro to Human Geography  
   **GEOG2520** *Intro to Environmental Science  
   **GEOG2530** *Intro to World Regional Geography  
   **GEOG2540** *Intro to Physical Geography  

4. The fourth class taken from any of the following: ** 4.5  
   **ANTH1100** *General Anthropology  
   **ANTH2230** *Introduction to Archaeology/Lin  
   **BIOS2410** *General Genetics/Lin  
   **BSAD1200** *Introduction to Zoology/Bio  
   **BSAD2100** *Introduction to Business Law/Bio  
   **BSAD2900** *Survey of African American History/Bio  

---

* A course has a pre-requisite or placement test  
** A course may only be used to satisfy one graduation requirement
**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:**

AS Degree ................................. 90.0

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**COURSE #** | **COURSE TITLE** | **CREDIT HRS.**
--- | --- | ---

**A. Written Communication ** | 9.0
ENGL1010 *Composition I and II** | 3.0
ENGL1020 *Composition II or Technical Writing or Off-T1100 *Business Communications** | 3.0

**B. Speech ** | 4.5

*(One class from the following)*

SPCH1090 For Human Communication | 3.0
SPCH1110 Public Speaking | 3.0
SPCH2810 Business & Professional Communication/Bea | 3.0

**C. Mathematics/Logic ** | 9.0
MATH1150 *College Algebra* | 3.0
MATH1180 *Elementary Statistics/Bea* | 3.0
MATH1200 *Trigonometry* | 3.0
MATH1300 *Precalculus* | 3.0
MATH1400 *Applied Calculus* | 3.0
MATH1600 *Calculus & Analytical Geometry I* | 3.0
MATH1700 *Calculus & Analytical Geometry II* | 3.0
MATH2030 *Contemporary Mathematics* | 3.0
PHIL2110 *Introduction to Modern Logic* | 3.0

**D. Natural Science with lab ** | 12.0
*(One class from Biological Science and one class from Physical Science)*

**BIOLOGICAL SCIENCE**

BIOS1010 General Biology | 3.0
BIOS1110 Biology of Microorganisms | 3.0
BIOS1140 Human Anatomy/Bea | 3.0
BIOS1210 Human Anatomy & Physiology I/Bea | 3.0
BIOS2130 Human Physiology and Physiological Chemistry | 3.0

**PHYSICAL SCIENCE**

CHEM1050 *Chemistry and the Citizen/Lin* | 3.0
CHEM1090 *General Chemistry I* | 3.0
GEOL1010 Physical Geology/Lin | 3.0
GEOL1060 Environmental Geology | 3.0
LBST1101/L1102 Chemistry I and Chemistry II and Chem I & II with Labs | 3.0
PHYS1030 *Astronomy* | 3.0
PHYS1110 Survey of Physical Science/Bea | 3.0
PHYS1150 *Descriptive Physics* | 3.0
PHYS1410 *General Physics I* | 3.0
PHYS2010 *College Physics I/Bea* | 3.0

**E. Humanities ** | 4.5

ARTS1010 Introduction to Visual Arts (Art Appreciation) | 3.0
ARTS1050 Introduction to Art History and Criticism I | 3.0
ARTS1060 Introduction to Art History and Criticism II | 3.0
ENGL2050 *Modern Fiction* | 3.0
ENGL2100 *Introduction to Literature* | 3.0
ENGL2140 *Introduction to Shakespeare* | 3.0
ENGL2150 *Introduction to Women’s Literature* | 3.0
ENGL2160 *Children’s Literature* | 3.0
ENGL2440 *African American Literature* | 3.0
ENGL2450 *Native American Literature* | 3.0
ENGL2460 *Latin/o & Latin American Literature* | 3.0
ENGL2470 *Asian American Literature* | 3.0
GERM1010 Elementary German I | 3.0

**GERM1020 *Elementary German II** | 3.0
GERM2010 *Second Year German I** | 3.0
GERM2020 *Second Year German II** | 3.0
HUMS1100 *Introduction to the Humanities** | 3.0
HUMS1200 *20th-Century Arts & Ideas** | 3.0
MUSIC1010 Introduction to Music | 3.0
PHIL1010 *Introduction to Philosophy** | 3.0
PHIL1060 *Applied Ethics* | 3.0
PHIL1150 *Creative & Critical Thinking* | 3.0
PHIL2130 *Bioethics** | 3.0
PHIL2610 *Comparative Religions** | 3.0
SPAN1000 Elementary Spanish I | 3.0
SPAN1020 *Elementary Spanish II** | 3.0
SPAN2010 *Second Year Spanish I** | 3.0
SPAN2020 *Second Year Spanish II** | 3.0
SPAN2030 *Intensive Conversation** | 3.0
SPAN2040 *Intensive Writing** | 3.0
SPAN2100 *Accelerated Second Year of Spanish** | 3.0

**F. Social Sciences ** | 4.5
ANTH1120 General Anthropology | 3.0
ECON2110 Macroeconomics | 3.0
ECON2120 Microeconomics | 3.0
PSYC1250 Interpersonal Relations | 3.0
PSYC1810 Introduction to Psychology | 3.0
SOCI1010 Introduction to Sociology | 3.0

**G. Race, Ethnicity & Gender ** | 4.5
ARTS2650 Native American Arts | 3.0
ARTS2750 Women in Art | 3.0
ENGL2150 Introduction to Woman’s Literature | 3.0
ENGL2440 *African American Literature** | 3.0
ENGL2450 *Native American Literature** | 3.0
ENGL2460 Latin/o & Latin American Literature | 3.0
ENGL2470 *Asian American Literature** | 3.0
HIST1820 Survey of Asian History | 3.0
HIST2960 African American History/Lin | 3.0
SOCI1020 Diversity in Society | 3.0
SOCI2150 Issues of Unity & Diversity | 3.0
SPCH1120 Intercultural Communication/Lin | 3.0

**H. Electives that fulfill the Associate Degree Requirements:** | 42.0

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

ACCT1200 Principles of Accounting I | 3.0
ACCT1210 *Principles of Accounting II** | 3.0
ACFS1010 Academic & Career Orientation | 3.0
AGRI115 Crop & Food Science /Bea | 3.0
AGRI116 Livestock Management & Selection/Bea | 3.0
AGRI118 Soils & Plant Nutrition/Bea | 3.0
AGRI117 Ag Technology/Bea | 3.0
TRUST120 Introduction to Archeology | 3.0
ARTS1110 Beginning Drawing I/Bea | 3.0
ARTS1120 *Beginning Drawing II/Bea** | 3.0
ARTS1210 Design & Composition/Bea | 3.0
ARTS1350 *Beginning Ceramics II/Bea** | 3.0
ARTS1340 *Beginning Ceramics I/Bea** | 3.0
ARTS2210 *Beginning Graphic Design/Bea** | 3.0
ARTS2250 Beginning Painting I/Bea | 3.0
ARTS2260 *Beginning Painting II/Bea** | 3.0
BIOS1090 *General Botany/Bea** | 3.0
BIOS1120 *Women in Art** | 3.0
BIOS1220 *Human Anatomy & Physiology/Bea** | 3.0
BIOS2410 *General Genetics/Bea** | 3.0
BRDC1710 Survey of Electronic Media | 3.0
BRDC1860 Radio Workshop/Bea | 3.0
BRDC2100 Broadcast Media Production/Bea | 3.0
BRDC2760 Broadcast Management/Bea | 3.0
BRDC2780 Public Relations Strategies & Techniques/Bea | 3.0
BRDC2830 Communication Law & Ethics/Bea | 3.0
BRDC2860 Radio Workshop/Bea | 3.0
BRDC2970 Radio Internship/Bea | 3.0

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* Course has a pre-requisite or placement test 
** A course may only be used to satisfy one graduation requirement
ACADEMIC TRANSFER PROGRAM

Southeast Community College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges. Credit is therefore acceptable by most colleges and universities in the United States. Even though most courses listed under the Academic Transfer area at SCC transfer to most colleges and universities, you should consult with your advisor, the Registration and Record 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 Registration and Record’s office in Beatrice or Milford will provide the latest information that is available.

It is ultimately the student’s responsibility to check with the institution where credit is 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:

- Accounting
- Agricultural Sciences
- Art History
- Architecture
- Art
- Business History
- Computer Science
- Construction Science
- Criminal Justice
- Dietetics
- Early Childhood Education
- Education
- Education, Art K-12
- Athletic Training
- Elementary Education
- Exercise Science
- Industrial Technology
- Education
- Middle Grades Education
- Music
- Secondary
- Electronic Technology
- Engineering
- Aerospace
- Chemical
- Civil
- Computer
- Electrical
- Engineering Management
- Engineering Mechanics
- Industrial
- Mechanical
- Metallurgical
- Mining
- Natural Resources
- Nuclear
- Petroleum
- Food Science and Technology
- Food Science
- History
- Social Sciences
- Sociology
- Spanish
- Speech

Statistics
- Library Technician Assistant
- Management
- Marketing
- Public Relations
- Medical Technology
- Music
- Natural Resources
- Nursing
- Occupational Therapy
- Pharmacy
- Physical Education
- Pre-Professional Studies
- Pre-Chiropractic
- Pre-Dental Hygiene
- Pre-Dentistry
- Pre-Law
- Pre-Medicine
- Pre-Mortuary Science
- Pre-Nursing
- Pre-Occupational Therapy
- Pre-Optometry
- Pre-Pharmacy
- Pre-Physical Therapy
- Pre-Physician’s Assistant
- Pre-Veterinary
- Social Work
- Textiles, Clothing and Design

The Nebraska Transfer Initiative will assist in choosing general education course to take if you are undecided about where you will attend a four-year institution. Catalog information about general education requirements for area four-year colleges and universities is available in the Career Service area, Lincoln campus and the Registrar’s Office at Beatrice and Milford.

See page 129 for the Nebraska Transfer Initiative Articulation MATRIX.
AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY

What type of job could I earn?
A wide range of highly rewarding career opportunities are available for graduates of the Agriculture Business & Management Technology program. Careers include golf course superintendent, grain elevator manager, livestock genetics sales, crop consultant, landscaper, equipment sales, research technician, crop and livestock production, commercial pesticide application, GPS precision specialist, agronomist, conservationist, and biotechnologist.

How much can I earn?
Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $7.00 - $19.75 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.nc.us), workers in this industry are earning an average hourly rate of $10.23 per hour.
The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.
To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
This program is available only on the Beatrice campus. Students are admitted in every quarter. Students may focus in Agribusiness, Horticulture, Crops, Livestock, or Diversified Agriculture. A Biotechnology focus is also available and classes will be taken at the Beatrice and Lincoln campuses.

For more information contact:
Jeff Jensby, Program Chair
402-228-8206, 800-233-5027 x206
jjensby@southeast.edu
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x214

AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY
Beatrice Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares student for careers in agribusiness, horticulture, crops, livestock, diversified agriculture, and biotechnology

Credit Hours Required for Graduation:

- Associate of Applied Science Degree:

<table>
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<th>Course Title</th>
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<tr>
<td>Agribusiness Focus:</td>
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<td>Horticulture Focus:</td>
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<td>Crops Focus:</td>
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<tr>
<td>Livestock Focus:</td>
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<tr>
<td>Diversified Agriculture Focus:</td>
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<tr>
<td>Biotechnology Focus:</td>
</tr>
</tbody>
</table>

*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.

AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY

AGRICORE COURSES:

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<th>COURSE #</th>
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<td>Agribusiness Careers</td>
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<td>AGR11231</td>
<td>Crop &amp; Food Science</td>
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<tr>
<td>AGR11141</td>
<td>Livestock Management &amp; Selection*</td>
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<td>AGR11171</td>
<td>Ag Technology</td>
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<td>AGR11205</td>
<td>Enterprise Analysis</td>
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<td>AGR11211</td>
<td>Agricultural Marketing</td>
<td>4.5</td>
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<td>AGR11216</td>
<td>Agribusiness Management</td>
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<td>AGR12204</td>
<td>Agribusiness Intern Seminar I</td>
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<td>AGR12281</td>
<td>Agribusiness Cooperative Internship</td>
<td>10.5</td>
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<td>Agribusiness Internship Seminar II</td>
<td>1.5</td>
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<tr>
<td>AGR12291</td>
<td>Ag Business Sales</td>
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</table>

*Horticulture Focus may substitute AGR11177 Companion Animals.

GENERAL EDUCATION REQUIREMENTS:

- Electives: 3.0

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.
Crops Focus:
AGRI1135 Basic Fertilizer Management 3.0
AGRI1133 Soils & Plant Nutrition 6.0
AGRI2202 Farm & Ranch Management 6.0
AGRI2279 Advanced Ag 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
AGRI2255 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
AGRI2202 Farm & Ranch Management 6.0
AGRI2242 Turfgrass Management 4.5
AGRI2219 Pesticide Certification 3.0
AGRI2220 Ag Chemicals & Equipment Application 4.5
AGRI2222 Agriculture Analysis 3.0
AGRI2253 Grain Management 3.0
AGRI2280 Advanced Crops 4.5

Mechanics Courses - Take a minimum of 9 credits
AGRI1116 Electric & Gas Welding 2.0
AGRI1145 Ag Electricity & Welding 2.0
AGRI1128 Basic Farm Engines 4.5
AGRI2212 Ag Machinery Maintenance 3.0
AGRI2214 Horticulture Equipment Maintenance 3.0
AGRI2232 Harvesting Equipment 6.0
AGRI2233 Planting & Tillage Equipment 6.0
Diversified Agriculture Focus: 51.0
Electives: 6.0

BIOTECHNOLOGY FOCUS:
Quarters 1 and 2 - Beefsteak Campus - Agriculture Program courses and General Education

AGRI1123 Agribusiness Careers 4.5
AGRI1131 Crop & Food Science 4.5
AGRI1141 Livestock Management & Selection 6.0
AGRI1153 Soils & Plant Nutrition 6.0
AGRI2219 Pesticide Certification 4.0
AGRI2205 Enterprise Analysis 4.5
AGRI2211 Agricultural Marketing 4.5
AGRI2216 Agribusiness Management 4.5
AGRI2281 Agribusiness Intern Seminar I 4.5
AGRI2251 Individualized Laboratory 3.0
AGRI2285 Agribusiness Seminar II 1.5
AGRI2291 Ag Business Sales 4.5
Ag Electives 15.0

Quarters 3, 4, and 5 - Lincoln Campus - Laboratory Biotechnology courses
LBST1401 Introduction to Biotechnology 1.5
LBST1411 Survey of Biology & Microbiology 3.0
LBST1412 Survey of Biology & Microbiology Lab 1.5
LBST1421 Survey of Chemistry Lab 1.5
LBST1431 Biotechnology I 2.0
LBST1432 Biotechnology I Lab 1.0
LBST2321 Hazardous Materials 3.0
LBST1441 Water/Wastewater Chemistry & Microbiology 3.0
LBST1442 Water/Wastewater Chemistry & Microbiology Lab 1.5
LBST2431 Biotechnology II 2.0
LBST2432 Biotechnology II Lab 1.0
LBST2441 Chemistry of Environmental Toxins 2.0
LBST2442 Chemistry of Environmental Toxins Lab 1.0
LBST2451 Biotechnology 2.0
LBST2452 Bioanalysis Lab 1.0
Biotechnology Focus: 109.5
General Education Requirements: 22.5

PROGRAM ELECTIVES
AGRI1116 Electric & Gas Welding 2.0
AGRI1124 Basic Ag Leadership 4.5
AGRI1132 Horticulture Plant Identification & Selection 4.5
AGRI1135 Basic Fertilizer Management 3.0
AGRI1136 Plant Propagation 3.0
AGRI1143 Introduction to Equine Management 4.5
AGRI1145 Ag Electricity & Welding 2.0
AGRI1153 Soils & Plant Nutrition 6.0
AGRI1154 Greenhouse Management 6.0
AGRI1155 Basic Landscaping 4.5
AGRI1157 Companion Animals 4.5
AGRI1195 Agricultural and Gas Welding 2.0
AGRI1218 Basic Farm Engines 4.5
AGRI1221 Livestock Nutrition 6.0
AGRI1239 Arboriculture 3.0
AGRI1242 Turfgrass Production 4.5
AGRI1248 Artificial Insemination 1.5
AGRI1251 Individualized Laboratory 3.0
AGRI1257 Live Animal Selection & Carcass Evaluation 4.5
AGRI1258 Introduction to Meats 4.5
AGRI1272 Intermediate Live Animal Selection 1.5
AGRI2202 Farm & Ranch Management 6.0
AGRI2212 Ag Machinery Maintenance 3.0
AGRI2214 Horticulture Equipment Maintenance 3.0
AGRI2219 Pesticide Certification 3.0
AGRI2220 Ag Chemicals & Equipment Application 4.5
AGRI2222 Principles of Livestock Feeding 3.0
AGRI2225 Advanced Leadership Skills 3.0
AGRI2231 Animal Breeding 7.5
AGRI2232 Harvesting Equipment 6.0
AGRI2233 Planting & Tillage Equipment 6.0
AGRI2240 Range & Forage Management 6.0
AGRI2245 Animal Health 6.0
AGRI2253 Grain Management 3.0
AGRI2257 Live Animal Selection & Carcass Evaluation 4.5
AGRI2258 Livestock ultrasound Technology 3.0
AGRI2267 Advanced Marketing 4.5
AGRI2272 Advanced Live Animal Evaluation & Carcass Selection 1.5
AGRI2274 Individual Marketing/Management Laboratory 1.5
AGRI2279 Advanced Ag Technology 4.5
AGRI2280 Advanced Pesticide Management 6.0
AGRI2286 Advanced Landscaping 4.5
AGRI2288 Golf Course Management 3.0
AGRI2291 Agribusiness Sales 4.5
AGRI2292 Landscape Maintenance 4.5
**ARCHITECTURAL-ENGINEERING TECHNOLOGY**

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

As a graduate of the Architectural-Engineering Program you will be able to work in a variety of areas, including Architectural and Engineering Offices, as a technician.

Careers include the fields of estimating, heating and plumbing layout and drafting, structural steel and wood detailing, and building contracting. Graduates of this program are trained to be special members of a team that assist both the architect and engineer.

Architectural-Engineering graduates are working throughout the United States. SCC has placed graduates on both the East and West coasts but the majority of the graduates are placed in Nebraska and the surrounding states. Students work in companies of various sizes. Some graduates continue their education in a 4-year college to earn a bachelor’s degree.

**How much can I earn?**

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.50 - $15.40 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average of $25.50 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

**SCC Program overview**

This program is available only on the Milford campus. Students are admitted during the spring and fall quarters. Every 18 months, students are admitted during the spring and fall quarters. Call the Admissions Office for the next available entry times.

For more information contact:

Dean R. Roll, Program Chair
402-761-8269, 800-933-7223 x8269
droll@southeast.edu

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

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<table>
<thead>
<tr>
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<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>ARCH1103</td>
<td>Materials of Construction</td>
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<tr>
<td>ARCH1107</td>
<td>Heating &amp; Air Conditioning Systems I</td>
<td>3.5</td>
</tr>
<tr>
<td>ARCH1115</td>
<td>Light Construction Principles</td>
<td>5.0</td>
</tr>
<tr>
<td>ARCH1150</td>
<td>Computer Aided Drafting I (CAD)</td>
<td>2.0</td>
</tr>
<tr>
<td>ARCH1158</td>
<td>Basic Architectural Drafting</td>
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<tr>
<td>ARCH1208</td>
<td>Heating &amp; Air Conditioning Systems II</td>
<td>5.0</td>
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<tr>
<td>ARCH1210</td>
<td>Elementary Structural Design</td>
<td>4.5</td>
</tr>
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<td>Plumbing Systems Drafting</td>
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<td>Plumbing Systems</td>
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</tr>
<tr>
<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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<tr>
<td>ARCH1311</td>
<td>Basic Estimating</td>
<td>5.0</td>
</tr>
<tr>
<td>ARCH1320</td>
<td>Freehand Drawing for Design Detailers</td>
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<tr>
<td>ARCH1328</td>
<td>Structural Building Systems I</td>
<td>5.0</td>
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<tr>
<td>ARCH1329</td>
<td>Structural Building Systems II</td>
<td>5.0</td>
</tr>
<tr>
<td>ARCH1330</td>
<td>Structural Detailing &amp; Design I</td>
<td>1.5</td>
</tr>
<tr>
<td>ARCH1332</td>
<td>Structural Detailing &amp; Design II</td>
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<tr>
<td>ARCH1340</td>
<td>Computer Aided Drafting III (CAD)</td>
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<tr>
<td>ARCH1434</td>
<td>Fundamentals of Commercial Architecture</td>
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<td>ARCH1436</td>
<td>Commercial Architectural Drafting</td>
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</tr>
<tr>
<td>ARCH1438</td>
<td>Residential Design and Drafting</td>
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<tr>
<td>ARCH2531</td>
<td>Electrical Systems Theory</td>
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<td>ARCH2533</td>
<td>Advanced Mechanical Systems Theory</td>
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<td>ARCH2542</td>
<td>Electrical Systems Drafting</td>
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<td>ARCH2544</td>
<td>Advanced Mechanical Systems Drafting</td>
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<tr>
<td>ARCH2546</td>
<td>Site Planning &amp; Surveying</td>
<td>3.0</td>
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<tr>
<td>ARCH2637</td>
<td>Comprehensive Project Design</td>
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</table>

**ARCHITECTURAL-ENGINEERING TECHNOLOGY COURSES:**

**COURSE TITLE**

**CREDIT HRS**

**ARCH1103** Materials of Construction 3.0
**ARCH1107** Heating & Air Conditioning Systems I 3.5
**ARCH1115** Light Construction Principles 5.0
**ARCH1150** Computer Aided Drafting I (CAD) 2.0
**ARCH1158** Basic Architectural Drafting 3.0
**ARCH1208** Heating & Air Conditioning Systems II 5.0
**ARCH1210** Elementary Structural Design 4.5
**ARCH1212** Plumbing Systems Drafting 2.5
**ARCH1215** Plumbing Systems 5.0
**ARCH1226** Heating & Air Conditioning Systems Drafting 2.5
**ARCH1240** Computer Aided Drafting II (CAD) 3.0
**ARCH1311** Basic Estimating 5.0
**ARCH1320** Freehand Drawing for Design Detailers 1.0
**ARCH1328** Structural Building Systems I 5.0
**ARCH1329** Structural Building Systems II 5.0
**ARCH1330** Structural Detailing & Design I 1.5
**ARCH1332** Structural Detailing & Design II 1.5
**ARCH1340** Computer Aided Drafting III (CAD) 1.5
**ARCH1434** Fundamentals of Commercial Architecture 3.0
**ARCH1436** Commercial Architectural Drafting 5.5
**ARCH1438** Residential Design and Drafting 4.5
**ARCH2531** Electrical Systems Theory 5.0
**ARCH2533** Advanced Mechanical Systems Theory 5.0
**ARCH2542** Electrical Systems Drafting 2.5
**ARCH2544** Advanced Mechanical Systems Drafting 2.5
**ARCH2546** Site Planning & Surveying 3.0
**ARCH2637** Comprehensive Project Design 3.0

**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 COURSE FROM EACH OF THE FOLLOWING AREAS:**
  - ORAL COMMUNICATIONS
  - WRITTEN COMMUNICATIONS
  - MATHEMATICS (MATH1090 or higher)

**MATH1090** is a prerequisite for ARCH1210 Elementary Structural Design.

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See page 68 for a complete list of General Education Courses.

**JULY 1, 2005–JUNE 30, 2006**

**PROGRAMS OF STUDY**

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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.
## Associate Degree Nursing

### What type of job could I get?

To practice nursing as a Registered Nurse, graduates must pass the NCLEX-RN exam and obtain a state license.

- Many employment opportunities are available in acute care, surgery centers, clinics, long-term care facilities, and hospitals as a staff nurse.
- Program graduates are currently working in small and large facilities throughout Nebraska and the rest of the United States.
- Many graduates have continued their education and are on the way to earning a bachelor’s or master’s degree.

### How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry-level wage rates ranged from $15.30 - $32.00 per hour.

These rates reflect the starting rates of graduates in all companies and facilities.

According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average wage of $21.99 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits.

### SCC Program overview

Under the guidance of experienced master’s level nurses, the Associate Degree Nursing program provides instruction in basic nursing skills, medical/surgical nursing, maternal/child nursing, mental health, and gerontology. An intensive curriculum of chemistry, microbiology, anatomy, physiology and other related sciences gives students an essential academic foundation for 615 hours of clinical practice in a variety of settings.

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

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

### Application requirements

Students must fulfill the Special Program Requirements before they will be admitted into the Associate Degree Nursing program core courses.

Contact the College Admissions Office for a self-advising sheet and more information.

### For more information contact:

Virginia Hess, Program Chair
402-437-2730, 800-642-4075 x2730
vhess@southeast.edu

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

### Associate Degree Nursing

#### Associate of Applied Science Degree

Prepares students for careers as a registered nurse.

This program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway Street, New York, NY 10006, 212-812-0390, www.nlnac.org

### Credit Hours Required for Graduation:

- Associate of Applied Science Degree: 108.0

#### Program Requirements:

The following list of courses must be completed with a grade of C+ or better before enrolling in Associate Degree Nursing (NURS) core courses. The courses must have been completed within the last 5 years.

- Human Anatomy w/Lab 6.0
- Biology of Microorganisms w/Lab 6.0
- Human Physiology w/Lab 6.0
- Chemistry & the Citizen w/Lab 6.0
- Intro to Sociology 4.5
- College Algebra (or higher) 33.0

General Education Requirements may be completed prior to enrolling in Associate Degree Nursing (NURS) core courses as well.

#### Special Program Requirements for Admission to Associate Degree Nursing (NURS) Core Courses:

1. Complete a second application for admission to the Associate Degree Nursing (ADN) program after 33 credit hours have been completed with a grade of C+ or better in the courses taken prior to enrollment in the Nursing (NURS) core courses.
2. Provide the Application for Admission, health statement, and self-advising sheet to the Admissions office.
3. Must have passed the “Basic Nursing Assistant” course and be on “Active Status” in the Nebraska registry before starting NURS 1305 (Nursing Concepts I).
4. Current CPR card for Healthcare Providers is required before starting (NURS) Associate Degree Nursing courses.

#### Other Courses to Improve Success:

- MEDA1101/1102: Medical Terminology I, II;
- INFO1010 or BSAD1010: Computer Literacy
- PSYC1250: Interpersonal Relations
- MATH1000: Basic College Mathematics
- PSYC1810: Introduction to Psychology

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

#### Associate Degree Nursing Core Courses:

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Credit Hrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS1304</td>
<td><em>Transition</em></td>
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<tr>
<td>NURS1206</td>
<td>*Intro to Professional Nursing</td>
<td>2.0</td>
</tr>
<tr>
<td>NURS1305</td>
<td>*Nursing Concepts I</td>
<td>6.0</td>
</tr>
<tr>
<td>NURS1306</td>
<td>*Pathophysiology</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS1307</td>
<td>*Nursing Concepts II</td>
<td>3.0</td>
</tr>
<tr>
<td>NURS2400</td>
<td>*Nursing Assessment</td>
<td>4.5</td>
</tr>
<tr>
<td>NURS2403</td>
<td>*Gerontological Nursing Concepts</td>
<td>3.5</td>
</tr>
<tr>
<td>NURS2404</td>
<td>*Nursing Concepts III</td>
<td>6.0</td>
</tr>
<tr>
<td>NURS2501</td>
<td>*Nursing Concepts-Childbearing Family</td>
<td>6.0</td>
</tr>
<tr>
<td>NURS2502</td>
<td>*Nursing Concepts-Child Rearing Family</td>
<td>6.0</td>
</tr>
<tr>
<td>NURS2602</td>
<td>*Mental Health Nursing Concepts</td>
<td>6.0</td>
</tr>
<tr>
<td>NURS2603</td>
<td>*Nursing Concepts IV</td>
<td>6.5</td>
</tr>
</tbody>
</table>

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

*Course has a prerequisite

**Required for LPNs advanced placement students only.

#### 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.

(These classes are required by accreditation, and fulfill the general education requirement.)

(One class from each of the following areas)

- ORAL COMMUNICATIONS 4.5
- WRITTEN COMMUNICATIONS 4.5
- ENGL1010: Composition I 4.5
- SCIENCE 13.5

Required Support Courses:

- MEDA1406*Basic Pharmacology 2.0
- MEDA1407*Medical Calculations 1.0
- PSYC2960: Life-span Human Development 7.5

Please note: Misdemeanor or felony convictions may prevent a graduate from acquiring a state license.

Contact the State Board of Nursing with questions.

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

### 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.
5. Obtain a self-advising sheet from the Admissions Office.
AUTO COLLISION REPAIR TECHNOLOGY

What type of job could I get?
Following graduation the collision repair technology student has opportunities in the following areas:

• Auto Body Repair Technician
• Paint & Prep Technician
• Insurance Appraiser/Estimator
• Frame Technician
• Sales Representative
• Auto Restoration Technician
• Welder

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

How much can I earn?
Recent SCC graduates reported in the most recent Placement Report that entry-level wage rates ranged from $8.00 - $14.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $17.08 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates. To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
The Collision Repair Technology program is available only at the Milford campus and admits students for the winter and summer quarters. This program is an introduction to the Collision Repair industry including estimating, metal repair, welding, refinishing, and detailing. Tools are required as part of the Collision Repair Program. For cost estimates please request the program estimated expense form. The Collision Repair Technology students also have the opportunity to work on their own vehicles which gives the students real world, on the job experiences. Upon completion of the program students will qualify for one year of work experience required by ASE for technician certification.

For more information contact:
Bill Vocasek, Program Chair
402-761-8240, 800-933-7223 x8241
bvocasek@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

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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<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tr>
<td>AUTB1150</td>
<td>Tools &amp; Equipment</td>
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<tr>
<td>AUTB1155</td>
<td>Collision Repair Theory</td>
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<tr>
<td>AUTB1160</td>
<td>Welding Theory</td>
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<td>AUTB1165</td>
<td>Collision Repair Lab</td>
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<td>AUTB1170</td>
<td>Welding Lab</td>
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<tr>
<td>AUTB1175</td>
<td>Paint Finishes Theory</td>
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<td>AUTB1250</td>
<td>Collision Repair Theory II</td>
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<td>AUTB1350</td>
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<td>Estimating Theory</td>
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<td>Refinishing Lab I</td>
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<td>AUTB1370</td>
<td>Collision Repair Lab III</td>
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<td>AUTB1450</td>
<td>Structural Repair Theory</td>
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<td>AUTB1455</td>
<td>Safety Restraints Systems</td>
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<td>Collision Repair Lab IV</td>
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<tr>
<td>AUTB1465</td>
<td>Refinishing Lab II</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTB2550</td>
<td>Suspension &amp; Alignment Theory</td>
<td>2.0</td>
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<td>AUTB2555</td>
<td>Automotive Heating &amp; Air Conditioning</td>
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<td>AUTB2560</td>
<td>Brake Systems</td>
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<td>Collision Repair Lab V</td>
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<td>Collision Repair Lab VI</td>
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<tr>
<td>BSAD2270</td>
<td>Professional Selling</td>
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</tr>
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</table>

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.

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

This SCC Program is Affiliated with ASE

Affiliated with ASE
Accredited by NATEF

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 adviser 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 68 for a complete list of General Education Courses.
AUTOMOTIVE TECHNOLOGY

What type of job could I get?
As a technician there are many types of jobs available in the automotive service industry. These include diagnostic and repair of all areas of the vehicle including all aspects of engine repair, transmissions, suspension systems and brakes, electrical/electronics, heating and air conditioning and diagnostics. Students also learn skills to help them in occupations such as service writer, service dispatcher, service manager, and warranty clerk. Students can continue to become parts counter personnel and sales associates. Activities in this field include researching service information using manuals or computer based programs, using an extensive array of hand tools and diagnostic equipment, writing, speaking and basic math skills.

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

How much can I earn?
Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $7.50 - $15.75 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $17.08 per hour. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview
This program is available on the Milford and Lincoln campus. Upon completion of the associate of applied science degree, graduates will have earned one year toward the two year ASE certification.

For more information contact:
Ken Jefferson, Program Chair – Lincoln
402-437-2600, 800-642-4075 x2640
kjefferson@southeast.edu

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

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

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

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

SPECIAL PROGRAM REQUIREMENTS:
A grade of “C” (2.0) or better in all AUTT classes is required to progress through the program.

AUTOMOTIVE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUTT1000</td>
<td>Shop Procedures</td>
<td>2.0</td>
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<tr>
<td>AUTT1010</td>
<td>Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTT1100</td>
<td>Safety &amp; Repair</td>
<td>2.5</td>
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<td>AUTT1103</td>
<td>Drive Trains</td>
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<td>AUTT1104</td>
<td>Steering &amp; Suspension I</td>
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<td>AUTT1105</td>
<td>Automotive Brake Systems</td>
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<td>AUTT1106</td>
<td>Electrical Concepts</td>
<td>6.0</td>
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<td>AUTT1107</td>
<td>Automotive Heating &amp; AC</td>
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<td>AUTT1108</td>
<td>Automotive Fuel and Control Systems</td>
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<td>AUTT1203</td>
<td>Manual Transmission/Transaxle Theory</td>
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<tr>
<td>AUTT1204</td>
<td>Steering &amp; Suspension II</td>
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<td>AUTT1206</td>
<td>Automotive Electric</td>
<td>3.5</td>
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<td>AUTT1221</td>
<td>Engine Theory</td>
<td>5.0</td>
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<tr>
<td>AUTT1222</td>
<td>Engine II</td>
<td>11.0</td>
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<td>AUTT1306</td>
<td>Automotive Ignition Systems</td>
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<td>AUTT1506</td>
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<td>AUTT2102</td>
<td>Automatic Transmission/Transaxle</td>
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<td>AUTT2303</td>
<td>Manual Transmission/Transaxle Lab</td>
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<td>TOTAL</td>
<td></td>
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</tr>
</tbody>
</table>

AUTOMOTIVE TECHNOLOGY

GENERAL EDUCATION REQUIREMENTS:
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
• SCIENCE

PHYS1150 Descriptive Physics

(Two classes from the four areas below)
• MATHEMATICS
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

One Elective 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: Students are required to wear program shirts while in class or laboratory settings. Shirts are available in the SCC Bookstores.

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 adviser 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 TITLE
CREDIT HRS
Milford 402-761-8243, 800-933-7223 x8243
or the College Admissions Office
rpetsch@southeast.edu 402-761-8213, 800-933-7223 x8213
Ron Petsch, Program Chair

BUILDING CONSTRUCTION TECHNOLOGY
What type of job could I get?
Graduates of the Building Construction Technology program will have a diverse range of possible employment opportunities. Since the program focuses on concrete/masonry, carpentry, drafting, estimating, cabinet making and house construction, jobs are available in all of these disciplines as well.

Many students focus on a career involving framing or trim, working for residential and light commercial construction contractors. Others may have opportunities in concrete and/or masonry construction with companies ranging in size from small to large.

Most employers are looking for aggressive, motivated and energetic employees who desire to excel and move forward with their career. Many choices exist that will allow students to grow in that company for a period of time to become responsible and, over time, to develop supervisory skills.

How much can I earn?
Recent SCC graduates reported in the most recent Placement Report that entry-level wage rates ranged from $7.50 - $13.30 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $15.33 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
The Building Construction Technology program is available only at the Milford campus. This program offers drafting and estimating skills, masonry/concrete and cabinet construction not offered at some construction schools.

Students have an opportunity to participate in the award-winning National Association of Home Builders (NAHB) student chapter or the Associated General Contractors (AGC) student chapter. This affiliation provides an excellent chance to acquire more industry exposure and to help further develop the necessary leadership skills important for employment success.

For more information contact:
Ron Petsch, Program Chair
402-761-8213, 800-933-7223 x8213
rpetsch@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

BUILDING CONSTRUCTION TECHNOLOGY
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>
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</thead>
<tbody>
<tr>
<td>CNST1121</td>
<td>Concrete &amp; Masonry Tools &amp; Materials</td>
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<tr>
<td>CNST1122</td>
<td>Concrete, 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>
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</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>
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</tr>
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<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>
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<tr>
<td>CNST1430</td>
<td>Cabinetry and Carpentry Laboratory</td>
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<td>CNST1433</td>
<td>Carpentry Theory</td>
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<td>CNST2532</td>
<td>Residential Construction Applications</td>
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<td>CNST2537</td>
<td>Residential Construction Principles</td>
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<td>CNST2627</td>
<td>Building Construction Welding</td>
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<tr>
<td>CNST2634</td>
<td>Commercial Construction Drafting Laboratory</td>
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<tr>
<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>
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<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>
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</table>

BUILDING CONSTRUCTION TECHNOLOGY
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 | 4.5
• WRITTEN COMMUNICATIONS | 4.5

ENGL1000 or higher

Three classes from the areas below:
• MATHEMATICS | 4.5
• SOCIAL SCIENCE | 4.5
• COMPUTER TECHNOLOGY | 4.5

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.

JULY 1, 2005–JUNE 30, 2006

BUILDING CONSTRUCTION TECHNOLOGY
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.

General Education Courses:
See page 68 for a complete list of General Education Courses.

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 adviser 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.

PAGE 79
BUSINESS ADMINISTRATION

What type of job could I get?
As Business Administration graduates, students in marketing are trained to work in a retail environment, insurance company, or in non-profit organizations. Some positions include Assistant Manager, Sales Associate, Executive Director Assistant, Human Resources Assistant, Customer Service Associate, Insurance Agent.

Students in entrepreneurship will be able to create business ventures for themselves or take over the family business. Students in accounting can hold positions as Accounting Clerk, Accounts Receivable Manager, Billing Clerk, Bookkeeper, Office Assistant.

Students in the Nursing Home Administration Focus or Assisted Living classes can hold positions as Nursing Home Administrator and Assisted Living Manager.

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

How much can I earn?
Recent SCC graduates reported in the most recent Placement Report that entry-level wage rates ranged from $6.70 - $14.75 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $23.32 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview
The program is available at all three campuses in Lincoln, Beatrice, and Milford. Students may focus in Accounting, Marketing, Entrepreneurship, or Nursing Home Administration.

For more information contact: Sharon Dexter, Program Chair Beatrice 402-228-8284, 800-233-5027 sdxter@southeast.edu
Doug Strop, Co-Chair Lincoln 402-437-2415, 800-642-4075 dstrip@southeast.edu
Nancy Krumland, Co-Chair Lincoln 402-473-2427, 800-642-4075 nkrumlan@southeast.edu
Bill Belz, Program Chair Milford 402-761-8237, 800-933-7223 x237 bbeltz@southeast.edu or the College Admissions Office Beatrice 402-228-8214, 800-233-5027 x214 Lincoln 402-437-2600, 800-642-4075 x2600 Milford 402-761-8243, 800-933-7223 x8243

BUSINESS ADMINISTRATION

ASSOCIATE OF APPLIED SCIENCE

PROGRAMS OFFERED

Business Administration
Entrepreneurship
Marketing
Nursing Home Administration

DEGREE • DIPLOMA

CLASSES:

• Diploma: ................................. 51.0

• Associate of Applied Science Degree:
  Accounting Focus: .................... 107.0
  Entrepreneurship Focus: ............. 110.0
  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, entrepreneurship, 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 Handbook for information.

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 adviser to determine whether the COMPASS assessment test is necessary. 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.
MKTG

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

- BSAD2030 *Co-op Supervised Employment 5.0
- BSAD2270 Professional Selling 4.5
- BSAD2520 Principles of Marketing 4.5
- BSAD2430 Marketing Communications 4.5
- ECNO1200 -Personal Finance 4.5

Choose one class from the two options below:

- BSAD2370 Human Resources Management 4.5
- BSAD2390 *Small Business Management 4.5

Choose one class from the two options below:

- OFFT1680 *Web Page Support 4.5
- BSAD2460 Electronic Commerce Marketing 4.5

Choose two electives from the options below:

- Must not have been previously taken for another category.
- BSAD1100 *Business Law II 4.5
- BSAD1230 Visual Merchandising 4.5
- BSAD2370 Human Resources Management 4.5
- BSAD2390 *Small Business Management 4.5
- BSAD2400 Principles of Retailing 4.5
- BSAD2460 Electronic Commerce Marketing 4.5
- BSAD2470 International Marketing 4.5
- BSAD2480 Sports Entertainment Marketing 4.5
- OFFT1680 *Web Page Support 4.5

Choose one class from each of the following areas:

- SOCIAL SCIENCE
- MATHEMATICS
- WRITTEN COMMUNICATIONS
- ORAL COMMUNICATIONS

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.

BSAD ELECTIVES: 9.0

ADVISOR APPROVED

Select one course listed below based on COMPASS/ACT/ASSET Score:

- ENGL1010 Composition I 4.5
- 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

Students who cannot validate competencies in accounting and keyboarding may take courses in these areas at SCC; Credit earned in the courses listed below will not count towards graduation.

- Office Accounting I (OFFT1310)
- Beginning Keyboarding I (OFFT1010)
- Beginning Keyboarding II (OFFT1020)

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 adviser 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 68 for a complete list of General Education Courses.

PAGE 81
COMPUTER AIDED DRAFTING & DESIGN

What type of job could I get?

Computer Aided Drafters and Designers are responsible for the dynamic new designs of most structures and consumer products available today. In engineering and architectural offices across the country, designers have many responsibilities that will employ their abilities to think "outside the box" as they find solutions to today's design challenges.

Computer Aided Design graduates are employed by both large and small businesses, and by government agencies. Areas of employment include commercial architecture, electronics, and engineering of consumer products.

What skills will I use on the job?

Computer Aided Drafters and Designers are professional people working in a specialized environment as communicators and must exhibit good English and speaking skills. Designers operate in a technical field and will use higher levels of math and physics to create new industrial, commercial and business products.

How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $7.50 - $13.25 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $16.40 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

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

For more information contact:

Dan Masters, Program Chair
402-437-2650, 800-642-4075 x2650
dmasters@southeast.edu

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

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 adviser 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.
5. Students must take an entry evaluation test for the Basic Computer Aided Drafting Course DRAF1120. Students must have a test score of B+ or better or take the DRAF1120 course for entry into the Computer Aided Drafting & Design Program.

COMPUTER AIDED DRAFTING & DESIGN

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for employment in a wide range of industries as a Computer Aided Drafting & Design Technician

Credit Hours Required for Graduation:

Associate of Applied Science Degree: 73.0

Computer Aided Drafting and Design is communication through the use of graphic representation and creation of 3-D designs. Students take courses that prepare them for employment in a variety of exciting and rewarding areas of computer aided drafting and design. The Computer Aided Drafting & Design program is certified by the American Design Drafting Association. 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. With the use of 3-dimensional plotters students produce solid ABS plastic parts. This simulates the activities Design Drafters would be involved in working with many companies.

Please note: Students may substitute academic transfer courses for vocational general study courses. A minimum grade of "C" or 70% is required in all courses for graduation from this program.

CORE COURSES:

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<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>DRAF1110</td>
<td>Drafting Concepts</td>
<td>3.0</td>
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<tr>
<td>DRAF1210</td>
<td>Descriptive Geometry</td>
<td>3.0</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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<td>DRAF1320</td>
<td>AutoDesk Applications</td>
<td>3.0</td>
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<tr>
<td>DRAF1330</td>
<td>Solid Works</td>
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<td>DRAF1340</td>
<td>Strength of Materials</td>
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<td>DRAF2100</td>
<td>Principles &amp; Materials of Construction</td>
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<td>DRAF2110</td>
<td>Architectural Planning</td>
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<td>DRAF2120</td>
<td>Building Structures</td>
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<td>DRAF2140</td>
<td>Building Systems</td>
<td>3.0</td>
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<td>DRAF2160</td>
<td>Commercial Construction</td>
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<tr>
<td>DRAF2180</td>
<td>Professional Practice-Architectural</td>
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<tr>
<td>DRAF2200</td>
<td>Geometric Dimensioning &amp; Tolerancing</td>
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<tr>
<td>DRAF2210</td>
<td>Engineering Processes &amp; Procedures</td>
<td>3.0</td>
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<tr>
<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>DRAF2260</td>
<td>Jigs &amp; Fixture-Design</td>
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<tr>
<td>DRAF2300</td>
<td>Pipe Drafting</td>
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<td>DRAF2340</td>
<td>Topo-Civilian Drafting</td>
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<td>DRAF2520</td>
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<td>ACF5200</td>
<td>Career Development</td>
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</table>

DRAFTING TECHNICAL ELECTIVES:

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

DRAF2170 Structural Steel                         3.0
DRAF2190 Construction For Americans with Disabilities 3.0
DRAF2540 Printed Circuit Board Layout              3.0
DRAF2600 Special Drafting                           3.0

DRAF2620 Co-op Education Drafting I                3.0
DRAF2621 Co-op Education Drafting II               3.0

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:

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- MATH1080 Applied Algebra & Trigonometry 4.5 (or higher)
- SCIENCE
- PHYS1150 Descriptive Physics (or higher) 4.5
- COMPUTER TECHNOLOGY
- INFO1010 Computer Literacy 4.5

No two classes may be selected from the same area.

GENERAL EDUCATION ELECTIVES: (PARTIAL LIST) 4.5 hours

*Students must select a minimum of 4.5 credit hours from the following partial list of electives.

BASD1090 Business Law I                           4.5
ECON2110 Macroeconomics                          4.5
MACH1172 Machine Tool Lab I                       6.5
MACH1222 Machine Tool Lab II                      7.0
SOCI1010 Introduction to Sociology               4.5

Students must check with the Program Chair prior to registration for approval of other courses used for electives.

See page 68 for a complete list of General Education Courses.
COURSE TITLE
CREDIT HRS

Milford 402-761-8243, 800-933-7223 x8243
or the College Admissions Office
bstutzma@southeast.edu
402-761-8395, 800-933-7223 x8395
Beth Stutzman, Program Chair
For more information contact:

only at the Milford campus.
bachelor's degree. This program is available
credit to a 4-year institution to complete a
the option of employment but may transfer
Programming Technology with an associate of
the option of employment but may transfer
Programming Technology program will have hands-on
experience on all three platforms and will develop
an understanding of how these platforms work
together in a multi-platform environment typically
found in business and industry today.
Computer Programming Technology will prepare
students for attaining employment in a competitive
Information Technology market. Students will be
able to choose companies based on their
experience with a single platform or on experience
with a multi-platform environment.

How much can I earn?
Recent SCC graduates reported in the most recent
Placement Report that entry level wage rates ranged
from $14.45 - $19.25 per hour. These rates reflect
the starting rates of graduates in all companies and
facilities. According to the Nebraska Department of
Labor Report (http://www.dol.state.ne.us), workers
in this industry are earning an average rate of
$26.76 per hour.
The hourly rates will vary by employer and
location. Many employers provide some type of
fringe benefits, along with a commission or a bonus
structure, which are not included in these rates.
To obtain an updated rate of pay or learn more
about the type of benefits being provided, please
contact the Program Chair.

SCC Program overview
Students will be able to complete the program in
18 months and will graduate from Computer
Programming Technology with an associate of
applied science degree. Students not only have
the option of employment but may transfer
credit to a 4-year institution to complete a
bachelor's degree. This program is available
only at the Milford campus.

For more information contact:
Beth Stutzman, Program Chair
402-761-8395, 800-933-7223 x8395
bstutzma@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

COURSE TITLE
CREDIT HRS

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers
in computer applications
programming

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: . . . . .128.0

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

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO1017</td>
<td>Microcomputer Applications</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO1151</td>
<td>Computer Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1214</td>
<td>Logic Design &amp; Object Oriented Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1217</td>
<td>Database Management</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO1221</td>
<td>Introduction to MVS Environment</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO1287</td>
<td>Operating Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO1314</td>
<td>Java</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1325</td>
<td>Internet Scripting</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1337</td>
<td>Introduction to the iSeries</td>
<td>3.5</td>
</tr>
<tr>
<td>INFO1381</td>
<td>Data Communications &amp; Networking</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1414</td>
<td>Advanced Java</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1428</td>
<td>COBOL</td>
<td>8.0</td>
</tr>
<tr>
<td>INFO1431</td>
<td>Web Page Fundamentals</td>
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<tr>
<td>INFO1458</td>
<td>RPG IV</td>
<td>7.5</td>
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<tr>
<td>INFO2514</td>
<td>Java Server Programming</td>
<td>4.5</td>
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<tr>
<td>INFO2528</td>
<td>Advanced COBOL</td>
<td>7.5</td>
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<tr>
<td>INFO2548</td>
<td>Customer Information Control System Programming</td>
<td>8.0</td>
</tr>
<tr>
<td>INFO2558</td>
<td>System Analysis &amp; Design</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO2564</td>
<td>Visual Basic</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2638</td>
<td>Computer Programming Projects</td>
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<tr>
<td>INFO2664</td>
<td>Advanced Visual Basic</td>
<td>4.5</td>
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<td>INFO2678</td>
<td>DB2 Database Applications &amp; SQL</td>
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</tr>
<tr>
<td>ACFS2020</td>
<td>Career Development</td>
<td>2.5</td>
</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 adviser 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-prep courses elsewhere.
4. If applicants have deficiencies or lack a high school diploma or GED, check with a counselor to determine a preparatory plan.
CONSTRUCTION ELECTRICIAN — IBEW OPTION

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

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

For more information contact:
IBEW Option Administration:
Earl Fosler, Electronic/Computer Division Dean
402-761-8266, 800-933-7223 x8266
402-437-2639, 800-642-4075 x2639
efosler@southeast.edu

Ken Reinsch, Electrical Technology Program Chair
402-761-8258, 800-933-7223 x8258
kreinsch@southeast.edu

Roy Lamb, Director of Training, Joint Apprenticeship and Training Committee (JATC)
402-423-4519

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

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.

ON THE JOB OR COOPERATIVE TRAINING:
One course of 200 clock hours per year. Skills checklist, as shown on syllabi, verified to SCC by IBEW. Supervision by IBEW members. Location of the OJT site varies with the demands of the Electrical industry.

ELET1715 Electrical Wiring Applications I 5
ELET1720 Electrical Wiring Applications II 5
ELET1725 Electrical Wiring Applications III 5
ELET1730 Electrical Wiring Applications IV 5
ELET1735 Electrical Wiring Applications V 5

25.0

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: 117.5

COMBINATION THEORY/LABORATORY CLASSES ONE PER YEAR, AS FOLLOWS:

COURSE #   COURSE TITLE    CREDIT HRS
ELET1714   DC Circuits and Blueprint Reading 14
ELET1719   AC Circuits and Wire Sizing 14
ELET1724   Electronic Devices and Electrical Grounding 14
ELET1729   Logic Circuits and Electrical Motors 14
ELET1734   Process Controllers and Special Electrical Circuits 14

70.0

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 adviser 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.
**DAIMLERCHRYSLER CAP COLLEGE AUTOMOTIVE PROGRAM**

This program is offered jointly by DaimlerChrysler and Southeast Community College in cooperation with DaimlerChrysler dealers.

As a student in this program you will be required to have a sponsoring DaimlerChrysler dealer.

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

This automotive program trains students to become entry level technicians in a DaimlerChrysler dealership.

**How much can I earn?**

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.15 - $18.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $17.08 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

**SCL Program overview**

This program has provided a positive relationship between Southeast Community College and industry.

The CAP runs seven quarters. During the first, third, fifth, and seventh quarters the students are on campus studying such things as electronics, engine repair, transmission repair, and heating and air conditioning. During the second, forth, and sixth quarters the students are at the dealership on coop gaining experience working with a mentor master technician, in the subjects they studied the previous quarter when they were on campus.

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

**For more information contact:**

Rick Morphew, Program Chair
402-761-8317, 800-933-7223 x8317
rmorphew@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

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### 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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</thead>
<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>
<td>1.5</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>
<td>12.0</td>
</tr>
<tr>
<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>
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</tr>
<tr>
<td>CAPP1268</td>
<td>Dealer Cooperative Experience</td>
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<tr>
<td>CAPP1360</td>
<td>DaimlerChrysler Electronic Fuel Systems</td>
<td>10.0</td>
</tr>
<tr>
<td>CAPP1361</td>
<td>DaimlerChrysler Diesel Fuel Systems &amp; Emission Control</td>
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</tr>
<tr>
<td>CAPP1363</td>
<td>DaimlerChrysler Engine Repair</td>
<td>9.5</td>
</tr>
<tr>
<td>CAPP1468</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
</tr>
<tr>
<td>CAPP2528</td>
<td>DaimlerChrysler Steering &amp; Suspension Systems</td>
<td>4.5</td>
</tr>
<tr>
<td>CAPP2529</td>
<td>DaimlerChrysler Manual Transmission, Transaxles, Clutches, and Transfer Cases</td>
<td>7.0</td>
</tr>
<tr>
<td>CAPP2537</td>
<td>DaimlerChrysler Rear Axle Service</td>
<td>2.0</td>
</tr>
<tr>
<td>CAPP2538</td>
<td>DaimlerChrysler Advanced Diagnosis, Tune-Up &amp; Driveability</td>
<td>7.0</td>
</tr>
<tr>
<td>CAPP2668</td>
<td>Dealer Cooperative Experience</td>
<td>12.0</td>
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<tr>
<td>CAPP2745</td>
<td>DaimlerChrysler Anti-Lock Brake Systems</td>
<td>2.0</td>
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<td>CAPP2746</td>
<td>DaimlerChrysler Heating &amp; Air Conditioning</td>
<td>3.5</td>
</tr>
<tr>
<td>CAPP2747</td>
<td>DaimlerChrysler Body Electrical &amp; Electronics</td>
<td>6.0</td>
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<tr>
<td>CAPP2748</td>
<td>DaimlerChrysler Automatic Transmissions &amp; Transaxles</td>
<td>9.0</td>
</tr>
<tr>
<td>CAPP2749</td>
<td>DaimlerChrysler New Product Update</td>
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</tbody>
</table>

**Update 2.0**

**JULY 1, 2005–JUNE 30, 2006**

**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.

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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 adviser 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 68 for a complete list of General Education Courses.
DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH

This program is offered jointly by Deere Construction & Forestry Equipment and Southeast Community College in cooperation with Deere Construction & Forestry Equipment dealers.

As a student in this program you will be required to have a sponsoring Deere Construction & Forestry Equipment dealer. Students are expected to continue employment at the dealership after graduation.

What type of job could I get?

As a Deere Construction & Forestry Equipment technician, you will have a variety of responsibilities. Some of your activities will include servicing of the engine, power train, hydraulic, electrical and electronic systems, and air conditioning diagnosis and repair. You can also expect to be involved in some field service work.

How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry-level wage rates ranged from $8.00 - $18.40 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $12.92 per hour. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

This program is located on the Milford Campus. New students are admitted every two years. In addition to meeting general requirements of Southeast Community College, students are tested to evaluate potential for success in the Deere Construction & Forestry Equipment program. Selected applicants must secure a Deere Construction & Forestry Equipment dealership sponsor for off-campus training.

For more information contact:
William A. August, Program Chair
402-761-8281, 800-933-7223 x8281
baugus@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

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.

COURSE # COURSE TITLE CREDIT HRS
JDCE1130 Deere Orientation and Safety 4.0
JDCE1131 Deere Fundamentals 3.0
JDCE1132 Deere Welding I 1.5
JDCE1133 Deere Heating, Ventilation, & Air Conditioning 2.5
JDCE1134 Deere Electrical/Electronics I 9.0
JDCE1270 Dealer Cooperative Education 12.0
JDCE1340 Deere Theory of Engine Operation 2.5
JDCE1341 Deere Diesel and Gasoline Fuel Systems 5.0
JDCE1342 Deere Engine Repair 8.0
JDCE1343 Deere Electrical/Electronics II 3.0
JDCE1470 Dealer Cooperative Education 12.0
JDCE2550 Deere Mechanical Power Trains 7.0
JDCE2551 Deere Hydraulics 6.0
JDCE2552 Deere Hydrostatic Drives 6.0
JDCE2553 Deere Welding II 1.0
JDCE2670 Dealer Cooperative Education 12.0
JDCE2760 Deere Back Hoes/ Landscape Loaders 3.5
JDCE2761 Deere Excavators 3.5
JDCE2762 Deere Crawler Dozers/Loaders 3.5
JDCE2763 Deere Motor Graders 3.0
JDCE2764 Deere Four Wheel Drive Loaders 3.5
JDCE2765 Deere Forklifts, Skid Steer Loaders 1.0
JDCE2766 Deere Scrapers/Articulated Truck 3.5

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.

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

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 adviser 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 68 for a complete list of General Education Courses.
DENTAL ASSISTING

What Type of Job Could I Get?

Dental Assistants perform a variety of laboratory, clinical, and office responsibilities. Dental Assistants work with dentists to provide dental treatment to patients and help the patient be as comfortable as possible during the dental treatment. During the dental procedure, they keep the patient’s mouth clean with suction devices and other devices, and prepare materials for making impressions. They also assist with oral surgery and restorations, and they expose and process radiographs as directed by a dentist. Other skills used by dental assistants include:

- coronal polishing of teeth
- sterilizing and disinfecting dental equipment and instruments
- preparing tray setups for dental procedures
- providing post-operative instructions and care to patients pertaining to oral health practices; and
- exposing and developing x-rays

In some offices, dental assistants may also manage the entire dental office, arrange and confirm appointments, receive patients, keep treatment records, send statements, receive payments, file insurance forms and order dental supplies and materials.

How Much Can I Earn?

Recent SCC graduates reported in the most recent Placement Report that entry-level wage rates ranged from $8.00 - $12.75 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $11.87 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview

The program is available only at the Lincoln campus.

For more information contact:
Susan Asher, Program Chair
402-437-2740, 800-642-4075 x2740
sasher@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

DENTAL ASSISTING

Lincoln Campus

DIPLOMA

Prepares student for careers in chairside dental assisting and dental office management

This program is accredited by the American Dental Association Commission on Dental Accreditation, 211 East Chicago Avenue, Chicago, IL 60611, 312-440-2500, www.ada.org

Credit Hours Required for Graduation:

• Diploma: .................................75.5

The Dental Assisting program provides opportunities to develop specialized skills in dental health education, chairside assisting, laboratory procedures and business office 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, the People's Health Clinic, DEC-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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>*DENT1103 Oral Sciences I</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>*DENT1110 Preclinical Concepts</td>
<td>6.5</td>
</tr>
<tr>
<td></td>
<td>*DENT1210 Oral Sciences II</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>*DENT1211 Dental Assisting Foundations I</td>
<td>4.5</td>
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<tr>
<td></td>
<td>*DENT1212 Oral Hygiene</td>
<td>2.0</td>
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<tr>
<td></td>
<td>*DENT1214 Clinical Concepts</td>
<td>3.5</td>
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<tr>
<td></td>
<td>*DENT1311 Dental Assisting Foundations II</td>
<td>4.5</td>
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<tr>
<td></td>
<td>*DENT1312 Dental Materials I</td>
<td>3.0</td>
</tr>
<tr>
<td></td>
<td>*DENT1313 Oral Radiography I</td>
<td>4.0</td>
</tr>
<tr>
<td></td>
<td>*DENT1314 Clinical Education I</td>
<td>6.5</td>
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<tr>
<td></td>
<td>*DENT1410 Practice Management Skills</td>
<td>3.0</td>
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<tr>
<td></td>
<td>*DENT1411 Dental Assisting Foundations III</td>
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<td>*DENT1412 Dental Materials II</td>
<td>3.0</td>
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<tr>
<td></td>
<td>*DENT1413 Oral Radiography II</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
<td>*DENT1414 Clinical Education II</td>
<td>6.5</td>
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<td></td>
<td>FSDT1350 Basic Nutrition</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>MEDA1101 Medical Terminology I</td>
<td>2.0</td>
</tr>
<tr>
<td></td>
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<td>66.5</td>
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</tbody>
</table>

SPECIAL PROGRAM REQUIREMENTS:

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

GENERAL EDUCATION REQUIREMENTS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tr>
<td></td>
<td>PSYC1250 Interpersonal Relations or</td>
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<tr>
<td></td>
<td>PSYC1810 Introduction to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>SPC11110 Public Speaking</td>
<td>4.5</td>
</tr>
</tbody>
</table>

*Clinical track courses

PROGRAMS OF STUDY

See page 68 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 adviser 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
What type of job could I get?
As a Farm Equipment dealership technician, you will have a variety of responsibilities. Some of your activities will include engine, power train, hydraulic system, electrical & electronic, and air conditioning diagnosis and repair. You can also expect to work on tillage, planting, spraying, and harvesting equipment. Field service work is also part of the technician’s job.

How much can I earn?
Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $10.50 - $14.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $12.92 per hour.
The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.
To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
This program is located on the Milford Campus. New students are admitted twice a year in the winter and summer quarters. In addition to meeting general requirements of Southeast Community College, students are tested to evaluate potential for success in the Diesel Technology-Farm program. Graduates are awarded an associate of applied science degree.

For more information contact:
William A. August, Program Chair
402-761-8281, 800-933-7223 x8281
baugust@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

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>
</tr>
</thead>
<tbody>
<tr>
<td>DESL1120</td>
<td>Basic Electrical</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL1121</td>
<td>Cranking Motors &amp; Ignition Systems</td>
<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>
</tr>
<tr>
<td>DESL1235</td>
<td>Diesel &amp; LPG Fuel Systems I</td>
<td>6.5</td>
</tr>
<tr>
<td>DESL1331</td>
<td>Basic Cab Air Conditioning</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL1349</td>
<td>Diesel Fuel Injection Systems II</td>
<td>5.0</td>
</tr>
<tr>
<td>DESL1351</td>
<td>Mobile Hydraulics</td>
<td>8.5</td>
</tr>
<tr>
<td>DESL1362</td>
<td>Diesel Fuel Injection Systems Laboratory</td>
<td>2.0</td>
</tr>
<tr>
<td>DESL1453</td>
<td>Post-Cooperative Education Seminar</td>
<td>2.0</td>
</tr>
<tr>
<td>DESL1468</td>
<td>Cooperative Education</td>
<td>10.0</td>
</tr>
<tr>
<td>DESL2536</td>
<td>Farm Equipment Diesel Engine Tune-Up &amp; Diagnosis</td>
<td>2.0</td>
</tr>
<tr>
<td>DESL2564</td>
<td>Farm Equipment Electricity</td>
<td>8.5</td>
</tr>
<tr>
<td>DESL2566</td>
<td>Farm Equipment Power Trains</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL2567</td>
<td>Advanced Air Conditioning</td>
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<tr>
<td>DESL2602</td>
<td>Planting Equipment</td>
<td>7.5</td>
</tr>
<tr>
<td>DESL2603</td>
<td>Harvesting Equipment</td>
<td>7.0</td>
</tr>
<tr>
<td>DESL2604</td>
<td>Tillage &amp; Spraying Equipment</td>
<td>3.0</td>
</tr>
</tbody>
</table>

COURSE TITLE (Three classes from five areas below)
DESL classes is required to progress through 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 adviser 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:
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.

Please note: Students are required to purchase their own tool set. A list of required tools is available with the Program Chairs or the College Admissions Office.
DIESEL TECHNOLOGY-TRUCK

What type of job could I get?

As a Diesel Truck technician, you will have a variety of responsibilities. Some of your activities will include engine, power train, electrical and electronic, mobile hydraulic, and air conditioning system diagnosis and repair plus preventative maintenance and inspection. You can also expect to work on steering and suspension systems, truck and trailer alignment, and truck air brakes.

How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.25 - $12.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $10.63 per hour. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

Scc Program overview

This program is located on the Milford Campus. New students are admitted twice a year in the winter and summer quarters. In addition to meeting general requirements of Southeast Community College, students are tested to evaluate potential for success in the Diesel Technology-Truck program. Graduates are awarded an associate of applied science degree.

For more information contact:

William A. August, Program Chair
402-761-8281, 800-933-7223 x8281
baugus@southwest.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

DIESEL TECHNOLOGY - TRUCK

Milford 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) 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>
</tr>
</thead>
<tbody>
<tr>
<td>DESL1201</td>
<td>Electrical Systems I</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL1211</td>
<td>Batteries &amp; Cranking Motors</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL1221</td>
<td>Electronic Ignition &amp; Charging Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL1231</td>
<td>Power Trains I</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL1241</td>
<td>Diesel Welding</td>
<td>1.5</td>
</tr>
<tr>
<td>DESL1261</td>
<td>Hand &amp; Precision Measuring Tools</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL2251</td>
<td>Theory of Engine Operation</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL2271</td>
<td>Theory of Fuel System Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL2281</td>
<td>Valve Trains</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL2301</td>
<td>Engine Overhaul &amp; Inspection</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL2321</td>
<td>Diesel and Gas Fuel Injection</td>
<td>4.0</td>
</tr>
<tr>
<td>DESL2351</td>
<td>Electrical/Electronic Systems I</td>
<td>4.0</td>
</tr>
<tr>
<td>DESL3451</td>
<td>Conventional Transmissions and Clutches</td>
<td>6.5</td>
</tr>
<tr>
<td>DESL3471</td>
<td>Truck Final Drives</td>
<td>4.0</td>
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<tr>
<td>DESL3481</td>
<td>Preventative Maintenance and Inspection</td>
<td>5.5</td>
</tr>
<tr>
<td>DESL4341</td>
<td>Air Brakes</td>
<td>4.5</td>
</tr>
<tr>
<td>DESL4351</td>
<td>Steering &amp; Suspensions</td>
<td>5.0</td>
</tr>
<tr>
<td>DESL4361</td>
<td>Hydraulic Brakes</td>
<td>3.0</td>
</tr>
<tr>
<td>DESL4381</td>
<td>Basic Hydraulics</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL4541</td>
<td>Heating &amp; Air Conditioning I</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL5412</td>
<td>Post-Cooperative Education Seminar</td>
<td>2.0</td>
</tr>
<tr>
<td>DESL5582</td>
<td>Cooperative Education</td>
<td>10.0</td>
</tr>
<tr>
<td>DESL6301</td>
<td>Heating &amp; Air Conditioning II</td>
<td>2.5</td>
</tr>
<tr>
<td>DESL6432</td>
<td>Automatic Truck Transmissions</td>
<td>3.5</td>
</tr>
<tr>
<td>DESL6452</td>
<td>Electrical Systems III</td>
<td>6.0</td>
</tr>
<tr>
<td>DESL6482</td>
<td>Electronic Diesel Engine Diagnosis &amp; Tune-Up</td>
<td>5.5</td>
</tr>
</tbody>
</table>

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
- 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: Students are required to purchase their own tool set. A list of required tools is available with the Program Chairs or the College Admissions Office.

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 adviser 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 68 for a complete list of General Education Courses.
**EARLY CHILDHOOD EDUCATION**

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

Career possibilities for graduates of the Early Childhood Education Program include preschool teacher, infant and toddler caregiver, before and after-school activity coordinator for school age children in Head Start programs. Other careers include professional nanny, paraprofessional in public or private elementary schools, child care administrator, family support worker, corporate public or private child care provider, family child care home provider and other careers related to working with children and families.

Program graduates are working in various early care and education positions throughout Nebraska and in other states. Graduates are also continuing their education at four-year colleges and universities.

**How much can I earn?**

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $6.00 - $10.25 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $8.71 per hour. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

**SCC Program Overview**

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

For more information contact:
Alicia Baillie, Program Chair  
402-437-2455, 800-642-4075 x2455  
abaille@southeast.edu

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

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**EARLY CHILDHOOD EDUCATION**

**Lincoln Campus**

**ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA**

Prepares students for careers in child care

**Credit Hours Required for Graduation:**

Diploma:
- **In-Home Child Care Professional Focus** .79.5
- **Child Care Professional Focus**: 4.5

Associate of Applied Science Degree: 83.0

**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>ECED1220</td>
<td>Pre-Practicum Seminar</td>
<td>1.5</td>
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<tr>
<td>ECED1150</td>
<td>Introduction to Early Childhood Education</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1110</td>
<td>Infant and Toddler Development</td>
<td>4.5</td>
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<tr>
<td>ECED1220</td>
<td>Preschool Child Development</td>
<td>3.0</td>
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<tr>
<td>ECED2050</td>
<td>Children with Exceptionalities</td>
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<tr>
<td>ECED1230</td>
<td>School Age Child</td>
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<tr>
<td>ECED1060</td>
<td>Observation, Assessment and Guidance</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1160</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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<tr>
<td>ECED1050</td>
<td>Expressive Arts</td>
<td>4.5</td>
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<tr>
<td>ECED1235</td>
<td>Early Childhood Health, Safety and Nutrition</td>
<td>4.5</td>
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<tr>
<td>ECED1221</td>
<td>Infant and Toddler Practicum</td>
<td>3.0</td>
</tr>
<tr>
<td>ECED1240</td>
<td>Preschool/School Age Practicum</td>
<td>3.0</td>
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<tr>
<td>ECED2070</td>
<td>Family &amp; Community Relations</td>
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<tr>
<td>ECED2800</td>
<td>Early Childhood Graduation Seminar</td>
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<td><strong>Total</strong></td>
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**IN-HOME CHILD CARE PROFESSIONAL FOCUS:**

(ECED Required Core Courses 55.5)

<table>
<thead>
<tr>
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<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>ECED1475</td>
<td>Professional In-Home Child Care</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1575</td>
<td>In-Home Child Care Professional Practicum or</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1675</td>
<td>In-Home Child Care Professional Co-op</td>
<td>6.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>18.5</strong></td>
<td></td>
</tr>
</tbody>
</table>

**IN-HOME DIPLOMA • GENERAL EDUCATION REQUIREMENTS:**

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

(Three classes from five areas below)
- 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.

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**CHILD CARE PROFESSIONAL FOCUS:**

(EDC Required Core Courses 55.5)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECED1226</td>
<td>Early Childhood Education Curriculum Planning</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1340</td>
<td>How Children Learn</td>
<td>3.0</td>
</tr>
<tr>
<td>ECED1565</td>
<td>Child Care Head Teacher Practicum or</td>
<td>4.5</td>
</tr>
<tr>
<td>ECED1665</td>
<td>Child Care Head Teacher Co-op</td>
<td>8.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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</tr>
</tbody>
</table>

**AAS DEGREE CORE COURSES:**

(ECED Required Core Courses 55.5)

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>ECED1226</td>
<td>Early Childhood Education Curriculum Planning</td>
<td>4.5</td>
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<tr>
<td>ECED1340</td>
<td>How Children Learn</td>
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<tr>
<td>ECED2455</td>
<td>Child Care Administration</td>
<td>4.5</td>
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<tr>
<td>ECED1565</td>
<td>Child Care Head Teacher / Practicum or</td>
<td>8.0</td>
</tr>
<tr>
<td>ECED2501</td>
<td>Early Childhood Education Professional Lab</td>
<td>7.0</td>
</tr>
<tr>
<td>ECED2575</td>
<td>Advanced Practicum or</td>
<td>7.0</td>
</tr>
<tr>
<td>ECED2675</td>
<td>Advanced Co-op</td>
<td>7.0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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<td></td>
</tr>
</tbody>
</table>

**EARLY CHILDHOOD EDUCATION • 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

*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.

**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.

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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 adviser 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.
**ELECTRICAL TECHNOLOGY**

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

This program prepares the student for designing, installing, maintaining, and upgrading advanced electrical control systems. This also prepares the student to be successful in residential, commercial, and industrial construction environments.

**How much can I earn?**

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.00 - $19.75 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report [http://www.dol.state.ne.us](http://www.dol.state.ne.us), workers in this industry are earning an average rate of $18.49 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

**SCC Program Overview**

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

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**ELECTROMECHANICAL TECHNOLOGY**

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

This program focuses in the area of design, installation, maintenance and upgrade of industrial automated systems.

**How much can I earn?**

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $10.00 - $18.20 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report [http://www.dol.state.ne.us](http://www.dol.state.ne.us), workers in this industry are earning an average rate of $16.75 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

**SCC Program Overview**

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

For more information on either program contact:

Ken Reinsch, Program Chair
402-761-8258, 800-933-7223 x8258
reinsch@sunseat.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

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**ELECTRICAL AND ELECTROMECHANICAL TECHNOLOGY**

**Milford Campus**

**DIPLOMA • ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepares students for careers in designing, installing and maintaining industrial electrical and mechanical systems.

**Credit Hours Required for Graduation:**

- Diploma – Construction Electrician: ........84.0
- Associate of Applied Science Degree
  - Electrical Technology: .........................148.0
  - Electromechanical Technology: .............147.5

**CONSTRUCTION ELECTRICIAN DIPLOMA  REQUIRED COURSES:**

- Course #
- Course Title
- Credit Hrs
-  
  - ELEC1131 DC Principles
  - 13.0
  - ELEC1217 AC Principles
  - 13.0
  - ELEC1336 CAD & Electrical Estimating
  - 3.0
  - ELEC1344 Motor Controls
  - 3.0
  - ELEC1365 Residential & Commercial Wiring
  - 18.0
  - ELEC1464 Transformer Three Phase Systems
  - 6.5
  - ELEC1474 Predictive Maintenance Principles
  - 4.0
  - ELEC1495 Industrial Wiring
  - 13.0
  - INFO1121 Microsoft Word
  - 1.5

**GENERAL EDUCATION REQUIREMENTS: 9.0**

(Diploma students must take MATH1080 and one other General Education core course.)

**ELECTRICAL AAS DEGREE COURSES:**

- Course Title
- Credit Hours
-  
  - 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
  - MFTI1456 Manufacturing Processes II
  - 4.5
  - ACFS2020 Career Development
  - 2.5
  - BSAD1730 Principles of TQM
  - 2.5

**ELECTROMECHANICAL AAS DEGREE COURSES:**

- Course Title
- Credit Hours
-  
  - ELEC1131 DC Principles
  - 13.0
  - ELEC1217 AC Principles
  - 13.0
  - ELEC1336 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
  - ELEC1464 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

**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 Algebra & Trigonometry
  - SCIENCE
  - PHYS1017 Technical Physics or
  - PHYS1150 Descriptive Physics

- One class from the areas below:
  - SOCIAL SCIENCE
  - HUMANITIES

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**

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 adviser 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.
# Electronic Servicing and Electronic Engineering Technology

## What type of job could I get?

**Electronic Servicing Technology:**
This focus places emphasis on the installation, configuration and repair of commercial and consumer electronic products such as computer systems, video and audio systems, AM/FM broadcast, two-way radio communication systems, avionics, security systems and telephone systems.

**Typical jobs obtainable by graduates include:**
- car stereo installer/repairer
- audio technician
- video technician
- home theater installer/repairer
- radio or television broadcast engineer
- studio technician
- two-way radio installer/repairer
- telephone technician
- avionics technician
- security systems installer/repairer
- and many more.

**Electronic Engineering Technology:**
Electronic Servicing graduates can take advanced electronic training in two focus areas.

**Computers and Networking Focus:**
This focus prepares technicians to install, configure and repair various computer systems and computer networks. Typical jobs obtainable by graduates include network administrator, network technician, computer PC support technician, technical manager, engineering assistant, and many more.

**Industrial Controls Focus:**
This focus prepares technicians to install, configure and repair industrial control systems which include such devices as programmable logic controllers (PLCs), robotics, and vision systems.

**Typical jobs obtainable by graduates include:**
- field service technician
- robotics technician
- industrial automation technician
- engineering assistant
- electronic systems designer
- telemetry technician
- technical manager and more.

## How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.00 - $20.05 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $20.60 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

## SCC Program overview

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

**For more information contact:**
- John Fiedler, Program Chair/Lincoln 402-437-2659, 800-642-4075 x2659jfiedler@southeast.edu
- Alan Brunke, Program Co-chair/Milford 402-761-8259, 800-933-7223 x8259 abrunke@southeast.edu
- John Pierce, Program Co-chair/Milford 402-761-8394, 800-933-7223 x8394jpierce@southeast.edu
- or the College Admissions Office
  - Lincoln 402-437-2600, 800-642-4075 x2600
  - Milford 402-761-8243, 800-933-7223 x8243

## Computer Science and Networking Focus

This specialization prepares individuals for a variety of positions in the Computers & Networking field. The positions include network administrators, telecommunications technicians, computer network infrastructure technicians, as well as engineering assistants.

- ELEC2823 Network Operating Systems & Administration/Mil 10.0
- ELEC2860 Advanced Routing & Switching 3.0
- ELEC2861 Wide Area Networking 3.0 16.0

## Industrial Control Focus

(Milford Only)
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.

- ELEC2662 Electronic Control Systems/Mil 4.0
- ELEC2853 Hydraulics & Pneumatics/Mil 2.5
- ELEC2863 PLC’s in Automation Systems/Mil 6.5
- ELEC2883 Robotics and Automation Systems/Mil 3.0 16.0

## 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
  - MATH1080 Algebra & Trigonometry
  - SCIENCE
  - PHYS1017 Technical Physics or
  - PHYS1150 Descriptive Physics

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 adviser 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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**SOUTHEAST COMMUNITY COLLEGE—NEBRASKA**

**Electronic Servicing and Electronic Engineering Technology**

Lincoln and Milford Campuses

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepares students for careers in consumer and industrial electronics

**Credit Hours Required for Graduation:**

- **Electronic Engineering:** .......................... 138.0
- **- Industrial Control Focus:** ................. 180.0

**Electronic Servicing and Electronic Engineering Technology**

**Required and Degree Courses:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC1131</td>
<td>DC Principles</td>
<td>13.0</td>
</tr>
<tr>
<td>ELEC1217</td>
<td>AC Principles</td>
<td>13.0</td>
</tr>
<tr>
<td>ELEC1227</td>
<td>Digital I</td>
<td>6.5</td>
</tr>
<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>
</tr>
<tr>
<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>4.5</td>
</tr>
<tr>
<td>INFO1314</td>
<td>Java</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1121</td>
<td>Microsoft Word</td>
<td>1.5</td>
</tr>
<tr>
<td>INFO1131</td>
<td>Microsoft Excel</td>
<td>1.5</td>
</tr>
<tr>
<td>ACFS2020</td>
<td>Career Development</td>
<td>2.5</td>
</tr>
</tbody>
</table>

**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>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC2760</td>
<td>Networking Infrastructure</td>
<td>3.5</td>
</tr>
<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>INFO2064</td>
<td>Advanced Visual Basic or</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1414</td>
<td>Advanced Java</td>
<td>26.0</td>
</tr>
</tbody>
</table>

**Computers & Networking Focus:**

This specialization prepares individuals for a variety of positions in the Computers & Networking field. The positions include network administrators, telecommunications technicians, computer network infrastructure technicians, as well as engineering assistants.

- ELEC2823 Network Operating Systems & Administration/Mil 10.0
- ELEC2860 Advanced Routing & Switching 3.0
- ELEC2861 Wide Area Networking 3.0 16.0

**Industrial Control Focus:**

(Milford Only)
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.

- ELEC2662 Electronic Control Systems/Mil 4.0
- ELEC2853 Hydraulics & Pneumatics/Mil 2.5
- ELEC2863 PLC’s in Automation Systems/Mil 6.5
- ELEC2883 Robotics and Automation Systems/Mil 3.0 16.0

**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 Algebra & Trigonometry
  - SCIENCE
  - PHYS1017 Technical Physics or
  - PHYS1150 Descriptive Physics

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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See page 68 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 adviser 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.
FIRE PROTECTION TECHNOLOGY

What type of job could I get?

Graduates of the Fire Protection Technology program find employment or gain advancement in Fire Departments, state and federal fire agencies, ambulance service, fire protection equipment companies, and the insurance industry.

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

What skills will I use on the job?

SCC’s Fire Protection Technology program graduates are certified in Hazardous Materials Operations, eligible to be certified as Nationally Registered Emergency Medical Technician Basic, Nebraska State Firefighter I, and Nebraska State Fire Instructor I.

How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.10 - $13.95 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $18.49 per hour. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

The program is available at the Lincoln campus.

For more information contact:

Greg Burroughs, Program Chair
402-437-2654, 800-642-4075 x2654
gburroughs@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers in fire science

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: . . . . .103.0

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

REQUIRED AAS DEGREE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE1110</td>
<td>Fire Department Management</td>
<td>7.0</td>
</tr>
<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>FIRE1249</td>
<td>Firefighter II</td>
<td>6.0</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 Systems</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>
</tr>
</tbody>
</table>

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

GENERAL EDUCATION REQUIREMENTS:

22.5 hours

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 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.

Electives: 5.0
Electives* may include but are not limited to:
ACFS2020 Career Development 2.5
BSAD1050 Introduction to Business Administration 4.5
SIGN1010 American Sign Language I 3.0
FIRE1171 Independent Study 3.0
FSAD1360 Lifetime Fitness 2.0
SPAN1010 Elementary Spanish I 7.5

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

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 adviser 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 68 for a complete list of General Education Courses.
FOOD SERVICE/HOSPITALITY
What type of job could I get?
Culinary Arts graduates usually are employed cooking in clubs, hotels, retirement centers, finer dining restaurants or catering services. Food Service Management graduates work in a variety of food services including institution, family restaurants, fast food, health care and hotels performing supervision or entry level management.
Dietetic Technician graduates usually work in health care or long-term care facilities doing either clinical or management duties under the supervision of a dietician.
Graduates of the Food Service Training Certificate courses usually work in many types of institutional food services and may be currently employed and updating their skills.

How much can I earn?
Recent SCC graduates reported in the most recent Placement Report that entry-level wage rates ranged from $6.75 - $13.95 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $10.31 per hour.
The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.
To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

Program Entry and Awards
The Food Service/Hospitality program is located on the Lincoln campus and accepts new students each quarter. Part-time students are admitted on a space-available basis.

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

Dietetic Technology students are required to complete a physical examination and earn a Cardiopulmonary Resuscitation (CPR) card prior to entering the second quarter of the program. You will be required to purchase a professional uniform and appropriate shoes and provide your own transportation to off-campus practicum and co-op learning sites.
A grade of "C" is required for all required Food Service/Hospitality program courses. A grade of "C" is also required for all courses which serve as prerequisites before students may advance to the next course in the sequence.

For more information contact:
Jo Taylor, Program Chair
402-437-2465, 800-642-4075 x2465
jtaylor@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

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

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: .......112.0
• Diploma: .........................72.0
• Certificate
  - Food Service Management Focus: .......35.0
  - Dietary Technician Focus: ............35.0
  - Culinary Arts Focus: .................35.0

A.A.S. DEGREE REQUIREMENTS:
To receive an associate of applied science degree in the Food Service/Hospitality Program, students must complete the following requirements:
• Food Service/Hospitality Core Classes 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
++FSDT1102 Sanitation & Safety
++FSDT1104 Quantity Food Preparation I
++FSDT1105 Quantity Food Preparation I Lab
++FSDT1108 Food Service Concepts
++FSDT1110 Quantity Food Preparation II
++FSDT1111 Quantity Food Preparation II Lab
++FSDT1114 Meal Service I
++FSDT1115 Meal Service I Lab
++FSDT1118 Food Purchasing
++FSDT1119 Food Purchasing Practices
++FSDT1126 Food Production I
++FSDT1127 Food Production I Lab
++FSDT1130 Food Service Strategies
++FSDT1131 Food Service Strategies Lab
++FSDT1138 Food Cost Control
FSDT1350 Basic Nutrition
FSDT1360 Lifetime Fitness
FSDT2140 Food Production II
*FSDT2146 Equipment & Layout

* Required for the National Restaurant Association’s Educational Foundation Management Development diploma course.

FOOD SERVICE MANAGEMENT FOCUS:
FSDT1122 Beverage Selection and Management
FSDT1150 Selection of Meat Products
*FSDT2142 Meal Service II
FSDT2154 Food Service Seminar I
FSDT2160 Co-op Education or FSDT2180 Practicum
FSDT2189 Advanced Food Prep I
FSDT2199 Advanced Food Prep I Lab
OFFT1310 Office Accounting I

Choose two business electives from the following:
  7.5 - 9.0
  4.5
  4.5
  4.5
  3.0
  4.5
  4.5
  7.5 - 9.0
  37.0

CULINARY ARTS FOCUS:
The Culinary Arts Focus is currently granted accreditation by the American Culinary Federation Accrediting Commission. Graduates of this focus who are also American Culinary Federation members at the time of graduation will become certified.
FSDT1122 Beverage Selection and Management
FSDT1150 Selection of Meat Products
FSDT2142 Meal Service II
FSDT2154 Food Service Seminar I
FSDT2160 Food Service Co-op or Practicum
FSDT2189 Advanced Food Prep I
*FSDT2199 Advanced Food Prep I Lab
+FSDT2114 Advanced Food Prep II
+FSDT2115 Advanced Food Prep II Lab
FSDT2121 Professional Baking
FSDT2220 Buffet Decorating & Catering
FSDT2221 Buffet Decorating & Catering Lab
FSDT2222 International Cuisine
FSDT2224 Restaurant Fundamentals
FSDT2226 Culinary Nutrition
FSDT2228 Garde Manger
FSDT2230 Advanced Pastry

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 adviser 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.
DIETETIC TECHNICIAN FOCUS

The Dietetic Technician Focus is accredited by the Commission on Accreditation for Dietetics Education, 120 So. Riverside Plaza, Suite 2000, Chicago, IL 60606-6955, 800-877-1600.

Upon graduation all students will be mailed a verification statement indicating completion of program requirements. Graduates of this focus are eligible to take the registration exam and apply for membership in the American Dietetic Association.

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 adviser 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.

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

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)

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)

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 adviser 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 68 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 must secure a Ford-Lincoln-Mercury dealer to sponsor them during training.

What type of Job could I get?

This program trains students to become entry level technicians in a Ford or Lincoln-Mercury dealership.

How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.00 - $15.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $17.08 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview

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

This alliance was created so that a new generation of service technicians would be available. Ford Motor Company provides current vehicles, components, state-of-the-art diagnostic equipment and instructional materials. Students gain knowledge of the entire operation of the vehicle and receive advanced diagnostic training to keep them current with industry progress.

Students spend four quarters as full-time students on the Milford Campus and three quarters working in a Ford-Lincoln-Mercury dealership. Instructors follow a curriculum designed by an advisory committee including SCC, Ford Motor Company and Ford-Lincoln-Mercury dealerships.

Special Program Requirements

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired by contacting the program.

For more information contact:
Rick Morphew, Program Chair
402-761-8317, 800-933-7223 x8317
rmorphew@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

FORD (ASSET)
AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING PROGRAM

Milford Campus
ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as service technicians in Ford-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
ASST1101 Ford Shop Orientation 1.5
ASST1102 Ford Shop Safety & Repair 1.5
ASST1103 Ford Welding 1.0
ASST1104 Ford Fundamentals 2.0
ASST1105 Ford Electrical & Electronic Principles 12.0
ASST1106 Ford Brake Systems 4.0
ASST1107 Dealer Cooperative Experience 12.0
ASST1108 Engine Performance Theory & Operation 10.0
ASST1109 Ford Climate Control 5.5
ASST1110 Ford Engine Repair 7.5
ASST1111 Dealer Cooperative Experience 12.0
ASST1112 Ford Manual Transmission, Transaxles, Clutches, and Transfer Cases 7.0
ASST1113 Ford Diesel Fuel & Emission Systems 4.0
ASST1114 Ford Rear Axle & Driveline 2.0
ASST1115 Engine Performance Diagnosis & Testing 7.0
ASST1116 Dealer Cooperative Experience 12.0
ASST1117 Ford Steering & Suspension Systems 6.0
ASST1118 Ford Body Electrical & Electronics 5.5
ASST1119 Ford Automatic Transmissions & Transaxles 8.0
ASST1120 Ford New Product Update 2.0

122.5

FORD ASSET
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.

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

This SCC Program is Affiliated with ASE Accredited by NATEF

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 adviser 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 68 for a complete list of General Education Courses.
GENERAL MOTORS ASEP - AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM

The Automotive Service Educational Program (ASEP) is offered jointly by General Motors and Southeast Community College in cooperation with GM dealers.

Students must secure a General Motors dealer to sponsor them during training.

What type of Job could I get?

Graduates receive an associate of applied science degree and are offered employment in a General Motors dealership as a service technician, specialty technician, or service writer.

How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry-level wage rates ranged from $7.00 - $16.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $17.08 per hour. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview

Students spend four quarters as a full-time student on the Milford campus and the remaining three quarters working in a General Motors dealership. Through a carefully constructed program of classroom and experience-based education, students gain knowledge of engine fundamentals, electrical and electronic principles, fuel systems, brakes, steering and suspension systems, body computer systems, transmissions, heating and air conditioning systems. Students have access to new products and equipment necessary for proper and accurate diagnosis of current GM systems. They also receive regular updates on all new GM products to stay current with industry progress.

Special Program Requirements

Students are required to provide or purchase a basic tool set during the first quarter. A required tool list and more information can be acquired by contacting the program.

For more information contact:
Rick Morphew, Program Chair
402-761-8317, 800-933-7223 x8317
rmorphew@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

GENERAL MOTORS
ASEP
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 AA.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
ASEP1379 GM Heating & Air Conditioning Systems 5.0
ASEP1468 Dealer Cooperative Experience      12.0
ASEP2528 GM Steering and Suspension Systems 4.5
ASEP2529 GM Manual Transmission, Transaxles, Clutch & Transfer Case 7.0
ASEP2537 GM Rear Axle Service               2.0
ASEP2538 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 & Transaxes 9.0
ASEP2749 GM New Product Update              2.0

22.5-24.0 hours

GM ASEP
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.

• 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.

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

This SCC Program is Affiliated with ASE

Accredited by NATEF

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 adviser 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 68 for a complete list of General Education Courses.
GRAPHIC DESIGN

Graphic design includes the process of combining words and pictures to communicate a message. Graphic designers are visual communication problem solvers.

What kind of job could I get?

Students are prepared for careers as designers and art directors in advertising agencies, layout designers at newspapers, publication designers, designers for printers, billboard/sign designers, catalog designers, package designers, web designers and virtually any other business that has a need to create visual communication.

How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.65 - $12.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $15.92 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

Special program requirements

Graphic Design is only offered on the Milford campus. A group of 18 students is accepted into the program every 18 months. Students are selected on the basis of an assessment of skill, ability, interest, aptitude, test scores, grades and a workshop, portfolio and personal interview at the College. Applicants must submit a portfolio of 8 to 12 original recent works of art at the workshop.

Students learn the technical skills and fundamental conceptual theories and techniques needed to produce compelling visual communication messages. Students work in the graphic design lab, at individual work stations, and use Macintosh computers. Students will become proficient at using all the standard software common to the graphic design industry.

Most design work is executed with a computer, however, the thinking/visualization process is still done by drawing. Students will draw, research, study, and make oral and written presentations. They will work individually and in teams simulating a real-world business environment. Students will apply design skill and knowledge using typography, illustrations, photography, copywriting and other processes to create designs. Finished assignments become part of students’ professional portfolios.

Graphic design classes will begin in July 2005, January of 2007 and July of 2008.

For more information contact:

Merrill Peterson, Program Chair
402-761-8282, 800-933-7223 x8282
mpeterso@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

JULY 1, 2005—JUNE 30, 2006

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 AS DEGREE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>EIGT1120</td>
<td>Drawing/Illustration I</td>
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<tr>
<td>EIGT1122</td>
<td>Introduction to Graphic Design</td>
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<td>EIGT1126</td>
<td>Typography I</td>
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<td>EIGT1136</td>
<td>Computer Graphics I</td>
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<td>EIGT1230</td>
<td>Typography II</td>
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<td>EIGT1234</td>
<td>Computer Graphics II</td>
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<td>EIGT1238</td>
<td>Drawing/Illustration II</td>
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<td>EIGT1240</td>
<td>Publication Design</td>
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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>Web Design II</td>
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<td>EIGT2575</td>
<td>Graphic Design Portfolio I</td>
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<tr>
<td>EIGT2585</td>
<td>Print Reproduction Processes</td>
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<tr>
<td>EIGT2662</td>
<td>Web Design III</td>
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<tr>
<td>EIGT2664</td>
<td>Graphic Design Portfolio II</td>
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<td>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>
<td>4.5</td>
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</tbody>
</table>

Program's 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 adviser 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 68 for a complete list of General Education Courses.
HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

What type of job could I get?
The HVAC/R industry designs, builds, installs, services, maintains, troubleshoots and repairs indoor comfort heating and cooling systems year-round.
Plumbers install and repair pipes that carry water, waste, drainage, and natural gas in buildings. They cut, bend, and join pipes; they install fixtures and appliances, such as bathtubs, toilets, dishwashers, and water heaters. They work from blueprints and drawings that illustrate where to run the pipes and place the fixtures. HVAC/R professionals can use their skills in nearly any location in the world.

How much can I earn?
Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.50 - $15.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $15.57 per hour.
The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.
To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
The program is available only at the Milford campus. Students may focus on the installation and maintenance of residential, commercial or industrial heating, ventilation, air conditioning and plumbing systems or refrigeration equipment.
Students must earn a course grade of “C” or better in all prerequisite courses.

For more information contact:
Glenn Pasho, Program Chair
402-761-8261, 800-933-7223 x8261
gpasho@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

Milford Campus
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers in design, installation and servicing temperature control systems

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

HVAC/R REQUIRED COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>HVAC1109</td>
<td>Electrical Fundamentals</td>
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<td>HVAC1131</td>
<td>Refrigeration Theory I</td>
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<td>HVAC1132</td>
<td>Piping Practices</td>
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<td>HVAC1133</td>
<td>Plumbing Theory/Print Reading</td>
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<td>HVAC1226</td>
<td>Refrigeration Lab I</td>
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<td>HVAC1230</td>
<td>Electrical Principles &amp; Practices</td>
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<td>HVAC1234</td>
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<td>HVAC1237</td>
<td>Refrigeration Theory II</td>
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<td>HVAC1251</td>
<td>Hydronic Theory</td>
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<td>Residential HVAC Systems &amp; Controls I</td>
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<td>Manual J/Manual D</td>
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<td>HVAC1336</td>
<td>Sheet Metal Lab</td>
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<td>HVAC1343</td>
<td>Refrigeration Theory III</td>
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<td>HVAC1363</td>
<td>Heat Pump Principles</td>
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<td>HVAC1434</td>
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<td>HVAC1435</td>
<td>HVAC Welding Practices</td>
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<td>HVAC1440</td>
<td>Mechanical Code</td>
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<td>HVAC1447</td>
<td>Commercial HVAC Fundamental &amp; Practices I</td>
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<td>HVAC1450</td>
<td>EPA Refrigerant Certification</td>
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<td>HVAC1452</td>
<td>Residential Install Lab</td>
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<td>HVAC1461</td>
<td>Residential HVAC Systems &amp; Controls II</td>
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<td>HVAC2500</td>
<td>Cooperative Education</td>
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<td>HVAC2510</td>
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<td>HVAC2600</td>
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<td>HVAC2649</td>
<td>Commercial HVAC Fundamental &amp; Practices II</td>
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<td>HVAC2650</td>
<td>Troubleshooting Techniques</td>
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<td>INFO1000</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.

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 adviser 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 many can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $7.25 - $13.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $13.63 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

For more information contact:

David Lamb, Program Chair
402-437-2748, 800-642-4075 x2748
dlamb@southeast.edu

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

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

Theresa Parker, Nursing Home Administration and Assisted Living Advisor
402-437-2750, 800-642-4075 x2750
tparker@southeast.edu

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

How much can I earn? 

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $7.25 - $13.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $13.63 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

For more information contact:

David Lamb, Program Chair
402-437-2748, 800-642-4075 x2748
dlamb@southeast.edu

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

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

Theresa Parker, Nursing Home Administration and Assisted Living Advisor
402-437-2750, 800-642-4075 x2750
tparker@southeast.edu

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

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 adviser 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 prerequisites 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 68 for a complete list of General Education Courses.
HMRS ELECTIVES:
Any of the previous “ADDITIONAL HMRS REQUIRED COURSES” not used as part of the (27.0 credits) may be used as electives.

ELECTIVES:
(Select 9 hours from the following classes)
HMRS1355 Strategies for Relaxation 4.5
HMRS2361 Domestic Violence 4.5
HMRS2362 Child Abuse 4.5
HMRS2364 Adult Survivors of Child Sexual Abuse 4.5
HMRS2365 Mental Illness & Family Issues 4.5
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

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 4.5
• WRITTEN COMMUNICATIONS 4.5
• SOCIAL SCIENCE
PSYC1810 Introduction to Psychology 4.5

(Two classes from the areas below) 9.0
• MATHEMATICS
• 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.

ALCOHOL & DRUG (A & D) COUNSELOR FOCUS:
+ Advanced standing is available for those individuals seeking an educational program approved to offer training for State of Nebraska licensure as a provisional alcohol and drug 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 LICENSURE:
1. A minimum of 300 clinical hours of clinical performance with a LADAC counselor. (At least 10 hours in each of the 12 core competencies/functions.
2. Hours supervised at 1:10 ratio by supervisor.
3-9. HMRS1102, HMRS1357, PSYC2960 (not online), HMRS1402, HMRS1403, HMRS2517, and HMRS2518.

ALCOHOL & DRUG (A & D) COUNSELOR FOCUS REQUIRED COURSES:
HMRS1102 Counseling Theories & Tech 4.5
HMRS1101 HS concepts or
HMRS1404 Introduction to Social Work 4.5
HMRS1201 Health Foundations 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/Ethics for A & D 4.5
HMRS2363 Death, Dying, Grieving & Loss 4.5
HMRS2517 Co-dependency & Dysfunctional Families 4.5
HMRS2518 Clinical TX/Chemical Dependency 4.5
HMRS2523 Human Sexuality 4.5
HMRS2524 Advanced Counseling 4.5
PSYC2960++ Life Span Human Development 4.5
PSYC2980++ Abnormal Psychology 4.5

++ Class must be taken in person, not on-line.
Please note: Students need to obtain a First Aid and CPR before progressing in HMRS1110 Clinical Education I.
JOHN DEERE AG PARTS

This program is offered jointly by John Deere Company and Southeast Community College in cooperation with John Deere Company dealers. As a student in this program you will be required to have a sponsoring John Deere Company dealer. Students are expected to continue employment at the dealership after graduation.

What type of job could I get?

A graduate may be employed as a parts department employee, parts manager, inventory control and management person, parts marketing or counter sales person, customer service representative, and in merchandising and advertising. Some of your activities may include work in selling, communications, computer operations, warranty, filling orders, and supervising parts department employees.

Graduates are working in careers in sales and service to customers. After graduating from the program the students will return to their paid sponsoring cooperative education John Deere dealer for full-time employment.

How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $7.00 - $16.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $14.97 per hour. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

The program is available only at the Milford campus. Students focus in marketing, sales and management in a John Deere parts department.

For more information contact:

Dennis Medinger, Program Chair
402-761-8293, 800-933-7223 x8293
dmedinge@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

JOHN DEERE AG PARTS

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in John Deere dealerships in parts counter operations and management

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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<tr>
<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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<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>
<td>Product Knowledge II</td>
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<tr>
<td>JDAP1248</td>
<td>References, Electronic Cataloging</td>
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<tr>
<td>JDAP1249</td>
<td>Counter Sales</td>
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<tr>
<td>JDAP1351</td>
<td>Dealer Cooperative Education</td>
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<tr>
<td>JDAP2454</td>
<td>Inventory Control &amp; Management</td>
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<tr>
<td>JDAP2455</td>
<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>
<td>7.5</td>
</tr>
<tr>
<td>JDAP2662</td>
<td>Parts Marketing &amp; Management</td>
<td>7.5</td>
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<tr>
<td>BSAD2270</td>
<td>Professional Selling</td>
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</tr>
</tbody>
</table>

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 adviser 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 68 for a complete list of General Education Courses.
JOHN DEERE AG TECH
The John Deere Ag Tech program is offered jointly by John Deere and Southeast Community College in cooperation with John Deere dealers. This model program was the first of its kind in the United States.

As a student in this program you will be required to have a sponsoring John Deere dealer. Students are expected to continue employment as the dealership after graduation.

What type of job could I get?
As a John Deere dealership technician, you will have a variety of responsibilities. Some of your activities will include engine, power train, hydraulic system, electrical & electronic, and air conditioning diagnosis and repair. You can also expect to work on tillage, planting, spraying, and harvesting equipment.

How much can I earn?
During your training you will work for two quarters in your sponsoring dealership. Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $7.75 - $14.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $12.92 per hour. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
This program is located on the Milford Campus. New students are admitted once a year. In addition to meeting general requirements of Southeast Community College, students are tested to evaluate potential for success in the John Deere Ag Tech program. Selected applicants must secure a John Deere dealership sponsor for off-campus training.

For more information contact:
William A. August, Program Chair 402-761-8281, 800-933-7223 x8281 baugust@southeast.edu or the College Admissions Office Milford 402-761-8243, 800-933-7223 x8243

JOHN DEERE 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.

COURSE # COURSE TITLE CREDIT HRS
JDAT1140 John Deere Fundamentals 5.5
JDAT1142 John Deere Orientation & Safety 4.5
JDAT1144 John Deere Welding 1.5
JDAT1146 John Deere Electrical/Electronics I 9.0
JDAT1240 John Deere Theory of Engine Operation 7.0
JDAT1242 John Deere Engine Repair 8.0
JDAT1244 John Deere Fuel Systems 2.0
JDAT1246 John Deere Tractor Performance 2.0
JDAT1370 Dealer Cooperative Experience 12.0
JDAT1440 John Deere Heating/Air Conditioning 4.0
JDAT1442 John Deere Electrical/Electronics II 7.0
JDAT1446 John Deere Hydraulics I 6.5
JDAT1448 John Deere Power Trains I 6.5
JDAT2540 John Deere Hydraulics II 13.5
JDAT2542 John Deere Power Trains II 12.0
JDAT2670 Dealer Cooperative Experience 12.0
JDAT2740 John Deere Hydraulics III 3.5
JDAT2742 John Deere Power Trains III 3.5
JDAT2744 John Deere Tillage and Seeding Equipment 2.0
JDAT2746 John Deere Harvesting Equipment 7.0
JDAT2748 John Deere Electrical/Electronics III 4.0
JDAT2750 John Deere Advanced Technologies 2.0

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.

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

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 adviser 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 68 for a complete list of General Education Courses.
LABORATORY SCIENCE TECHNOLOGY

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

What type of job could I get?
Laboratory Technician graduates work in a variety of laboratories, including quality assurance, analytical chemistry, biochemistry, biotechnology, microbiology, water treatment, and wastewater treatment.

How much can I earn?
Recent SCC graduates reported in the most recent Placement Report that entry level wage rates averaged $12.75 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $21.79 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
The program is highly regarded in the industry and has been approved by the American Chemical Society through its Chemical Technology Program Approval Service. Laboratory Science graduates may earn a diploma in four quarters of full-time study or an associate degree in six quarters, full-time. Qualified students are eligible to enter the program during any quarter on either a full- or part-time basis.

A Biotechnology focus is available through the Agriculture Business & Management Technology program on the Beatrice campus and requires eight quarters, full-time, to graduate. Students take classes on the Beatrice campus for quarters three, four, and five, and complete their coursework on the Beatrice campus for quarters six, seven, and eight.

For more information contact:
Don Mumm, Program Chair
402-437-2486, 800-642-4075 x2486
dmumm@southeast.edu
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x214
Lincoln 402-437-2600, 800-642-4075 x2600

Credit Hours Required for Graduation:
- Diploma: .............................. 69.0
- Associate of Applied Science Degree: ..... 104.0

REQU...
LAND SURVEYING/ CIVIL ENGINEERING TECHNOLOGY

What type of job could I get?
As a Land Surveying Technician you will survey the construction of streets, dams, bridges, highways, airports, and parks. You will also survey boundary locations of subdivisions, private property, and commercial property. As a Civil CAD Drafter you will draw computer drawings of plans for construction, boundaries, plats, maps for all planning, and conventional drawings for small projects. As a Construction Materials Inspector you will run tests on construction materials and check construction work.

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

How much can I earn?
Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.75 - $13.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $18.58 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
The program is available only at the Milford campus and is the only Land Surveying School in the state of Nebraska. Students may seek employment opportunities in Land Surveying, Civil CAD Drafting, or Construction Materials Inspection.

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

LAND SURVEYING/ CIVIL ENGINEERING TECHNOLOGY

Milford Campus
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for employment opportunities as land surveyors, civil drafters and construction material inspectors

Credit Hours Required for Graduation:
Associate of Applied Science Degree: 126.5

REQUIRED LSCE COURSES:

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<tr>
<th>COURSE #</th>
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<td>LSCE1120</td>
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<td>LSCE1126</td>
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<td>LSCE1220</td>
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<td>LSCE1226</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>LSCE2626</td>
<td>Civil Drafting V</td>
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<td>LSCE2646</td>
<td>Advanced Computer Aided Drafting</td>
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<tr>
<td>LSCE2667</td>
<td>Land Surveying Systems</td>
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104.0

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
- COMPUTER TECHNOLOGY
- SOCIAL SCIENCE

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program 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 adviser 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.
MACHINE TOOL TECHNOLOGY

What type of job could I get?

As a tool maker, die maker, mold maker, precision machinist, machine builder, CNC programmer or CNC operator, you will have a wide variety of work and responsibilities. Some of your activities may include precision machine operation, CNC programming, quality assurance, tool & fixture design, trouble shooting, and maintenance.

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

How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.00 - $18.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $15.51 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates. To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

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

For more information contact:

Scott Kahler, Program Chair - Milford (402) 761-8334, 800-933-7223 x8354
skahler@southeast.edu

John Gabelhouse, Program Chair-Lincoln (402) 437-2667, 800-642-4075 x2667
jgabelho@southeast.edu

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

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: ........................................... 90.5
- Associate of Applied Science Degree: ........ 122.0
  - Die Maker Focus
  - Mold Maker Focus
  - Tool and Die Maker Focus

REQuIRED MACH DIPLOMA COURSES:

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<td>MACH2539</td>
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<td>MACH2532</td>
<td>Die Machining Lab I</td>
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<td>MACH2547</td>
<td>Die Theory</td>
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<td>MACH2634</td>
<td>Die Design II</td>
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<td>MACH2636</td>
<td>Die Machining Lab II</td>
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<td>MACH2553</td>
<td>Mold Theory</td>
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<td>MACH2535</td>
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<td>MACH2547</td>
<td>Injection Mold Design</td>
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<td>MACH2642</td>
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<td>WELD1174</td>
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<td>MACH2244</td>
<td>Tool and Cutter Grinding</td>
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<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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<td>MACH2266</td>
<td>Advanced Die Construction</td>
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MACHINE TOOL TECHNOLOGY

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
- 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.

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 adviser 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 TECHNOLOGY

What type of job could I get?

As a member of an engineering team, your job might be described by titles such as product designer, engineer, engineering coordinator, drafts-person, drafting specialist, field test technician, industrial engineer, manufacturing engineer, and quality assurance technician.

The school has a very active student chapter $218 of the Society of Manufacturing Engineers. This helps the students to make contacts with local industries and potential employers. Many of our graduates have continued their education once they are on the job and have achieved four year degrees and beyond.

How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $10.75 - $18.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $20.57 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

The Manufacturing Engineering Technology program trains students to become members of an engineering team. They provide technical assistance throughout the design and manufacturing process. The program includes extensive practice in traditional and computer-aided drafting, layout and design of fabricated products, the study of materials used in manufacturing, and plant layout. Materials handling, manufacturing processes, and the use of machines are also included. Further study takes you into quality control, time and motion efficiency, tool and product design, and mold design.

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

For more information contact:
George H. Matzen, Program Chair
(402) 761-8299, 800-933-7223 x8243
gmatzen@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

MANUFACTURING
ENGINEERING TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for manufacturing or engineering careers in drafting, layout and design of products

Credit Hours Required for Graduation:

• Associate of Applied Science Degree: 149.0

Graduates of the program are trained to be members 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 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).

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

MANUFACTURING ENGINEERING
TECHNOLOGY AAS DEGREE REQUIREMENTS

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFGT1125</td>
<td>Materials of Industry</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT1144</td>
<td>Industrial Drafting I</td>
<td>8.5</td>
</tr>
<tr>
<td>MACH1241</td>
<td>Machinery’s Handbook</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT1250</td>
<td>Industrial Drafting II</td>
<td>5.5</td>
</tr>
<tr>
<td>MFGT1333</td>
<td>Applied Hydraulic &amp; Pneumatics</td>
<td>8.0</td>
</tr>
<tr>
<td>MFGT1359</td>
<td>Computer Aided Drafting</td>
<td>4.5</td>
</tr>
<tr>
<td>MFGT1354</td>
<td>Elementary Tool Design</td>
<td>6.5</td>
</tr>
<tr>
<td>MFGT1362</td>
<td>Plant Layout &amp; Materials Handling</td>
<td>3.5</td>
</tr>
<tr>
<td>MACH1370</td>
<td>Applied Trigonometry</td>
<td>4.5</td>
</tr>
<tr>
<td>MFGT1413</td>
<td>Electrical Fundamentals</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT1421</td>
<td>Manufacturing Processes I</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT1429</td>
<td>CNC Machines</td>
<td>3.5</td>
</tr>
<tr>
<td>MFGT1456</td>
<td>Manufacturing Processes II</td>
<td>4.5</td>
</tr>
<tr>
<td>MFGT1458</td>
<td>Electrical Drafting</td>
<td>2.0</td>
</tr>
<tr>
<td>MFGT2459</td>
<td>Quality Assurance &amp; SPC</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT2551</td>
<td>Time &amp; Motion Study</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT2559</td>
<td>Advanced Geometric Dimensioning &amp; Tolerancing</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT2560</td>
<td>Manufacturing Processes III</td>
<td>4.0</td>
</tr>
<tr>
<td>MFGT2566</td>
<td>Tool &amp; Product Design</td>
<td>4.0</td>
</tr>
<tr>
<td>MFGT2635</td>
<td>Plastics: Design &amp; Engineering</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT2643</td>
<td>Strength of Materials</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT2668</td>
<td>Design and Production Problems</td>
<td>3.5</td>
</tr>
<tr>
<td>MFGT2670</td>
<td>Advanced CAD/CAE Autodesk Inventor</td>
<td>5.5</td>
</tr>
<tr>
<td>MFGT2672</td>
<td>Mechanics</td>
<td>5.0</td>
</tr>
<tr>
<td>MFGT2680</td>
<td>Solid Works</td>
<td>1.5</td>
</tr>
</tbody>
</table>

22.5 hours

MANUFACTURING ENGINEERING
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

(Two classes from four areas below)

• 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
ACFS2020 Career Development 2.5

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 adviser 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 68 for a complete list of General Education Courses.
**Medical Assisting**

**Lincoln Campus**

**Diploma**
Prepares students for a career in medical assisting, including patient care, laboratory procedures, and medical office administration.

The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMAE). Commission on Accreditation of Allied Health Education Programs, 33 East Wacker Drive, Suite 1970, Chicago II 60601-2208, (312) 553-9355.

**Credit Hours Required for Graduation:**

<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>MEDA1101</td>
<td>Medical Terminology I</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1102</td>
<td>Administrative Medical Assisting</td>
<td>2.0</td>
</tr>
<tr>
<td>OFFT2650</td>
<td>Computerized Medical Management</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1205</td>
<td>Exam Room I</td>
<td>2.5</td>
</tr>
<tr>
<td>MEDA1206</td>
<td>Basic Pharmacology</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1207</td>
<td>Medical Calculations</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDA1210</td>
<td>Medical Terminology II</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1201</td>
<td>Medical Law &amp; Ethics for the Medical Office Employee</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1202</td>
<td>Communication in Allied Health</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDT1161</td>
<td>Basic Urinalysis &amp; Microbiology for the Office Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT1171</td>
<td>Basic Urinalysis &amp; Microbiology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT1181</td>
<td>Basic Hematology for the Office Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT1191</td>
<td>Basic Hematology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>OFFT2440</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDA1401</td>
<td>Clinical Education</td>
<td>8.0</td>
</tr>
<tr>
<td>MEDA1402</td>
<td>Senior Clinical Seminar</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1404</td>
<td>Medical Diseases</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1405</td>
<td>Insurance for the Medical Office</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>70.0</strong></td>
<td></td>
</tr>
</tbody>
</table>

To complete a diploma in the Medical Assisting program, courses are generally taken in the following order:

<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>MEDA1101</td>
<td>Medical Terminology I</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1102</td>
<td>Administrative Medical Assisting</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1205</td>
<td>Exam Room I</td>
<td>2.5</td>
</tr>
<tr>
<td>MEDA1206</td>
<td>Basic Pharmacology</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1207</td>
<td>Medical Calculations</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDA1210</td>
<td>Medical Terminology II</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1201</td>
<td>Medical Law &amp; Ethics for the Medical Office Employee</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1202</td>
<td>Communication in Allied Health</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDT1161</td>
<td>Basic Urinalysis &amp; Microbiology for the Office Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT1171</td>
<td>Basic Urinalysis &amp; Microbiology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT1181</td>
<td>Basic Hematology for the Office Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT1191</td>
<td>Basic Hematology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>OFFT2440</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDA1401</td>
<td>Clinical Education</td>
<td>8.0</td>
</tr>
<tr>
<td>MEDA1402</td>
<td>Senior Clinical Seminar</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1404</td>
<td>Medical Diseases</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1405</td>
<td>Insurance for the Medical Office</td>
<td>4.5</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>70.0</strong></td>
<td></td>
</tr>
</tbody>
</table>

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 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**
- Written Communications
- Computer Technology
- Business Applications

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

**Medical Coding**

Please note: Southeast Community College, in cooperation with Central Community College, also provides the opportunity for students to receive a diploma and enter the occupation of Medical Coding. If interested, contact the Admissions Office on the Lincoln Campus.

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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 adviser 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 contact:**
Jeanette Goodwin, Program Chair
402-437-2756, 800-642-4075 x2756
jgoodwin@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

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**General Education Courses**

See page 68 for a complete list of General Education Courses.
MEDICAL LABORATORY TECHNOLOGY

What type of job could I get?
The Medical Laboratory Technician performs general tests in all clinical laboratory areas: blood banking, chemistry, hematology, immunology and microbiology. A Medical Laboratory Technician performs tests that aid in the diagnosis and treatment of disease.

Program graduates attain employment in a variety of settings, such as hospitals, clinics, physician offices, private and public health institutions, pharmaceutical laboratories, and animal clinics. Graduates work in small and large facilities throughout Nebraska and neighboring states. Many continue their education and earn a bachelor's degree in Medical Technology.

How much can I earn?
Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $12.75 - $16.30 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $18.85 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

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

Students are admitted into the program in the summer quarter. The program can be completed in eight full-time quarters. Students may also choose a three-year option in which to complete the program. A graduate of the program is eligible to take national certification examinations offered by the American Society for Clinical Pathology (ASCP) and/or National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), and may also transfer these two years of credit to the University of Nebraska Medical Technology program.

For more information contact:
Janis Bible, Program Chair
402-437-2760, 800-642-4075 x2760
jbible@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

CREDIT HOURS REQUIRED FOR GRADUATION:
• Associate of Applied Science Degree: 133.5

GENERAL EDUCATION REQUIREMENTS:
• COMPUTER TECHNOLOGY 1.5
• SOCIAL SCIENCE 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.

See page 68 for a complete list of General Education Courses.
COURSE TITLE

MICROCOMPUTER TECHNOLOGY

What type of job could I get?
The Network Manager focus trains students to set up, maintain, and manage microcomputer networks. Graduates of this specialization often find positions providing network support under the supervision of a network administrator.
The PC Support focus offers training for technical support and help desk positions. Graduates of this specialization may work as the main computer resource technician in a company or may work as a member of a team providing help desk support.
The Microcomputer Programmer focus provides intensive training in microcomputer languages such as Java, C++, and Visual Basic which are predominant in business and industry.
The Web Applications Programmer focus offers training for those programming behind the scenes of a web site. Students learn programming languages, such as Java and Visual Basic, along with web development tools, such as Javascript and server scripting languages.

How much can I earn?
Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $10.25 - $18.75 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $18.30 per hour. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SOUTH SEASON 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:

- Network Manager
- PC Support Specialist
- Microcomputer Programmer
- Web Applications Programmer

• Certificate: ............................ 31.0

CERTIFICATE REQUIREMENTS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO1121</td>
<td>Microsoft Word</td>
<td>1.5</td>
</tr>
<tr>
<td>INFO1131</td>
<td>Microsoft Excel</td>
<td>1.5</td>
</tr>
<tr>
<td>INFO1141</td>
<td>Windows XP Professional</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO1151</td>
<td>Computer Fundamentals</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1211</td>
<td>Microsoft Access</td>
<td>2.0</td>
</tr>
<tr>
<td>INFO1261</td>
<td>MS-DOS</td>
<td>2.5</td>
</tr>
<tr>
<td>INFO1311</td>
<td>Database Concepts</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1371</td>
<td>Hardware Installation &amp; Maintenance</td>
<td>3.0</td>
</tr>
<tr>
<td>INFO1381</td>
<td>Data Communications &amp; Networking</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO1431</td>
<td>Web Page Fundamentals</td>
<td>2.0</td>
</tr>
<tr>
<td>MATH1000</td>
<td>Basic College Math or higher level MATH class</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td>31.0</td>
</tr>
</tbody>
</table>

ASSOCIATE OF SCIENCE DEGREE - PC Support Specialist

CHOOSE FROM: 18.5

BUSINESS SUPPORT ELECTIVE

CHOOSE FROM:

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)

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 adviser 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 contact:

Linda Bettinger, Program Co-chair
(402) 437-2490, 800-642-4075 x2490
l betting@southeast.edu

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

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

See page 68 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 adviser 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 adviser 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.
NEBRASKA LAW ENFORCEMENT

What type of job could I get?
Graduates of the Nebraska Law Enforcement program will find employment in law enforcement at the state, county or city level. This program will also provide advanced placement in a bachelor’s degree program. A bachelor’s degree is a qualification for law enforcement positions with the federal government.

How much can I earn?
According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $12.51 per hour. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

Program Overview
This program provides a track for students at the six 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 and courses, the students will complete an abbreviated certification program at the NLETC designated as an internship. Upon graduation, students will receive an AAS degree and certification as law enforcement officers in the state of Nebraska.

Program graduates are working in large and small law enforcement agencies. Nebraska Law Enforcement Certification is honored by other states for purposes of employment.

For more information contact:
Michele Richards, Academic Advisor–Lincoln
402-437-2602, 800-642-4075 x2602
mrichard@southeast.edu
Tom Young, Instructor–Beatrice
402-228-8288, 800-233-5027 x238
tyoung@southeast.edu
Don Jenkins, Instructor–Lincoln
402-437-2530, 800-642-4075 x2539
djenkins@southeast.edu
or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x214
Lincoln 402-437-2600, 800-642-4075 x2600

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.

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: . . . . . . 93.0

REQUIRED NEBRASKA LAW ENFORCEMENT COURSES:
Course offerings and prerequisites will be determined by the program. A grade of "C+" or higher is required in all CRIM classes to progress through the program.

COURSE #     COURSE TITLE     CREDIT HRS
CRIM1010 Intro To Criminal Justice   4.5
CRIM1030 Courts & The Judicial Process   4.5
CRIM1140 Reporting Techniques for CRJ   4.5
CRIM2000 Criminal Law   4.5
CRIM2030 Police and Society   4.5
CRIM2100 Juvenile Justice   4.5
CRIM2150 Social Issues in Criminal Justice   4.5
CRIM2200 Criminology   4.5
CRIM2260 Criminal Investigation   4.5
CRIM2310 Rules of Evidence   4.5

Admissions to NLETC and Physical Training:
Students enrolling in the NE Law Enforcement program should 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 DUI in the two years immediately preceding admission to the Training Center
12. Submit to a physical exam within one year prior to admission and provide medical history
13. Provide current photograph
14. Provide driving record (obtain from NE Department of Motor Vehicles)
15. Pay $100 non-refundable processing fee
16. Plan to submit application to the Training Center six months prior to attending
17. Plan to interview at the Training Center as part of the admission process
18. Have CPR & First Aid Certification

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.

Programs of Study

JULY 1, 2005–JUNE 30, 2006

See page 68 for a complete list of General Education Courses.

PAGE 115
**NONDESTRUCTIVE TESTING TECHNOLOGY**

**What type of job could I get?**
Types of positions that NDT personnel can obtain include technicians, local, state and federal inspectors, sales and marketing employees, engineers, research and development workers, as well as contractors and business owners.

**How much can I earn?**
Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.25 - $25.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $18.54 per hour. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates. To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

**SCC Program overview**
The Nondestructive Testing Technology program is located on the Milford campus and is one of approximately six such programs in the United States that offer an associate of applied science degree. Developed in cooperation with the many industries it serves, the program trains technicians who are in high demand in a wide variety of industries, including aircraft and aerospace, power generation and utilities, chemical and petrochemical, defense and military, general manufacturing, and transportation.

**For more information contact:**
Randy Walbridge, Program Chair
(402) 761-8346, 800-933-7223 x8346
rwalbrid@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

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**NONDESTRUCTIVE TESTING TECHNOLOGY**

**Milford Campus**
ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for product testing, consulting and inspecting careers in engineering and quality assurance areas of industry

**Credit Hours Required for Graduation:**
• Associate of Applied Science Degree: . . . . .146.0

The Nondestructive Testing Technology program trains students to examine products and materials for flaws without damaging the products. This program is one of the few nondestructive testing programs in the United States. Listed below are the courses necessary for a full-time student to complete an AAS degree in Nondestructive Testing Technology. A grade of “C” or better is required in all prerequisite courses.

**REQUIRED NDTT COURSES:**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>NDTT1121</td>
<td>Visual Inspection Methods</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT1133</td>
<td>Manufacturing Processes</td>
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</tr>
<tr>
<td>NDTT1138</td>
<td>Welding Processes</td>
<td>3.0</td>
</tr>
<tr>
<td>NDTT1164</td>
<td>Blueprint Reading &amp; CAD</td>
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<td>NDTT1236</td>
<td>Electrical &amp; Electronic Fundamentals</td>
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<td>NDTT1255</td>
<td>NDT Methods</td>
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<td>NDTT1263</td>
<td>Metallurgy</td>
<td>6.5</td>
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<td>NDTT1356</td>
<td>Liquid Penetrant</td>
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<td>NDTT1360</td>
<td>Ultrasonics I</td>
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<tr>
<td>NDTT1450</td>
<td>Eddy Current I</td>
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</tr>
<tr>
<td>NDTT1458</td>
<td>Magnetic Particle</td>
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</tr>
<tr>
<td>NDTT1464</td>
<td>Radiography I</td>
<td>9.0</td>
</tr>
<tr>
<td>NDTT1470</td>
<td>Radiation Safety &amp; Administration</td>
<td>5.0</td>
</tr>
<tr>
<td>NDTT2040</td>
<td>NDTT Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT2569</td>
<td>Radiography II &amp; Film Interpretation</td>
<td>8.0</td>
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<td>Eddy Current II</td>
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<td>NDTT2652</td>
<td>Ultrasonics II</td>
<td>8.0</td>
</tr>
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<td>NDTT2675</td>
<td>Computer Applications in NDT</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT2679</td>
<td>Code Interpretation &amp; Procedure Development</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>114.5</strong></td>
</tr>
</tbody>
</table>

**NONDESTRUCTIVE TESTING 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

(Two classes from four areas below)
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

In addition students must complete the following courses.
BSAD2540 Principles of Management 4.5
PHYS1017 Technical Physics 4.5

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program 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 adviser 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.
OFFICE TECHNOLOGY

What type of job could I get?
As a valuable office professional, you are eligible for a variety of careers such as administrative assistant, office manager, general office clerk, medical transcriptionist, legal office assistant, medical office assistant, or executive secretary. Graduates are equipped with knowledge of cutting-edge technology and software, a professional attitude, and enhanced skills in the office environment.

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

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

How much can I earn
Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $6.30 - $12.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $14.88 per hour.
The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
The program is available on the Lincoln and Beatrice campuses. Students may choose a certificate, a diploma focusing on general office or medical transcription skills, or an associate of applied science degree focusing on administrative, legal, or medical office skills.

For more information contact:
Sharon Dexter, Program Chair–Beatrice
402-228-8284, 800-233-5027 x284
sdexter@southeast.edu

Jo Ann Frazell, Program Co-Chair–Lincoln
402-437-2430, 800-642-4075 x2430
jfrazell@southeast.edu

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

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x214
Lincoln 402-437-2600, 800-642-4075 x2600

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: ........... 40.0

• Associate of Applied Science Degree:
  - Administrative Office Focus: ........... 119.0
  - Legal Office Focus: .................. 120.5
  - 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. With appropriate elective courses, students completing requirements for an associate of applied science degree in Office Technology will be prepared to take the Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) examination awarded through the International Association of Administrative Professionals (IAAP). All course prerequisites must be passed with a "C" or better to continue through the program.

SPECIAL PROGRAM REQUIREMENTS:
Students who wish to pursue their education in Office Technology must complete the college admissions requirements and the special program requirements:

1. Students will complete the pre-admission COMPASS test administered by SCC. This test will help determine the skills students currently have in math, writing, and reading comprehension. Scores from this test will be used to place students in appropriate math and writing courses as well as 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 adviser will assist you in interpreting placement scores and determining if you are required to take the prescribed developmental courses.

2. Students’ high school or college transcripts must validate successful completion of an accounting course. Two semesters of high school accounting or one semester/quarter of college accounting must have been completed with a B average or better.

Students who cannot validate previous accounting course work will be required to take OFFT1310 Office Accounting.

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

4. If your adviser determines that you must take developmental or prerequisite courses, they will be taken during the first part of the program. The credit hours earned in these classes will not count toward graduation requirements.

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 adviser 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 68 for a complete list of General Education Courses.
### AAS OFFICE TECHNOLOGY CORE COURSES:

- OFFT2430 Business Communications 4.5
- OFFT1110 Legal Focus 3.5
- OFFT2410 Administrative Procedures I 4.5
- OFFT2420 Administrative Procedures II 4.5
- OFFT2460 Office Management 4.5
- OFFT2600 Emerging Business Technologies 4.5

### GENERAL OFFICE FOCUS:

- MATH1040 Business Math 4.5
- OFFT1110 Business Communications 4.5
- OFFT1160 Keyboarding III 4.5
- OFFT2200 Co-op Supervised Employment 5.0
- OFFT2000 Employment Techniques 3.0
- OFFT2090 Applied Transcription Skills 4.5
- OFFT2340 Records and Information Management 4.5
- OFFT2410 Administrative Procedures I 4.5
- OFFT2420 Administrative Procedures II 4.5

### MEDICAL TRANSCRIPTION FOCUS:

- BIOS1210 Anatomy and Physiology (Linc.) 6.0
- *MEDA101 Medical Terminology I (Linc.) 2.0
- *MEDA120 Medical Terminology II (Linc.) 3.0
- OFFT1120 Word Applications I 4.5
- OFFT2000 Employment Techniques 3.0
- OFFT2090 Applied Transcription Skills 4.5
- OFFT2340 Records and Information Management 4.5
- OFFT2410 Administrative Procedures I 4.5
- OFFT2420 Administrative Procedures II 4.5

### REQUIRED GENERAL EDUCATION DIPLoma Courses:

- BSAD1010 Microcomputer Applications I 4.5
- ENGL1010 Composition I 4.5
- MATH1040 Business Math 4.5
- PSYC1250 Interpersonal Relations 4.5
- SPCH1110 Public Speaking 4.5
- SPCH1090 Fundamentals of Human Communication or 4.5
- SPCH2810 Business and Professional Communication 4.5

### REQUIRED GENERAL EDUCATION CERTIFICATE Courses:

- BSAD1010 Microcomputer Applications I 4.5
- MATH1040 Business Math 4.5
- PSYC1250 Interpersonal Relations 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 adviser 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 68 for a complete list of General Education Courses.
PARTS MARKETING & MANAGEMENT

What type of job could I get?
You can work as a parts manager, warranty manager, service writer, or general manager. You can also own your business, or work as a factory representative, counter salesperson, a merchandising or advertising representative, or managing and supervising business office employees. Some of your activities may include inventory control, computerized businesses systems and electronic cataloging, purchasing products, sales and marketing. The paid internship offers the students opportunities to establish vital contacts with individuals in the field for full-time employment.

Parts Marketing & Management graduates are working in careers in sales and service to customers in automotive, implement, aviation, construction, warehousing, or any other business that sells products. Many graduates continue their education in business, marketing, and supervision.

How much can I earn?
Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.85 - $12.05 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $14.97 per hour. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview
The program is available only at the Milford campus. Students focus in automotive, agriculture implement, industrial, warehousing, or any other business that sells products. Many students continue their education in business, marketing, and supervision.

For more information contact:
Dennis Medinger, Program Chair
402-761-8293, 800-933-7223 x8293
dmedinge@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

PARTS MARKETING & MANAGEMENT

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA

Prepares students for careers in sales and service to customers in automotive, implement, aviation, construction, warehousing, 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.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>PDSM1120</td>
<td>Nomenclature I</td>
<td>12.0</td>
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<tr>
<td>PDSM1131</td>
<td>Aftermarket Catalogs &amp; Obsolescence I</td>
<td>5.5</td>
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<td>PDSM1221</td>
<td>Nomenclature II</td>
<td>4.0</td>
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<tr>
<td>PDSM1222</td>
<td>Dealership Cataloging &amp; Obsolescence II</td>
<td>6.0</td>
</tr>
<tr>
<td>PDSM1223</td>
<td>Warranty Policies, Tools, &amp; Equipment</td>
<td>3.0</td>
</tr>
<tr>
<td>PDSM1226</td>
<td>Counter Sales &amp; Operations</td>
<td>2.0</td>
</tr>
<tr>
<td>PDSM1321</td>
<td>Parts Management &amp; Advanced Counter Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>PDSM1327</td>
<td>Merchandising &amp; Advertising</td>
<td>4.0</td>
</tr>
<tr>
<td>PDSM1328</td>
<td>Customer Sales &amp; Relations</td>
<td>3.5</td>
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<td>PDSM1339</td>
<td>Computer Electronic Cataloging</td>
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<tr>
<td>PDSM1428</td>
<td>Cooperative Education</td>
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</tr>
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</table>

To complete an associate of applied science degree for the 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 adviser 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 68 for a complete list of General Education Courses.
PRACTICAL NURSING

What type of job could I get?
Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) and become licensed practical nurses (LPNs) by successfully passing the exam. After licensure LPNs work in a variety of settings including hospitals, long-term care, clinics, and home health care.
The Associate Degree Nursing program at SCC permits advanced admission for LPN graduates.

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

How much can I earn?
Recent SCC graduates reported in the most recent Placement Report that entry-level wage rates ranged from $8.75 - $19.15 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.wdi.state.ne.us), workers in this industry are earning an average rate of $21.99 per hour. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates. To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview
This program is offered on the Beatrice and Lincoln campuses and teaches students the concepts, principles, skills, and attitudes needed to become practical nurses who can work with patients throughout the life-span. Students will gain knowledge in medical-surgical, maternal-child, and geriatric nursing. Faculty facilitate clinical experience in area health care agencies.

Satellite Sites:
This program is also offered in Falls City and Geneva, Nebraska on a part-time basis. Total time needed to complete the program is approximately 18 months.

Learning by doing - clinical experience
Students will have hands-on clinical experience in a variety of health care facilities. SCC instructors provide close supervision and guidance in the clinical settings. Student clinical assignments will be based on facility availability. This requires some assignments to be performed at nearby towns during some evening hours.

For more information contact:
Crystal Higgins, Program Chair-Beatrice 402-228-8264, 800-233-5027 x264 chiggins@southeast.edu
Mary Trumble, Program Chair-Lincoln 402-437-2765, 800-642-4075 x2765 mtrumble@southeast.edu
or the College Admissions Office Beatrice 402-228-8214, 800-233-5027 x214 Lincoln 402-437-2600, 800-642-4075 x2600

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 ................................. 75.5

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>
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<tbody>
<tr>
<td>*LPNS1103</td>
<td>Anatomy &amp; Physiology</td>
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<tr>
<td>LPNS1155</td>
<td>Transition to Practical Nursing</td>
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<td>**PSYC2960</td>
<td>Lifespan/Growth &amp; Development</td>
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<td>LPNS1156</td>
<td>Foundations of Practical Nsg. I</td>
<td>6.0</td>
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<td>LPNS1157</td>
<td>Foundations of Practical Nsg. II</td>
<td>4.5</td>
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<td>LPNS1176</td>
<td>Pharmacology</td>
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<td>PN Across the Life Span I</td>
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<td>PN Across the Life Span IV</td>
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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 all courses to progress in the program.

PRACTICAL NURSING

GENERAL EDUCATION REQUIREMENTS:

<table>
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<td>ENGL1010</td>
<td>Composition I</td>
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</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.

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

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 adviser 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 adviser 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.
RADIONIC TECHNOLOGY

What type of job could I get?

Graduates attain employment in a variety of settings, such as hospitals, clinics, doctors' offices, and private/governmental institutions. Graduates are eligible to work in any state in the nation once they have earned their board certification and attained necessary state licensure.

How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry-level wage rates ranged from $10.00 - $20.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $17.41 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program Overview

The Radiologic Technology program teaches the safe use of radiation to produce images of the human body for diagnostic purposes. Students will acquire the knowledge and skills required for critical thinking, problem solving, and effective communication in the Radiologic Technology field, and learn how to practice within the ethical, professional, and legal boundaries required.

Program graduates can earn an associate of applied science degree after eight quarters of full-time study; become eligible to take the national examination of the American Registry of Radiologic Technologists (ARRT), and apply for state licensure. Individuals who have been convicted of, or plead guilty to, a felony or misdemeanor may not be eligible to sit for the ARRT exam and work as a Medical Radiographer. The student may file a pre-application with the ARRT in order to obtain a ruling on the impact of their eligibility for examination.

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

For more information contact:

Kelly Findley, Program Coordinator
Co-Chair
kfindley@southeast.edu
402-437-2777 or 800-642-4075, x2777

Bev Niewohner-Harvey, Distance Learning Coordinator / Co-Chair
bniewohn@southeast.edu
402-437-2759 or 800-642-4075, x2759

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

RADIONIC TECHNOLOGY

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in performing diagnostic imaging procedures

This program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2580, Chicago, IL 60606, 312-704-5300, www.jrcert.org

Credit Hours Required for Graduation:

• Associate of Applied Science Degree: . . . .120.0

PROGRAM PREREQUISITES:

Program prerequisites must be completed prior to entering the program (unless student meets Advanced Standing requirements – see section on Advanced Standing). General education requirements may be completed prior to program entry as well. Students must be accepted into the program before any RADT courses are taken. The RADT program courses begin in the summer and winter quarters. All required Program Prerequisite courses must be completed with a minimum grade of C+ (75%) prior to entry into the Program. All Radiography Program courses must also be completed with a minimum grade of C+ (75%). If a student receives less than a C+ in any Radiography Program course, the student may recycle into the program, within one year, if there is an opening in the program that term. All math and science prerequisite courses must be completed within the past five years prior to program application. All prerequisite or general education courses may be taken at SCC or at any accredited college or university and must meet SCC requirements for course transfer. Interested students must complete an application for admission to the program when beginning prerequisite courses.

PREREQUISITE COURSES:

• Human Anatomy and Human Physiology with a lab (two terms required)*
• Concept-based or technical physics with a lab
• Intermediate or College Algebra*
• General Education requirement
• Composition I
• Composition II
• Composition III
• Meets four of the General Education Requirement Core Areas on page 68.

RADIONIC TECHNOLOGY COURSES:

Student must complete RADT courses in the following order:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT1100</td>
<td>Radiology Technology</td>
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<tr>
<td>RADT1111</td>
<td>Radiographic Production</td>
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</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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<td>RADT1123</td>
<td>Radiographic Procedures II</td>
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<td>RADT1124</td>
<td>Radiologic Science</td>
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<td>RADT1129</td>
<td>Clinical Education II</td>
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<td>RADT1133</td>
<td>Radiographic Procedures III</td>
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<tr>
<td>RADT1134</td>
<td>Radiation Biology</td>
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<tr>
<td>RADT1139</td>
<td>Clinical Education III</td>
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<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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<td>RADT1149</td>
<td>Clinical Education IV</td>
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<tr>
<td>RADT2253</td>
<td>Radiographic Procedures V</td>
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<td>RADT2259</td>
<td>Clinical Education V</td>
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<td>RADT2265</td>
<td>Pathophysiology</td>
<td>5.5</td>
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<td>RADT2269</td>
<td>Clinical Education VI</td>
<td>7.5</td>
</tr>
<tr>
<td>RADT2276</td>
<td>Imaging Systems &amp; Equipment</td>
<td>5.5</td>
</tr>
<tr>
<td>RADT2279</td>
<td>Clinical Education VII</td>
<td>7.5</td>
</tr>
<tr>
<td>RADT2288</td>
<td>Senior Seminar</td>
<td>4.5</td>
</tr>
<tr>
<td>RADT2289</td>
<td>Clinical Education VIII</td>
<td>7.5</td>
</tr>
<tr>
<td>_115_</td>
<td>_115_</td>
<td></td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS:

4.5 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 area:

• ORAL COMMUNICATIONS

Students are encouraged but not required to complete the Oral Communications requirement prior to beginning the program.

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:

1. CPR for Health Care Providers (or Professional Rescuer) certification is required prior to entrance into the program.

2. Health statement with required immunizations prior to entrance into the program:
   a. Tetanus
   b. MMR (measles, mumps, rubella)
   c. Hepatitaxis B Series of 3 (can be waived-see advisor)
   d. Negative Tuberculosis Skin test (in the event a student has a positive TB skin test a negative TB chest x-ray is required).

3. Background checks may be required.

ADVANCED STANDING:

Advanced standing students may be one of the following:

• Possess a provisional or limited radiographer’s license (or the equivalent of a license for states without licensure law) AND have worked as a limited or provisional radiographer for the past year.

• Have completed a Radiography Program in another country.

• Have completed a Radiography Program and have been unable to pass the ARRT exam.

Advanced standing students may have the Program prerequisites waived but are required to complete all general education courses according to college policy. These courses may be transferred from another accredited institution or they may be taken at SCC during the program; they must be completed by graduation from the Program. Note: Contact Bev Niewohner-Harvey for further clarification.

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 adviser 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.
RESPIRATORY CARE

What type of job could I get?

Job opportunities are projected to be very good, especially for respiratory therapists with cardiopulmonary care skills or experience working with infants. Employment of respiratory therapists is expected to increase faster than the average for all occupations through the year 2012 because of substantial growth in middle-aged and elderly population—a development that will heighten the incidence of cardiopulmonary disease.

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

How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $14.85 - $15.25 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $19.86 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

S.C.C. Program Overview

Students complete a comprehensive curriculum in assessment, treatment, management, diagnostic evaluation and care of patients with lung and heart problems. Supervised clinical practice at local hospitals and health centers gives students experience in common procedures, such as administering medical gases, aerosols, and inhaled medications, applying ventilatory support, and testing techniques used in diagnosis, monitoring, and treatment. Clinical practice for the program is provided in cooperation with a variety of healthcare facilities throughout the region. Upon completion of the program, students receive an associate of applied science degree at which time they are eligible to take the National Board for Respiratory Care exams and apply for state licensure.

The Respiratory Care program offers Lincoln classroom instruction and web-based courses. Students are admitted into the program every 30 months. Contact the College Admissions Office for entry dates.

For more information contact:
Charlotte L. Pasco, Program Chair
cpasco@southeast.edu
402-437-2781 or 800-643-4075, x2781
or the College Admissions Office
Lincoln, 402-437-2600, 800-642-4075 x2600

RESPIRATORY CARE

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for a career as a respiratory health 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: 121.0

PROGRAM PREREQUISITES:
(May be transferred or earned at SCC. These courses must be completed before entry to the program. Contact a program advisor for specific courses.)
• Human Anatomy & Physiology with Lab
• Microbiology with lab
• 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.

RESPIRATORY CARE COURSES:
Student must complete RESP courses in the following order.

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<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>RESP1111</td>
<td>Respiratory Physiology</td>
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<tr>
<td>RESP1112</td>
<td>Respiratory Care Procedures I</td>
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<td>RESP1113</td>
<td>Respiratory Pharmacology</td>
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<td>RESP1114</td>
<td>Patient Care Principles</td>
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<td>RESP1117</td>
<td>Respiratory Care Lab I</td>
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<td>RESP121</td>
<td>Cardiopulmonary Pathology</td>
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<td>RESP122</td>
<td>Respiratory Care Procedures II</td>
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<td>RESP124</td>
<td>Biomedical Ethics</td>
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<td>RESP127</td>
<td>Respiratory Care Lab II</td>
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<td>RESP129</td>
<td>Clinical Education II</td>
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<td>RESP131</td>
<td>Cardiopulmonary Diagnostics</td>
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<td>RESP132</td>
<td>Mechanical Ventilation</td>
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<td>RESP137</td>
<td>Cardiopulmonary Diagnostics Lab</td>
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<td>RESP139</td>
<td>Clinical Education III</td>
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<td>RESP141</td>
<td>Cardiopulmonary Pathology II</td>
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<tr>
<td>RESP143</td>
<td>Neonatal &amp; Pediatric Respiratory Care</td>
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<td>RESP144</td>
<td>Rehab/Home Care</td>
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<td>RESP149</td>
<td>Clinical Education IV</td>
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<td>RESP2251</td>
<td>Cardiovascular Physiology</td>
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<td>RESP275</td>
<td>Cardiopulmonary Procedures Lab</td>
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<td>RESP2258</td>
<td>Respiratory Care Professions</td>
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<td>RESP2259</td>
<td>Clinical Education V</td>
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<td>RESP2263</td>
<td>Patient Education</td>
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<td>RESP2267</td>
<td>Clinical Simulations Lab</td>
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<tr>
<td>RESP2268</td>
<td>Seminar Review</td>
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<tr>
<td>RESP2269</td>
<td>Clinical Education VI</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
• MATHEMATICS
• SOCIAL SCIENCE

(One class from one of the areas below)
• SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

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

JULY 1, 2005—JUNE 30, 2006

PROGRAMS OF STUDY

See page 68 for a complete list of General Education Courses.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

COURSE TITLE
Credit Hrs.

SURGICAL TECHNOLOGY
What Type of Job could I get?

Surgical Technologists are highly skilled and uniquely prepared in their role as a valuable and integral part of the surgical team. Surgical Technologists perform a wide variety of tasks in the operating room. Surgical Technologists anticipate the needs of the surgical team, hand instruments and assist the surgeon by holding retractors, cutting sutures, suctioning the wound, adjusting lights, and applying dressings. Additional responsibilities are to operate the sterilizer, set up the room in preparation for the procedure, care and handling of instruments after the procedure, and to gather supplies, instrument sets, and equipment for the next day’s procedures.

Program graduates work in large and small hospitals, outpatient surgery facilities, and doctors’ offices throughout Nebraska and surrounding states.

How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry-level wage rates ranged from $10.45 - $15.35 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $14.68 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCL Program Overview

The program is available at the Lincoln Campus and is also offered via web-based delivery. Online students can work in conjunction with the local community college in their area to complete the General Education courses and program requirements.

New program students enter every third quarter. Contact the college Admissions department for entry dates.

Program graduates earn an associate of applied science degree and are eligible to take the National Certification Examination for certified surgical technologist status.

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

SURGICAL TECHNOLOGY
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students to function as a professional 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 Alton Way, Centennial, CO 80112-2106, 303-694-9262

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

REQUIRED SURGICAL TECHNOLOGY COURSES:

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<td>SURT1600</td>
<td>Orientation to Surgical Technology</td>
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<td>SURT1601</td>
<td>Techniques of Surgical Asepsis</td>
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</tr>
<tr>
<td>SURT1603</td>
<td>Fundamentals of Surgical Technology</td>
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<tr>
<td>SURT1604</td>
<td>Concepts of Surgical Procedures</td>
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<td>SURT1701</td>
<td>Clinical Orientation</td>
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<td>SURT1704</td>
<td>Surgical Procedures &amp; Techniques I</td>
<td>6.0</td>
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<td>SURT1705</td>
<td>Principles of Surgical Technology</td>
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<td>Surgical Procedures &amp; Techniques II</td>
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<td>SURT2904</td>
<td>Surgical Procedures &amp; Techniques III</td>
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<td>SURT2907</td>
<td>Senior Seminar</td>
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<tr>
<td>SURT2909</td>
<td>Correlated Patient Study</td>
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<td>SURT2920</td>
<td>Individualized Clinical Instruction</td>
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<tr>
<td>SURT2930</td>
<td>Clinical Education III</td>
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</tr>
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</table>

SPECIAL PROGRAM REQUIREMENTS:
1. A current CPR card and TB test are required prior to entering the clinical portion of the program and required to remain current throughout the program.
2. All SURT courses, unless otherwise specified on the class syllabus, must be passed with a C+ (75%) or above.

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

GENERAL EDUCATION REQUIREMENTS:
39.0 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 4.5
• WRITTEN COMMUNICATIONS 4.5
• MATHEMATICS 4.5
• MATH1100 (or higher) 4.5
• SOCIAL SCIENCE 4.5

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.

(The following classes are required by accreditation, and fulfill part of the general education requirements.)

REQUIRED COURSES:
BIOS1140 Human Anatomy with Lab 6.0
BIOS2130 Human Physiology with Lab 6.0
BIOS1110 Biology of Microorganisms with Lab 6.0

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 a counselor 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 68 for a complete list of General Education Courses.
VISUAL PUBLICATIONS

What type of job could I get?

As a Visual Publicist you will work on a computer and perform illustration, and design and layout using specialized computer software. You will learn how to design projects for printing and web design. Projects include posters, brochures, booklets, and web sites. Graduates will be able to work in marketing and promotions departments designing projects for the printing industry and the Internet. Jobs include graphic creation, web construction, digital preflight, and printing press operation.

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

How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.00 - $12.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $14.15 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

Scc Program overview

The Visual Publications program emphasizes skills in digital layout, digital media manipulation and creation, Web construction and digital pre-flight.

The program is available only at the Lincoln campus. Students may focus in Digital Publishing or Offset Printing.

For more information contact:

Mike Keating, Program Chair
(402) 437-2675, 800-642-4075 x2785
mkeating@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

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.

DIGITAL PUBLISHING DIPLOMA:

VPUB1110 Publishing Concepts 4.5
VPUB1111 Platform Manipulation 4.5
VPUB1112 Elements of Design 4.5
VPUB1121 PhotoShop I 4.5
VPUB1122 Page Layout I 4.5
VPUB1132 Page Layout II 4.5
VPUB1134 Web Design I 4.5
VPUB2242 Computer Illustration I 4.5
36.0

GENERAL EDUCATION REQUIREMENTS:

Written Communications 4.5
Math/Physical Science 4.5
12.0

DIGITAL PUBLISHING CERTIFICATE:

VPUB1110 Publishing Concepts 4.5
VPUB1111 Platform Manipulation 4.5
VPUB1121 PhotoShop I 4.5
VPUB1122 Page Layout I 4.5
VPUB1132 Page Layout II 4.5
VPUB1134 Web Design I 4.5
27.0

GENERAL EDUCATION REQUIREMENTS:

Written Communications 4.5
Math/Physical Science 4.5
12.0

OFFSET PRINTING FOCUS:

VPUB1110 Publishing Concepts 4.5
VPUB1111 Platform Manipulation 4.5
VPUB1121 PhotoShop I 4.5
VPUB1133 Creative Troubleshooting 2.0
VPUB2260 Design Fieldwork 4.5
20.5

GENERAL EDUCATION REQUIREMENTS:

Written Communications 4.5
Math/Physical Science 4.5
9.0

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 adviser 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 68 for a complete list of General Education Courses.
WELDING TECHNOLOGY

What type of job could I get?

Graduates work in a wide variety of positions that include welding technicians, welding specialists, production welders, welding fitters, supervisors, inspectors, welding machine operators and sales representatives. Some of the welding and cutting processes utilized include shielded metal arc, gas metal arc, gas tungsten arc, flux cored arc, submerged arc, plasma arc and oxy-fuel. Blueprint reading, layout, inspection and quality control skills are also widely utilized.

How much can I earn?

Recent SCC graduates reported in the most recent Placement Report that entry-level wage rates ranged from $8.50 - $12.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in this industry are earning an average rate of $13.56 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

To obtain an updated rate of pay or learn more about the type of benefits being provided, please contact the Program Chair.

SCC Program overview

The program is available on the Lincoln and Milford campuses and includes classroom instruction and extensive hands-on training. The program meets AWS, API and ASME standards. The curriculum focuses on current welding practices and procedures, metallurgy, destructive and nondestructive testing, inspection and principles of fabrication and design.

For more information contact:

Duane Parrish, Program Chair-Lincoln
(402) 437-2690, 800-642-4075 x2690
dparrish@southeast.edu

Shannon Hansen, Program Co-Chair-Milford
(402) 761-8226, 800-933-7223 x8226
shansen@southeast.edu

Jeff Pelster, Program Co-Chair-Milford
(402) 761-8287, 800-933-7223 x8287
jpelster@southeast.edu

or the College Admissions Office

Lincoln 402-437-2690, 800-642-4075 x2690
Milford 402-761-8243, 800-933-7223 x8243

WELDING TECHNOLOGY

Lincoln and Milford Campuses

CERTIFICATE

Prepare students for careers in welding and related specialties

Credit Hours Required for Graduation:

- Certificate: 36.0
- Diploma: 36.0
- Associate of Applied Science: 56.0

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

WELD CORE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
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<td>WELD1100</td>
<td>Welding Orientation</td>
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<td>WELD1110</td>
<td>SMAW Theory</td>
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<td>WELD1112</td>
<td>SMAW Lab I</td>
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<td>SMAW Lab II</td>
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<td>Equipment &amp; Tools</td>
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<td>WELD1119</td>
<td>OA Welding &amp; Cutting</td>
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<td>WELD1148</td>
<td>GTAW (Mild Steel)</td>
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<tr>
<td>WELD1149</td>
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<tr>
<td>WELD2250</td>
<td>FCAW</td>
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<tr>
<td>WELD2252</td>
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<td>WELD2256</td>
<td>Welder Pre-Qualification</td>
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<td>WELD2258</td>
<td>Welder Qualification/Certification</td>
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<td>WELD2262</td>
<td>Welding Fabrication &amp; Repair</td>
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<tr>
<td>WELD2264</td>
<td>Quality Control &amp; NDT Methods</td>
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At least 22.5 hours in Weld Technical Electives.

WELD TECHNICAL ELECTIVES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
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<td>WELD1273</td>
<td>Special Welding Applications</td>
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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
- 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.

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.

AA/AS 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 adviser 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.
Chapter 8

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>
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</thead>
</table>

**ENGL 2100** Introduction to Literature

- **B/L**
- **45**
- **-**
- **4.5**

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 0010.
### SCC Credit Course Prefixes

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<tr>
<th>SCC Program</th>
<th>Credit Courses</th>
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<tbody>
<tr>
<td>AACS</td>
<td>(see Continuing Education)</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>
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<td>AUTT</td>
<td>Automotive Technology</td>
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<td>BIOS</td>
<td>Bioscience</td>
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<td>BRDC</td>
<td>Broadcasting</td>
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<td>BSAD</td>
<td>Business Administration</td>
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<tr>
<td>CAPP</td>
<td>DaimlerChrysler CAP College Automotive Program</td>
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<td>CHEM</td>
<td>Chemistry</td>
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<td>CNST</td>
<td>Building Construction Technology</td>
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<td>CRIM</td>
<td>Criminal Justice</td>
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<tr>
<td>DENT</td>
<td>Dental Assisting</td>
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<tr>
<td>DESL</td>
<td>Diesel Technology</td>
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<tr>
<td>DRAF</td>
<td>Computer Aided Drafting &amp; Design</td>
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<td>ECED</td>
<td>Early Childhood Education</td>
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<td>ECON</td>
<td>Economics</td>
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<td>EDUC</td>
<td>Education</td>
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<tr>
<td>EIGHT</td>
<td>Graphic Design</td>
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<tr>
<td>ELEC</td>
<td>Electrical Technology Electromechanical Technology Electronic Servicing Technology Electronic Engineering Technology</td>
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<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>
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<tr>
<td>FIRE</td>
<td>Fire Protection Technology</td>
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<tr>
<td>FSDT</td>
<td>Food Service/Hospitality</td>
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<td>GEOG</td>
<td>Geography</td>
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<td>GEOL</td>
<td>Geology</td>
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<tr>
<td>GERM</td>
<td>German</td>
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<td>HIMS</td>
<td>Health Information Medical Services (Medical Coding)</td>
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<tr>
<td>HIST</td>
<td>History</td>
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<tr>
<td>HLTH</td>
<td>Health</td>
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<td>HMRS</td>
<td>Human Services</td>
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<td>HUMS</td>
<td>Humanities</td>
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<tr>
<td>HVAC</td>
<td>Heating, Ventilation, Air Conditioning, &amp; Refrigeration Technology</td>
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<tr>
<td>INFO</td>
<td>Computer Programming Technology, Microcomputer Technology</td>
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<tr>
<td>JDAP</td>
<td>John Deere Ag Parts</td>
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<tr>
<td>JDAT</td>
<td>John Deere Ag Tech</td>
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<tr>
<td>JDCE</td>
<td>Deere Construction &amp; Forestry Equipment Tech</td>
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<td>JOUR</td>
<td>Journalism</td>
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<td>LBST</td>
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<tr>
<td>LIBR</td>
<td>Library Science</td>
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<tr>
<td>LLFW</td>
<td>(see Continuing Education)</td>
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<tr>
<td>LPNS</td>
<td>Practical Nursing</td>
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<tr>
<td>LSCE</td>
<td>Land Surveying/Civil Engineering Technology</td>
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<tr>
<td>MACH</td>
<td>Machine Tool Technology</td>
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<td>MATH</td>
<td>Math</td>
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<td>MEDA</td>
<td>Medical Assisting</td>
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<tr>
<td>MEDT</td>
<td>Medical Laboratory Technology</td>
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<tr>
<td>MFGT</td>
<td>Manufacturing Engineering Technology</td>
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<tr>
<td>MSTT</td>
<td>Motorcycle, ATV, &amp; Personal Watercraft Technology</td>
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<tr>
<td>MUSC</td>
<td>Music</td>
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<tr>
<td>NDTT</td>
<td>Nondestructive Testing Technology</td>
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<tr>
<td>NURA</td>
<td>(see Continuing Education)</td>
</tr>
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<td>NURS</td>
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<td>OFFT</td>
<td>Office Technology</td>
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<tr>
<td>PDSM</td>
<td>Parts Marketing &amp; Management</td>
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<td>PHED</td>
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<td>PHOT</td>
<td>Photography</td>
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<td>RADT</td>
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<td>SIGN</td>
<td>Sign Language</td>
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<td>SOCI</td>
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<td>SPAN</td>
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<td>SPCH</td>
<td>Speech</td>
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<td>SURT</td>
<td>Surgical Technology</td>
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<td>THEA</td>
<td>Theatre</td>
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<tr>
<td>TRUK</td>
<td>Professional Truck Driver Training</td>
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<tr>
<td>VPUB</td>
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<td>WELD</td>
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### Continuing Education Credit Courses

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<td>AACS</td>
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<td>EMTL</td>
<td>Emergency Medical Services</td>
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<tr>
<td>ESLX</td>
<td>English As a Second Language</td>
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<tr>
<td>LLFW</td>
<td>Family &amp; Consumer Science</td>
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<td>NURA</td>
<td>Nursing Assistant</td>
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<td>RADT</td>
<td>Radiography</td>
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<td><strong>Community College Course</strong></td>
<td>ENGL 1010 English Composition 3 Cr. Hrs.</td>
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<tr>
<td>Chadron State College</td>
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<tr>
<td>Clarkson College</td>
<td>EN 101</td>
</tr>
<tr>
<td>College of Saint Mary</td>
<td>ENG 101</td>
</tr>
<tr>
<td>Concordia University</td>
<td>ENG 102</td>
</tr>
<tr>
<td>Doane College</td>
<td>ENG 101</td>
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<tr>
<td>Grace University</td>
<td>EN 101, 102</td>
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<td>Hastings College</td>
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</tr>
<tr>
<td>Midland Lutheran</td>
<td>ENG 101</td>
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<tr>
<td>Nebraska Christian College</td>
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<td>Nebraska Methodist College</td>
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<td>Peru State College</td>
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<td>Union College</td>
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### Nebraska Community Colleges • Nebraska Initiative • Associate of Arts Articulation Matrix

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<tr>
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<th>History 3.0 Semester Hours</th>
<th>Humanities 3.0 Semester Hours</th>
<th>Diversity</th>
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<tr>
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<td>HI 152</td>
<td>PH 101</td>
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<td>HI 201</td>
<td>HI 202</td>
<td>PL 101</td>
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<td>HPS 131</td>
<td>HPS 132</td>
<td>PHIL 101</td>
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<td>HIST 115</td>
<td>HIST 115</td>
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<td>PHI 200</td>
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<td>No Equivalent Course</td>
<td>No Equivalent Course</td>
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<td>HIST 002</td>
<td>PHIL 010</td>
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<td>Peru State College</td>
<td>History 113</td>
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<td>Philosophy 201</td>
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<td>HIST 255</td>
<td>HIST 455</td>
<td>PHIL 335</td>
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<td>HIST 250</td>
<td>HIST 251</td>
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<td>HIST 201</td>
<td>HIST 202</td>
<td>General Hours Credit</td>
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<td>HIST 1110</td>
<td>HIST 1120</td>
<td>PHIL 101</td>
</tr>
<tr>
<td>Wayne State</td>
<td>HIS 180/HIS 181 Only 3 crs from this block apply</td>
<td>HIS 180/HIS 181 Only 3 crs from this block apply</td>
<td>PHIL 101</td>
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<tr>
<td>York College</td>
<td>HST 213</td>
<td>HST 223</td>
<td>No Equivalent Course</td>
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</table>
# Nebraska Community Colleges • Nebraska Initiative • Associate of Arts Articulation Matrix

## Core Area

<table>
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<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>
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</tr>
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<td><strong>Bellevue University</strong></td>
<td>PS 102 Econ Elective</td>
<td>EC 201</td>
<td>PY 101</td>
<td>SO 101</td>
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<td>PS 231 PS 332 ECON 231</td>
<td>ECON 232</td>
<td>PSYC 131</td>
<td>SOC 231</td>
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<tr>
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<td>GV 101 No Equivalent Course</td>
<td>BU 200</td>
<td>BU 202</td>
<td>PY 101</td>
</tr>
<tr>
<td><strong>College of Saint Mary</strong></td>
<td>HPS 110 HPS 110 ECO 131</td>
<td>ECO 132</td>
<td>PSY 101</td>
<td>SOC 101</td>
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<td><strong>Concordia University</strong></td>
<td>PS 111 No equivalent course</td>
<td>ECON 101</td>
<td>ECON 102</td>
<td>PSY 101</td>
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<td><strong>Dana College</strong></td>
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<td>18201</td>
<td>18202</td>
<td>37101</td>
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<td><strong>Doane College</strong></td>
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<td>PSY 117</td>
<td>SOC 109</td>
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<td><strong>Grace University</strong></td>
<td>SS 433 BU 402 SS 202</td>
<td>SS 201</td>
<td>SS 100</td>
<td>SS 222</td>
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<td><strong>Hastings College</strong></td>
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<td>ECO 211</td>
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<td>ECON 2140</td>
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<td>SOC 2100</td>
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<td><strong>Nebraska Methodist College</strong></td>
<td>No Equivalent Course</td>
<td>No equivalent course</td>
<td>No Equivalent course</td>
<td>SS 101</td>
</tr>
<tr>
<td><strong>Nebraska Wesleyan University</strong></td>
<td>POLS 001 POLS 009 ECON 053</td>
<td>ECON 054</td>
<td>PSYCH 001 002 SS Requirement</td>
<td>SOC 003</td>
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<tr>
<td><strong>Peru State College</strong></td>
<td>Political Science 201 Elective</td>
<td>Economics 222</td>
<td>Economics 221</td>
<td>Psychology 121</td>
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<tr>
<td><strong>Union College</strong></td>
<td>PLSC 205 No equivalent course</td>
<td>ECON 236</td>
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<td>PSYC 205</td>
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<tr>
<td><strong>UNK</strong></td>
<td>PSCI 110 PSCI 168 ECON 270</td>
<td>ECON 271</td>
<td>PSY 203</td>
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<td><strong>UNL</strong></td>
<td>POLS 100 POLS 160 ECON 211</td>
<td>ECON 212</td>
<td>PSYC 181</td>
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<td><strong>UNO</strong></td>
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<td>ECON 2200</td>
<td>PSYC 1010</td>
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<tr>
<td><strong>Wayne State</strong></td>
<td>Only 3 credit hours from this block apply POS 100 / POS 110 ECO 202 / ECO 203</td>
<td>Only 3 credit hours from this block apply POS 100 / POS 115 ECO 202 / ECO 203</td>
<td>Only 3 credit hours from this block apply POS 100 / POS 105 ECO 202 / ECO 203</td>
<td>Only 3 crs from this block apply PSY 101 / SOC 101</td>
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<tr>
<td><strong>York College</strong></td>
<td>POL 123 No equivalent course</td>
<td>ECO 233</td>
<td>ECO 243</td>
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SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

**ACCT • Accounting**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
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<tbody>
<tr>
<td>ACCT1200</td>
<td>Principles of Accounting I</td>
<td>B/L:M 45 - 4.5</td>
<td>Prerequisite: Accounting Competency met. This course is designed to introduce basic accounting principles and practices and to introduce students to the “language” of accounting. Topics include: cost accounting and the preparation of financial statements.</td>
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<tr>
<td>ACCT2100</td>
<td>Principles of Accounting II</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: ACCT1210. Continuation course of ACCT1200. This course will build on the basic accounting principles and procedures learned in ACCT1200. The main focus will be on the managerial aspect of accounting. Students will learn the principles of recording transactions, preparing financial statements and interpreting financial information.</td>
<td></td>
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<tr>
<td>ACCT2140</td>
<td>Intermediate Accounting II</td>
<td>B/L 45 - 4.5</td>
<td>Prerequisite: ACCT1210. This course builds on the skills taught in ACCT2100. It covers advanced topics such as accounting for partnerships, corporations, and stockholders’ equity.</td>
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**ACFS • Academic Foundations**

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<tr>
<td>ACFS0840</td>
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<td>B/L/M 30 - 1.5</td>
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<td>ACFS0860</td>
<td>Learning Strategies</td>
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<td>ACFS0880</td>
<td>Student Success</td>
<td>B/L/M 45 - 4.5</td>
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**AGRI • Agriculture Business & Management**

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<tbody>
<tr>
<td>AGR1116</td>
<td>Electric &amp; Gas Welding</td>
<td>B 15 30 - 2</td>
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<tr>
<td>AGR1124</td>
<td>Basic Ag Leadership</td>
<td>B 40 - 10 4.5</td>
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<tr>
<td>AGR1131</td>
<td>Crop &amp; Food Science</td>
<td>B 45 - 3 4.5</td>
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<tr>
<td>AGR1132</td>
<td>Horticulture Plant Identification &amp; Selection</td>
<td>B 45 - 3 4.5</td>
<td></td>
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<tr>
<td>AGR1135</td>
<td>Basic Fertilizer Management</td>
<td>B 42 54 - 6</td>
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<tr>
<td>AGR1136</td>
<td>Plant Propagation</td>
<td>B 21 27 - 3</td>
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<tr>
<td>AGR1141</td>
<td>Livestock Management &amp; Selection</td>
<td>B 44 4 - 4.5</td>
<td></td>
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<tr>
<td>AGR1143</td>
<td>Introduction to Equine Management</td>
<td>B 44 4 - 4.5</td>
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<tr>
<td>AGR1145</td>
<td>Agricultural Electricity &amp; Welding</td>
<td>B 10 86 - 2</td>
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**AGRI1116 Electric & Gas Welding**

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, hand-facing, brazing, aluminum and stainless steel.

**AGRI1123 Agribusiness Careers**

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.

**AGRI1131 Crop & Food Science**

Principles and practices of production of the major agronomic crops of the high plains.

**AGRI1132 Horticulture Plant Identification & Selection**

Study and identification of a variety of horticulture plants used in landscape design, greenhouses, and nurseries in the Midwest.

**AGRI1135 Basic Fertilizer Management**

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**

Introductory study of plant propagation and reproduction. Areas of focus include vegetative reproducible, cross pollination and grafting procedures.

**AGRI1141 Livestock Management & Selection**

Management of livestock production. Work with the school’s sow herd in farrowing and nursing, and with sheep during lambing. Basic production systems and methods for beef, sheep and swine.

**AGRI1143 Introduction to Equine Management**

An introduction to the fundamental aspects of horse management.

**AGRI1145 Agricultural Electricity & Welding**

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.
### COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>COURSE #</th>
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<td>AGR11153</td>
<td>Soils &amp; Plant Nutrition</td>
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<td>AGR11154</td>
<td>Greenhouse Management</td>
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<tr>
<td>AGR11155</td>
<td>Basic Landscaping</td>
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<td>AGR11177</td>
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<tr>
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<td>AGR11212</td>
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<td>AGR11257</td>
<td>Live Animal Selection &amp; Carcass Evaluation</td>
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<td>AGR11272</td>
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<td>AGR12202</td>
<td>Farm &amp; Ranch Management</td>
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<td>AGR12212</td>
<td>Livestock Nutrition</td>
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<td>AGR12248</td>
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<td>AGR12272</td>
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<td>Harvesting Equipment</td>
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<td>AGR1233</td>
<td>Planting &amp; Tillage Equipment</td>
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<td>B 42</td>
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- **Prerequisite:** AGR11121 or instructor permission.
- **Pre/co-requisite:** AGR11135 or AGR12223.

---

**JULY 1, 2005–JUNE 30, 2006**

**COURSE #**  **COURSE TITLE**  **LOCATION**  **CLASS**  **LAB**  **CREDIT**

**B 45 3 4.5**

**B 28 20 3**

**B 23 73 4.5**

**B 23 25 3**

**B 30 - 3**

**B 66 30 7.5**

**B 42 54 6**

**B 42 54 6**
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<tr>
<td>AGR12240</td>
<td>Range &amp; Forage Management</td>
<td>B</td>
<td>42 54 6</td>
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<td>Firsthand experience in identifying a management plan for livestock.</td>
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<tr>
<td>AGR12245</td>
<td>Animal Health</td>
<td>B</td>
<td>42 54 6</td>
<td>4</td>
<td>Study of animal health products.</td>
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<tr>
<td>AGR12253</td>
<td>Grain Management</td>
<td>B</td>
<td>25 23 3</td>
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<td>Prerequisite: AGR1131.</td>
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<td>AGR12254</td>
<td>Advanced Swine Production</td>
<td>B</td>
<td>45 3 4.5</td>
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<td>Study of profitable swine production.</td>
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<td>AGR12255</td>
<td>Advanced Sheep Production</td>
<td>B</td>
<td>44 4 4.5</td>
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<td>Study of profitable sheep production.</td>
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<td>AGR12256</td>
<td>Advanced Beef Cattle Production</td>
<td>B</td>
<td>45 3 4.5</td>
<td>4</td>
<td>Study of beef cattle and the interrelationship in the beef production.</td>
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<tr>
<td>AGR12258</td>
<td>Livestock Ultrasound Technology</td>
<td>B</td>
<td>25 23 3</td>
<td>4</td>
<td>Principles and technology of the use of ultrasound and supporting computer analysis as it pertains to livestock.</td>
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<tr>
<td>AGR12259</td>
<td>Irrigation &amp; Water Management</td>
<td>B</td>
<td>42 54 6</td>
<td>4</td>
<td>Principles of irrigation, soil, water and plant relationships, and operation of irrigation equipment.</td>
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<tr>
<td>AGR12267</td>
<td>Advanced Marketing</td>
<td>B</td>
<td>45 3 4.5</td>
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<td>Study and application of option contracts in a market plan in conjunction with other market alternatives.</td>
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<td>AGR12272</td>
<td>Advanced Live Animal &amp; Carcass Selection</td>
<td>B</td>
<td>8 22 1.5</td>
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<td>Advanced methods of livestock evaluation.</td>
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<tr>
<td>AGR12274</td>
<td>Individual Marketing / Management Laboratory</td>
<td>B</td>
<td>- 45 1.5</td>
<td>4</td>
<td>Firsthand experience in identifying a management plan for livestock.</td>
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<tr>
<td>AGR12279</td>
<td>Advanced Ag Technology</td>
<td>B</td>
<td>45 3 4.5</td>
<td>4</td>
<td>Study and application of decision making techniques and forecasting through the use of microcomputer spreadsheet software, data management software, graphic presentations, and integration of decision making procedures.</td>
<td>4.5</td>
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<tr>
<td>AGR12280</td>
<td>Advanced Crops</td>
<td>B</td>
<td>45 3 4.5</td>
<td>4</td>
<td>Study of crop production, including the major elements of growth and development, seed formation, fertilization, insect and disease control of crops grown on the high plains.</td>
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<td>AGR12281</td>
<td>Agribusiness Cooperative Internship</td>
<td>B</td>
<td>- 420 10.5</td>
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<td>Study of crop production, including the major elements of growth and development, seed formation, fertilization, insect and disease control of crops grown on the high plains.</td>
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<tr>
<td>AGR12285</td>
<td>Agribusiness Cooperative Internship Seminar II</td>
<td>B</td>
<td>15 1.5</td>
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<td>Study of crop production, including the major elements of growth and development, seed formation, fertilization, insect and disease control of crops grown on the high plains.</td>
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<tr>
<td>AGR12288</td>
<td>Golf Course Management</td>
<td>B</td>
<td>22 26 3</td>
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<td>Study of golf course management practices as they pertain to bunker, green, tee, and fairway construction and maintenance and upkeep including mowing, fertilization, irrigation, pest management, equipment maintenance and operation.</td>
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<tr>
<td>AGR12291</td>
<td>Agribusiness Sales</td>
<td>B</td>
<td>3 3 4.5</td>
<td>4</td>
<td>Exploration of agribusiness sales.</td>
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<tr>
<td>AGR12292</td>
<td>Landscape Maintenance</td>
<td>B</td>
<td>21 27 3</td>
<td>4</td>
<td>General understanding of procedures for reviving and maintaining existing landscapes, using annual and perennial plant species.</td>
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<td>ANTH1120</td>
<td>General Anthropology</td>
<td>B/L</td>
<td>45 4.5</td>
<td>4</td>
<td>Provides an overview of the study of the races, their characteristics, customs, social relationships and work; the cultural and linguistic diversity of living people.</td>
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<tr>
<td>ANTH2320</td>
<td>Introduction to Archaeology</td>
<td>B/L</td>
<td>45 4.5</td>
<td>4</td>
<td>Provides an overview of the study of the races, their characteristics, customs, social relationships and work; the cultural and linguistic diversity of living people.</td>
<td>4.5</td>
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<tr>
<td>ARCH1103</td>
<td>Materials of Construction</td>
<td>M</td>
<td>30 3</td>
<td>3</td>
<td>Fundamental aspects of modern construction materials.</td>
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<tr>
<td>ARCH1107</td>
<td>Heating &amp; Air Conditioning Systems I</td>
<td>M</td>
<td>30 20 3.5</td>
<td>3</td>
<td>Methods of calculating heat loss and heat gain for residential buildings according to ACCA Manual J.</td>
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<tr>
<td>ARCH1115</td>
<td>Light Construction Principles</td>
<td>M</td>
<td>50 5</td>
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<td>Methods of light construction on wood frame and masonry structures.</td>
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<tr>
<td>ARCH1150</td>
<td>Computer Aided Drafting I (CAD)</td>
<td>M</td>
<td>20 2</td>
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<td>Fundamentals of Computer Aided Drafting using AutoCAD on high tech micro computers.</td>
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<tr>
<td>ARCH1158</td>
<td>Basic Architectural Drafting</td>
<td>M</td>
<td>100 3</td>
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<td>Techniques and fundamental skills of architectural drafting.</td>
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<tr>
<td>ARCH1208</td>
<td>Heating &amp; Air Conditioning Systems II</td>
<td>M</td>
<td>50 5</td>
<td>5</td>
<td>Methods of sizing a residential duct work system according to ACCA Manual D.</td>
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ARCH1210  Elementary Structural Design
Prerequisite: MATH1080.
Basic structural design. Study of mathematics and trigonometry used in determining strength of materials. Wood, concrete, and steel reactions to varying loads.

ARCH1224  Plumbing Systems Drafting
Prerequisites: ARCH1158 and MATH1080. Concurrent with: ARCH1225.
Production of drawings of waste, vent and water piping systems that are acceptable to industry standards.

ARCH1225  Plumbing Systems
Prerequisites: ARCH1158 and MATH1080. Concurrent with: ARCH1224.
Methods of design, layout and sizing of waste, vent, and water piping systems as required on commercial building projects.

ARCH1226  Heating & Air Conditioning Systems Drafting
Prerequisites: ARCH1107, ARCH1158 and MATH1080. Concurrent with: ARCH1208.
Methods of drafting duct work systems for residential buildings. Correct interpretation of duct work systems required in commercial buildings.

ARCH1240  Computer Aided Drafting II (CAD)
Prerequisites: ARCH1115, ARCH1158, and ARCH1210. Continuation of ARCH1150, Computer Aided Drafting I. Exercises in drawings including drawing setup, layer setup, dimensioning setup, sheet setup, dimensioning, plotting setup and plotting.

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

ARCH1320  Freehand Drawing for Design Details
Prerequisites: ARCH1103. ARCH1115, ARCH1158, and ARCH1210.
Techniques of freehand drawing for construction working drawings. How to express ideas graphically to assure correct interpretation.

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

ARCH1329  Structural Building Systems II

ARCH1330  Structural Detailing & Design I
Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1328.
Methods of graphically representing structures. Drafting and detailing steel structural systems. All drawings will be computer generated.

ARCH1332  Structural Detailing & Design II
Prerequisites: ARCH1103. ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1329.
Methods of graphically representing structures. Drafting, detailing concrete and wood structural systems. All drawings will be CAD generated.

ARCH1340  Computer Aided Drafting III (CAD)
Prerequisite: ARCH1240.
Exercises in drawing the Floor Plan, Elevations, Section, Details, using the current CAD system.

ARCH1434  Fundamentals of Commercial Architecture
Prerequisites: ARCH1329, ARCH1328, ARCH1330, and ARCH1332. Concurrent with: ARCH1436.
Study of commercial building practices of industry in developing working drawings and written specifications for a commercial building.

ARCH1436  Commercial Architectural Drafting
Prerequisites: ARCH1320, ARCH1328, ARCH1329, ARCH1330, ARCH1332 and ARCH1340.
Concurrent with: ARCH1434.
Project: Production of architectural and structural working drawings for a small commercial building. All drawings shall be CAD generated.

ARCH1438  Residential Design & Drafting
Prerequisites: ARCH1320, ARCH1328, ARCH1329, ARCH1330, ARCH1332, and ARCH1340. Advanced study of residential architectural drafting. Drafting a complete set of plans from an original design of a new residence 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.

ARCH2531  Electrical Systems Theory
Prerequisite: MATH1080. Concurrent with: ARCH2542.
Techniques for calculating lighting levels, lighting requirements and circuit loads required for the building trades.

ARCH2533  Advanced Mechanical Systems Theory
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.

ARCH2542  Electrical Systems Drafting
Prerequisite: ARCH1340. Concurrent with: ARCH2531.
Practice in drafting electrical systems for structures using ARCH2531 as a guide. All drawings will be CAD generated.

ARCH2544  Advanced Mechanical Systems Drafting
Prerequisites: ARCH2126 and ARCH1340. Co-requisite: 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.

ARCH2546  Site Planning & Surveying
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.

ARCH2637  Comprehensive Project Design
Prerequisites: All courses ARCH1103 through 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 “C” grade for graduation.

ARCH2639  Construction Estimating
Prerequisite: ARCH1131. 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 ARCH2648. Minimum of “C” grade for graduation.

ARCH2641  Life Safety Code
Prerequisites: ARCH1434, ARCH1436, and ARCH2546. Concurrent with: ARCH2637, and ARCH2639.
The basics of building design utilizing the Life Safety Code (NFPA). Occupancy classifications means and sizing of egress components and features of fire protection are covered. Minimum of “C” grade for graduation.

ARCH2648  Comprehensive Project Drafting
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 “C” grade for graduation.

ARCH2710  Construction Law
Prerequisites: ARCH1208. Concurrent with: ARCH2546. 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.
ARTS • Art

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

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

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


ARTS1120 Beginning Drawing II B 15 60 4.5 Prerequisite: ARTS1110. Continuation of Beginning Drawing I with an emphasis on advanced studio problems, techniques, materials, and creative solutions.

ARTS1121 Design & Composition B 15 60 4.5 Introduction to the principles of design and composition. Skills, techniques and basic ideas necessary to artistic planning. Development of sensitivity and creativity.

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

ARTS1340 Beginning Ceramics II B 15 60 4.5 Prerequisite: ARTS1330. Continuation of Beginning Ceramics I with an emphasis on advanced studio problems, techniques, materials and creative solutions.

ARTS2210 Beginning Graphic Design B 15 60 4.5 Prerequisite: ARTS1110 and ARTS1210 or permission. Introduction to graphic art and the foundations of visual communication. History, principles of design and layout, methods, materials and applications.


ARTS2520 Beginning Painting II B 15 60 4.5 Prerequisite: ARTS2510. Continuation of ARTS2510. Emphasis on advanced studio problems, materials, techniques, and creative solutions.

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

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

ASEP • General Motors Automotive Service Educational Program (ASEP)

ASEP1170 GM Shop Orientation & Safety M 20 12 2 Introduction to automotive shop procedures, shop safety. Proper use of hand tools, power tools, and other equipment used by the automotive technician. Thread repair, tube flaring and fasteners.

ASEP1171 GM Welding M 10 8 1 Theory and practice of “GMAW” welding, braze welding, and oxyacetylene cutting. Equipment setup, safety, and operation is stressed.

ASEP1173 GM Fundamentals M 30 10 3 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.

ASEP1175 GM Electrical & Electronic Principles M 110 40 12 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.

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

ASEP1268 Dealer Cooperative Experience M 480 12 Prerequisites: ASEP1170, 1171, 1173, 1175, 1177 and 1179. Dealer coordinated work experience for the student in accordance with the program schedule. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.


ASEP1363 GM Engine Repair M 80 50 9.5 Prerequisite: ASEP1268. Operation and construction of General Motors gas and diesel engines. Techniques and skills for testing and diagnosis of engine mechanical condition, cylinder head reconditioning, complete disassembly, inspection, measurement and reassembly of GM gas and diesel engines. Accuracy of measurements, repair decisions and procedures involving correct and safe engine removal and installation.

ASEP1379 GM Heating & Air Conditioning M 40 40 5 Prerequisite: ASEP1368. 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.

ASEP1468 Dealer Cooperative Experience M 480 12 Prerequisites: ASEP1360 and ASEP1363. Dealer coordinated work experience. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.

ASEP2528 GM Steering & Suspension Systems M 30 50 4.5 Prerequisite: ASEP1468. Principles of operations, disassembly procedures, and repair of General Motors steering and suspension systems. Power and manually controlled Integral and Rack and Pinion steering gears. Conventional and McPhearson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, both on and off the vehicle.

ASEP2529 GM Manual Transmission, Transaxles, Clutch & Transfer Case M 60 30 7 Prerequisite: ASEP1468. Operating principles and service of General Motors manual transmissions and related drive train components. Includes GM courses: 13002.02 Vibration Correction; 14003.04 All Wheel/ Four Wheel Drive.)

ASEP2537 GM Rear Axle Service M 20 10 2 Prerequisite: ASEP1468. 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.)

ASEP2538 GM Advanced Powertrain Electronic Systems M 50 20 3.5 Prerequisite: ASEP1468. Advanced study of GM ignition systems, fuel delivery systems, emission control systems and diagnostic routines.
COURSE # | COURSE TITLE | LOCATION OFFERED | CLASS HOURS | LAB HOURS | CREDIT HOURS
---|---|---|---|---|---
ASEP2561 | GM Diesel Fuel & Emission Control System | M | 20 | 10 | 2

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

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

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

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

ASEP2749 | GM New Product Update | M | 20 | - | 2
Overview of new product features for current model year. Includes available General Motors New Product information.

ASST • Ford (ASSET) Automotive Student Service Educational Training Program

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

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

ASST1171 | Ford Welding | M | 10 | 8 | 1
Theory and practice of “GMAW” welding, braze welding, and oxyacetylene cutting. Equipment setup, safety and operation is stressed.

COURSE # | COURSE TITLE | LOCATION OFFERED | CLASS HOURS | LAB HOURS | CREDIT HOURS
---|---|---|---|---|---
ASST1173 | Ford Fundamentals | M | 20 | 10 | 2
Introduction and use of Ford service manuals, warranty flat rate manuals, daily time tickets and repair order completion. Overview of service manual groups with emphasis on theory of operation of systems and components, Pre-delivery Inspection and Master Tech Training.

ASST1175 | Ford Electrical & Electronic Principles | M | 110 | 40 | 12
Study of Electronics Training building from electrical principles and concepts through automotive semiconductors to microprocessors. Batteries, charging systems, starting systems and ignition system principles, operation and testing.

ASST1178 | Ford Brake Systems | M | 30 | 30 | 4
Study of operation, diagnosis, and service of disc, drum, and electronic brake systems on late model Ford vehicles.

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

ASST1360 | Ford Engine Performance Theory & Operation | M | 85 | 55 | 10
Study of engine tune-up, oscilloscope use and Ford computer system; basic computer operation, sensor operation and actuator operation. Theory and principles of operation of Ford fuel systems: fuel pumps, fuel tanks, filters and emission control systems. Ford fuel injection systems.

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

ASST1363 | Ford Engine Repair | M | 65 | 35 | 7.5
Study of operation and construction of Ford gas and diesel engines. Techniques and skills in testing and diagnosing of engine mechanical condition. Cylinder head reconditioning, disassembly, inspection, measurement and reassembly. Accuracy of measurement and safe engine removal and installation.

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

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

ASST2538 | Ford Engine Performance | M | 60 | 40 | 7
Advanced tune-up, electrical and fuel systems. Electronic carburetors, throttle body, multiple injection systems, turbo chargers, electronic and computer controlled ignition systems, charging systems and cranking systems. Diagnosis, adjustments and repair procedures using electrical meters, scopes and infrared diagnostic equipment.

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

ASST2728 | Ford Steering & Suspension Systems | M | 50 | 50 | 6
Study of the principles of operations, disassembly procedures and repair of Ford steering and suspension systems. Power and Manually controlled integral and rack and pinion steering gears. Conventional and McPhearson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, on and off of vehicle.

ASST2747 | Ford Body Electrical & Electronics | M | 50 | 15 | 5.5
Advanced auto electricity covering theory, testing, diagnosis and repair of body electrical accessories: windows, power seats, windshield wipers, cruise controls and computer controlled body electronics.

ASST2748 | Ford Automatic Transmissions & Transaxles | M | 70 | 40 | 8

ASST2749 | Ford New Product Update | M | 20 | - | 2
Overview of new product features for current model year. Includes available Ford New Product information.

\* = Course also offered On-line. \*\* = Course also offered via Telecourse (VHS tape.)
and plastics using the latest repair procedures.

Identification and repair procedures for composites

Application of replacing parts, use of materials, and

Prerequisites: AUTB1150 through AUTB1175.

Proper usage in applying primer surfaces.

lasting topcoat. Paint gun care, troubleshooting and

tions needed to acquire a durable, high quality, long

Study of the sequence of surface preparation opera-

tions including flow charts, wiring diagrams, scan
tools, digital and analog multimeters. This will
include identification of programmable electrical,

electronic components, including servicing precau-
tions of body electronic and body computers.

Prerequisites: AUTB115, through AUTB1350.

Advanced practical experiences in spot painting with
the concentration on correct color matching and
problem solving.

Advanced practical experiences in spot painting with
the concentration on correct color matching and
problem solving.

Prerequisites: AUTB1350, AUTB1356.

Evolution and theory of front and rear suspension
design. Transaxle and four wheel alignment and its
relationship to collision damaged vehicles.

Prerequisites: AUTB1456.

Introduction to drum, disc, manual, power-assisted
braking systems, theory and operation of the anti-
lock brake systems.

Prerequisites: AUTB1450, through AUTB2560.

Laboratory on collision repair with comprehensive
practice in problem solving in structural analysis and
repair of collision damaged vehicles. Estimating,
structural alignment, major body repair, panel
replacement, refinishing, glass installation, wheel
alignment, mechanical and electrical repairs on a
production basis.

Prerequisites: AUTB2565.

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

### BIOS1010 General Botany

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Prerequisite: BIOS1010 or equivalent.
Survey of the plant kingdom with a study of repre sentative plants from each of the major plant groups. Scientific relationships, economic importance and natural history of major plant groups.

### BIOS1110 Biology of Microorganisms

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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

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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

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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, joint movement (motion, 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

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Study of 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 integumental skeletal, muscular and nervous systems of the body. Important physiology experiments and structural identification experiments.

### BIOS1220 Human Anatomy & Physiology

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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.
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<th>CLASS HOURS</th>
<th>LAB HOURS</th>
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<tbody>
<tr>
<td>BIOS2130</td>
<td>Human Physiology &amp; Lab</td>
<td>B 45 - 30</td>
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<td>BRDC1860</td>
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<td>BRDC2780</td>
<td>Public Relations, Strategies &amp; Techniques</td>
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<td>BSAD1010</td>
<td>Microsoft Applications I</td>
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<td>BSAD1050</td>
<td>Introduction to Business</td>
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<td>BSAD1730</td>
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<td>BSAD2190</td>
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<td>BSAD2370</td>
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<td>B/L 45 - 4.5</td>
<td>Study of functions of personnel; recruiting selection, assessment, re-muneration, training, union relations. Emphasis on negotiations, communications, ADA, EEOC, leadership, and the legalities of hiring and firing.</td>
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<td>BSAD2390</td>
<td>Small Business Management</td>
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<td>B/L 45 - 4.5</td>
<td>Prerequisites: ACCT1210, BSAD1010 and math competency met or instructor permission. How to plan, organize, operate and fund a small business. Creation of a business plan for either a retail, service, franchise or manufacturing operation. Entrepreneurial personality, buying or starting a business from scratch, evaluating franchising opportunities, and planning small business operation.</td>
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<td>BSAD2400</td>
<td>Principles of Retailing</td>
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<tr>
<td>B/L/M 45 - 4.5</td>
<td>Introduction to retailing principles in major retail areas. Policies and practices, marketing and business systems of small and large retailers are studied.</td>
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<td>BSAD2430</td>
<td>Marketing Communications</td>
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<td>B/L 45 - 4.5</td>
<td>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.</td>
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<tr>
<td>B/L/M 45 - 4.5</td>
<td>Application and management techniques in utilizing electronic commerce in the workplace. Strategies for businesses that may initiate or reassess the overall effectiveness and value of the digital elements of doing business to their overall corporate goals. Ethical and societal implications of e-commerce on the marketplace, customer base and employee commitment.</td>
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<tr>
<td>BSAD2470</td>
<td>International Marketing</td>
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<td>B/L 45 - 4.5</td>
<td>Focus on theory and strategy involved in the effective development and implementation of marketing strategies in the global business arena. Emphasis on managerial aspects of import and export marketing and of US products and services relating to the following areas: demand, competition, economics, social-cultural, political-legal, and technology. Special attention placed on the following details: culture, consumer behavior, distribution and trade agreements.</td>
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<tr>
<td>BSAD2480</td>
<td>Sports Entertainment Marketing</td>
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<tr>
<td>B/L 45 - 4.5</td>
<td>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.</td>
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<tr>
<td>BSAD2490</td>
<td>Entrepreneurship Seminar</td>
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<tr>
<td>B/L 35 - 60 5</td>
<td>Prerequisites: BSAD2390 and OFFT2000. Upon successful completion of this course, the student will be able to evaluate a business concept, write a sound business plan and learn from local entrepreneurs. In the process of doing so, students will be able to assess the strengths and weaknesses of a business concept and create a practical business plan for their venture. In addition, students will be able to identify and evaluate various resources, financial and educational, available for small businesses. The course is required for the associate of applied science degree in business administration.</td>
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<tr>
<td>BSAD2520</td>
<td>Principles of Marketing</td>
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<tr>
<td>B/L/M 45 - 4.5</td>
<td>A study of the development of an effective marketing program including consumer behavior, product, pricing, distribution, and promotional strategies.</td>
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<tr>
<td>BSAD2540</td>
<td>Principles of Management</td>
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<tr>
<td>M 45 - 4.5</td>
<td>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.</td>
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<tr>
<td>BSAD2993</td>
<td>Special Projects</td>
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<td>1-3</td>
<td>Must have permission of instructor, program chair, and division dean. Credit hours will vary.</td>
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### SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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<td>CAPP2749</td>
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### COURSE # | COURSE TITLE LOCATION OFFERED | CLASS HOURS | LAB HOURS | CREDIT HOURS |
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### NOTE:

- Computer Aided Drafting & Design Technology — see DRAF
- Computer Programming & Microcomputer Technology — see INFD

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<td>CNST1121</td>
<td>Concrete &amp; Masonry Tools &amp; Material</td>
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<td>CNST1122</td>
<td>Concrete &amp; Masonry Applications</td>
<td>M 217 7</td>
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<td>CNST1123</td>
<td>Residential Blueprint Reading</td>
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<td>CNST1124</td>
<td>Construction Processes &amp; Practices</td>
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<td>CNST1125</td>
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Course Descriptions

COURSE # COURSE TITLE LOCATION CLASS LAB CREDIT

CNST1328 Residential Construction Estimating Laboratory
M  -  84 2.5
Prerequisite: CNST1223 and BSAD1010.
Application of skills acquired in CNST1328. Using
standardized forms and information, student
devlops 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 con-
struction materials. Interpretation of residential con-
struction 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.
Application of classroom instruction to job situations
through the use of mock-up training aids, cabinets and
other projects.

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: CNST1225. Co-requisite: CNST1430.
Fundamentals of carpentry, emphasizing the process
of home building through the study of blueprints and
construction texts and references. Site layout, foun-
dations, 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 archi-
tects, contractors, and/or subcontractor. Legal,
financial and accounting problems experienced
within the day-to-day work environment.

CNST2627 Building Construction Welding
M 6 - 30 1.5
Theory and practice of shield metal arc welding and
oxygen 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: CNST126.
Laboratory for drafting and representation of com-
mercial 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 Theory
M  -  76 2.5
Prerequisite: CNST128 and BSAD1010.
Laboratory for creation of commercial materials
estimate using the procedures described in
CNST2641. The R.S. Means Company format, esti-
mating forms and procedures used. Emphasis on cre-
avit, accuracy, and completeness.

CNST2639 Commercial Construction Drafting Theory
M  -  37  -  3.5
Prerequisite: CNST127 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 represen-
tation for each drawing.

CNST2641 Commercial Construction Estimating Theory
M  -  50  -  5
Prerequisite: CNST129.
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  -  3
Prerequisites: CNST127 and CNST1331.
Introduction to iron and steel making, structural
shapes, design and sizing of steel structural systems,
joists, beams and columns.

CRIM • Criminal Justice

CRIM1010 Introduction to Criminal Justice
B/L 45  -  4.5
Provides an overview of the history, development, and
philosophies of crime control within a democratic
society. Examines the criminal justice system with
emphasis on the police, the prosecution and defense,
the courts, and the correctional agencies.

CRIM1020 Introduction to Corrections
B/L 45  -  4.5
Outlines corrections in a systematic process showing
the evolving changes in institutional and
community based corrections. Topics include, but are
not limited to, the history of corrections, the
influence of social thought and philosophy on the
development of corrections, the rights of the incarcer-
ated inmate, and the duties of the correctional officer.

CRIM1030 Courts & the Judicial Process
B/L 45  -  4.5
Prerequisite: CRIM101 or adviser approval.
Surveys the United States judicial system. Topics
include, but are not limited to, legal and constitution-
hal concepts, institutions and processes. Coverage
includes adult and civil courts.

CRIM1140 Reporting Techniques for Criminal Justice
B/L 45  -  4.5
Prerequisite: ENGL101 or equivalent.
The student learns to observe and document the behavior of victims, witnesses and suspects.
The student also learns to accurately describe and
record conditions and activities of crime scenes for
courtroom presentations. In accordance with the legal
guidelines of confidentiality, each student maintains a log of classroom and field experiences.

CRIM2000 Criminal Law
B/L 45  -  4.5
Outlines the purpose and function of criminal law.
Topics include, but are not limited to the rights and
duties of citizens and police in relation to local, state,
and federal law (i.e. arrest, search and seizure, con-
fessions); the development, application, and enforce-
ment of laws; constitutional issues; and sentencing.

CRIM2030 Police and Society
B/L 45  -  4.5
Examines the role of the police in relationship to law
enforcement and American society. Topics include,
but are not limited to the role of the police in society,
the nature of police organizations and police work,
and the patterns of police-community relations.

CRIM2050 Community Based Corrections
B/L 45  -  4.5
Prerequisite: CRIM102 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.

CRIM2100 Juvenile Justice
B/L 45  -  4.5
Examines the origins, philosophy, and objectives of
the juvenile justice system. Topics include, but are
not limited to causation of crime (i.e. race/gender,
socioeconomic relevance, victimization), the
juvenile court system, the law enforcement approach,
corrections, and prevention.

CRIM2150 Social Issues in Criminal Justice
B/L 45  -  4.5
Examines the relationships between law enforcement
agency and such complex social issues as, but not
limited to, domestic violence, child abuse, elder
abuse, gangs, and drugs.

CRIM2200 Criminology
B/L 45  -  4.5
Examines crime and criminology from a broad social
perspective. Emphasizes the nature and causes of
crimes, investigation and prosecution, and treatment
and prevention.

CRIM2260 Criminal Investigation
B/L 45  -  4.5
Introduces criminal investigation procedures.
Reviews the historical development and investigative
processes related to law enforcement functions.
Topics include, but are not limited to the proper col-
lection, organization, and preservation of evidence
using basic investigative tools; examining the
primary sources of information; analyzing the impor-
tance of writing skills; and reviewing the constitu-
tional (legal) limitations of the investigation.
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<th>COURSE #</th>
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Please Note • Deere Construction & Forestry Equipment Tech - See JDEC
Prerequisites: DESLI120 through DESLI1160.

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.

DESL1277 Theory of Fuel System Operation-Farm
M 34 18 3

Prerequisites: DESLI120 through DESLI1160.

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.

DESL1278 Valve Trains-Farm
M 22 33 3

Prerequisites: DESLI120 and DESLI1160.

Experience in the operation and service methods for the following engine components: crankshafts, connecting rods, pistons, cylinder liners, bearing and crankcase assemblies. Crankcase lubricants, lubrication, and filtration systems. Laboratory in disassembly, inspection, measurements, reassembly, and adjustments performed on agricultural diesel engines.

DESL1235 Diesel & LPG Fuel Systems I-Farm
M 59 22 6

Prerequisites: DESLI160 through DESLI1160.

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.

DESL1311 Basic Cab Air Conditioning-Farm
M 26 14 2.5

Prerequisites: DESLI120 through DESLI1235.

Study of the operation of 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: DESLI120 through DESLI1235.

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.

DESL1351 Mobile Hydraulics-Farm
M 60 88 8.5

Prerequisites: DESLI120 through DESLI1355.

Principles and application of theory, design, construction, fluid flow, and testing of hydraulic systems including pumps, actuators, reservoirs, and accumulators, lines, fittings, filters and fluids.

DESL1362 Diesel Fuel Injection Systems Laboratory-Farm
M - 70 2

Prerequisites: DESLI120 through DESLI1362.

Laboratory experience in servicing and troubleshooting Roosa Master, CAV, American Bosch, Robert Bosch, Caterpillar sleeve metering fuel injection systems, fuel injection nozzles and nozzle holders.

DESL1453 Post-Cooperative Education Seminar-Farm
M 20 - 2

Prerequisites: DESLI120 through DESLI1362.

Evaluation of the on-the-job training to share experiences, ideas, and prepare for full-time employment upon graduation.

DESL1468 Cooperative Education-Farm
M - 400 10

Prerequisites: DESLI120 through DESLI1362.

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.

DESL2536 Farm Equipment Diesel Engine Tune-Up & Diagnosis-Farm
M 11 35 2

Prerequisites: DESLI120 through DESLI1362.

Advanced study of diesel engines. Troubleshooting, cylinder head repair, and dynanometer testing of farm equipment diesel engines. Student projects in repair, testing, and adjustment of farm equipment diesel engines.

DESL2564 Farm Equipment Electricity-Farm
M 56 93 8.5

Prerequisites: DESLI120 through DESLI1362.


DESL2566 Farm Equipment Power Trains-Farm
M 23 54 3.5

Prerequisites: DESLI120 through DESLI1362.

Advanced study of power trains. Theory, design, construction, troubleshooting, repair, and testing of farm equipment power trains, particularly those transmissions classified as “on-the-go” shift types. Farm equipment clutch systems. Lab projects on components.

DESL2567 Advanced Air Conditioning-Farm
M 6 22 1

Prerequisites: DESLI120 through DESLI1362.

Review of Cab Air Conditioning fundamentals and service procedures. Diagnosing, system evaluation, repairing, and recharging exercises in the lab.

DESL2602 Planting Equipment-Farm
M 50 77 7.5

Prerequisites: DESLI1120 through DESLI1362.

Theory, design, principles of operation, set up and adjustment, troubleshooting and repair of planting equipment. Row crop planters and grain drills. Electronic monitoring systems. Set up, operation, calibration, and troubleshooting of spraying equipment.

DESL2603 Harvesting Equipment-Farm
M 50 70 7

Prerequisites: DESLI1120 through DESLI1362.

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.

DESL2604 Tillage & Spraying Equipment-Farm
M 21 32 3

Prerequisites: DESLI1120 through DESLI1362.

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.

DESL1201 Electrical Systems I-Truck
M 23 18 2.5

Basic electrical and electronic principles and applications of magnetism, electromagnetism, and the practice of electrical measurements with analog and digital meters.

DESL1211 Batteries & Cranking Motors-Truck
M 24 29 2.5

Prerequisite: DESLI201.

Purpose, theory, construction, operation, and testing of lead acid batteries. Theory of cranking motor operation and its application to modern cranking systems. Lab activities include component and circuit testing with analogue and digital meters. Review of conventional ignition systems.

DESL1221 Electronic Ignition & Charging Systems-Truck
M 22 34 3

Prerequisite: DESLI201.

Theory, operation, and testing of electronic ignition systems. Theory of AC type charging systems and their application to modern vehicles. Lab work in charging system diagnosis, proper disassembly procedures, alternator component testing, reassembly, and complete system testing with results compared to specifications.

DESL1231 Power Trains I-Truck
M 30 26 3.5

Prerequisite: DESLI1261.

Theory of power transmission from engine to rear wheels. Engine measurements and performance, gears, gears, chains, clutches, transmissions, planetary gears, drive lines, differentials, rear axles, and disassembly, inspection, adjustments and reassembly of standard transmissions and differentials.

DESL1241 Diesel Welding-Truck
M 18 1.5

Instruction in gas metal arc welding (MIG), oxy acetylene braze welding and cutting, equipment set up, safety and operation is stressed.
### COURSE #  COURSE TITLE  LOCATION OFFERED  CLASS HOURS  LAB HOURS  CREDIT

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT</th>
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<tbody>
<tr>
<td>DESL1261</td>
<td>Hand &amp; Precision Measuring Tools-Truck</td>
<td>M 20 46 3.5</td>
<td>Proper use and care of power and hand tools. Micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tube flaring, fittings, and fasteners. Students project utilizing hand tools and measuring instruments.</td>
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<tr>
<td>DESL2251</td>
<td>Theory of Engine Operation-Truck</td>
<td>M 25 15 3</td>
<td>Basic physical operation and construction of two and four stroke engine, single, and multiple cylinder engines. Ignition timing of four stroke cycle engines to factory specifications balance, compression, and cylinder leakage tests; type of internal combustion engine cooling systems, components and coolants.</td>
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<tr>
<td>DESL2271</td>
<td>Theory of Fuel System Operation-Truck</td>
<td>M 30 10 3</td>
<td>Prerequisites: DESL1201, DESL1211, DESL1221, and DESL261. Study of fuel fundamentals, testing, octane and cetane numbers, additives, and how fuels react during combustion and compression in gasoline and diesel applications. The use of alternate fuels in gasoline and diesel engines including a discussion of the pros and cons. Theory, construction, and operation of fuel tanks, fuel gauges, fuel lift pumps, air and fuel filtering systems, fuel lines and intake/exhaust manifold systems. Includes theory, construction, and operation of heat exchangers. Theory, construction, operation, servicing, and troubleshooting of turbochargers is covered.</td>
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<tr>
<td>DESL2281</td>
<td>Valve Train-Truck</td>
<td>M 21 34 3</td>
<td>Prerequisites: DESL1201, DESL1211, DESL1221, DESL261 and DESL2251. Basic theory, construction and operation of engine valve trains. Valves, valve seats, camshafts, cam followers, valve springs, rocker arm assemblies, push rods, and related parts. Valve timing and adjustments will be judged for proficiency by actual engine operation. Basic procedure and operation of valve and seat reconditioning is performed and proficiency evaluated.</td>
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<td>DESL2301</td>
<td>Engine Overhaul &amp; Inspection-Truck</td>
<td>M 30 25 3.5</td>
<td>Prerequisites: DESL1201, DESL1211, DESL1221, DESL261 and DESL2251. Design, construction, operation, and servicing of the following engine components: crankshaft, pistons, piston rings, connecting rods, and bearings. It also covers lubricants, lubrication systems, and filtration systems. Activities include disassembly, inspection, measurements, reassembly, and adjustments. Performance exhibited by assembly and adjustments of engine.</td>
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<tr>
<td>DESL2321</td>
<td>Diesel &amp; Gas Fuel Injection-Truck</td>
<td>M 35 20 4</td>
<td>Prerequisite: DESL2271. Theory of operation and construction of diesel/gasoline fuel injection system nozzles and injectors. Electronic injectors are covered. Lab work consists of testing and service procedures for nozzles/injectors. Theory of operation and service procedures for emission control devices used on diesel and gasoline applications included.</td>
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<tr>
<td>DESL2351</td>
<td>Electrical/Electronic Systems I-Truck</td>
<td>M 35 18 4</td>
<td>Prerequisites: DESL1201, DESL1211, DESL1221, and DESL261. 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>
<td>M 85 6.5</td>
<td>Prerequisites: 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>
<td>M 30 40 4</td>
<td>Prerequisites: All first and second quarter classes. Lecture, demonstration and laboratory course encompassing principles, design, construction and repair of truck final drives and related components. Phasing and angularity of drivelines is covered along with operation, inspection and replacement of U-joints.</td>
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<tr>
<td>DESL3481</td>
<td>Preventative Maintenance &amp; Inspection-Truck</td>
<td>M 30 75 5.5</td>
<td>Prerequisites: 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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<tr>
<td>DESL3491</td>
<td>Air Brakes-Truck</td>
<td>M 30 45 4.5</td>
<td>Prerequisites: All first and second quarter classes. Principles, components, operation, service, repair, adjustment and troubleshooting of the air brake system used on today's trucks, including safety, brake balance and anti-lock brakes.</td>
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<tr>
<td>DESL351</td>
<td>Steering and Suspension-Truck</td>
<td>M 30 60 5</td>
<td>Prerequisites: All first, second and third quarter classes. Principles, components, operation, service, repair, adjustment and troubleshooting of the steering and suspension system used on today's truck's tractor and trailer alignment, use of equipment and shop safety.</td>
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<tr>
<td>DESL361</td>
<td>Hydraulic Brakes-Truck</td>
<td>M 20 30 3</td>
<td>Prerequisite: All first, second and third quarter classes. Principles, components, operation, service, repair, adjustment and troubleshooting of the hydraulic brake system used on today's trucks, including safety, brake balance and anti-lock brakes.</td>
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<tr>
<td>DESL381</td>
<td>Basic Hydraulics-Truck</td>
<td>M 20 15 2.5</td>
<td>Principles and application of theory design, construction, and testing of hydraulic systems including pumps, actuators, reservoirs, accumulators, lines, fittings, filters and fluids.</td>
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<tr>
<td>DESL451</td>
<td>Heating and Air Conditioning I-Truck</td>
<td>M 30 20 3.5</td>
<td>Principles and application of theory design, construction, components, operation, service, repair, adjustment and troubleshooting of the air conditioning and heating systems used on today's trucks, use of equipment and shop safety.</td>
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<tr>
<td>DESL5412</td>
<td>Post-Cooperative Education/ Seminar-Truck</td>
<td>M 20 - 2</td>
<td>Prerequisites: DESL1201 through DESL5412. 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>
<td>M - 400 10</td>
<td>Prerequisites: DESL1201 through DESL5582. 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>
<td>M 15 35 2.5</td>
<td>Prerequisites: 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>
<td>Automatic Truck Transmissions-Truck</td>
<td>M 25 35 3.5</td>
<td>Prerequisites: 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 40 60 6.0</td>
<td>Prerequisites: 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>Diesel Engine Diagnostics &amp; Tune-Up-Truck</td>
<td>M 40 50 5.5</td>
<td>Prerequisites: 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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<td>DRAF110</td>
<td>Drafting Concepts</td>
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<td>DRAF120</td>
<td>Basic Computer Aided Drafting</td>
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<td>DRAF1210</td>
<td>Descriptive Geometry</td>
<td>L 15</td>
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<td>DRAF1220</td>
<td>3-D Solid Modeling</td>
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<td>DRAF1320</td>
<td>AutoDesk Applications</td>
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<td>DRAF1330</td>
<td>Solid Works</td>
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<td>Strength of Materials</td>
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<td>DRAF2100</td>
<td>Principles &amp; Materials of Construction</td>
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<td>DRAF2110</td>
<td>Architectural Planning</td>
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<td>DRAF2120</td>
<td>Building Structures</td>
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<td>DRAF2140</td>
<td>Commercial Construction</td>
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<td>Structural Steel</td>
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<td>Professional Practice-Architectural</td>
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<td>Construction for Americans with Disabilities</td>
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<td>DRAF2200</td>
<td>Geometric Dimensioning &amp; Tolerancing</td>
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<td>Engineering Processes &amp; Procedures</td>
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<td>Flat Pattern Layout</td>
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<td>DRAF2240</td>
<td>Consumer Products-Design</td>
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<td>DRAF2260</td>
<td>Jig &amp; Fixture-Design</td>
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<td>Pipe Drafting</td>
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<td>DRAF2440</td>
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<td>Co-op Education I-Drafting</td>
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<td>Observation, Assessment and Guidance</td>
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<td>ECED1120</td>
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<td>ECED1150</td>
<td>Introduction to Early Childhood Education</td>
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<td>Early Language and Literacy</td>
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<td>ECED1220</td>
<td>Pre-Practicum</td>
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<td>ECED1221</td>
<td>Infant / Toddler Practicum</td>
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<td>Pre-Co-requisite: ECED1110. Co-enrolled in ECED1220 if this is the first practicum.</td>
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<tr>
<td>ECED1224</td>
<td>Preschool Math, Science, and Social Studies Curriculum</td>
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<td>ECED1230</td>
<td>School Age Child Development</td>
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<td>ECED1240</td>
<td>Preschool/School Age Practicum</td>
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<td>Pre-Co-requisites: ECED1220, 1230, 1060. Co-enrolled in ECED1210 if this is the first practicum.</td>
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<td>ECED1260</td>
<td>Early Childhood Health, Safety and Nutrition</td>
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<td>ECED1340</td>
<td>How Children Learn</td>
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<td>ECED1401</td>
<td>Displays in the Early Childhood Classroom</td>
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<td>ECED1402</td>
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<td>ECED1403</td>
<td>Developing a Professional Portfolio for the Early Childhood Educator</td>
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<td>ECED1404</td>
<td>Understanding Diversity in the Early Childhood Classroom</td>
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<td>ECED1405</td>
<td>Portfolio Assessment in the Early Childhood Classroom</td>
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<td>ECED1406</td>
<td>Effective Transitions in the Early Childhood Classroom</td>
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<td>ECED1407</td>
<td>Creative Group Times in the Early Childhood Classroom</td>
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<tr>
<td>ECED1408</td>
<td>Effective Home Visits for the Early Childhood Educator</td>
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<td>ECED1475</td>
<td>Professional In-Home Care</td>
<td>L</td>
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Grade of "C" or better required for ECED1565.
OPEN ONLY TO DECLARED ECED STUDENTS.

COURSE DESCRIPTIONS

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<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tr>
<td>ECED1565</td>
<td>Child Care Head Teacher Practicum</td>
<td>L 30 150 8</td>
<td>Open only to declared ECED students.</td>
<td>Prerequisites: Program Permission Overall GPA of 2.5 or above. Current initial aid/CPR certification. ECED1160, 1224, 1050, 2060, 1221 and 1240 with a grade of “C” or above. Student must pass a comprehensive competency exam with a 75% or better before enrolling in a grade of “B” or better to meet graduation requirements. Experience as a teacher in a cooperating childcare facility using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences. 3 hours per week of seminar/lecture hours will be scheduled.</td>
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<tr>
<td>ECED1575</td>
<td>In-Home Child Care Professional Practicum</td>
<td>L 10 150 6</td>
<td>Pre-requisite: Program Permission Open only to declared students graduating with the In-home Child Care Professional Diploma or with program permission. Must have taken or be taking ECED1473. Overall GPA of 2.5 or above. Current first aid/CPR certification. ECED1110 and ECED1210 with a grade of “B” or better. A grade of “B” or better required. Designed to provide an understanding of the role and duties of an in-home child care provider / nanny. Various areas will include good communication skills, professional practices, planning skills, parental needs and knowledge of business practices. Student will spend 75 hours working in a private home (man and woman) and 15 hours working in a family child care home I or II. 10 seminar / lecture hours will be arranged with the instructor/supervisor.</td>
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<tr>
<td>ECED1665</td>
<td>Child Care Head Teacher Coop</td>
<td>L 30 200 8</td>
<td>Pre-requisite: Program permission required to register. Open only to declared students graduating with the Child Care Professional Diploma.</td>
<td>Prerequisites: Overall GPA of 2.5 or above. Current first aid/CPR certification. ECED1110, 1120, 1230, 1160, 1224, 1050, 2060, 1221 and 1240 with a grade of “C” or above. A grade of “B” or better to meet graduation requirements. Practical work experience as a teacher in a licensed site. Site must meet certain guidelines set by the program. Presentation and discussion of child development topics and work related experiences. 30 seminar / lecture hours will be arranged with the instructor / supervisor.</td>
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<tr>
<td>ECED1675</td>
<td>In-Home Child Care Professional Coop</td>
<td>L 10 200 6</td>
<td>Pre-requisite: Program Permission required to register. Must have taken or be taking ECED1475. Open only to declared students graduating with the In-home Child Care Professional diploma.</td>
<td>Prerequisites: ECED1221, 1240, 1030, 1160, 1224, and 1260 with a grade of “B” or better. Must have completed two of the General Ed. core requirements. Practical work experience in a private home setting as either a professional nanny or an in-home child care provider. Sites must meet the approval of the program and / or meet licensing standards. 10 seminar/lecture hours will be arranged with the instructor/supervisor.</td>
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<tr>
<td>ECED1700</td>
<td>Independent Study</td>
<td>L 15 4.5</td>
<td>Allows students to attend approved workshops and / or seminars and work with a faculty advisor to develop an individualized plan of study.</td>
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<tr>
<td>ECED1705</td>
<td>Independent Study</td>
<td>L 15 - 5</td>
<td>Prerequisite: program permission Selected educational experiences that provide intensive study and research on a topic beyond those included in the regular curriculum. Completed under the direction of a faculty member.</td>
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<tr>
<td>ECED2050</td>
<td>Children with Exceptionalities</td>
<td>L 40 15 4.5</td>
<td>This course focuses on the awareness of the terminology, 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.</td>
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<tr>
<td>ECED2060</td>
<td>Early Childhood Education Curriculum Planning</td>
<td>L 45 - 4.5</td>
<td>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.</td>
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<tr>
<td>ECED2070</td>
<td>Family and Community Relationships</td>
<td>L 45 - 4.5</td>
<td>This course focuses on the development of skills, techniques, and attitudes needed to form successful collaboration with diverse family systems and communities. Ten hours of volunteer service learning required.</td>
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</tr>
<tr>
<td>ECED2450</td>
<td>Administration of Early Childhood Programs</td>
<td>L 45 - 4.5</td>
<td>Prerequisites: ECED1221, 1240, 2050, 1260, 2060 and ENGL1010. It is strongly recommended that students have completed their core Behavioral Science and Speech requirements before enrolling in this class. Special program permission to enroll may be given to non-degree seeking administrators with prior administration experience. Analysis of supervisory and administrative procedures for the application of management theory in early childhood programs. A grade of “B” or better required for graduation.</td>
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</tr>
<tr>
<td>ECED2457</td>
<td>Advanced Child Care Administration Concepts</td>
<td>L 30 - 3</td>
<td>Pre-requisite: ECED2450. A continuation of more in-depth administrative principles designed for students pursuing a management / supervisory position. This class will focus on the application and practice of the administrative duties and skills presented at an awareness level in ECED2450.</td>
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<tr>
<td>ECED2501</td>
<td>Early Childhood Education Professional Lab</td>
<td>L 20 150 7</td>
<td>Prerequisite: Program permission required to register. ECED1565 with grade of B or better. Must be taking or have taken ECED2455. An intensive, inclusive lab experience in a variety of settings. Application of all skills needed for working in a comprehensive child care setting. Discussion and presentation of child development topics and student’s lab experiences. A grade of “B” or better is required. 20 seminar / lecture hours scheduled.</td>
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<tr>
<td>ECED2575</td>
<td>Advanced Practicum</td>
<td>L 10 180 7</td>
<td>Prerequisite: Program Permission required to register. Pre-requisites: ECED2501 with a “B” or better, ECED2070 and four of the five General Ed. core classes. Overall GPA of 2.5 or above. Current first aid/CPR certification. A grade of B or better required to meet graduation requirements. Advanced practicum experiences as an intern in a variety of child care settings. Presentation and discussion of child development topics and student’s practicum experiences. 10 seminar / lecture hours arranged with instructor / supervisor.</td>
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<tr>
<td>ECED2607</td>
<td>Individualized Practicum</td>
<td>L 15 .5</td>
<td>Pre-requisite: Program permission Practicum experiences designed to meet individual and program needs. A grade of B or better is required.</td>
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<tr>
<td>ECED2675</td>
<td>Advanced Coop</td>
<td>L 10 240 7</td>
<td>Pre-requisite: Program permission required to register. Pre-requisites: ECED2501 with a “B” or better, ECED2150 and three of the four General Ed. core classes. Open only to declared students graduating with an A.A.S. degree. Overall GPA of 2.8 or above. Current first aid/CPR certification. A grade of B or better to meet graduation requirements. Practical work experience in a licensed or approved child care setting. Work site and job description must meet program standards. 10 seminar / lecture hours arranged with instructor / supervisor.</td>
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<tr>
<td>ECED2800</td>
<td>Early Childhood Education Graduation Seminar</td>
<td>L 30 - 3</td>
<td>Pre-requisite: Program Permission Open only to students graduating at the end of the current quarter. Designed for graduating Early Childhood Education students to complete and present their final project and professional portfolio in preparation for the workplace. Students will develop their personal philosophy of education and research current issues in education. A grade of B or better is required.</td>
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<tr>
<td>COURSE #</td>
<td>COURSE TITLE</td>
<td>LOCATION OFFERED</td>
<td>CLASS HOURS</td>
<td>LAB HOURS</td>
<td>CREDIT</td>
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<tr>
<td>ECON1200</td>
<td>Personal Finance</td>
<td>B/L/M</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
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<tr>
<td>ECON2110</td>
<td>Macroeconomics</td>
<td>B/L</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
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<tr>
<td>EDUC2610</td>
<td>Fundamentals of Psychology</td>
<td>B/L</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
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<tr>
<td>EDUC2970</td>
<td>Professional Practicum Experiences</td>
<td>B/L</td>
<td>30</td>
<td>-</td>
<td>1.5</td>
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<tr>
<td>EDUC1080</td>
<td>Observation</td>
<td>B/L</td>
<td>15</td>
<td>30</td>
<td>4.5</td>
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<tr>
<td>EDUC1310</td>
<td>Introduction to Education</td>
<td>B/L</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
</tr>
<tr>
<td>EDUC2500</td>
<td>Fundamentals of Child Development for Education</td>
<td></td>
<td>45</td>
<td>-</td>
<td>4.5</td>
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<tr>
<td>EDUC2510</td>
<td>Fundamentals of Adolescent Development for Education</td>
<td>B/L</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
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<tr>
<td>ECON2120</td>
<td>Microeconomics</td>
<td>B/L</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
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<tr>
<td>EIGT1120</td>
<td>Drawing/Illustration I</td>
<td>M</td>
<td>40</td>
<td>60</td>
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<tr>
<td>EIGT1122</td>
<td>Introduction to Graphic Design</td>
<td>M</td>
<td>40</td>
<td>10</td>
<td>4.5</td>
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<tr>
<td>EIGT1234</td>
<td>Computer Graphics II</td>
<td>M</td>
<td>40</td>
<td>60</td>
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</tr>
<tr>
<td>EIGT1238</td>
<td>Drawing/Illustration II</td>
<td>M</td>
<td>40</td>
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<tr>
<td>EIGT1239</td>
<td>Typography II</td>
<td>M</td>
<td>40</td>
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<tr>
<td>EIGT1348</td>
<td>Computer Graphics III</td>
<td>M</td>
<td>40</td>
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<tr>
<td>EIGT1354</td>
<td>Color Theory</td>
<td>M</td>
<td>40</td>
<td>60</td>
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</tr>
</tbody>
</table>
EIGT1356 Photography & Digital Imaging
Prerequisite: Program Permission.
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.

EIGT1460 Environmental & Package Design
Prerequisite: Program Permission.
In this course students will use the environmental sign to explore the aesthetics of sign and symbol. Lectures introduce typographic communication, 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).

EIGT1465 Corporate Identity Design
Prerequisite: Program Permission.
In this course students will examine and analyze existing identity and explore the history of corporate identity. Branding strategy will be studied as it relates to identity. Students will create identity revision/updating and create new identity systems based on specific branding requirements. Students will examine current identity requirements and will write appropriate standards and implementation manual for identity designs they create. An emphasis will be placed on use of appropriate typographic qualities, shape/form, color and integration of these elements.

EIGT1485 Web Design I
Prerequisite: Program Permission.
In 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.

EIGT2557 Graphic Design Portfolio I
Prerequisite: Program Permission.
In this course students will begin to explore on an individualized basis the development of a personal portfolio with an emphasis on demonstration of typographic, layout and image making skills. Portfolio development will focus on self promotion and development of a full ad campaign. This portfolio will use all the skills and knowledge acquired in the previous four quarters.

EIGT2585 Print Reproduction Processes
Prerequisite: Program Permission.
In this course students learn the fundamental processes and standard technical requirements used in the graphic arts industry. Beginning with service bureau and press 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.

EIGT2662 Web Design III
Prerequisite: Program Permission.
In 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 the 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.

EIGT2664 Graphic Design Portfolio II
Prerequisite: Program Permission.
In this course students will on an individualized basis complete the development of a personal portfolio with an emphasis on demonstration of typographic, layout and image making skills. Portfolio development will focus on self promotion and development of a second full ad campaign. Along with completion of a portfolio, a personal sales/marketing presentation kit and resume will be required.

EIGT2799 Directed Independent Study in Graphic Design
Must have permission of instructor and division dean.
Credit hours vary.

EIGT2800 Graphic Design Internship
Prerequisite: Program Permission.
Practical graphic design work experience for the development of marketable employment skills. The course is under the guidance of the graphic design faculty.

ELEC1131 DC Principles
Prerequisite: Lincoln, MATH0950.
Basic electrical concepts, Ohm’s Law, Kirchoff’s laws; series, parallel, and combination circuits. Magnetism and an introduction to inductors and capacitors are also covered. Familiarization with VOM, oscilloscope, power supply and other basic lab equipment.

ELEC1217 AC Principles
Prerequisites: ELEC1131 and MATH1080.
AC circuits containing resistors, inductors, and capacitors in series and parallel combinations, including resonant and nonresonant circuits. Transient response shapes discussed. Uses of oscilloscope and familiarization with function generator, frequency counter, and DMM.

ELEC1317 Active Devices
Prerequisite: ELEC1217.
Introduction to diodes, transistors, FETs, SCRs and TRIACs which make up complete electronic circuits. Device analysis, basic circuit design, and common troubleshooting practice for these devices.

ELEC1336 CAD & Electrical Estimating
Introduction to computer based drafting systems for electrical applications followed by the design of electrical distribution system and computerized cost estimating.

ELEC1337 Sketching & CAD
Electromechanical students will learn the fundamentals of freehand sketching and computer based drafting for maintenance purposes.

ELEC1344 Motor Controls
Prerequisite: ELEC1217.
Practices in the operation, application, wiring, and troubleshooting of AC electrical control systems.

ELEC1356 Fluid Power
Prerequisite: MATH1080.
Study of fluid power (hydraulic and pneumatic) systems. Circuitry and various components, their design, operation, application, and maintenance.
ELEC1362 Electronic Drafting
L/M 10 10 1
Prerequisite: Prior computer coursework or experience.
Introduction to computer based drafting systems for electronics applications.

ELEC1365 Residential & Commercial Wiring
M 150 100 18
Prerequisite: ELEC1217.
Practical experience in the construction of residential wiring systems. Design, layout and estimating of a residential electrical system based on the National Electrical Code (NEC).

ELEC1376 Welding
M 20 30 3
Fundamentals of oxyacetylene equipment, O/A 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
L/M 75 75 10
Prerequisite: ELEC1317.
Theory and lab experience in design, testing, troubleshooting, and repair of multistage, small signal and power amplifiers using discrete and integrated circuitry for linear amplifier and oscillator applications. Principles of audio, IF and RF amplifiers are addressed.

ELEC1432 Power Supply Systems
L/M 25 25 3
Prerequisite: ELEC1317.
Operational theory of voltage regulating supplies and related system components. Troubleshooting techniques and test specifications will be covered and reinforced through lab applications.

ELEC1435 Power Transmission & Lubricants
M 50 - 5
Prerequisites: MACH121 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
M 50 50 6.5
Prerequisites: ELEC1356, ELEC1376, ELEC1337, MACH121, and MFGT1456.
Troubleshooting and repair of mechanical equipment. Bending, installing conduits, and repair of clutches and brakes.

ELEC1452 Audio Systems
L/M 25 25 3
Prerequisites: ELEC1227 and ELEC1317.
Pre-Co-require: ELEC1422.
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
M 50 50 6.5
Prerequisite: ELEC1217.
Study of transformers including three-phase use with balanced and unbalanced loads. Wiring techniques and performance characteristics of one-phase motors.

ELEC1474 Predictive Maintenance Principles
M 40 10 4
Prerequisite: ELEC1217.
Orientation, planning, and practical application of setting up a predictive maintenance program for inspection, testing, cleaning, fabricating, and adjusting of equipment.

ELEC1482 Digital II
L/M 50 50 6.5
Prerequisite: ELEC1227.
Digital registers, counters, multiplexers, demultiplexers, encoders, decoders, arithmetic logic circuits, AD and DA conversion, and memory. Lab work includes circuit construction and measurement.

ELEC1495 Industrial Wiring
M 100 100 13
Prerequisite: ELEC1365.
Study of the construction of electrical systems used in the industrial and commercial areas. Circuity required in lighting, controller systems, power distribution (overhead), and service entrance for electrical systems of public and commercial buildings. Study of the National Electrical Code for industrial wiring.

ELEC2522 Voice Communications Circuits
Prerequisites: ELEC1422 and ELEC1482.
Circuit theory of home entertainment and industrial communications transceivers. Principles of AM, FM, SSB, and phase modulation techniques and their applications to various voice and data transmission and reception circuits. Proper alignment, testing and suggested troubleshooting techniques are covered.

ELEC2527 Microprocessors
L/M 50 50 6.5
Prerequisite: ELEC1482.
Introductory course covering instruction set, memory and I/O techniques for microprocessor based machines.

ELEC2534 Programmable Logic Controllers I
Prerequisites: 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.

ELEC2542 Telephony Systems
L/M 20 5 2
Prerequisites: ELEC1482 and ELEC1422.
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. TDMA.

ELEC2546 Electrical Machine Controls
M 25 25 3
Prerequisites: ELEC1344.
Continuation of Industrial Machines & Mechanical Systems with more emphasis on design, troubleshooting and repair of electrical circuits.

ELEC2555 Industrial Communications & Alarm Systems
M 25 25 3
Installation and maintenance of data communications systems, security/fire alarm systems, and telephone systems.

ELEC2562 Antennas & Transmission Lines
L/M 20 5 2.0
Prerequisite: ELEC1422, ELEC1482 - 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
M 75 50 9
Prerequisite: ELEC1217.
Parallel with ELEC2534.
Study of solid state components such as transistors, triacs, diacs, and SCR’s.

ELEC2614 Industrial Control Systems
M 40 10 12
Prerequisites: ELEC2534 and ELEC2564.
A study of open and closed loop control systems, AC, DC, and brushless DC motor drives used in industry. Systems including process control, servo systems, and Robotics. With hands on experience of installation, setup, and troubleshooting.

ELEC2622 Video Display Systems
L/M 100 100 13
Prerequisites: ELEC2527.
Theory and repair of televisions, 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 Controllers II
M 100 100 13
Prerequisites: ELEC2534 and ELEC2564.
Programming, wiring, and troubleshooting of Programmable Logic Controller (PLC).

ELEC2672 Electronic Control Systems
M 50 40 7
Prerequisites: PHYS1017, 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
M 50 75 7.5
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
M 60 40 7
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
L/M 30 20 3.5
Prerequisite: ELEC2527 or INFO1381.
Introductory course on networking infrastructure which includes switches, hubs, and routers. CCNA1 course materials are utilized.

= Course also offered On-line.  = Course also offered via Telecourse (VHS tape.)
### ELEC2761 Router Implementation

**Course Title:** Router Implementation  
**Location:** L/M  
**Hours:** 30  
**Lab Hours:** 20  
**Credit:** 3.5  
**Prerequisite:** ELEC2760.  

*Introductory course on networking infrastructure which includes switches, hubs, and routers. CCNA2 course materials utilized.*

### ELEC2823 Network Operating Systems & Administration

**Course Title:** Network Operating Systems & Administration  
**Location:** M  
**Hours:** 60  
**Lab Hours:** 70  
**Credit:** 10  
**Prerequisite:** ELEC2733, 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.*

### ELEC2853 Hydraulics & Pneumatics

**Course Title:** Hydraulics & Pneumatics  
**Location:** M  
**Hours:** 25  
**Credit:** 2.5  
**Prerequisite:** ELEC2127.  

*Study of fluid power (hydraulic and pneumatic) systems and devices. Circuitry and various components, their design, operation, and application.*

### ELEC2860 Advanced Routing & Switching

**Course Title:** Advanced Routing & Switching  
**Location:** L/M  
**Hours:** 20  
**Lab Hours:** 30  
**Credit:** 3  
**Prerequisite:** ELEC2761.  

*This course focuses on the application and configuration of advanced IP addressing, routers, routing protocols, switches, and VLANs. CCNA3 course materials are utilized.*

### ELEC2861 Wide Area Networking

**Course Title:** Wide Area Networking  
**Location:** L/M  
**Hours:** 20  
**Lab Hours:** 30  
**Credit:** 3  
**Prerequisite:** ELEC2860.  

*This course focuses on the application and configuration of advanced network address management, Wide Area Network technologies and terminologies, and network management. CCNA4 course materials are utilized.*

### ELEC2863 PLCs in Automation Systems

**Course Title:** PLCs in Automation Systems  
**Location:** M  
**Hours:** 40  
**Credit:** 85  
**Prerequisites:** ELEC2672 - concurrent or previous, ELEC2743.  

*Lecture and lab projects featuring an in-depth study of industrial process control technologies, practices, and procedures.*

### ELEC2883 Robotics and Automation Systems

**Course Title:** Robotics and Automation Systems  
**Location:** M  
**Hours:** 20  
**Lab Hours:** 30  
**Credit:** 3  
**Prerequisites:** ELEC2672, ELEC2743, and INFO2564; ELEC2863 - concurrent or previous.  

*Lecture and lab projects featuring an in-depth study of industrial robotics systems and the use of Image Sensor technology. Programming and interfacing.*

### ELET • Construction Electrician - IBEW Option

#### ELET1714 DC Circuits and Blueprint Reading

**Course Title:** DC Circuits and Blueprint Reading  
**Location:** L  
**Hours:** 60  
**Credit:** 14  
**Prerequisite:** Successful completion of SCC and IBEW entrance requirements. Co-requisite: ELET1715.  

*A first course in electricity and electronics. Covers physical and electrical safety principles, DC electrical circuits, magnetism and blue print reading. Includes the interpretation and application selected articles of the National Electrical Code (NEC).*

#### ELET1715 Electrical Wiring Applications I

**Course Title:** Electrical Wiring Applications I  
**Location:** L  
**Hours:** 200  
**Credit:** 5  
**Prerequisite:** Co-requisite in ELET1714.  

*On the Job Training (OJT) to apply construction electrician principles covered in ELET1714.*

### ENGL • English

#### ENGL0810 Grammar Review

**Course Title:** Grammar Review  
**Location:** B/L  
**Hours:** 15  
**Credit:** 1.5  

*Condensed course review of English grammar and usage. Parts of speech, management of the sentence in its various patterns, current usage, punctuation, capitalization, spelling, numbers, etc. ENGL0810 does not fulfill the composition requirement in any program. Graded pass/no pass.*

### ENGL0830 Reading Skills Tune-up

**Course Title:** Reading Skills Tune-up  
**Location:** B  
**Hours:** 5  
**Credit:** 30  
**Prerequisite:** ELEC2760.  

*A developmental course to upgrade students’ language and writing skills to be successful in college classes. Includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate student class and work schedules. Graded pass/no pass.*

### ENGL0840 Language Skills Tune-up

**Course Title:** Language Skills Tune-up  
**Location:** B/L/M  
**Hours:** 5  
**Credit:** 30  
**Prerequisite:** ELEC2760.  

-Based on placement score, 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.*

### ENGL0850 Reading Strategies I

**Course Title:** Reading Strategies I  
**Location:** B/L/M  
**Hours:** 45  
**Credit:** 15  
**Prerequisite:** ENGL0850.  

*Based on placement score, 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

**Course Title:** Vocabulary Improvement  
**Location:** L  
**Hours:** 15  
**Credit:** 1.5  

*Self-paced and individually programmed class designed to develop a college-level vocabulary through programmed, word-building exercises. Graded pass/no pass.*

### ENGL0880 Reading Strategies II

**Course Title:** Reading Strategies II  
**Location:** B/L/M  
**Hours:** 45  
**Credit:** 15  
**Prerequisite:** Prior enrollment in ENGL0850.  

*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.*

### ENGL0885 Advanced Reading Strategies

**Course Title:** Advanced Reading Strategies  
**Location:** B/L/M  
**Hours:** 45  
**Credit:** 15  
**Prerequisite:** Prior enrollment with grade of "P" in ENGL0880 or instructor permission.  

*This class is designed for students previously enrolled in Reading Strategies II who need to continue to work toward the reading benchmark established by the College. OR any students who wish to improve their reading skills. This class will further develop the reading skills necessary for success in academic and vocational classes through traditional classroom activities as well as individualized, self-paced, computer-based instruction. Graded pass/no pass.*

### ENGL0890 Speed Reading

**Course Title:** Speed Reading  
**Location:** L  
**Hours:** 15  
**Credit:** 1.5  

*Individualized approach to learning speed reading strategies needed to succeed in college. Designed for students who need help improving reading speed and comprehension. Graded pass/no pass.*

### COURSE DESCRIPTIONS

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<th>COURSE TITLE</th>
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<td>ELEC2761</td>
<td>Router Implementation</td>
<td>L/M</td>
<td>30</td>
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<tr>
<td>ELEC2823</td>
<td>Network Operating Systems &amp; Administration</td>
<td>M</td>
<td>60</td>
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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.

Prerequisite: ENGL0950 or appropriate placement score.

A developmental English course which prepares students to succeed in college composition. ENGL0980 does not fulfill the composition requirement in any program. Graded pass/ no pass. This course does not fulfill any degree or transfer requirements.

Prerequisite: ENGL0980 or appropriate placement score.

ENGL1000 is designed to develop writing skills for vocational students. Course emphasizes the clear written expression of ideas. Process of planning, writing, revising and editing for a particular audience emphasized.

Prerequisite: Appropriate placement score OR minimum grade of “P” in ENGL0980.

ENGL1010 is designed to develop writing skills. Students write short essays 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.

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.

Prerequisite: A grade of “C” or better in ENGL1010 or permission of instructor.

Study and practice of the techniques of creative writing of both fiction and poetry.

Prerequisite: A grade of “C” or better in ENGL1010 or permission of instructor.

Exploration of short fiction and novels from 1900 to the present. Consideration of major literary critical theories and trends through the study of both American and international authors.
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**Course Descriptions**

- Study of building construction and design, and their relationship to fire protection. Expectations if specific type of building construction is involved in a fire.
- Creation and organization of programs in fire education for public presentation, and their importance to the community.
- 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.
- Study of selected topic in fire protection technology by doing additional research and development in an area of interest.
- Importance of fire-cause investigation to the fire service, the firefighter’s role in detecting and preserving evidence. Methods used to determine fire origin.
- Introduction to NFPA 1 Uniform Fire Code and NFPA 101 Life Safety Code. Covers the history of codes, the need for codes and how to use the code book.
- Course builds on Firefighter I information including techniques and methods of essential and advanced fire ground tasks.
- Course provides the training required for the Hazardous Material Awareness and Operations Level as set by NFPA, DOT, EPA, and OSHA.
- Study of fire detection and suppression systems. Proper systems needed to provide maximum protection based on occupancy involved.
- Strategy and tactics of controlling structural fires and wildland or cropland fires. Decision-making process in determining the strategy that dictates tactics.

- Study of fire detection and suppression systems. Proper systems needed to provide maximum protection based on occupancy involved.
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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

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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.

FSDT2191 Special Project

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Prerequisites: FSDT1104 and FSDT1110. Advanced baking class involving course work with yeast, dough formulas, quick breads, creams, icings, sauces, pastries, pie, and decorating cakes.

FSDT2218 Professional Baking

<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>2193</td>
<td>L 30</td>
<td>Buffet Decorating &amp; Catering</td>
<td>10</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

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

FSDT2220 Buffet Decorating & Catering

<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>2194</td>
<td>L 30</td>
<td>International Cuisine</td>
<td>20</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

Exploration of foods from countries and regions world wide. History and makeup of these foods and their origins.

FSDT2222 International Cuisine

<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>2195</td>
<td>L 15 2</td>
<td>Restaurant Fundamentals</td>
<td>10</td>
<td>3</td>
<td></td>
</tr>
</tbody>
</table>

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

FSDT2224 Restaurant Fundamentals

<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>2162</td>
<td>L 80 2</td>
<td>Garde Manger</td>
<td>10</td>
<td>30</td>
<td>2</td>
</tr>
</tbody>
</table>

Designed to teach students how to make all foods pleasing to the eye. Involves carving techniques for fruits, vegetables, chocolate and ice. Proper techniques for platter presentations and centerpieces for elaborate banquet and buffets.

FSDT2228 Garde Manger

<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>2163</td>
<td>L 120 3</td>
<td>Advanced Pastries</td>
<td>10</td>
<td>30</td>
<td>2</td>
</tr>
</tbody>
</table>

Students will prepare poached-fruits, vacherins, pavlova, ice cream, parfaits, iced-souffles, baked-custards, brulee, Bavarians, sorbets, granites, ganache, custard-creams, choux pastry, tarts, tarts, dessert sauces, and pulled-sugar.

FSDT2230 Advanced Pastries

<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>2164</td>
<td>L 160 4</td>
<td>Diet Therapy III</td>
<td>20</td>
<td>2</td>
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</tr>
</tbody>
</table>

Continuation of Diet Therapy II with emphasis on the anatomy and physiology of diet and nutrition in relation to cancer, AIDS, cardiac, vascular, renal, gastrointestinal, and liver and metabolic disorders.

FSDT2231 Diet Therapy III

<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>2165</td>
<td>L 30</td>
<td>Dietetic Technician Practicum</td>
<td>10</td>
<td>30</td>
<td>1</td>
</tr>
</tbody>
</table>

Prerequisites: FSDT1304, FSDT1308, FSDT1310, FSDT1312. Co-requisite: FSDT2318. Develop skills in counseling patients, continuation of chart interpretation, nutrition screening, case study completion, emphasis on hospital settings.

FSDT2232 Dietetic Technician Practicum

<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>2166</td>
<td>L 15 5.5</td>
<td>Dietetic Technician Seminar</td>
<td>10</td>
<td>2</td>
<td></td>
</tr>
</tbody>
</table>

Prerequisites: Taken simultaneously with FSDT2324. Comprehensive view of the role of the dietetic technician as a member of the health care team with emphasis on legal implications, professional organizations and medical ethics. Presentations of clinical case studies and charting.

FSDT2236 Dietetic Technician Seminar

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
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</thead>
<tbody>
<tr>
<td>2172</td>
<td>L 480 12</td>
<td>Nutrition III</td>
<td>10</td>
<td>30</td>
<td>3</td>
</tr>
</tbody>
</table>

Study of the nutritional needs and health problems associated with adults and aging. Study of wellness and behavior modification, including consumer related nutrition concerns.

FSDT2238 Nutrition III

<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>2173</td>
<td>L 20</td>
<td>Introduction to Human Geography</td>
<td>40</td>
<td>4.5</td>
<td>4.5</td>
</tr>
</tbody>
</table>

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

GEOG1400 Introduction to Human Geography

<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>2174</td>
<td>L 45</td>
<td>World Regional Geography</td>
<td>10</td>
<td>4.5</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Study of the major regions of the world. Landforms; climate; economic and cultural political systems.

GEOG1040 World Regional Geography

<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>2175</td>
<td>L 45</td>
<td>Physical Geography</td>
<td>10</td>
<td>4.5</td>
<td>4.5</td>
</tr>
</tbody>
</table>

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

GEOG1010 Physical Geography

<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>2176</td>
<td>L 45</td>
<td>Environmental Geology</td>
<td>10</td>
<td>4.5</td>
<td>4.5</td>
</tr>
</tbody>
</table>

The processes of physical geography have a direct bearing on the environmental conditions that exist on Earth. In this course we will examine how geologic events impact the natural environment and how anthropogenic events impact both the processes of geography and the world wide environment. Topics to be considered include an introduction to the geologic structure and processes of the Earth, soil, air, and water pollution and remediation, and global climate change.

GEOG1020 Environmental Geology

<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>2177</td>
<td>L 45</td>
<td>German Placement test and interview</td>
<td>75</td>
<td>7.5</td>
<td>7.5</td>
</tr>
</tbody>
</table>

Prerequisite: German Placement test and interview with instructor. Study of grammar, punctuation, dictation, reading and writing of German.

GERM1010 Elementary German I

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
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</thead>
<tbody>
<tr>
<td>2178</td>
<td>L 75</td>
<td>Beginning German II</td>
<td>10</td>
<td>30</td>
<td>7.5</td>
</tr>
</tbody>
</table>

Prerequisite: GERM1010 or equivalent as demonstrated by German placement test and interview with instructor.

GERM1020 Beginning German II

<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>2179</td>
<td>L 45</td>
<td>Second Year German I</td>
<td>10</td>
<td>4.5</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Prerequisite: GERM1020 or equivalent as demonstrated by German placement test and interview with instructor. Intensive and extensive reading of moderately difficult German prose, review of grammar and conversation.

GERM2010 Second Year German I

<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>2180</td>
<td>L 45</td>
<td>Second Year German II</td>
<td>10</td>
<td>4.5</td>
<td>4.5</td>
</tr>
</tbody>
</table>

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.

GERM2020 Second Year German II

<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>2181</td>
<td>L 45</td>
<td>Introduction to Human Geography</td>
<td>10</td>
<td>4.5</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Basic understanding of the way people live on and leave their impact upon the earth’s surface. Geographic viewpoint (emphasizing spatial organization, ecology, and the character of place) provides a perspective for understanding many of the crucial problems facing humanity today and in the future.
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>OFFERED</th>
<th>HOURS</th>
<th>HOURS</th>
<th>HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIMS1100</td>
<td>Disease Process I</td>
<td>L/B</td>
<td>45 - 4.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: LPNS1103 and MEDA1201.</td>
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<tr>
<td></td>
<td>Introduction to the fundamentals of human disease processes including causes, clinical manifestations, diagnostic tests and treatments.</td>
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<td></td>
</tr>
<tr>
<td>HIMS1101</td>
<td>Disease Process II</td>
<td>L</td>
<td>45 - 4.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisite: HIMS1100.</td>
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<tr>
<td></td>
<td>Continuation of Disease Process I with focus on specific disorders based on body systems causes, clinical manifestations, diagnostic tests and treatments.</td>
<td></td>
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</tr>
<tr>
<td>HIMS1102</td>
<td>Coding I</td>
<td>L</td>
<td>45 - 4.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prerequisites: LPNS1103, MEDA1201, concurrent with HIMS1100 or permission.</td>
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</tr>
<tr>
<td></td>
<td>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>
<td></td>
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<tr>
<td>HIMS1103</td>
<td>Coding II</td>
<td>L</td>
<td>60 - 6</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Prerequisites: HIMS1100, HIMS1102, concurrent with HIMS1101 or permission.</td>
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<tr>
<td></td>
<td>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>
<td></td>
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</tr>
<tr>
<td>HIMS1104</td>
<td>Clinical Education</td>
<td>L</td>
<td>135 - 4.5</td>
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<tr>
<td></td>
<td>Prerequisites: HIMS1101 and HIMS1103 or concurrent.</td>
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<tr>
<td></td>
<td>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>
<td>B/L</td>
<td>45 - 4.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Development of Western civilizations from the origins of the human race to the Renaissance, and the discovery of America, including examination of the political, social, economic, cultural, and religious components.</td>
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<tr>
<td>HIST1010</td>
<td>Western Tradition II</td>
<td>B/L</td>
<td>45 - 4.5</td>
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<td></td>
</tr>
<tr>
<td></td>
<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>HIST1810</td>
<td>Survey of Russian History</td>
<td>B/L</td>
<td>45 - 4.5</td>
<td></td>
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</tr>
<tr>
<td></td>
<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>HIST1820</td>
<td>Survey of Asian History</td>
<td>B/L</td>
<td>45 - 4.5</td>
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<tr>
<td></td>
<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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<tr>
<td>HIST2010</td>
<td>American History I Early America</td>
<td>B/L</td>
<td>45 - 4.5</td>
<td></td>
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<tr>
<td></td>
<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>HIST2020</td>
<td>American History II Late America</td>
<td>B/L</td>
<td>45 - 4.5</td>
<td></td>
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<tr>
<td></td>
<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>HIST2100</td>
<td>Survey of World History to 1500</td>
<td>B/L</td>
<td>45 - 4.5</td>
<td></td>
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<tr>
<td></td>
<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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<tr>
<td>HIST2110</td>
<td>Survey of World History – 1500 to Present</td>
<td>B/L</td>
<td>45 - 4.5</td>
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</tr>
<tr>
<td></td>
<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>
<td></td>
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<tr>
<td>HIST2960</td>
<td>Survey of African American History</td>
<td>L</td>
<td>45 - 4.5</td>
<td></td>
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</tr>
<tr>
<td></td>
<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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<tr>
<td>HLTH • Health</td>
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<tr>
<td>HLTH1010</td>
<td>Introduction to Health</td>
<td>B</td>
<td>45 - 4.5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>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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<tr>
<td>HMRS • Human Services</td>
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</tr>
<tr>
<td>HMRS1101</td>
<td>Human Services Concepts</td>
<td></td>
<td>45 - 4.5</td>
<td></td>
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</tr>
<tr>
<td></td>
<td>Introduction to the human services field including definitions, team planning, community resources, worker roles, and social role valorization.</td>
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<tr>
<td>HMRS1102</td>
<td>Counseling Theories &amp; Techniques</td>
<td></td>
<td>35 30 4.5</td>
<td></td>
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<tr>
<td></td>
<td>Models for understanding people and their problems, including crisis counseling.</td>
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<tr>
<td>HMRS1109</td>
<td>Pre-Clinical Education I</td>
<td></td>
<td>20 60 4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<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>
<td></td>
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</tr>
<tr>
<td>HMRS1110</td>
<td>Clinical Education I</td>
<td>L</td>
<td>120 - 4</td>
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<td></td>
<td>Prerequisites: HMRS1109 and permission.</td>
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<td></td>
<td>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 4</td>
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<tr>
<td></td>
<td>Screening course for re-entry into clinical education. Methods of approaching clients, basic communication, employee values, and skills.</td>
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<tr>
<td>HMRS1201</td>
<td>Health Foundations</td>
<td>L</td>
<td>45 - 4.5</td>
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<td></td>
<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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<tr>
<td>HMRS1202</td>
<td>Behavior Therapy</td>
<td>L</td>
<td>45 - 4.5</td>
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<td></td>
<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>
<td>150 - 5</td>
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<tr>
<td></td>
<td>Prerequisites: HMRS1110 and permission. For course description, refer to HMRS1110 Clinical Education I.</td>
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<tr>
<td>HMRS1302</td>
<td>Crisis Intervention</td>
<td>L</td>
<td>45 - 4.5</td>
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<tr>
<td></td>
<td>Prerequisite: HMRS1102. Models for understanding people and their problems including crisis counseling.</td>
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<tr>
<td>HMRS1310</td>
<td>Clinical Education III</td>
<td>L</td>
<td>150 - 5</td>
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<td></td>
<td>Prerequisites: HMRS1210 and permission. For course description, refer to HMRS1110 Clinical Education I.</td>
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<tr>
<td>HMRS1311</td>
<td>Clinical Education for Alcohol/Drug Counseling I</td>
<td>L</td>
<td>150 - 5</td>
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<td></td>
<td>Prerequisites: HMRS1210 and permission.</td>
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<td></td>
<td>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.</td>
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<tr>
<td>HMRS1320</td>
<td>Multicultural Competency</td>
<td>L</td>
<td>45 - 4.5</td>
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<td></td>
<td>Understanding of self in viewing culture, including dominant and non-dominant culture, power, and privilege. Overview of various culture and groups.</td>
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<tr>
<td>HMRS1355</td>
<td>Strategies for Relaxation</td>
<td>L</td>
<td>45 - 4.5</td>
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<td></td>
<td>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.</td>
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<tr>
<td>HMRS1357</td>
<td>Multicultural Counseling</td>
<td>L</td>
<td>35 30 4.5</td>
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<td></td>
<td>Prerequisites: HMRS1102 and 1320.</td>
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<td></td>
<td>Understanding of cultural differences 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.</td>
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</table>
HMRS2547 Administration for Long Term Care Facilities
L 45 - 4.5
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
L 45 - 4.5
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 Introduction to Assisted Living
L 45 - 4.5
This course is an introduction to the profession of assisted living provider. It includes an overview of the role of assisted living in long-term care, services provided, social service needs, financial management, administration requirements, gerontology, and the rules, regulations and standards of practice. It is intended to meet the basic education regulatory requirement for Assisted Living Administrators in Nebraska.

HMRS2610 Clinical Education VI
L - 150 5
Prerequisites HMRS2510 and permission.
For course description refer to HMRS1110 Clinical Education I.

HMRS2611 Clinical Education for Alcohol/Drug Counseling IV
L - 150 5
Prerequisites: HMRS2511 and permission.
For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

HMRS2710 Clinical Education VII
L - 150 5
Prerequisites: HMRS2610 and permission.
For course description refer to HMRS1311, Clinical Education I. May be used as an elective for additional clinical experience.

HMRS2711 Clinical Education for Alcohol/Drug Counseling V
L - 180 6
Prerequisite: HMRS2611 and permission.
For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

HMRS2811 Clinical Education for Alcohol/Drug Counseling VI
L - 180 6
Prerequisite: HMRS2711 and permission.
For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

HUMS • Humanities

HUMS1100 Introduction to the Humanities
Prerequisite: Reading/writing at Comp. I level or instructor's approval.
Survey course focusing on art, music, theatre, film, dance, architecture, and philosophy which examines the unfolding of the humanistic traditions of the West through the landmarks of Western cultural traditions in order to reawaken our sense of wonder and curiosity about the meaning of life. Criteria to evaluate our own times and situation in and 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

HVAC1109 Electrical Fundamentals
Study of basic electricity for use in the HVAC/R trades, including DC fundamentals, focusing on AC electrical theory, understanding AC electrical circuits, interpreting AC electrical wiring schematics, and usage of test instruments.

HVAC1131 Refrigeration Theory I
Basic refrigeration fundamentals with emphasis on heat energy, heat transfer, temperature, pressure, refrigerants, refrigerant oils, stratospheric ozone, greenhouse effect, and EPA guidelines.

HVAC1132 Piping Practices
Study of materials and methods used in the installation and service of refrigeration, air conditioning and plumbing equipment. Piping, soldering, welding, tube bending and installation procedures performed by student. Industrial safety, hazard communications standards, and material safety data sheets are studied.

HVAC1333 Plumbing Theory/Print Reading
Introduction to blueprint reading, plumbing tools, materials, and practices for residential applications.

HVAC1226 Refrigeration Laboratory I
Basic refrigeration service fundamentals with emphasis on physically constructing, leak checking, evacuating, electrical wiring, start up and performing system checks on a basic refrigeration system. Assembly of an electrical lab trainer also offered.

HVAC1230 Electrical Principles & Practices
Prerequisite: HVAC1109.
Study of controls and their application. This includes series and parallel circuits, electrical symbols and electrical schematics, ohms law, Kirchoff’s voltage & current laws, control transformers and motor starter circuits as applied to residential and light commercial air conditioning.

HVAC1234 Plumbing Code
Prerequisite: HVAC1133.
Study of uniform plumbing code. Piping practices, pipe fittings and plumbing fixtures. Drains waste and vent systems are designed and applied to residential structures.

HVAC1237 Refrigeration Theory II
Prerequisites: HVAC1109 and HVAC1311.
Study of basic mechanical components used in the operation of a basic commercial refrigeration system.

HVAC1251 Hydronic Theory
Study of the classifications and descriptions of hydronics systems and the component parts which make up a hydronic heating system including a description of each part, its function and how it is rated.

HVAC1330 Residential HVAC Systems & Controls I
Basic HVAC system installation, maintenance and operating sequences are discussed. Safety rules for HVAC technicians are also presented.

HVAC1331 Manual J/Manual D

HVAC1336 Sheet Metal Lab
Introduction to pattern development and fabrication of fittings used in the heating/air conditioning industry. Layout techniques include radial line development and triangulation.

HVAC1343 Refrigeration Theory III
Prerequisites: HVAC1226, 1230, & 1237.
Continuation of HVAC1237 with emphasis on commercial refrigeration controls, electrical wiring schematic, theory application of different refrigeration systems, methods of defrost, basic operation of cuber and Flaker ice machines.

HVAC1363 Heat Pump Principles
Prerequisite: HVAC1230.
The study of components, controls, system design, installation, troubleshooting, start-up, standard service procedures, wiring diagrams and annual operating costs.
COURSE # | COURSE TITLE | LOCATION OFFERED | CLASS HOURS | LAB HOURS | CREDIT HOURS
--- | --- | --- | --- | --- | ---
HVAC1434 | Refrigeration Laboratory II | M | 100 | 3 | 
Prerequisite: HVAC1343. Laboratory application of commercial refrigeration theory. Exposure to the electrical and mechanical operation of refrigeration systems associated with walk-in coolers and freezers, open freezer case, ice machines, reach-in freezers and coolers, computer diagnostic programs, and electrical wiring panels.

HVAC1435 | HVAC Welding Practices | M | 10 | 20 | 1.5 | Study of theory and practice of welding, cutting fundamentals including safety, oxy-fuel, flame cutting, and MIG/ARC welding.

HVAC1440 | Mechanical Code | M | 15 | - | 1.5 | Study of the Uniform Mechanical Code and its application to the installation and maintenance of heating, air conditioning and ventilation systems.

HVAC1447 | Commercial HVAC Fundamentals & Practices I | M | 50 | - | 5 | Prerequisite: HVAC1380. The study of basic commercial/industrial air conditioning control applications. electrical-mechanical, electronic-mechanical, and pneumatic (air) actuated control components. Building operation supervisory systems are briefly discussed.

HVAC1450 | EPA Refrigerant Certification | M | 25 | - | 2.5 | Study of the EPA HVAC/R requirements and procedures for Type I, II, III, and Universal Certification. Upon completion, each student will be required to pass to Type I and Type II of an EPA approved test. Type III is optional.

HVAC1452 | Residential Install Lab | | 70 | - | 2 | Prerequisites: HVAC1234 and 1336. Application of theory and technical courses to practical situations including installation of plumbing, heating and air conditioning equipment. Primary project is a residence constructed on the College campus.

HVAC1461 | Residential HVAC Systems & Controls I | M | 50 | - | 5 | Prerequisite: HVAC1380. Study of high efficiency, condensing gas fired furnaces. Includes special control applications and different mechanical devices such as humidifiers, electronic air cleaners, and programmable thermostats. Firing rates, efficiency measuring, venting and installation procedures studied. Solid state controls discussed to the extent practical.

HVAC2500 | Cooperative Education | M | 400 | - | 10 | Prerequisites: 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.


HVAC2600 | HVAC/R Lab | M | - | 150 | 5 | Prerequisite: HVAC1461. Lab setting employing the use of residential and light commercial equipment, training panels and interactive computer programs to acquire experience with wiring, function, operation and troubleshooting of heating, ventilation, air conditioning and refrigeration equipment.

HVAC2649 | Commercial HVAC Fundamentals & Practices II | M | 50 | - | 5 | Prerequisite: HVAC1447. Theory and practice of commercial air conditioning system operation. An in-depth study of human comfort, psychrometrics and the engineering principles that apply to heating, ventilating and air conditioning (HVAC). The eight basic processes of HVAC are studied via the psychrometric chart.

HVAC2650 | Troubleshooting Techniques | M | 35 | 15 | 4 | Prerequisite: HVAC1461. Theory and application of servicing and troubleshooting as specifically applied to air conditioning and refrigeration systems, both mechanically and electrically.

INFO • Computer Programming and Microcomputer Technology

INFO1000 | Computer Essentials | M | - | 30 | 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 | M | 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.

INFO1211 | 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.

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.
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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</th>
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</thead>
<tbody>
<tr>
<td>INFO1325</td>
<td>Internet Scripting</td>
<td>L/M</td>
<td>20</td>
<td>30</td>
<td>3</td>
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<tr>
<td>Prerequisites: INFO1214 and INFO1431. Introduction to the use of Javascript in web page development.</td>
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<tr>
<td>INFO1337</td>
<td>Introduction to the iSeries</td>
<td>M</td>
<td>30</td>
<td>20</td>
<td>3.5</td>
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<tr>
<td>Prerequisite: INFO1214. Introduction to the iSeries operating system and Control Language commands. Physical and logical files are illustrated, using SEU, PDM, and DFU. CLP and SDA are also discussed.</td>
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<tr>
<td>INFO1371</td>
<td>Hardware Installation &amp; Maintenance</td>
<td>L</td>
<td>20</td>
<td>30</td>
<td>3</td>
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<tr>
<td>Prerequisites: INFO151, INFO1261, and MATH1000. Overview of computer system components. Fundamental concepts of installation, interfacing, and preventive maintenance.</td>
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<tr>
<td>INFO1381</td>
<td>Data Communications &amp; Networking</td>
<td>L/M</td>
<td>40</td>
<td>15</td>
<td>4.5</td>
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<tr>
<td>Prerequisites: INFO1441 and INFO1151-Lincoln, INFO1151-Milford. Introduction to data communications and network terminology. Concepts related to network services, data transmission, and protocols.</td>
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<tr>
<td>INFO1391</td>
<td>TCP/IP</td>
<td>L</td>
<td>30</td>
<td>-</td>
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<tr>
<td>Prerequisite: INFO1381. An in-depth coverage of all the salient models, protocols, services, and standards that govern TCP/IP.</td>
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<tr>
<td>INFO1413</td>
<td>WordPerfect for Windows</td>
<td>L</td>
<td>-</td>
<td>60</td>
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<tr>
<td>Prerequisite: Prior computer coursework or experience. Practical experience using WordPerfect for Windows. Create, edit, and print documents. Other word processing features explored.</td>
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<tr>
<td>INFO1414</td>
<td>Advanced Java</td>
<td>L/M</td>
<td>30</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>Prerequisite: INFO1314. Object-oriented programming covering advanced Java topics.</td>
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<tr>
<td>INFO1423</td>
<td>Microsoft PowerPoint</td>
<td>L</td>
<td>15</td>
<td>15</td>
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<tr>
<td>Prerequisite: INFO1121. Create text pages, charts, drawings, tables using tools to view and organize presentations. Integrate sound, video, graphics, animation for presentations.</td>
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<tr>
<td>INFO1428</td>
<td>COBOL</td>
<td>M</td>
<td>50</td>
<td>100</td>
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<tr>
<td>Prerequisites: INFO1214, and INFO1221. An in-depth study of the American National Standard COBOL language, ANSI COBOL '85 and structured standards. Practice in coding basic business applications and business reporting functions in the related lab assignments.</td>
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<tr>
<td>INFO1431</td>
<td>Web Page Fundamentals</td>
<td>L/M</td>
<td>15</td>
<td>15</td>
<td>2</td>
</tr>
<tr>
<td>Prerequisites: INFO1121, INFO141, and INFO1151-Lincoln, INFO1117- Milford. Overview of basic web page design. Create and edit web pages.</td>
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<tbody>
<tr>
<td>INFO1441</td>
<td>Advanced Windows XP Professional</td>
<td>L</td>
<td>20</td>
<td>30</td>
<td>3</td>
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<tr>
<td>Prerequisite: INFO1381. Implement and use Windows XP Professional advanced features to connect, manage, and troubleshoot Windows XP systems in a workgroup and domain environment.</td>
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<tr>
<td>INFO1453</td>
<td>Customer Support</td>
<td>L</td>
<td>20</td>
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<tr>
<td>Prerequisites: INFO1121, INFO141, and INFO1211. Different skills and techniques necessary to provide quality technical customer support.</td>
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<tr>
<td>INFO1458</td>
<td>RPG IV</td>
<td>L/M</td>
<td>50</td>
<td>75</td>
<td>7.5</td>
</tr>
<tr>
<td>Programming of the iSeries computer using RPG IV (Report Program Generator) language. Applications used in RPG IV illustrate basic input/output, calculations, comparisons, control breaks, tables, arrays, and data base file I/O - using DB2/400. Subfile processing is used for on-line applications.</td>
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<tr>
<td>INFO1463</td>
<td>Advanced Hardware Troubleshooting</td>
<td>L</td>
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<td>30</td>
<td>3</td>
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<tr>
<td>Diagnose and correct microcomputer hardware problems. Install and test peripheral devices.</td>
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<tr>
<td>INFO1473</td>
<td>Advanced Microsoft Word</td>
<td>L</td>
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<tr>
<td>Prerequisite: INFO1121. Advanced features and capabilities of Word.</td>
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<tr>
<td>INFO1483</td>
<td>Advanced Microsoft Excel</td>
<td>L</td>
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<td>60</td>
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<tr>
<td>Prerequisite: INFO1121. Advanced spreadsheet design and manipulation using Excel.</td>
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<tr>
<td>INFO1491</td>
<td>Network Security Fundamentals</td>
<td>L</td>
<td>50</td>
<td>-</td>
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<tr>
<td>Examination of information security basics focusing on the threats, trends, and ramifications related to the security practices and procedures on an Enterprise network.</td>
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<tr>
<td>INFO1493</td>
<td>Advanced Microsoft Access</td>
<td>L</td>
<td>-</td>
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<tr>
<td>Prerequisite: INFO1121. Advanced database techniques using Access.</td>
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<tr>
<td>INFO1495</td>
<td>Novell Network Administration</td>
<td>L</td>
<td>15</td>
<td>4.5</td>
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</tr>
<tr>
<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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<tr>
<td>INFO1501</td>
<td>Integrated Applications</td>
<td>L</td>
<td>-</td>
<td>30</td>
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<tr>
<td>Prerequisites: INFO1121, INFO1131, and INFO1211. Project based course integrating word processing, spreadsheet, database, and presentation software.</td>
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<tr>
<td>INFO1511</td>
<td>Advanced Database Concepts</td>
<td>L</td>
<td>20</td>
<td>30</td>
<td>3</td>
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<tr>
<td>Prerequisite: INFO1311. Advanced topics in database management. Topics include database relationships, SQL, and additional work with DBMS software.</td>
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<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT</th>
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<tr>
<td>INFO1515</td>
<td>Database Administration</td>
<td>L</td>
<td>20</td>
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<tr>
<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</td>
<td>15</td>
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<tr>
<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</td>
<td>30</td>
<td>45</td>
<td>4.5</td>
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<td>Prerequisites: INFO1314, INFO1325, INFO1511, INFO2531, and INFO2564. Server-side scripting techniques for web database access.</td>
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<tr>
<td>INFO1531</td>
<td>Advanced Web Page</td>
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<tr>
<td>Prerequisite: INFO1431. Techniques to design, build, and implement effective web sites.</td>
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<td>INFO2511</td>
<td>Microcomputer Lab Assistant</td>
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<td>Prerequisites: INFO1131, INFO1141, INFO141, INFO1441 and INFO2531. 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, INFO141, INFO1211, and INFO423. Instructor supervised simulation requiring students to troubleshoot software-related problems.</td>
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<td>INFO2514</td>
<td>Java Server Programming</td>
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<tr>
<td>Prerequisites: INFO1444 and INFO1431. Skills needed to develop and implement web-based database applications using Java servlets, Java server pages, and JDBC database techniques.</td>
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<td>INFO2528</td>
<td>Advanced COBOL</td>
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<tr>
<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>
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<td>Prerequisite: INFO1261. 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</td>
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<tr>
<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/SQL.</td>
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stressing object-oriented programming techniques.

INFO2558 Systems Analysis & Design
M 50 - 5
Prerequisite: INFO1214.
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.

INFO2564 Visual Basic
L/M 30 45 4.5
Prerequisite: INFO1214 Lincoln.
 Concurrent: INFO1214 Milford–Computer Programming students.
 Concurrent: ELEC2527 Milford–Electronics students.
 Program coding in Visual Basic.NET using a graphical interface.

INFO2585 Windows 2003 Server Administration
L 40 15 4.5
Prerequisites: INFO1371, INFO1391, and INFO1441.
Skills needed for managing a Windows 2003 network including configuring, administering, and troubleshooting user accounts, groups, and network security. Students create, configure, and manage network printing and file and web services in an Active Directory environment.

INFO2594 Programming Project Design
L 10 15 4.5
Prerequisite: INFO1414. Prerequisite or concurrent with INFO2664.
Use proper techniques to develop and document the design of a complete system project.

INFO2611 Microcomputer Practicum
L 90 3
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.

INFO2631 Linux Network Administration
L 40 15 4.5
Prerequisites: INFO1371, INFO1391, and INFO2531.
Skills needed for managing a Linux based network, including installation, using resources, security and setting up users.

INFO2638 Computer Programming Project
M 150 5
Prerequisites: INFO2528, INFO2548 and INFO2558.
Projects to apply programming languages and systems design in the creation of the total application of an Information System. Student groups work with industry and are responsible for file design, program operation, documentation, and management output. Formal presentation of the completed system is required.

INFO2664 Advanced Visual Basic
L/M 30 45 4.5
Prerequisites: INFO1311 and INFO2564–Lincoln.
INFO2564–Milford.
Advanced programming in Visual Basic.NET stressing object-oriented programming techniques.

INFO2674 Enterprise Visual Basic .NET
L/M 30 45 4.5
Prerequisites: INFO2664.
Object-oriented programming in Visual Basic.NET.

INFO2678 DB2 Database Application & SQL
M 30 20 3.5
Prerequisite: INFO1217.
Introductory course of IBM’s DB2 Database Management System accessed with SQL (Structured Query Language).

INFO2692 Web Programming Project
L 20 75 4.5
Prerequisites: INFO1391, INFO1521, INFO1525, and INFO1531.
Design, develop, and document web-based programming project which utilized HTML and client/server-side scripting techniques.

INFO2694 Programming Project
L 10 60 3
Prerequisite: INFO2594.
Develop projects applying system design and programming languages in the creation of a total microcomputer application.

INFO2695 Advanced Windows 2003 Server
L 20 30 3
Prerequisite: INFO2585.
In-depth coverage of planning, implementing, configuring, maintaining, and troubleshooting an Active Directory infrastructure using Windows 2003 Server.

JDAP • John Deere Ag Parts

JDAP1140 Product Knowledge I
M 55 45 7

JDAP1141 Shipping & Receiving
M 10 15 4.5
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
M 55 45 7
Introduction to Deere and Company. History of the John Deere Parts department and an understanding of the parts marketing guide, John Deere parts terminology, the various divisions of counter work, and 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.

JDAP2454 Inventory Control & Management
M 60 90 9
Prerequisites: JDAP1140 through JDAP1249.
Study of PMM (Parts Marketing and Management). Basic inventory control counter operations, file maintenance, ordering, receiving, return stock, daily transmissions, monthly management report, report explanation, operating procedures, policy, goals, obsolescence and recording lost sales. Development of order formula codes, impact on the system, inventory control, and rules for dealing with customers.

JDAP1351 Dealer Cooperative Education
M 480 12
Prerequisites: JDAP1140 through JDAP1249.
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.

JDAP2455 Product Knowledge III
M 25 75 5
Prerequisites: JDAP1140 through JDAP1351.
Continued, in-depth learning of nomenclature through the use of John Deere electronic parts cataloging, parts reference manuals, John Deere merchandising sales manuals, bearing guides, seal guides, and other available cross reference information.

JDAP2558 Dealer Cooperative Education
M - 480 12
Prerequisites: JDAP1140 through JDAP2455.
On-the-job experience in a John Deere dealership. Application of skills and knowledge gained in previous quarters. Supervised by the Southeast Community College-Milford Campus John Deere Ag Parts coordinator.
JDAP2660 Marketing Strategies
Prerequisites: JDAP1140 through JDAP2558.
Study of new market opportunities. Identifying John Deere parts for competitors’ equipment, retrofit parts, and customer classes. Positive, professional, sales skills, teamwork, and the marketing and promotional strategies. Seasonal and general promotions, advertising, sales prospecting, market share, and sales potential. Pricing strategy, competitors’ pricing, buying, selling, best buy, alternatives, margins, and discounts.

JDAP2662 Parts Marketing & Management
Prerequisites: JDAP1140 through JDAP2558.
Review of the parts counter operations and service department and maintenance of the Parts 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
Prerequisites: JDAT1140 through JDAT1370.
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
Prerequisites: JDAT1140 through JDAT1370.
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 identification, safety data sheets, and handling of hazardous materials will be explained. Safe forklift operation will be covered.

JDAT1144 John Deere Welding
Prerequisites: JDAT1140 through JDAT1370.
Theory and practice of oxyacetylene braze welding and cutting including proper operation of equipment. Principles, safety, procedures, and application of gas metal arc welding (MIG).

JDAT1146 John Deere Electrical/ Electronics I
Prerequisites: JDAT1140 through JDAT1370.
Basic electrical principles and applications of magnetism, electromagnetism, and the safe utilization of electrical test meters are covered. The design, construction, and safe operation and testing of lead acid batteries is part of this class. Principles of operation, testing, and repair of ignition systems, cranking systems, and charging systems are included.

JDAT1140 John Deere Theory of Engine Operation
Prerequisites: JDAT1140 through JDAT1146.
This course deals with basic physical principles, operation, and construction of two and four stroke cycle engines. It includes ignition timing of four stroke cycle engines to factory specifications. Basic diagnostic engine test procedures will be practiced on spark and compression ignition engines. This course also covers the types of internal combustion engine cooling systems, lubrication systems, air intake systems, and exhaust systems.

JDAT1142 John Deere Engine Repair
Prerequisites: JDAT1140 through JDAT1146. Course contains basic theory, construction, and operation of engine valve train and cylinder head. It includes valve timing and adjustments of actual John Deere engines. Basic procedures and operation of valve and seal reconditioning will be preformed on actual cylinder heads. Design, construction, operation, and service methods for the following engine components: crankshafts, connecting rods, piston assemblies, cylinder liners, bearings, and related engine accessories. Activities include disassembly, inspection, measurements, reassembly, and adjustments performed on John Deere engines.

JDAT1144 John Deere Fuel Systems
Prerequisites: JDAT1140 through JDAT1146.
Operation, theory, testing, and repair methods for spark ignition engine fuel system along with normal and abnormal combustion theory. Fuel production, testing, storage, and handling are also covered. The theory of diesel fuel injection system includes injection pump and nozzle components, fuel flow, and fuel filter maintenance procedures including proper removal, installation, and timing of fuel injection pumps is also covered.

JDAT1146 John Deere Tractor Performance
Prerequisites: JDAT1140 through JDAT1146.
This course deals with proper performance of John Deere agricultural tractors. Techniques and procedures for determining percentage of tractor slippage and ballast are covered. Engine performance test equipment, procedures, results, and corrections will be covered.

JDAT1370 Dealer Cooperative Experience
Prerequisites: JDAT1140 through JDAT1146.
On-the-job experience in a John Deere agricultural dealership. Application of skills and concepts learned in pervious quarters. Supervised by Southeast Community College-Milford Campus John Deere Ag Tech Instructors.

JDAT1440 John Deere Heating/ Air Conditioning
Prerequisites: JDAT1140 through JDAT1146.
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.

JDAT1442 John Deere Electrical/ Electronics II
Prerequisites: JDAT1140 through JDAT1146.
Review of electrical fundamentals and safe operation of meters is included. Coverage includes theory, operation, and testing of 24-volt systems. An introduction to combine and tractor electrical systems are included as well as troubleshooting techniques for circuit diagnosis using electrical schematics. Testing operation and electrical circuits with meters is part of the lab exercises.

JDAT1446 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.

JDAT1448 John Deere Power Trains I
Prerequisites: JDAT1140 through JDAT1370.
Theory, function, and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Design, construction, operation, and service methods of bearings, seals, and shafts.

JDAT2540 John Deere Hydraulics II
Prerequisites: JDAT1140 through JDAT1448.
John Deere row-crop tractor theories of operation of low pressure, high pressure, and control systems. Theory and function of load sense systems, cooling-lube circuits, and pilot oil. Diagnostic testing and repair of hydraulic components and systems.

JDAT2542 John Deere Power Trains II
Prerequisites: JDAT1140 through JDAT1448.
Theory of power transmission from engine to tractor wheels. Complete disassembly, inspection, and reassembly of John Deere clutches, 2-speed planetary, differentials, final drives, mechanical front-wheel drive, power takeoffs, and transmissions as used in Waterloo built row-crop tractors. Syncro-range, quad-range, and powershift transmission, repair, adjustment, and diagnostics.

JDAT2670 Dealer Cooperative Experience
Prerequisites: JDAT1140 through JDAT2542.
On-the-job experience in a John Deere agricultural dealership. Application of skills and concepts learned in pervious quarters. Supervised by Southeast Community College-Milford Campus John Deere Ag Tech Instructors.

JDAT2740 John Deere Hydraulics III
Prerequisites: JDAT1140 through JDAT2670.
Principles, function, and application of low and high-pressure systems as used in four wheel drive, 6000, and 7000 series John Deere tractors. Construction, fluid flow and testing of hydraulic components and systems.

JDAT2742 John Deere Power Trains III
Prerequisites: JDAT1140 through JDAT2670.
Theory of function and operation of power trains as applied to the four wheel drive, 6000, and 7000 series tractors. Two speed planetary, quad-range, and power dividers. Function, repair, and adjustment of the 12 and 24 speed mechanical transmissions, auto-quad, pwr-quad, and the 12 speed, 18 speed, and 19 speed powershifts.

JDAT2744 John Deere Tillage and Seeding Equipment
Prerequisites: JDAT1140 through JDAT2670.
This course covers the theory, design, principles of operation and adjustment, troubleshooting and repair of tillage equipment and planting equipment. Primary, secondary, and row crop tillage tools will be covered as well as row crop planters and grain drills.
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
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JDCE2763  Deere Motor Graders
M  25  16  3
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere motor graders. Students will experience actual operation of equipment as available. Safety is stressed.

JDCE2764  Deere Four Wheel Drive Loaders
M  30  16  3.5
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere four wheel drive loaders. Students will experience actual operation of equipment as available. Safety training will be included.

JDCE2765  Deere Forklifts, Skid Steer Loaders
M  10  5  1
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere forklifts and skid steer loaders. Students will experience actual operation of equipment as available. Safety training will be included.

JOUR1810  Introduction to Mass Communication
B  45  -  4.5
Survey of mass media, their roles, organization, personnel and procedures. Introduction to news writing style and technique. Writing assignments for campus newspaper.

JOUR1820  News Writing & Reporting
B  45  -  4.5
Prerequisite: Eligible for ENGL1010. Study of basic techniques of news gathering and news writing. Writing assignments for campus and area newspapers.

JOUR1840, 2840, 2880  Publications Production
B  30  -  1.5
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.

JOUR2970  Communication Internship
B  15  120  4.5
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.

LBST1100  Laboratory Science Orientation
L  10  -  1
Overview of Laboratory Science Technology for new or prospective students. Employment expectations, content of courses, curriculum chronology and other items of concern to new students. Tours of local employment facilities.

LBST1101  Applied Chemistry I
L  33  -  3
Introductory course in chemistry. Basic chemical concepts. Atomic structure, periodic table, chemical bonding, organic chemistry.

LBST1102  Applied Chemistry II
Prerequisite: LBST1101 and LBST1111 or equivalent. Continuation of introductory chemistry. Measurement, stoichiometry, gas laws, solution preparation, chemical equilibrium and acid/base concepts.

LBST1111  Applied Chemistry I Laboratory
L  -  33  1.5
Laboratory course to accompany LBST1101. Emphasizes qualitative analysis.

LBST1112  Applied Chemistry II Laboratory
L  -  33  1.5
Laboratory course to accompany LBST1102. Practice of concepts learned in LBST1102.

LBST1121  Analytical Chemistry for Technicians I
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 concepts.

LBST1131  Analytical Chemistry I Laboratory
L  -  44  1.5
Laboratory course to accompany LBST1121. Practice of concepts learned in LBST1121.

LBST1161  Organic Chemistry Laboratory
L  33  -  3
Prerequisites: LBST1102 and LBST1112 or equivalent. Organic chemistry emphasizing nomenclature, physical properties, reactions and structure including elementary infrared spectroscopy.

LBST1171  Organic Chemistry Laboratory
L  -  33  1
Laboratory course to accompany LBST1161. Practice of concepts learned in LBST1161.

LBST1201  Structure & Function of Organisms
L  33  -  3
Introductory biology course stressing basic biological principles, taxonomy, anatomy, physiology and embryology. Fulfills biology elective requirements.

LBST1205  Introductory Biology
L  33  -  3
Basic biology course emphasizing cellular and molecular biology. Cell structure and function, the nature of heredity and metabolism.

LBST1208  Ecology
L  33  -  3
Basic biology course concerned with the interrelationships among organisms and their environments. Emphasis on the roles of microorganisms. Fulfills biology elective requirements.

LBST1211  Structure & Function of Organisms Laboratory
L  -  33  1.5
Laboratory course to accompany LBST1201. Practice of concepts learned in LBST1201.

LBST1215  Introductory Biology Laboratory
L  33  -  1.5
Laboratory course to accompany LBST1205. Practice of concepts learned LBST1205.

LBST1221  Introduction to Microbiology
L  22  -  2
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.

LBST1231  Introduction to Microbiology Laboratory
L  -  44  1.5
Laboratory course to accompany LBST1221. Practice of concepts learned in LBST1221.

LBST1301  Water Quality
L  33  -  3
Prerequisite: LBST1202 and LBST1221 or equivalent. 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.

LBST1401  Introduction to Biotechnology
L  10  10  1.5
Prerequisite: Declared Agriculture Business & Management Technology or Laboratory Science Technology Student. Explanation of biotechnology, introductory lab exercises and career information.

LBST1411  Survey of Biology and Microbiology
L  30  -  3
Prerequisite: LBST1401. Co-requisite: LBST1412. A survey course in basic biology and microbiology. Includes and introduction to biomolecules, proteins, nucleic acids, lipids, and carbohydrates, cell structure and function, basic metabolism, and growth and reproduction of microorganisms.

LBST1412  Survey of Biology and Microbiology Laboratory
L  -  30  1.5
Prerequisite: LBST1401. Co-requisite: LBST1412. Basic laboratory exercises in biology and microbiology including microscopy, handling bacterial cultures, and metabolic testing.
### COURSE DESCRIPTIONS

<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>Biotechnology I Laboratory</td>
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<td>Prerequisites: LBST1401, 1411, 1412, 1421, 1422.</td>
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<td>Co-requisite: LBST1432.</td>
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<tr>
<td>Laboratory exercises in biotechnology, protein analysis, and elementary nucleic acid analysis.</td>
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<td>LBST1441</td>
<td>Water/Wastewater Chemistry and Microbiology Laboratory</td>
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<td>LBST1442</td>
<td>Water/Wastewater Chemistry and Microbiology Laboratory</td>
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<td>Co-requisite: LBST1441. Practice of concepts learned in LBST1441.</td>
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<td>LBST2122</td>
<td>Analytical Chemistry for Technicians II</td>
<td>L 33 - 3</td>
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<tr>
<td>Prerequisites: LBST121 and LBST131. 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.</td>
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<td>LBST2124</td>
<td>Analytical Chemistry for Technicians III</td>
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<td>Prerequisites: LBST2122 and LBST2132. 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.</td>
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<td>LBST2125</td>
<td>Instrumental Analytical Chemistry</td>
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<td>Prerequisites: LBST121 and LBST131. Introduction to instrumental analytical chemistry emphasizing molecular spectroscopy, atomic spectroscopy, gas chromatography, high performance liquid chromatography and potentiometry. Fulfills requirement of Medical Laboratory Technician program only.</td>
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<td>LBST2131</td>
<td>Analytical Chemistry III Laboratory</td>
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<td>Prerequisites: LBST2162 and LBST2172 or equivalent. Continuation of Biochemistry I with emphasis on biotechnology, metabolism and chromatographic, spectrosopic and electrophoretic laboratory methods.</td>
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<td>Analytical Chemistry II Laboratory</td>
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<td>LBST2133</td>
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<td>Laboratory course to accompany LBST2124. Practice of concepts learned in LBST2124.</td>
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<td>LBST2135</td>
<td>Instrumental Analytical Chemistry Laboratory</td>
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<td>Co-requisite: LBST2134.</td>
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<td>LBST2161</td>
<td>Biochemistry I</td>
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<td>Prerequisites: LBST161 and LBST171 or equivalent; LBST120 or equivalent. Examination of the chemistry of life with special emphasis on structure and function of biomolecules, such as proteins. Review of organic chemistry. Basic techniques used to isolate and study biomolecules.</td>
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<td>Laboratory course to accompany LBST2163. Practice of concepts learned in LBST2163.</td>
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<td>LBST2261</td>
<td>Sanitation</td>
<td>L 15 15 2</td>
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<td>Prerequisites: LBST2212 and LBST2231 or equivalent. Study of cleaning and sanitizing procedures related to industrial settings. Microbial spoilage, food poisoning and other topics related to food microbiology.</td>
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<tr>
<td>LBST2265</td>
<td>Applied Microbiology</td>
<td>L 22 - 2</td>
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<td>Prerequisites: LBST2121 and LBST2131 or equivalent. Study of man's interaction with microorganisms. Immunology, the nature of infectious diseases, resistance to diseases.</td>
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<td>LBST2275</td>
<td>Applied Microbiology Laboratory</td>
<td>L 66 - 2</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>LBST2302</td>
<td>Water &amp; Wastewater Technology I</td>
<td>L 33 - 3</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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<tr>
<td>LBST2303</td>
<td>Water-Wastewater Analysis</td>
<td>L 22 - 2</td>
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<tr>
<td>Prerequisite: LBST2302 or permission. Standard techniques for water/wastewater analysis. Basic laboratory procedures and techniques. Environmental sample collection and preservation, preparation, records and interpretation of results from analysis.</td>
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<td>LBST2313</td>
<td>Water-Wastewater Analysis Laboratory</td>
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<td>Laboratory course to accompany LBST2303. Practice of concepts learned in LBST2303.</td>
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<td>LBST2431</td>
<td>Biotechnology II</td>
<td>L 20 - 2</td>
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<tr>
<td>Prerequisites: LBST1431, LBST1432. Co-requisite: LBST2431. Special emphasis on industrial-nucleic acid, chemistry, metabolism, and nutrition as it related to biotechnology.</td>
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<tr>
<td>LBST2432</td>
<td>Biotechnology II Laboratory</td>
<td>L 30 - 1</td>
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<tr>
<td>Prerequisites: LBST1431, LBST1432. Co-requisite: LBST2431. Emphasizing nucleic acid chemistry and industrial laboratory techniques in biotechnology.</td>
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</tbody>
</table>
will be examined.

The role of the Library Technician Assistant in library and professional associations of the field. The Students will be introduced to the vocabulary, literature and various types of libraries, procedures and tools.

LBST2501/2502

Introduction to Library and Information Services

Library of Congress Subject Headings, Dewey Decimal and Library of Congress Classification, and bibliographic utilities; will gain knowledge of U.S. MARC coding and learn to apply it to local cataloging practice; and will learn basic processing and preservation techniques.

LBST2400

Introduction to Technical Services - Cataloging

Pre/Corequisite: LBST2451.

Pragnostic examination of toxicants in soil and water, including pesticides and fertilizers, with special emphasis on methods of analysis.

LBST2451

Bioanalysis

Prerequisite: LBST1421, 1422, 1431, 1432.

Co-requisite: LBST2452.

Infrared analysis of a variety of biologically significant molecules. Laboratory instrumental techniques such as capillary electrophoresis, high performance liquid chromatography (HPLC), gas chromatography (GC), and atomic absorption spectroscopy (AA) will be covered.

LBST2452

Bioanalysis Laboratory

Prerequisite: LBST1421, 1422, 1431, 1432.

Co-requisite: LBST2451.

Emphasis on preparation of samples for instrumental analysis.

LBST2501-2502

Practicum Laboratory Methods I & II

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 LBST2501/2502 may be substituted for credits in this course.

LBST2522

Cooperative Education

Prerequisite: Permission of the program chair.

Part-time employment experience in a laboratory or other appropriate setting. Clock hours, pay and exact nature of work are determined by the employer. Credits in this course can be substituted in full or in part for LBST2501/LBST2502.

LIBR

Library Science

LIBR1010

Introduction to Library and Information Services

Pre/Corequisite: LBST1421, 1422, 1431, 1432.

Prerequisite: Reading assessment. College level reading skills recommended.

This course is designed to provide the student with a broad overview of the library profession. Content includes the history of libraries, and introduction to the various types of libraries, procedures and tools. Students will be introduced to the vocabulary, literature and professional associations of the field. The role of the Library Technician Assistant in library will be examined.

LIBR1210

Public Services in Library and Information Services

Pre/Corequisite: LBIR1010.

This course will provide students with an understanding of various aspects of public service in library and information environments including customer needs, legal aspects of policies and procedures, services for diverse populations, and the use of technology within public service activities.

LIBR1510

Reference Services in Library and Information Environments

Pre/Corequisite: LBIR1010.

This course will provide students with the knowledge and skills applicable to reference services in library and information environments. Topics include understanding the philosophy of reference/information services, evaluation of information resources, identifying current information resources, conducting an effective reference interview and demonstrating efficient and effective information search strategies.

LIBR2200

Introduction to Library Collection Management

Pre/Corequisite: LBIR1010.

This course will provide students with an understanding of principles and best practices in collection management, including gathering and analyzing data relating to the community served, creating and evaluating collection management policies, collection assessment, materials acquisitions, and preservation.

LIBR2400

Introduction to Technical Services - Cataloging

Pre/Corequisite: LBIR1010.

This course will provide students with an introduction to library organization. Students will be introduced to the tasks performed by technical services departments and will learn cataloging and processing terminology; be introduced to cataloging reference tools and resources, such as AACR2, Sears & Library of Congress Subject Headings, Dewey Decimal and Library of Congress Classification systems, and online bibliographic utilities; will gain knowledge of U.S. MARC coding and learn to apply it to local cataloging practice; and will learn basic processing and preservation techniques.

LIBR2991

Library Science Capstone Practicum

Prerequisite: Practicum coursework should take place within the final 9 hours of a student's program.

This course will provide students with a supervised professional experience in a library or information center through which they will develop and demonstrate knowledge and skills gained in the library technical assistant program.

LPNS

Practical Nursing

LPNS1103

Anatomy & Physiology

Overview of the normal structure and function of the human body systems and their interrelationships.

LPNS1155

Transition to Practical Nursing

Prerequisite: Admission to the Practical Nursing program.

Introduction to the role of the Practical Nurse as a member of the healthcare team. The nursing process is used to provide safe health care according to legal, ethical, and holistic principles across the lifespan. Concepts of communication, medical asepsis, physical assessment, medical calculations and basic medication administration are introduced.

LPNS1156

Foundations of Practical Nursing

The focus of this course is on basics principles and procedures within the scope of practice for practical nursing. Introductory concepts of geriatric care, death and dying, complications of bedrest, thermoregulation, and calculation and administration of parenteral medications are included.

LPNS1157

Foundations of Practical Nursing II

The focus of this course is on basic principles and procedures within the scope of practice for practical nursing. Introductory concepts of wound care, surgical asepsis, urinary needs, and perioperative care.

LPNS1158

Growth and Development

Introduction to human development from conception to death. Explores theories of human development including several major theorists. The physical, psychosocial, cognitive, and moral aspects of development and health promotion are explored throughout the lifespan.

LPNS1176

Pharmacology

Prerequisite: LPNS1103.

Provides an introductory discussion of Pharmacology, drug and patient information, legal standards, drug development, drug actions and classifications across the lifespan.

LPNS1178

Practical Nursing Across the Lifespan I

The study of patient needs along the wellness/illness continuum incorporating concepts in maternal/child health and medical/surgical nursing within the scope of practice for the practical nurse. Principles of health prevention, promotion, and maintenance are introduced.

LPNS1179

Practical Nursing Across the Lifespan II

A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in maternal/child health and medical/surgical nursing within the scope of practice for the practical nurse. Principles of health prevention, promotion, and maintenance are emphasized.

LPNS1180

Practical Nursing Across the Lifespan III

A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in more complex medical/surgical nursing within the scope of practice for the practical nurse. Principles of health prevention, promotion, and maintenance are utilized in patient care.
A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in the scope of practice for the practical nurse. Principles of health prevention, promotion, and maintenance are emphasized.

Prerequisites: All program courses must be taken in sequence.

The focus of this course is to review and refresh basic clinical skills and procedures within the scope of practice for practical nursing. Concepts of wound care, surgical asepsis, urinary needs, perioperative care, cancer, med-surg, and maternal child may be included.

**COURSE DESCRIPTIONS**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
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<td>LSCE110</td>
<td>Land Surveyors Math</td>
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<td>LSCE1200</td>
<td>Engineering Surveying</td>
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<td>LSCE1202</td>
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<td>LSCE1203</td>
<td>Practice for practical nursing. Concepts of wound health prevention, promotion, and maintenance are also reviewed. Areas of study include compaction, soil types, basic geology, and density and moisture of soils used in construction. Continuation of study and application of surveying mathematics.</td>
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<td>LSCE1320</td>
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<td>LSCE1324</td>
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<td>LSCE1326</td>
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<td>LSCE1346</td>
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<td>LSCE1441</td>
<td>Post-Cooperative Education</td>
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**Courses Offered January 1, 2005–June 30, 2006**

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<td>Prerequisites: LSCE1110, and BSAD1010 or INFO1010. Study of properties of soils affecting the ability to support structures such as bridges, highways, and building sites. Inspector’s duties are studied regarding his/her function to ensure that a quality foundation or embankment is constructed. Areas of study include compaction, soil types, basic geology, and density and moisture of soils used in construction. Continuation of study and application of surveying mathematics.</td>
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<tr>
<td>LSCE1232</td>
<td>Highway Plan Reading</td>
<td>M 20</td>
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<td>Prerequisites: LSCE1110, and BSAD1010 or INFO1010. Programmed study that teaches the fundamentals of reading and interpreting a complete set of highway plans. Continuation of study and application of surveying mathematics.</td>
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<tr>
<td>LSCE1320</td>
<td>Route &amp; Construction Surveying</td>
<td>M 30</td>
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<tr>
<td>Prerequisites: LSCE1220 and LSCE1232. Study of circular and vertical curves as employed in construction projects. Area and volume computations, slope staking, building and pipeline stakeout. Fieldwork for topographic details using total station equipment and electronic data collected. Unit of study also covers sanitary sewer networks and principles of hydraulics and a safety course including CPR and First Aid.</td>
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<tr>
<td>LSCE1324</td>
<td>Concrete Inspection</td>
<td>M 35</td>
<td>15</td>
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<tr>
<td>Prerequisite: LSCE1230. Study of the fundamental principles of cement and concrete. Understanding of cement, concrete, and concrete products as applied to the job. Reasons behind the “why” of cement and concrete. Study of ingredients, placement, and other factors which affect the quality of pavement and structures. Role of the inspector in maintaining quality control of concrete construction projects. Includes Concrete Field Testing Technician Grade I certification through the American Concrete Institute. Continuing of study and application of surveying mathematics.</td>
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<tr>
<td>LSCE1326</td>
<td>Civil Drafting III</td>
<td>M 10</td>
<td>40</td>
<td>2</td>
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</tr>
<tr>
<td>Prerequisite: LSCE1226. Applications of design and layout to sanitary sewer system. Drawings of subdivision plats and computer aided drafting projects. Continuation of study and application of surveying mathematics.</td>
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<tr>
<td>LSCE1346</td>
<td>Computer Aided Drafting</td>
<td>M 40</td>
<td>60</td>
<td>6</td>
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</tr>
<tr>
<td>Prerequisite: LSCE1226. Use of AutoCAD to draft civil drawings of subdivision plats, as-built plans, and profile sheets to design projects. Includes an introduction to AutoCAD's geometric and trigonometry. Field note forms. Safety practices.</td>
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<tr>
<td>LSCE1392</td>
<td>Pre-Cooperative Education</td>
<td>M 10</td>
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<tr>
<td>Prerequisites: LSCE1220, LSCE1226, LSCE1230, and BSAD1010 or INFO1010. Guidelines for the upcoming quarter of cooperative education. Applying and interviewing for placement, basic preparation for the on-the-job experience and the explanation of the process used for field supervision and evaluation of the cooperative education experience.</td>
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<tr>
<td>LSCE1400</td>
<td>Cooperative Education</td>
<td>M 400</td>
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</tr>
<tr>
<td>Prerequisites: LSCE1120, LSCE1124, LSCE1346, and ENGL1000/1010. On-the-job experience doing surveying, drafting, or materials testing inspection with employers. Application of skills and knowledge acquired in previous quarters.</td>
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<tr>
<td>LSCE1441</td>
<td>Post-Cooperative Education</td>
<td>M 20</td>
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<tr>
<td>Prerequisite: LSCE1400 and ENGL1000/1010. Evaluation of the on-the-job training. Preparation for full-time employment. Classroom oral presentation and written report of co-op experience.</td>
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<tr>
<td>LSCE2520</td>
<td>Geodetic Surveying</td>
<td>M 90</td>
<td>60</td>
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<tr>
<td>Prerequisite: LSCE1120. Study of control surveys, state plane coordinates, photogrammetry, geographic information systems, and global positioning systems. Applications of trigonometry are used to solve surveying problems.</td>
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<tr>
<td>LSCE2526</td>
<td>Civil Drafting IV</td>
<td>M 20</td>
<td>30</td>
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</tr>
<tr>
<td>Prerequisite: LSCE1346. Study and application of AutoCAD Desktop engineering software including Civil Drafting Design, Land Desktop, Survey, and Map. Includes a full cycle of field surveying to finish drawing projects. Continuation of study and application of surveying mathematics.</td>
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<tr>
<td>LSCE2546</td>
<td>Applied Computer Aided Drafting</td>
<td>M 25</td>
<td>75</td>
<td>5</td>
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</tr>
<tr>
<td>Prerequisite: LSCE1346. Study and application of AutoCAD Land Development Desktop engineering software including Civil Drafting Design, Land Desktop, Survey, and Map. Includes a full cycle of field surveying to finish drawing projects. Continuation of study and application of surveying mathematics.</td>
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<tr>
<td>LSCE2620</td>
<td>Boundary Control &amp; Legal Principles</td>
<td>M 40</td>
<td>40</td>
<td>5</td>
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<tr>
<td>Prerequisite: LSCE2520 and SPCH1090, 1110 or 2810. Study of the advanced methods and equipment for making surveying measurements. Using a property description, students conduct a record history search. Field work involves performing survey measurements, data collection, and drawing. Continuation of study and application of surveying mathematics.</td>
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<tr>
<td>LSCE2650</td>
<td>Advanced Computer Aided Drafting</td>
<td>M 25</td>
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</tr>
<tr>
<td>Prerequisite: LSCE2546 and SPCH1090, 1110 or 2810. Practice in conventional and computer aided drafting from field notes. Student projects are used to complete a variety of drawings. Continuation of study and application of surveying mathematics.</td>
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**Course Offerings:**

- Course also offered On-line.
- Course also offered via Telecourse (VHS tape.)

**JULY 1, 2005–JUNE 30, 2006**
MACH • Machine Tool Technology

MACH1110 Orientation
L/M 5 - .5
Orientation to the College philosophy, goals, objectives and rules in the machine tool area.

MACH1121 Manufacturing Processes
L/M 50 - 5
Theory and safe operation of machine and hand tools. Covers terminology, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.

MACH1156 Blueprint Reading & Drawing
L/M 20 30 3
Basic theory and laboratory work in blueprint reading, drafting, equipment utilization, lettering, and geometric constructions. Shape and size description, section views and freethand sketching.

MACH1172 Machine Tool Lab I
L/M 25 120 6.5
Prerequisite: MACH1110. Basic operation of the lathe, milling machine, and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.

MACH1177 Machine Tool Lab II
L/M 10 190 7
Prerequisites: MACH1110, MACH1121 and MACH1172. Practice using machine tools. Drill press, lathe, milling machine, surface grinder and cylindrical grinder.

MACH1122 Materials of Industry
L/M 50 - 5
Introduction to materials (steel, iron, etc.) used in industry. Properties, uses, specifications, availability, heat treatment and tool steel.

MACH1241 Machinists’ Handbook
L/M 50 - 5
Introduction to technical area handbooks and problems of design. Use of Machinists’ Handbook for measurement, circle, geometry, allowance and tolerance, keys and keyseats, gearing problems, cutting speeds, and threads and bearing problems.

MACH1250 Computer Aided Drafting (CAD)
L/M 20 30 3
Fundamentals of Computer Aided Drafting using AutoCAD computer operating system, AutoCAD menus, AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting.

MACH1324 Machine Tool Lab III
L/M 10 190 7
Prerequisite: MACH1222. Practice using machine tools. Lathe, milling machine, surface grinder, cylindrical, and cutter grinder. Projects for lab work. Introduction to die and mold construction.

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<tr>
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<tbody>
<tr>
<td>MACH1349</td>
<td>Basic CNC</td>
<td>L/M 65 35 7.5</td>
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<td></td>
<td></td>
<td>Prerequisite: MACH1324. 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 45 - 4.5</td>
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<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>
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<td></td>
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<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>
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<tr>
<td></td>
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<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>
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<td></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>
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<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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<tbody>
<tr>
<td>MACH1800</td>
<td>Basic Milling Machine I</td>
<td>L 10 20 1.5</td>
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<td></td>
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<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 workholding devices. Practice in alignment, location of part edge finding and proper use of various milling processes.</td>
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<tbody>
<tr>
<td>MACH1375</td>
<td>Mold Theory</td>
<td>M 50 - 5</td>
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<td>Prerequisites: MACH1110 through MACH1454. Fundamental processes and basic construction of plastic molds (compression, transfer, and injection), molds for die casting (pressure molding of nonferrous alloys) and rubber molds.</td>
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<tbody>
<tr>
<td>MACH2250</td>
<td>Tool &amp; Cutter Grinding</td>
<td>L 20 40 3</td>
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<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>
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<td></td>
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<td>Prerequisite: MACH1110 through MACH1454. Introduction to design and construction principles and requirements for manufacturing. Clamping, loading, unloading, location, and materials to be used with commercially available components. Construction of a jig or fixture.</td>
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<tbody>
<tr>
<td>MACH2266</td>
<td>Advanced Die Construction</td>
<td>L 20 175 7.5</td>
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<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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<tr>
<td>MACH2530</td>
<td>Die Design I</td>
<td>L/M 10 40 2</td>
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<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>L/M 10 190 7</td>
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<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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<tr>
<td>MACH2535</td>
<td>Mold Theory</td>
<td>M 50 - 5</td>
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<td>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.</td>
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Graded pass/no pass.

MATH0950 Beginning Algebra
with numbers; problem solving and estimation; basic decimals; ratios, proportion, and percent; operations involving direct and inverse variation and formulas from geometry involving: perimeter, area, volume, Pythagorean Theorem, and right triangle trigonometry including special triangles; plotting points and equations of lines. Various relevant applications will be discussed.

MATH1000 Basic College Mathematics
Prerequisite: MATH0900 or one year of high school algebra or equivalent.
This course will cover a variety of basic algebra skills. Topics will include: order of operations, powers, exponents and polynomials; factoring; solving linear equations and word problems; transposing formulas; solving complex equations; and inequalities; functions and graphs; polynomials, metric prefixes, and scientific notation, polynomials, metric prefixes, and logarithms; factoring, quadratic equation; solving absolute value equations, solving two equations/two unknowns; transposing formulas; solving complex fractional equations; word problems involving direct and inverse variation; and formulas from geometry involving perimeter, area, volume, Pythagorean Theorem, and right triangle trigonometry including special triangles; oblique triangle formulas and graphing equations of lines. Various relevant applications will be discussed.

MATH1040 Business Math
Prerequisite: Grade of “P” in MATH0900 or appropriate score on the math placement test.
This course is for the student who needs specific math skills to address business problems and/or applications. Students will learn mathematics as it relates to retail, payroll, financial analysis, interest earned, and money management. Students will use a business calculator and computer to solve a variety of applications.

MATH1080 Algebra & Trigonometry
Prerequisite: MATH0900 or MATH0950 or equivalent or one year of high school algebra and math placement test.
This course will cover a variety of algebra and trigonometry skills. Topics will include: order of operations, powers, exponents, engineering and scientific notation, polynomials, metric prefixes, and logarithms; factoring, quadratic equation; solving absolute value equations, solving two equations/two unknowns; transposing formulas; solving complex fractional equations; word problems involving direct and inverse variation; and formulas from geometry involving perimeter, area, volume, Pythagorean Theorem, and right triangle trigonometry including special triangles; oblique triangle formulas and graphing equations of lines. Various relevant applications will be discussed.

MATH1100 Intermediate Algebra
Prerequisite: MATH0900 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 logarithmic functions. May not fulfill the math requirement for the associate of arts or associate of science degrees—check with the transfer institution.

MATH1150 College Algebra
Prerequisites: A grade of “C” or better in MATH1100 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.

MATH1180 Elementary Statistics
Prerequisites: Two years of high school algebra and math placement test or MATH1100.
Study of descriptive statistics, collection of data, correlation and regression, probability and probability distributions and statistical inference. Topics from inferential statistics such as estimates, sampling, hypothesis testing and inferences. Contingency tables. Use of some statistical software packages.

MATH1200 Trigonometry
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 Precalculus
Prerequisites: MATH1100, Appropriate placement exam score, one year high school geometry, and two years high school algebra.

MATH1400 Applied Calculus
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
Prerequisites: 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.

MATH1600 Calculus & Analytic Geometry II
Prerequisite: A grade of “C” or better in MATH1600 or equivalent.
Continuation of MATH1600. Study of antiderivatives, methods of integration, numerical methods, coordinates and cones, differential equations, Taylor and Fourier approximation.
MATH2030 Contemporary Mathematics
Prerequisites: Two years of high school algebra, or a grade of "C" or better in MATH1100, and one year of geometry or equivalent.

MATH2080 Calculus & Analytical Geometry III
Prerequisite: MATH1700.

MATH2200 Differential Equations
Prerequisite: MATH2080.

MEDA1101 Medical Terminology I
Introduction to medical terms. System for building a basic structure of medical terms. Pronouncing, spelling, defining terms and common medical abbreviations included.

MEDA1102 Administrative Medical Assisting
Prerequisites: Admission to Medical Assisting program and appropriate assessment score.

MEDA1201 Medical Terminology II
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
Prerequisites: For Medical Assisting students. MEDA1102 or permission.

MEDA1203 Medical Law, Ethics & Bioethics for the Medical Office Employee
Prerequisite: Acceptance into Medical Assisting program or Office Technology program, or permission.

MEDA1204 First Aid
First aid and emergency care developed by the American College of Physicians (ACP).

MEDA1205 Exam Room I
Prerequisites: MEDA1101, MEDA1102, LPNS1103. Introduction to the procedures performed at the medical office. Includes specimen collecting, point-of-care testing, and lab acronyms.

MEDA1301 Exam Room II
Prerequisites: MEDA1102, MEDA1202, MEDA1203, MEDA1204. Concurrent with MEDT1171, MEDT1181, and MEDT1191. Provides the knowledge and skills for assisting the physician in the office. Skills included are Vital signs, EKG, injection, and handling of instruments for minor surgery. Introduction to physical therapy and radiology.

MEDA1401 Clinical Education
Prerequisite: MEDA1203. Practical experience under supervision in physician’s office or clinic.

MEDA1402 Senior Clinical Seminar
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
Prerequisites: MEDA1101 and LPNS1103 or instructor approval.

MEDA1405 Insurance for the Medical Office
Prerequisites: MEDA1101 and LPNS1103, or instructor approval.

MEDA1406 Basic Pharmacology
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
Prerequisites: ACT score of 16 or higher, appropriate math assessment, and advisor approval.

MEDT1100 Procedures in Phlebotomy
Introduction to the principles and skills needed to safely perform venipuncture and capillary blood collection techniques and special collection procedures. Quality assurance procedures pertaining to collection and transport of specimens, laboratory safety, ethical and legal issues pertaining to phlebotomy, and anatomy and physiology of cardiovascular system included. Supervised instruction and experience in collection techniques in lab.

MEDT1117 Basic Urinalysis & Microbiology Laboratory
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1161. Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT1181 Basic Hematology Laboratory
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1171. Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT1191 Basic Hematology for the Office Laboratory
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1161. Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT1201 Medical Laboratory Measurements
Prerequisite: MATH1100 and MEDT1101. Mathematical applications used in the medical laboratory. Use of the Metric system and S.I. units. Laboratory calculations and use of statistical data.
<table>
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<th>COURSE TITLE</th>
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<td>Clinical Microbiology I</td>
<td>L 20</td>
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<td>Prerequisites: LBST1221, LBST1231, MEDT1101. Concurrent with MEDT1321. Study of routine procedures in clinical microbiology emphasizing the isolation and identification of common pathogenic bacteria.</td>
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<td>Clinical Microbiology I Laboratory</td>
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<td>Prerequisites: MEDT1101 or permission. Study of routine laboratory procedures of the hematology laboratory. Identification of normal cellular constituents of the blood.</td>
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<td>Prerequisites: MEDT1301 and MEDT1311. Advanced study of clinical microbiology theory and procedures. Culturing, isolating, and identifying microorganisms from human specimens, utilizing microscopic, biochemical and serological techniques. Antibiotic susceptibility testing of pathogenic bacteria.</td>
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<td>Prerequisites: MEDT1321 and MEDT1331. Study of advanced hematology procedures, disease states, and the identification of abnormal cellular constituents of the blood.</td>
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<td>Prerequisites: MEDT1421 and MEDT1431. Study of the theories and procedures of routine blood banking; Blood grouping and antibody detection and identification, the genetics of the clinically important blood groups, and functions of the immune system.</td>
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<td>Prerequisites: LBST121, LBST1231, MEDT1201, and MEDT1321. Study of theory and application of clinical chemistry procedures. Manual and automated testing, disease states and quality control.</td>
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<td>Prerequisites: MEDT1401 and MEDT1411 or program permission. Introduction to Immunology. Immune system, antigens, antibodies, complement, and reactions of antigens and antibodies. Relationships to diseases that are immunologically involved.</td>
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<td>MEDT2591</td>
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<td>Prerequisites: MEDT2521 and MEDT2531. Continuation of immunohematology, including theory and application of blood banking practices and procedures. Compatibility testing, transfusion reactions, and special testing procedures.</td>
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<td>Prerequisites: MEDT2541 and MEDT2551. Advanced study in the theory and application of clinical chemistry procedures. Manual and automated testing, disease states and quality control.</td>
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<td>Prerequisite: 6th quarter standing. Introduction to the hospital and clinic laboratories where the students might receive their clinical experiences. Professional ethics, patient confidentiality, laboratory safety, and phlebotomy skills reviewed.</td>
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<td>Co-requisite: MEDT2681. Phlebotomy experience and additional learning opportunities within a clinic and/or hospital laboratory. Application of theory and skills acquired in classroom and laboratory courses. Experience with LIS (Laboratory Information Systems).</td>
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<td>Prerequisite: MEDT2690. Continuation of laboratory experience and training opportunities within a hospital and clinic laboratory. Rotation throughout departments of the clinical laboratory. Application of theory and skills acquired in classroom and laboratory courses.</td>
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<td>Must be taken concurrently with MEDT2701. Group interaction, participation, and presentation relating to various aspects of the clinical laboratory.</td>
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<td>MEDT2703</td>
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<td>Concurrent with MEDT2701. Review of clinical laboratory theory and technical skills for Clinical Education II and III. Requirements and clinical rotation schedules are presented.</td>
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<td>Special papers or projects as suggested by the college or clinical sites.</td>
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= Course also offered On-line. = Course also offered via Telecourse (VHS tape.)
**SOUTHEAST COMMUNITY COLLEGE–NEBRASKA**

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**MEDT2810 Clinical Project II (optional)**

Special papers or projects as suggested by the College or clinical sites.

**MFGT • Manufacturing Engineering Technology**

**MFGT1125 Materials of Industry**

Introduction to materials (steel, iron, etc.) used in industry. Properties, uses, specifications, availability, and heat treatment. Special attention given to tool steel.

**MFGT1144 Industrial Drafting I**

Basic industrial drafting. Drawing instruments, lettering, geometric construction, orthographic projections, dimensioning and sectioning, auxiliary views, gears, cams and splines, and detail and assembly drawings.

**MFGT1250 Industrial Drafting II**

Prerequisite: MFGT1144. Continuation of MFGT1144 covering precision dimensioning and tolerancing, pictorial drafting, sheet metal layout, threads and fastening devices, welding symbols and drawings, and a team approach to product design.

**MFGT1333 Applied Hydraulics & Pneumatics**

Prerequisite: MATH1000. Introduction to fluid power (hydraulic and pneumatic) systems, circuitry and various components, their design, operation, and application. Practical manufacturing-related systems. Use of standard ANSI symbols.

**MFGT1350 Computer Aided Drafting**

Prerequisite: MFGT1444. Fundamentals of Computer Aided Drafting using AutoCAD on IBM microcomputers. Computer operating system. AutoCAD menus, AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting.

**MFGT1354 Elementary Tool Design**

Prerequisites: MFGT1350 and MFGT1354. 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 covered.

**MFGT1362 Plant Layout & Materials Handling**

Prerequisites: MFGT1250 and MFGT1350. Study of manufacturing flow, material handling, J.T.T., use of available facilities and equipment, packaging, shipping, receiving, and employee protective equipment.

**MFGT1413 Electrical Fundamentals**

Prerequisite: 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.

**MFGT1421 Manufacturing Processes I**

The theory and safe operation of machine and hand tools. Covers metrology, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.

**MFGT1456 Manufacturing Processes II**

Prerequisites: MFGT1250 and MFGT1350. Basic programming, operation, and maintenance of CNC machining centers.

**MFGT1458 Electrical Drafting**

Prerequisites: 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.

**MFGT2549 Quality Assurance & SPC**

Prerequisite: MATH1000. Study of statistical techniques used in the control of the quality requirements of manufactured article. Sampling, inspection techniques, S.P.C., and the use of inspection tools and instruments.

**MFGT2551 Time & Motion Study**

Study of systematic, practical, and scientifically correct treatment of present-day motion and time study along with application of economics and productivity as applicable to the manufacturing field.

**MFGT2559 Advanced Geometric Dimensioning & Tolerancing**

Prerequisite: MFGT1250. Study and application of current methods, symbols, and principles of geometric dimensioning and tolerancing as per ASME Y14.5M-1994.

**MFGT2560 Manufacturing Processes III**

Prerequisites: MFGT1421 and MFGT1456. Study of electrical discharge machines (EDM), powdered metallurgy (PM), flexible manufacturing systems (FMS), flexible manufacturing cells (FMC), lasers, water jets, composites, stereolithography and simulation.
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<td>MUSC1010</td>
<td>Introduction to Music</td>
<td>B/L</td>
<td>45</td>
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<tr>
<td>MUSC1220/1230, 2200/2210, 2220/2230</td>
<td>Individual Instruction in Brass</td>
<td>B</td>
<td>-</td>
<td>15</td>
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<tr>
<td>MUSC1240/1250, 2240/2250, 2280/2290</td>
<td>Individual Instruction in Woodwinds</td>
<td>B</td>
<td>-</td>
<td>15</td>
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<tr>
<td>MUSC1260</td>
<td>Class Piano I</td>
<td>B</td>
<td>-</td>
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<tr>
<td>MUSC2260</td>
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<tr>
<td>MUSC2270</td>
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<td>B</td>
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<tr>
<td>MUSC2270</td>
<td>Music History &amp; Literature</td>
<td>B/L</td>
<td>45</td>
<td>-</td>
<td>4.5</td>
<td></td>
</tr>
</tbody>
</table>

**Course Descriptions**

**MSTT • Motorcycle, ATV, and Personal Watercraft Technology**

- **MSTT1000**: Shop Procedures & Hand Tools
  - Effective use of parts and service information resources. Proper use and care of hand and power tools. Safety practices and procedures. Use of precision measuring instruments.
  - Prerequisite: MSTT1000.
- **MSTT1112**: Basic Engine Theory
  - Introduction to basic engine design and components in two-cycle and four-cycle engine operation. Hands-on experience in rebuilding two-cycle and four-cycle engines.
- **MSTT1133**: Metric Measure
  - Introduction to metric system (SI). Practice in measurements of area, volume, weight and capacity. Proper use of metric precision measuring equipment.
- **MSTT1120**: Wheels & Tires
  - Theory and maintenance of stamped steel, spoked and magnesium wheels. Inspection, service, repair and balance of various tire designs.
- **MSTT1122**: Frames, Suspensions, & Brakes
  - Theory of frame geometry and function of the suspensions units. Proper procedures for maintaining and rebuilding of various types of steering heads, forks, shocks, swing arms and suspension components on motorcycles and ATV’s. Theory and operation and proper service procedures of drum and disk brakes.
- **MSTT1125**: Electrical Concepts
  - Basic electrical and electronic principles, Ohm’s law, magnetism and electromagnetism as applied to the motorcycle, ATV, and Power product are covered. The proper and effective use of analog and digital meters.
- **MSTT1131**: Electrical Circuits
  - Theory of electrical circuits and ignition systems for motorcycles, ATV’s and Power Products. Troubleshooting and repair of electrical circuits.
- **MSTT1132**: Fuel & Ignition Systems
  - Introduction to carburetion and fuel injection systems used on motorcycles, ATV’s, personal watercraft and power products.
- **MSTT1133**: Tune up & Rideability
  - Proper procedures for diagnosis and troubleshooting of engine performance problems. Procedures for adjustment of ignition systems, valve trains and fuel delivery systems.

**MUSC • Music**

- **MUSC1010**: Introduction to Music
  - An introduction of musical forms, style, and composers within a historical perspective. Includes an introduction to music elements as well as a range of music literature.
- **MUSC1015/1020, 2010/2020, 2030/2040**: Individual Instruction in Voice
  - Preparation of repertoire for performance. Continue working on piano fundamentals, and playing by ear. Additional chords and scales presented.
- **MUSC1220/1230, 2200/2210, 2220/2230**: Individual Instruction in Brass
  - Performance of standard band music. Appearances at designated functions both on and off campus are required.
- **MUSC1240/1250, 2240/2250 2500/2510**: Individual Instruction in Woodwinds
  - Performance of standard band music. Appearances at designated functions both on and off campus are required.
- **MUSC1260**: Class Piano I
  - Preparation of repertoire for performance. Continue working on piano fundamentals, and playing by ear. Additional chords and scales presented.
- **MUSC1430, 1440, 2430, 2440**: Select group of singers with performance emphasis on jazz repertoire. Includes several off-campus performances.
- **MUSC1480/1490, 2480/2490 2500/2510**: College Band
  - Performance of standard band music. Appearances at designated functions both on and off campus are required.
- **MUSC1610**: Music Theory I
  - Introduction to the fundamentals of music, notation, rhythm, meter, scales, keys, intervals, triads, seventh chords, inversion and figured bass. Sight singing, dictation and keyboarding.
- **MUSC1620**: Music Theory II
  - Theory of clutches, gear ratios, drive trains for two-cycle and four-cycle motorcycle, ATV, personal watercraft, and power products engines.
- **MSTT1113**: Engine Rebuild and Overhaul
  - Disassembly and reassembly procedures of two-cycle and four-cycle motorcycle, ATV, personal watercraft, and power products engines.
- **MSTT1144**: Transmission and Final Drives
  - Theory of clutches, gear ratios, drive trains for constant mesh and automatic transmissions as used on motorcycles and ATV’s.
- **MSTT1146**: Rideability and Electrical Update
  - Advanced electrical update and review covering all systems and diagnosis relating to engine performance and emissions.
- **MSTT1147**: Rideability and Electrical Update with Coop
  - Lab time is split approximately 50% Coop work experience at a local dealership.

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**JULY 1, 2005–JUNE 30, 2006**

**COURSE DESCRIPTIONS**
NDTT • Nondestructive Testing Technology

NDTT1121 Visual Inspection Method
M 30 45 4.5
Concepts and applications of visual inspection as it relates to other NDT methods. Use of optical devices, precision measurement tools and gauges. Use of various tools in laboratory and field situations.

NDTT1133 Manufacturing Processes
M 100 - 10
Study of metal forming casting and forging processes, metals production, plastic, and other material types. Materials joining processes and non-traditional machining methods along with allied cutting processes.

NDTT1138 Welding Processes
M 20 30 3
Introduction to the theory and practice of oxy-acetylene hand torch cutting. 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, NDTT1113 and NDTT138.
Study of the nature of metals, methods of metallurgical examination, mechanical testing, chemistry, and production of metals.

NDTT1356 Liquid Penetrant
M 20 30 3
Prerequisites: NDTT1121 and NDTT1255.
Study of proper penetrant testing techniques and applications. Process control for the solvent removable, post emulsifiable, and water wash penetrant techniques. Study of codes, standards, inspection procedures, and job specifications for liquid penetrant inspection.

NDTT1360 Ultrasonomics I
M 40 110 7.5
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.

NDTT1450 Eddy Current I
M 20 20 2.5
Prerequisites: NDTT1256 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.

NDTT1458 Magnetic Particle
M 30 30 4
Prerequisites: NDTT1256 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.

NDTT1464 Radiography I
M 60 90 9
Prerequisite: 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.

NDTT1470 Radiation Safety & Administration
M 50 - 5
Prerequisite: NDTT1255.

NDTT2040 NDTT Mathematics
M 45 - 4.5
Introduction to advanced math skills. Common and natural logarithms, industrial application, angles and triangles. Angular measurement, right triangle and oblique triangle trigonometry and vectors. Polar and rectangular coordinates. Capabilities, functions and use of scientific calculators.

NDTT2163 NDTT Mathematics
M 45 - 4.5
Introduction to advanced math skills. Common and natural logarithms, industrial application, angles and triangles. Angular measurement, right triangle and oblique triangle trigonometry and vectors. Polar and rectangular coordinates. Capabilities, functions and use of scientific calculators.
NURS1304 Transition to Associate Degree Nursing
L 10 - 1
Prerequisites: BIOS1110, BIOS1140, BIOS2130, CHEM1050, ENGL1010, FSDT1350, MATH1130, PSYC2960, SOC1110.

The nursing process as a method of problem solving is discussed and related to a nursing care plan framework. Emphasis is placed on technical skills and communication 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.

NURS1305 Basic Nursing Concepts I
L 30 90 6
Prerequisites: NURS1206, MEDA1406/1407, PSTC2960, ENGL1010, and FSDT1350.

This course is designed for students pursuing a career in nursing or other health related fields. Students are introduced to common disease conditions, terminology such as etiology, prognosis, and signs and symptoms. Concepts such as inflammation, immunity, allergy, and neoplasia are explained. General diagnostic and treatment procedures for each body system are included. Physiological adaptation, diagnostic tests and treatment procedures for each body system are explained.

NURS1306 Pathophysiology
L 45 4.5
Prerequisites: BIOS1140, BIOS2130, CHEM1050, and BIOS1110.

This course is designed for students pursuing a career in nursing or other health related fields. Students are introduced to common disease conditions, terminology such as etiology, prognosis, and signs and symptoms. Concepts such as inflammation, immunity, allergy, and neoplasia are explained. General diagnostic and treatment procedures for each body system are included. Physiological adaptation, diagnostic tests and treatment procedures for each body system are explained.

NURS1307 Nursing Concepts II
L 15 75 3
Prerequisite or concurrent with NURS1305 and NURS1306 or NURS1308.

Students are introduced to the principles and skills needed to care for individual clients with common disease conditions along the health/illness continuum. Pathophysiology, diet therapy, process when identifying common health problems and planning care. Clinical experiences are correlated with theory in a variety of health care settings.

NURS1308 Pathophysiology through the Lifespan
L 60 - 6
Prerequisites: BIOS1140, BIOS2130, CHEM1050, BIOS1110.

This course is designed for students pursuing a career in nursing or other health related fields. Students are introduced to concepts related to mechanisms of the disease process. Foundational concepts of inflammation, immunity, infection and neoplastic alterations are applied to each body system. The relationship of signs and symptoms to specific diseases are discussed. Students will become familiar with terminology directly associated with disease process, i.e., etiology, diagnosis, prognosis, etc. Disease concepts will be applied to specific applications through the lifespan, including developmental and genetic alterations. Effects of aging are explained. Students will identify common diagnostic and treatment modalities.

### 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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<tr>
<td>NURS2400</td>
<td>Nursing Assessment</td>
<td>L 30</td>
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<td>NURS2401</td>
<td>Preoperative</td>
<td>L 30</td>
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<td>NURS2402</td>
<td>Postoperative</td>
<td>L 30</td>
<td>45</td>
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### OFFT 1010 Beginning Keyboarding I

<table>
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>CLASS HOURS</th>
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<td>OFFT1010</td>
<td>Beginning Keyboarding I</td>
<td>B/L</td>
<td>20</td>
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</table>

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 rhythm 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.

### OFFT1020 Beginning Keyboarding II

<table>
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
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<tr>
<td>OFFT1020</td>
<td>Beginning Keyboarding II</td>
<td>B/L</td>
<td>20</td>
<td>- 2</td>
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Prerequisite: OFFT1010 or equivalent, 20 GWAM minimum.

Reinforces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent rhythm keyboarding skills. A minimum of 30 gross words a minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass. Graded pass/no pass.

### NURS2602 Mental Health Nursing Concepts

Prerequisite: NURS2501 or NURS2502 or concurrent with NURS2603.

A study of behavioral reactions to social, physical and emotional stress as seen in clients receiving psychotherapeutic care is studied. Introduces nursing interventions in dysfunctional behavior in secondary care settings. Further development of the nurse-client relationship, techniques and therapeutic communication skills are emphasized. Overview of the modes of therapy (including psychopharmacology) and intervention in recurring motivational and situational crises. Pathophysiology and diet therapy are integrated. Clinical experiences are provided in a variety of health care settings.
OFFT1100 Business Communications

Prerequisite: ENGL1010 completed with a grade of C or better. Recommend word processing courses of OFFT1710, BSAD1010, or INFO121 with a C or better. Study of principles and techniques of writing business letters, electronic and written messages, and reports. Principles of grammar, punctuation, and correct word usage that have practical application in writing for business purposes.

OFFT1120 Medical Terminology

Study of medical vocabulary for practitioners in the field of medicine. Much of the course is auto-instructional with extra drill and practice during class sessions.

OFFT1160 Keyboarding III

Prerequisite: OFFT1020 or equivalent, 30 GWAM minimum. Uses a comprehensive diagnostic approach to build speed while maintaining a high degree of accuracy. A speed of 40 GWAM is a C, and 50 GWAM is an A on five-minute timings with five or fewer errors. Introduction to the electronic calculator and proficiency development in operating the 10-key pad by touch. Uses appropriate practice exercises and timed writings to produce a minimum speed of 100 key strokes per minute with at least 95% accuracy.

OFFT1200 WordPerfect for Windows

Prerequisite: BSAD1010 completed with a grade of C or better or equivalent. Practical experience using WordPerfect for Windows. Create, edit, and print documents. Other word processing features explored.

OFFT1210 Insurance for the Medical Office

Prerequisite: OFFT1210 completed with a grade of C or better. Instruction for the medical office 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.

OFFT1680 Web Page Support

Prerequisite: BSAD1010 completed with a grade of C or better or equivalent Windows/Word skills. Reinforce and e-mail programs efficiently, searching, and downloading/uploading while presenting essential skills for today’s office professional to create and maintain Web pages.

OFFT1710 Word Applications I

Prerequisites: BSAD1010 completed with a grade of C or better and OFFT1020. Create, format, and edit basic business office documents such as letters, memos, reports, and tables using Microsoft Word. Emphasis on usable/mailable copy.

OFFT1720 Word Applications II

Prerequisite: OFFT1710 completed with a grade of C or better. Create, format, and edit advanced office documents such as tables, letters with special parts, two-page memos, long reports, and merge using Microsoft Word. Emphasis on usable/mailable copy.

OFFT1740 Desktop Publishing Applications

Prerequisite: OFFT1710 completed with a grade of C or better. Apply desktop publishing concepts and design elements consistently in office documents using Microsoft Word. Emphasis is on usable/mailable copy. Instruction and hands-on practice using various output technologies.

OFFT1750 Multimedia Office Applications

Prerequisite: OFFT1740 completed with a grade of C or better. Create onscreen presentations, notes, handouts, and outlines using Microsoft PowerPoint and applying design concepts. Emphasis on usable/mailable copy. Instruction and hands-on practice using various output technologies.

OFFT2000 Employment Techniques

Prerequisites: Declared student only. OFFT1110, HIMS1103, or VPUB2244 completed with a grade of C or better. This class should be taken immediately before Co-op Supervised Employment/Cooperative Education and graduation for associate degree or diploma students. Development of techniques and skills necessary for students to be successful in seeking or retaining employment with career area.

OFFT2020 Co-op Supervised Employment

Prerequisite: OFFT2000 completed with a grade of C or better. 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.

OFFT2040 Computer Input Technologies

Prerequisites: BSAD1010 completed with a grade of C or better; OFFT1710 and OFFN110 recommended prior to or concurrently. Instruction and hands-on practice in the use of various computer input technologies including speech recognition, handwriting recognition, and personal digital assistants (PDAs). Utilize skills necessary for editing documents produced using these alternative input methods and work with the organization features of Outlook.

OFFT2090 Applied Transcription Skills

Prerequisites: OFFT1710 and ENGL101 completed with a grade of C or better. Review of document format, capitalization, punctuation, number rules, and commonly confused words. Apply English, keyboarding, and proofreading skills to the production of business documents from recorded dictation using Microsoft Word.

OFFT2130 Medical Machine Transcription

Prerequisites: MEDA1201 or OFFT1120 and OFFT2090 completed with a grade of C or better. Practice using medical abbreviations, terminology, and phrases; transcription of basic hospital cases from recorded dictation using Microsoft Word.

OFFT2210 Legal Processes I

Prerequisite: OFFT1710 completed with a grade of C or better. OFFT2090 and OFFT2200 may be concurrent. Provides students with the basic knowledge and skills needed to work in a variety of law-related settings, such as private law firms, government agencies, corporations, and banks. Study of legal terminology and its application in various areas of the law. Preparation of legal documents, pleadings, and correspondence using WordPerfect and Word. Topics covered include ethics, confidentiality, calendaring, billing, client relations, and specific duties for the legal office.

OFFT2220 Legal Processes II

Prerequisite: OFFT2210 completed with a grade of C or better. Continuation of Legal Processes I. Further study of the knowledge and skills needed to work in a variety of law-related settings, such as private law firms, government agencies, corporations, and banks. Study of legal terminology and its application in various areas of the law. Preparation of legal documents, pleadings, and correspondence using WordPerfect and Word. Topics covered include ethics, confidentiality, calendaring, billing, client relations, and specific duties for the legal office. An introduction to basic legal research and citation rules is provided.

OFFT2320 Excel Office Applications

Prerequisites: BSAD1010 and OFFT310 or ACCT1200 completed with a grade of C or better. Excel lookup functions, what-if analysis, database features, and application of templates and functions in a business office. Includes applications for accounting and financial statements.

OFFT2340 Records and Information Management

Prerequisite: BSAD1010 completed with a grade of C or better. Introduction to records management. Rules of alphabetic, geographic, numeric, subject, and chronolog- ical methods of filing according to the Association of Records Managers and Administrators (ARMA) rules. Includes introduction to database creation and manipulation with computer applications using Microsoft Access.

OFFT2400 Organizational Procedures

Prerequisites: BSAD1010 completed with a grade of C or better. Study of the electronic office and the skills necessary for success in business. Topics include records management, telephone procedures, human relations skills, office mail, ethics, and time planning. Such calculator and keyboard timed writings and drills will also be included.
OFFT2410 Administrative Professional Procedures I  
B/L 45 - 4.5  
Prerequisite: OFFT1710 completed with a grade of C or better  
Comprehensive coverage of relevant skills and procedures in the performance of office duties including the role of the administrative assistant, communication, and reference sources. Provides the student with the opportunity to apply relevant skills for today’s automated work environment.

OFFT2420 Administrative Professional Procedures II  
B/L 45 - 4.5  
Prerequisite: OFFT2410 completed with a grade of C or better  
Continued coverage of office procedures including information processing procedures, travel and conference arrangements, mail processing procedures, organizational skills, and decision making. Provides students with a strong background in administrative skills and knowledge.

OFFT2430 Administrative Office Management  
L 45 - 4.5  
Prerequisite: OFFT1710 completed with a grade of C or better  
Designed to acquaint the administrative assistant with the various theories of management and related concepts relevant to their office duties and responsibilities.

OFFT2440 Medical Office Procedures  
B/L 45 - 4.5  
Prerequisites: MEDA1101 or OFFT120, OFFT1160, and OFFT1710 completed with a grade of C or better, or by permission.  
Integration of relevant medical office skills and procedures in the performance of modern medical office duties. Simulations included.

OFFT2460 Office Simulation  
B/L 45 - 4.5  
Prerequisites: ACCT1200 or OFFT1310, MATH1040, OFFT1110, OFFT2340, OFFT2410, and PSYC1250 completed with a grade of C or better, or by permission. Corequisite: OFFT2420.  
Uses previously learned office skills, procedures, and soft skills in an interactive work-flow environment. Students run a simulated business and work as managers, human resource specialists, accountants, order analysts, inventory specialists, and service representatives.

OFFT2600 Emerging Business Technologies  
B/L 45 - 4.5  
Prerequisites: OFFT1710 and OFF1110 completed with grade of C or better or by instructor permission.  
Practical experience implementing PC troubleshooting techniques, maintaining electronic equipment, and reviewing emerging technologies.

OFFT2650 Computerized Medical Management  
L 30 - 3  
Prerequisites: OFFT2440 or by permission.  
Computerized application of scheduling, records management, insurance forms, patient database, and financial reports.

OFFT2710 Microsoft Office Integration I  
B/L 45 - 4.5  
Prerequisites: OFFT720, OFFT1750, OFFT2320, and OFFT3430 completed with a grade of C or better.  
Creation of documents integrating Microsoft Office Professional applications. Emphasis on usable / mailable copy.

OFFT2720 Microsoft Office Integration II  
B/L 45 - 4.5  
Prerequisites: OFFT2710 completed with a grade of C or better; OFFT2040 may be taken concurrently.  
Project-based class requires advanced skills to integrate data using Microsoft Office Professional applications 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 integrated projects. Emphasis on mailable documents.

OFFT3100 Special Projects  
L 45 - 4.5  
Prerequisites: Completion of at least 55 credit hours; a minimum 2.5 GPA; and 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.

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: PDSM1120 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: PDSM1120, 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: PDSM1120, 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, purchasing warehouse inventory, and customer relations are performed in the college parts store.

PDSM1321 Parts Management & Advanced Counter Operations  
M 20 30 3  
Prerequisites: PDSM1120 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: PDSM1120 through PDSM1226.  
Basic merchandising, product grouping, and special merchandising. Draw plan-o-grams of the merchandising areas with different types of merchandising techniques. Signs and special displays developed to enhance merchandising. Suggestive selling by doing merchandising. Skills used in advertising.

PDSM1327 Customer Sales & Relations  
M 30 20 3.5  
Prerequisites: PDSM1120 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: PDSM1120 through PDSM1226.  
Use of the various parts, electronic cataloging systems; including Agco, Case, New Holland, Caterpillar, John Deere, All Data, 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 business for on-the-job experience. Application of acquired skills and principles for growth and advancement. Expectations of employees in a working environment. Work experience is supervised by the Southeast Community College Coordinator.

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 life-style habits to productivity, quality of life and one's potential. Topics include lifestyle-related risks, nutrition, physical fitness, and stress management encompassing the mind-body health perspective of wellness.
PHED1010 Golf
B 30 1.5
Basic skills and fundamentals of golf. Scoring, selection and care of equipment for the beginning golfer.

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.

PHED1610 Standard First Aid
B 45 - 4.5
Principles and techniques for administration of first aid. Legal aspects of emergency care, cardiopulmonary emergencies, hemorrhage control, wound management, shock control, poisoning, heat and cold injuries.

PHED1750 Introduction to Physical Education
B 45 - 4.5
For the prospective physical education major or minor at the secondary school level. Survey of physical education, history, principles, objectives. Review of activities offered in the P.E. curriculum.

PHED1800 Physical Education in the Elementary School
B 45 - 4.5
For the prospective elementary teacher and the physical education major. Study of curriculum and methods of teaching of physical education at the elementary level. Needs and characteristics of elementary school-age child by grade level.

PHED2100/2020 Officiating Sports
B 30 - 3
Study and application of rules, techniques and interpretations for becoming officials or coaches in football, volleyball, soccer, basketball, softball or baseball.

PHIL1010 Introduction to Philosophy
B/L 45 - 4.5
Prerequisite: Reading/writing skills at ENGL1010 level or instructor's permission.

PHIL1060 Applied Ethics
B/L 45 - 4.5
Introduction to different approaches to moral decision-making and how to tell the difference between good and bad reasoning in applied ethics. Includes some of most recent philosophical writings on a variety of issues.

PHIL1150 Critical and Creative Thinking
B/L 45 - 4.5
Prerequisite: Reading/writing skills at ENGL1010 level or instructor's permission.

PHIL1170 Applied Ethics
B/L 45 - 4.5
Prerequisite: PHIL1060 or instructor permission. Study of common conundrums that confront us in our daily lives. Emphasis on ethical issues relevant to personal, social and professional life.

PHIL2110 Introduction to Modern Logic
B/L 45 - 4.5
Prerequisite: Reading/writing skills at ENGL1010 level or instructor's permission.

PHIL2610 Comparative Religions
B/L 45 - 4.5
Prerequisite: Reading/writing skills at ENGL1010 level or instructor's permission.

PHOT1750 Beginning Photography
B 30 30 4.5
Introduction to the fundamentals of black and white photography, composition and lighting. Lecture, text and laboratory with emphasis on use of 35mm camera and developing, enlarging, and printing 35mm negatives.

PHOT1780 Color Photography
B 30 30 4.5
Prerequisite: PHOT1750 or instructor permission. Study of techniques for capturing and expressing through color photography.

PHOT2750 Photojournalism
B 30 30 4.5
Prerequisite: PHOT1750 or instructor permission. Study of photojournalism for mass media. Textbook and photography assignments for publication of news, features, sports, studio photography and photo essays. Technical aspects include screening and editing prints at the computer using Photoshop software.

PHYS1017 Technical Physics
B 40 10 4.5
Prerequisite: MATH1000 or MATH1080 or equivalent.

PHYS1101 Technical Physics
B 40 10 4.5
Prerequisite: MATH1000 or MATH1080 or equivalent.

PHYS1201 Astronomy
B 45 30 6
Prerequisite: MATH950 or one year of high school algebra, or permission of the instructor.}

PHYS1107 Technical Physics
M 40 10 4.5
Prerequisite: MATH1000 or MATH1080 or equivalent.

PHYS1800 Physical Education in the Elementary School
B 45 - 4.5
For the prospective elementary teacher and the physical education major. Study of curriculum and methods of teaching of physical education at the elementary level. Needs and characteristics of elementary school-age child by grade level.

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.

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PHED1750 Introduction to Physical Education
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For the prospective physical education major or minor at the secondary school level. Survey of physical education, history, principles, objectives. Review of activities offered in the P.E. curriculum.

PHED1800 Physical Education in the Elementary School
B 45 - 4.5
For the prospective elementary teacher and the physical education major. Study of curriculum and methods of teaching of physical education at the elementary level. Needs and characteristics of elementary school-age child by grade level.

PHED2100/2020 Officiating Sports
B 30 - 3
Study and application of rules, techniques and interpretations for becoming officials or coaches in football, volleyball, soccer, basketball, softball or baseball.
PHYS150 Descriptive Physics
B/L 45 - 4.5
Prerequisite(s) and/or Co-requisite(s): MATH0950 or equivalent.
Conceptual survey of physics for the non-science major. Topics covered include motion, fluids, heat, electricity, magnetism, waves, and optics. Emphasis will be placed on using concepts to analyze physical problems.

PHYS1100 American Government
B/L 45 - 4.5
Study of the functioning of the political system through an analysis and application of its underlying theories.

PHYS1040 Comparative Politics
L 45 - 4.5
Focus on the description and analysis of modern political systems and their respective ideologies. First half of course focuses on broad structural features of government. Second half of course looks at several individual nation states. Final part of course analyzes problems facing modern political systems.

PHYS1600 Introduction to International Relations
L 45 - 4.5
Introductory survey of the actors, institutions, processes, and theories of international relations - including a study of contemporary global issues.

PHYS2020 College Physics I
B/L 45 - 4.5
Prerequisite(s): High school physics or by permission, and concurrent with MATH1700 or equivalent. Detailed study of one dimensional motion, including kinematics, Newton’s Laws, energy, and momentum. Additional topics from the areas of rotational motion, oscillations, waves, fluids, and heat will also be covered. Emphasis will be placed on both concepts and mathematical problem solving.

PHYS2020 College Physics II
B/L 45 - 4.5
Continuation of PHYS1100. Topics covered include electricity, magnetism, waves, optics, and modern physics. Emphasis will be placed on both concepts and mathematical problem solving.

PSYC250 Interpersonal Relations
B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of the instructor. Systematic study of personality theories, the factors influencing personality development and the dynamics of personal adjustment.

PSYC2870 Psychology of the Personality
B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of the instructor. Exploration of human social behavior including development and understanding of the self as a social being; social perception; attitudes and persuasion; social influence; attraction, interactions, and relationships; prosocial and antisocial behavior; and group behavior.

PSYC2950 Introduction to Counseling
B/L 45 - 4.5
Prerequisite: PSYC1810 or permission of instructor. Overview of major counseling theories and intervention strategies. Skills involved in providing feedback to clients, crisis intervention and other methods of short-term counseling. Cross-cultural approaches to counseling.

PSYC2960 Life-span Human Development
B/L 45 - 4.5
Prerequisites: PSYC1810 or SOCI1010. Integration of the basic concepts and principles of physical, cognitive and psychosocial development at each major stage of life. Provides an essential background for students in psychology, nursing, education, social welfare and home economics; for workers in community service; and for parents and prospective parents.

PSYC2880 Social Psychology
B/L 45 - 4.5
Prerequisites: PSYC1810 or SOCI1010 or permission of the instructor. Study of the structure and operation of state and local government with special attention to the direct impact on the individual citizen.

Note: Practical Nursing — See LPNS
Note: Professional Truck Driver Training — See TRUK

RADT1110 Radiologic Technology
L 20 - 2
Introduction to the Radiologic Technology program. Orientation to the hospital and clinic settings. Assisting patients and patient transfers, proper handling of cassettes, darkroom procedures, and clinical setting office procedures.

RADT1111 Radiographic Production
L 45 10 4.5
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.

RADT1112 Radiographic Procedures I
L 55 10 4.5

RADT1119 Clinical Education I
L 150 5
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.
<table>
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<tr>
<th>COURSE #</th>
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<td>Prerequisites: RESP1121 through RESP1129. Practical application of arterial blood gas analysis, basic pulmonary function testing, sleep studies, and electrocardiogram monitoring and recording.</td>
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<td>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.</td>
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<td>RESP1141</td>
<td>Cardiopulmonary Pathology II</td>
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<td>Prerequisites: RESP1131 through RESP1139. Study of the respiratory management of patients in critical care settings with emphasis on critical thinking skills in patient assessment and monitoring, and recommending alternative therapies.</td>
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<td>RESP1143</td>
<td>Neonatal &amp; Pediatric Respiratory Care</td>
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<td>Prerequisites: RESP1131 through RESP1139. Study of neonatal and pediatric physiology, pathology, clinical situation management, infant and pediatric mechanical ventilation. Includes simulated practice.</td>
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<td>Prerequisites: RESP1131 through RESP1139. Overview of pulmonary rehabilitation, subacute care, and home care principles and practices.</td>
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<td>RESP1149</td>
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<td>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.</td>
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<td>Prerequisites: RESP1141 through RESP1149. Study of the cardiovascular system with emphasis on hemodynamic monitoring of the critically ill and pharmacologic control of cardiac output.</td>
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<td>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.</td>
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<td>RESP2258</td>
<td>Respiratory Care Professions</td>
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<td>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.</td>
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**COURSE DESCRIPTIONS**

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<th>LOCATION</th>
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<td>RESP2259</td>
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<tr>
<td></td>
<td>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.</td>
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<td>Prerequisites: RESP2251 through RESP2259. Study of a wide variety of physical, psychological and social factors that impact the development and recovery from disease. Includes an awareness development of a number of patient education programs in health care agencies and the community.</td>
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<td>Prerequisites: RESP2251 through RESP2259. Practice in information gathering and decision making in a variety of selected respiratory care scenarios.</td>
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<td>RESP2268</td>
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<td>Prerequisites: RESP2251 through RESP2259; Completion of SAE’s. Review of course and clinical materials to prepare for National Board exam.</td>
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<td>Prerequisites: RESP2251 through RESP2259. A continuation of Clinical Education V.</td>
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<td>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 deaf culture and the deaf community’s place in citizen diversity.</td>
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<td>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.</td>
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<td>Prerequisite: SIGN1010 or permission of instructor. Third 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.</td>
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**SIGN • American Sign Language**

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<td>Prerequisite: SIGN1070 or permission of instructor. Fifth 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.</td>
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<td>SIGN2040</td>
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<td>Prerequisite: SIGN2020 or permission of instructor. Sixth 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.</td>
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<tr>
<td>SOC1010</td>
<td>Introduction to Sociology</td>
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<td>B/L/M</td>
<td>45</td>
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<td></td>
<td>Introduction to the basic principles of sociology including the study of culture, socialization, social structure, social institutions, investigative behavior, deviance, inequalities, and theoretical perspectives.</td>
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<tr>
<td>SOC1020</td>
<td>Diversity in Society</td>
<td></td>
<td>B/L</td>
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<td></td>
<td>An overview of minority groups and majority-minority relations in the United States. Topics include awareness of similarities and differences, prejudice, discrimination, and the benefits of a diverse society.</td>
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<tr>
<td>SOC12000</td>
<td>Women in Contemporary Society</td>
<td></td>
<td>B/L</td>
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<tr>
<td></td>
<td>Prerequisite: SOC1100 or permission of instructor. Interdisciplinary examination of the contributions of women to society, gender issues, and the progress toward equality.</td>
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<tr>
<td>SOC12010</td>
<td>Social Problems</td>
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<td></td>
<td>Prerequisite: SOC1101 or permission of instructor. Analysis and suggested treatment of the principal problem areas in contemporary society, and the multiple causes that perpetuate social problems.</td>
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SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

COURSE #  COURSE TITLE  LOCATION  OFFERED  CLASSES  LAB  HOURS  CREDIT HOURS

SOC12150  Issues of Unity and Diversity  B/L  45  -  4.5
Increases awareness and sensitivity of commonalities and differences among people. Promotes positive exchange in our diverse and global society.

SOC12250  Marriage and the Family  B/L  45  -  4.5
Prerequisite: SOC1010 or permission of instructor. Emphasis on diversity in the family, and examination of factors that affect families and the process of family development.

SOC12260  Parenting  B/L  45  -  4.5
Prerequisite: PSYC2960 or permission of instructor. This course will introduce the student to effective parenting skills and strategies for solving family problems. Emphasis is placed on parent-child relationships, developmental milestones of infants through adolescence, family communication, family composition and issues related to abuse and neglect. Parenting challenges such as single-parenthood, divorce, custody issues, stepfamily systems and conflict management will be explored.

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  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.

SPCH • Speech

SPCH1090  Fundamentals of Human Communication  B/L/M  45  -  4.5
Prerequisite: Eligible for ENGL1000. Provides a theoretical basis and practical experience in basic communication skills. Topics include the communication process, language, self-concept, verbal and nonverbal communication, perception, listening, interpersonal and group communication, interviewing, audience analysis and public speaking.

SPCH1100  Public Speaking  B/L/M  45  -  4.5
Prerequisite: Eligible for ENGL1000. Provides both theoretical basis and practical instruction for speaking effectively in public. Emphasis on training in basic speech skills, development of voice, topic selection, audience analysis, speech preparation and organization, researching, strategic and creative language use, effective listening and delivery skills, and common types of public speeches, acknowledging the influence of various cultural and ethnic back-grounds.

SPCH2050  Oral Performance of Literature  B/L  45  4.5
Prerequisite: Eligible for ENGL1010. Introductory course in the art, theory, analysis and appreciation of a work of literary art. Methods and skills of communicating literature orally to an audience.

SPCH2110  Intercultural Communication  45  -  4.5
Prerequisite: Eligible for ENGL1010. Introduction to current theories and scholarship in intercultural communication. Critical thinking skills directly applicable to cultural interactions and communication styles. Patterns of interaction and expectations based on cultural differences. Assignments and examinations for practical experience and application of intercultural concepts.

SPCH2810  Business and Professional Communication  B/L/M  45  -  4.5
Prerequisite: Eligible for ENGL1010. 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  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  20  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  50  -  5
Study of supplies and equipment used in the perioperative process of surgery.

SURT1604  Concepts of Surgical Procedures  20  2
Taken concurrent with SURT1603 and SURT1601. Study of the resection concept, abdominal incisions, commonly used instruments, suture and needles required for basic surgical procedures.

SURT1701  Clinical Orientation  20  30/45  4.5
Introduction to specific hospital techniques and duties of the surgical tech team members. Clinical experience in sterile processing and distribution also included.

SURT1704  Surgical Procedures & Techniques I  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  40  -  4
Introduction to the intraoperative care of the surgical patient and the patient with special needs, perioperative pharmacology, anesthesia, special patient monitoring, hemorrhage, blood loss and replacement.

SURT1804  Surgical Procedures & Techniques II  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  210  210
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.


PAGE 184  = Course also offered On-line.  VHS tape. = Course also offered via Telecourse (VHS tape.)
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<thead>
<tr>
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<td>L - 140 4.5</td>
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**THEA • Theatre**

**THEA1120** Introduction to Theatre | B | 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 | B | 45 - 4.5 |

Introduction to the techniques and history of acting through individual and group exercises, study and discussion of text and professional example. Develops the students' appreciation of the theatre and the craft of acting. Allows students to build connections between life and acting through lecture, discussion, observation, improvisation and scene work. Familiarizes student with the history and development of acting theories using selected examples of its various cultural contexts.

**THEA1850, 1860, 2850, 2860, 2880** Theatre Production | B | 30-60-90 - 1.5-4.5 |

Prerequisite: By permission of play director. Introduction to theory and principles of theatre production. Concentration on all phases of theatre production. Public performance produced.

**TRUK • Professional Truck Driver Training**

**TRUK1110** Professional Truck Driver Training | L 68 262 15 |

Prerequisite: Special program requirements prior to start of class. Intensive training course for tractor/trailer drivers. Accident procedures, daily driver's log, trip planning, hazard perception, speed management, vehicle preventative maintenance, extreme driving conditions, hands-on defensive driving and skills development in coupling and uncoupling, backing, shifting, and city and highway driving.

**VPUB • Visual Publications**

**VPUB1100** Publishing Concepts | L 30 45 4.5 |

This course is a prerequisite to all VPUB courses. This course provides students with a broad perspective through lectures on the printing industry and the sequence of events in production printing. Students will acquire hands-on experience in paste up, camera, film assembly, and proofing.

**VPUB1111** Platform Manipulation | L 30 45 4.5 |

This course is a prerequisite to all VPUB courses. This course introduces the student to the Macintosh and PC platforms and training in gaining fundamental skills associated with using hardware, software and peripheral devices using Adobe InDesign CS.

**VPUB1112** Elements of Design | L 45 - 4.5 |

This course is a prerequisite to all VPUB courses. Students will explore the fundamentals of visual perception, proportion, lighting, dimension, and color theory. They will have experience in 2 and 3 dimensional designs.

**VPUB1120** Design to Production | L 20 90 5 |

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.

**VPUB1121** Photoshop I | L 40 15 4.5 |

Prerequisites: VPUB110, VPUB111, & VPUB112. This course will address the fundamentals of the software to include scanning and editing, master menu, tool bar. While introducing the concepts of photo manipulation including file formats, layer techniques, filters, picture taking and PDF creation.

**VPUB1122** Page Layout I | L 40 15 4.5 |

Prerequisites: VPUB110, VPUB111, & VPUB112. This course will explore the fundamentals of Page layout software and the options for the production of the finished page. Using class projects each student will become skilled in the basics of page layout, document construction, and the tools using Quark XPress.

**VPUB1125** Digital Typography | L 20 - 2 |

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 typographers software.

**VPUB1130** Pre Production Techniques | L 30 45 4.5 |

Prerequisites: 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.

**VPUB1131** Photoshop II | L 45 - 4.5 |

Prerequisite: VPUB1121. The second level of Photoshop will expand on techniques used in Photoshop I. Web graphics will be covered as well as color correction tools, and interaction with other software, using Photoshop in conjunction with ImageReady.

**VPUB1132** Page Layout II | L 45 - 4.5 |

Prerequisite: VPUB112. 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.

**VPUB1133** Creative Troubleshooting | L 20 - 2 |

Prerequisites: VPUB1110, VPUB1111, & VPUB1112. Demonstrate creative troubleshooting strategies and problem solving skills as it relates to the printing and publishing field.

**VPUB1134** Web Design I | L 25 45 4.5 |

Prerequisites: VPUB1121 and VPUB1122 or permission of program chair. Introduction to basic Internet functions. How to design an effective and efficient Web page. Students learn a beginning web page layout and tools using Dreamweaver MX.

**VPUB1224** Photoshop III | L 25 60 4.5 |

Prerequisite: VPUB111. 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.
### SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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<tr>
<td>VPUB2242</td>
<td>Computer Illustration I</td>
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<td>VPUB2244</td>
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<td>VPUB2245</td>
<td>Digital Video Production</td>
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#### WELD • Welding

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<td>Welding Orientation</td>
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<td>WELD1110</td>
<td>SMAW Theory</td>
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<td>WELD1112</td>
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<td>WELD1115</td>
<td>Equipment &amp; Tools</td>
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<td>WELD1117</td>
<td>Oxyacetylene Theory</td>
<td>L/M 20 2</td>
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<td>WELD1119</td>
<td>OA Welding &amp; Cutting</td>
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#### Prerequisites:
- WELD1128: Blueprint Reading & Weld Symbols
  - 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
  - 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: Metalurgy I
  - Prerequisite: WELD1100.
  - Study of metals, properties of metals, metallurgical examination, mechanical testing and chemistry of welding.
- WELD1135: Advanced OA & Plasma Cutting
  - Prerequisite: WELD1119.
  - Theory of the Plasma Arc Cutting process and advanced laboratory exercises to include the use of automated equipment.
- WELD1139: Welding Measurement & Layout
  - Prerequisite: WELD1100.
  - Study of layout procedures used in the welding fabrication industry.
- WELD1140: Metalurgy II
  - Prerequisite: WELD1130.
  - Study of the structure of metals, heat treatment and welding, and the control of stresses in welding.
- WELD1143: Pipe Welding & Cutting
  - Prerequisites: WELD1113, WELD1119, WELD1139.
  - Study of pipe welding and cutting. Includes pattern making, layout, cutting, fitting, and welding.
- WELD1144: GTAW Theory
  - 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)
  - Prerequisite: WELD1144.
  - Study of the production of metals, methods of identification, properties of metals, and welding industry.
- WELD1178: Motorcycle Welding
  - Prerequisite: WELD1100.
  - Welding of carbon steel with the Gas Tungsten Arc Welding process in all positions and on various joint configurations.
### COURSE DESCRIPTIONS

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- **Special and Individualized Courses**
  
  Special topics courses (numbered 2799) are one-time class offerings. Approval of the program chair and the campus administrator must be secured before the course is offered. If the course is to be offered more than once, it must be submitted through the normal channels and assigned its own course number. No course will be offered by independent study unless prior permission has been given by the program chair and the campus administrator as well as the instructor.

### Continuing Education Credit Courses

The following courses are non-program credit courses offered at Southeast Community College, and may or may not be used as electives in programs offered. These courses may appear on a student's transcript and are approved credit courses of the College.

#### Prefixes:

- AACS: Area Community Services
- EMTL: Emergency Medical Services
- ESLX: English As a Second Language
- LLFW: Family & Consumer Science
- NURA: Nursing Assistant
- RADT: Radiography

- **AACS • Area Community Services**
  
  **AACS1104** Advanced Farm & Ranch Management 24 36 3.5
  
  Prerequisites: AACS1100, AACS1101, and AACS1102 or instructor approval.

  Use of previous year’s information and analysis to make business decisions based on the analysis of accurate records. Topics include the need for maintaining an accurate and complete system of production and household records used in future analysis.

- **AACS1100** Farm & Ranch Management Year 2 36 36 4.5
  
  Assistance to the farmer or rancher on gathering information to make business decisions based on the analysis of accurate records. Topics include the need for maintaining an accurate and complete system of production and household records used in future analysis.

- **AACS1101** Farm & Ranch Management Year 2 36 36 4.5
  
  Use of previous year’s information and analysis to make business decisions. Importance of maintaining and utilizing accurate and complete production and household records. Major changes considered utilizing three years of records to reflect various opportunities for improvement.

### EMTL • Emergency Medical Services

**EMTL1220** EMT-Basic 91 69 11

Prerequisite: Minimum 18 years of age, high school diploma or GED, current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card.

- **EMTL1242** First Responder Transition to EMT Basic 64 48 8
  
  Prerequisite: EMTL 1220.

- **EMTL1240** EMT-Intermediate 200 275 29
  
  Prerequisite: EMTL 1220.

**EMTL1265** First Responder 38 19 4

Prerequisite: Minimum 18 years of age, high school diploma or GED.

Emergency procedures and skills appropriate for the first responder at medical emergency. Especially appropriate for rescue squad members, law enforcement and fire personnel and persons needing advance first aid skills. This course includes AHA Healthcare Provider CPR, and the AED addition.

= Course also offered On-line.  = Course also offered via Telecourse (VHS tape.)
ESLX • English as a Second Language

ESLX0810 Advanced English As A Second Language I
Location: 60
Offered: 10
Credit: 6
Prerequisite: Placement test.
A developmental ESL course which helps students build on their foundation of grammar structures, sentence patterns and vocabulary while developing advanced reading skills.

ESLX0830 Advanced English As A Second Language II
Location: 60
Offered: 10
Credit: 6
Prerequisites: ESLX0810 or placement test.
A developmental ESL course which helps students develop more complex sentence structures and vocabulary, and develop more advanced reading skills.

LLFW • Family & Consumer Science

LLFW1155 Designing with Cut Flowers
Location: 15
Offered: 3
Credit: .5
Hands-on course to develop basic skills in designing fresh flower arrangements.

LLFW1157 Wedding Designs
Location: 20
Offered: 10
Credit: 1.5
Focus on the design and construction of floral compositions and decorations for wedding ceremonies and receptions.

LLFW1159 Contemporary European Designs
Location: 20
Offered: 10
Credit: 1.5
Examination of contemporary European floral forms. Designing of floral arrangements using a variety of forms, contemporary design techniques, and positive-negative space.

LLFW1160 Interpretive Oriental Design
Location: 16
Offered: 8
Credit: 1
History and development of oriental floral design and its influence on modern designs.

LLFW1164 Designing Table Decorations
Location: 20
Offered: 10
Credit: 1.5
Study of the importance of coordinating floral designs with the environment in which they will be used. Create a variety of floral designs for different themes and occasions.

LLFW1165 Floral Merchandise and Display
Location: 20
Offered: 10
Credit: 1.5
Study of the fundamentals of merchandising floral products and related gift ware. Elements and principles of design in relation to the composition of window and shop display.

LLFW1166 In Remembrance
Location: 20
Offered: 10
Credit: 1.5
Focus on the construction of traditional floral pieces and their proper use for funerals and times of mourning.

LLFW1167 Designing with Tropical Flowers
Location: 4
Offered: 8
Credit: .5
Identification, care, and design techniques used with tropical flowers.

LLFW1170 Floral Design Theory and Methods
Location: 10
Offered: 20
Credit: 1.5
Prerequisite for other floral classes. Study of floral design, including history, elements and principles of floral design, and design styles.

LLFW1171 Celebrating with Flowers
Location: 10
Offered: 20
Credit: 1.5
Discussion and creation of various holiday and special occasion design styles and traditions.

LLFW1172 Care and ID of Floral Material
Location: 5
Offered: 25
Credit: 2.5
Study of fresh, everlasting, and permanent flowers available in the floral industry. Identification, preparation, care, and handling practices will be covered.

LLFW1198 Furniture Reupholstery
Location: 15
Offered: 15
Credit: 2
Hands-on course reupholstering a chair. Learn with tools, equipment, parts, disassembly, measuring and reassembly of upholstered furniture.

LLFW1199 Couch Reupholstery
Location: 15
Offered: 15
Credit: 2
Prerequisite: LLFW1198.
Develop intermediate skills through reupholstering a couch.

NURA • Nursing Assistant

NURA1401 Basic Nursing Assistant
Location: 60
Offered: 50
Credit: 6.5
Completion of the class meets the Nebraska Department of Health requirements for employment as a Nursing Assistant. The course includes classroom, nursing lab, and clinical experience in a health care facility.

RADT • Online Continuing Education classes 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.

RADT1301 Introduction to Healthcare Education
Location: 10
Offered: 1
Credit: 1
This course is designed to help health care professionals develop strategies for improved teaching and learning when students are assigned to the healthcare environment. It introduces the student to on-line learning. The student also learns about creating positive learning environments and how learning styles affect the learning process.

RADT1302 Preceptor Practicum
Location: 10
Offered: 1
Credit: 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
Location: 10
Offered: 1
Credit: 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.
PERSONNEL

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

SCC BOARD OF GOVERNORS

Allensworth, Jacki - District 5
1812 Devoe Drive • Lincoln, NE 68506

Baker, Darryl - District 3
1600 South Ninth • Beatrice, NE 68310

Feit, Robert J., - District 3
1305 North 11th Street • Beatrice, NE 68310

Griffin, Helen E., Chair - District 5
6629 Shenandoah Court • Lincoln, NE 68510

Heiden, Ed C. - District 2
RR 1, Box 117 • Sterling, NE 68443

Johnson, Ruth M. - District 4
819 North 33rd Street • Lincoln, NE 68503

Merryman, Doug - District 1
808 Road P • Geneva, NE 68361

Schluckebier, Lynn, Secretary - District 1
215 East Jackson Avenue • Seward, NE 68434

Scott, Richard O., Treasurer - At Large
7531 North Hampton Road • Lincoln, NE 68506

Seim, Nancy A. - District 4
2515 North 76th Street • Lincoln, NE 68507

Watermeier, Gene, Vice Chair - District 2
646 South 22 Road • Unadilla, NE 68454

Beltz, Bill, Faculty Representative
SCC Milford Campus • Milford, NE 68405
Aditha McLaughlin, Testing Center Specialist
BA, Northwest Missouri State University, Maryville, MO 1970

Douglas Meyer, Admissions Representative
BS, University of Nebraska, Lincoln, NE 1990

John W. Meyer, Information Services Manager
AAS, Southeast Community College, Milford, NE 1968
BS, Colorado State University, Fort Collins, CO 1975

Tamara L. Meyers, Associate Director, Health Occupations EMS
EMS Instructor Certificate, Nebraska Methodist College, Omaha, NE 1999

Sherine A. Miller, Director, Career Services
BS, University of Nebraska, Lincoln, NE 1993
MA, University of Nebraska, Lincoln, NE 1995

Mary Lou Mittan, TRIO, Assistant Director/Counselor for Support Services
BS, University of Nebraska, Lincoln, NE 1975
MS, Wayne State College, Wayne, NE 1994

Ardem M. Mohrman, Learning Resource Center Dean
AAS, Nebraska Wesleyan University, Lincoln, NE 1976

Robin M. Moore, Director, Registration & Records
BS, University of Nebraska, Lincoln, NE 1984

Kelly Morgan, Assistant Director, Continuing Education
AAS, Southeast Community College, Beatrice, NE 1990

Robert D. Morgan, Assistant Campus Director/Director of Distance Learning
BS, University of Nebraska, Lincoln, NE 1980
MA, University of Nebraska, Lincoln, NE 1995

Janet C. Nason, Director, Accounting and Finance
BS, University of Nebraska, Lincoln, NE 1988

Emerson "Lyle" Neal, Vice President for Technology/Campus Director
BA, Evangel College, Springfield, MO 1971

Susan Noler, Dean, Health Occupations
BSN, Creighton University, Omaha, NE 1968
MSN, University of Washington, Seattle, WA 1974

Patrick O'Neill, Career Advisor/Assessment
BA, University of Nebraska, Omaha, NE 1984
MPA, University of Nebraska, Omaha, NE 1992

Charles Pegram, Academic Advisor
BA, Truman State University, Kirksville, MO 1997
MS, Western Illinois University, Macomb, IL 2000

Gregory B. Peters, Career Counselor/Assessment
BS, University of Nebraska, Lincoln, NE 1972
MS, University of Nebraska, Lincoln, NE 1974

Frederick J. Petsch, Director, John Deere Pro Tech Training
AAS, Southeast Community College, Milford, NE 1971
BS, University of South Dakota, Vermillion, SD 1975

Rhonda Pickerel, Financial Aid Associate Director
BS, University of Nebraska, Lincoln, NE 1974

Russell R. Plessel, Data Base Administrator
AAS, Southeast Community College, Lincoln, NE 1983

Jill A. Rice, Assistant Director Upward Bound
BA, Doane College, Crete, NE 1999
MA, Doane College, Lincoln, NE 2002

Michele Richards, Academic Advisor
AAS, Lincoln School of Commerce, Lincoln, NE 1992
BA, Doane College, Lincoln, NE 1998

Diane Rink, Associate Registrar
AAS, Southeast Community College, Lincoln, NE 1990
BS, Doane College, Lincoln, NE 1992
MS, University of Oklahoma, Offutt AFB, NE 1994

Richard A. Ross, Dean, Academic Education
BS, Emporia State University, Emporia, KS 1964
MA, Louisiana State University, Baton Rouge, LA 1969

Brian Rundquist, Bookstore Manager
BA, University of Nebraska, Lincoln, NE 1992

Karen S. Sachtleben, Career Counselor/Assessment
BS, University of Nebraska, Lincoln, NE 1976
MA, University of Nebraska, Lincoln, NE 1998

April Schueths, Director, Director of TRIO Programs
BA, University of Nebraska, Lincoln, NE 1997
MSW, University of Nebraska, Omaha, NE 2000

Pam Sedlacek, Bookstore Manager
AA, Southeast Community College, Lincoln, NE 1983
BA, Chadron State College, Chadron, NE 1991

Brian Seger, Trainer/Instructor, John Deere Training Center
AAS, Southeast Community College, Milford, NE 1985

Jen Shaldr, Trainer, John Deere Program Technician
AAS, Southeast Community College, Milford, NE 1979

Judy Shonerd, Resource Development Specialist
BS, University of Nebraska, Lincoln, NE 1966

Reginal Simonsen, Trainer, John Deere Program Technician
AAS, Southeast Community College, Milford, NE 1984

Ronald D. Snyder, Director, Continuing Education/Customized Training Services
Diploma, Cleveland Institute of Electronics 1971
BA, University of Nebraska, Lincoln, NE 1967
MA, University of Nebraska, Lincoln, NE 1973
PhD, University of Nebraska, Lincoln, NE 1985

David A. Sonenberg, Dean, Student Services/Financial Aid
AS, Ames Community College, Ames, IA 1977
BEd, Colorado State University, Fort Collins, CO 1984
MEd, Colorado State University, Fort Collins, CO 1986

José J. Soto, Vice President for Affirmative Action/Equity/Diversity
BA, Inter-American University of Puerto Rico 1975
JD, University of Nebraska Lincoln College of Law, Lincoln, NE 1984

Monte E. Specht, Dean, Manufacturing Occupations
AAS, Southeast Community College, Milford, NE 1965
BS, University of Nebraska, Lincoln, NE 1972
MEd, University of Nebraska, Lincoln, NE 1982

Lisa St. Louis, Director, Purchasing Administrative Services
BA, Doane College, Crete, NE 1986

Philip Steffen, Food Service Assistant Manager
AAS, Southeast Community College, Lincoln, NE 2000

Theodore G. Suhr, Vice President for Administrative Services
BA, University of Nebraska, Lincoln, NE 1968
MBA, University of Nebraska, Lincoln, NE 1972

Rhonda C. Taft, Director, Continuing Education/Manufacturing & Transportation
Diploma, Southeast Community College, Lincoln, NE 1981

Lila J. Thomas, Associate Registrar
AA, Fairbury Jr. College, Fairbury, NE 1972
BS, Peru State College, Peru, NE 1993

Margaret Tvrvid, Financial Aid Associate Director
BS, University of Nebraska, Lincoln, NE 1993

Lori Vancura, Coordinator of Assessment/Data Management
BA, Briar Cliff College, Sioux City, IA 1985
MA, University of Wisconsin, Menomonie, WI 1993

Jeanette L. Volker, Vice President for Student Services/Campus Director
BS, University of Nebraska, Lincoln 1965
MA, University of Nebraska, Lincoln 1983

Elizabeth "Lisa" Vosta, Supervisor, Print Shop
Diploma, Southeast Community College, Lincoln, NE 1979

Jeanette Walsh, Director, Continuing Education/Health Programs
RN, Diploma, Nebraska Methodist Hospital School of Nursing, Omaha, NE 1975
BSN, University of Nebraska Medical Center College of Nursing, Omaha, NE

Jennifer J. Warren, Bookstore Manager
BS, Nebraska Wesleyan University, Lincoln, NE 1995

Amy Weides, Placement Specialist
BS, University of Nebraska, Lincoln, NE 1999
MBA, University of Nebraska, Lincoln, 2003

Charles E. Whitehead, Superintendent, Physical Plant
Homesville High School Diploma 1963

Lynn Willey, Placement Specialist
AAS, National College of Business, Rapid City, SD 1972
BA, Doane College, Lincoln, NE 1991

Cindy Williams, Student Retention Specialist
AAS, Southeast Community College, Lincoln, NE 1995

BA, Doane College, Lincoln, NE 1997

Glen Williams, Dean, Transportation Occupations
BS, University of Nebraska, Lincoln, NE 1976
MS, Central State University, Edmond, Oklahoma 1986

Merlyn J. Williams, Financial Aid Associate Director
Diploma, Milford High School, Milford, NE

Paula S. Young, Assistant Campus Director
BS, University of Nebraska, Lincoln, NE 1987

Rebecca Zabel, Business Coordinator
AA, Worthington Community College, Worthington, MN 1979
BS, Peru State College, Peru, NE 1983
### Southeast Community College—Nebraska

**Faculty**

<table>
<thead>
<tr>
<th>Name</th>
<th>Program/Instructor</th>
<th>Education and Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael B. Aalberg</td>
<td>Instructor, Electronic Servicing &amp; Electronic Engineering Technology</td>
<td></td>
</tr>
<tr>
<td>AA, University of South Dakota, Vermillion, SD</td>
<td>BS, University of South Dakota, Vermillion, SD 1982</td>
<td></td>
</tr>
<tr>
<td>MEd, University of Nebraska, Lincoln, NE 2002</td>
<td>Alice Alexander, Instructor, Practical Nursing</td>
<td></td>
</tr>
<tr>
<td>BSN, Fort Hays State University, Hays, KS 1980</td>
<td>MS, Friends University, Topeka, KS 1986</td>
<td></td>
</tr>
<tr>
<td>Michael Anderson</td>
<td>Instructor, Machine Tool Technology</td>
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</tr>
<tr>
<td>Diploma, Southeast Community College, Lincoln, NE 1984</td>
<td>AAS, Southeast Community College, Lincoln, NE 1996</td>
<td></td>
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<tr>
<td>Janice Radil Arnold</td>
<td>Program Co-chair/Instructor, Social Sciences</td>
<td></td>
</tr>
<tr>
<td>BS, University of Nebraska, Lincoln, NE 1988</td>
<td>MEd, University of Nebraska, Lincoln, NE 1973</td>
<td></td>
</tr>
<tr>
<td>Susan L. Asher</td>
<td>Program Chair/Instructor, Dental Assisting</td>
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<tr>
<td>Diploma, Lincoln Technical College, Lincoln, NE 1970</td>
<td>BS, University of Nebraska, Lincoln, NE 1991</td>
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<tr>
<td>William A. August</td>
<td>Program Chair/Instructor, Diesel Technology and John Deere Ag Technology</td>
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<tr>
<td>AAS, Southeast Community College, Milford, NE 1966</td>
<td>BA, Doane College, Lincoln, NE 1999</td>
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<tr>
<td>Tiffini Bailey</td>
<td>Instructor, Medical Laboratory Technology</td>
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<tr>
<td>AAS, Southeast Community College, Lincoln, NE 1992</td>
<td>BA, Doane College, Lincoln, NE 2003</td>
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<tr>
<td>Alicia A. Baillie</td>
<td>Program Chair/Instructor, Early Childhood Education</td>
<td></td>
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<tr>
<td>BA, University of Northern Colorado, Greeley, CO 1963</td>
<td>BS, Peru State College, Peru, NE 1984</td>
<td></td>
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<tr>
<td>Scot Baillie</td>
<td>Instructor, Business Administration</td>
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<tr>
<td>AAS, Southeast Community College, Milford, NE 1982</td>
<td>BS, University of Nebraska, Lincoln, NE 1999</td>
<td></td>
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<tr>
<td>Kathleen Baker</td>
<td>Instructor, Speech, Academic Education</td>
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<tr>
<td>BS, Oklahoma Christian University, Oklahoma City, OK 1999</td>
<td>BA, Abilene Christian University, Abilene, TX 2001</td>
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<tr>
<td>Deann M. Barnard</td>
<td>Instructor, Practical Nursing Program</td>
<td></td>
</tr>
<tr>
<td>BSN, Midland Lutheran College, Fremont, NE 1999</td>
<td>BS, University of Nebraska, Lincoln, NE 1999</td>
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<tr>
<td>Doris Amanda Baron</td>
<td>Program Co-chair/Instructor, Humanities/Spanish</td>
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<tr>
<td>BA, Sariápe de Bogota-Columbia, South America 1983</td>
<td>MA, Sariápe de Bogota-Columbia, South America 1988</td>
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<tr>
<td>PhD, University of Nebraska, Lincoln, NE 1999</td>
<td>Charles D. Barringer, Instructor, Mathematics and Statistics</td>
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<tr>
<td>BA, University of Nebraska, Lincoln, NE 1970</td>
<td>MAT, University of Nebraska, Lincoln, NE 1972</td>
<td></td>
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<tr>
<td>EdS, University of Nebraska, Lincoln, NE 1976</td>
<td>Steven E. Bassett, Program Co-Chair/Instructor, Anatomy and Physiology</td>
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<tr>
<td>BA, Hastings College, Hastings, NE 1978</td>
<td>MS, Kearney State College, Kearney, NE 1982</td>
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<tr>
<td>Dennis W. Bauman</td>
<td>Instructor, Automotive Technology</td>
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<tr>
<td>AAS, Southeast Community College, Milford, NE 1964</td>
<td>Howard D. Bay, Program, Instructor, Related Welding Technology</td>
<td></td>
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<tr>
<td>AAS, Nebraska Vocational Technical School, Lincoln, NE 1968</td>
<td>Teresa Beacham, Instructor, English</td>
<td></td>
</tr>
<tr>
<td>BA, College of Saint Benedict, St. Joseph, MO 1988; MA, University of Missouri, Kansas City, MO 1996</td>
<td>William C. Beltz, Program Chair/Instructor, General Education</td>
<td></td>
</tr>
<tr>
<td>BS, Nebraska Wesleyan University, Lincoln, NE 1965</td>
<td>Janis K. Bible, Program Chair/Instructor, Medical Laboratory Technology</td>
<td></td>
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<tr>
<td>MEd, University of Nebraska, Lincoln, NE 1972</td>
<td>Donald L. Bossung, Instructor, Computer Technology</td>
<td></td>
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<tr>
<td>BS, University of Nebraska, Lincoln, NE 1983</td>
<td>Lida A. Bettinger, Program Co-chair/Instructor, Microcomputer Technology</td>
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<tr>
<td>BA, Nebraska Wesleyan University, Lincoln, NE 1976</td>
<td>MA, University of Nebraska, Lincoln 1978</td>
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<tr>
<td>MA, Central Michigan University, Mount Pleasant, MI 1989</td>
<td>Janice Radil Arnold, Program Co-chair/Instructor</td>
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<tr>
<td>John Bockoven, Instructor, Machine Tool Technology</td>
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<td>AAS, Southeast Community College, Lincoln, NE 1990</td>
<td>Donald L. Bossung, Instructor, Microcomputer Technology</td>
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<td>BA, Southeast Community College, Lincoln, NE 1983</td>
<td>BS, University of Nebraska, Lincoln, NE 1999</td>
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<tr>
<td>Lester E. Breidenstine, Instructor, Diesel Technology</td>
<td>L. Michael Burdick, Instructor, Welding Technology</td>
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<tr>
<td>AAS, Southeast Community College, Milford, NE 1972</td>
<td>BS, University of Nebraska, Lincoln, NE 1976</td>
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<tr>
<td>Dean A. Bruha, Instructor, Automotive Technology and Diesel Technology-Heavy Duty Truck Program</td>
<td>BS, University of Nebraska, Lincoln, NE 1992</td>
<td></td>
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<tr>
<td>AAS, Southeast Community College, Lincoln, NE 1976</td>
<td>BA, Doane College, Crete, NE 1997</td>
<td></td>
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<tr>
<td>Alan W. Brunkow, Program Co-chair/Instructor, Electronic Servicing &amp; Electronic Engineering Technology</td>
<td>BS, University of Nebraska, Lincoln, NE 2003</td>
<td></td>
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<tr>
<td>AAS, Southeast Community College, Milford, NE 1978</td>
<td>Lisa L. Church, Instructor, Food Service/Hospitality</td>
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<tr>
<td>Tracy Buch, Instructor, Clinical Radiologic Technology</td>
<td>BS, University of Nebraska, Lincoln, NE 2001</td>
<td></td>
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<tr>
<td>AAS, Washburn University, Topeka, KS 1996</td>
<td>BS, University of Nebraska Medical Center-Division of Medical Technology-Omaha 1976; MT (ASCP)</td>
<td></td>
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<tr>
<td>Paul J. Buell, Instructor, Architectural-Engineering Technology</td>
<td>MEd, University of Nebraska, Lincoln, NE 2002</td>
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<td></td>
<td>AAS, Southeast Community College, Milford, NE 1980</td>
<td>J. Michael Burdick, Instructor, Welding Technology</td>
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<tr>
<td>BS, University of Nebraska, Lincoln, NE 1976</td>
<td>Gregory M. Burroughs, Program Chair/Instructor, Fire Protection Technology</td>
<td></td>
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<tr>
<td>AS, Sierra Community College, Rocklin, CA 1990</td>
<td>MA, University of Nebraska, Omaha, NE 1988</td>
<td></td>
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<tr>
<td>BS, California State University, Sacramento, CA 1993</td>
<td>BS, University of Nebraska, Lincoln, NE 1988</td>
<td></td>
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<tr>
<td>BA, Chadron State College, Chadron, NE 1984</td>
<td>Doris L. Buttell, Instructor, Business</td>
<td></td>
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<tr>
<td>MA, University of Nebraska, Lincoln, NE 1990</td>
<td>BS, University of Nebraska, Lincoln, NE 1970</td>
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<tr>
<td>William C. Campbell, Instructor, Social Sciences</td>
<td></td>
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<tr>
<td>BS, University of Nebraska, Lincoln, NE 1974</td>
<td>MEd, University of Nebraska, Lincoln, NE 1990</td>
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<tr>
<td>BS, Peru State College, Peru, NE 1988</td>
<td>Roxana Carlo, Instructor, Psychology</td>
<td></td>
</tr>
<tr>
<td>AA, Miami-Dade Community College, Miami, FL 1983</td>
<td>BS, Wayne State College, Wayne, NE 1969</td>
<td></td>
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<tr>
<td>BA, Florida International University, Miami, FL 1986</td>
<td>BS, Wayne State College, Wayne, NE 1993</td>
<td></td>
</tr>
<tr>
<td>MC, Arizona State University, Tempe, AZ 1990</td>
<td>BS, University of Nebraska, Lincoln, NE 1999</td>
<td></td>
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<tr>
<td>Roger Carpenter, Instructor, Physics/Mathematics</td>
<td>BS, Nebraska Wesleyan University, Lincoln, NE 1999</td>
<td></td>
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<tr>
<td>BS, Wayne State College, Lincoln, NE 1992</td>
<td>MA, University of Nebraska, Lincoln, NE 2002</td>
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<tr>
<td>Sarah Chagnon, Instructor, Early Childhood Education</td>
<td>BS, Nebraska Wesleyan University, Lincoln, NE 1999</td>
<td></td>
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<tr>
<td>BA, University of Nebraska, Lincoln, NE 1993</td>
<td>MA, State University of New York, Binghamton, NY 1995</td>
<td></td>
</tr>
<tr>
<td>Bridget Christensen, Instructor, Sociology</td>
<td>Mark Christensen, Instructor, GM Automotive Service Education Program (ASEP)</td>
<td></td>
</tr>
<tr>
<td>BS, University of Nebraska, Lincoln, NE 1993</td>
<td>BS, University of Nebraska, Lincoln, NE 1985</td>
<td></td>
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<tr>
<td>MA, State University of New York, Binghamton, NY 1995</td>
<td>AAS, Southeast Community College, Milford, NE 1990</td>
<td></td>
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<tr>
<td>Lisa L. Church, Instructor, Practical Nursing Program</td>
<td>Lisa L. Church, Instructor, Food Service/Hospitality</td>
<td></td>
</tr>
<tr>
<td>LPN, Diploma, Southeast Community College, Lincoln, NE 1990</td>
<td>BS, University of Nebraska, Lincoln, NE 2001</td>
<td></td>
</tr>
<tr>
<td>RN, Diploma, Bryan Memorial School of Nursing, Lincoln, NE 1992</td>
<td>BS, University of Nebraska, Lincoln, NE 1971</td>
<td></td>
</tr>
<tr>
<td>Joyce Colombe, Instructor, Medical Laboratory Technology</td>
<td>Certificate, Southeast Community College, Lincoln, NE 1982</td>
<td></td>
</tr>
<tr>
<td>BS, University of Nebraska Medical Center-Division of Medical Technology-Omaha 1976; MT (ASCP)</td>
<td>MEd, University of Nebraska, Lincoln, NE 2002</td>
<td></td>
</tr>
<tr>
<td>MEd, University of Nebraska, Lincoln, NE 1990</td>
<td>BS, University of Nebraska, Lincoln, NE 1970</td>
<td></td>
</tr>
</tbody>
</table>
Carol Conners, Instructor, Office Technology
BS, University of Nebraska, Lincoln, NE 1973

Roxann Coudeyras, Instructor, Office Technology
AAS, Peru State College, Peru, NE 1977
BS, University of Nebraska, Lincoln, NE 1979
MS, University of Nebraska, Lincoln, NE 1989

Cynthia Cronick, Instructor, Dental Assisting
AAS, Elgin Community College, Elgin, Illinois 1985
BS, Bellevue University, Bellevue, Nebraska 1997

Kelly Cummins, Instructor, Respiratory Care
AAS, Southeast Community College, Lincoln, NE 2001
BS, Wayne State College, Wayne, NE 1996

Paul Cummins, Instructor, Electrical and
Electromechanical Technology
AAS, Southeast Community College, Milford, NE 1984

Patricia Dankenbring, Instructor, General Studies
Mathematics
BS, Lincoln University of Missouri, Jefferson City, MO 1972
MA, University of Nebraska, Lincoln, NE 1994

Beth Deinert, Instructor, General Education
BS, University of Nebraska, Lincoln, NE 1992
MA, University of Nebraska, Lincoln, NE 1997

Linda Delgado, Instructor, Coding Certificate
BS, Chadron State College, Chadron, NE 1973

Danny DeLong, Instructor, English
BA, Kearney State College, Kearney, NE 1969
MEd, University of Nebraska, Kearney, NE 1995

Michael DeWitt, Instructor, Radiologic Technology
AAS, Southeast Community College, Lincoln, NE 1999

Sharon K. Dexter, Program Chair/Instructor, Office Technology & Business Administration
BA, Nebraska Wesleyan University, Lincoln, NE 1969
MEd, University of Nebraska, Lincoln, NE 1991

Jennifer Dick, Instructor, Practical Nursing Program
BSN, University of Nebraska Medical Center, Omaha, NE 1998

Hildy A. Dickinson, Instructor, Computer Programming Technology
AAS, Southeast Community College, Milford, NE 1983

Stanley H. Docter, Instructor, Computer Aided Drafting & Design
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 Drago, 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 1989
BS, University of Nebraska, Lincoln, NE 1998

Alan D. Earhart, 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 Technology
AAS, Southeast Community College, Milford, NE 1992
BS, Bellevue University, Bellevue, NE 1996

Denise Elmer, Instructor, Humanities/Speech
AAS, Kellogg Community College, Battle Creek, MI 1982
BS, University of Mary, Bismarck, ND 1998
MS, North Dakota State University, Fargo, ND 2000

Wayne A. Embrey, Instructor, GM Automotive Service Education Program (ASEP)
NOCTI, University of Nebraska, Kearney, NE 1992

Karen Emerson, Instructor, Office Technology
BS, University of Nebraska, Lincoln, NE 1978

Elizabeth England, Instructor, Humanities/Art
BA, Nebraska Wesleyan University, Lincoln, NE 1995
MA, University of Wisconsin, Madison, WI 1998

Michael Estes, Instructor, Heating, Ventilation, Air Conditioning, & Refrigeration Technology
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
LPN, Diploma, Southeast Community College, Lincoln, NE 1989
BSN, Union College, Lincoln, NE 1993

Kimberly A. Fangman, Instructor, English
BA, Briar Cliff College, Sioux City, IA 1988
MA, The University of Iowa, Iowa City, IA 1989

Barbara Fechner, Instructor, Business Administration
AS Community College of Denver, Denver, CO 1971
BA, Metropolitan State College, Denver, CO 1975
MBA, University Texas, El Paso, TX 1995

Frank Ferrante, Instructor, Developmental Studies
BS, University of Nebraska, Omaha, NE 1983
MA, Appalachian State University, Boone, NC 1990

John W. Fiedler, Program Chair/Instructor, Electronic Servicing & Electronic Engineering Technology
Diploma, Lincoln High School, Lincoln, NE 1971

Kelly Findley, Program Co-chair Radiologic Technology
AAS, University of Nebraska Medical Center, Omaha, NE 1979

Daniel Fogell, Instructor, Anatomy/Physiology/Biology
BS, University of Nebraska, Omaha, NE 1997
MA, University of Nebraska, Omaha, NE 2000

Jo Ann Frazell, Program Co-chair/Instructor, Office Technology
BA, Nebraska Wesleyan University, Lincoln, NE 1963
MEd, University of Nebraska, Lincoln, NE 1968

Dolen D. Freeouf, Instructor, Physics and Mathematics
BA, Doane College 1965
MEd, University of Nebraska, Lincoln, NE 1974

Gerald C. Fritz, Program Chair/Instructor, Mass Media
BA, University of Nebraska, Omaha, NE 1991
MA, University of Nebraska, Omaha, NE 1995

Mark Fuerniss, Instructor, Mathematics
BS, Regis College, Denver, Co, 1969
MST, University of Nebraska, Lincoln, NE 1980
MS, University of Nebraska, Lincoln, NE 1982

Gene L. Fury, Instructor, Automotive Technology
Diploma, Southeast Community College, Milford, NE 1971

John D. Gabelhouse, Program Co-chair/Instructor, Machine Tool Technology
AAS, Nebraska Vocational Technical College, Milford, NE 1970

Mary "Pat" Galitz, Instructor, Business Administration
BS, University of Nebraska, Lincoln, NE 1983
MA, University of Nebraska, Lincoln, NE 1995

Jeannette Gallagher, Instructor, Speech
BS, Kearney State College, Kearney, NE 1987
MA, Kearney State College, Kearney, NE 1989

Deborah Gaspard, Instructor, Business Administration
BA, Tulane University, New Orleans, LA 1997
MBA, Tulane University, New Orleans, LA 2000

Elizabeth Gauman, Instructor, Early Childhood Education
BS, University of Minnesota, Twin Cities, MN 1979

Lori Gayduske, Instructor, Practical Nursing
BSN, Midland Lutheran College, Fremont, NE 1988

Karim Gharzai, Instructor, Electronic Servicing & Electronic Engineering Technology
MS, University of Nebraska, Lincoln, NE 1979
PhD, University of Nebraska, Lincoln, NE 1984

Deb Glahtar, Instructor, Office Technology
BS, University of Nebraska, Lincoln, NE 1982
MA, University of Nebraska, Lincoln, NE 1984

Mark Goes, Instructor, Agriculture Business & Management Technology
BS, University of Nebraska, Lincoln, NE 1986

Randall L. Goldsmith, Instructor, Electrical and Electromechanical Technology
AAS, Southeast Community College, Milford, NE 1983

Jeanette M. Goodwin, Program Chair/Instructor, Medical Assisting
Diploma, St. Vincent's Hosp. School of Nursing, Sioux City, IA 1963
BS, University of Nebraska, Lincoln, NE 1980
BSN, Union College, Lincoln, NE 1990

David B. Grant, Instructor, Professional Truck Driver Training
Diploma, Lincoln Northeast High School, Lincoln, NE 1964
Nebraska CDL

Lyle Gruntorad, Instructor, Professional Truck Driver Training
Diploma, Malcolm High School, Malcolm, NE 1958
Nebraska CDL
Julie Koltz, Instructor, Computer Programming Technology
AAS, Southeast Community College, Milford, NE 1991
James Kollars, Instructor, Machine Tool Technology
Nebraska Vocational Technology College, Milford, NE 1970
Cynthia Kreps, Instructor, Surgical Technology
AAS, Southeast Community College, Lincoln, NE 1998
Nancy M. Krumland, Program Co-chair/Instructor, Business Administration
BS, University of Nebraska, Lincoln, NE 1975
MS, University of Nebraska, Lincoln, NE 1979
Terry Kuebler, Instructor, Motorcycle/ATV/Personal Watercraft Technology
Diploma, Southeast Community College, Lincoln, NE 2001
Gordon L. Kuklish, Instructor, Human Services
BA, Nebraska Wesleyan University, Lincoln, NE 1966
MSW, University of Nebraska, Lincoln, NE 1973
Denise W. Lagueux, Instructor, Practical Nursing Program
LPN, Diploma, Southeast Community College, Lincoln, NE 1981
ADN, College of St. Mary, Omaha, NE 1990
BSN, Nebraska Wesleyan University, Lincoln, NE 1998
David F. Lamb, Program Chair/Instructor, Human Services
BA, Texas Technological University, Lubbock, TX 1971
Janelle J. Lamb, Instructor, Office Technology Program
BS, University of Nebraska, Lincoln, NE 1975
Toni Landenberg, Instructor, Business Administration/Office Technology
BS, Peru State College, Peru, NE 1993
MED, University of Nebraska, Lincoln, NE 2001
Luann Larsen, Instructor, Psychology
BA, University of Nebraska, Lincoln, NE 1982
MA, University of Nebraska, Lincoln, NE 1987
Dale Lawver, 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
Kristin Lewis, Instructor, Respiratory Care
BS, Midland Lutheran College, Fremont, NE 1989
Linda L. Liston, Instructor, Practical Nursing
BSN, University of Nebraska College of Medicine, Omaha, NE 1962
Brian C. Livingston, Instructor, Machine Tool Technology
Certificate, U.S.N. Aviation Machines Tech School, 1959
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 Administration
BA, Kearney State College, Kearney, NE 1968
ME, University of Nebraska, Lincoln, NE 1977
Dan D. Masters, Program Chair/Instructor, Computer Aided Drafting & Design
AAS, Southeast Community College, Lincoln, NE 1967
Theresa Mattern, Instructor, Radiologic Technology
AAS, Southeast Community College, Lincoln, NE 1995
George H. Matzen, Program Chair/Instructor, Manufacturing Engineering Technology
AAS, Southeast Community College, Milford, NE 1972
BS, University of Nebraska, Lincoln, NE 1979
Danny McCulloch, Instructor, Welding Technology
AAS, Southeast Community College, Milford, NE 1998
Cameron A. McNabb, Instructor, Automotive and Diesel Programs
AAS, Southeast Community College, Milford, NE 1997
Georgean F. McReynolds, Instructor, Office Technology
BS, University of Nebraska, Lincoln, NE 1965
Dennis J. Medinger, Program Chair/Instructor, John Deere Ag Parts & Parts Marketing and Management Diploma/AAS, Southeast Community College, Milford, NE 1978
BS, University of Nebraska, Lincoln, NE 1998
Barbara J. Micek, Instructor, Sociology
BA, University of Nebraska, Lincoln, NE 1991
MS, University of Nebraska, Lincoln, NE 1997
Judy Miel, Instructor, Radiologic Technology
BS, University of Nebraska, Lincoln, NE 1978
Richard Mildenberger, Instructor, Microcomputer Technology
BA, Hofstra University, Hempstead, NY 1974
Diploma, Southeast Community College, Lincoln, NE 1987
AAS, Southeast Community College, Lincoln, NE 1999
Robert Mitchell, Program Co-chair/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
BA, 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 Colleges, Kansas City, KS 1992
BA, University of Nebraska, Omaha, NE 1997
MA, Doane College, Lincoln, NE 2003
Rick D. Morphey, Program Chair/Instructor, Automotive Technology/CAP/ASEP/ASSET
AAS, Iowa Lakes Community College, Estherville, IA 1972
Todd Morrill, Instructor, DaimlerChrysler College Automotive Program
AA, Northeast Community College, Norfolk, NE 1984
Robert J. Moyer, 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. Mumma, 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
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 Neunwerth, Instructor, Business Administration
AS, Northern Montana College, Havre, MT 1984
Bachelor of Technology, Northern Montana College, Havre, MT 1984
MBA, Northern Arizona University, Flagstaff, AZ 1990
Beverly Niewolner-Harvey, 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 Nimic, Instructor, Mathematics
Diploma, Southeast Community College, Lincoln, NE 1984
BS, University of Nebraska, Lincoln, NE 1988
MSA, University of Nebraska, Lincoln, NE 1990
MS, University of Nebraska, Lincoln, NE 1991
Shirley Noble, Instructor, Medical Laboratory Technology
BS, Ohio State University, Columbus, OH 1977
MA, Ohio State University, Columbus, OH 1987
Gerald D. Norris, Instructor, Automotive Technology
AAS, Southeast Community College, Milford, NE 1981
Patricia Novak, Instructor, Business Administration
BS, University of Nebraska, Lincoln, NE 1960
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. Orrisini, Instructor, Visual Publications
BA, Brigham Young University, Provo, UT 1996
MA, Brigham Young University, Provo, UT 2003
Arthur Ortiz, Instructor, Medical Assisting
AAS, Southeast Community College, Lincoln, NE 1985
BA, Doane College, Lincoln, NE 2000
MA, Doane College, Lincoln, NE 2003
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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

Renea Panksa, 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
BA, College of Saint Mary, Omaha, NE 1988

H. Duane Parrish, Program Chair/Instructor, Welding Technology
Diploma, Chase County High School, Imperial, NE 1967

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, Doane College, Crete, NE 1997

Glenn E. Passo, 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 Co-Chair/Instructor, Welding Technology
AAS, Southeast Community College, Lincoln, NE 1996
Certified ASME/AWS

Carol Ann Penrosa, Instructor, Associate Degree Nursing
BSN, Union College, Lincoln, NE 1976
MSN, Andrews University, Berrien Springs, MI 1989

Stanley J. Peters, Instructor, Business Administration
BS, University of Nebraska, Lincoln, NE 1978
MBA, University of Nebraska, Lincoln, NE 1983

Dennis Peterson, Instructor, Electronic Servicing & Electronic 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. Petsch, Program Chair/Instructor, Building Construction Technology
AAS, Southeast Community College, Milford, NE 1974
BS, University of Nebraska, Lincoln, NE 1978
MED, University of Nebraska, Lincoln, NE 1991

Sheryl Piening, Instructor, General Education
BS, University of Nebraska, Lincoln, NE 1974
MS, University of Nebraska, Lincoln, NE 1989

John C. Pierce, Program Co-chair/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

Sandy Prenosil, Instructor, Office Technology
BA, Doane College, Crete, NE 1980

Gerald B. Ptacek, Instructor, Diesel Technology
AAS, Southeast Community College, Milford, NE 1966

David M. Rainforth, Instructor, Building Construction Technology
BS, Peru State College, Peru, NE 1969

John Ratliff, Instructor, Surgical Technology
AAS, Mount Hood Community College, Gresham, OR 1994

Glenn Ray, Instructor, Microcomputer Technology
Diploma, Southeast Community College, Lincoln, NE 1987
AAS, Southeast Community College, Lincoln, NE 1999

Robert A. Redler, 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

Kent Reinhard, Instructor, Mathematics/Physics
BS, University of Nebraska, Lincoln, NE 1988
MS, University of New Hampshire, Durham, NH 1989

Kenneth G. Reinsch, Program Chair/Instructor, Electrical & Electromechanical Technology
AAS, Southeast Community College, Milford, NE 1977

Doug Reznicek, Instructor, John Deere Ag Tech
AAS, Southeast Community College, Milford, NE 1981

Ellen Richards, Instructor, Practical Nursing
ADN, UNL Medical Center College of Nursing, Lincoln, NE 1978
BSN, UNL Medical Center College of Nursing, Lincoln, NE 1980

Dianne Riensche, Instructor/Associate Degree Nursing
BSN, Midland Lutheran College, Fremont, NE 2002

Carolee Ritter, Program Co-chair/Instructor, Humanities/English
BA, Rutgers University, New Brunswick, NJ 1989
MA, Colorado State University, Fort Collins, CO 1992

Dean R. Roll, Program Chair/Instructor, Architectural-Engineering Technology
AAS, Southeast Community College, Milford, NE 1960

Philip Ross, Instructor, Developmental English
BS, Kearney State College, Kearney, NE 1987
MA, University of Nebraska, Lincoln, NE 1992

Jered Roth, Instructor, Auto Collision Repair Technology
AAS, Southeast Community College, Milford, NE 1989

Alan Rumbaugh, Instructor, Livestock Production
BS, Tarleton State University, Stephenville, TX 1989

Kathryn Samuelson, Instructor, English
BA, University of Nebraska, Lincoln, NE 1969
MA, University of Nebraska, Lincoln, NE 1990

Jill H. Sand, Instructor, Respiratory Care Program
Certificate, Respiratory Care, Immanuel Medical Center, Omaha, NE 1997
BS, Midland Lutheran College, Fremont, NE 1997

Clifford L. Sawyer, Program Chair/Instructor, Professional Truck Driver Training
GED, U.S. Marine Corps 1964

Anthony Schafers, Instructor, Ford ASSET
AAS, Southeast Community College, Milford, NE 1983

Robin Schindler, Instructor, Mathematics
AAS, Northeast Technical Community College, Norwich, Norfolk, NE 1990
BA, Wayne State College, Wayne, NE 1992
MA, University of Nebraska, Lincoln, NE 1998

Lynn Schlake, Instructor, Agriculture Business & Management Technology
BS, University of Nebraska, Lincoln, NE 1980

Brent Schlueterbier, Instructor, Electronic Servicing & Electronic Engineering Technology
AAS, Southeast Community College, Milford, NE 1997

Debbie Schmeeckle, Instructor, Mathematics
BS, University of Nebraska, Kearney, NE 1994
MS, University of Nebraska, Kearney, NE 1997

Robert J. Schmid, Instructor, Heating, Ventilation, Air Conditioning, & Refrigeration Technology
AAS, Nebraska Vocational Technical School, Milford, NE 1970

Renée S. Schnieder, Instructor, Associate Degree Nursing
RN Diploma, Saint Joseph Mercy School of Nursing, 1977
BSN, Nebraska Wesleyan University, Lincoln, NE 1992
MSN, University of Nebraska Medical Center, Omaha, NE 1998

Eldon D. Schoonveld, Instructor, Auto Collision Repair Technology
AAS, Southeast Community College, Milford, NE 1972

Gerrine A. Schreck-Kirby, Instructor, Food Service/Hospitality
Diploma, Des Moines Area Community College, Des Moines, IA 1978

Jo A. Schuster, Program Co-chair/Instructor, Microcomputer Technology
BS, Kearney State College, Kearney, NE 1983
Allen Scribner, Instructor, Building Construction Technology
Diploma, Lincoln Northeast High School, Lincoln, NE 1967

Rebecca J. Shackle, Instructor, Human Services
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

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 Slafter, 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 Smijkal, 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

Terry Spour, Instructor, Fire Protection Technology
AAS, Oklahoma State University, Stillwater, OK, 1978
BS, Northwest Missouri State University, Maryville, MO, 1979

Michael J. Stalker, Instructor, Electrical & Electromechanical Technology
AAS, Southeast Community College, Milford, NE 1988

Loran A. Stara, Instructor, Building Construction Technology
AAS, Southeast Community College, Milford, NE 1985

Jody Starr, 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, Mathematics
BS, Wichita State University, Wichita, KS 1989
MS, Wichita State University, Wichita, KS 1994

Karen A. Stevens, Instructor, Practical Nursing
AAS, University of Nebraska Medical Center, Omaha, NE 1986
BSN, University of Nebraska Medical Center, Omaha, NE 1989

Edward A. Stich, Instructor, Agriculture Business and Management Technology
BS, University of Nebraska, Lincoln, NE 1965
MS, University of Nebraska, Lincoln, NE 1970

Norman Stinbret, Instructor, Microcomputer Technology
AAS, Southeast Community College, Lincoln, NE 1985
AAS, Southeast Community College, Lincoln, NE 2000

Michelle Strand, Instructor, Physics and Mathematics
BS, St. Cloud State University, St. Cloud, MN 1992
MED, Doane College, Crete, NE 2001

Doug Strope, Program Chair/Instructor, Business Administration
BS, University of Nebraska, Lincoln, NE 1978
MED, University of Nebraska, Lincoln, NE 1980

Crystal L. Sturh, Instructor, Dental Assisting Program
Diploma Dental Assisting, Southeast Community College, Lincoln NE 1994

Beth Stutzman, Program Chair/Instructor, Computer Programming Technology
Diploma, Southeast Community College, Milford, NE 1992
AAS, Southeast Community College, Milford, NE 1991

Roxanne R. Stutzman, Instructor, Computer Programming Technology
AAS, Southeast Community College, Milford, NE 1979

Pablo A. Suarez Faillace, Instructor, Ford ASSET
AAS, Southeast Community College, Milford, NE 1984
Certificate, Electrical Climate Controls, Ford Motor Company

Rose Suggert, Program Chair/Instructor, Psychology
BS, Peru State College, Peru, NE 1995
MS, University of Nebraska, Lincoln, NE 1995
PhD, Madison University, 2004

Elmer Linn Sunderland, Instructor, Learning Center
BS, Kansas State University, Manhattan, KS 1969
ME, University of Nebraska, Lincoln, NE 1988

Angela Sweedland, Instructor, Nondestructive Testing Technology
AAS, Southeast Community College, Milford, NE 1997

Joseph Sykora, Instructor, Electrical & Electromechanical Technology
AAS, Southeast Community College, Milford, NE 1998

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. Thielt, Instructor, Human Services
BS, Nebraska Wesleyan University, Lincoln, NE 1993
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

Lori Thompson, Instructor, Associate Degree Nursing
BA, University of Nebraska, Lincoln, NE 1995
BSN, Creighton University, Omaha, NE 1997

Kathleen Thornton, Instructor, Business Administration
AA, Los Angeles College, Wilmingon, CA 1977
BS, University of Nebraska, Lincoln, NE 1990
MA, Doane College, Crete, NE 2005

Stan Thorpe, Instructor, Building Construction Technology
BA, Wayne State College, Wayne, NE 1959

Terri 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 Toalson, 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

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 1991

John Tucker, Instructor, Radiologic Technology
AAS, Southeast Community College, Lincoln, NE 2002

Michael Tyrrell, Instructor, Agribusiness
BS, University of Nebraska, Lincoln, NE 1978
MS, University of Nebraska, Lincoln, NE 1983
KEVIN UHLER, Instructor, Automotive Technology
AA, Southeast Community College, Milford, NE 1995
BS, Bellevue University, Bellevue, NE 1996

Thomas Upton, Instructor, Business Administration
BS, BA, University of Nebraska, Omaha, NE 1967
MA, Creighton University, Omaha, NE 1974

Kathleen J. Uribe, Program Chair/Instructor, Surgical Technology
CT 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 Technology
AA, Southeast Community College, Milford, NE 1993
BA, Concordia College, Seward, NE 1997

Ronald Veyes, Instructor, Math/Physics
BS, University of Nebraska, Lincoln, NE 1973
MA, University of Nebraska, Lincoln, NE 1976

William E. Vocasek, Program Chair/Instructor, Auto Collision Repair Technology
AA, Southeast Community College, Milford, NE 1977
AA, Southeast Community College, Milford, NE 1979

Dennis Wagner, Instructor, Ford Asset
BS, Chadron State College, 1971

Randall L. Walbridge, Program Chair/Instructor, Nondestructive Testing Technology
AA, Southeast Community College, Milford, NE 1981

Dalene K. Walker, Instructor, Associate Degree Nursing
BA, Augustana College, Sioux Falls, SD 1980

Shirley Wall, Program Chair/Instructor, Dental Hygiene
BS, Loma Linda University, Loma Linda, CA 1977

Dustin Walsh, Instructor, Mathematics
BS, University of Kansas, Lawrence, KS 2000
MS, University of Nebraska, Lincoln, NE 2003

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

Josh Whitney, Instructor, Journalism
BS, Peru State College, Peru, NE 1997

William A. Wiley, Instructor, Nondestructive Testing Technology
AA (2), Southeast Community College, Milford, NE 1979

Roger A. Will, Instructor, Associate Degree Nursing Diploma, Mary Lanning School of Nursing, Hastings, NE 1975
BS, University of Nebraska, Kearney, NE 1977
BSN, University of Nebraska College of Nursing, Omaha, NE 1987
MSN, Bishop Clarkson, Omaha, NE 1995

Leon J. Williams, Instructor, Electronic Servicing & Electronic Engineering Technology
AA, Southeast Community College, Milford, NE 1968
BS, University of Nebraska, Lincoln, NE 1972

Robert L. Williams, Instructor, Life Sciences
BS, University of Nebraska, Lincoln, NE 1973
PhD, University of Nebraska, Lincoln, NE 1984

Tim Wisner, Instructor, Auto/Diesel Technology
AA, Nebraska Technical College, Milford, NE 1971

John W. Witzel, Instructor, Diesel Technology
AA, Southeast Community College, Milford, NE 1965

Joel Wooton, Instructor, History
BS, University of Nebraska, Omaha, NE 1978
MS, United States Sports Academy, Daphne, AL 1986
MS, United States Sports Academy, Daphne, AL 1993

Vicki Wooton, Instructor, Business Administration
BA, Midland Lutheran College, Fremont, NE 1984
MS, United States Sports Academy, Daphne, AL 1993

Gary Lane Yocom, Instructor, Agriculture Business & Management Technology
AS, Cloud County Community College, Concordia, KS 1984
BS, Kansas State University, Manhattan, KS 1986
MS, Kansas State University, Manhattan, KS 1987

Thomas Young, Instructor, Social Sciences
BS, University of Nebraska, Lincoln, NE 1979
MS, University of Nebraska, Omaha, NE 1981
PhD, University of Nebraska, Lincoln, NE 1985

Mary Zabel, Instructor, Medical Assisting
AA, Southeast Community College, Lincoln, NE 1979
BS, Nebraska Wesleyan University, Lincoln, NE 1978

Robert "Dan" Zabel, Instructor, Welding Technology
AA, Southeast Community College, Lincoln, NE 1980

Eduardo Zendejas, Instructor, Business Law
BS, University of Nebraska, Omaha, NE 1987
JD, Brigham Young University, Provo, UT, 1991

Robert J. Zetoche, Instructor, Speech
BS, The North Dakota State University, Fargo, ND 1979
MA, The North Dakota State University, Fargo, ND 1982

Judy M. Zieg, Instructor, General Education
BS, University of Minnesota, Duluth, MN 1970
MA, University of Nebraska, Lincoln, NE 1971

SUPPORT STAFF
Allan Allen, Learning Resource Center Technician
Mahlon Baldwin, Maintenance Worker I
Stacey D. Barnard-Dorn, Executive Secretary – Campus Director’s Office
Jerrod D. Barton, Maintenance Worker II – Physical Plant
Jeanette Bean, Learning Resource Center Technician – Information Technology
Stacey Beck, Fitness/Wellness Coordinator – Student Services
Gary Beethe, Maintenance Worker I – Physical Plant
Janice L. Bell, Receptionist/Switchboard Operator – Business Office
Linda Bevans, Secretary I – Placement – Student Services
Mark Billeshack, Maintenance Worker II – Physical Plant
Nikki Bilsland, Assistant Bookstore Manager
Marcia L. Blender, Secretary II – Academic Education
John Blowes, Maintenance Worker I – Physical Plant
Barbara A. Borgmann, Secretary II – Health Occupations
Becky J. Brown, Computer Operator – Information Services
Melinda A. Brown, Child Care Assistant Coordinator – Child Development Center
Douglas Brtek, Multi Media Specialist – Continuing Education
Diane Bruna, Food Service Worker – Cafeteria/ Snack Bar
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
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
Maria Crosley, Admissions Technician – Student Services
Timothy Curtis, Maintenance Worker I – Physical Plant
Donald D. Danekas, Maintenance Worker II – Physical Plant
Nancy Danley, Secretary I – Career Advising – Student Services
Jim Davenport, Maintenance Worker II – Physical Plant
Barbara K. Davis, Custodian II – Physical Plant
Rosella Decker, Secretary I – Continuing Education
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 Euriich, 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 Gertzler, Custodian I – Physical Plant
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
<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Department</th>
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<tr>
<td>Patricia A. Haddow</td>
<td>Registration Technician – Student Services</td>
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<tr>
<td>Ann M. Hajek</td>
<td>Secretary II – Student Services</td>
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<tr>
<td>Jim S. Hamilton</td>
<td>Custodian II – Physical Plant</td>
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<tr>
<td>Tanya Hare</td>
<td>Account Clerk III – Business Office</td>
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<td>Allen Harns</td>
<td>Custodian II – Physical Plant</td>
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<tr>
<td>Mary Ann Harns</td>
<td>Admissions Technician – Admissions</td>
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<td>Reynaldo Huamancha</td>
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<tr>
<td>Wendy Hunt</td>
<td>Residential Services Manager – Student Services</td>
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<tr>
<td>Shawnn Ibarra</td>
<td>Baker – Foods Services – Agricultural/Environmental/Family and Consumer Sciences Division</td>
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<td>Kendall L. Johnson</td>
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<td>Jonathan Maler</td>
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<tr>
<td>Mariah W. Landell</td>
<td>Account Clerk – Business Office</td>
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<tr>
<td>Michael Z. Tovin</td>
<td>Secretary I – Area Technology</td>
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<td>Alex K. Koch</td>
<td>Custodian I – Physical Plant</td>
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<tr>
<td>Crystal Kozak</td>
<td>Teaching Lab Assistant II – Family &amp; Consumer Science Occupations</td>
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<tr>
<td>Jenny Kroger</td>
<td>Secretary II – Continuing Education</td>
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<tr>
<td>Andrea Kirchhoff</td>
<td>Secretary I – TRIO Program – Student Services</td>
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<tr>
<td>Michelle T. Aloy</td>
<td>Secretary I – Health Occupations</td>
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<tr>
<td>Teresa Langley</td>
<td>Secretary II – Academic Education</td>
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<tr>
<td>Mindy Lemon</td>
<td>Admissions Technician – Student Services</td>
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<tr>
<td>Ruth Lewis</td>
<td>Custodian I – Physical Plant</td>
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<tr>
<td>Theresa Linder</td>
<td>Secretary I – Registration &amp; Records</td>
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<tr>
<td>Brian J. Liska</td>
<td>Assistant Parts Store Manager – Transportation Occupations</td>
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<tr>
<td>Marilyn Love</td>
<td>Account Clerk III – Business Office</td>
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<td>Leon S. Lovitt</td>
<td>Farm Manager – Agriculture/Laboratory Science Technology</td>
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<td>Jonathan Maler</td>
<td>Custodian I – Physical Plant</td>
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<tr>
<td>Geraldine C. Mason</td>
<td>Secretary II – Business Occupations/Mass Media Communications</td>
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<tr>
<td>Dean Minchow</td>
<td>Maintenance Worker I – Physical Plant</td>
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<tr>
<td>Rochelle Morton</td>
<td>Secretary I – Continuing Education</td>
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<td>Beth A. Naylor</td>
<td>Secretary II – Physical Plant</td>
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<td>Registration Technician – Student Services</td>
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<td>Wesley Oden</td>
<td>Maintenance Worker II – Physical Plant</td>
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<tr>
<td>Donna Osterhoud</td>
<td>Secretary I, Academic Education Division</td>
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<td>Mark Overman</td>
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<td>Pamela S. Overman</td>
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<td>Cheryl Parks</td>
<td>Financial Aid/Registration Technician – Student Services</td>
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<tr>
<td>Lorraine Paiksa</td>
<td>Food Service Worker – Cafeteria/Snack Bar</td>
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<tr>
<td>Larry Peterson</td>
<td>Maintenance Worker II – Physical Plant</td>
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<tr>
<td>Patricia Peterson</td>
<td>LRC Technician – LRC</td>
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<td>LRC Specialist</td>
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<tr>
<td>Rhonda Pickrel</td>
<td>Financial Aid Technician – Financial Aid</td>
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<tr>
<td>Brian Piontek</td>
<td>Press Operator – Print Shop</td>
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<tr>
<td>Charlene M. Prai</td>
<td>Secretary I – Registration &amp; Records</td>
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<tr>
<td>Christina M. Ramirez</td>
<td>Secretary I – Student Services</td>
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<tr>
<td>Reith A. Rediger</td>
<td>Computer Programmer – Information Services</td>
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<td>S. Clark Rediger</td>
<td>Maintenance Worker I – Physical Plant</td>
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<td>Shelaine J. Reese</td>
<td>Account Clerk II – Administrative Services</td>
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<tr>
<td>Marilyn Reil</td>
<td>Assistant Residential Services Manager – Student Services</td>
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<tr>
<td>Karen A. Reitz</td>
<td>Executive Secretary – Campus Director’s Office</td>
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<tr>
<td>Nadine R. D. Schmidt</td>
<td>Information Systems Technician – Information Services</td>
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<tr>
<td>Ross Schmidt</td>
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<td>Bruce A. Schwisow</td>
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<td>Joane C. Shimmin</td>
<td>LRC Specialist – LRC</td>
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<tr>
<td>Janet Simmons</td>
<td>Secretary I – Public Information and Marketing</td>
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<tr>
<td>Leo P. Sougey</td>
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<tr>
<td>John Spellman</td>
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<tr>
<td>Bruce Spitzer</td>
<td>Parts Store Manager – Transportation Occupations</td>
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<td>John Stabenow</td>
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<td>Joy Stecky</td>
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<td>Jason Steele</td>
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<td>Jayne Stevens</td>
<td>Financial Aid Technician – Financial Aid</td>
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<tr>
<td>Carrie Stollar</td>
<td>Child Development Group Supervisor – Child Development Center</td>
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<tr>
<td>Sandra L. Studnicka</td>
<td>Custodian II – Physical Plant</td>
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<tr>
<td>Jolene Stutzman</td>
<td>Payroll Specialist – Business Office</td>
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<td>Judith Stutzman</td>
<td>Custodian I – Physical Plant</td>
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<tr>
<td>Jennifer Swantek</td>
<td>Copy Machine Operator – Print Shop</td>
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<tr>
<td>Michelle M. Tafaya</td>
<td>Teaching lab Assistant II – Electronic &amp; computer Occupations</td>
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<tr>
<td>Richard L. Tetherow</td>
<td>Custodian I – Physical Plant</td>
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<tr>
<td>Laura L. Thompson</td>
<td>Publications Assistant – Area Office</td>
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<tr>
<td>Shelly Tolle</td>
<td>Secretary II – Career Services</td>
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<tr>
<td>Bang Tran</td>
<td>Media Services Specialist – LRC</td>
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<td>Nancy Travis</td>
<td>Secretary I – Business Occupations/Mass Media Communications</td>
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<td>Melissa Troyer</td>
<td>Financial Aid Technician – Financial Aid</td>
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<td>Paul Tready</td>
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<td>Eric Unrau</td>
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<td>Daniel Vagrt</td>
<td>Assistant Bookstore Manager – Student Services</td>
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<tr>
<td>Marcia VanAndel</td>
<td>Secretary I – Admissions</td>
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<tr>
<td>Julie A. Vasey</td>
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<td>Larry Mark Vasey</td>
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<td>Janet Vaught</td>
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<td>William R. Vlastnik</td>
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<td>Patricia A. Wagner</td>
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<tr>
<td>Gilbert Wallman</td>
<td>Custodian I – Physical Plant</td>
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<tr>
<td>Carolyn &quot;Susie&quot; Watson</td>
<td>Assistant Bookstore Manager – Student Services</td>
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<tr>
<td>Richard Watson</td>
<td>Residential Services Manager – Student Services</td>
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<tr>
<td>Carol Wells</td>
<td>Secretary II – Student Services</td>
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<tr>
<td>Natalie Wellman</td>
<td>Foods Service Worker – Agricultural/Environmental/Family and Consumer Sciences Division</td>
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<td>Connie S. Wergin</td>
<td>Admissions Technician – Admissions</td>
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<td>Gloria R. Whitney</td>
<td>LRC Technician – LRC</td>
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<td>Sheri L. Wiemann</td>
<td>Child Development Group Supervisor – Child Development Center</td>
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<td>Receptionist/Switchboard Operator – Student Services</td>
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<tr>
<td>Arlene J. Williams</td>
<td>Custodian I – Physical Plant</td>
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<tr>
<td>Randy Williams</td>
<td>Network Systems Technician – Information Services</td>
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<tr>
<td>Beth H. Woelfer</td>
<td>LRC Specialist – LRC</td>
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<tr>
<td>Rebecca Zabel</td>
<td>Business Coordinator – Cynthia</td>
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<tr>
<td>Cynthia Zimmerman</td>
<td>Custodian I – Physical Plant</td>
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<tr>
<td>Sharon Zuhlke</td>
<td>Food Service Coordinator – Cafeteria/Snack Bar</td>
</tr>
<tr>
<td>Larry L. Zweerink</td>
<td>Maintenance Worker I – Physical Plant</td>
</tr>
</tbody>
</table>
**SOUTHEAST COMMUNITY COLLEGE—NEBRASKA**

**ADVISORY COMMITTEES**

**ADULT BASIC EDUCATION**

- Kathy Adams, Eiseley Branch Library
- Ann Ames, Lincoln Action Program
- Jim Baird, Cornhusker Place
- Mike Balters, Stanley Senior Technologies
- Vicki Bau, Nebraska Department of Education
- Linda Bohlmann, Lincoln Northeast High School
- Holly Burns, Hispanic Community Center
- Mona Callies, Southeast Community College
- Diane Dunning, Lincoln East High School
- Deane Finngan, Leadership Lincoln
- Steve Force, City County Jail
- Dave Hauswald, Division of Rehabilitation Services
- Dr. Christy Horn, University of Nebraska Lincoln
- Susan Kasch-Bang, Southeast Community College
- John Kopetzky, Cedar’s Community Housing
- Dave Masliko, Work USA
- Pam Nienaber, BryanLGH Medical Center
- Steve Richman, Nebraska Workforce Development
- Gary Simpson, Southeast Community College
- Sue White, JVS
- Rena Worth, Lincoln Housing Authority

**ACADEMIC TRANSFER**

- Jan Belohavy, Meridian School
- Jason Boinot, Waverly High School
- D/Vee Bus, UNL College of Business
- Cindy Cammack, University of Nebraska
- Beth Dunker, Tri County High School
- Kevin Fields, Milford High School
- Coreen Forrest, Raymond Central High School
- George Gibb, Lincoln Southwest High School
- David Goswick, Nebraska City High School
- Dave Greathouse, Seward High School
- Janice Hadfield, Doane College
- Kim Jacobson, University of Nebraska High School
- Ann Koper, UNL - College of Arts & Sciences
- Brenda Leggiadro, Lincoln East High School
- Dave London, Lincoln High School
- Dianna Loy, Peru State College
- Jan Menchen, Nebraska Wesleyan University
- Carla Meyer, Beatrice High School
- JoAnn Moses, University of Nebraska
- Jennifer Nielson, University of Nebraska
- Wade Robinson, University of Nebraska at Omaha
- Jack Schildstock, University of Nebraska
- Kathy Tidman, Lincoln Southeast High School
- Marilyn Vose, Lincoln Southwest High School
- Bill Wrightman, Lincoln Northeast High School

**AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY**

- Steve Ermer, York Equipment
- Brian Fleming, Agrilance
- Marlene Gable, Gable Consulting
- Mike Harris, Danbred USA
- Tom Hermance, Plymouth Coop
- Arnie Hinkson, Hinkson Land Tech
- John Immink, Golden Link
- Tim Koch, Farm Credit Services of America
- Peter Kruse, Servi-Tech
- Dale Kumpf, Buffalo Equipment
- Lester Lauer, Luxe Charlois Ranch
- William McClure, Pioneer Seed Company
- Hector Ogaz, Cryovac Div. - WR Grace & Co
- Dean Thienes, Plymouth Coop
- Buzz Vance, Nebraska Department of Agriculture
- Stan Wirth, Pinnacle Bank

**ARCHITECTURAL-ENGINEERING TECHNOLOGY**

- Cyndi Bouc, Sampson Construction
- Terrence Brown, Black & Veatch
- Gary Cooper, Alvite & Associates
- John Duensing, Leo A. Daly Co
- Doug Elting, Davis Design
- Jeff Hinkel, Black & Veatch
- Richard Horieis, HDR Inc
- Dennis Klawonn, Berggren Architects
- Bob Koza, The Clark Ehrens Par
- Clarence Lind, HDR Inc
- Dennis Lyon, Dennis J Lyon, Architects
- Brett McCarthy, Alvite & Associates
- Sean Sherman, GMK Architects
- Cody Siebrandt, K.Snell Electric
- Mel Smeal, Dale Schnackel Company
- Jere Smith, Structural Component Systems
- Terry Stolls, Farris Engineering
- Dan Worth, Missouri Valley Steel

**ASSOCIATE DEGREE NURSING/PRACTICAL NURSING**

- Tracy Bratrer, Falls City Economic Development Board
- Lynne Caruso, Beatrice Community Hospital
- Carmen Draper, RN, University of Nebraska
- Sharon Duffy, RN, Madonna Rehabilitation Hospital
- Emily Firestone, LPN, BryanLGH Medical Center
- Joyce Harb, RN, BA, BryanLGH Medical Center
- Michelle Hunter, RN, Tabitha Health Care Services
- Jan Knudson, RN, St. Elizabeth Regional Medical Center
- Laura Lea, The Heartstone Alumni
- Judy McGee, Jefferson Community Health Center
- Pat Meierhenry, RN, Tabitha Home Health Care Services
- Pat Morin, RN, Ph.D., Professor of Nursing
- Patricia Reynolds, LPN, Madonna Rehabilitation Hospital
- Edna Snodgrass, RN, Community Member
- Maggie Spiker, Beatrice Community Hospital
- Shirley Travis, RN, BryanLGH Medical Center

**AUTO COLLISION REPAIR TECHNOLOGY**

- Glen Beeman, Beeman Automotive
- Valerian J. Benes, Auto Body Supply
- Shane Debacker, Allied Insurance
- Larry Haughton, Community Member
- Lowell Hiebner, Hiebner Body Shop
- Brian Johnson, Redshaw Paint Supply
- Doug Koger, Eastis Body Shop
- Tom Mennen, In-Line Collision Repair
- Gail D. Nielsen, Nielsen Body Shop
- Denny Parr, Sid Dillon
- Greg Petersen, Carstar
- Steve Rexroth, Auto Collision Center
- Tim Schoonveld, State Farm Insurance
- Bob Steddoff, Steddoff Body Shop
- Tom Tracy, Jr., Tracy’s Body Shop
- Steve Turner, Markel Ford Company
- Tom Wortmann, InterTech Collision Center

**BUILDING CONSTRUCTION TECHNOLOGY**

- Jim Andel, Andel Building Corp
- Mark Bales, Advantage Remodeling
- Walt Broer, Associated General Contractor
- Tom Bushnow, Cretz Ready Mix
- Tom Busboom, Lincoln Housing Authority
- Pat Carter, Fulton Construction
- Jim Christo, Christo Design Build
- Nadine Condello, Home Builders Association
- Dennis Einsphur, Einsphur Construction
- Beki Ferguson, Stephens & Smith Construction
- Steve Fulton, Fulton Construction
- Rex Keeler, Prairie Homes
- Jerry Kessler, Jerry Kessler Construction
- Wes Oestreich, Chever Construction
- Roger Reynolds, Reynolds Design & Remodeling
- Earl Rasmussen, Earl Rasmussen Auto Supply
- Greg Shionau, Aquila
- Carson “Kip” Smith, Ready Mixed Concrete Company
- Dave Stettz, City of Lincoln

**BUSINESS ADMINISTRATION**

- Nichole Allen, Exmark Manufacturing
- Carol Andringa, Lincoln Public Schools
- Doug Baugh, Nebraska Coop
- Erin Bless, Reese Construction
- Tom Butz, Gold Crest Lumber
- Doreen Bushboom, MOSAIC
- Chuck Clifford, Community Member
- Bob Fixter, Sartor Hamanti Jeweler
- Joyce Gartman, University of Nebraska Press
- Jim Kremer, Jones National Bank & Trust
- Jan Lehmkull, Department of Corrections
- Ken Madden, Central Offices
- Crystal Meyer, Norris Public Power District
- Dan Mickels, State Farm Insurance
- Larry Morten, Morten Law Office
- Chris Nelson, Beatrice Board of Education
- Karen Pascoe, The Pascoe Agency
- Stephanie Perkins, Valentino’s
- Steve Sloup, American National Bank
- Dennis Wells, Dee’s Hallmark Stores

**CONTINUING EDUCATION DIVISION**

- Una Badger, UNL - College of Business
- Cindy Cammack, University of Nebraska
- Beth Dunker, Tri County High School
- Kevin Fields, Milford High School
- Coreen Forrest, Raymond Central High School
- George Gibb, Lincoln Southwest High School
- David Goswick, Nebraska City High School
- Dave Greathouse, Seward High School
- Janice Hadfield, Doane College
- Kim Jacobson, University of Nebraska High School
- Ann Koper, UNL - College of Arts & Sciences
- Brenda Leggiadro, Lincoln East High School
- Dave London, Lincoln High School
- Dianna Loy, Peru State College
- Jan Menchen, Nebraska Wesleyan University
- Carla Meyer, Beatrice High School
- JoAnn Moses, University of Nebraska
- Jennifer Nielson, University of Nebraska
- Wade Robinson, University of Nebraska at Omaha
- Jack Schildstock, University of Nebraska
- Kathy Tidman, Lincoln Southeast High School
- Marilyn Vose, Lincoln Southwest High School
- Bill Wrightman, Lincoln Northeast High School

**TECHNOLOGY**

- Karen Pascoe, The Pascoe Agency
- Dan Mickels, State Farm Insurance
- Ken Maddox, Community Member
- Doug Koger, Eastis Body Shop
- Tom Tracy, Jr., Tracy’s Body Shop
- Steve Turner, Markel Ford Company
- Tom Wortmann, InterTech Collision Center
### Southeast Community College—Nebraska

#### Electromechanical Technology
- **John Aden**: Aden Engineering
- **Chaduvwxyz**: Pfizer Global Manufacturing
- **Brandon Brown**: Advanced Cooling Technology
- **Mark Bencomo**: Lozier Corporation
- **Branch DeVries**: Nebraska Public Power District
- **Allen Fangelmeyer**: Hamilton Sundstrand
- **Corey Geiss**: PowerMars
- **Robert Hain**: Kawasaki Motors Mfg Corp
- **Jerry Hardnock**: Novartis Consumer Health
- **Geoffrey Horejs**: Lozier Corporation
- **Randy Kennedy**: Duncan Motes
- **Gregg Poe**: 3M Company
- **Chuck Rabe**: NGP/Kinder Morgan
- **Scott Ragland**: Ragland Electric & Automation
- **Mike Raffa**: Sperri TV Service
- **Troy Sather**: Automated Concepts
- **Gene Southworth**: Lincoln Plating
- **Orville Stuhler**: Irwin Industrial Tools
- **Dave Tester**: Vicki Towner
- **Tom Wortman**: Visyah/Dale Electronics

#### Electronic Servicing/Electronic Engineering Technology
- **John Aden**: Aden Engineering
- **Dewain Auten**: Aksarben TV Service Co
- **Mark Bauer**: Lester Electrical
- **Jason Cloudt**: Security Equipment
- **John Dodds**: Electronic Contracting
- **Steve Hazleton**: Zenith Electronics
- **Jack Hopson**: First Electronics Service
- **Vern Killion**: KVPN Radio
- **Ron Lohms**: Nebraska State Patrol
- **Paul Marxhausen**: University of Nebraska
- **Daryl Michi**: Television Service Company
- **Kevin Miller**: Duncan Motes
- **Pat Milke**: Novartis Consumer Health
- **Curt Nelson**: Pitts
- **Mark Oliva**: Olive Audio-Visual Repair
- **Alfred Owen**: Puppy Dog Electronics
- **Tim Renker**: Friskies Pet Care
- **Joseph Ruzicka**: Seward Electronics
- **Dale Scherbing**: KPTM - Pappas Telecasting
- **Mark Schnell**: Nebraska Public Power District
- **Andrew Schultz**: Lincoln Public Schools
- **Mike Selting**: Seniors Educational Technologies
- **Rick Sharp**: Hillyard Technical Center
- **Don Sheets**: Bryun, MGH Medical Electronics
- **Hermann Siegel**: Nebraska Educational Television
- **David Suarez**: Avaya Communications
- **Becyk Voelk**: Woodward Governor
- **Phil Voland**: Gallup Organization
- **Randy Williams**: Southeast Community College
- **Rory Zink**: Lincoln Benefit Life
- **Jim Zvolanek**: Kinder Morgan

#### Fire Protection Technology
- **Brian Daake**: Beatrice Fire Department
- **Chad Trevor**: Memorial Hospital
- **Trevor Hoefert**: York Community College
- **Trey Lauten**: Grand Island Fire Department
- **Norman Hoefert**: City of Council Bluffs
- **Kimberly Decker**: Ivanhoe Volunteer Fire Department
- **Dean Dickey**: Lake View Fire Department
- **Jared Thomas**: McCook Fire District

#### Energy Management Technology
- **John Aden**: Aden Engineering
- **Dewain Auten**: Aksarben TV Service Co
- **Mark Bauer**: Lester Electrical
- **Jason Cloudt**: Security Equipment
- **John Dodds**: Electronic Contracting
- **Steve Hazleton**: Zenith Electronics
- **Jack Hopson**: First Electronics Service
- **Vern Killion**: KVPN Radio
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- **Phil Voland**: Gallup Organization
- **Randy Williams**: Southeast Community College
- **Rory Zink**: Lincoln Benefit Life
- **Jim Zvolanek**: Kinder Morgan

#### Food Service/Hospitality
- **Jared Beckmann**: Olive Garden Restaurant
- **Brian Chestnut**: CASH-VA Foods
- **Damon Deboy**: Transfiguration
- **Brian Everett**: Evervend
- **John Goft**: Community Member
- **Beth Haas**: Nebraska Restaurant Assoc
- **Raymeen Haroun**: Ph.D. RD.
- **Jim Heng**: Meat Specialist
- **Ed Janousek, CEC**: Brewsky's Corporate
- **Peggy Johnson**: Beatrice Public Schools
- **Nick Kavan**: Sunrise County Manor
- **Glyn Lacy**: Skeeter Barnes
- **Charliss Marshall**: Sunrise County Manor
- **Mike Miller**: The Land of Williamsburg
- **Sherry Moser**: Lincoln Public Schools
- **Shirley Smith**: RMNT
- **Tabitha Health Care Services**: Senior Care Home
- **Ruth & Larry Stoll**: Atwood House Bed
- **LaVerne Umland**: Misty's

#### Food Service Training
- **Mary Brennan**: Nutrition Services
- **Jill Cammack**: Food Service Training
- **Nancy Hauschild**: State of Nebraska, Health & Human Services
- **Kathy Retzlaff**: Blue Valley
- **Debra Timmerman**: Good Samaritan Hospital
- **Charles Van Doren**: Park Place
- **Edith Zumwalt**: Lincoln Public Schools

#### Ford (Asset) Automotive Student Service Education Training Program
- **Steve Allen**: Anderson Bros Ford
- **Que Aragon**: Scottsbluff Ford & Toyota
- **Harry Arnhort**: Bassett Motors
- **Perry Barth**: Stan Olsen Auto Center
- **David Benes**: Imperial Ford Company
- **Scott Berner**: Diers Ford
- **Craig Binder**: Prairie Hills Ford
- **Chris Bristol**: Woodhouse South Lincoln Mercury
- **Bev Burgess**: Tincher Ford Mercury
- **Lynne Byrd**: John Markel
- **Meno Classen**: Worman Motor Company
- **Randy Covets**: Bill Summers Ford
- **Jim Davidson**: Hallman's Ford
- **Statement**: Dents
- **Lance Todd**: Wagner Ford Mercury
- **Garret Engel**: Lee Sapp Ford Mercury
- **Randall Field**: Field Ford Mercury
- **Manford Foster**: Larson Motors
- **Chuck Goll**: Tekamah Motors
- **Chuck Higgins**: Jack Keef Ford
- **Adam Holtz**: Kastens Ford
- **James Jaensch**: Ericson Ford
- **Kevin Johnson**: C & O Ford Mercury
- **Jim Jones**: Lard Motors
- **Rick Kasehbaum**: Aker Ford Sales
- **Brenda Linn**: Randall Ford
- **Steve Newman**: Jansen & Sons Ford
- **Randall Parr**: Kenesaw Motor Company
- **Paul Passauer**: Magnussen Ford
- **Kurt Panzer**: Litchfield Ford of Omaha
- **Randy Peterson**: Crossroads Ford
- **Reg Pichel**: Ainsworth Motors
- **Dave Polacek**: Tri-City Motor Company
- **Jeffery Reinecke**: Reinecke Motor Co
- **Larry Reusink**: Brooks Ford
- **Chad Riege**: Woodhouse Ford
- **Tim Runyan**: Jeff Schrier Ford
- **Ron Scheinost**: Anderson Ford
- **Gary Schultz**: Platte Valley Auto Mart

#### General Motors (ASEP) Automotive Service Educational Program
- **Jerry Bader**: Killion Motors
- **Jay Blauert**: Howard Kool Motors
- **Dean Brody**: Platteview Auto Center
- **Darrell Callahan**: H & H Chevrolet
- **Delmar Friesen**: Friesen Chevrolet
- **Rod Hille**: Husker Auto
- **Jason Kessinger**: Sid Dillon Motors
- **Lavern Killion**: Killion Motors
- **Jon Kishy**: John Kohl Motors
- **Bob Lathe**: Nebraska Truck Center
- **Rick Liebenschutz**: John Janke Trucking
- **Chris Minor**: Jim Clark Auto Center
- **Orwin Olson**: Husker Auto
- **Dean Palmer**: Janke Motors
- **Keith Penrose**: Knoepfler Chevrolet
- **John Quackenbush**: Sid Dillon Motors
- **Doug Russell**: Knoepfler Chevrolet
- **Dwayne Sauder**: Nebraska Truck Center
- **Mike Weber**: Brinkman Brothers

#### Graphic Design
- **Erik Harms**: Turnpost Design Group
- **Anne Holz**: ipsi
- **Sid Kamprath**: Laminated Wood Associates
- **Kathy Kauffman**: Johnstone Supply
- **Heath Miller**: KOLN/KGIN TV
- **Shawn Morrissey**: Swanson Russell Associates
- **Reynolds Peterson**: A to Z Printing
- **Gary Pickering**: Pickering Creative Group
- **Tim Reigert**: NebraskaLand Magazine
- **Scott Smetter**: Smetter Design Studio

#### Heating, Ventilation, Air Conditioning & Refrigeration Technology
- **Nick Buresh**: Tech Masters
- **Kim Cathcart**: Johnstone Supply
- **Tom Chapman**: Bryant Air Conditioning
- **Jack Clag**: Dennis Supply
- **Dean Everhart**: Brinkman Brothers
- **Scott Gettschman**: Gettschman Service Experts
- **Gary Hakenkamp**: Omaha Winair
- **Ron Hanway**: Pfizer Animal Health
- **Tom Hardesty**: Wellman Heating & Air Conditioning
- **Gordon Letke**: Shahan Mechanical & Electrical
- **Bruce Miller**: National Furnace & AC
- **Doug Kiefes**: Action Plumbing, Heating & Air Conditioning
- **Mike Kroese**: Green Furnace & Plumbing
- **James Lemen**: Mankin-Jamesway
- **Don McNinch**: Lennox Industries
- **Catherine Moore**: Comfort Associates
- **John Morris**: John’s Plumbing
- **Mark Morris**: Mechanical Sales
- **Gary Osentowski**: York Heating & Air Conditioning
- **Frank Rice**: Omaha Public Power District
- **Blake Savige**: Chapman & Savige Refrigeration
- **Gary Schreiber**: Biggerstaff Plumbing & Heating
- **Merl Scott**: City of Lincoln
- **John Sigerson**: Town & Country Supply
- **Ken Silman**: Custom Climate Control
- **James Smajlo**: G B Peterson Company
- **Nelson Stephens**: Lincoln Electric System
- **Kevin Swain**: Lincoln, Inc.
- **Dave Swett**: HVAC Training Center
- **Kevin Toxwood**: Standard Heating & AC
- **James Zieg**: McQuay Service

#### Sales and Marketing
- **Roger Taus**: Gregg Young Ford
- **Ron Testa**: Moses Motor Company
- **Jim Troy**: Redmond Inc.
- **Steve Voboril**: Swanson Ford
- **Jeff Vogel**: Jacobs Ford
- **Rod Wiese**: Harold Knobles
- **Frank Williamson**: Burnham Motors
- **Dennis Zouche**: Atchley Ford
HUMAN SERVICES
B.J. Brittenham ............ Independence Center
Chandra DeBuse ............ Friendship Home
Joyce Ebner ................ Tabitha Health Care Services
Nancy Erickson ............ Community Memories
Nancy Herdman ............. Nebraska Health/Human Services System
Bobbi Magnuson .......... Center for People in Need
T.J. McNeel .................... Lighthouse
Tengorn Phisan .......... Region V Services Lincoln
Kiersten Reed ........... Service Linic
Sharon Schweitzer .......... Region V Services Lincoln
Dana Stier ............ Big Big Brothers Big Sisters
JoAnn Stransky .......... Ceds Youth Services
Shari Terry ............. South Haven
Jolene Zochol ............ Lancaster Manor

JOHN DEERE AG PARTS
Dave Amundson ........ Madison Implement
Tony Badertscher ........ McClymont Implement
Denny Bauer ............ Central Nebraska Implement
Ed Bauer ............... Central Nebraska Implement
Kevin Block ............. 21st Century Equipment
Dave Bierman ............ Madison Implement
Christopher Shusted Implement Company
Chris Cole ............. Smith County Implement
Paul Drescher ........... Kohel Power Equipment
Doug Drey ............. Oregon Trail Equipment
Marc Eisenzinger ......... Arkansas Implement
Eric Everingham ....... Plains Power & Equipment
Bruce Faiboom ........ Plains Power & Equipment
Brad Fiala .............. Niobrara Valley Implement
Cinda Frain ............. Macedonia Implement Co
Mike Goering ............. Stusted Implement
Les Hopkins ........... Great Bend Farm Equipment
Dave Hultgren ......... Northwest Equipment
Ken Kitz ................. Niobrara Valley Implement
Mike Kongs ............... Oregon Trail Equipment
Brien McReady .......... Macedonia Implement Co
Richard McKnight ......... Kohel Power Equipment
Craig Messenberg ....... Plains Power & Equipment
Brian Miller ............. Macedonia Implement Co
Jim Paulsen .......... Northwest Equipment
Tom Shakal ............ Kohel Power Equipment
Gregg Smith ........... Hiawatha Implement
Jim Sock ................... Central Nebraska Implement
Stan Sustied ............. Stusted Implement
Kyle Taylor .......... Midwest Valley Implement
Dwight Tittel ............. Great Bend Farm Equipment
Gary Vavrina ............... Vacin Inc

JOHN DEERE AG TECH
Scott Anderson ............ Platte Valley Equipment
Todd Barker ............... Barker Implement & Motor Co
Roger Beran ............. Platte Valley Equipment
Mark Berens ............ Oregon Trail Equipment
Brad Bohikien .......... Oregon Trail Equipment
Jason Boyd ............ Horizon Equipment
Larry Buhlman ............... Husker Ag Sales
Dave Cantfield ......... Concordia Tractor
Duane Carlson ............ Pedersen Machine
Todd Case ............. Plains Power & Equipment
Kevin Clement ........ Barker Implement
Randy Dow ............. Twin Valley Implement
John Enahmer ............ Green Line Equipment
Larry Esbeck .......... 21st Century Equipment
Alan Farm ............... Northeast Equipment
Alan Faske ............... Green Line Equipment
Craig Gile ............... Concordia Tractor
Ben Grove ............... Hiawatha Implement
Mike Haak ............... Plains Power & Equipment
Joe Hoenk ............. McClymont Implement
Dan Henkel ............. Frank Implement Company
John Hitchcock .......... Minden Terminal
Glen Hochstein .......... Plains Power & Equipment
Glen Johnson ............ Platte Valley Implement
Richard Kenkel .......... Bennington Implement
Kurt Kloever ............ Oregon Trail Equipment
Mike Kong ................ Oregon Trail Equipment
Gary M .................... Oregon Trail Equipment
Amie Kucera .......... Oregon Trail Implement

Galen Kuhanek .......... Kearney Implement
Tom Lashey .......... Southwest Implement Co
Tony Lenk .................... Southwestern Iowa Equipment
Wayne Lemka .......... Stusted Implement
Gary Miles ............. Hiawatha Implement
Brian Miller .......... Macedonia Implement
Chris Raymond .......... Niobrara Valley
Charlie Reeves ........ Plains Power & Equipment
Randy Riley .......... Barker Implement & Motor
Joe Ruskamp .......... Platte Valley Equipment
Steve Rust ............. Plains Power & Equipment
Ryan Samuelson ......... Samuelson Implement
Randy Schlick ................. Vacin Inc
Paul Schopke ............... Pender Implement
Eric Semin ............. Carter County Implement
Jim Sock ................... Nebraska Implement
Dave Starke .......... Plains Power & Equipment
Richard Urbanke .......... Vacin Inc
Junior Vangrinesen ......... Smith County Implement

LABORATORY SCIENCE TECHNOLOGY
Clayton Allman ........ Streak Laboratories
Lynn Arnold .......... National Soil Survey Lab
Tracy Doane-Weideman .... Teledyne-Iscov
Charles Focht ........ Nebraska Department of Agriculture Lab
Lori Gaenter .......... Novaris Consumer Health
Thomas C. Johnson ....... MDS Pharma Services
Patty Jones ............. NRCS Soil Survey Lab
Eric Lee ............. Lincoln Water System
Cyril Marshall-Siffring .... LICOR, Inc
Reuben Rieke ............. Rich Metals
Tim Welcomer .......... Novaris Consumer Health

LAND SURVEYING/CIVIL ENGINEERING TECHNOLOGY
William Arneson ........ HWS Consulting Group
Ryan Beckman .......... Olsson Associates
Jonathan Braken ........ City of Lincoln
Tom Bruggeman .......... Olsson Associates
Will Clark ............... Cardinal Surveying & Mapping
Steve Cobb ............. Nebraska State Surveyor
James Haws ............. City of North Platte
Scott Haynes .......... Nebraska Department of Roads
Bob Heese .......... MACTEC Engineering & Consulting
Jared Hinkley .......... Metro Transit Works
Marshall Krcmarik ........ Hampton Development Services
Tyrone Peery .......... Lancaster County Engineering
Jeffery Sefcik .......... JEO Consulting Group
Mark Streit ............ Polaris Surveying

MACHINE TOOL TECHNOLOGY
Randy Badman .......... Irwin Industrial Tool
John Banak ............... Lozier Corporation
John Buse ............... Precision Machine
Randall Campbell ......... thermo King Corp
Lon Clark ............... Kendall Company
Dan Collingham ............. Lenco
Michael Hays ............... Airfite Plastics
Randall Hedin .......... Lincoln Mfg Co
Gary Hinkley .......... Lincoln High School
Don Jorgensen ............. Visha/Dale Electronics
Don Knop ............. Lincoln Machine
A.J. (Andy) Leatherman .... Creative Technologies
Steve Neubauer ............... R D Industries
Justin Pfenning .......... Dremco Tool
Amie Rudder ............. Omega Machine
Andy Schultz ............. Lincoln Public Schools
Matt Stryson ............... Hughes Brothers
Brian Voog ................. Custom Machine & Design
Jim Vladihl .......... Tri-V Tool & Mfg
Rick Wagner ............. Lincoln Tool & Design
Brian Wulf ............... Garner Industries

MANUFACTURING ENGINEERING TECHNOLOGY
Doug Badje ............... Molex Inc
Tony Bond ............... Elliott Equipment
Shannon Eggert .......... Tri County Implement
Randall Hartline .......... Valmont Industries
Ramon Huber .......... Lincoln Machine
Richard Jedlicka .......... InToMetal
Keith Lang ............... Square & Company
Todd Meyers .......... Reinke Manufacturing
Patrick Schmin ............ Schneider-Electric
Jack Schreiner .......... Bruckman Rubber Company
Scott Shaw ............... Midwest Implement
Henry Smith .......... Centurion Wireless Technologies
Ray Swick ............. Lester Electrical

MEDICAL ASSISTING
Jane Baldassano, LPN ........ Family Health Physicians
Wally Boever .......... Holy Family Health Associates
Nancy Borchers .......... Family Health Associates
Sandy Cortle, RN .......... Lincoln Family Practice
Pat Harvey, CMA ............ Allergy, Asthma & Immunology Associates
Richard Jirovec, MD .......... Williamsburg Family Physicians
Dave Kitzke ............. Lincoln Family Medical Group
Okana Kovaliy, CMA .......... Antelope Creek Family Physicians
Sherri Martin, CMA, PLRT .......... North Lincoln Family Physicians
Angie McCarter .......... Family Health Care Center
Mary Beth Mika .......... Lincoln Pediatric Group
Lori Moormeier .......... S .South Lincoln Family Physicians
Connie Sabata, RN .......... Williamsburg Family Physicians
Vickie Torres, CMA .......... Holmes Lake Family Physicians

MEDICAL LABORATORY TECHNOLOGY
Ruth Ann Bartels .......... Physicians Laboratory Services
Kris Brandl .......... Prairie Valley Hematology-Oncology Clinic
Michael Dixon .......... Bryan/LGH Medical Center
Lacey Dokken .......... Bryan/LGH Medical Center
Christa Engel .......... Bryan/LGH Medical Center
Patty Eschliman .......... Madonna Rehabilitation Hospital Laboratory
Pam Guevara .......... VA Nebraska-Western Iowa Health Care System
Gaye Horner .......... University of Nebraska Health Center
Maggie Horak .......... Saint Elizabeth Regional Medical Center
Robin Kosnicki .......... SE Nebraska Hematology & Oncology Consultants
Cindy McGill .......... Nebraska Hematology-Oncology, PC.
Robin McKelvey .......... Elizabeth Park South Laboratory
Ryan Nelsen .......... Bryan/LGH Medical Center
Judy Robertson .......... Columbus Community Hospital
Theresa Schroeder .......... Memorial Health Care Systems
Aina I. Silemskas, MD .......... Pathology Medical Services, PC.
Carla Snyder .......... Community Blood Bank
Marcia Vasek ............. Community Member
Sheffie Verma .......... Downtown Physicians Group
Kris Zoucha .......... Arthritis Center of Nebraska
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- Academic Transfer-B & L
- Nebraska Law Enforcement-B & L

**AGRICULTURE/LABORATORY SCIENCE**
- Agriculture Business & Management Technology-B
- Laboratory Science Technology-L

**BUSINESS**
- Business Administration-All campuses
- Office Technology-B & L

**CONSTRUCTION**
- Architectural-Engineering Technology-M
- Building Construction Technology-M
- Computer Aided Drafting & Design-L
- Fire Protection Technology-M
- Heating, Ventilation, Air Conditioning, & Refrigeration Technology-M
- Land Surveying/Civil Engineering Technology-M

**ELECTRONIC/COMPUTER**
- Computer Programming Technology-M
- Electrical & Electromechanical Technology-M
- Electronic Servicing & Electronic Engineering-L & M
- Microcomputer Technology-L

**FAMILY & CONSUMER SCIENCE**
- Early Childhood Education-L
- Food Service/Hospitality-L

**HEALTH**
- Associate Degree Nursing-L
- Dental Assisting-L
- Human Services-L
- Medical Assisting-L
- Medical Laboratory Technology-L
- Practical Nursing-B & L
- Radiologic Technology-L
- Respiratory Care-L
- Surgical Technology-L

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**SCC LOCATIONS**

**BEATRICE CAMPUS**
4771 West Scott Road • Beatrice, NE 68310-7042
Phone: 402-228-3468 • 1-800-233-5027
FAX: 402-228-2218

**LINCOLN CAMPUS**
8800 O Street • Lincoln, NE 68520-1299
Phone: 402-437-2353 • 1-800-642-4075

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600 State Street • Milford, NE 68350-1564
Phone: 402-761-2324
FAX: 402-761-2282

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