Offered on the campuses and at local sites throughout southeast Nebraska
391 S. 68th Street Place
Lincoln, NE 68510-2449
Tel. 402.437.2700
1.800.828.0072

Continuing Education | Academic Education | Career/Technical Education
ACADEMIC EDUCATION
- Academic Transfer-B & L
- Criminal Justice/Nebraska Law Enforcement-B & L

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

BUSINESS
- Business Administration-All campuses
- Business Information Technology–B & L

CONSTRUCTION
- Architectural-Engineering Technology-M
- Building Construction Technology–M
- Computer Aided Design Drafting–L
- Fire Protection Technology-L
- 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

MANUFACTURING
- 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 Program-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

(8=BEATRICE • L=LINCOLN • M=MILFORD)

Call today and begin your NO LIMITS education or visit us online at www.southeast.edu

Please note: A 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 career/technical 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 Professional Development Customized Training for business and industry.

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

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

Southeast Community College welcomes students of all races and nationalities, women and men, people with disabilities and students of all ages in its programs and activities. SCC values diversity as an important part of the educational process, and continues to seek students, faculty and staff who bring a variety of life experiences and viewpoints to the College.

Southeast Community College faculty and staff understand that the nation’s workforce is composed of many different people successfully performing a variety of jobs. We strive to prepare students to live and work in harmony with people different from themselves.

Dr. Jack J. Huck, President
The SCC Mission...
Southeast Community College values the opportunity to provide quality applied technology and academic educational opportunities for the students, businesses and communities of our district. To achieve that purpose, Southeast Community College will:

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

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.

Declaración de política sobre equidad/antidiscriminación - La política publica de Southeast Community College es de proveer equidad, y prohibe discriminación, en todos asuntos referentes a la admisión, participación, y empleo contra toda persona por motivo de raza, color, religión, sexo, edad, estado civil, origen nacional, ascendencia, condición de veterano, orientación sexual, incapacidad, u otros factores prohibidos por ley o política del Colegio. Preguntas relacionadas a la política sobre equidad/antidiscriminación de Southeast Community College deben dirigirse a: Vice President for Affirmative Action, Equity and Diversity, SCC Area Office, 301 S 68 Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, o jsoto@southeast.edu via correo electrónico.
About SCC

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

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

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

Enrollment
The College enrolls approximately 15,609 full-time and part-time credit students on its three campuses. Another 15,928 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. Shorter 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. Students enrolled in the Academic Transfer program may earn an associate of arts or an associate of science degree. 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
• Diploma
• Certificate
Continuing Education
Both credit and non-credit courses are offered to individuals, businesses and communities throughout the SCC service area. Continuing Education focus areas are:

- Adult Guided Studies–GED, English as a Second Language and citizenship classes
- Agriculture–classes in farm and financial management and marketing
- Business–a wide variety of classes from keyboarding to real estate appraisal/licensure, small business management, and microcomputer classes for business and home
- Computer–software and certification classes
- Driver Education and Safety
- 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
- Professional Development 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 online courses or by viewing videotaped courses and taking tests or labs on SCC campuses. Individuals can also participate in SCC classes through a fiber optic network 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 online.) 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, 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, disability services, financial aid, tutoring, TRIO Student Support Services, and TRIO Upward Bound. Students also have access to cafeterias, ample parking, housing (Beatrice and Milford), and a child 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 Population
Nearly half of the nation’s first-time freshmen enroll at community colleges. More and more students take classes simultaneously at two colleges. Flexible schedules, cost, convenient locations and small classrooms make community colleges a good education investment. Nebraska community colleges and four-year institutions work together to make co-enrollment and transfer of credit as easy as possible.

Career Earnings
Over a lifetime of work, the nation’s community college graduates can expect to keep pace with or surpass the earnings of four-year college or university graduates. The average starting salaries for all SCC program graduates are published in the Annual College Placement Report.

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.

For a tour of the SCC-Beatrice Campus:
1-800-233-5027, ext. 1252
or visit us at www.southeast.edu

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

The campus offers the Academic Transfer program as well as career/technical programs including: Agriculture Business & Management Technology; Business Administration; Business Information Technology (formerly Office Technology); Mass Media; Nebraska Law Enforcement; and Practical Nursing.

Adams Hall: One-Stop Community Resource Center

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

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
Classrooms for: Broadcasting, Business Administration, Business Information Technology, Distance Learning, Journalism, Practical Nursing, 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, TRIO Upward Bound
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

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

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

For a tour of the SCC-Milford Campus:
1-800-933-7223, ext. 8243
or visit us at www.southeast.edu

SCC-Milford enjoys a long history as Nebraska's premier technical college established in 1941.
SCC-Lincoln Campus

8800 O Street
Lincoln, NE 68520

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:
1-800-642-4075, ext. 2600 or visit us at www.southeast.edu

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

SCC-Lincoln offers the Academic Transfer program as well as career/technical programs including:
- Associate Degree Nursing
- Automotive Technology
- Business Administration
- Business Information Technology (formerly Office Technology)
- Computer Aided Design Drafting
- Criminal Justice
- 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
- Practical Nursing
- Professional Truck Driver Training
- Radiologic Technology
- Respiratory Care
- Surgical Technology
- Visual Publications
- and Welding Technology.
SCC-Lincoln Campus
Energy Square Location

The Lincoln Campus has a downtown location on the first floor of the Energy Square Building.

The downtown location offers Academic Transfer classes.

402-323-3441

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:
Professional Development
Customized Training for Business & Industry

ESQ Students: There are discount parking MAGNETIC STRIPS available.
Tickets are sold at CITY OF LINCOLN PARKING OFFICE, 317 S. 12th Street, Suite 101, 402-441-6472, 7:30 am-6:30 pm. You must bring your student ID and CURRENT TERM class schedule.

NCEE - (Located off-campus) Nebraska Center for Excellence in Electronics: 4740 Discovery Drive, Lincoln NE
Classrooms for: Professional Development Customized Training Services for business and industry.
The Continuing Education Center is used for a variety of purposes including special classes and seminars in personal development and Professional Development Customized Training programs for business and industry.

The College Food Service/Hospitality program uses the first floor of the Center as a satellite training laboratory.

The College Administration (SCC–Area Office) is located on the fifth floor of the building.

The Entrepreneurship Center is used for nursing, and business related offerings.

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 SCC-Entrepreneurship Center
285 S. 68th Street Place
Lincoln, NE 68510-2449
402-437-2524

The SCC-Continuing Education Center
301 S. 68th Street Place
Lincoln, NE 68510-2449
402-437-2700, 800-828-0072

CEC 1st floor: (Basement Level) Kitchen
Classrooms for: Continuing Education and Food Service/Hospitality

ENTR 1st floor: (west side entrance at street level) Classrooms for Basic Nursing Assistant
Access between CEC and ENTR buildings allowed through double doors.

CEC 2nd floor: (Street Level)
Auditorium, Commons Area, Reception Desk, Vending Machines
Offices for Continuing Education Directors of Professional Development - Customized Training Services for Business and Industry

ENTR 2nd floor: (main entrance at Street Level)
Commons Area, Reception Desk, Vending Machines
Offices for Entrepreneurship focus, Food Service/Event Schedule Coordinator, Workforce Development
Classrooms and Computer Lab
Access between CEC and ENTR buildings allowed through double doors.
CEC 4th floor: Offices for Continuing Education
Dean, Director of Business, Director of Personal Enrichment and Leisure
Classrooms for: Continuing Education
Computer Labs

ENTR 4th floor:
Offices for Lincoln Public Schools Entrepreneurship
Access between CEC and ENTR buildings not allowed through alarmed doors.

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

ENTR 5th floor:
Offices for Business Resources
• Community Development Resources
• Nebraska Business Development Center
• SCORE (Service Corps of Retired Executives)

Access between CEC and ENTR buildings not allowed through alarmed doors.
Chapter 1
Enrollment

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

Students under 16 years of age may enroll in special noncredit classes which are offered by the Continuing Education division. These special classes usually are designed for youth and adults who register and attend classes together. Other special enrollment opportunities for students under 16 will be identified in the course description and/or advertisement.

High school students enrolling in distance learning classes must meet all of the College course prerequisites prior to the start of class. Contact the campus Registration and Records Office for additional information.

Some programs offered by the College may require completion of prerequisite courses, physical examinations, and other special requirements such as CPR training or a certified copy of driving record. All special requirements for admission are outlined in the individual program brochures and at the campus Admissions 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.

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. There is no Application for Admission fee. Application forms are available in the Student Services Offices on each campus and at www.southeast.edu via the Internet.

I. COMPLETE AND SUBMIT AN APPLICATION FORM

A. APPLICATION FORM

1. All students seeking admission to a program of study at SCC must complete an Application for Admission form indicating the campus to which they are applying.

2. Application for Admission forms are available in the Student Services Offices on each campus and at www.southeast.edu 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.)
C. EFFECTS ON FINANCIAL AID IF APPLYING FOR ADMISSION TO MORE THAN ONE PROGRAM OF STUDY

I. Students planning/expecting to receive financial aid are subject to federal restrictions that may limit their options. To receive financial aid, Federal regulations require that a student:

• Be enrolled in a program of study leading to the completion of a diploma or associate degree at SCC
• Has received aid for no more than one program of study at a time
• Can receive financial aid only for a limited period of time
• Make satisfactory progress towards completing a program of study
• Intends to complete his/her program of study
• Register only for courses required for the completion of their declared program of study at SCC

II. SUBMIT TRANSCRIPTS

A. 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 will 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 or the necessary ACT score is over 5 years old.

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

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

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

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

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

V. STUDENTS WILL RECEIVE WRITTEN NOTIFICATION BY MAIL AS SOON AS POSSIBLE ABOUT THEIR ADMISSION STATUS.

READMISION 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 statute Section 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.

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, provide documentation, and schedule an appointment with the Dean of Student Services.

ADVANCED STANDING

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

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

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

The following requirements apply for students applying to Southeast Community College requesting an I-20 (F-1 Visa).

1. Completed application for admission.
2. Certified copies of academic records, plus English translations where necessary.
3. International version of TOEFL (Test of English as a Foreign Language) with a total score of 525 or higher if paper based, 193 if computer-based, or 69 for Internet version. Scores must be sent directly to the College by using institutional code 6795.
4. Signed Financial Resource Statement showing resources sufficient to cover course of study and transportation expenses to and from the home country. A minimum of $10,000 for one year is required.

Contact the campus Admissions Office at the campus where you are applying for admission, for specific information assistance and required forms.

F-1 Visa students authorized to attend another college can register for concurrent classes at SCC. Tuition is nonresident rate. Enrollment status is with the school the student is authorized to attend. Check with your authorized school to remain in status.

UNDECLARED STUDENTS

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

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

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

REGISTRATION PROCEDURES

It is recommended that prior to registration, students should consult with advisors or instructors. Registration dates are published and available in the Student Services Office prior to each registration period. Additional information will also be made available by faculty and program advisors. General registration information is distributed each term by the Registration and Records Office on each campus. It is each student’s responsibility to become familiar with registration schedules, deadlines, completion of registration forms, and any required signatures.

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 may enroll in the "FACTS" monthly payment plan. (See Payment Policy - Financial Planning Chapter 2.)

PREREQUISITES

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

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

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

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 or withdrawal from a class/es, prior to the deadline for dropping classes (see "Deadline for Dropping Class/es" below).

To drop or withdraw from classes, 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 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.

**Calendar Days**

All days are included in the computation of calendar days including Saturdays, Sundays, holidays, and weekdays.

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**Tuition Refunds**

Refunds are not automatic. To obtain a refund or adjustment on your account you **must submit an "Official Drop/Add Form For Credit Classes"** prior to the deadline for dropping and receiving a refund. Refunds will not be granted after these deadlines. Refunds for 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.

Please refer to the Financial Planning section for further information on tuition and refunds.

**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 and approved by the Division Dean. 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 week of the term (7 calendar days) 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.

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Courses that vary in length from the regular term dates as identified in the schedule can be added within the first 10% of the calendar days of the course, following the same procedures listed above.

To add a course or courses after the first week of the term (7 calendar days), 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 seventh 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 adviser and Program Chair of the course. Declared students must meet with a program adviser. Undeclared students must meet with a career adviser. If a student retakes an academic/vocational course, the highest grade earned will be used in the computation of the cumulative GPA and for satisfying degree requirements. Any request to take a course more than three times must be documented and presented to the Program Chair and Division Dean for their approval. Appeals to this policy must follow the established grievance policy and procedures. The Vice President for Instruction’s decision shall be final on this matter. (Other Federal/Program Guidelines may supercede this policy.)

Note: Financial Aid recipients can receive aid for a class twice. The third time the student must pay for the course on their own.
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
- 2006–2007 Tuition and Fees/Housing Fees
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

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, by posted Priority Filing deadline dates, 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) specified by the student.

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 eligibility is indicated 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 EFC’s are considered first for available Federal SEOG funds. Notification of eligibility is indicated 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. Eligibility is indicated 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. Dependent 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 PLUS LOAN (PLUS)

The Federal PLUS is for parent borrowers of dependent students and provides additional funds for educational expenses. Federal PLUS loans enable parents with good credit histories to borrow for each dependent child who is enrolled at least halftime. Federal PLUS loans are made by a lender such as a bank, credit union or savings and loan association. Applicants do not have to show financial need, but must undergo a credit analysis. Repayment begins within 60 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.
FINANCIAL PLANNING

PAGE 19

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
- Professional 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 online 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 online. Access to the FAFSA link online 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

PROCESING 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
  402-391-4033, 888-357-6300

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

- Omaha
  Rockbrook Village, (108th & W. Center Road)
  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 online 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 online. 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.

SCC FINANCIAL AID OFFICES

<table>
<thead>
<tr>
<th>Beatrice</th>
<th>Lincoln</th>
<th>Milford</th>
</tr>
</thead>
<tbody>
<tr>
<td>4771 W. Scott Road,</td>
<td>8800 O Street,</td>
<td>600 State Street,</td>
</tr>
<tr>
<td>Beatrice, NE 68310</td>
<td>Lincoln, NE 68520</td>
<td>Milford, NE 68405</td>
</tr>
<tr>
<td>1-800-233-5027 ext. 1212</td>
<td>1-800-642-4075 ext. 2610</td>
<td>1-800-933-7223 ext. 8250</td>
</tr>
<tr>
<td>or 402-228-8212.</td>
<td>or 402-437-2610.</td>
<td>or 402-761-8250.</td>
</tr>
</tbody>
</table>
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 by posted deadline dates, which is available in the Financial Aid Office and online at www.southeast.edu.

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 donors. 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.

**SCHOLARSHIP DEADLINES**

for returning students:

November 1
for winter, spring terms
April 15
for summer, fall terms

**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.

Priority filing deadline dates are as follows.

April 1 . . . .for summer term
July 1 . . . . . . . for fall term
October 1 . . . . for winter term
January 1 . . . .for spring term

**APPLYING FOR VETERANS’ BENEFITS**

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

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

**SATISFACTORY 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

**TITLE IV REFUND INFORMATION**

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

Return of Federal Financial Aid Funds (Title IV Refunds)

The Higher Education Amendments of 1998 established new provisions requiring a certain percentage of Title IV funds to be returned to the student/parent loan lender or to the U.S. Department of Education when a student withdraws from all classes. This policy and procedure ONLY APPLIES IF THE STUDENT WITHDRAWS BEFORE COMPLETING 60.1% OF THE TERM FOR WHICH HE/SHE RECEIVED FUNDS OR HAS BEEN AWARDED FUNDS. Federal funds that may have to be returned are Unsubsidized Stafford loans, Federal Stafford loans, Federal PLUS loans, Pell Grants, SEOG grants, and TRIO grants. Following is an explanation of procedures used in calculating and returning Title IV funds.

Procedures Used in Calculating and Returning Title IV Funds

WARNING: FAILURE TO MAINTAIN ATTENDANCE IN AT LEAST SIX (6.0) CREDIT HOURS “CANCEL” ANY FUTURE LOAN DISBURSEMENTS, REGARDLESS OF WHAT POINT DURING THE TERM THE STUDENT CEASED ATTENDING CLASSES.
EFFECTIVE JANUARY 1, 2000:

1. The College will hold the student responsible for the amount the College is required to repay under the federal refund provisions. The College Business Office will bill the student for the portion of the Title IV funds the College is required to return to the Stafford/Plus Loan lender or the Federal Pell Grant, SEOG program, or TRIO grant on the student’s behalf. A STUDENT WILL NOT BE ALLOWED TO REGISTER FOR CLASSES AT SOUTHEAST COMMUNITY COLLEGE UNTIL THIS AMOUNT IS REPAID.

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

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

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

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

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

TUITION REFUND POLICY

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

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

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

Telephone calls to the Registration and Records Office requesting to drop/withdraw from a class, or failure of the student to attend a class do not constitute an official drop/withdrawal. A student’s failure to attend classes does not dismiss a student’s responsibility to pay unpaid account balances owed to the College on courses not officially dropped. Official “Drop” forms are available at the campus Registration and Records Office.

The College Business Office will apply any eligible financial aid transmitted to the student’s account toward tuition, fees, and applicable book charges incurred by the student. If a balance owed remains, it is the responsibility of the student to pay this balance before they would be allowed to register for future courses at Southeast Community College.

If a credit balance remains after all charges have been addressed, a credit refund check for the balance will be mailed to the student by the College Business Office with 2-3 weeks.

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

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

<table>
<thead>
<tr>
<th>% elapsed</th>
<th>% of refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.000 - 12.499</td>
<td>.100</td>
</tr>
<tr>
<td>12.5 and over</td>
<td>.0</td>
</tr>
</tbody>
</table>

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.)

NON-CREDIT CLASSES
100% refund if dropped the day before class starts or earlier. 0% refund if the class is dropped the day the class starts or later.

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. Students called to non-training active military duty should provide documentation to the campus Dean of Student Services.
UNOFFICIAL WITHDRAWALS

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

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 Website’s Payment Options page.

**DEBTS**

ALL FINANCIAL OBLIGATIONS TO THE COLLEGE MUST BE PAID BEFORE A STUDENT MAY REGISTER FOR ANY NEW TERM AND BEFORE TRANSCRIPTS, AWARDS AND CREDENTIALS MAY BE RELEASED. Financial obligations include (but are not limited to) tuition and fees, college loans, library and parking fines. The College will charge $30.00 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, 2006–June 30, 2007:

### GENERAL FEES

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduation fee (nonrefundable)</td>
<td>$25</td>
</tr>
</tbody>
</table>

### TUITION RATES

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUITION - NEBRASKA RESIDENT</td>
<td>$42 per credit hour/per term</td>
</tr>
<tr>
<td>TUITION - OUT-OF-STATE</td>
<td>$51 per credit hour/per term</td>
</tr>
</tbody>
</table>

### CAMPUS FEES

**· STUDENT SERVICES**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beatrice/Lincoln/Milford</td>
<td>$1 per credit hour/per term</td>
</tr>
</tbody>
</table>

### Housing Fees

**BEATRICE**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEATRICE CAMPUS HOUSING COSTS</td>
<td>PER STUDENT</td>
</tr>
<tr>
<td>Deposit (refundable damage/surety deposit)</td>
<td>$100</td>
</tr>
<tr>
<td>Roosevelt and Washington Halls</td>
<td>$918</td>
</tr>
<tr>
<td>2–4 per room-per student</td>
<td></td>
</tr>
<tr>
<td>Hoover Hall (residence hall)</td>
<td>$918</td>
</tr>
<tr>
<td>2 per room-per student</td>
<td></td>
</tr>
<tr>
<td>3 or more per room-per student</td>
<td>$691</td>
</tr>
</tbody>
</table>

**MILFORD**

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>MILFORD CAMPUS RESIDENCE HALL COSTS</td>
<td>PER STUDENT</td>
</tr>
<tr>
<td>Deposit (refundable damage/surety deposit)</td>
<td>$100</td>
</tr>
<tr>
<td>Nebraska and Cornhusker Residence Halls</td>
<td>$1,052</td>
</tr>
<tr>
<td>1 per room-per student (dorm style-Nebraska Hall)</td>
<td></td>
</tr>
<tr>
<td>2 per room-per student (Nebraska and Cornhusker Halls)</td>
<td>$1,183</td>
</tr>
<tr>
<td>3 per room-per student (Nebraska and Cornhusker Halls)</td>
<td>$1,035</td>
</tr>
<tr>
<td>4 per room-per student (Nebraska Hall)</td>
<td>$944</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pioneer Hall Complex (apartment style)</td>
<td>$1,297</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>$674</td>
</tr>
<tr>
<td>Housing only - apartment housing per quarter (4 per unit-per student)</td>
<td>$623</td>
</tr>
<tr>
<td>Married/Single Parent Student Housing - per month</td>
<td>$625</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.
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.

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.

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.

**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 Strictly Prohibited

SCC policy prohibits the possession of firearms, weapons, or fireworks on College property or at any College-sponsored event. Effective January 1, 2007, Nebraska State Statue 28-1202 makes it unlawful to carry a concealed handgun into a meeting of the governing body of a political subdivision, or collegiate athletic event; school, school grounds, school-owned vehicle, or school-sponsored activity or athletic event. These prohibitions apply to EVERYONE (employees, students, invitees, and visitors) and are enforceable EVERYWHERE (all college property and all college-related events.)

Violations of these prohibitions will result in disciplinary and/or law enforcement action.

General Liability Insurance

The College maintains general liability insurance to cover accidents that occur as a result of faulty equipment or College negligence. However, 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 85-901, students at Southeast Community College are required to obtain and wear appropriate industrial quality eye protective devices while participating in or observing the following courses of instruction in designated areas of campus facilities:

(a) Vocational, technical, industrial arts, chemical, chemical-physical, involving exposure to:
   (i) Hot molten metals or other molten materials;
   (ii) Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
   (iii) Heat treatment, tempering or kiln firing of any metal or other materials;
   (iv) Gas or electric arc welding or other forms of welding processes;
   (v) Repaired or servicing of any vehicle; or
   (vi) Caustic or explosive materials;
(b) Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated. Unless otherwise required, industrial-quality eye protective devices means devices which meet the standard of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1(1979) as approved by the American National Standards Institute, Inc.

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 may be held periodically during the year. Each instructor will inform students of the exit or exits to be used in an emergency evacuation. The signal to leave the building will be a steady alarm signal. Whenever this occurs students are to immediately exit the building in an orderly manner. Students are to move away from the building to a distance of at least 50 feet and are not to block the exits, sidewalks or fire hydrants. Staff will indicate when it is safe to return to the building.

Tornadoes, Severe Storms or Other Emergencies
In case of a severe weather or threat of a tornado, students will be notified by an alarm signal. Students are to follow the instructor’s directions and move in an orderly fashion to a shelter area. When an "all clear" has been sounded, students will be notified and given further instructions. It is the responsibility of the division deans, program chairs and instructors of SCC to properly inform the students of the designated shelter areas. They are:

BEATRICE
- 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.

Reporting Harassment/Discrimination

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

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

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

MILFORD
Robin Moore, Dean of Student Services
Marcy Grace, Career Adviser, Assessment
Lyle Neal, Campus Director

Racial/Ethnic Harassment

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

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

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

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

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

• Federal Laws

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

• Nebraska Laws and Policies

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

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

• SCC Policies

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

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

Sexual Harassment

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

If you believe you have been a victim of sexual harassment:
1. Inform the person responsible for the harassing behavior that such behavior is offensive and must stop. If the behavior continues, a complaint should be filed.
2. Complaints may be brought to the attention of any College employee with whom the 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.

**GRADERS & RECORDS**

**FERPA**

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

Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. The rights accorded students shall apply to all students 18 years of age or older, or no longer dependent upon their parents; students in a postsecondary education program, regardless of their age; and parents of eligible dependent students. Generally, students have the following rights: to inspect and review their educational records; to a hearing to challenge the contents of their records; and to receive copies of all or part of their educational records upon request.

All requests for student records and information must be in writing and directed to the campus Student Services Office. Questions relating to the release of records and information should be directed to the campus Student Services Office. 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.

**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.

**Acaademic Bankruptcy**

Academic bankruptcy permits the removal of credit hours and grades for one or two quarters from a student's grade point average to allow for improvement of the student's cumulative GPA. A student may be granted academic bankruptcy only one time. A student must have completed 18 quarter credit hours with a minimum grade point Average of 3.00; or
3.75 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 students in consultation with a transfer adviser 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 adviser 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 college 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:** "TR" is assigned to indicate transfer credit from another college or SCC campus location.

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

**IP In Progress:** Currently enrolled classes. Will print with "IP" in the grade column. **BK Bankruptcy:** Will appear on the transcript with a # in front of the grade for which the course has been bankrupt. Bankruptcy grades will not count in the cumulative GPA, but will count in the term GPA.

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

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

Noncredit Transcript Key

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

Credit Types

<table>
<thead>
<tr>
<th>Credit Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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>
</tr>
</thead>
<tbody>
<tr>
<td>0.33</td>
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<tr>
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<td>2.00</td>
<td>3.0</td>
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<td>11.5</td>
</tr>
<tr>
<td>8.00</td>
<td>12.0</td>
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</tbody>
</table>

**CREDIT TRANSCRIPT KEY**

<table>
<thead>
<tr>
<th>GRADE</th>
<th>STATUS</th>
<th>HONOR POINTS</th>
<th>DESCRIPTION</th>
<th>PERCENTAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Permanent</td>
<td>4.0</td>
<td>Excellent</td>
<td>95-100</td>
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<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.
**ACADEMIC EXPECTATIONS**

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

**GOOD ACADEMIC STANDING**
Students must maintain a cumulative grade point average of 2.0 to remain in good academic standing.

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

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

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

- These students will be notified of their academic probationary status by a letter from the campus Dean of Student Services.
- Upon such notification, these students should immediately see their program chair/adviser to determine the course of action to be taken and to determine the procedure necessary to be removed from academic probation.
- Students who raise their CGPA to a 2.00 or higher by the end of the probationary term will automatically be removed from academic probation.

- Students will continue on academic probation if they achieve a term GPA of 2.00 or greater but have a total cumulative GPA of less 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 have been 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 5 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 abridgement of rights, including, but not limited to:

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

1. This 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.

2. The 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 Accommodations: 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.

Grievances Involving Suspension

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.

Student Grievance

Section 1: Purpose

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

Section 2: Definitions

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

Grievant: A student who files a grievance.

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

Days: Shall be defined to mean school days.

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

Grievances may be processed on either an informal or formal procedure

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 a Grievance Form
- To formally submit a grievance, a grievance 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
- The remedy requested
- Whether the grievant desires to appear in person at the appeal hearing to review the grievance.
- Name of faculty, staff, or SCC students who will serve as witnesses at the grievance hearing for the student.

Step 1.2 The campus Dean of Student Services will confirm that the student did try to resolve the grievance through the informal process.

Step 1.3 The campus Dean of Student Services, will, within five (5) days, call together the Campus Student Grievance Committee. The campus Dean of Student Services or the dean’s designated substitute will serve as chairperson of the Campus Grievance Committee.

Grievance/Hearing Committee
The campus Dean of Student Services shall be responsible for appointing members to the grievance / hearing committee each term. A grievance / hearing committee may include, but is not limited to:
- The Campus Dean of Student Services (grievance committee chair)
- Program chair
- Instructional staff
- Student Senate representative
- Support staff
- Administrative staff
- Other individuals deemed appropriate and/or necessary as determined by the Dean of Student Services

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

Step 2. The Campus Student Grievance Committee shall meet within five (5) days of the date the complaint is received by the campus Dean of Student Services to review evidence from both sides, and prepare a written response to the grievant.

The following guidelines will serve as a basis for committee meetings and hearings:

Grievance Hearing Guidelines
1. The student may request to appear in person to review the complaint. Such a request must be indicated on the formal grievance form. Committee members, the student and witnesses will receive copies of the formal grievance.
2. The student will be notified in writing of the date, time and place of the hearing.
3. Hearings are not open to the public, or to College staff not specifically invited by the involved parties to participate in the hearing.
4. Witnesses will be excused after their statements are given and questioning has ended.
5. Conformity to technical rules or judicial procedures is not required. The chairperson may make any procedural 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 adviser of his/her choice, who have specific knowledge of the grievable situation, to be selected from faculty, staff or student body of the College. (See Sect 6: Use of Legal Counsel for exception to these guidelines.) In no instance will another person be permitted to speak independently for the student or in his/her stead.
7. Students are responsible for notification of their selected advisors and/or witnesses, and they are responsible to inform the committee chairperson prior to the hearing of selected advisors’ and/or witnesses’ intentions to attend the hearing.
8. 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.
9. An audio recording will be made of the testimony presented.
10. 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.
11. 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.

12. 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.

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

14. Within 5 days from the date that the hearing was conducted, a written response shall be prepared and sent to the student. The response shall include:
   a. result of the grievance hearing
   b. directing the student to the current College Catalog/Handbook for the next step in the grievance appeal process
   c. the name, address, and contact information for the next step in the appeal process.

The response will be delivered to the student via either:
   a. Registered Mail with Return Receipt Requested OR
   b. Delivered in person to the student with the student signing their signature acknowledging receipt of the response.

15. Copies of the decision/response to the student shall be sent to those against whom the grievance was filed, the Vice President for Student Services, grievance committee members, campus director, college Vice President that the domain of the grievance pertained to (instruction, technology, student services)

16. The Dean of Student Services who chaired the grievance hearing shall retain and file all grievance evidence in the Dean of Student Services' Office.

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.
Within the College grievance policies and the right to a hearing and appeal as defined substance policy as established shall have of violating the drug/alcohol/controlled dance with due process. Students accused Students' rights shall be protected in accord-

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 substance while on campus.

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

Student violations of the standards as stated in the previous paragraph may result in any one or a combination of the following disciplinary sanctions:

- Warning
- Disciplinary probation
- Suspension
- Referral to an appropriate drug/alcohol/controlled substance treatment program
- Referral to law enforcement agencies
- Any other action considered necessary by College officials

Students’ rights shall be protected in accordance with due process. Students accused of violating the drug/alcohol/controlled substance policy as established shall have the right to a hearing and appeal as defined within the College grievance policies and procedures.

Drug and Alcohol Testing Procedures for Students

The purpose of these procedures is to help ensure compliance with the College’s Drug-Free Environment Policy E-2i.

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

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

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

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

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

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

The Vice President for Student Services and the campus Dean of Student Services shall be notified when a student has been directed by the College to follow the College’s Drug and Alcohol Testing procedures.
Refusal to Test: Refusal to submit to the types of drug and alcohol tests employed by the College will be grounds for dismissal from the College. A refusal to test is defined to be conduct which would obstruct the proper administration of a test. A delay in providing the urine or breath specimen could be considered a refusal. If a student cannot provide a sufficient urine specimen or adequate breath, he/she will be evaluated by a physician of the College’s choice. If the physician cannot find legitimate medical explanation for the inability to provide a specimen (either urine or breath), it will be considered a refusal to test. In that circumstance, the student will be subject to dismissal.

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

1) marijuana, 2) cocaine, 3) opiates, 4) amphetamines, and 5) phencyclidine (PCP). The urinalysis procedure starts with the collection of a urine sample. Urine specimens will be submitted to and all confirmatory tests shall be performed by a clinic, hospital or laboratory which is licensed pursuant to the federal Clinical Laboratories Improvement Act of 1967, 42 U.S.C. 263a, or which is accredited by the College of American Pathologists for testing. 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
Placement & Assessment Center

Placement & Assessment Center (LRC)
Career Advising Center, Learning Resource Center (LRC)
Placement & Assessment Center

The Lincoln campus also has a TDD (Telecommunication Device for the Deaf). The phone number is 402-437-2702. Contact the Student Services Office for more information.

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.

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.

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. Contact the Career Advising Center on each campus for details. (See "Steps for Admission to a Program of Study" section III B.)

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.
• You will benefit from personal assistance in applying for and managing financial aid, as well as TRIO/SSS grant aid to those that qualify.
• You will participate in guided career exploration and job shadowing.
• You will enjoy taking part in special off-campus cultural activities, leadership and campus visits with other TRIO/SSS students.
• Special topics in SSS workshops:
  • Study skills
  • Stress management
  • Leadership
  • Time management
  • Recognizing and developing your strengths
  • Money management
  • Emotional intelligence
  • Developing a resume

For more information visit the TRIO Student Support Services offices on your campus.

Beatrice – Kennedy Center L141
Lincoln – Lower Level, Learning Resource Center (LRC)
ESQ – by appointment only
Milford – Eicher Technical Center-100Q

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 101 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.
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 student by 7 a.m. or earlier. the following media will be notified if classes are cancelled:

- television:
  - channel 10-11-koln-kgin tv (lincoln)
  - channel 8-klnk tv (lincoln)

- radio:
  - kzxx/kfrx (lincoln), klin (lincoln), kfge (lincoln), kgmt/kutt (fairbury), ktgl (lincoln), kndy (marysville, ks), kwbe (beatrice)

hazardous driving conditions do not automatically mean classes will be cancelled. however, travel for students is not recommended or encouraged if there is a question of being able to reach the campus safely.

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 program cancellations are made through the news media. the campus to check for cancellation.

telephone: 402-437-2405 – a recorded message will update you on the status of classes.

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-klnk tv (lincoln)

- radio:
  - lincoln: kfor: 1240 am,
  - kfrx: 102.7 fm, krrk: 95.1 fm,
  - klms: 1480 am, kjab: 106.3 fm,
  - klmy: 106.3, ktgl: 92.9 fm,
  - kzxx: (96 kk) fm, klin: 1400 am,
  - kbbz: b107 fm,
  - kkul: (kool 105.3) fm, kfge: (froggy 98) fm

in milford

posted announcements - information concerning college matters is posted daily in each program area and on first floor bulletin boards of the eicher technical center. a bulletin board for students to advertise items for sale is available on the second floor. all announcements and notices posted must be approved by the student services office and hung only on bulletin boards.

public address system - announcements of extreme importance are broadcast over the college p.a. system at 7:55 a.m.

emergency announcements are made when necessary.

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

- television:
  - channel 10-11 koln-kgin tv (lincoln)
  - channel 8-klnk tv (lincoln)

- radio:
  - wow (omaha), kzkk (lincoln)

   telephone: 402-761-8400 – a recorded message will update you on the status of classes.

athletics

intercollegiate athletics

the beatrice campus is a member of the nebraska community college athletic conference and the national junior college athletic association. scc-beatrice competes at the intercollegiate level in men’s basketball, women’s basketball, men’s golf and women’s volleyball. the campus mascot is scc storm.

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

southeast community college athletic participation is governed by the eligibility rules of the national junior college athletic association.

cheerleading-beatrice

cheerleading is an activity designed for students to promote school spirit by organizing rallies and leading the cheering section at home athletic events. tryouts are held in june.

intramural athletics

each campus of southeast community college offers intramural sports/recreational activities for any full- or part-time student enrolled in credit division courses.
Intramural sports are arranged by the Campus Activities Office and may include flag football, basketball, volleyball, softball, golf, tennis and racquetball. Each campus also has tennis courts and a gymnasium available for student use. For more information about the intramurals on campus, contact the Student Activities Office on campus.

**BOOKSTORE**

The College operates and manages a campus bookstore on each campus. A full range of new and used textbooks, supplies, educational aids, gift items and personal items is available. The bookstore offers a buy back program for used textbooks, generally at the end of the term. Bookstore hours are compatible with most class schedules. The bookstore accepts cash, checks, MasterCard, VISA, and Discover credit cards. Books are also available online at www.scebookstore.com via the Internet.

**BUS SERVICE**

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

**CAFETERIA/FOOD SERVICE**

The College provides food service on each campus. Vending machines are also available.

**BEATRICE**

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

Students eating in the *snack bar* are requested to be considerate of others. Reasonable cleanliness and appearance in dress are expected.

**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.

All cafeteria customers are requested to bus their dishes and leave the table clean for the next person.

Students are asked to use the **Student Center** to study or socialize during the busiest dining time—9:45 a.m.–1 p.m.

**MILFORD**

Contract food service is provided at the campus *cafeteria*. Non-contract meals for visitors and guests 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.

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. If you are interested in becoming an ambassador, contact Student Services.

**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, vending machines, and wireless internet access. The hours of each campus student center are posted.

**WELLNESS/FITNESS CENTER**

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

**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 transferable. 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 or Student Activities Office (section "O" by the gym)

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 adviser 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.

**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 multiracial and human relations issues. The organization provides an avenue for students to gain skills to set and meet goals, improve their coping skills, increase their knowledge and skills on how to make the system work, and to experience greater involvement in the College.

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

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

**RESIDENCE HALL ASSOCIATION**—The Residence Hall Association (RHA) is composed of student wing representatives in the residence halls. Officers include the president, vice president and secretary/treasurer who are elected by a general vote of the residents during the previous spring term. The RHA plans activities, brings issues of concern to the Residence Hall Manager and Assistant Manager and

**CLUBS & ORGANIZATIONS**

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

**AGRONOMY CLUB**—The Agronomy Club allows students to actively participate in an agrarian 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 participate in activities such as community landscaping projects, the annual bedding plant sale, and the annual golf tournament. Students are able to further their professional development by improving their leadership and teamwork skills. Members will participate in various conferences and trade shows related to their field of study such as the NNLA (Nebraska Nursery & Landscape Association), and GCSAA (Golf Course Superintendents Association of America) annual conference and trade show.

**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.

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**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 (LPN)–LPNAN is an organization for LPN students that provides members with leadership training and orientation to professional organizations. It serves as a network with other students throughout the state of Nebraska.

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

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 LAMDA CHAPTER—This group is an affiliate of Phi Theta Kappa International designed to promote student leadership, develop scholarship 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 AYEY, 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.

ROTARACT—The purpose of this group is to promote service above self, foster leadership and responsible citizenship, encourage high ethical standards in business and promote international understanding and peace.

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

STUDENTS IN FREE ENTERPRISE (SIFE)—This organization has a mission to provide members the best opportunity to make a difference and develop leadership teamwork and communication skills through learning, practicing and teaching the principles of free enterprise.

SURGICAL TECH STUDENT ASSOCIATION—This organization has a purpose to establish and promote an atmosphere conducive to optimum learning and career preparation based on a sense of tradition, camaraderie and teamwork encompassing all students currently enrolled in the Surgical Technology program.
ZETA THETA Tau–Fire Society of SCC
Their purpose is to promote Fire Societies as well as fellowship on campus. They will promote a safe and harmonious relationship among student organizations and civic and university communities. The group provides programs and activities, both developmental and social, for all members to help improve their functioning and to provide common experiences that encourage cooperation and unity at SCC.

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

AMERICAN WELDING SOCIETY–This 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 an exchange of information with people in the data 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–This club is an affiliate of the National SkillsUSA, an organization that prepares America’s high performance workers. SkillsUSA is designed to provide quality education experiences in leadership, teamwork and character development. It builds and reinforces self-confidence, work attitudes and communication skills and emphasizes hands-on, 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.

COLLEGE COLORS
The College’s colors are blue and white.

On-Campus Policies and Services

Cell phone use is not allowed in the classroom. Students are to shut off their cell phones prior to entering the classroom. The use of cell phones is strictly prohibited in all locker rooms. “Locker Room” is defined to include any designated area/room/facility where students or employees can change clothes and which contains lockers or temporary storage for clothing and personal possessions. Violators will be subject to disciplinary action, and maybe reported to law enforcement officials. Suspended student’s cell phones should be reported immediately to the Campus Director or Dean of Student Services. (See also “Electronic Devices" and “Telephones").

COMPUTER USAGE

Computers are available for student use at each campus. Computers are located in the computer labs, classrooms, and Learning Resource Centers, SCC welcomes students to use the available computer facilities for completion of school-related projects. SCC 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.

– 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 SCC–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.

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

Viewing pornography on SCC public-access computers, such as those in hallways, computer labs or the Learning Resource Center is considered sexual harassment and is prohibited for students and staff. If a class assignment requires any type of research on pornography, students must provide written authorization from the course instructor to the LRC or computer lab staff. Staff will then direct authorized students to a secured location for researching the subject.

• Prohibited Internet Usage

(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, viewing/downloading/distributing pornography, or other illegal activities.

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.

14. Class Assignment Exception to Computer Usage Restriction:

In the rare instance that an instructor may include viewing pornography as part of a legitimate research assignment for a class, the following rules must be followed prior to using college-owned computers or college-owned Internet connection to conduct such research.

- The instructor must provide each student with the specific assignment in writing. This document serves to authorize a student to access Internet sites that would otherwise be prohibited.

- To access the restricted sites on a college-owned computers or college-owned Internet connection, the student must first clear such access with the LRC staff or the computer lab attendant in the area where the computer is located. Students must provide the LRC staff their name, SCC ID number, and term of the course.

- The student who is expected to use a computer for these purposes must do so in a discrete location to minimize incidental viewing of restricted sites and materials by others in the immediate area.

• Computer Use Violations

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

JULY 1, 2006–JUNE 30, 2007

SCC COMPUTER HELPDESK
402-437-2447 or 1-800-642-4075 ext. 2447
helpdesk@southeast.edu

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

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

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

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

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

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

COPYRIGHT LAW

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. For more information on copyright law, visit the LRC.
DEBTS
All financial obligations to the College must be paid before a student may register for any new term and before transcripts, awards and credentials may be released. Financial obligations include (but are not limited to) tuition and fees, college loans, library and parking fines. The College will charge $30.00 for every insufficient funds check.

ELECTRONIC DEVICES
In the classroom the use of cell phones and personal electronic devices (e.g., laptop computers, Palm Pilots / organizers, Game Boys / portable video games, iPods, MP3 players, etc.) that are not pre-author- ized by the instructor for instructional purposes is prohibited. Violation of this expectation may lead to formal disciplinary action. (See also "Cell Phones" and "Telephones").

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
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.

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.

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.

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.

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.

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.

Food and beverages are available in the student center snack bar.

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.

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

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.

Parents of All Ages
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.

(For information on 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 and serve the whole college. The LRC collections are also available via remote access. Check with the LRC on your campus for information about remote access.

Loan policies vary at each location and overdue/replacement fees may be charged for the cost of overdue and/or replacing the materials. A hold will be placed on registration and transcripts until all charges are paid and/or cleared. A valid Student Identification Card is required to check out materials.

Media services vary with each campus. Lamination and transparencies are available through the LRC. Visit with LRC staff on your campus to find out the exact services offered.

Hours of service vary per campus. 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 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
Hall, Room # _____
611 State Street
Milford, NE 68405-8498
Outgoing - A mailbox for outgoing mail is located on campus by the Eicher Technical Center on the north side of the LRC.

MESSAGES
The campus will attempt to notify a student if an emergency message is received. However, the College cannot assume liability or responsibility for messages not successfully delivered. Non-emergency message service is not available.

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

BEATRICE
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.

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

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

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

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

The College is not responsible for damages to a car while parked on college property. Students are responsible for having insurance coverage on their vehicles.

Campus speed limits and all state and local traffic regulations must be observed. Driving against the normal flow of traffic is not allowed.

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

Parking/Permits
1. All faculty, staff and enrolled students who use the parking lots are required to display a parking permit. Permits are issued to students at registration.
2. Student parking is located in the lots south of the residence halls, west of Hoover, and 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. Bike racks are available on the north, south, and east sides of the campus building.
4. General student parking is not allowed in the following designated areas:
   a) Reserved for SCC Board of Governors
   b) Handicapped Parking (without visible special permit)
   c) On campus streets, drives or service drives.
5. Vehicles left overnight without prior approval are subject to being towed. To obtain approval call the physical plant, 402-437-2570.

Violation Fees
Illegally parked vehicles will be ticketed and violators will be required to pay parking fines according to the following 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 will be required. Call 437-2570.

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

MILFORD
Parking Permits
1. All students are required to register the vehicles they will be driving on campus. All vehicles parked on campus must have a valid permanent or temporary parking permit.
2. Permits are available on the day of class registration or from the parking office in the Physical Plant Building Hours: 7:30 a.m. - 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 hall. 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.
3. Student parking is not allowed in designated areas without a visual permit.
4. Visitor overflow parking is in the student lot only. Vehicles will be ticketed in all other areas.
5. Visitor overflow parking is in the student lot.

Visitor Parking
Visitor parking is reserved parking for visitors: prospective students, class speakers, companies and business interview, 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 Violations Appeals team may uphold or dismiss the violation. Any violation fee paid prior to adjudication by the team will be refunded through normal College processes should the violation be reduced or dismissed.

Parking Violations Appeals Team
1. The Parking Violations Appeals Team will consist of the following: two students and one staff representative 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 "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.
CONTINUING EDUCATION

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

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
- Family and Consumer Science
- Health
- Industrial & Technical Trades
- Personal Enrichment & Leisure
- Professional Development—Customized Training Services
- Transportation
SKILLS FOR A LIFETIME.

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

Technical Skills
- Air Conditioning
- AutoCAD
- Basic Math
- Blueprint Reading
- Circuit Analysis
- CNC Programming
- Coordinate Measuring
- Digital Electronics
- Electric Motor Controls
- Electrical Code
- Electronics
- Gas Codes
- GDT
- Hydraulics
- Machining
- Mechanical Reasoning
- Metrics
- Nondestructive Testing
- 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 GUIDED STUDIES

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

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

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

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

**Farm Business Management Program**

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

**Marketing Techniques for Agriculture Commodities**

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

**Gold Medal Management Program**

The Gold Medal Management program is designed to instruct borrowers in financial and production management. Specific topics include: identify and write family and business goals; prepare and complete a balance sheet and an income statement; develop a family and business cash flow budget; construct specific enterprise records that permit enterprise analysis; and identify and define the level of risks related to production, marketing, technology, and the financial areas of the family business. This program was specifically designed to meet the needs of individuals who have borrowed from the Farm Service Agency. Other classes have been designed to assist farmers and ranchers understand money management and cash flow, tax planning and preparation, and the utilization of computer software programs that assist in making agricultural decisions.

**BUSINESS**

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

**SCORE**

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

**Computer Training**


**FOOD SERVICE TRAINING**

**Food Service Training Certificate Courses**

These courses are designed to educate both Health Care and School Food Service workers about the many aspects of working and managing a food service facility.

**DMA**

This set of classes has been approved by the Dietary Managers Association. Student membership is available. Successful completion of all the courses and precepted field experience makes the graduate eligible for active membership in the Dietary Managers Association and eligible to take the credentialing exam to become a CDM, CFPP.

School Food Service workers may apply to the American School Food Service Association to become a Certified Manager after completion of this course and the Healthy Edge 2000 class. Food service employees may find individual courses beneficial to all members of the food service team. **All classes are taught for college credit and may be applied towards further degrees in the Food Service / Hospitality Program on the SCC-Lincoln Campus.**
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.

PROFESSIONAL DEVELOPMENT
Customized 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
Professional Development—Customized Training Services can assist in finding the program that will provide training, retraining or upgrading employees' skills through a variety of seminars and classes including: management, team development, microcomputer training, office skills training, small business management, adult basic skills, retail classes, and technical training.

SCC has quality, affordable classes and seminars packed with information, techniques, and tools that can make organizations more effective. In addition, these programs provide participants with valuable resource materials that will continue training after the event has concluded.

Economic Development
At the request of area Chambers of Commerce or economic development councils, Professional 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.
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 non-traditional 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 fiber-optics, Internet, NEB*SAT (satellite based courses), and off-campus courses.

- Distance Learning Academy
- Online/Internet
- Cooperatively Offered Programs
  - Criminal Justice
  - Early Childhood Education
  - Medical Coding (Health Information Management Services)
- Fiber Optics
- Off-Campus Courses
DISTANCE LEARNING ACADEMY

The SCC Distance Learning Academy allows students to take classes online 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 online. The online classroom allows instructors and students to engage in discussion and interactions through modern technology. Depending on the agreements reached with local hospitals the online portion of the program can serve students anywhere in the nation or world.

The local hospitals or clinics provide the clinical laboratory setting and an instructor/supervisor for students who are required to complete their program requirements of clinical (practicum) education.

In addition to completing graduation requirements for the program, clinical training allows students to gain greater familiarity with local health care facilities and staff. The investment is based on the likelihood that the medical technologists educated right in their own communities or regions are very likely to remain there to work in local hospitals and clinics.

SCC faculty in the three programs are committed to placing 80% 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 800-233-5027 x1272 or e-mail bmorgan@southeast.edu for more information.

WEB-BASED ONLINE/INTERNET

SCC Online addresses the changing nature of work, home life, and learning with the creative use of educational technology. You are at the gates of our virtual campus, a campus that extends SCC’s educational programs to learners around the globe.

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 cyber-space journey of just a few seconds.

SCC 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.

Courses provided via the Internet:

Food Service Training Certificate Courses

Students can become eligible to take the Dietary Managers Association certifying exam after completing the courses and a preceptorship. Food Service Training Certificate courses will transfer into the Food Service / Hospitality Program.

For more information about these courses, please see the Chapter on Continuing Education in this Catalog or call Lois Cockerham at 1-800-828-0072, ext. 2467 or 402-437-2467 or e-mail lcockerh@southeast.edu via the Internet.

Dental Assisting

This program will be accepting students for online classes in the fall quarter of 2006. The Dental Assisting program provides opportunities to develop specialized skills in dental health education, chair-side assisting, laboratory procedures and business office management. The student is responsible for securing a dental office clinical site for observation and clinical experiences. Approval of the site is needed from the online instructor.

Verification of current health insurance policy, health statement, hepatitis immunizations, current CPR card, and current prophylaxis are due prior to beginning course #DENT1110, Preclinical Concepts. Please contact the Admissions Office on the Lincoln campus for more information.

COOPERATIVELY OFFERED PROGRAMS

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.

Early Childhood Education

Early Childhood Education is being offered online as a joint venture between Southeast Community College and the other five community colleges in Nebraska. Career possibilities are in the areas of preschool teachers, infant and toddler caregivers, and before-and-after-school activity coordinators for school age children in Head start programs. For more information please contact the Program Chair of the Early Childhood Education program.

Medical Coding (Health Information Management Services)

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.
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.

FIBER OPTICS

The fiber optics system is a fully interactive distance learning system, using fiber optic cable between sites to transmit video, audio, and data signals.

Academic and career/technical course offerings are available through this system. Both day and evening courses are available. Southeast Nebraska Distance Learning Consortium (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. 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, Gretta, Heartland, Johnson/Brock, Lewiston, Louisville, Malcolm, Meridian, Milford, Millard, Nebraska City, Nemaha Valley, Norris, Palmyra, Papillion, Pawnee City, Plattsmouth, Ralston, Southeast Consolidated, Seward, Shickley, Southern, Sterling, Syracuse, Tecumseh, Tri County, Valley, Waverly, Weeping Water, Westside, Wilber/Clatonia, and York.
Chapter 7
Programs of Study

PROGRAMS OF STUDY

- Academic Transfer
- Agriculture Business & Management Technology
- Architectural-Engineering Technology
- Associate Degree Nursing
- Auto Collision Repair Technology
- Automotive Technology
- Building Construction Technology
- Business Administration
- Business Information Technology
- Computer Aided Design Drafting
- Computer Programming Technology
- Construction Electrician - IBEW Option (see Electronic Servicing pages)
- Criminal Justice
- DaimlerChrysler (CAP) - College Automotive Program
- Deere Construction & Forestry Equipment Tech
- Dental Assisting
- Diesel Technology - Farm
- Diesel Technology - Truck
- Early Childhood Education
- Electrical & Electromechanical Technology
- Electronic Servicing & Electronic Engineering Technology
- Fire Protection Technology
- Food Service/Hospitality
- Ford (ASSET) - Automotive Student Service Educational Training Program
- General Motors (ASEP) - Automotive Service Educational Program
- Graphic Design
- Heating, Ventilation, Air Conditioning & Refrigeration Technology
- Human Services
- John Deere Ag Parts
- John Deere Ag Tech
- Laboratory Science Technology
- Land Surveying/Civil Engineering Technology
- Machine Tool Technology
- Manufacturing Engineering Technology
- Mass Media
- Medical Assisting
- Medical Laboratory Technology
- Microcomputer Technology
- Motorcycle, ATV, & Personal Watercraft Technology
- Nebraska Law Enforcement
- Nondestructive Testing Technology
- Office Technology (see Business Information Technology)
- Parts Marketing & Management
- Practical Nursing
- Professional Truck Driver Training
- Radiologic Technology
- Respiratory Care
- Surgical Technology
- Visual Publications
- Welding Technology
<table>
<thead>
<tr>
<th>Program Name</th>
<th>Length of Program</th>
<th>Location Offered</th>
<th>Awards Offered</th>
<th>Starting Terms</th>
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<td><strong>ACADEMIC EDUCATION DIVISION</strong></td>
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<td>AA/AS</td>
<td>All terms</td>
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<td>B/L</td>
<td>AAS</td>
<td>Fall 2006</td>
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<td>Nebraska Law Enforcement</td>
<td>18-24</td>
<td>B/L</td>
<td>AAS</td>
<td>All terms</td>
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<tr>
<td>Agriculture Business &amp; Management Technology</td>
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<tr>
<td>With Focus Areas in</td>
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<tr>
<td>• Agribusiness (AAS) • Horticulture (AAS) • Crops (AAS) • Livestock (AAS)</td>
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<td>B</td>
<td>AAS/Cert</td>
<td>All terms</td>
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<tr>
<td>Laboratory Science Technology</td>
<td>18</td>
<td>L</td>
<td>AAS/Dip</td>
<td>All terms</td>
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<td>• Accounting (AAS) • Entrepreneurship (AAS) • General Business (AAS)</td>
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<tr>
<td>With Focus Areas in</td>
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</tr>
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<td>• General Office (Cert / Dip) • Microsoft Office (Cert) • Medical Transcription (Cert) • Administrative Office (AAS) • Legal Office (AAS) • Medical Office (AAS)</td>
<td>18</td>
<td>B / L</td>
<td>AAS/Dip/Cert</td>
<td>All terms</td>
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<tr>
<td>Architectural-Engineering Technology</td>
<td>18</td>
<td>M</td>
<td>AAS</td>
<td>Winter, Summer</td>
</tr>
<tr>
<td>Building Construction Technology</td>
<td>18</td>
<td>M</td>
<td>AAS</td>
<td>Spring, Fall</td>
</tr>
<tr>
<td>Computer Aided Design Drafting</td>
<td>18-24</td>
<td>L</td>
<td>AAS</td>
<td>All terms</td>
</tr>
<tr>
<td>Fire Protection Technology</td>
<td>18</td>
<td>L</td>
<td>AAS</td>
<td>Call Adms</td>
</tr>
<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>
<td>18</td>
<td>M</td>
<td>AAS</td>
<td>Call Adms</td>
</tr>
<tr>
<td><strong>ELECTRONIC/COMPUTER DIVISION</strong></td>
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<tr>
<td>Computer Programming Technology</td>
<td>18</td>
<td>M</td>
<td>AAS</td>
<td>Winter, Summer</td>
</tr>
<tr>
<td>Construction Electrician - IBEW Option</td>
<td>18</td>
<td></td>
<td>AAS</td>
<td>Call Adms</td>
</tr>
<tr>
<td>Electrical &amp; Electromechanical Technology</td>
<td>18</td>
<td>M</td>
<td>AAS/Dip</td>
<td>Winter, Summer</td>
</tr>
<tr>
<td>Electronic Servicing &amp; Electronic Engineering Technology</td>
<td>18-24</td>
<td>L/M</td>
<td>AAS</td>
<td>L-All; M-Win, Sum</td>
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<td>Microcomputer Technology</td>
<td>18-24</td>
<td>L</td>
<td>AAS/Cert</td>
<td>Day-Spring, Fall Evening-All terms</td>
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<tr>
<td><strong>FAMILY &amp; CONSUMER SCIENCE DIVISION</strong></td>
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<tr>
<td>Early Childhood Education</td>
<td>18-24</td>
<td>L</td>
<td>AAS/Dip/Cert</td>
<td>All terms</td>
</tr>
<tr>
<td>Food Service/Hospitality</td>
<td>18</td>
<td>L</td>
<td>AAS/Dip</td>
<td>All terms</td>
</tr>
</tbody>
</table>

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. Length of Program is the expected time to graduate based on full-time attendance.
<table>
<thead>
<tr>
<th>Program Name</th>
<th>Length of Program</th>
<th>Location Offered</th>
<th>Awards Offered</th>
<th>Starting Terms</th>
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<tr>
<td><strong>HEALTH DIVISION</strong></td>
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<tr>
<td>Associate Degree Nursing</td>
<td>21 months</td>
<td>L</td>
<td>AAS</td>
<td>Winter, Summer</td>
</tr>
<tr>
<td>Dental Assisting</td>
<td>12 months</td>
<td>L</td>
<td>Dip</td>
<td>Spring, Fall</td>
</tr>
<tr>
<td>Human Services</td>
<td>24 months</td>
<td>L</td>
<td>AAS</td>
<td>All terms</td>
</tr>
<tr>
<td>Medical Assisting</td>
<td>12 months</td>
<td>L</td>
<td>Dip</td>
<td>Spring, Fall</td>
</tr>
<tr>
<td>Medical Laboratory Technology</td>
<td>24 months</td>
<td>L</td>
<td>AAS</td>
<td>Summer</td>
</tr>
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<td>Practical Nursing</td>
<td>12 months</td>
<td>B/L</td>
<td>Dip</td>
<td>Call Adms</td>
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<td>Radiologic Technology</td>
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<td>AAS</td>
<td>Winter, Summer</td>
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<td>Respiratory Care</td>
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<td>AAS</td>
<td>Summer</td>
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<td>Surgical Technology</td>
<td>18 months</td>
<td>L</td>
<td>AAS</td>
<td>Call Adms</td>
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<td><strong>MANUFACTURING DIVISION</strong></td>
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<td>18 months</td>
<td>L/M</td>
<td>AAS/Dip</td>
<td>L-All terms</td>
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<td>With Focus Areas in</td>
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<td>M-Summer, Winter</td>
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<td>• Die Maker (AAS)</td>
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<td>• Tool and Die Maker (AAS)</td>
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<td>AAS</td>
<td>Winter, Summer</td>
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<td>Nondestructive Testing Technology</td>
<td>18 months</td>
<td>M</td>
<td>AAS</td>
<td>Winter, Summer</td>
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<tr>
<td>Welding Technology</td>
<td>18 months</td>
<td>L/M</td>
<td>AAS/Dip/Cert</td>
<td>All terms</td>
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<td><strong>MASS MEDIA/COMMUNICATION DIVISION</strong></td>
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</tr>
<tr>
<td>Graphic Design</td>
<td>18 months</td>
<td>M</td>
<td>AAS</td>
<td>Call Adms</td>
</tr>
<tr>
<td>Mass Media</td>
<td>18-24 months</td>
<td>B</td>
<td>AAS</td>
<td>All terms</td>
</tr>
<tr>
<td>Visual Publications</td>
<td>18 months</td>
<td>L</td>
<td>AAS/Dip/Cert</td>
<td>Call Adms</td>
</tr>
<tr>
<td>With Focus Areas in</td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>• Digital Publishing (Dip)</td>
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<tr>
<td>• Digital Publishing (Cert)</td>
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<tr>
<td>• Offset Printing (Cert)</td>
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<td><strong>TRANSPORTATION DIVISION</strong></td>
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<td>Auto Collision Repair Technology</td>
<td>18 months</td>
<td>M</td>
<td>AAS</td>
<td>Winter, Summer</td>
</tr>
<tr>
<td>Automotive Technology</td>
<td>18 months</td>
<td>L/M</td>
<td>AAS</td>
<td>L-Win, Sum M-All</td>
</tr>
<tr>
<td>DaimlerChrysler (CAP) College Automotive Program</td>
<td>21 months</td>
<td>M</td>
<td>AAS</td>
<td>Call Adms</td>
</tr>
<tr>
<td>Deere Construction &amp; Forestry Equipment Tech</td>
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<td>M</td>
<td>AAS</td>
<td>Call Adms</td>
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<tr>
<td>Diesel Technology-Farm</td>
<td>18 months</td>
<td>M</td>
<td>AAS</td>
<td>Winter, Summer</td>
</tr>
<tr>
<td>Diesel Technology- Truck</td>
<td>18 months</td>
<td>M</td>
<td>AAS</td>
<td>Winter, Summer</td>
</tr>
<tr>
<td>Ford (ASSET) Automotive Student Service Educational Training Program</td>
<td>21 months</td>
<td>M</td>
<td>AAS</td>
<td>Call Adms</td>
</tr>
<tr>
<td>General Motors (ASEP) Automotive Service Educational Program</td>
<td>21 months</td>
<td>M</td>
<td>AAS</td>
<td>Call Adms</td>
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<tr>
<td>John Deere Ag Parts</td>
<td>18 months</td>
<td>M</td>
<td>AAS</td>
<td>Call Adms</td>
</tr>
<tr>
<td>John Deere Ag Tech</td>
<td>21 months</td>
<td>M</td>
<td>AAS</td>
<td>Call Adms</td>
</tr>
<tr>
<td>Motorcycle, ATV, &amp; Personal Watercraft Technology</td>
<td>12 months</td>
<td>L</td>
<td>Dip</td>
<td>Winter, Summer</td>
</tr>
<tr>
<td>Parts Marketing &amp; Management</td>
<td>15 months</td>
<td>M</td>
<td>AAS/Dip</td>
<td>Fall</td>
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<tr>
<td>Professional Truck Driver Training</td>
<td>3 months</td>
<td>L</td>
<td>Cert</td>
<td>All terms</td>
</tr>
</tbody>
</table>

**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.  **Length of Program** is the expected time to graduate based on full-time attendance.

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

Role/Mission of General Education
Southeast Community College realizes that students come to college to learn the occupational skills required to make a living. Other skills are also necessary to provide a well-rounded, beneficial education in order to help students live fulfilling, productive lives. General Education course offerings enhance the development of the whole person, increase knowledge beyond specific occupational skills, and encourage flexibility and adaptation to change. The College provides learning opportunities for growth in academic, occupational, personal and societal skills. The primary purpose of General Education is to give students a broad spectrum of educational opportunities to help them become well-rounded, contributing citizens in a diverse, changing world.

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 credits selected from the general education core areas. A certificate program must complete one course from the core areas, and a diploma program must complete one course in two core areas. One exception is the Professional Truck Driver Training Certificate.

Students should work with their advisers 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.

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<tr>
<td>CORS100</td>
<td>Marine Biology</td>
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<td>CORS110</td>
<td>Marine Geology</td>
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<td>CORS120</td>
<td>Coastal Geology</td>
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<td>CORS130</td>
<td>Marine Geology</td>
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<td>CORS140</td>
<td>Oceanography</td>
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See page 68 for a complete list of General Education Courses.
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:

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

Mike Pegram-Lincoln
402-437-2768, 800-642-4075 x2768
mpegram@southeast.edu

Michele Richards-Lincoln
402-437-2602, 800-642-4075 x2602
mrichard@southeast.edu

Humanities
Nancy Hagler-Vujovic, Co-Chair-Beatrice
402-228-8266, 800-233-5027 x1266
nhagler@southeast.edu

Robert Mitchell, Co-Chair-Beatrice
402-228-8266, 800-233-5027 x1266
rmitchell@southeast.edu

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

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

Math/Science/Chemistry
Bob Eddy, Math/Sci./Chem.Chair-Beatrice
402-228-8243, 800-233-5027 x1243

Sandeep Holay, Math Chair-Lincoln
402-323-3447

Steven Bassett, Science Chair-Lincoln
402-437-2487, 800-642-4075 x2487

Social Studies
Jan Arnold, Co-Chair-Beatrice
402-228-8229, 800-233-5027 x1229

Dan Johnson, Co-Chair-Beatrice
402-228-8232, 800-233-5027 x1232

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

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

ACADEMIC TRANSFER

Beatrice and Lincoln Campuses

ASSOCIATE OF ARTS DEGREE OR
ASSOCIATE OF SCIENCE DEGREE

Prepares students for transfer to a senior college/university

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

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

Competency in the basic skills – reading, writing and computation

These competencies are essential if you are to function effectively in transfer classes. You must meet the following minimum requirements to enroll in academic transfer courses.

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

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

ACADEMIC TRANSFER

Associate of Arts Degree (A.A.)

The associate of arts degree is for students who plan to complete their first two years of a bachelor’s degree at Southeast Community College before transferring to a college or university. Students are encouraged to meet with their adviser 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:

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<td>ENGL1020 *Composition II or ENGL2560 *Technical Writing</td>
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<td>OFFT1110 *Business Communications</td>
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<td>B. Speech **</td>
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<td>SPCH1110 Public Speaking</td>
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<td>SPCH2810 Business &amp; Professional Communication</td>
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<td>C. Mathematics/Logic **</td>
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<td>MATH1150 *College Algebra</td>
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<td>MATH1180 *Elementary Statistics/Lin MATH1200 *Trigonometry</td>
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<td>MATH1300 *Precalculus</td>
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<td>MATH1400 *Applied Calculus</td>
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<td>MATH1600 *Calculus &amp; Analytical Geometry I</td>
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<td>MATH2303 *Contemporary Mathematics</td>
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<td>PHIL2110 *Introduction to Modern Logic</td>
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<td>D. Natural Science with lab **</td>
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<td>BIOG1010 General Biology</td>
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<td>BIOG1110 Biology of Microorganisms</td>
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<td>BIOG1140 Human Anatomy/Lin</td>
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<td>BIOG1210 Human Anatomy &amp; Physiology/Bea</td>
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<td>BIOG1230 Human Physiology/Lin</td>
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<td>FSDT1350 Basic Nutrition</td>
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<td>PHYSICAL SCIENCE</td>
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<td>CHEM1050 *Chemistry and the Citizen/Lin</td>
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<td>CHEM1090 *General Chemistry I</td>
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<td>GEGO1000 Physical Geography</td>
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<td>GEOG1060 Environmental Geology</td>
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How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an 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.
PHIL1150 *Creative & Critical Thinking
PHIL1060 *Applied Ethics
MUSC2750 Introduction to American Music
MUSC2730 Music History & Literature II
MUSC2720 Music History & Literature I
JOUR1810 Introduction to Mass Communications
HUMS1200 *20th-Century Arts & Ideas
GERM2010 *Second Year German I
GERM1020 Elementary German II
ENGL2530 *Poetry Writing
ENGL2520 *Fiction Writing
ENGL2470 *Asian American Literature
ENGL2460 *Latino/a & Latin American Literature
ENGL2450 *Native American Literature
ENGL2400 *Literature or Philosophy 4.5
E. Humanities ** 13.5
PHIL1150 *Creative & Critical Thinking
PHIL1010 *Introduction to Philosophy
ENGL2450 *Native American Literature
ENGL2440 *African American Literature
ENGL2160 *Children’s Literature
ENGL2150 *Introduction to Women’s Literature
ENGL2100 *Introduction to Literature
ENGL1510 *Introduction to Creative Writing
ENGL1010 *Introduction to Visual Arts (Art Appreciation)
ARTS1010 Introduction to Art History and Criticism I
ARTS1100 Introduction to Art History and Criticism II
ARTS1110 Beginning Drawing I/Bea
ARTS1210 Design & Composition/Bea
ARTS1300 Beginning Ceramics I/Bea
ARTS2510 Beginning Painting I/Bea
ARTS2650 Native American Art
ARTS2750 Women in Art
BRDC1510 Survey of Electronic Media/Bea
BRDC2780 Public Relations Strategies & Techniques/Bea
ENGL1510 *Introduction to Creative Writing
ENGL2520 *Fiction Writing
ENGL2530 *Poetry Writing
GERM1020 Elementary German II
GERM1010 Elementary German I
GERM2030 Second Year German I
GERM2020 Second Year German II
HUMS1100 *Introduction to the Humanities
HUMS1200 *20th-Century Arts & Ideas
JOUR1810 Introduction to Mass Communications/Bea
JOUR1820 *News Writing & Reporting
MUSC1010 Introduction to Music
MUSC1610 Music Theory I/Bea
MUSC2720 Music History & Literature I
MUSC2730 Music History & Literature II
MUSC2750 Introduction to American Music
PHIL1010 *Introduction to Philosophy
PHIL1020 Philosophical Ethics
PHIL1150 *Creative & Critical Thinking
PHIL2120 *Bioethics
PHIL2610/RELS2610 *Comparative Religions
PHOT1750 Beginning Photography/Bea
SIGN1010 Beginning American Sign Language I
SIGN1020 *Beginning American Sign Language II
SIGN2010 *Second Year American Sign Language I
SIGN2020 *Second Year American Sign Language II
SPCH2050 Oral Performances of Literature
SPAN1010 Beginning Spanish I
SPAN1020 *Elementary Spanish II
SPAN2010 *Second Year Spanish I
SPAN2020 *Second Year Spanish II
SPAN2500 Intermediate Conversation
SPAN2600 *Intensive Writing
SPAN2620 *Accelerated Second Year of Spanish
SPHC2110 Intercultural Communication
THEA1120 Introduction to Theater
THEA1140 Basic Acting
1. Social/Behavior Science 4.5
(Four classes taken from the following)
ANTH1290 *General Anthropology
PSYC2125 Interpersonal Relations/Lin
PSYC8181 Introduction to Psychology
SOC1010 Introduction to Sociology
2. Economics or Political Science 4.5
(Four classes taken from the following)
ECON2120 Microeconomics
ECON2110 Macroeconomics
POLS1000 *American Government
POLS1600 *Introduction to Political Science
POLS1100 Western Tradition I/Bea
POLS1101 Western Tradition II/Bea
POLS1800 *World History to 1500
POLS2110 World History since 1500
POLS2960 Survey of African American History/Lin
3. Geography or History 4.5
(Four classes taken from the following)
GEOG1420 World Regional Geography
HIST1000 Western Tradition I/Bea
HIST1010 World History to 1500
HIST2100 World History since 1500
HIST2960 Survey of African American History/Lin
4. The fourth class taken from any of the following: 4.5
ANTH1290 *General Anthropology
ANTH2232 Introduction to Archaeology/Bea
ECON2110 Macroeconomics
ECON2120 Microeconomics
PSYC2125 Interpersonal Relations/Lin
PSYC8181 Introduction to Psychology
THEA1120 Introduction to Theater
THEA1140 Basic Acting
PSYC2970 *Introduction to Psychological Research/Bea
PSYC2980 *Abnormal Psychology
SOC1010 Introduction to Sociology
SOC2102 *Issues of Unity & Diversity
SOC2250 *Marriage and the Family
4.5
G. Race, Ethnicity & Gender **
ARTS2650 *Native American Art
ARTS2750 Women in Art
ENGL2150 *Introduction to Woman’s Literature
ENGL2450 *Native American Literature
ENGL2460 *Latino/a and Latin American Literature
ENGL2470 *Asian American Literature
GLOS2980 Global Studies
HIST1820 Survey of Asian History
HIST2960 African American History/Lin
SOC1020 Diversity in Society
SOC2102 *Issues of Unity & Diversity
SOC2150 Issues of Unity & Diversity
SCH2110 Intercultural Communication/Lin
4.5
H. Electives that fulfill the Associate Degree Requirements: 18.5
(May be taken from — but are not limited to — the above listed classes or from classes listed below.
Check with your SCC adviser or your receiving institution.)
ACCD1200 Principles of Accounting I
ACCD1210 *Principles of Accounting II
ACFS1010 Academic & Career Orientation
AGRI1131 Crop & Food Science /Bea
AGRI1141 Livestock Management & Selection/Bea
AGRI1153 Soils & Plant Nutrition/Bea
AGRI1171 Ag Technology/Bea
ANTH1220 Introduction to Archaeology
ARTS1120 *Beginning Drawing II/Bea
ARTS1340 *Beginning Ceramics II/Bea
ARTS2210 *Beginning Graphic Design/Bea
ARTS2250 *Beginning Painting II/Bea
BIOS1090 *General Botany/Bea
BIOS1120 *Introduction to Zoology/Bea
BIOS1220 *Human Anatomy & Physiology/Bea
BIOS2410 *General Genetics/Bea
BRDC1710 Survey of Electronic Media/Bea
BRDC1860 Radio Workshop/Bea
BRDC2100 Broadcast Media Production/Bea
BRDC2760 Broadcast Management/Bea
BRDC2930 Communications/Lin
BRDC2860 Radio Workshop/Bea
BRDC2970 Radio Internship/Bea
BRDC3970 Radio Internship/Bea
BUSAD1090 Business Law I
BSAD1100 *Business Law II
BSAD2520 Principles of Marketing
BSAD2540 Principles of Management
CHEM1100 *General Chemistry II
CHEM2510 *Organic Chemistry I/Bea
CHEM2520 *Organic Chemistry I/Bea
CHEM2610 *Biochemistry/Bea
CRIM1010 Introduction to Criminal Justice
CRIM1020 Introduction to Corrections
CRIM1030 *Courts & the Judicial Process
CRIM1140 *Reporting Techniques for Criminal Justice
CRIM2000 Criminal Law
CRIM2030 Police & Society
CRIM2050 Community Based Corrections
CRIM2100 Juvenile Justice
CRIM2150 Social Issues in Criminal Justice
CRIM2200 Criminology
CRIM2260 Criminal Investigation
CRIM2310 Rules of Evidence
CRIM2940 Criminal Justice Internship
DRAF1120 Basic Computer Aided Drafting/Lin
ECON2110 Macroeconomics
ECON2120 Microeconomics
PAGE 70
See page 68 for a complete list of General Education Courses.
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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

### 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:

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### Courses

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<td>LBST2162</td>
<td>Basic Computer Aided Drafting</td>
<td></td>
</tr>
<tr>
<td>LBST2163</td>
<td>Basic Computer Aided Drafting</td>
<td></td>
</tr>
<tr>
<td>LIBR1010</td>
<td>Introduction to Library and Information Resources</td>
<td></td>
</tr>
<tr>
<td>LIBR1110</td>
<td>*Administration of Library and Information Environments</td>
<td></td>
</tr>
<tr>
<td>LIBR1210</td>
<td>*Public Services in Library and Information Sciences</td>
<td></td>
</tr>
<tr>
<td>LIBR1510</td>
<td>*Reference Services in Library and Information Environments</td>
<td></td>
</tr>
<tr>
<td>LIBR1610</td>
<td>*Introduction to Children and Young Adult Services</td>
<td></td>
</tr>
<tr>
<td>LIBR2200</td>
<td>*Introduction to Library Collection Management</td>
<td></td>
</tr>
<tr>
<td>LIBR2400</td>
<td>*Introduction to Technical Services – Cataloging</td>
<td></td>
</tr>
<tr>
<td>LIBR2940</td>
<td>*Library Science Capstone Practicum</td>
<td></td>
</tr>
<tr>
<td>MATH2080</td>
<td>*Calculus &amp; Analytic Geometry III</td>
<td></td>
</tr>
<tr>
<td>MATH2200</td>
<td>*Differential Equations/Bea</td>
<td></td>
</tr>
<tr>
<td>MUSC1015</td>
<td>1020/2010/2020/2030/2040</td>
<td></td>
</tr>
<tr>
<td>MUSC1120</td>
<td>*Individual Instruction in Voice/Bea</td>
<td></td>
</tr>
<tr>
<td>MUSC1220</td>
<td>*Individual Instruction in Brass/Bea</td>
<td></td>
</tr>
<tr>
<td>MUSC1240</td>
<td>*Individual Instruction in Woodwinds/Bea</td>
<td></td>
</tr>
<tr>
<td>MUSC1300</td>
<td>*Vocal Ensemble: Showcase Singers/Bea</td>
<td></td>
</tr>
<tr>
<td>MUSC1400</td>
<td>*College Chorus/Bea</td>
<td></td>
</tr>
<tr>
<td>MUSC1480</td>
<td>*College Band/Bea</td>
<td></td>
</tr>
<tr>
<td>MUSC1610</td>
<td>*Music Theory I/Bea</td>
<td></td>
</tr>
<tr>
<td>MUSC1620</td>
<td>*Music Theory II/Bea</td>
<td></td>
</tr>
<tr>
<td>MUSC2520</td>
<td>2530/2540/2550/2580/2590</td>
<td></td>
</tr>
<tr>
<td>MUSC2720</td>
<td>Individual Instruction in Piano/Bea</td>
<td></td>
</tr>
<tr>
<td>MUSC2730</td>
<td>Music History &amp; Literature I</td>
<td></td>
</tr>
<tr>
<td>MUSC2750</td>
<td>Introduction to American Music</td>
<td></td>
</tr>
<tr>
<td>PHE1000</td>
<td>Lifetime Fitness/Lin</td>
<td></td>
</tr>
<tr>
<td>PHOT1750</td>
<td>Beginning Photography</td>
<td></td>
</tr>
<tr>
<td>PHOT1760</td>
<td>*Creative Photography/Bea</td>
<td></td>
</tr>
<tr>
<td>PHOT1780</td>
<td>*Color Photography/Bea</td>
<td></td>
</tr>
<tr>
<td>PHOT2750</td>
<td>*Photojournalism/Bea</td>
<td></td>
</tr>
<tr>
<td>PHYS1420</td>
<td>*General Physics II</td>
<td></td>
</tr>
<tr>
<td>PHYS2020</td>
<td>*College Physics II</td>
<td></td>
</tr>
<tr>
<td>POLS1000</td>
<td>American Government</td>
<td></td>
</tr>
<tr>
<td>POLS1040</td>
<td>Comparative Politics</td>
<td></td>
</tr>
<tr>
<td>POLS1600</td>
<td>Introduction to International Relations</td>
<td></td>
</tr>
<tr>
<td>POLS2020</td>
<td>*Introduction to State &amp; Local Government</td>
<td></td>
</tr>
<tr>
<td>PSYC2300</td>
<td>*Psychology of the Personality</td>
<td></td>
</tr>
<tr>
<td>PSYC2880</td>
<td>*Social Psychology</td>
<td></td>
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<tr>
<td>PSYC2890</td>
<td>Child Psychology</td>
<td></td>
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<tr>
<td>PSYC2900</td>
<td>Adolescent Psychology</td>
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<tr>
<td>PSYC2950</td>
<td>Introduction to Counseling</td>
<td></td>
</tr>
<tr>
<td>PSYC2960</td>
<td>*Life-span Human Development</td>
<td></td>
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<tr>
<td>PSYC2970</td>
<td>*Introduction to Psychological Research</td>
<td></td>
</tr>
<tr>
<td>PSYC2980</td>
<td>*Abnormal Psychology</td>
<td></td>
</tr>
<tr>
<td>SIGN1010</td>
<td>Beginning American Sign Language I</td>
<td></td>
</tr>
<tr>
<td>SIGN2010</td>
<td>*Second Year American Sign Language I</td>
<td></td>
</tr>
<tr>
<td>SIGN2030</td>
<td>*Second Year American Sign Language II (ASL)</td>
<td></td>
</tr>
<tr>
<td>SOC1200</td>
<td>*Social Problems</td>
<td></td>
</tr>
<tr>
<td>SOC1225</td>
<td>*Marriage and the Family</td>
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</tr>
<tr>
<td>SOC1260</td>
<td>*Parenting</td>
<td></td>
</tr>
<tr>
<td>SPC1005</td>
<td>Oral Performance of Literature/Bea</td>
<td></td>
</tr>
<tr>
<td>THEA1120</td>
<td>Introduction to Theatre</td>
<td></td>
</tr>
<tr>
<td>THEA1140</td>
<td>Basic Acting</td>
<td></td>
</tr>
<tr>
<td>THEA1860</td>
<td>2850/2860/2880/2880</td>
<td></td>
</tr>
</tbody>
</table>

* Course has a pre-requisite or placement test  
** A course may meet only one graduation requirement
## Transferring your credits

Southeast Community College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges. Credit is therefore acceptable by most colleges and universities in the United States. Even though most courses listed under the Academic Transfer area at SCC transfer to most colleges and universities, you should consult with your adviser, the Registration and Records 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. Advisers, 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
- Agronomy
- Animal Science
- Biochemistry
- Crop Protection
- Grazing Livestock Systems
- Horticulture
- Veterinary Science
- Veterinary Technologist

**Art**
- **Architecture**
- **Business Administration**
- **Clothing and Textiles**
- **Commercial Art**
- **Computer Science**
- **Construction Science**
- **Criminal Justice**
- **Dietetics**
- **Early Childhood Education**
- **Education**
  - Art K-12
  - Athletic Training
  - Elementary
  - Exercise Science
  - Industrial Technology Education
  - Middle Grades Education
  - Music
  - Secondary
  - Electronics Technology
  - Engineering
  - Aerospace
  - Chemical
  - Civil

**Computer**
- **Electrical**
- **Engineering Management**
- **Engineering Mechanics**
- **Industrial**
- **Mechanical**
- **Metallurgical**
- **Mining**
- **Natural Resources**
- **Nuclear**
- **Petroleum**

**Food Science and Technology**
- **Human Relations**
- **Information Systems**
- **Interior Design**
- **Journalism and Mass Communication**
  - **Advertising**
  - **Broadcasting**
  - **News-Editorial**
  - **Public Relations**

**Liberal Arts and Sciences**
- **Actuarial Science**
- **Anthropology**
- **Astronomy**
- **Biological Sciences**
- **Chemistry**
- **Communication Studies**
- **Computer Science**
- **Economics**
- **English**
- **Environmental Studies**
- **Foreign Language**
- **Geography**
- **Geology**
- **History**
- **Humanities**
- **Mathematics**
- **Philosophy**
- **Physics**
- **Political Science**
- **Psychology**
- **Sociology**
- **Spanish**
- **Speech**
- **Statistics**

**Library Technician Assistant Management**
- **Marketing**
- **Medical Technology**
- **Music**
- **Natural Resources**
- **Nursing**
- **Occupational Therapy**
- **Pharmacy**
- **Physical Education**
- **Pre-Professional Studies**
  - **Pre-Chiropractic**
  - **Pre-Dental Hygiene**
  - **Pre-Dentistry**
  - **Pre-Law**
  - **Pre-Medicine**
  - **Pre-Mortuary Science**
  - **Pre-Nursing**
  - **Pre-Occupational Therapy**
  - **Pre-Optometry**
  - **Pre-Pharmacy**
  - **Pre-Physical Therapy**
  - **Pre-Physician’s Assistant**
  - **Pre-Veterinary**

**Social Work**
- **Textiles, Clothing and Design**
- **Theater**

### Articulated example / suggested courses with the University of Nebraska-Lincoln for BUSINESS FOCUS:

Please work closely with your SCC Academic Adviser. It is ultimately the student’s responsibility to check with the institution where credit is being transferred.

**COURSE #** | **COURSE TITLE** | **CREDIT HRS**
--- | --- | ---
A. Written Communication | ENGL1010 Composition I | 9.0
OFFT1110 Business Communications | 4.5
B. Speech Communication | SPC1810 Business & Professional Communication | 4.5
C. Mathematics/Logic (Select one) | MATH1400 Applied Calculus | 4.5
| MATH1600 Calculus & Analytic Geometry I (1600 Required for major in Actuarial Science) | 10.5
D. Natural Science with Lab | Physical Science | 10.5
| Business: | 1. Literature or Philosophy (Select one) | 4.5
| 2. Arts (Select one) | 4.5
| 3. Third Humanities (Select one) | 4.5
| 4. Fourth Social Science (Select one) | 4.5
E. Humanities | 13.5
| 1. Literature or Philosophy (Select one) | 4.5
| 2. Arts (Select one) | 4.5
| 3. Third Humanities (Select one) | 4.5
| 4. Fourth Social Science (Select one) | 4.5
F. Social Sciences | 18.0
| 1. Social/Behavioral Science (Select one) | 4.5
| 2. Economics | 4.5
| 3. Geography/History (Select one) | 4.5
| 4. Fourth Social Science (Select one) | 4.5
G. Race, Ethnicity & Gender (Select one) | 4.5
H. Other Required Courses | ACCT1200 Principles of Accounting I | 27.0
| ACCT1210 Principles of Accounting II | 4.5
| BSAD1090 Business Law I | 4.5
| BSAD2520 Principles of Marketing | 4.5
| ECON2120 Microeconomics | 4.5
| MATH1180 Elementary Statistics | 4.5
I. Recommended Courses for Specific Majors | AGR1110 Principles of Accounting I | 4.5
| AGR1120 Principles of Accounting II | 4.5
| BSAD1090 Business Law I | 4.5
| BSAD2520 Principles of Marketing | 4.5
| ECON2120 Microeconomics | 4.5
| MATH1180 Elementary Statistics | 4.5
| MATH2080 Calculus & Analytic Geometry II | 4.5
| (Required for major in Actuarial Science) | 4.5
See page 68 for a complete list of General Education Courses.
J. Computer Proficiency Requirement
BSAD1010 Microsoft Applications I*  
BSAD1020 Microsoft Applications II*  
*These courses will meet the computer proficiency requirement of UNL-CBA; however, the hours do not transfer as degree-applicable hours. This requirement may be met at UNL, but it must be completed before the student will be allowed to enroll in any junior level business courses.

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

EARLY CHILDHOOD EDUCATION FOCUS: (birth to grade 3)
Please work closely with your SCC Academic Adviser. It is ultimately the student’s responsibility to check with the institution where credit is being transferred.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Written Communication</td>
<td>9.0</td>
</tr>
<tr>
<td>B.</td>
<td>Speech Communication (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>C.</td>
<td>Mathematics/Logic (Select one)</td>
<td>4.5</td>
</tr>
<tr>
<td>MATH1180</td>
<td>Elementary Statistics</td>
<td></td>
</tr>
<tr>
<td>MATH2030</td>
<td>Contemporary Math</td>
<td></td>
</tr>
<tr>
<td>D.</td>
<td>Natural Science with Lab</td>
<td>10.5</td>
</tr>
<tr>
<td>Students must take one Biological Science and one Physical Science. At least one course must have a lab.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>Humanities</td>
<td>13.5</td>
</tr>
<tr>
<td>1.</td>
<td>Literature or Philosophy (Select one)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Literacy for Children (Select one)</td>
<td></td>
</tr>
<tr>
<td>ECED1160</td>
<td>Early Language and Literacy</td>
<td></td>
</tr>
<tr>
<td>ENGL2160</td>
<td>Children’s Literature</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Arts (Select one)</td>
<td></td>
</tr>
<tr>
<td>F.</td>
<td>Social Sciences</td>
<td>18.0</td>
</tr>
<tr>
<td>1.</td>
<td>Social/Behavioral Science (Select one)</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Economics/Political Science (Select one)</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Geography/History (Select one)</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Fourth Social Science</td>
<td></td>
</tr>
<tr>
<td>H.</td>
<td>Other Required Courses</td>
<td>44.5</td>
</tr>
<tr>
<td>ECED1050</td>
<td>Expressive Arts</td>
<td></td>
</tr>
<tr>
<td>ECED1150</td>
<td>Introduction to Early Childhood Education</td>
<td></td>
</tr>
<tr>
<td>ECED1060</td>
<td>Observation, Assessment &amp; Guidance</td>
<td></td>
</tr>
<tr>
<td>ECED1220</td>
<td>Pre-Practicum</td>
<td></td>
</tr>
<tr>
<td>ECED1110</td>
<td>Infant and Toddler Development</td>
<td></td>
</tr>
<tr>
<td>ECED1221</td>
<td>Infant and Toddler Practicum</td>
<td></td>
</tr>
<tr>
<td>ECED1120</td>
<td>Preschool Child Development</td>
<td></td>
</tr>
<tr>
<td>ECED1520</td>
<td>Preschool Practicum</td>
<td></td>
</tr>
<tr>
<td>ECED1230</td>
<td>School Age Child Development</td>
<td></td>
</tr>
<tr>
<td>ECED1545</td>
<td>School Age Child Practicum</td>
<td></td>
</tr>
<tr>
<td>ECED2050</td>
<td>Children with Exceptionalities</td>
<td></td>
</tr>
<tr>
<td>ECED2800</td>
<td>ECED Graduation Seminar</td>
<td></td>
</tr>
<tr>
<td>EDUC1310</td>
<td>Introduction to Education</td>
<td></td>
</tr>
</tbody>
</table>

Articulated example / suggested courses with the University of Nebraska-Omaha for

LIBRARY TECHNICAL ASSISTANT FOCUS:
Please work closely with your SCC Academic Adviser. It is ultimately the student’s responsibility to check with the institution where credit is being transferred.

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

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.</td>
<td>Written Communication</td>
<td>9.0</td>
</tr>
<tr>
<td>B.</td>
<td>Speech **</td>
<td>4.5</td>
</tr>
<tr>
<td>C.</td>
<td>Mathematics/Logic **</td>
<td>4.5</td>
</tr>
<tr>
<td>D.</td>
<td>Natural Science with lab **</td>
<td>10.5</td>
</tr>
<tr>
<td>(One class from Biological Science and one class from Physical Science)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E.</td>
<td>Humanities **</td>
<td>13.5</td>
</tr>
<tr>
<td>F.</td>
<td>Social Sciences **</td>
<td>18.0</td>
</tr>
<tr>
<td>G.</td>
<td>Race, Ethnicity &amp; Gender **</td>
<td>4.5</td>
</tr>
<tr>
<td>H.</td>
<td>Electives that fulfill the Associate Degree – Library Technical Assistant Focus</td>
<td></td>
</tr>
<tr>
<td>Requirements: 36.0</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LIBR1010</td>
<td>Introduction to Library and Information Resources</td>
<td></td>
</tr>
<tr>
<td>LIBR1110</td>
<td>*Administration of Library and Information Environments</td>
<td></td>
</tr>
<tr>
<td>LIBR1210</td>
<td>*Public Services in Library and Information Sciences</td>
<td></td>
</tr>
<tr>
<td>LIBR1510</td>
<td>*Reference Services in Library and Information Environments</td>
<td></td>
</tr>
<tr>
<td>LIBR1610</td>
<td>*Introduction to Children and Young Adult Services</td>
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<tr>
<td>LIBR2200</td>
<td>*Introduction to Library Collection Management</td>
<td></td>
</tr>
<tr>
<td>LIBR2400</td>
<td>*Introduction to Technical Services – Cataloging</td>
<td></td>
</tr>
<tr>
<td>LIBR2940</td>
<td>*Library Science Capstone Practicum</td>
<td></td>
</tr>
</tbody>
</table>

* Course has a pre-requisite or placement test
** A course may meet only one graduation requirement
Agriculture Business & Management Technology

What type of job could I get?

A wide range of highly rewarding careers 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?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $7.25 - $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 $10.76 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

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 Jenseby, Program Chair
402-228-8206, 800-233-5027 x1206
jjenseby@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214

PROGRAMS OF STUDY

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:
  - Agribusiness Focus: ............... 132.0
  - Horticulture Focus: ............... 132.0
  - Crops Focus: .................. 132.0
  - Livestock Focus: ................. 132.0
  - Diversified Agriculture Focus: .... 132.0
  - Biotechnology Focus: ............. 132.0

- Certificate:
  - Dairy Technician Certification: .......... 61.5

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

AGRI Core Courses:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>AGRI1123</td>
<td>Agribusiness Careers</td>
<td>4.5</td>
</tr>
<tr>
<td>AGRI1131</td>
<td>Crop &amp; Food Science</td>
<td>4.5</td>
</tr>
<tr>
<td>AGRI1141</td>
<td>Livestock Management &amp; Selection*</td>
<td>6.0</td>
</tr>
<tr>
<td>AGRI1171</td>
<td>Ag Technology</td>
<td>3.0</td>
</tr>
<tr>
<td>AGRI1205</td>
<td>Enterprise Analysis</td>
<td>4.5</td>
</tr>
<tr>
<td>AGRI1211</td>
<td>Agricultural Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>AGRI1216</td>
<td>Agribusiness Management</td>
<td>4.5</td>
</tr>
<tr>
<td>AGRI1234</td>
<td>Agribusiness Intern Seminar I</td>
<td>4.5</td>
</tr>
<tr>
<td>AGRI1228</td>
<td>Agribusiness Cooperative Internship</td>
<td>10.5</td>
</tr>
<tr>
<td>AGRI12285</td>
<td>Agribusiness Internship Seminar II</td>
<td>1.5</td>
</tr>
<tr>
<td>AGRI12291</td>
<td>Ag Business Sales</td>
<td>4.5</td>
</tr>
<tr>
<td></td>
<td>*Horticulture Focus may substitute AGRI1177 Companion Animals.</td>
<td></td>
</tr>
</tbody>
</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 adviser 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.
AGRI2220 Ag Chemicals & Equipment Application 4.5
AGRI2222 Agriculture Analysis 3.0
AGRI2240 Range & Forage Management 6.0
AGRI2265 Irrigation & Water Management 6.0
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
- AGRI1195 Advanced Electric and Gas Welding 2.0
- AGRI1218 Basic Farm Engines 4.5
- AGRI2212 Animal Machinery Maintenance 3.0
- AGRI2224 Harvesting Equipment 6.0
- AGRI2233 Planting & Tillage Equipment 6.0

**Diversified Agriculture Focus:**

- Electives: 6.0
- Total: 57.0

**LIVESTOCK FOCUS:**

- AGRI2221 Livestock Nutrition 6.0
- AGRI2223 Principles of Livestock Feeding 3.0
- AGRI2231 Aal Breeding 7.5
- AGRI2245 Animal Health 6.0
- AGRI1257 Live Animal Selection & Carcass Evaluation 4.5

**Select 18 hours from the following courses:**

- AGRI1135 Basic Fertilizer Management 3.0
- AGRI2258 Introduction to Meats 4.5
- AGRI2222 Agriculture Analysis 3.0
- AGRI1132 Horticulture Plant Identification & Care 4.5
- AGRI2233 Planting & Tillage Equipment 6.0
- AGRI2245 Animal Health 6.0
- AGRI2251 Range & Forage Management 6.0
- AGRI1221 Livestock Nutrition 6.0
- AGRI2232 Harvesting Equipment 6.0
- AGRI2231 Animal Breeding 7.5

**Select 9 hours from the following courses:**

- AGRI1143 Introduction to Equine Management 4.5
- AGRI2254 Advanced Swine Production 4.5
- AGRI2256 Advanced Beef Cattle Production 4.5
- AGRI2220 Ag Chemicals & Equipment Application 4.5
- AGRI2222 Principles of Livestock Feeding 3.0
- AGRI2231 Animal Breeding 7.5
- AGRI2240 Range & Forage Management 6.0
- AGRI2245 Animal Health 6.0
- AGRI2253 Grain Management 3.0
- AGRI2254 Advanced Swine Production 4.5
- AGRI2255 Advanced Sheep Production 4.5

**DIVERSIFIED AGRICULTURE FOCUS:**

- AGRI1133 Basic Fertilizer Management 3.0
- AGRI1253 Grain Management 6.0
- AGRI2220 Ag Chemicals & Equipment Application 4.5
- AGRI2231 Animal Breeding 7.5
- AGRI2240 Range & Forage Management 6.0
- AGRI2245 Animal Health 6.0
- AGRI2253 Grain Management 3.0
- AGRI2254 Advanced Swine Production 4.5
- AGRI2255 Advanced Sheep Production 4.5

**Livestock Courses - Take a minimum of 12 credits:**

- AGRI1143 Introduction to Equine Management 4.5
- AGRI2223 Principles of Livestock Feeding 3.0
- AGRI2245 Animal Health 6.0
- AGRI2253 Grain Management 3.0
- AGRI2254 Advanced Swine Production 4.5
- AGRI2256 Advanced Beef Cattle Production 4.5

**Quarters 3, 4, and 5 - Lincoln Campus - Laboratory Science 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 3.0
- LBST1422 Survey of Chemistry Lab 1.5
- LBST1431 Survey of Biology 1.5
- LBST1432 Biotechnology I Lab 1.0

**PROGRAM ELECTIVES:**

- AGRI1116 Electric & Gas Welding 2.0
- AGRI1124 Basic Ag Leadership 4.5
- AGRI1132 Horticulture Plant Identification & Care 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 3.0
- AGRI1155 Basic Landscaping 4.5
- AGRI1177 Companion Animals 4.5
- AGRI1195 Advanced Electric and Gas Welding 2.0
- AGRI1216 Agribusiness Careers 4.5
- AGRI1221 Livestock Nutrition 6.0
- AGRI1239 Arboriculture 3.0
- AGRI1242 Turfgrass Management 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
- AGRI2221 Livestock Nutrition 6.0
- AGRI2229 Landscape Design 3.0
- AGRI2231 Animal Breeding 7.5
- AGRI2232 Harvesting Equipment 6.0
- AGRI2233 Planting & Tillage Equipment 6.0
- AGRI2245 Animal Health 6.0
- AGRI2253 Grain Management 3.0
- AGRI2254 Advanced Swine Production 4.5
- AGRI2255 Advanced Sheep Production 4.5
- AGRI2256 Advanced Beef Cattle Production 4.5
- AGRI2258 Livestock Ultrasound Technology 3.0
- AGRI2265 Irrigation & Water Management 6.0
- AGRI2272 Advanced Live Animal Evaluation & Carcass Selection 1.5
- AGRI2274 Individual Marketing/Management Laboratory 1.5
- AGRI2279 Advanced Ag Technology 4.5
- AGRI2280 Advanced Crops 4.5
- AGRI2286 Advanced Landscaping 4.5
- AGRI2288 Golf Course Management 3.0
- AGRI2291 Agribusiness Sales 4.5
- AGRI2292 Landscape Maintenance 3.0
**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?**

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.50 - $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 of $26.29 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 summer and winter quarters. Every 18 months, students are admitted during the spring and fall quarters. Call the Admissions Office for the next available entry times.

**For more information contact:**

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

or the College Admissions Office.

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

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**ARCHITECTURAL-ENGINEERING TECHNOLOGY COURSES:**

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<td>Materials of Construction</td>
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<td>ARCH1107</td>
<td>Heating &amp; Air Conditioning Systems I</td>
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<td>ARCH1115</td>
<td>Light Construction Principles</td>
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<td>ARCH311</td>
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<td>ARCH320</td>
<td>Freehand Drawing for Design Details</td>
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<td>ARCH328</td>
<td>Structural Building Systems I</td>
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<td>ARCH329</td>
<td>Structural Building Systems II</td>
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<td>ARCH330</td>
<td>Structural Detailing &amp; Design I</td>
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<td>ARCH332</td>
<td>Structural Detailing &amp; Design II</td>
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<td>ARCH340</td>
<td>Computer Aided Drafting III (CAD)</td>
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<td>ARCH434</td>
<td>Fundamentals of Commercial Architecture</td>
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<td>ARCH436</td>
<td>Commercial Architectural Drafting</td>
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<td>ARCH438</td>
<td>Residential Design and Drafting</td>
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<td>ARCH533</td>
<td>Advanced Mechanical Systems Theory</td>
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<td>ARCH2546</td>
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<td>ARCH2637</td>
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<td>ARCH2641</td>
<td>Life Safety Code</td>
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<td>ARCH2648</td>
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<td>ARCH2710</td>
<td>Construction Law</td>
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**ARCHITECTURAL-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

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

(Two classes from the areas below)
- Social Science
- Computer Technology
- Science
- Humanities

No two classes may be selected from the same area.

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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.
**Associate Degree Nursing**

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

Graduates are eligible to apply to sit for the National Council Licensure Examination (NCLEX-RN). Graduates must pass the NCLEX-RN to obtain a license as a Registered Nurse.

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 United States.

Many graduates have continued their education and are on their way to earning a bachelor’s or master’s degree.

**How much can I earn?**

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $11.00 - $22.00 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 $23.73 per hour.

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

**SCC Program overview**

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 math, chemistry, microbiology, anatomy, physiology and other related sciences gives students an essential academic foundation for 615 hours of clinical practice in a variety 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

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**ASSOCIATE DEGREE NURSING**

**Lincoln Campus**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepares students for careers as a registered nurse

This program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway Street, New York, NY 10006, 212-842-0390, www.nlnac.org

**Credit Hours Required for Graduation:**

- Associate of Applied Science Degree: 108.0

**PROGRAM REQUIREMENTS:**

All courses must be completed with a grade of C+ or better before enrolling in Associate Degree Nursing (NURS) core courses. The math and science courses must have been completed within the last 7 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 SUCCES:**

- MEDA1406* Basic Pharmacology 2.0
- PSYC2960 Life-span Human Development 4.5
- FSDT1350 Basic Nutrition 4.5

**Required Support Courses:**

- ENGL1010 Composition I 4.5
- MATH1000 Basic College Mathematics 4.5
- Intro to Sociology 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.
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?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.00 - $14.45 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 $16.59 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 a 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
402-761-8241, 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), 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.

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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<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tr>
<td>AUTB1150</td>
<td>Tools &amp; Equipment</td>
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<td>Estimating Theory</td>
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<td>AUTB1360</td>
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<td>AUTB1365</td>
<td>Refinishing Lab I</td>
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<td>AUTB1370</td>
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<td>AUTB1455</td>
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<td>Refinishing Lab II</td>
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How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an 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?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.00 - $16.00 per hour. These rates reflect the starting wages of graduates in all companies and facilities. According to the Nebraska Department of Labor Report (http://www.dol.state.ne.us), workers in the automotive industry are earning an average rate of $16.59 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 campuses. Upon completion of the associate of applied science degree, graduates will have earned one year toward the two year ASE certification.

For more information contact:

Ken Jefferson, Program Chair – Lincoln
402-437-2640, 800-642-4075 x2640
kjeffers@southeast.edu

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

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

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.nafte.org

Credit Hours Required for Graduation:

Associate of Applied Science Degree: 128.5-130.0

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

SPECIAL PROGRAM REQUIREMENTS:

A grade of “C” (2.0) or better in all AUTC classes is required to progress through the program.

AUTOMOTIVE COURSES:

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</tr>
<tr>
<td>AUTC1107</td>
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<td>Automotive Fuel and Control Systems</td>
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</tr>
<tr>
<td>AUTC1203</td>
<td>Manual Transmission/Transaxle Theory</td>
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<tr>
<td>AUTC1204</td>
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<td>AUTC1221</td>
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<td>Engine II</td>
<td>11.0</td>
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<tr>
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<tr>
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<td>Automotive Electronics I</td>
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<tr>
<td>AUTC1408</td>
<td>Advanced Engine Performance</td>
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<td>AUTC1506</td>
<td>Automotive Electronics II</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTC2102</td>
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</tr>
<tr>
<td>AUTC2303</td>
<td>Manual Transmission/Transaxle Lab</td>
<td>4.0</td>
</tr>
</tbody>
</table>

TOTAL: 130.5

How much can I earn?

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 campuses. Upon completion of the associate of applied science degree, graduates will have earned one year toward the two year ASE certification.

For more information contact:

Ken Jefferson, Program Chair – Lincoln
402-437-2640, 800-642-4075 x2640
kjeffers@southeast.edu

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

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

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.nafte.org

Credit Hours Required for Graduation:

Associate of Applied Science Degree: 128.5-130.0

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

SPECIAL PROGRAM REQUIREMENTS:

A grade of “C” (2.0) or better in all AUTC classes is required to progress through the program.

AUTOMOTIVE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>AUTC1000</td>
<td>Shop Procedures</td>
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<tr>
<td>AUTC1010</td>
<td>Welding</td>
<td>1.5</td>
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<td>AUTC1100</td>
<td>Shop Safety &amp; Repair</td>
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</tr>
<tr>
<td>AUTC1103</td>
<td>Drive Trains</td>
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<td>AUTC1104</td>
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<td>Electrical Concepts</td>
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<td>AUTC1107</td>
<td>Automotive Heating &amp; AC</td>
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<tr>
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<td>Automotive Fuel and Control Systems</td>
<td>8.5</td>
</tr>
<tr>
<td>AUTC1203</td>
<td>Manual Transmission/Transaxle Theory</td>
<td>4.0</td>
</tr>
<tr>
<td>AUTC1204</td>
<td>Steering &amp; Suspension II</td>
<td>2.0</td>
</tr>
<tr>
<td>AUTC1206</td>
<td>Automotive Electricity</td>
<td>3.5</td>
</tr>
<tr>
<td>AUTC1221</td>
<td>Engine Theory</td>
<td>5.0</td>
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<tr>
<td>AUTC1222</td>
<td>Engine II</td>
<td>11.0</td>
</tr>
<tr>
<td>AUTC1306</td>
<td>Automotive Ignition Systems</td>
<td>1.5</td>
</tr>
<tr>
<td>AUTC1406</td>
<td>Automotive Electronics I</td>
<td>3.5</td>
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<tr>
<td>AUTC1408</td>
<td>Advanced Engine Performance</td>
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<td>Automotive Electronics II</td>
<td>4.0</td>
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<tr>
<td>AUTC2102</td>
<td>Automatic Transmission/Transaxle</td>
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<tr>
<td>AUTC2303</td>
<td>Manual Transmission/Transaxle Lab</td>
<td>4.0</td>
</tr>
</tbody>
</table>

TOTAL: 130.5

How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or 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.

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

This SCC Program is Accredited by ASE NATEF

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

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.00 - $17.50 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 $15.81 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

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**BUILDING CONSTRUCTION TECHNOLOGY**

**Milford Campus**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepares students for careers in the residential, remodeling, light commercial and other building construction industries

**Credit Hours Required for Graduation:**

• Associate of Applied Science Degree: ........121.0

Students of the Building Construction Technology program take part in learning activities related to concrete, masonry, carpentry, drafting, estimating, cabinet making, and house construction. A grade of “C”, 70% or above, is required in CNST prerequisite courses for graduation from this program.

**BUILDING CONSTRUCTION TECHNOLOGY COURSES:**

<table>
<thead>
<tr>
<th>COURSE #</th>
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<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>CNST1121</td>
<td>Concrete &amp; Masonry Tools &amp; Materials</td>
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<tr>
<td>CNST1122</td>
<td>Concrete, &amp; Masonry Applications</td>
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</tr>
<tr>
<td>CNST1223</td>
<td>Residential Blueprint Reading</td>
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</tr>
<tr>
<td>CNST1224</td>
<td>Construction Processes &amp; Practices</td>
<td>5.5</td>
</tr>
<tr>
<td>CNST1225</td>
<td>Tools &amp; Materials</td>
<td>7.5</td>
</tr>
<tr>
<td>CNST1326</td>
<td>Residential Construction Drafting Laboratory</td>
<td>2.5</td>
</tr>
<tr>
<td>CNST1327</td>
<td>Residential Construction Drafting Theory</td>
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</tr>
<tr>
<td>CNST1328</td>
<td>Residential Construction Estimating Laboratory</td>
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<td>CNST1329</td>
<td>Residential Construction Estimating Theory</td>
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</tr>
<tr>
<td>CNST1331</td>
<td>Drafting Aids &amp; Trends</td>
<td>3.0</td>
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<tr>
<td>CNST1430</td>
<td>Cabinet and Carpenter Laboratory</td>
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<td>CNST1433</td>
<td>Carpenter 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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<td>CNST2634</td>
<td>Commercial Construction Drafting Laboratory</td>
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<td>CNST2636</td>
<td>Commercial Construction Estimating Laboratory</td>
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<td>CNST2639</td>
<td>Commercial Construction Drafting Theory</td>
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<td>CNST2641</td>
<td>Commercial Construction Estimating Theory</td>
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<tr>
<td>CNST2643</td>
<td>Fundamentals of Structural Steel</td>
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<tr>
<td>ECON1200</td>
<td>Personal Finance</td>
<td>4.5</td>
</tr>
</tbody>
</table>

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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.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

BUSINESS ADMINISTRATION

Beatrice, Lincoln, & Milford Campuses

ASSOCIATE OF APPLIED SCIENCE DEGREE

• DIPLOMA

• CERTIFICATE

Prepares students for careers in business

This program is accredited by the Association of Collegiate Business Schools & Programs.
7007 College Blvd, Suite 420,
Overland Park, KS 66211, (913) 339-9356,
www.acbsp.org

Credit Hours Required for Graduation:

• Certificate: ............................ 36.0
• Diploma: ............................ 51.0

• Associate of Applied Science Degree:
  Accounting Focus: ........................... 107.0
  Entrepreneurship Focus: ........................... 109.5
  Marketing Focus: ........................... 116.0
  General Business Focus: ........................... 109.5
  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, general business, and nursing home administration. Students who wish to pursue an Associate of Science or Associate of Arts degree should refer to the Academic Transfer program. All prerequisite courses must have a grade of “C” or better to continue through the program.

A.A.S. BUSINESS ADMINISTRATION CORE CLASSES:

• Course has prerequisite.

• Required competency must be met before taking course.

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

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>ACCT1200</td>
<td>Principles of Accounting I</td>
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<td>ACCT1210</td>
<td>Principles of Accounting II</td>
<td>4.5</td>
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<tr>
<td>BSAD1020</td>
<td>*Microsoft Applications II</td>
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<tr>
<td>BSAD1090</td>
<td>Business Law I</td>
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<tr>
<td>OFFT1110</td>
<td>*Business Communications</td>
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<tr>
<td>BSAD2110</td>
<td>*Business Ethics</td>
<td>3.0</td>
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<tr>
<td>BSAD2540</td>
<td>Principles of Management</td>
<td>4.5</td>
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<tr>
<td>ECON2110</td>
<td>*Macroeconomics</td>
<td>4.5</td>
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<tr>
<td>ECON2120</td>
<td>*Microeconomics</td>
<td>4.5</td>
</tr>
</tbody>
</table>

ACCOUNTING FOCUS: (B/L/M)

This business focus provides the practical skills required for entry-level accounting positions. The following courses must be completed for an A.A.S. Degree.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>BSAD2030</td>
<td>*Co-op Supervised Employment</td>
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<tr>
<td>ACCT2050</td>
<td>*Payroll Accounting</td>
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<tr>
<td>BSAD2090</td>
<td>*Cost Accounting</td>
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<tr>
<td>BSAD2100</td>
<td>*Individual Income Tax Procedures</td>
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<tr>
<td>ACCT2130</td>
<td>*Intermediate Accounting I</td>
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<tr>
<td>BSAD2230</td>
<td>*Computerized Accounting</td>
<td>4.5</td>
</tr>
</tbody>
</table>

BASD2230 *Small Business Management | 4.5 |
ECON1200 *Personal Finance | 4.5 |

ADVISER APPROVED ELECTIVES:

ACCT2140 *Intermediate Accounting II | 4.5 |
ACCT2110 *Business Income Tax Procedures | 3.0 |
ACCT2700 *ACAT Preparatory Course | 4.5 |
ACCT2800 *Applied Accounting Capstone | 3.0 |

ENTREPRENEURSHIP FOCUS: (B/L/M)

This business focus leads a student toward self-discovery and provides a better understanding of who they are and how that relates to entrepreneurship. They will gain a realistic understanding of what is expected as an entrepreneur and gain working knowledge as well as hands-on experience with skills necessary for success in any venture. The following courses must be completed for an A.A.S. Degree.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>ENTRE2090</td>
<td>*Entrepreneurship Business Plan</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Choose one class from the two options below:

BSAD2520 Principles of Marketing | 4.5 |
ENTR2050 Marketing for the Entrepreneur | 4.5 |

MARKETING FOCUS: (B/L/M)

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

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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</thead>
<tbody>
<tr>
<td>BSAD2520</td>
<td>*Co-op Supervised Employment</td>
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<tr>
<td>BSAD2270</td>
<td>*Leadership Practicum</td>
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<td>BSAD2270</td>
<td>Professional Selling</td>
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<tr>
<td>BSAD2430</td>
<td>Marketing Communications</td>
<td>4.5</td>
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</tbody>
</table>

ECON1200 *Personal Finance | 4.5 |

Choose one class from the two options below:

BSAD2270 *Leadership Practicum | 5.0 |
BSAD2390 *Small Business Management | 4.5 |

Choose one class from the two options below:

ENTR2090 *Entrepreneurship Business Plan | 4.5 |
ENTR2050 Marketing for the Entrepreneur | 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.

PAGE 82
See page 68 for a complete list of General Education Courses.
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
BSAD2350 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
BSAD 2365 Leadership Practicum 5.0

GENERAL BUSINESS FOCUS: (B/L/M)

This business focus is designed for students to customize their courses and skills in a business degree.

Choose four of the following approved elective courses (4.5 credit hours) in Business Administration, Business Information Technology, and Visual Publications to complete an A.A.S. Degree.

ACCT2050 *Payroll Accounting 3.0
ACCT2090 *Cost Accounting 4.5
ACCT2100 Individual Income Tax Procedures 4.5
ACCT2116 *Business Income Tax Procedures 3.0
ACCT2130 *Intermediate Accounting I 4.5
ACCT2140 *Intermediate Accounting II 4.5
ACCT2230 *Computerized Accounting 4.5
ACCT2700 *ACAT Preparatory Course 4.5
ACCT2130 *Applied Accounting Capstone 4.5
BSAD1100 *Business Law II 4.5
BSAD1230 Visual merchandising 4.5
BSAD1730 Principles of TQM 2.5
BSAD2030 *Co-op Supervised Employment 5.0
BSAD2270 Professional Selling 4.5
BSAD2365 Leadership Practicum 5.0
BSAD2370 Human Resources Management 4.5
BSAD2390 *Small Business Management 4.5
BSAD2400 Principles of Retailing 4.5
BSAD2430 Marketing Communications 4.5
BSAD2450 Electronic Commerce Marketing 4.5
BSAD2470 International Marketing 4.5
BSAD2480 Sports Entertainment Marketing 4.5
BSAD2550 Principles of Marketing 4.5
BSAD2520 Principles of Marketing 4.5
BSAD3200 Principles of Accounting 4.5
BSAD3500 *Computerized Accounting 4.5
BSAD4000 Principles of Management 4.5
BSAD4100 Principles of Management 4.5

BUSINESS ADMINISTRATION CER

40.5

BUSINESS ADMINISTRATION DIPLOMA: (B/L/M)

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

DIPLOMA CORE COURSES:
ACCT2120 Principles of Accounting I 4.5
BSAD1010 *Microsoft Applications I 4.5
BSAD1020 *Microsoft Applications II 4.5
BSAD1030 *Microsoft Applications III 4.5
BSAD1040 *Microsoft Applications IV 4.5
BSAD1050 Introduction to Business 4.5
BSAD2310 Business Ethics 3.0
BSAD2350 Principles of Management 4.5
OFFT1110 *Business Communications 4.5
OFFT2000 *Employment Techniques 3.0

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.
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

BUSINESS INFORMATION 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:
  - General Office Focus: 40.0
  - Microsoft Office Focus: 40.5

- Diploma:
  - General Office Focus: 80.0
  - Medical Transcription Focus: 84.0

- Associate of Applied Science Degree:
  - Administrative Office Focus: 119.0
  - Medical Office Focus: 120.0

- Medical Office Focus: 118.0

This program offers students generalized training in office professions as well as course work in three focus areas: administrative, legal, and medical. With appropriate elective courses, students completing requirements for an associate of applied science degree in will be prepared to take the Certified Professional Secretary (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 Business Information 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 Writing Strategies I
- ENGL0950 Writing Skills
- ENGL0980 Basic Writing
- MATH0900 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.

**PREREQUISITE COURSES OR EQUIVALENTS**

(Credit not counted toward graduation requirements)
(Course numbers preceded by an asterisk (*) have prerequisites.)

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>OFFT1110</td>
<td>Beginning Keyboarding I</td>
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<tr>
<td>OFFT1120</td>
<td>Beginning Keyboarding II</td>
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<td>OFFT1310</td>
<td>Office Accounting</td>
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</table>

**AAS BUSINESS INFORMATION TECHNOLOGY**

**CORE COURSES:**

- OFFT1010 Business Communications 4.5
- OFFT1160 Keyboarding III 4.5
- OFFT1170 Keyboarding IV 3.0
- OFFT1710 Word Applications I 4.5
- OFFT1720 Word Applications II 4.5
- OFFT2000 Employment Techniques 3.0
- OFFT2029 Co-op Supervised Employment 5.0
- OFFT2040 Computer Input Technologies 4.5
- OFFT2090 Medical Transcription Skills 4.5
- OFFT2340 Records and Information Management 4.5
- OFFT2410 Administrative Procedures I 4.5
- OFFT2420 Administrative Procedures II 4.5
- OFFT2460 Office Simulation 4.5
- OFFT2600 Emerging Business Technologies 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.
### Administrative Focus Courses:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BSAD1010</td>
<td>Introduction to Business (Bea)</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2430</td>
<td>Administrative Office Management (Lin.)</td>
<td>4.5</td>
</tr>
<tr>
<td>*ACCT1200</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1680</td>
<td>Web Page Support</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1740</td>
<td>Desktop Publishing Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1750</td>
<td>Multimedia Office Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2320</td>
<td>Excel Office Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2710</td>
<td>Microsoft Office Integration I</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2720</td>
<td>Microsoft Office Integration II</td>
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### Legal Focus Courses:

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<td>BSAD1010</td>
<td>Introduction to Business (Bea)</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2430</td>
<td>Administrative Office Management (Lin.)</td>
<td>4.5</td>
</tr>
<tr>
<td>*ACCT1200</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD1090</td>
<td>Business Law I</td>
<td>4.5</td>
</tr>
<tr>
<td>*BSAD1100</td>
<td>Business Law II</td>
<td>4.5</td>
</tr>
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<td>*BSAD2310</td>
<td>Business Ethics</td>
<td>3.0</td>
</tr>
<tr>
<td>*OFFT1200</td>
<td>WordPerfect for Windows</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT2210</td>
<td>Legal Processes I</td>
<td>6.0</td>
</tr>
<tr>
<td>*OFFT2220</td>
<td>Legal Processes II</td>
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### Medical Focus Courses:

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<th>Course Title</th>
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</thead>
<tbody>
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<td>BSAD1010</td>
<td>Introduction to Business (Bea)</td>
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</tr>
<tr>
<td>*OFFT2430</td>
<td>Administrative Office Management (Lin.)</td>
<td>4.5</td>
</tr>
<tr>
<td>*ACCT1200</td>
<td>Principles of Accounting I</td>
<td>4.5</td>
</tr>
<tr>
<td>*BIOS1000</td>
<td>Structure and Function of Human Anatomy (Lin.)</td>
<td>6.0</td>
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<tr>
<td>BIOS1210</td>
<td>Anatomy and Physiology (Bea)</td>
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<td>MEDA1101</td>
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<td>Medical Law, Ethics, and Bioethics (Lin.)</td>
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<td>*MEDA1404</td>
<td>Medical Diseases (Lin.)</td>
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<td>Insurance for the Medical Office (Bea)</td>
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<td>*MEDA1405</td>
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<td>*OFFT2130</td>
<td>Medical Machine Transcription</td>
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<tr>
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<td>Medical Office Procedures</td>
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### AAS General Education Requirements:

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<tr>
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<tr>
<td>BSAD1010</td>
<td>Microcomputer Applications I</td>
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</tr>
<tr>
<td>ENGL1010</td>
<td>Composition I</td>
<td>4.5</td>
</tr>
<tr>
<td>MATH1040</td>
<td>Business Math</td>
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</tr>
<tr>
<td>PSYC1250</td>
<td>Interpersonal Relations</td>
<td>4.5</td>
</tr>
<tr>
<td>PSCH1110</td>
<td>Public Speaking or</td>
<td>4.5</td>
</tr>
<tr>
<td>PSCH1090</td>
<td>Fundamentals of Human Communication or</td>
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</tr>
<tr>
<td>SPCH2810</td>
<td>Business and Professional Communication or</td>
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</tbody>
</table>

### Diploma Courses:

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

#### General Office Focus:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tr>
<td>MATH1040</td>
<td>Business Math</td>
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<tr>
<td>OFFT1110</td>
<td>Business Communications</td>
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<tr>
<td>OFFT1160</td>
<td>Keyboarding III</td>
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<td>OFFT1170</td>
<td>Keyboarding IV</td>
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<tr>
<td>OFFT1680</td>
<td>Web Page Support</td>
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</tr>
<tr>
<td>OFFT1740</td>
<td>Desktop Publishing Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2040</td>
<td>Computer Input Technologies</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2320</td>
<td>Excel Office Applications</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2320</td>
<td>Word Applications I</td>
<td>4.5</td>
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<tr>
<td>OFFT2320</td>
<td>Word Applications II</td>
<td>4.5</td>
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<tr>
<td>OFFT2000</td>
<td>Employment Techniques</td>
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<td>Co-op Supervised Employment Management</td>
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<tr>
<td>OFFT2090</td>
<td>Applied Transcription Skills</td>
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<tr>
<td>OFFT2340</td>
<td>Records and Information Management</td>
<td>4.5</td>
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<tr>
<td>OFFT2410</td>
<td>Administrative Procedures I</td>
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<td>Adviser Approved Electives</td>
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#### Medical Transcription Focus:

<table>
<thead>
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<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>*BIOS1000</td>
<td>Structure and Function of Human Anatomy (Lin.)</td>
<td>6.0</td>
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<tr>
<td>BIOS1210</td>
<td>Anatomy and Physiology (Bea)</td>
<td>6.0</td>
</tr>
<tr>
<td>MEDA1101</td>
<td>Medical Terminology I (Lin.)</td>
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<tr>
<td>*MEDA1201</td>
<td>Medical Terminology II (Lin.)</td>
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<td>OFFT1110</td>
<td>Medical Terminology (Bea)</td>
<td>4.5</td>
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<tr>
<td>*MEDA1203</td>
<td>Medical Law, Ethics, and Bioethics (Lin.)</td>
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<td>Medical Diseases (Lin.)</td>
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<td>*OFFT1210</td>
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<tr>
<td>*MEDA1405</td>
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### Required General Education Certificate Course:

<table>
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<tr>
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<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>BSAD1010</td>
<td>Microcomputer Applications I</td>
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### Certificate Courses:

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

#### General Office Focus:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
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<tbody>
<tr>
<td>OFFT1110</td>
<td>Business Communications</td>
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<td>*OFFT2090</td>
<td>Applied Transcription Skills</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1160</td>
<td>Keyboarding III</td>
<td>4.5</td>
</tr>
<tr>
<td>*OFFT1170</td>
<td>Keyboarding IV</td>
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</tr>
<tr>
<td>*OFFT2000</td>
<td>Employment Techniques</td>
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</tr>
<tr>
<td>OFFT1110</td>
<td>Business Communications</td>
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### Microsoft Office Focus:

<table>
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<tr>
<td>OFFT1170</td>
<td>Word Applications I</td>
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<td>OFFT2090</td>
<td>Word Applications II</td>
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</tr>
<tr>
<td>*OFFT1740</td>
<td>Desktop Publishing Applications</td>
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<td>Multimedia Office Applications</td>
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<td>OFFT2320</td>
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<td>OFFT2340</td>
<td>Records and Information Management</td>
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### Required General Education:

### Certificate Courses:

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<tbody>
<tr>
<td>BSAD1010</td>
<td>Microcomputer Applications I</td>
<td>4.5</td>
</tr>
</tbody>
</table>

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See page 68 for a complete list of General Education Courses.
Computer Aided Design Drafting

What type of job could I get?

Computer Aided Design Drafters are responsible for the dynamic new designs of most structures and consumer products available today. In engineering and architectural offices across the 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 Drafting 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 Design Drafters are professional people involved in the process of creating solutions to technical engineering design problems. They work in a specialized environment as communicators and must exhibit good written and verbal skills along with the use of high levels of math and physics to create new industrial, commercial and business products.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level hourly rates ranged from $9.00 - $16.45 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 $16.28 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, some type of fringe benefits, along with the use of high levels of math and physics to create new industrial, commercial and business products.

Prepare for advancement

Computer Aided Design Drafters are involved in working with many areas of computer aided design. Students take courses that prepare them for employment in a variety of exciting and rewarding areas of computer aided design. Students take courses using computer-aided-drafting software in the first three quarters as a prerequisite for advanced computer aided drafting courses. Computer design labs are designed to give students hands-on training in an atmosphere commonly found in industry. With the use of 3-dimensional 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:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>DRAF110</td>
<td>Drafting Concepts</td>
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<td>DRAF1220</td>
<td>3-D Solid Modeling</td>
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<td>DRAF1310</td>
<td>3-D Visualization</td>
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<tr>
<td>DRAF1320</td>
<td>AutoDesk Applications</td>
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<tr>
<td>DRAF1330</td>
<td>Solid Works</td>
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<tr>
<td>DRAF1340</td>
<td>Strength of Materials</td>
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<tr>
<td>DRAF2100</td>
<td>Principles &amp; Materials of Construction</td>
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</tr>
<tr>
<td>DRAF2110</td>
<td>Architectural Planning</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2120</td>
<td>Building Structures</td>
<td>4.0</td>
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<tr>
<td>DRAF2140</td>
<td>Building Systems</td>
<td>3.0</td>
</tr>
<tr>
<td>DRAF2130</td>
<td>Industrial Plastics</td>
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<tr>
<td>DRAF2160</td>
<td>Commercial Construction</td>
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<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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<td>DRAF2210</td>
<td>Engineering Processes</td>
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<td>DRAF2220</td>
<td>Flat Pattern Layout</td>
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<tr>
<td>DRAF2240</td>
<td>Consumer Product Design</td>
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<td>DRAF2260</td>
<td>Jigs &amp; Fixtures-Design</td>
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<td>DRAF2440</td>
<td>Topographic/Civil Drafting</td>
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<td>DRAF2520</td>
<td>Electronic Drafting</td>
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<td>ACFS2020</td>
<td>Career Development</td>
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DRAFTING TECHNICAL ELECTIVES:

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

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tbody>
<tr>
<td>DRAF2170</td>
<td>Structural Steel</td>
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<tr>
<td>DRAF2190</td>
<td>Construction For Americans with Disabilities</td>
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<tr>
<td>DRAF2600</td>
<td>Special Projects</td>
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<td>DRAF2620</td>
<td>Co-op Education Drafting I</td>
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<tr>
<td>DRAF2621</td>
<td>Co-op Education Drafting II</td>
<td>3.0</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.

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 to test the Basic Computer Aided Drafting course DRAF1120. Students must have a test score of B+ or better or take the DRAF1120 course for placement into the CADD program.
Computer Programming Technology

What type of job could I get?

Computer Programming Technology offers courses based on three major IBM computing platforms; microcomputer (PC), mainframe (zSeries) and the midrange (iSeries).

The microcomputer (PC) courses include Visual Basic, Java, HTML, JavaScript, Java Servlets, embedded SQL and JSP's as well as Microsoft Office products. These courses will provide the programming skills needed to develop, implement and maintain web-based applications.

The mainframe (zSeries) courses include JCL, TSO/ISPF, embedded DB2/SQL, COBOL and CICS. Students are also responsible for creating a working business system. Student groups interview area businesses, then design and code a business system. Students experience the project team environment common in business system development.

The midrange (iSeries) curriculum focuses on the RPG IV programming language. Students create interactive applications that utilize subfile processing. Students will also gain experience using Control Language, DDS, SEU, PDM, DFU, CLP and SDA.

Students in the Computer 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?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $10.50–$24.55 per hour. These rates reflect the starting rates of graduates in all companies and facilities. According to the Nebraska Department of Labor Report, workers in this industry are earning an average rate of $27.63 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.

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Computer Programming Technology

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: . . . . .129.0

Computer Programming Technology

CORE COURSES:

Not listed in curriculum sequence order.

<table>
<thead>
<tr>
<th>COURSE#</th>
<th>COURSE TITLE</th>
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<td>INFO1151</td>
<td>Computer Fundamentals</td>
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<td>INFO1214</td>
<td>Program Design and Problem Solving</td>
<td>4.5</td>
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<td>INFO1217</td>
<td>Database Management</td>
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<td>INFO1221</td>
<td>Introduction to MVS Environment</td>
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<td>INFO1287</td>
<td>Operating Systems</td>
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<td>Java</td>
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<td>INFO1325</td>
<td>Internet Scripting</td>
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<td>INFO1337</td>
<td>Introduction to the iSeries</td>
<td>3.0</td>
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<tr>
<td>INFO1381</td>
<td>Data Communications &amp; Networking</td>
<td>4.5</td>
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<tr>
<td>INFO1414</td>
<td>Advanced Java</td>
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<td>INFO1428</td>
<td>COBOL</td>
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<td>INFO1431</td>
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<tr>
<td>INFO1458</td>
<td>RPG IV</td>
<td>8.0</td>
</tr>
<tr>
<td>INFO2514</td>
<td>Java Server Programming</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2528</td>
<td>Advanced COBOL</td>
<td>7.5</td>
</tr>
<tr>
<td>INFO2548</td>
<td>Customer Information Control System Programming</td>
<td>8.0</td>
</tr>
<tr>
<td>INFO2558</td>
<td>System Analysis &amp; Design</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO2564</td>
<td>Visual Basic</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2638</td>
<td>Computer Programming Projects</td>
<td>5.0</td>
</tr>
<tr>
<td>INFO2664</td>
<td>Advanced Visual Basic</td>
<td>4.5</td>
</tr>
<tr>
<td>INFO2678</td>
<td>DB2 Database Applications &amp; SQL</td>
<td>3.5</td>
</tr>
<tr>
<td>ACFS2020</td>
<td>Career Development</td>
<td>2.5</td>
</tr>
</tbody>
</table>

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

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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
MATH1040 Business Math (or higher) 4.5
(Two classes from three areas below)
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES

No two classes may be selected from the same area.

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

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

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How to enroll in this Program of Study

1. Complete an application for admission.
2. Submit official high school transcripts, GED scores, and/or other college transcripts.
3. Check with an 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.
Criminal Justice
(Proposed for Fall 2006)
What type of job could I get?
Graduates of the Criminal Justice program will find employment in law enforcement in the state, county, or city level. Some job titles are ballistics expert, communications officer, crime lab technician, crime prevention specialist, K-9, animal control, railroad police, corrections officer, bailiff, investigator, and patrol officer. Positions are available in private, corporate, computer, and physical security. This program will also provide advanced placement in a bachelor’s degree program. Most federal programs require a bachelor’s degree.

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 $15.11 per hour.
The starting pay for graduates can vary depending on job, agency, and location. Typically, the larger the agency and community, the greater the starting salary. For more information, please contact the program chair.

SCC Program overview
This program provides a track for students who typically wish to work in fields of criminal justice other than law enforcement. This is a new program to Southeast Community College that will begin with the Fall 2006 term. Although it is new to SCC, other community colleges in Nebraska have been very successful with this degree program.

For more information contact:
Don Jenkins, Program Chair–Lincoln
402-323-3459 or 800-642-4075 x3459

Tom Young, Instructor – Beatrice
402-228-8238 or 800-233-5027 x1238

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

CRIMINAL JUSTICE
Lincoln and Beatrice Campuses
ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers as an integral part of a law enforcement team

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: . . . . . . 90.0

CRIMINAL JUSTICE COURSES:

<table>
<thead>
<tr>
<th>COURSE#</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIM1010</td>
<td>Introduction to Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM1020</td>
<td>Introduction to Corrections</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM1030</td>
<td>Courts and the Judicial Process</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM1140</td>
<td>Reporting Techniques for Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2000</td>
<td>Criminal Law</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2030</td>
<td>Police and Society</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2100</td>
<td>Juvenile Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2150</td>
<td>Contemporary Issues in Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2200</td>
<td>Criminology</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2260</td>
<td>Criminal Investigation</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2310</td>
<td>Rules of Evidence</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2860</td>
<td>Criminal Justice Internship</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Advisor approved Electives 13.5
(A foreign language is suggested.) 67.5

CRIMINAL JUSTICE
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. (5 classes minimum)

(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
ENGL1010 COMPOSITION I (required)
(Plus 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 adviser 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.
DAIMLERCHRYSLER CAP (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: ..........................144.0-145.5

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.

COURSE#  COURSE TITLE  CREDIT HRS
CAPP1110 DaimlerChrysler Shop Orientation 1.5
CAPP1170 DaimlerChrysler Shop Safety and Repair 1.5
CAPP1171 DaimlerChrysler Welding 1.0
CAPP1173 DaimlerChrysler Fundamentals 2.0
CAPP1175 DaimlerChrysler Electrical & Electronic Principles 12.0
CAPP1177 DaimlerChrysler Brake System 4.0
CAPP1268 Dealer Cooperative Experience 12.0
CAPP1360 DaimlerChrysler Electronic Fuel Systems 9.0
CAPP1362 DaimlerChrysler Body Electrical and Electronics 6.0
CAPP1364 DaimlerChrysler Advanced Drivability Diagnosis 7.0
CAPP1468 Dealer Cooperative Experience 12.0
CAPP2528 DaimlerChrysler Steering & Suspension Systems 4.5
CAPP2530 DaimlerChrysler HVAC Systems 5.5
CAPP2531 DaimlerChrysler Engine Repair 8.5
CAPP2568 Dealer Cooperative Experience 12.0
CAPP2740 DaimlerChrysler Manual Transmission, Transaxles, Clutch and Transfer Case 7.0
CAPP2741 DaimlerChrysler Rear Axle Service 2.0
CAPP2742 DaimlerChrysler Diesel Fuel and Emission System 2.0
CAPP2748 DaimlerChrysler Automatic Transmissions & Transaxles 9.0
CAPP2749 DaimlerChrysler New Product Update 2.0

DAIMLERCHRYSLER CAP GENERAL EDUCATION REQUIREMENTS:
22.5-24.0 hours
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (5 classes minimum)
(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
(Plus three classes from any of 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 adviser 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

NATEF 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.
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?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.10 - $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 $17.32 per hour. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or 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
baugust@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.

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

Total: 116.0

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

## 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:** \( \ldots \ldots \ldots \ldots \ldots 75.5 \)

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

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

### DENTAL ASSISTING COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>*DENT1103</td>
<td>Oral Sciences I</td>
<td>3.0</td>
</tr>
<tr>
<td>*DENT1110</td>
<td>Preclinical Concepts</td>
<td>6.5</td>
</tr>
<tr>
<td>*DENT1210</td>
<td>Oral Sciences II</td>
<td>4.0</td>
</tr>
<tr>
<td>*DENT1211</td>
<td>Dental Assisting Foundations I</td>
<td>4.5</td>
</tr>
<tr>
<td>*DENT1212</td>
<td>Oral Hygiene</td>
<td>2.0</td>
</tr>
<tr>
<td>*DENT1214</td>
<td>Clinical Concepts</td>
<td>3.5</td>
</tr>
<tr>
<td>*DENT1311</td>
<td>Dental Assisting Foundations II</td>
<td>4.5</td>
</tr>
<tr>
<td>*DENT1312</td>
<td>Dental Materials I</td>
<td>3.0</td>
</tr>
<tr>
<td>*DENT1313</td>
<td>Oral Radiography I</td>
<td>4.0</td>
</tr>
<tr>
<td>*DENT1314</td>
<td>Clinical Education I</td>
<td>6.5</td>
</tr>
<tr>
<td>*DENT1410</td>
<td>Practice Management Skills</td>
<td>3.0</td>
</tr>
<tr>
<td>*DENT1411</td>
<td>Dental Assisting Foundations III</td>
<td>4.0</td>
</tr>
<tr>
<td>*DENT1412</td>
<td>Dental Materials II</td>
<td>3.0</td>
</tr>
<tr>
<td>*DENT1413</td>
<td>Oral Radiography II</td>
<td>2.0</td>
</tr>
<tr>
<td>*DENT1414</td>
<td>Clinical Education II</td>
<td>6.5</td>
</tr>
<tr>
<td>FSDT1350</td>
<td>Basic Nutrition</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDA1101</td>
<td>Medical Terminology I</td>
<td>2.0</td>
</tr>
<tr>
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<td>66.5</td>
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</table>

### GENERAL EDUCATION REQUIREMENTS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>PSYC1250</td>
<td>Interpersonal Relations or</td>
<td>4.5</td>
</tr>
<tr>
<td>PSYC1810</td>
<td>Introduction to Psychology</td>
<td>4.5</td>
</tr>
<tr>
<td>SPC1110</td>
<td>Public Speaking</td>
<td>9.0</td>
</tr>
</tbody>
</table>

*Clinical track courses

### 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.

**NOTE:** This program will be available in an online format Fall 2006.

---

**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.

---

**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**

**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 patients be as comfortable as possible during the dental treatment. During the dental procedure, they keep the patient’s mouth clean with suction devices and 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?**

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $10.50 - $15.05 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 $12.76 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.

---

**Dental Assisting National Board, Inc., www.danb.org.**

**Preparation for the national board examination**

- **Diploma:** 75.5

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.

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

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $6.25 - $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 $12.43 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

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>
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<tr>
<td>DESL1120</td>
<td>Basic Electrical</td>
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<td>Charging Systems</td>
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<td>DESL1123</td>
<td>Power Trains I</td>
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<td>DESL1124</td>
<td>Power Trains II</td>
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<td>DESL1125</td>
<td>Theory of Engine Operation</td>
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<td>DESL1126</td>
<td>Theory of Fuel System Operation</td>
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<td>Basic Cab Air Conditioning</td>
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<td>Farm Equipment Diesel Engine Tune-Up &amp; Diagnosis</td>
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<td>Diesel Fuel Injection Systems</td>
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<td>DESL1135</td>
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<td>DESL1468</td>
<td>Post-Cooperative Education Seminar</td>
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<td>DESL2536</td>
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<td>Farm Equipment Power Trains</td>
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<td>DESL2567</td>
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<td>Farm Equipment Power Trains</td>
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<td>DESL2569</td>
<td>Planting Equipment</td>
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<td>DESL2570</td>
<td>Harrowing Equipment</td>
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<tr>
<td>DESL2571</td>
<td>Tillage &amp; Spraying Equipment</td>
<td>3.0</td>
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</tbody>
</table>

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.
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?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $10.00 - $12.00 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 the diesel service industry.

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

DEISEL TECHNOLOGY - TRUCK
FACULTY

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), 101 Blue Seal Drive, Suite 101, Leesburg, VA 20175, 703-669-6125, www.natef.org

Credit Hours Required for Graduation:
• Associate of Applied Science Degree: 123.5-125.0

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

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

COURSE # COURSE TITLE CREDIT HRS
DESL1201 Electrical Systems I 2.5
DESL1211 Batteries & Cranking Motors 2.5
DESL1221 Electronic Ignition & Charging Systems 3.0
DESL1231 Power Trains I 3.5
DESL1241 Diesel Welding 1.5
DESL1261 Hand & Precision Measuring Tools 3.5
DESL2251 Theory of Engine Operation 3.0
DESL2271 Theory of Fuel System Operations 3.0
DESL2281 Valve Trains 3.0
DESL2301 Engine Overhaul & Inspection 3.5
DESL2321 Diesel and Gas Fuel Injection 4.0
DESL2351 Electrical/Electronic Systems I 4.0
DESL3451 Conventional Transmissions and Clutches 6.5
DESL3471 Truck Final Drives 4.0
DESL3481 Preventative Maintenance and Inspection 5.5
DESL4341 Air Brakes 4.5
DESL4351 Steering & Suspensions 5.0
DESL4361 Hydraulic Brakes 3.0
DESL4381 Basic Hydraulics 2.5
DESL5451 Heating & Air Conditioning I 3.5
DESL6302 Heating & Air Conditioning II 2.5
DESL6432 Automatic Truck Transmissions 3.5
DESL6452 Electrical Systems III 6.0
DESL6482 Electronic Diesel Engine Diagnosis & Tune-Up 5.5
DESL5412 Post-Cooperative Education Seminar 2.0
DESL5502 Cooperative Education 10.0

DEISEL TECHNOLOGY - TRUCK
GENERAL EDUCATION REQUIREMENTS:
22.5-24.0 hours
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (five classes minimum)
(One class from each of the following areas)
• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS
(Plus three classes from any of 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 adviser 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

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.
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 providers, 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 can continue their education at four-year colleges and universities.

How much can I earn?
SCC graduates reported in the Placement Report that entry level wage rates ranged from $6.00 - $18.30 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 $9.76 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
The Early Childhood Education Program is offered at the Lincoln campus only. Students can enter every quarter, be a full or part-time student and select from day, evening and online classes. Students may earn a certificate in In-Home Care, (Professional Nanny / Child Care Home Provider), a diploma in Child Care Professional (early care and education in a group setting) or an associate of applied science degree that includes all focuses as well as an administrative component.

For more information contact:
Alicia Baillie, Program Chair
402-437-2453, 800-642-4075 x2455
aballie@southeast.edu
or the College Admissions Office:
Lincoln 402-437-2600, 800-642-4075 x2600

SPECIAL PROGRAM REQUIREMENTS:
Students must be taking classes or practicums where they will be working directly with children or adults will be charged a nominal fee for insurance. Permission must be secured 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 Registry 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.
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?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.00 - $20.35 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 $21.33 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
Students are admitted in the summer and winter quarters. Approximately half of the training time will take place in a laboratory setting where students will apply classroom theory.

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?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.00 - $19.80 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 $21.33 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
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
kreinsch@southeast.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: . . . . .84.5
- Associate of Applied Science Degree
  - Electrical Technology: . . . . . . . . . .148.5
  - Electromechanical Technology: . . . . .148.5

**CONSTRUCTION ELECTRICIAN DIPLOMA**

**REQUIRED COURSES:**
- COURSE #   TITLE         CREDIT HRS
  - ELEC1331 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

**COMPUTER COURSE REQUIREMENTS:**
A minimum of 2 credit hours in word processing and spreadsheets.

**Suggested courses:**
- INFO1117 Microcomputer Applications 2.0
- INFO1121 Microsoft Word & PowerPoint 1.5
- INFO1131 Microsoft Excel 1.5
- Or if considering transfer to another institution:
- MATH1080 Algebra & Trigonometry 4.5
- BSAD1010 Micro applications I 4.5

**GENERAL EDUCATION REQUIREMENTS:** 9.0
(Diploma students must take MATH1080 and one other General Education core course.)

**ELECTRICAL**

**AAS DEGREE COURSES:**
(Diploma courses (75.0) credits plus the following)
- 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
- ACFS2020 Career Development 2.5
- BSAD1730 Principles of TQM 2.5

**COMPUTER COURSE REQUIREMENTS:**
A minimum of 2 credit hours in word processing and spreadsheets.

**Suggested courses:**
- INFO1117 Microcomputer Applications 2.0
- INFO1121 Microsoft Word & PowerPoint 1.5
- INFO1131 Microsoft Excel 1.5
- Or if considering transfer to another institution:
- MATH1080 Algebra & Trigonometry 4.5
- BSAD1010 Micro applications I 4.5

**GENERAL EDUCATION REQUIREMENTS:** 22.5 hours
To complete an associate of applied science degree for this program, a student must complete additional credit hours in the following general education core areas. (One class from each of the following areas)
- • ORAL COMMUNICATIONS
- • WRITTEN COMMUNICATIONS
- • MATHEMATICS
- MATH1080 Algebra & Trigonometry 4.5
- • SCIENCE
- PHYS1017 Technical Physics 4.5
- PHYS1150 Descriptive Physics 4.5

**PROGRAMS OF STUDY**

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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—General Technician focus

This focus places emphasis on the installation, configuration and repair of 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 would 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 Servicing Technology—Military Electronics Focus

This focus is for military personnel who have performed the repair and maintenance of various types of electronic equipment during duty. Using that prior military training as the core for this AAS degree, students can take additional educational requirements to prepare for entry and advanced level employment in a wide array of electronic careers.

Electronic Engineering Technology:

Electronic Servicing—General Technician focus 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, A/V technician, security assistant, technical 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 (PLC’s), robotics, and vision systems. Typical jobs obtainable by graduates include field service technician, robotics technician, industrial automation technician, engineering assistant, technical system designer, telemetering technician, technical manager and many more.

How much can I earn?

SCC graduates reported in the most recent and current report that entry level wage rates ranged from $8.00 - $22.40 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 $22.34 per hour.

Credit Hours Required for Graduation:

- Electronic Servicing:
  - General Technician Focus:..........137.0
  - Military Electronics Focus:.......105.0

- Electronic Engineering Technology:
  - Computers & Networking Focus:......179.0
  - Industrial Controls Focus:...........179.0

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
402-437-2563, 800-642-4075 x2659
jfiedler@southeast.edu

Alan Brunkow, Program Co-Chair/Milford
402-761-8259, 800-933-7223 x8259
abrunkow@southeast.edu

John Pierce, Program Chair/Lincoln
402-761-8243, 800-933-7223 x8243
jpierce@southeast.edu

Military Electronics Focus

Earl Fiedler, Electronic/Computer Division Dean
402-437-2639, 800-642-4075 x2639 Lincoln
402-761-8266, 800-933-7223 x8266 Milford
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600
Milford 402-761-8243, 800-933-7223 x8243

Electronic Servicing—General Technician focus

Required AA Degree Courses:

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<td>ELEC1317</td>
<td>Active Devices</td>
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<td>ELEC1362</td>
<td>Electronic Drafting</td>
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<td>ELEC1422</td>
<td>Analog Circuits</td>
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<td>ELEC1432</td>
<td>Power Supply Systems</td>
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<td>ELEC1452</td>
<td>Audio Systems</td>
<td>3.0</td>
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<td>ELEC1482</td>
<td>Digital II</td>
<td>6.5</td>
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<td>ELEC2522</td>
<td>Voice Communication Circuits</td>
<td>13.0</td>
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<td>ELEC2527</td>
<td>Microprocessors</td>
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<td>ELEC2542</td>
<td>Telephony Systems</td>
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<tr>
<td>ELEC2562</td>
<td>Antennas &amp; Transmission Lines</td>
<td>2.0</td>
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<td>ELEC2622</td>
<td>Video Display Systems</td>
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<td>INFO1264</td>
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<td>INFO1314</td>
<td>Java</td>
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<td>ACFS2209</td>
<td>Career Development</td>
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Computer Course Requirements:

A minimum of 2 credit hours in word processing and spreadsheets.

Suggested courses:

INFO1117 Microcomputer Applications 2.0
INFO1211 Microsoft Word & PowerPoint 1.5
INFO1311 Microsoft Excel 1.5
Or if considering transfer to another institution:
INFO1010 Computer Literacy or 4.5
BSD1010 Microsoft Applications I 4.5

General Education Requirements:

12.5 hours

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

- Oral Communications
- Written Communications
- Mathematics
- 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 adviser 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.
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

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:

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<td>ELET1714</td>
<td>DC Circuits and Blueprint Reading</td>
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<td>ELET1719</td>
<td>AC Circuits and Wire Sizing</td>
<td>14</td>
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<td>ELET1724</td>
<td>Electronic Devices and Electrical Grounding</td>
<td>14</td>
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<td>ELET1729</td>
<td>Logic Circuits and Electrical Motors</td>
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<td>ELET1734</td>
<td>Process Controllers and Special Electrical Circuits</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
• 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 adviser to ensure that the course/s meet the program requirements.

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

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $7.00 to $23.50 per hour. (Note that career fire departments generally work a 56 or 72 hour work week depending on the platoon system they are operating under). 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 $18.86 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.

SCC Program overview
The program is available at the Lincoln campus. Classes are also offered in Grand Island in cooperation with Central Community College.

For more information contact:
Greg Burroughs, Program Chair
402-437-2654, 800-642-4075 x2654
gburroughs@southeast.edu

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

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FIRE PROTECTION TECHNOLOGY
Lincoln Campus
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>4.5</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>FIRE1241</td>
<td>Introduction to Fire Investigation</td>
<td>4.0</td>
</tr>
<tr>
<td>FIRE1245</td>
<td>Fire Inspector I</td>
<td>4.5</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>FIRE2251</td>
<td>Hazardous Materials</td>
<td>4.5</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>
<tr>
<td>FIRE1117</td>
<td>and FIRE1119 may be substituted for FIRE1110.</td>
<td></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 adviser 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
FIRE1117 Fire Officer I 6.0
FIRE1119 Fire Officer II 4.0
FIRE1171 Independent Study 3.0
FSDT1360 Lifetime Fitness 2.0
SPAN1010 Elementary Spanish I 7.5

*Program advisers 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.
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 institutional, family restaurants, fast food, health care and hotels performing supervision or entry level management.

Dietetic Techinician 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?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $6.00 - $22.00 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 $12.31 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 practicums 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

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.

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: 112.0
- Certificate:
  - Dietetic 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:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSDT1100</td>
<td>Introduction to the Food Service/Hospitality Industry</td>
<td>1.5</td>
</tr>
<tr>
<td>+FSDT1102</td>
<td>Sanitation &amp; Safety</td>
<td>4.5</td>
</tr>
<tr>
<td>+FSDT1104</td>
<td>Quantity Food Preparation I</td>
<td>2.0</td>
</tr>
<tr>
<td>+FSDT1105</td>
<td>Quantity Food Preparation I Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>+FSDT1108</td>
<td>Food Service Concepts</td>
<td>1.5</td>
</tr>
<tr>
<td>+FSDT1110</td>
<td>Quantity Food Preparation II</td>
<td>2.0</td>
</tr>
<tr>
<td>+FSDT1111</td>
<td>Quantity Food Preparation II Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>+FSDT1114</td>
<td>Meal Service I</td>
<td>1.5</td>
</tr>
<tr>
<td>+FSDT1115</td>
<td>Meal Service I Lab</td>
<td>0.5</td>
</tr>
<tr>
<td>+FSDT1118</td>
<td>Food Purchasing</td>
<td>4.0</td>
</tr>
<tr>
<td>+FSDT1119</td>
<td>Food Purchasing Practices</td>
<td>1.5</td>
</tr>
<tr>
<td>+FSDT1126</td>
<td>Food Production I</td>
<td>3.0</td>
</tr>
<tr>
<td>+FSDT1127</td>
<td>Food Production I Lab</td>
<td>2.0</td>
</tr>
<tr>
<td>+FSDT1130</td>
<td>Food Service Strategies</td>
<td>3.0</td>
</tr>
<tr>
<td>+FSDT1131</td>
<td>Food Service Strategies Lab</td>
<td>1.5</td>
</tr>
<tr>
<td>+FSDT1135</td>
<td>Basic Nutrition</td>
<td>4.5</td>
</tr>
<tr>
<td>FSDT1350</td>
<td>Basic Nutrition</td>
<td>4.5</td>
</tr>
<tr>
<td>FSDT1360</td>
<td>Lifeline Fitness</td>
<td>2.0</td>
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<tr>
<td>FSDT2140</td>
<td>Food Production II</td>
<td>5.0</td>
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<tr>
<td>FSDT2146</td>
<td>Equipment &amp; Layout</td>
<td>3.0</td>
</tr>
<tr>
<td>SLH</td>
<td>Service Learning Hours</td>
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</tr>
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</table>

FOOD SERVICE MANAGEMENT FOCUS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSDT1122</td>
<td>Beverage Selection and Management</td>
<td>2.0</td>
</tr>
<tr>
<td>FSDT1150</td>
<td>Selection of Meat Products</td>
<td>3.0</td>
</tr>
<tr>
<td>FSDT2142</td>
<td>Meal Service II</td>
<td>2.0</td>
</tr>
<tr>
<td>FSDT2154</td>
<td>Food Service Seminar I</td>
<td>1.0</td>
</tr>
<tr>
<td>FSDT2160</td>
<td>Co-op Education</td>
<td>5.5</td>
</tr>
<tr>
<td>FSDT2180</td>
<td>Practicum</td>
<td>5.5</td>
</tr>
<tr>
<td>FSDT2189</td>
<td>Advanced Food Prep I</td>
<td>2.0</td>
</tr>
<tr>
<td>FSDT2191</td>
<td>Advanced Food Prep Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>OFFT1310</td>
<td>Office Accounting</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Additional Electives 7.5-9.0

SCC: 37.0

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

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSDT1122</td>
<td>Beverage Selection and Management</td>
<td>2.0</td>
</tr>
<tr>
<td>FSDT1150</td>
<td>Selection of Meat Products</td>
<td>3.0</td>
</tr>
<tr>
<td>FSDT2142</td>
<td>Meal Service II</td>
<td>2.0</td>
</tr>
<tr>
<td>FSDT2154</td>
<td>Food Service Seminar I</td>
<td>1.0</td>
</tr>
<tr>
<td>FSDT2160</td>
<td>Food Service Co-op or Practicum</td>
<td>5.5</td>
</tr>
<tr>
<td>FSDT2191</td>
<td>Advanced Food Prep I</td>
<td>2.0</td>
</tr>
<tr>
<td>+FSDT2189</td>
<td>Advanced Food Prep Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>FSDT2154</td>
<td>Food Service Seminar I</td>
<td>1.0</td>
</tr>
<tr>
<td>FSDT2189</td>
<td>Practicum</td>
<td>5.5</td>
</tr>
<tr>
<td>FSDT2191</td>
<td>Advanced Food Prep I</td>
<td>2.0</td>
</tr>
<tr>
<td>+FSDT2189</td>
<td>Advanced Food Prep Lab</td>
<td>1.0</td>
</tr>
<tr>
<td>FSDT2189</td>
<td>Practicum</td>
<td>5.5</td>
</tr>
<tr>
<td>FSDT2191</td>
<td>Advanced Food Prep I</td>
<td>2.0</td>
</tr>
</tbody>
</table>

Additional Electives 7.5-9.0

SCC: 37.0

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

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JULY 1, 2006–JUNE 30, 2007

PROGRAMS OF STUDY
DIETETIC TECHNICIAN FOCUS:
The Dietetic Technician Focus is accredited by the Commission on Accreditation for Dietetics Education, 120 So. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800-877-1600.

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

**COURSE #**  | **COURSE TITLE**       | **CREDIT HRS**
---           | ---                   | ---
+•FSDT1304    | Diet Therapy I        | 1.5
+•FSDT1305    | Diet Therapy I Practicum | 0.5
+•FSDT1308    | Nutrition II          | 3.0
+•FSDT1309    | Nutrition II Practicum | 1.0
FSDT1312      | Diet Therapy II       | 2.0
FSDT1313      | Diet Therapy II Practicum | 1.0
FSDT2318      | Diet Therapy III      | 2.0
FSDT2319      | Diet Therapy III Practicum | 1.0
FSDT2324      | Dietetic Technician Practicum | 5.5
FSDT2326      | Dietetic Technician Seminar | 2.0
FSDT2330      | Nutrition III         | 3.0
BIOS2130      | Human Physiology or Structure and Function of Human Anatomy | 6.0
MEDA1101      | Medical Terminology I | 2.0
                  | Additional Electives | 6.5
                  |                       | 37.0

GENERAL EDUCATION REQUIREMENTS:
**18.0 hours**

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

*One class from each of the following areas*
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SOCIAL SCIENCE
- SCIENCE

FSDT1350 Basic Nutrition (program requirement fulfills this area)

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

| COURSE #  | COURSE TITLE               | CREDIT HRS |
---         | ---                        | ---        |
BSAD1050   | Introduction to Business  | 4.5        |
INFO1121   | Microsoft Word             | 1.5        |

FOOD SERVICE/HOSPITALITY CERTIFICATE:
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:
Food Service Training Certificate classes are offered online as well as in the typical classroom setting through the SCC Continuing Education Division.

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.

Continuing Education
Food Service Training Certificate courses:

| COURSE #  | COURSE TITLE               | CREDIT HRS |
---         | ---                        | ---        |
FSDT1870   | Sanitation & Safety        | 1.5        |
FSDT1872   | Food Preparation Techniques | 1.0        |
FSDT1876   | Introduction to Food Service | 1.0       |
FSDT1879   | Protein & Starch Cookery Lab | 0.5        |
FSDT1881   | Yeast & Quick Breads Lab   | 0.5        |
FSDT1883   | Fruits, Vegetables & Salads Lab | 0.5  |
FSDT1885   | Desserts Lab               | 0.5        |
FSDT1886   | Basic Nutrition & Menu Planning | 2.0        |
FSDT1887   | School Food Service        | 1.0        |
FSDT1888   | Principles of Diet Therapy & Nutrition Assessment | 2.0 |
FSDT1896   | Management Skills I        | 1.5        |
FSDT1898   | Management Skills II       | 2.0        |
                  |                          | **14.0**   |

These continuing education Food Service Training Certificate courses transfer into the Food Service/Hospitality associate degree program for FSDT1108 Food Service Concepts; FSDT1105 Quantity Food Prep I Lab; FSDT1111 Quantity Food Prep II Lab; and five elective hours.

For more information contact:
Lois Cockerham, Continuing Education
402-437-2467, 800-828-0072 x2467
lcockerh@southeast.edu
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 dealerships.

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?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $10.00 - $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 $16.59 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 manufacture-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 vehicles 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, 800-553-7223 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

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

Total Credit Hours: 122.5

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

NATEF Accredited by NATEF

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: (5 classes minimum)

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

(Plus three classes from any of 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 adviser 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.
GENERAL MOTORS (ASEP) AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in the automotive careers in a General Motors dealership

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

The competencies embedded into the curriculum of this program will satisfy the requirements currently in place for the graduates to be eligible to continue on to the hands-on components and then the final assessments necessary to become a General Motors World Class Technician.

Credit Hours Required for Graduation:

• Associate of Applied Science Degree: 143.0-144.5

ASEP - AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM A.A.S. DEGREE COURSES:

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

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

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. (5 classes minimum)

(One class from each of the following areas)

• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS

(Plus three classes from any of the five areas below)

• MATHEMATICS
• SCIENCE
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

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.

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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?

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 $16.28 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.

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.

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 adviser to ensure that the course's meet the program requirements.

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
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: 131.5

HVAC/R REQUIRED COURSES:

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<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<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>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>
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<td>HVAC1330</td>
<td>Residential HVAC Systems</td>
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<td></td>
<td>&amp; Controls I</td>
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<tr>
<td>HVAC1331</td>
<td>Manual J/Manual D</td>
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<td>HVAC1336</td>
<td>Sheet Metal Lab</td>
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<td>HVAC1343</td>
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<td>HVAC1363</td>
<td>Heat Pump Principles</td>
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<td>HVAC1434</td>
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<td>HVAC1445</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>&amp; Controls II</td>
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<td>HVAC2500</td>
<td>Cooperative Education</td>
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<td>HVAC2510</td>
<td>Post Cooperative Education</td>
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<td>HVAC2500</td>
<td>HVAC/R Lab</td>
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<td>HVAC2610</td>
<td>Troubleshooting Techniques Lab</td>
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<td>Commercial HVAC Fundamental &amp; Practices II</td>
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<td>HVAC2650</td>
<td>Troubleshooting Techniques</td>
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<tr>
<td>INFO1000</td>
<td>Computer Essentials</td>
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</table>

109.0

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.50 - $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 $15.29 per hour.

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

For more information contact:
Glenn Pasho, Program Chair
402-761-8261, 800-933-7223 x8261
gpasho@southeast.edu

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

Milford Campus

APPLICATION PROCESS:

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.

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 four areas below):
- MATHEMATICS
- 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 adviser to ensure that the course/s meet the program requirements.

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

What type of job could I get?

Graduates are qualified to work in a variety of areas including mental health, developmental disabilities, alcohol and drug counseling, Nursing Home Administration, Assisted Living Manager, Social Services and Activities worker, and many areas related to youth.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $6.05 - $11.30 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 $14.41 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

This program is available only at the Lincoln campus, though clinical placements for Human Services students are available in a variety of communities.

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 Adviser
402-437-2745, 800-642-4075 x2746
rsacklett@southeast.edu

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

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

HUMAN SERVICES

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in mental health, developmental disabilities, alcohol and drug counseling, Nursing Home Administration, and youth

This program is accredited by the Council for Standards in Human Services Education, John Heares, President, Harrisburg Area Community College, Human Services Program, One HACC Drive, Harrisburg, PA 12110-2999, (717) 780-2518

Credit Hours Required for Graduation:

Associate of Applied Science Degree: ...... 127.5

HUMAN SERVICES CORE COURSES:

COURSE #  COURSE TITLE  CREDIT HRS
HMRS1101 Human Services Concepts or
HMRS1404 Introduction to Social Work  4.5
HMRS1101 Counseling Theories and Techniques 4.5
HMRS1201 Health Foundations
(CNA/EMT/Nurse may credit HMRS1201 by waiver)
HMRS1320 Multicultural Competency 4.5
+HMRS1357 Multicultural Counseling 4.5
+HMRS1403 Assessment, Case Planning/ Management & Professional Ethics for A & D or
HMRS1405 Case Management & Ethics for Human Services 4.5
PSYC2960 Lifespan Human Development 4.5
PSYC2980 Abnormal Psychology 4.5  36.0

REQUIRED CLINICAL COURSES:

COURSE #  COURSE TITLE  CREDIT HRS
+HMRS1109 Pre-Clinical Education I  4.0
+HMRS1110 Clinical Education I  4.0
+HMRS1210 Clinical Education II  5.0
HMRS1310 Clinical Education III or
+HMRS1311 Clinical Education Alcohol/Drug Counseling I  5.0
HMRS1410 Clinical Education IV or
+HMRS1411 Clinical Education Alcohol/Drug Counseling II  5.0
HMRS2510 Clinical Education V
+HMRS2511 Clinical Education Alcohol/Drug Counseling III  5.0
HMRS2610 Clinical Education VI or
+HMRS2611 Clinical Education Alcohol/Drug Counseling IV  5.0  33.0

Please note: Students need to obtain a First Aid and CPR card before progressing in HMRS1110 Clinical Education I.

ADDITIONAL DEGREE COURSES:

Adviser Approved Electives  27.0
Electives  9.0
General Education Requirements  22.5  127.5

+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.

ADVISER APPROVED ELECTIVES:

COURSE #  COURSE TITLE  CREDIT HRS
HMRS1202 Behavior Therapy  4.5
HMRS1302 Crisis Intervention  4.5
HMRS1402 Group Theory and Process  4.5
HMRS2360 Women's Issues in Human Services 4.5
HMRS2363 Death, Dying, Grieving, & Loss  4.5
HMRS2501 Developmental Disabilities  4.5
HMRS2504 Intellectual Disabilities  4.5
HMRS2516 Co-Dependency & Dysfunctional Families  4.5
+HMRS2517 Medical & Psychosocial Aspects of Alcohol/Drug Use, Abuse & Addiction  4.5
+HMRS2518 Clinical Treatment Issues in Chemical Dependency  4.5
HMRS2521 Applied Behavior Analysis  4.5
HMRS2523 Human Sexuality  4.5
HMRS2524 Advanced Counseling  4.5
HMRS2550 Introduction to Assisted Living 4.5

COURSE #  COURSE TITLE  CREDIT HRS
*HMRS2502 Activities and Recreation in Human Services  4.5
* Meets Nebraska requirements for activities worker in long term care facilities.

COURSE #  COURSE TITLE  CREDIT HRS
+HMRS2541 Social Services-Long Term Care Facilities  4.5
+HMRS2542 Financial Management for Long Term Care  4.5
+HMRS2544 Patient Care & Services Management  4.5
+HMRS2547 Administration for Long Term Care Facilities  4.5
+HMRS2549 Rules, Regulations and Standards Relating to the Operation of a Health Care Facility  4.5
+ Approved Nursing Home Administration licensure 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.
**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?**

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 $13.47 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

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**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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<thead>
<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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<td>JDAP1248</td>
<td>References, Electronic Cataloging</td>
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<td>JDAP1249</td>
<td>Counter Sales</td>
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<tr>
<td>JDAP1351</td>
<td>Dealer Cooperative Education</td>
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<td>JDAP2454</td>
<td>Inventory Control &amp; Management</td>
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<td>JDAP2455</td>
<td>Product Knowledge III</td>
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<td>JDAP2558</td>
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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. (5 classes minimum)

- **ORAL COMMUNICATIONS**
- **WRITTEN COMMUNICATIONS**

(Plus three classes from any of 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 adviser 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.

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

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

JOHN DEERE AG TECH 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. (5 classes minimum)

(One class from each of the following areas)

• ORAL COMMUNICATIONS
• WRITTEN COMMUNICATIONS

(Plus three classes from any of 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 adviser 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?**

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged $12.65 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 $16.67 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 able 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 one and two, take the Laboratory Science classes 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 402-229-8214, 800-233-5027 x1214  
Lincoln 402-437-2600, 800-642-4075 x2600

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**LABORATORY SCIENCE TECHNOLOGY**

**Lincoln Campus**

**ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA**

Prepares students for positions as laboratory technicians in areas of chemistry, biological sciences, water and wastewater systems.

This program is accredited by the American Chemical Society, 1155 Sixteenth Street, NW, Washington DC, 20036, 800-227-5558.

**Credit Hours Required for Graduation:**

- **Diploma:** .............................. 69.0
- **Associate of Applied Science Degree**: .............................. 104.0

**REQUIRED LBST COURSES:**

<table>
<thead>
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<th>COURSE TITLE</th>
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<td>LBST1100</td>
<td>Laboratory Science Orientation</td>
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<tr>
<td>LBST1101</td>
<td>Applied Chemistry I</td>
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<tr>
<td>LBST1102</td>
<td>Applied Chemistry II</td>
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<td>LBST1111</td>
<td>Applied Chemistry I Laboratory</td>
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<tr>
<td>LBST1112</td>
<td>Applied Chemistry II Laboratory</td>
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<td>LBST1121</td>
<td>Analytical Chemistry for Technicians I</td>
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<td>LBST1131</td>
<td>Analytical Chemistry I Laboratory</td>
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<td>LBST1161</td>
<td>Organic Chemistry</td>
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<td>LBST1171</td>
<td>Organic Chemistry Laboratory</td>
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<td>LBST1205</td>
<td>Introductory Biology</td>
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<td>LBST1215</td>
<td>Introductory Biology Laboratory</td>
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<td>Introduction to Microbiology</td>
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<td>LBST1301</td>
<td>Water Quality</td>
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<td>LBST1352</td>
<td>Analytical Chemistry for Technicians II</td>
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<td>LBST1375</td>
<td>Environmental Chemistry</td>
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<td>LBST2265</td>
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<td>LBST2275</td>
<td>Applied Microbiology Laboratory</td>
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<td>LBST2302</td>
<td>Water and Wastewater Technology</td>
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<td>LBST2303</td>
<td>Water/Wastewater Analysis</td>
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<tr>
<td>LBST2313</td>
<td>Water/Wastewater Analysis Laboratory</td>
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<tr>
<td>LBST2321</td>
<td>Hazardous Materials</td>
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<tr>
<td>LBST2400</td>
<td>Laboratory Skills Competency</td>
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<td>LBST2406</td>
<td>Quality in the Analytical Laboratory</td>
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<td>LBST2407</td>
<td>Water and Wastewater Mathematics</td>
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<tr>
<td>LBST2501</td>
<td>Practicum I</td>
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</tr>
<tr>
<td>LBST2502</td>
<td>Practicum II</td>
<td>3.0</td>
</tr>
<tr>
<td>LBST2522</td>
<td>Cooperative Education may be used as a substitution for LBST2501/LBST2502 Practicum, please see program adviser.</td>
<td>69.0</td>
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</table>

**Additional Requirements:**

- **LBST2401 Analytical Chemistry for Technicians I**
- **LBST2402 Analytical Chemistry for Technicians II**
- **LBST2403 Analytical Chemistry for Technicians III**
- **LBST2404 Analytical Chemistry for Technicians IV**

**LABORATORY SCIENCE**

**GENERAL EDUCATION REQUIREMENTS:**

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

- **One class from each of the following areas:**
  - ORAL COMMUNICATIONS
  - WRITTEN COMMUNICATIONS
  - MATHEMATICS
  - SCIENCE
  - PHYS1150 Descriptive Physics
  - 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 adviser to ensure that the course/s meet the program requirements.

**ADDITIONAL REQUIREMENTS:**

- **11.0 hours**

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

- Microcomputer Elective 2.0
- Microcomputer Elective 3.0
- Biology Elective 3.0
- Adviser Approved Elective 3.0

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

**Please note:** A Biotechnology Focus is offered through the Agriculture Business & Management Technology program. Students may receive a degree in Agriculture Business & Management Technology with a focus in Biotechnology.

For more information, please contact: Jeff Jensby, Program Chair  
Agriculture Business & Management Technology  
402-229-8206, 800-233-5027 x206  
jensby@southeast.edu

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.
**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 sub-divisions, 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?**

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.50 - $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 $18.80 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.

The purchase of a Laptop Computer, Land Development Desktop Software, and an iPAC are optional as part of the Land Surveying/Civil Engineering Technology program. For cost estimates please request the program estimated expense form. Upon completion of the program students will qualify for 9 month work experience towards obtaining their Registered Land Surveyors license.

**For more information contact:**
Dale Mueller, Program Chair 402-761-8255, 800-933-7223 x8255 dmuller@southeast.edu

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

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**LAND SURVEYING/ CIVIL ENGINEERING TECHNOLOGY**

**Milford Campus**

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepare 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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<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tr>
<td>LSCE2546</td>
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<tr>
<td>LSCE2526</td>
<td>Geodetic Surveying</td>
<td>3.0</td>
</tr>
<tr>
<td>LSCE2520</td>
<td>Route and Construction Surveying</td>
<td>4.0</td>
</tr>
<tr>
<td>LSCE2514</td>
<td>Concrete Inspection</td>
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<td>LSCE2506</td>
<td>Computer Aided Drafting</td>
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</tr>
<tr>
<td>LSCE2504</td>
<td>Pre-Cooperative Education</td>
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<td>LSCE2502</td>
<td>Cooperative Education</td>
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</tr>
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<td>LSCE2501</td>
<td>Geodetic Surveying</td>
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</tr>
<tr>
<td>LSCE2500</td>
<td>Civil Drafting IV</td>
<td>3.0</td>
</tr>
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<td>LSCE2526</td>
<td>Civil Drafting V</td>
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<tr>
<td>LSCE2524</td>
<td>Advanced Computer Aided Drafting</td>
<td>5.0</td>
</tr>
<tr>
<td>LSCE2506</td>
<td>Boundary Control and Legal Principles</td>
<td>3.0</td>
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</table>

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

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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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**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 Applied Algebra & Trigonometry (or higher)
- COMPUTER TECHNOLOGY
- SOCIAL SCIENCE

No two classes may be selected from the same area.

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.
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 may focus in Tool & Die Making, Die Making, or Mold Making.

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

For more information contact:
Scott Kahler, Program Chair-Milford
(402) 761-8354, 800-933-7223 x8354
skahler@southeast.edu

John Gabelhouse, Program Chair-Lincoln
(402) 437-2667, 800-642-4075 x2667
jgabelho@southeast.edu

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

Making, or Mold Making.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $9.50 - $22.30 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 $19.21 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) 761-8354, 800-933-7223 x8354
skahler@southeast.edu

John Gabelhouse, Program Chair-Lincoln
(402) 437-2667, 800-642-4075 x2667
jgabelho@southeast.edu

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

MACHINE TOOL TECHNOLOGY

Lincoln and Milford Campuses

DIPLOMA • ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as a skilled machinist and a specialist in die making, mold making, and tool & die making.

Credit Hours Required for Graduation:
• Diploma: ............................ 80.5
• Associate of Applied Science Degree: ........122.0
  - Die Maker Focus
  - Mold Maker Focus
  - Tool and Die Maker Focus

REQUIRED MACH DIPLOMA COURSES:

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<tr>
<td>MACH110</td>
<td>Orientation</td>
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<td>MACH121</td>
<td>Manufacturing Processes</td>
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<tr>
<td>MACH156</td>
<td>Blueprint Reading &amp; Drawing</td>
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<tr>
<td>MACH172</td>
<td>Machine Tool Lab I</td>
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<tr>
<td>MACH172</td>
<td>Machine Tool Lab II</td>
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<tr>
<td>MACH122</td>
<td>Materials of Industry</td>
<td>5.0</td>
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<tr>
<td>MACH124</td>
<td>Machinery’s Handbook</td>
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<tr>
<td>MACH125</td>
<td>Computer Aided Drafting</td>
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<tr>
<td>MACH132</td>
<td>Machine Tool Lab III</td>
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<tr>
<td>MACH134</td>
<td>Basic CNC</td>
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<tr>
<td>MACH1370</td>
<td>Applied Trigonometry</td>
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<tr>
<td>MACH1428</td>
<td>Machine Tool Lab IV</td>
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<tr>
<td>MACH1451</td>
<td>Advanced CNC</td>
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<tr>
<td>MACH1453</td>
<td>CNC Lathe</td>
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<tr>
<td>MACH1454</td>
<td>CAM</td>
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MACH A.A.S. DEGREE REQUIREMENTS:
Not all courses may not be available at each SCC campus.

DIE MAKER FOCUS: (MILFORD)

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<td>MACH2530</td>
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<td>MACH2532</td>
<td>Die Making Lab I</td>
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<tr>
<td>MACH2547</td>
<td>Die Theory</td>
<td>5.0</td>
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<tr>
<td>MACH2634</td>
<td>Die Design II</td>
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<tr>
<td>MACH2636</td>
<td>Die Making Lab II</td>
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<td>MACH2535</td>
<td>Mold Theory</td>
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MOLD MAKER FOCUS: (MILFORD)

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<td>Injection Mold Design I</td>
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<td>Mold Making Lab I</td>
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<td>Die Theory</td>
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<tr>
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<td>Injection Mold Design II</td>
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<tr>
<td>MACH2642</td>
<td>Mold Making Lab II</td>
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TOOL AND DIE MAKER FOCUS: (LINCOLN)

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<td>WELD1174</td>
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<tr>
<td>MACH2245</td>
<td>Introduction to Molding</td>
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<td>MACH2246</td>
<td>Jigs and Fixtures</td>
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<td>MACH2256</td>
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</table>

PROGRAMS OF STUDY

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

PAGE 111
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

Gradsutes 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>
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<tr>
<td>MFGT1125</td>
<td>Materials of Industry</td>
<td>5.0</td>
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<tr>
<td>MFGT1144</td>
<td>Industrial Drafting I</td>
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<tr>
<td>MACH1241</td>
<td>Machinery’s Handbook</td>
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<tr>
<td>MFGT1250</td>
<td>Industrial Drafting II</td>
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<tr>
<td>MFGT1333</td>
<td>Applied Hydraulic &amp; Pneumatics</td>
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<td>MFGT1350</td>
<td>Computer Aided Drafting</td>
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<tr>
<td>MFGT1354</td>
<td>Elementary Tool Design</td>
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<td>MFGT1362</td>
<td>Plant Layout &amp; Materials Handling</td>
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<tr>
<td>MACH1370</td>
<td>Applied Trigonometry</td>
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<tr>
<td>MFGT1413</td>
<td>Electrical Fundamentals</td>
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<tr>
<td>MFGT1421</td>
<td>Manufacturing Processes I</td>
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<td>MFGT1429</td>
<td>CNC Machines</td>
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<tr>
<td>MFGT1456</td>
<td>Manufacturing Processes II</td>
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<td>MFGT1458</td>
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<tr>
<td>MFGT2549</td>
<td>Quality Assurance &amp; SPC</td>
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</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>
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<td>MFGT2560</td>
<td>Manufacturing Processes III</td>
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<tr>
<td>MFGT2566</td>
<td>Tool &amp; Product Design</td>
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<tr>
<td>MFGT2635</td>
<td>Plastics: Design &amp; Engineering</td>
<td>5.0</td>
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<tr>
<td>MFGT2643</td>
<td>Strength of Materials</td>
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</tr>
<tr>
<td>MFGT2668</td>
<td>Design and Production Problems</td>
<td>3.5</td>
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<tr>
<td>MFGT2670</td>
<td>Advanced CAD/CAE Autodesk Inventor</td>
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</tr>
<tr>
<td>MFGT2672</td>
<td>Mechanics</td>
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<tr>
<td>MFGT2680</td>
<td>Solid Works</td>
<td>1.5</td>
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</tbody>
</table>

119.5

MANUFACTURING ENGINEERING GENERAL EDUCATION REQUIREMENTS:

31.5 hours

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

(One class from each of the following areas)

• ORAL COMMUNICATIONS
  SPC1110 Public Speaking (recommended)
• WRITTEN COMMUNICATIONS
  ENGL1000 Written Communications (recomm.)
• MATHEMATICS
  MATH1000 Basic College Mathematics (or higher)
  (Prerequisite for MFGT1333, 1413, 2549, 2672, & MACH1370.)

(Two classes from the four areas below)

• SCIENCE
  PHYS1017 Technical Physics or
  PHYS1150 Descriptive Physics
  (Prerequisite for MFGT2566, 2668.)
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY
  BSDA1010 Microsoft Applications I
  (Prerequisite for MFGT2670)

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 adviser 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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Medical Assisting

Medical assistants perform routine administrative and clinical tasks to keep the offices and clinics of physicians, podiatrists, chiropractors, optometrists and other specialties running smoothly. They answer the telephone, schedule appointments, work with billing and insurance agencies, prepare patients for examination, and assist the physician. Clinical duties vary according to state law but may include blood draws, dressing change, vital signs and administration of medication as directed by the physician.

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $7.50 - $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://labor. state.ne.us), workers in this industry are earning an average rate of $11.56 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

This program is available on the Lincoln campus. Students are admitted to the program in the spring and fall quarters.

Special program requirements

1. Students must complete a health statement before acceptance into the Medical Assisting program.

2. Students may be requested by clinical sites to submit to and pass drug testing and answer a reasonable background investigation, including a criminal background check.

3. Students must pass all required courses for the program with a "C+" or better to continue through the program.

4. All students must have a Current CPR card - Module C, prior to enrolling in fourth quarter classes.

5. MEDA1301 and MEDT1301, MEDT1161, MEDT1171, MEDT1181 & MEDT1191 must be taken and passed concurrently or all must be repeated.

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

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

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 (www.caahep.org) upon the recommendation of the Curriculum Review Board of the American Association of Medical Assistants Endowment (AAMA). Commission on Accreditation of Allied Health Education Programs, 1361 Park Street, Clearwater, FL 33756, 727-210-2350.

Credit Hours Required for Graduation:

- Diploma: 79.0

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>BIOS1000</td>
<td>Structure and Function of Human Anatomy</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>OFFT1710</td>
<td>Word Applications I</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDA1204</td>
<td>First Aid</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1201</td>
<td>Medical Terminology II</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1202</td>
<td>Communication in Allied Health</td>
<td>4.5</td>
</tr>
<tr>
<td>MEDA1203</td>
<td>Medical Law, Ethics &amp; Bioethics for the Medical Office Employee</td>
<td>3.0</td>
</tr>
<tr>
<td>MEDA1205</td>
<td>Exam Room I</td>
<td>2.5</td>
</tr>
<tr>
<td>MEDA1406</td>
<td>Basic Pharmacology</td>
<td>2.0</td>
</tr>
<tr>
<td>MEDA1407</td>
<td>Medical Calculations</td>
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<tr>
<td>MEDA1301</td>
<td>Exam Room II</td>
<td>7.5</td>
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<tr>
<td>MEDT1161</td>
<td>Basic Urinalysis &amp; Microbiology for the Office Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT1171</td>
<td>Basic Urinalysis &amp; Microbiology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT1181</td>
<td>Basic Hematology for the Office Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>MEDT1191</td>
<td>Basic Hematology Laboratory</td>
<td>1.0</td>
</tr>
<tr>
<td>OFFT2440</td>
<td>Medical Office Procedures</td>
<td>4.5</td>
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<tr>
<td>OFFT2650</td>
<td>Computerized Medical Management</td>
<td>3.0</td>
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<tr>
<td>MEDA1401</td>
<td>*Clinical Education</td>
<td>8.0</td>
</tr>
<tr>
<td>MEDA1402</td>
<td>Senior Clinical Seminar</td>
<td>3.0</td>
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<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>
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</table>

*Please note: Immediately prior to enrollment in MEDA1401, students must take the following block of classes together:
MEDA1301, MEDT1301, MEDT1161, MEDT1171, MEDT1181 & MEDT1191.

If a student has to repeat MEDA1401, the same block of classes must be repeated prior to enrollment.

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

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.

- WRITTEN COMMUNICATIONS
  - ENGL1010 Composition I | 4.5
- COMPUTER TECHNOLOGY
  - BSAD1010 Microsoft Applications I | 4.5

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirement should contact their program adviser to ensure that the course/s meet the program requirements.
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 Clinical Laboratory Science/Medical Technology.

How much can I earn?
SCC graduates reported in the most recent Placement Report that entry level wages ranged from $12.40 - $15.50 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 $19.69 per hour. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, 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 clinic laboratories.

Students are admitted into the program in the summer quarter. The program can be completed in eight full-time quarters. Students may also choose a three-year option in which to complete the program. 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 Laboratory Personnel (NCA), and may also transfer these two years of credit to the University of Nebraska Medical Center Division of Clinical Laboratory Sciences.

For more information contact: Janis Bible, Program Chair 402-437-2760, 800-642-4075 x2760 jabilee@southeast.edu
or the College Admissions Office Lincoln 402-437-2600, 800-642-4075 x2600

MEDICAL LABORATORY TECHNOLOGY

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as technicians in medical laboratories, performing clinical laboratory tests to obtain test results used by a physician.

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

Credit Hours Required for Graduation:

• Associate of Applied Science Degree: ...125.0

MEDICAL LABORATORY TECHNOLOGY REQUIREMENTS:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<tr>
<td>LBST1101</td>
<td>Applied Chemistry I</td>
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<td>Introduction to Microbiology</td>
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<td>LBST1102</td>
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<td>MEDT1215</td>
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<td>MEDT2801</td>
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JULY 1, 2006–JUNE 30, 2007

OPTIONAL:

MEDT2710 Clinical Project I 1.0 - 3.0
MEDT2810 Clinical Project II 1.0 - 3.0

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 each from the following areas)

• WRITTEN COMMUNICATIONS 4.5
  *ENGL1010 Composition I 4.5
  *MATHEMATICS 4.5
  MATH1100 Intermediate Algebra or higher
  *ORAL COMMUNICATIONS 4.5
  *SPCH1090 Fundamentals of Human Communication or
  *SPCH1110 Public Speaking 4.5
  • SOCIAL SCIENCE 4.5
  • COMPUTER TECHNOLOGY 1.5

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

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

Advanced Placement:

Students with previous college credit may apply for advanced placement pending evaluation of transcripts and availability of class space.

Special Program Requirements:

A minimum grade of C is required in all courses. A health status statement including a tuberculosis skin test and/or a chest x-ray, and immunizations, is required before acceptance into the program.

A cardiopulmonary resuscitation (CPR) card and a repeat skin test for tuberculosis and/or a chest x-ray are required prior to Clinical Education I.

Students may be requested by clinical sites to submit to and pass drug testing and/or fingerprinting. Background checks may be required. The student is responsible for the cost of a background check if applicable.

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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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.
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?
SCC graduates reported in the most recent Placement Report that entry level wage rates averaged $14.10 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 $18.08 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, and may offer 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 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.

---

### 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:

1. **Oral Communications (Choose ONE):**
   - SPCH1090 Fundamentals of Human Communication
   - SPCH1110 Public Speaking
   - SPCH2810 Business & Professional Communication
2. **Written Communications**
   - ENGL1010 Composition I
3. **Mathematics**
   - MATH1000 Basic College Math (or higher level MATH class)
4. **Social Science (Choose ONE):**
   - PSYC1250 Interpersonal Relations
   - PSYC1810 Introduction to Psychology
   - SOCI1010 Introduction to Sociology
   - SOCI1020 Diversity in Society
   - SOCI2150 Issues in Unity and Diversity

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

---

### Programs of Study

#### PC Support Specialist

- INFO1371 Hardware Installation & Maintenance 3.0
- INFO1443 Help Desk Concepts 2.0
- INFO1463 Advanced Hardware Troubleshooting 3.0
- INFO1493 Advanced Microsoft Access 2.0
- INFO1501 Integrated Applications 3.0
- INFO1511 Advanced Database Concepts 3.0
- INFO2513 Troubleshooting Techniques 2.0
- INFO2585 Windows 2003 Server Administration 4.5
- INFO2670 Desktop Support 4.5
- See page 68 for a complete list of General Education Courses.

#### Business Support Elective

**Choose from:** 4.5
- BSAD1050 Introduction to Business
- BSAD2520 Principles of Marketing
- BSAD2540 Principles of Management
- OFFT1310 Office Accounting

**Technical Electives**

**Choose from:** 16.5
- ELEC2760 Networking Infrastructure (3.5)
- ELEC2761 Router Implementation (3.5)
- ELEC2860 Advanced Routing & Switching (3.0)
- INFO1325 Internet Scripting (3.0)
- INFO1495 Novell Network Administration (4.5)
- INFO1515 Database Administration (3.0)
- INFO1521 Web Graphics (2.0)
- INFO2581 Network Security Systems (3.0)
- INFO2591 Advanced Network Security (3.0)
- INFO2631 Linux Network Administration (4.5)
- INFO2674 Enterprise Visual Basic.NET (4.5)
- INFO2695 Advanced Microsoft Access (4.5)

#### Microcomputer Programmer

- INFO1314 Java 4.5
- INFO1414 Advanced Java 4.5
- INFO1515 Database Administration 3.0
- INFO2514 Java Server Programming 4.5
- INFO2554 C++ 4.5
- INFO2564 Visual Basic 4.5
- INFO2594 Programming Project Design 1.5
- INFO2664 Advanced Visual Basic 4.5
- INFO2674 Enterprise Visual Basic.NET 4.5
- INFO2694 Programming Project 3.0
- INFO2698 Programmer Portfolio Development 1.0
- BSAD2520 Principles of Marketing 4.5
- BSAD2540 Principles of Management 4.5
- OFFT1310 Office Accounting

#### Technical Electives

**Choose from:** 3.5
- INFO1325 Internet Scripting (3.0)
- INFO1521 Web Graphics (2.0)
- INFO1525 Web Server Scripting (4.5)
- INFO2514 Java Server Programming
- INFO2664 Advanced Visual Basic (4.5)
- INFO2692 Web Programming Project 4.5
- INFO2695 Advanced Windows 2003 Server Administration (4.5)
- BSAD2520 Principles of Marketing 4.5

#### Web Applications Programmer

- INFO1314 Java 4.5
- INFO1414 Advanced Java or
- INFO2564 Visual Basic 4.5
- INFO2581 Network Security Systems (3.0)
- INFO2674 Enterprise Visual Basic.NET (4.5)
- INFO2692 Web Programming Project 4.5
- INFO2695 Advanced Windows 2003 Server Administration (4.5)
- BSAD2520 Principles of Marketing 4.5

#### Technical Electives

**Choose from:** 7.5
- INFO1371 Hardware Installation & Maintenance (3.0)
- INFO1414 Advanced Java or
- INFO2564 Advanced Visual Basic (4.5)
- INFO1515 Database Administration (3.0)
- INFO2514 Java Server Programming or
- INFO2674 Enterprise Visual Basic.NET (4.5)
- INFO2692 Web Programming Project 4.5
- INFO2658 Windows 2003 Server Administration (4.5)
- INFO2631 Linux Network Administration (4.5)

---

**Programs of Study**

- **PC Support Specialist**
  - INFO1371 Hardware Installation & Maintenance 3.0
  - INFO1443 Help Desk Concepts 2.0
  - INFO1463 Advanced Hardware Troubleshooting 3.0
  - INFO1493 Advanced Microsoft Access 2.0
  - INFO1501 Integrated Applications 3.0
  - INFO1511 Advanced Database Concepts 3.0
  - INFO2513 Troubleshooting Techniques 2.0
  - INFO2585 Windows 2003 Server Administration 4.5
  - INFO2670 Desktop Support 4.5
  - See page 68 for a complete list of General Education Courses.

- **Business Support Elective**
  - **Choose from:** 4.5
  - BSAD1050 Introduction to Business
  - BSAD2520 Principles of Marketing
  - BSAD2540 Principles of Management
  - OFFT1310 Office Accounting

- **Technical Electives**
  - **Choose from:** 16.5
  - ELEC2760 Networking Infrastructure (3.5)
  - ELEC2761 Router Implementation (3.5)
  - ELEC2860 Advanced Routing & Switching (3.0)
  - INFO1325 Internet Scripting (3.0)
  - INFO1495 Novell Network Administration (4.5)
  - INFO1515 Database Administration (3.0)
  - INFO1521 Web Graphics (2.0)
  - INFO2581 Network Security Systems (3.0)
  - INFO2591 Advanced Network Security (3.0)
  - INFO2631 Linux Network Administration (4.5)
  - INFO2674 Enterprise Visual Basic.NET (4.5)
  - INFO2695 Advanced Windows 2003 Server Administration (4.5)

- **Microcomputer Programmer**
  - INFO1314 Java 4.5
  - INFO1414 Advanced Java 4.5
  - INFO1515 Database Administration 3.0
  - INFO2514 Java Server Programming 4.5
  - INFO2554 C++ 4.5
  - INFO2564 Visual Basic 4.5
  - INFO2594 Programming Project Design 1.5
  - INFO2664 Advanced Visual Basic 4.5
  - INFO2674 Enterprise Visual Basic.NET 4.5
  - INFO2694 Programming Project 3.0
  - INFO2698 Programmer Portfolio Development 1.0
  - BSAD2520 Principles of Marketing 4.5

- **Technical Electives**
  - **Choose from:** 3.5
  - INFO1325 Internet Scripting (3.0)
  - INFO1521 Web Graphics (2.0)
  - INFO1525 Web Server Scripting (4.5)
  - INFO2514 Java Server Programming
  - INFO2664 Advanced Visual Basic (4.5)
  - INFO2692 Web Programming Project 4.5
  - INFO2695 Advanced Windows 2003 Server Administration (4.5)

- **Web Applications Programmer**
  - INFO1314 Java 4.5
  - INFO1414 Advanced Java or
  - INFO2564 Visual Basic 4.5
  - INFO2581 Network Security Systems (3.0)
  - INFO2674 Enterprise Visual Basic.NET (4.5)
  - INFO2692 Web Programming Project 4.5
  - INFO2695 Advanced Windows 2003 Server Administration (4.5)
  - BSAD2520 Principles of Marketing 4.5

- **Technical Electives**
  - **Choose from:** 7.5
  - INFO1371 Hardware Installation & Maintenance (3.0)
  - INFO1414 Advanced Java or
  - INFO2564 Advanced Visual Basic (4.5)
  - INFO1515 Database Administration (3.0)
  - INFO2514 Java Server Programming or
  - INFO2674 Enterprise Visual Basic.NET (4.5)
  - INFO2695 Advanced Windows 2003 Server Administration (4.5)
  - INFO2631 Linux Network Administration (4.5)
Motorcycle, ATV, and Personal Watercraft Technology

What type of job could I get?

As a technician there are many types of jobs available in the Motorcycle, ATV & Personal Watercraft service industry. These include diagnosis and repair of all areas of the vehicle including engine and transmission repair, suspension and brake systems, electrical/electronics and diagnostics. Students also learn skills essential to becoming a parts counter person and sales associate. Activities in this area include researching service information using manuals or computer based programs, using an extensive array of hand tools and diagnostic equipment, writing, speaking and basic math skills.

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.50 - $12.00 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 $14.11 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 Lincoln campus with classes beginning in January and July. For information contact:

For more information contact:
Ken Jefferson, Program Chair – Lincoln
(402) 437-2640, 800-642-4075 x2640
kjeffers@southeast.edu

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

Motorcycle, ATV, and Personal Watercraft Technology

Lincoln Campus

DIPLOMA

Prepares students for careers in repair and maintenance of motorcycles, All-Terrain-Vehicles and personal watercraft

Credit Hours Required for Graduation:
• Diploma: ......................... 89.0

REQUIRED DIPLOMA COURSES:
Course offerings and prerequisites will be determined by the program.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSTT1000</td>
<td>Shop Procedures &amp; Hand Tools</td>
<td>5.5</td>
</tr>
<tr>
<td>MSTT112</td>
<td>Basic Engine Theory</td>
<td>5.5</td>
</tr>
<tr>
<td>MSTT1120</td>
<td>Wheels &amp; Tires</td>
<td>3.0</td>
</tr>
<tr>
<td>MSTT1122</td>
<td>Frames, Suspensions, &amp; Brakes</td>
<td>3.5</td>
</tr>
<tr>
<td>MSTT1125</td>
<td>Electrical Concepts</td>
<td>6.0</td>
</tr>
<tr>
<td>MSTT1131</td>
<td>Electrical Circuits</td>
<td>10.0</td>
</tr>
<tr>
<td>MSTT1132</td>
<td>Fuel &amp; Ignition Systems</td>
<td>5.0</td>
</tr>
<tr>
<td>MSTT1133</td>
<td>Tune Up &amp; Rideability</td>
<td>7.5</td>
</tr>
<tr>
<td>MSTT1138</td>
<td>Personal Watercraft</td>
<td>3.0</td>
</tr>
<tr>
<td>MSTT1140</td>
<td>Transmissions and Final Drives</td>
<td>3.5</td>
</tr>
<tr>
<td>MSTT1141</td>
<td>Engine Rebuild and Overhaul</td>
<td>4.0</td>
</tr>
<tr>
<td>MSTT1145</td>
<td>Engine Machine Operations</td>
<td>3.0</td>
</tr>
<tr>
<td>MSTT1146</td>
<td>Rideability and Electrical Update or</td>
<td></td>
</tr>
<tr>
<td>MSTT1147</td>
<td>Rideability and Electrical Update with Coop</td>
<td>6.0</td>
</tr>
<tr>
<td>WELD1178</td>
<td>Motorcycle Welding</td>
<td>4.0</td>
</tr>
</tbody>
</table>

Credit Hours Required for Graduation: 89.0

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.

Motorcycle, ATV, & PERSONAL WATERCRAFT

GENERAL EDUCATION REQUIREMENTS: 19.5 hours

To complete a diploma for this program, a student must complete additional credit hours in the following general education core areas. (4 classes minimum)

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

PHYS1150 Descriptive Physics 6.0

(Plus one class from any of the four areas below)
• MATHEMATICS
• SOCIAL SCIENCE
• HUMANITIES
• COMPUTER TECHNOLOGY

Students wishing to take advanced level or alternate courses to meet the College’s General Education Requirements should contact their program adviser to ensure that the course/s meet the program requirements.
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 $15.11 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 Adviser-Lincoln
402-437-2562, 800-642-4075 x2602
mirichard@southeast.edu
Tom Young, Instructor-Beatrice
402-228-8238, 800-233-5027 x1238
tyoung@southeast.edu
Don Jenkins, Instructor-Lincoln
402-437-2539, 800-642-4075 x2539
djenkins@southeast.edu

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

Nebraska Law Enforcement
3600 North Academy Road,
Grand Island, NE 68801
www.nletc.state.ne.us
Thanks to the NLETC for permission to use the NLET logo.

NEBRASKA LAW ENFORCEMENT
Beatrice and Lincoln Campuses

ASSOCIATE OF APPLIED SCIENCE DEGREE
Prepares students for careers in 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.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRIM1010</td>
<td>Intro To Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM1030</td>
<td>Crime &amp; The Judicial Process</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM1140</td>
<td>Reporting Techniques for CRJ</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2000</td>
<td>Criminal Law</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2300</td>
<td>Police and Society</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2100</td>
<td>Juvenile Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2150</td>
<td>Social Issues in Criminal Justice</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2200</td>
<td>Criminology</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2260</td>
<td>Criminal Investigation</td>
<td>4.5</td>
</tr>
<tr>
<td>CRIM2310</td>
<td>Rules of Evidence</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Admissions to NLETC and Physical Training:
Students enrolling in the NE Law Enforcement program 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

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

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.

Physical Education (aerobic & anaerobic) 6.0
Adviser Approved Electives 7.5

INTERNSHIP AT LAW ENFORCEMENT TRAINING CENTER:
CRIM2940 Law Enforcement Internship
(Nine Weeks) 12.0
12.0

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.
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?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $11.25 - $25.15 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.dol.state.ne.us), workers in this industry are earning an average rate of $16.59 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 (civilian and utilities, chemical and petrochemical, aerospace, power generation and industries, including aircraft and aerospace, power generation and utilities, chemical and petrochemical, defense and military (civilian and enlisted), general manufacturing, and transportation.

For more information contact:
Randy Walbridge, Program Chair
(402) 761-8346, 800-933-7223 x8346
rwalbrid@southeast.edu

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

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.

NONDESTRUCTIVE TESTING

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 NDT COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NDTT1121</td>
<td>Visual Inspection Methods</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT1133</td>
<td>Manufacturing Processes</td>
<td>10.0</td>
</tr>
<tr>
<td>NDTT1138</td>
<td>Welding Processes</td>
<td>3.0</td>
</tr>
<tr>
<td>NDTT1164</td>
<td>Blueprint Reading &amp; CAD</td>
<td>5.0</td>
</tr>
<tr>
<td>NDTT1236</td>
<td>Electrical &amp; Electronic Fundamentals</td>
<td>5.0</td>
</tr>
<tr>
<td>NDTT1255</td>
<td>NDT Methods</td>
<td>10.0</td>
</tr>
<tr>
<td>NDTT1263</td>
<td>Metallurgy</td>
<td>6.5</td>
</tr>
<tr>
<td>NDTT1356</td>
<td>Liquid Penetrant</td>
<td>3.0</td>
</tr>
<tr>
<td>NDTT1360</td>
<td>Ultrasonics I</td>
<td>7.5</td>
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<tr>
<td>NDTT1450</td>
<td>Eddy Current I</td>
<td>2.5</td>
</tr>
<tr>
<td>NDTT1458</td>
<td>Magnetic Particle</td>
<td>4.0</td>
</tr>
<tr>
<td>NDTT1464</td>
<td>Radiography I</td>
<td>9.0</td>
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<tr>
<td>NDTT1470</td>
<td>Radiation Safety &amp; Administration</td>
<td>5.0</td>
</tr>
<tr>
<td>NDTT2040</td>
<td>NDTT Mathematics</td>
<td>4.5</td>
</tr>
<tr>
<td>NDTT2569</td>
<td>Radiography II &amp; Film Interpretation</td>
<td>8.0</td>
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<tr>
<td>NDTT2570</td>
<td>Eddy Current II</td>
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<tr>
<td>NDTT2652</td>
<td>Ultrasonics II</td>
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<tr>
<td>NDTT2675</td>
<td>Computer Applications in NDT</td>
<td>4.5</td>
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<tr>
<td>NDTT2679</td>
<td>Code Interpretation &amp; Procedure Development</td>
<td>4.5</td>
</tr>
</tbody>
</table>

Total 114.5 hours

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 adviser to ensure that the course/s meet the program requirements.
**Parts Marketing & Management**

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

You can work as a parts manager, warranty manager, service manager, service writer, or general manager. You can also own your business, or work as a factory representative, counter sales person, a merchandising or advertising representative, or managing and supervising business office employees. Some of your activities may include inventory control, computerized business 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, industrial, construction, warehousing, or any other business that sells products. Many graduates continue their education in business, marketing, and supervision.

**How much can I earn?**

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $7.00 - $24.00 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 $13.87 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 Milford campus. Students focus in automotive, agriculture implement, industrial, trucking, and retail business, and in district management.

**For more information contact:**

Dennis Medinger, Program Chair
402-761-8293, 800-933-7223 x8293
dmedinge@southeast.edu

or the College Admissions Office

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

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**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, or any other business that sells products.

**Credit Hours Required for Graduation:**

- **Diploma: .......................... 88.0**
- **Associate of Applied Science: .............110.5**

Admission to the Parts Marketing & Management Program begins in the fall 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>
</tr>
</thead>
<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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<tr>
<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>PDSM1325</td>
<td>Merchandising &amp; Advertising</td>
<td>4.0</td>
</tr>
<tr>
<td>PDSM1327</td>
<td>Customer Sales &amp; Relations</td>
<td>3.5</td>
</tr>
<tr>
<td>PDSM1339</td>
<td>Computer Electronic Cataloging</td>
<td>6.0</td>
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<tr>
<td>PDSM1428</td>
<td>Cooperative Education</td>
<td>10.0</td>
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<tr>
<td>PDSM1429</td>
<td>Cooperative Education Experience Analysis Seminar</td>
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<td>OFFT1310</td>
<td>Office Accounting</td>
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<tr>
<td>BSAD2270</td>
<td>Professional Selling</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2400</td>
<td>Principles of Retailing</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2520</td>
<td>Principles of Marketing</td>
<td>4.5</td>
</tr>
<tr>
<td>BSAD2540</td>
<td>Principles of Management</td>
<td>4.5</td>
</tr>
<tr>
<td>PSYC1250</td>
<td>Interpersonal Relations</td>
<td>4.5</td>
</tr>
</tbody>
</table>

**Graduation:**

• **Association of Applied Science:** . . . . . . . . . . 110.5

**JULY 1, 2006–JUNE 30, 2007**

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

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**Parts Marketing & Management**

**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. (5 classes minimum)

**One class from each of the following areas:**

- **Oral Communications**
- **Written Communications**

(Plus three classes from any of 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 adviser to ensure that the course/s meet the program requirements.

This SCC Program is Affiliated with ASE*

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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.
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?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $8.45 - $18.85 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 $15.32 per hour.

The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or 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 AND some evening hours.

PRACTICAL NURSING DIPLOMA 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><strong>BIOS1000</strong></td>
<td>Structure and Function of Human Anatomy</td>
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<tr>
<td>LPNS1155</td>
<td>Transition to Practical Nursing</td>
<td>8.0</td>
</tr>
<tr>
<td><strong>LPNS1158</strong></td>
<td>Growth and Development</td>
<td>3.0</td>
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<tr>
<td>LPNS1156</td>
<td>Foundations of Practical Nsg. I</td>
<td>6.0</td>
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<tr>
<td>LPNS1157</td>
<td>Foundations of Practical Nsg. II</td>
<td>4.5</td>
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<tr>
<td><strong>LPNS1176</strong></td>
<td>Pharmacology</td>
<td>3.0</td>
</tr>
<tr>
<td>LPNS1178</td>
<td>PN Across the Life Span I</td>
<td>9.0</td>
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<tr>
<td>LPNS1179</td>
<td>PN Across the Life Span II</td>
<td>9.0</td>
</tr>
<tr>
<td>LPNS1180</td>
<td>PN Across the Life Span III</td>
<td>9.0</td>
</tr>
<tr>
<td>LPNS1181</td>
<td>PN Across the Life Span IV</td>
<td>9.0</td>
</tr>
</tbody>
</table>

Courses marked (**) may be taken prior to entering the program.

**Students planning to continue into an RN program should select alternate courses that will apply to both programs. To continue to an RN program students should take Anatomy and Physiology courses with lab.

For more information contact:
Crystal Higgins, Program Chair-Beatrice
402-228-8264, 800-233-5027 x1264
chiggins@southeast.edu

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

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

SPECIAL PROGRAM REQUIREMENTS:
1. Must have taken a basic nursing assistant course and be on the Nebraska Registry for nursing assistants
2. Specific immunizations and current CPR-Healthcare Provider level
3. A “C+” must be achieved in all courses to progress in the program.

PRACTICAL NURSING GENERAL EDUCATION REQUIREMENTS:

9.0 hours

To complete a diploma for this program, a student must complete additional credit hours in the following core education areas.

** (One class from the following area)
- WRITTEN COMMUNICATIONS 4.5

ENGL1000 Written Communications or ENGL1010 Composition I
In addition the student must also take
FSDT1350 Nutrition 4.5

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

OTHER COURSES TO IMPROVE SUCCESS IN THE PROGRAM:
- 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.

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.
Radiologic 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?
SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $12.50 to $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 $18.84 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 Technology (ARRT), and acquire 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 academic 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 800-692-4075, x2777
Bev Harvey, Distance Learning Coordinator / Co-Chair bharvey@southeast.edu
402-437-2777 or 800-692-4075, x2759
or the College Admissions Office Lincoln 402-437-2600, 800-642-4075 x2600

**Radiologic 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 2850, 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 as an Advanced Standing student). General education requirements may be completed prior to program entry as well. Students must be accepted into the program before any RADT classes are taken. The RADT program courses begin in the summer and winter quarters. All required Program Prerequisite courses must be completed with a minimum grade of C+ (75%) PRIOR to entry into the Program. All Radiography Program courses must also be completed with a minimum grade of C+ (75%). If a student receives less than a C+ in any Radiography Program course, the student is dismissed and may recycle into the program, within one year, if there is an opening in the program that term.

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*
• Medical Terminology
• General college chemistry
• Basic Pharmacology
• Computer Literacy*
• Composition I*
*Meets four of the General Education Requirement Core Areas on page 68.

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

**Course # Course Title Credit Hrs**
RADT1100 Radiology Technology 2.5
RADT1110 Radiographic Production 4.5
RADT1112 Radiographic Procedures I 4.5
RADT1119 Clinical Education I 5.0
RADT1123 Radiographic Procedures II 5.0
RADT1124 Radiologic Science 4.5
RADT1129 Clinical Education II 7.5
RADT1133 Radiographic Procedures III 5.0
RADT1134 Radiography 3.0
RADT1139 Clinical Education III 7.5
RADT1143 Radiographic Procedures IV 5.0
RADT1147 Specialized Imaging 4.5
RADT1149 Clinical Education IV 7.5
RADT2253 Radiographic Procedures IV 4.5
RADT2259 Clinical Education V 7.5
RADT2265 Pathophysiology 5.5
RADT2269 Clinical Education VI 7.5
RADT2276 Imaging Systems & Equipment 5.5
RADT2279 Clinical Education VII 7.5
RADT2288 Senior Seminar 4.5
RADT2289 Clinical Education VIII 7.5

**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 adviser 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. Hepavax (Hepatitis B) Series of 3 (can be waived-see adviser)
   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 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 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.
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?
SCC graduates reported in the most recent Placement Report that entry level wages ranged from $15.80 - $23.80 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 $21.05 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 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.

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 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, (817) 283-2835, 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 adviser 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.

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>CREDIT HRS</th>
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<tbody>
<tr>
<td>RESP111</td>
<td>Respiratory Physiology</td>
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<tr>
<td>RESP112</td>
<td>Respiratory Care Procedures I</td>
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<tr>
<td>RESP113</td>
<td>Respiratory Pharmacology</td>
<td>3.0</td>
</tr>
<tr>
<td>RESP114</td>
<td>Patient Care Principles</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>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>RESP139</td>
<td>Clinical Education III</td>
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<td>RESP141</td>
<td>Cardiopulmonary Pathology II</td>
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<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>RESP2257</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>
<td>8.0</td>
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<td>RESP2263</td>
<td>Patient Education</td>
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<td>RESP2267</td>
<td>Clinical Simulations Lab</td>
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<td>RESP2268</td>
<td>Seminar Review</td>
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<td>RESP2269</td>
<td>Clinical Education VI</td>
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</table>

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 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.
### 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?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $11.50 - $13.80 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 $15.37 per hour.

Areas that mandate certification will dictate higher wages. 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 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

**Lincoln Campus**

**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, 6 West Dry Creek Circle, Suite 210, Littleton, CO 80120-8031, 303-694-9262

#### Credit Hours Required for Graduation:

- **Associate of Applied Science Degree:** ....104.0

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

**GENERAL EDUCATION REQUIREMENTS:**

- **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
  - **SOCIAL SCIENCE** 4.5

**REQUIRED COURSES:**

- **BIOS1140** Human Anatomy with Lab 6.0
- **BIOS2130** Human Physiology with Lab 6.0
- **BIOS1110** Biology of Microorganisms with Lab 6.0

**ADDITIONAL REQUIRED COURSES:**

- **MEDA1101** Medical Terminology 2.0
- **MEDA1407** Medical Calculations 1.0

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

**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%)
How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $6.75 - $11.50 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 $15.02 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 graphic creation, Web construction, digital preflight, and printing press operation.

Prepares students for careers in Publications, Web, Multimedia, Computer Illustration, Layout, Prepress and Desktop Publishing

Credit Hours Required for Graduation:

Associate of Applied Science Degree: 116.0
Diploma:
- Digital Publishing Focus: 48.0
Certificate:
- Digital Publishing Focus: 31.5
- Offset Printing Focus: 38.0

VPUB CORE COURSES:

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>CREDIT HRS</th>
</tr>
</thead>
<tbody>
<tr>
<td>VPUB1110</td>
<td>Publishing Concepts</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1111</td>
<td>Platform Manipulation</td>
<td>4.5</td>
</tr>
<tr>
<td>VPUB1112</td>
<td>Elements of Design</td>
<td>4.5</td>
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<tr>
<td>VPUB1120</td>
<td>Design to Production</td>
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<tr>
<td>VPUB1121</td>
<td>Photoshop I</td>
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<td>VPUB1122</td>
<td>Page Layout I</td>
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<tr>
<td>VPUB1125</td>
<td>Digital Typography</td>
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<td>VPUB1130</td>
<td>Pre Production Techniques</td>
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<td>Creative Troubleshooting</td>
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<tr>
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<td>VPUB2241</td>
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<tr>
<td>VPUB2244</td>
<td>Web Design II</td>
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<td>VPUB2245</td>
<td>Digital Video Production</td>
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<td>VPUB2255</td>
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<td>VPUB2265</td>
<td>3D Design</td>
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<td>BSAD1020</td>
<td>Microsoft Applications II</td>
<td>4.5</td>
</tr>
<tr>
<td>OFFT2000</td>
<td>Employment Techniques</td>
<td>3.0</td>
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</table>

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

GENERAL EDUCATION REQUIREMENTS:

22.5 hours

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

(One class from each of the following areas)
- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SOCIAL SCIENCE
- COMPUTER TECHNOLOGY

BSAD1010 Microsoft Applications I
No two classes may be selected from the same area.

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

DIGITAL PUBLISHING DIPLOMA:

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<thead>
<tr>
<th>COURSE #</th>
<th>COURSE NAME</th>
<th>CREDIT HRS</th>
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<td>VPUB2242</td>
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GENERAL EDUCATION REQUIREMENTS:

Written Communications 4.5
Math/Physical Science 4.5

DIGITAL PUBLISHING FOCUS:

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<tr>
<td>VPUB2260</td>
<td>Design Fieldwork</td>
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GENERAL EDUCATION REQUIREMENTS:

Written Communications 4.5
Math/Physical Science 4.5

OFFSET PRINTING FOCUS:

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<tr>
<td>VPUB2260</td>
<td>Design Fieldwork</td>
<td>4.5</td>
</tr>
</tbody>
</table>

GENERAL EDUCATION REQUIREMENTS:

Written Communications 4.5
Math/Physical 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 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.
**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?**

SCC graduates reported in the most recent Placement Report that entry level wage rates ranged from $10.00 - $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 $13.59 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, some type of fringe benefits, along with a commission or a bonus structure, along with comprehensive training in current welding processes and procedures. Course offerings will be determined by each program location. Not all courses will be available at each location. Contact your program adviser for more information.

**Credit Hours Required for Graduation:**

- **Certificate:** .......................... 36.0
- **Diploma:** .............................. 77.0
- **Associate of Applied Science:** ........ 121.0

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

**Welding Technology Core Courses:**

- WELD1100 Welding Orientation 1.0
- WELD1110 SMAW Theory 2.0
- WELD1112 SMAW Lab I 4.0
- WELD1113 SMAW Lab II 4.0
- WELD1115 Equipment & Tools 1.5
- WELD1137 Oxyacetylene Theory 2.0
- WELD1139 Welding Measurement & Layout 4.0
- WELD1143 Pipe Welding & Cutting 4.0
- WELD1144 GTAW Theory 2.0
- WELD1148 GTAW (Mild Steel) 4.0
- WELD1149 GTAW (SS & AL) 3.0
- WELD2250 FCAW 4.0
- WELD2254 Welding Codes & Standards 2.5
- WELD2256 Welder Pre-Qualification 6.0
- WELD2258 Welder Qualification/Certification 4.0
- WELD2262 Welding Fabrication & Repair 4.0
- WELD2264 Quality Control & NDT Methods 6.0

**Welding Technical Electives:** 12.0

- WELD1220 SMAW Lab III 5.0
- WELD1252 GMAW (SS & AL) 4.0
- WELD1273 Special Welding Applications 3.0
- WELD2250 Post-Cooperative Education 2.0
- WELD2251 Cooperative Education 10.0

**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

- (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 adviser to ensure that the course/s meet the program requirements.

**Certificate:** Requires 31.5 credit hours of weld core courses, and MATH1000, see program adviser.

**Diploma:** Requires 68.0 credit hours of weld core courses, MATH1000 and one additional General Education course, see program adviser.

**AAS Degree:** Requires 86.5 credit hours of weld core courses, 12.0 credit hours of weld technical electives, MATH1000 or higher and four General Education courses, see program adviser.

**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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For more information contact:
Duane Parrish, Program Chair—Lincoln
(402) 437-2600, 800-492-4075 x2600
dparrish@southeast.edu

Shannon Hansen, Program Co-Chair—Milford
(402) 761-8226, 800-933-7223 x8226
shansen@southeast.edu

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

See page 68 for a complete list of General Education Courses.
Chapter 8
Course Descriptions

**COURSE DESCRIPTIONS**

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

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

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

---

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>ENGL 2100</td>
<td>Introduction to Literature</td>
<td>B/L</td>
<td>45</td>
<td>-</td>
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</table>

*Prerequisite: ENGL1010 or permission of instructor.* Introduction to the major genres and conventions associated with literature. Includes fiction, poetry, drama, and memoir. By employing critical reading/thinking skills and analytical and creative writing skills, students will understand literature more fully. Exposure to a range of authors representing a variety of cultural and ethnic backgrounds.

*Please note that those courses with a zero (0) as the first digit of the course number are designated as developmental and may not be used to fulfill degree requirements. Example ENGL 0910.*
**SCC CREDIT COURSE PREFIXES**

<table>
<thead>
<tr>
<th>SCC PROGRAM</th>
<th>CREDIT COURSES</th>
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<tbody>
<tr>
<td>AACS</td>
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</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>
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<td>ARCH</td>
<td>Architectural-Engineering Technology</td>
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<tr>
<td>ARTS</td>
<td>Art</td>
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<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>
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<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>Broadcasting</td>
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<td>Business Administration</td>
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<td>CAPP</td>
<td>DaimlerChrysler CAP College Automotive Program</td>
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<td>HIMS</td>
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<td>Humanities</td>
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<tr>
<td>HVAC</td>
<td>Heating, Ventilation, Air Conditioning, &amp; Refrigeration Technology</td>
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<td>INFO</td>
<td>Computer Programming Technology, Microcomputer Technology</td>
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<td>John Deere Ag Parts</td>
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<td>JDAT</td>
<td>John Deere Ag Tech</td>
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<td>JDCE</td>
<td>Deere Construction &amp; Forestry Equipment Tech</td>
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<td>Journalism</td>
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<td>Library Science</td>
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<td>LPNS</td>
<td>Practical Nursing</td>
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<td>LSCE</td>
<td>Land Surveying/Civil Engineering Technology</td>
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<td>MACH</td>
<td>Machine Tool Technology</td>
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<td>MATH</td>
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<td>MSTT</td>
<td>Motorcycle, ATV, &amp; Personal Watercraft Technology</td>
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<td>Professional Truck Driver Training</td>
</tr>
<tr>
<td>VPUB</td>
<td>Visual Publications</td>
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<tr>
<td>WELD</td>
<td>Welding Technology</td>
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</table>

**CONTINUING EDUCATION CREDIT COURSES**

| AACS        | Area Community Services |
| EMTL        | Emergency Medical Services |
| ESLX        | English As a Second Language |
| NURA        | Nursing Assistant |
| RADT        | Radiography |
### Nebraska Community Colleges • Nebraska Initiative • Associate of Arts Articulation Matrix

<table>
<thead>
<tr>
<th>Core Area</th>
<th>English</th>
<th>Speech</th>
<th>Fine Arts 3.0 Semester Hours</th>
<th>Business Classes</th>
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<tbody>
<tr>
<td>Community College Course</td>
<td>ENGL 1010</td>
<td>SPCH 1110</td>
<td>ARTS 1010</td>
<td>MUSC 1010</td>
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<td>Receiving Institution</td>
<td>Art Elective</td>
<td>No Equivalent Course</td>
<td>No Equivalent Course</td>
<td>BA 101</td>
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<tr>
<td>Bellevue University</td>
<td>EN 101</td>
<td>CA 103</td>
<td>MUS 235</td>
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<td>SP 135</td>
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<td>THRE 101</td>
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<td>CA 120</td>
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<tr>
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<td>CAC 310</td>
<td>ART 1010</td>
<td>BUS 101</td>
</tr>
<tr>
<td>Concordia University</td>
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<td>CTA 103</td>
<td>ART 101</td>
<td>MU 101</td>
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<td>CMS 105</td>
<td>ART 204</td>
<td>FAR 103</td>
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<td>Grace University</td>
<td>EN 101, 102</td>
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<td>MUS 211</td>
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<tr>
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<td>ENG 100</td>
<td>SPH 100</td>
<td>ART 200</td>
<td>MU 200 (2 cr.)</td>
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<td>SPE 110</td>
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<td>Union College</td>
<td>ENGL 111</td>
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<td>ART 104</td>
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<td>CNA 100</td>
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<tr>
<td>York College</td>
<td>ENG 113</td>
<td>COM 113</td>
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# Nebraska Community Colleges - Nebraska Initiative - Associate of Arts Articulation Matrix

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<thead>
<tr>
<th>Core Area</th>
<th>History 3.0 Semester Hours</th>
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<tr>
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<td>Hi 152</td>
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<td>Hi 202</td>
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<td>HIST 002</td>
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<td>Social Science 3.0 Semester Hours</td>
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<td>ECON 2130 ECON 2140</td>
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### ACCT • Accounting

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<th>CLASS HOURS</th>
<th>LAB HOURS</th>
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<td>Intermediate Accounting I</td>
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<td>ACCT2140</td>
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<td>ACCT2050</td>
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<td>ACCT2800</td>
<td>Applied Accounting Capstone</td>
<td>B 45 - 4.5</td>
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#### Prerequisites:
- ACCT2100
- ACCT21210 or by instructor permission.

### ACFS • Academic Foundations

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<td>ACFS0840</td>
<td>Collegiate Study Skills</td>
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<td>ACFS0860</td>
<td>Learning Strategies</td>
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#### Prerequisites:
- ACCT21210

### AGRI • Agriculture Business & Management

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<tr>
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<td>Electric &amp; Gas Welding</td>
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<td>AGR1123</td>
<td>Agribusiness Careers</td>
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<td>AGR11124</td>
<td>Basic Ag Leadership</td>
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<td>AGR1131</td>
<td>Crop &amp; Food Science</td>
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<td>AGR1132</td>
<td>Horticulture Plant Identification &amp; Selection</td>
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<td>AGR1136</td>
<td>Plant Propagation</td>
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#### Prerequisites:
- ACCT21210

### Notes
- This course is designed to provide introductory knowledge of accounting principles, concepts, and practices and to introduce the student to the “language” of accounting. Included topics are the analysis and recording of transactions and the preparation of the Balance Sheet, Income Statement, and Statement of Owner’s Equity (Stockholders’ Equity). Special focus will include merchandise inventory, petty cash, bank reconciliations, receivables, long-term assets, current and non-current liabilities, and the accounting for corporations.

ACCT2140 Intermediate Accounting II

- Prerequisite: ACCT2120.
- Operational assets, intangibles, stockholders’ equity, and long-term debt sections of the balance sheet. Current and controversial topics such as pension plans, leases, stock options and deferred taxes.

ACCT2230 Computerized Accounting

- Prerequisites: ACCT2120 and BSAD1010.
- Accounting software integrates accounts payable, accounts receivables, payroll and inventories. Spreadsheets used and created to solve accounting problems. Payroll topics include income, social security and unemployment taxes, employee deductions, deposit rules and payroll tax returns.

ACCT27100 ACAT Preparatory Course

- NSA (National Society of Accountants) preparatory course for Accreditation Council for Accountancy and Taxation (ACAT). This course is designed to provide the student with a comprehensive review of accounting principles, intermediate accounting, managerial accounting, taxation and business law. It is also designed as a review course for the prospective examinee of the ACAT Comprehensive Examination for Accreditation in Accountancy.

ACCT22800 Applied Accounting Capstone

- Prerequisites: ACCT21210 and ACCT2230.
- This course is designed as a capstone experience before entering the workplace. Students will maintain, both manually and electronically, a complete set of books and related financial statements throughout the accounting cycle. Students will use prepared financial statements to solve problems and make informed financial decisions, and effectively communicate this information to others in the form of reports and presentations. Students will practice and demonstrate their interpersonal relationship, “soft” skills as they relate to the workplace.

ACFS0840 Collegiate Study Skills

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

ACFS0860 Learning Strategies

- Self-paced and individually programmed approach to learning and applying strategies needed to succeed in college. Designed for students who need help in improving skills such as time management, note-taking, test-taking, memory-building, and studying/reading textbooks.

ACFS0880 Student Success

- Using a combination of group and individualized instruction and support, students will learn how to read textbooks more effectively and how to do better on tests. Students will also learn time-management and study-improvement skills.

ACFS1010 Academic & Career Development

- Recommended to be taken during the first term of the Academic Transfer program (Lincoln Campus).
- Insight into career satisfaction and selection, understanding of self, full scope of career exploration, development and professional relationships, overview of the A.A. and A.S. degrees, and development of an academic plan to help achieve career goals. Designed to foster a positive adjustment to college and work environments.

ACFS2020 Career Development

- Overview of career development with emphasis on the skills necessary for a job search, interpersonal skills, and communication.

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, hard-facing, brazing, aluminum and stainless steel.

AGRI1123 Agribusiness Careers

- Overview of occupations in the field of agribusiness. In-depth exploration of several broad occupational areas and personal interview of at least two agribusiness management level employers.

AGRI1124 Basic Ag Leadership

- This course will help students become more successful in life and the workplace through learning and enhancing personal development and communication skills; attaining desired leadership positions both in their careers and community.

AGRI1131 Crop & Food Science

- 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 reproduction, cross pollination and grafting procedures.
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
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<td>Management of livestock production. Work with the school's sow herd in farrowing and nursery, and with sheep during lambing. Basic production systems and methods for beef, sheep and swine.</td>
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<td>B</td>
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<td>86</td>
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<td></td>
<td>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.</td>
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<tr>
<td>AGRI1153</td>
<td>Soils &amp; Plant Nutrition</td>
<td>B</td>
<td>42</td>
<td>54</td>
<td>6</td>
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<td></td>
<td>Study of the physical and chemical properties of soil as they apply to agriculture production, land evaluation and land use planning. Practical application to farming in relation to the characteristics of the soil, conservation of soil, water and conservation tillage.</td>
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<tr>
<td>AGRI1154</td>
<td>Greenhouse Management</td>
<td>B</td>
<td>21</td>
<td>27</td>
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<td></td>
<td>Study of greenhouse operations including ventilation, lighting, and temperature control. Focuses on economic considerations of operating and maintaining a greenhouse.</td>
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<tr>
<td>AGRI1155</td>
<td>Basic Landscaping</td>
<td>B</td>
<td>45</td>
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<td></td>
<td>Prerequisite: AGRI1142</td>
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<tr>
<td></td>
<td>Introduction to landscape design and construction using techniques that combine color, plant species, and symmetrical and asymmetrical balance.</td>
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<tr>
<td>AGRI1171</td>
<td>Ag Technology</td>
<td>B</td>
<td>21</td>
<td>27</td>
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<tr>
<td></td>
<td>Introduction to electronic spreadsheets for solving agricultural problems with emphasis on logical and systematic decision making. Preparation for computer use in subsequent courses.</td>
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<tr>
<td>AGRI1177</td>
<td>Companion Animals</td>
<td>B</td>
<td>45</td>
<td>3</td>
<td>4.5</td>
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<tr>
<td></td>
<td>Principles and practices for the life cycle and care of companion animals which may include nutrient regimen, breed identification, various infections and non-infectious disease diagnostics and treatment, anatomy, physiology, parasitic life cycles and internal and external identification, medication requirements for certain problems and the importance of companion animals in contemporary society.</td>
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<tr>
<td>AGRI1195</td>
<td>Advanced Electric &amp; Gas Welding</td>
<td>B</td>
<td>15</td>
<td>30</td>
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<tr>
<td></td>
<td>Prerequisite: AGRI1116 or instructor permission. Advanced instruction in all types of welding, for use in maintenance and repair of machinery and project construction. Electric and gas welders such as Stick, MIG, TIG, hard-facing, brazing and stainless steel welding.</td>
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
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<tbody>
<tr>
<td>AGRI1205</td>
<td>Enterprise Analysis</td>
<td>B</td>
<td>45</td>
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<td></td>
<td>Study of record keeping techniques and processes for horticulture, crop, and livestock production units. Manual and computerized record keeping techniques for production operations used to determine alternatives, effective and efficient cash flow operations and cost accounting with the least amount of additional training.</td>
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<tr>
<td>AGRI1211</td>
<td>Agriculture Marketing</td>
<td>B</td>
<td>45</td>
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<td></td>
<td>Introduction to utilization of marketing alternatives in pricing agricultural products. Emphasis on sources of fundamental and technical information, charting, developing local base estimates and computing hedges.</td>
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<tr>
<td>AGRI1216</td>
<td>Agribusiness Management</td>
<td>B</td>
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<td></td>
<td>Introduction to management principles in agribusiness management simulation and computer systems illustrate the decision-making process.</td>
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<tr>
<td>AGRI1218</td>
<td>Basic Farm Engines</td>
<td>B</td>
<td>30</td>
<td>45</td>
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<tr>
<td></td>
<td>Principles of operation and care of diesel, gasoline and LP gas engines. Parts identification and analysis of engine and parts failure. Tune-up of engines and familiarity with overhaul procedures.</td>
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<tr>
<td>AGRI1221</td>
<td>Livestock Nutrition</td>
<td>B</td>
<td>60</td>
<td>36</td>
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<tr>
<td></td>
<td>Prerequisite: AGRI1141 or instructor permission. Introduction to animal nutrition and foodstuffs. Feed formulation, feed processing, handling, sales and service.</td>
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<tr>
<td>AGRI1239</td>
<td>Arboriculture</td>
<td>B</td>
<td>21</td>
<td>27</td>
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<td></td>
<td>Introduction to the biology of trees, and their selection and placement in a landscaping design. Includes general tree maintenance including planting, pruning, fertilizing and damage repair.</td>
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<tr>
<td>AGRI1242</td>
<td>Turfgrass Management</td>
<td>B</td>
<td>45</td>
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<td></td>
<td>Basic study of turfgrass species and varieties and the procedures for establishment and maintenance of a turfgrass lawn. Emphasis on fertility, pest control, irrigation requirements and proper mowing procedures.</td>
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<tr>
<td>AGRI1248</td>
<td>Artificial Insemination</td>
<td>B</td>
<td>10</td>
<td>16</td>
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<td></td>
<td>Firsthand experience with artificial insemination of beef and dairy cattle. Arranged with various breeder service companies. Students work with equipment and animals used in the industry. Additional Fees required.</td>
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<tr>
<td>AGRI1251</td>
<td>Individualized Laboratory</td>
<td>B</td>
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<td></td>
<td>Selected topics in agriculture arranged on individual contract basis.</td>
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<tr>
<td>AGRI1257</td>
<td>Live Animal Selection &amp; Carcass Evaluation</td>
<td>B</td>
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<td>4.5</td>
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<td></td>
<td>Methods of selection and evaluation of live animals and carcasses. Training in selection of replacement breeding animals of economic importance. Purchasing slaughter animals and carcasses for primal cuts within the meat industry.</td>
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<tr>
<td>AGRI1258</td>
<td>Introduction to Meats</td>
<td>B</td>
<td>45</td>
<td>3</td>
<td>4.5</td>
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<tr>
<td></td>
<td>Prerequisite: AGRI1141 &amp; AGRI1257. Identification and grading of retail and wholesale cuts of meat of swine, beef and sheep, with emphasis on economic and nutritional value. Carcass grading and processing is covered.</td>
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<tr>
<td>AGRI1272</td>
<td>Intermediate Live Animal Selection</td>
<td>B</td>
<td>8</td>
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<td></td>
<td>Prerequisite: AGRI1257. Introduction in methods of livestock evaluation and oral reasons presentations including beef, swine, sheep and horses. Includes fieldwork in selection.</td>
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<tr>
<td>AGRI1277</td>
<td>Farm &amp; Ranch Management</td>
<td>B</td>
<td>51</td>
<td>45</td>
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<td></td>
<td>Prerequisites: Students should have completed or be currently enrolled in AGRI1131, AGRI1141, AGRI1205, AGRI1211, and AGRI1216. Study of crop and livestock management systems within the total farm operation. Methods of acquiring financial resources for agricultural business such as purchasing, leasing, and contractual agreements. Includes developing cash flow, income balance sheets, partial budgets, and developing and utilizing a management plan.</td>
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<tr>
<td>AGRI1280</td>
<td>Agribusiness Intern Seminar I</td>
<td>B</td>
<td>45</td>
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<td></td>
<td>Prerequisite: AGRI1123 or instructor permission. Guidelines for agribusiness internship. Applying and interviewing for placement; basic preparation for the specific internship experience and the process to be used for supervision and evaluation on the job.</td>
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<tr>
<td>AGRI1282</td>
<td>Ag Machinery Maintenance</td>
<td>B</td>
<td>6</td>
<td>90</td>
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<td></td>
<td>Study of engines, hydraulics and power trains for use in maintenance of agriculture machinery. Proper maintenance, adjustment, operation and minor repair of agricultural power machinery.</td>
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<tr>
<td>AGRI1284</td>
<td>Horticulture Equipment Maintenance</td>
<td>B</td>
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<td></td>
<td>Basic study of proper maintenance and repair of horticultural equipment including blade sharpening, small engine repair, and scheduled maintenance.</td>
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<tr>
<td>AGRI1289</td>
<td>Pesticide Certification</td>
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<td></td>
<td>Study of the current laws and regulations as they affect the commercial application of pesticides. Serves as preparation for the Nebraska Commercial Pesticide Applicators Examination.</td>
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<td>AGRI1290</td>
<td>Ag Chemicals &amp; Equipment Application</td>
<td>B</td>
<td>23</td>
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<td></td>
<td>Pre/co-requisite: AGRI1133. Intensive study of insects, diseases and weed identification and control. Study and application of herbicides, insecticides, fungicides, and fertilizers with emphasis on safety, toxicity, dangers, chemicals, formulation and application procedures. Operational maintenance and application experience with various types of equipment with emphasis on chemical and fertilizer application equipment.</td>
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<tr>
<td>AGRI1292</td>
<td>Agriculture Analysis</td>
<td>B</td>
<td>21</td>
<td>27</td>
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<td></td>
<td>Prerequisite: AGRI1153 or AGRI1223. Practical course in equipment, testing procedures and analysis interpretation. Testing in areas of soil, forages, seed stuffs and water.</td>
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<td>COURSE #</td>
<td>COURSE TITLE</td>
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<tr>
<td>AGR2223</td>
<td>Principles of Livestock Feeding</td>
<td>B</td>
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<td></td>
<td>Prerequisite: AGR1121.</td>
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<td></td>
<td>Provides a practical background in feed formulation, feet processing, handling, and service. Includes a basic study of livestock performance and feed trials.</td>
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<tr>
<td>AGR2225</td>
<td>Advanced Leadership Skills</td>
<td>B</td>
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<td>Prerequisite: AGR11124 or permission.</td>
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<td>The intent of this course is the help the student attain professional and personal success through advanced leadership development.</td>
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<tr>
<td>AGR2321</td>
<td>Animal Breeding</td>
<td>B</td>
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<td>Prerequisites: AGR1141 or permission.</td>
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<td></td>
<td>Anatomy and physiology of breeding animals. Breeding management, pre- and post-natal development of farm animals. Includes principles of artificial insemination and embryo transfer.</td>
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<tr>
<td>AGR2322</td>
<td>Harvesting Equipment</td>
<td>B</td>
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<td>Prerequisite: AGR1131.</td>
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<td></td>
<td>Operation, adjustment and maintenance of grain, forage and hay harvesting equipment. Hands-on experience with equipment used on the land laboratory in actual cropping situations.</td>
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<tr>
<td>AGR2333</td>
<td>Planting &amp; Tillage Equipment</td>
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<td>Prerequisite: AGR1131 or co-enrolled.</td>
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<td></td>
<td>Study of tillage and planting equipment used in agriculture crop production. Operation, uses, maintenance and field adjustment of equipment.</td>
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<tr>
<td>AGR240</td>
<td>Range &amp; Forage Management</td>
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<td>Prerequisites: AGR1131, AGR1141.</td>
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<td>Study of efficient utilization of range resources. Consolidates the range ecosystem with the utilization systems employed in modern livestock based agriculture. Includes study of production, harvesting, and utilization of forage crops to facilitate a year-round forage plan for livestock management.</td>
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<tr>
<td>AGR245</td>
<td>Animal Health</td>
<td>B</td>
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<td>Prerequisite: AGR1141.</td>
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<td></td>
<td>Study of management of animal health products. Review of common animal health problems and proper use of animal health products and equipment.</td>
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<tr>
<td>AGR253</td>
<td>Grain Management</td>
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<td>Prerequisite: AGR1131.</td>
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<td></td>
<td>Methods of cereal grain crop storage. Maintenance of grain quality in farm and agribusiness storage facilities. Operation and adjustment of grain drying and handling equipment.</td>
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<td>AGR254</td>
<td>Advanced Swine Production</td>
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<td>Prerequisite: AGR1141.</td>
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<td></td>
<td>Study of profitable swine production. Consolidates swine production, marketing, meat processing and sales to consumers of pork products.</td>
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<tr>
<td>AGR255</td>
<td>Advanced Sheep Production</td>
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<td>Prerequisite: AGR1141.</td>
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<td></td>
<td>Study of profitable sheep production. Issues facing sheep producers and lamb feeders as a national industry working toward common goals.</td>
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<tr>
<td>AGR256</td>
<td>Advanced Beef Cattle Production</td>
<td>B</td>
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<td>Prerequisite: AGR2231.</td>
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<td></td>
<td>Study of beef cattle and the interrelationship in the beef production chain.</td>
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<tr>
<td>AGR258</td>
<td>Livestock Ultrasound Technology</td>
<td>B</td>
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<td></td>
<td>Prerequisites: AGR2231 and AGR1257.</td>
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<td></td>
<td>Principles and technology of the use of ultrasound and supporting computer analysis software as it pertains to livestock.</td>
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<tr>
<td>AGR265</td>
<td>Irrigation &amp; Water Management</td>
<td>B</td>
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<td>Prerequisite: AGR1153.</td>
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<td>Principles of irrigation, soil, water and plant relationships, and operation of irrigation equipment. Irrigation scheduling, chemigation, and management of water to prevent erosion and maintain surface and groundwater quality.</td>
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<tr>
<td>AGR267</td>
<td>Advanced Marketing</td>
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<td>Prerequisite: AGR1211.</td>
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<td>Study and application of option contracts in a market plan in conjunction with other market alternatives. Use of indicators through fundamental and technical analysis for pricing and timing to market ag commodities.</td>
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<td>AGR272</td>
<td>Advanced Live Animal &amp; Carcass Selection</td>
<td>B</td>
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<td>Prerequisite: AGR1257.</td>
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<td>AGR274</td>
<td>Individual Marketing / Management Laboratory</td>
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<td>Prerequisite: AGR1171 or permission.</td>
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<td>Firsthand experience in identifying a management or marketing problem, gathering resources, and developing alternative solutions. Use of computer technology and other management tools.</td>
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<td>AGR279</td>
<td>Advanced Ag Technology</td>
<td>B</td>
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<tr>
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<td>Prerequisite: AGR1171 or permission.</td>
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<td>Study and application of decision making techniques and forecasting through the use of microcomputer spreadsheet software, data management software, graphic presentations, and integration of decision making procedures.</td>
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<tr>
<td>AGR280</td>
<td>Advanced Crops</td>
<td>B</td>
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<td>Prerequisites: AGR1131, AGR1135, AGR1153.</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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<td>AGR281</td>
<td>Agribusiness Cooperative Internship</td>
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<td>Prerequisite: Must have completed AGR1204 or instructor permission.</td>
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<td></td>
<td>Instructor supervised on-the-job training to gain experience in an agribusiness occupation. Apply skills and principles learned and acquire additional skills for growth and advancement.</td>
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## ANTH • Anthropology

### ANTH1120 General Anthropology

A survey of the study of the races, their characteristics, customs, social relationships and work; the cultural and linguistic diversity of living people.

### ANTH2320 Introduction to Archaeology

Integrated overview of archaeology, including methods used by archaeologists to study the past as well as what has been learned about human prehistory through archaeology. Topics include but not limited to, the history of archaeology and anthropology, cultural and public resources management, dating methods, Geographical Information Systems, remote sensing, human ecology, signs and symbols, the rise and fall of civilizations, religion, and ideology.

### ARCH • Architectural Engineering Technology

### ARCH1103 Materials of Construction

Fundamental aspects of modern construction materials. Manufacturing, sizes, and application of materials.

### ARCH1107 Heating & Air Conditioning Systems I

Methods of calculating heat loss and heat gain for residential buildings according to ACCA Manual J.
ARCH1115 Light Construction Principles M 50 - 5
Co-requisite: ARCH1158.
Methods of light construction on wood frame and masonry structures. Theory of architectural drafting with emphasis on lettering, line work and the procedure related to producing architectural working drawings.

ARCH1150 Computer Aided Drafting I (CAD) M 20 - 2
Co-requisite: ARCH115.
Fundamentals of Computer Aided Drafting using AutoCAD on high tech micro computers. Instruction on computer operating system. AutoCAD menus, AutoCAD settings and drawing set up. Draw and Edit commands, AutoCAD coordinate systems.

ARCH1158 Basic Architectural Drafting M 100 - 3
Co-requisite: ARCH115.
Techniques and fundamental skills of architectural drafting. Lettering, line work and basic technical drawing. Schedules, details, framing drawings and construction assembly methods used by drafters.

ARCH1208 Heating & Air Conditioning Systems I M 50 - 5
Prerequisites: ARCH1107, ARCH1158 and MATH1080. Concurrent with: ARCH1226.
Methods of sizing a residential duct work system according to ACCA Manual D.

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

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

ARCH1225 Plumbing Systems M 50 - 5
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 M 70 - 2.5
Prerequisites: ARCH1107, ARCH1158 and MATH1080. Concurrent with ARCH1226.
Methods of drawing duct work systems for residences using calculations from course ARCH1208 as a guide.

ARCH1240 Computer Aided Drafting II (CAD) M 25 25 3
Prerequisites: ARCH115, ARCH1150, ARCH1158, MATH1080.
Construction of ARCH1150, Computer Aided Drafting I. Exercises in drawings, including drawing setup, layer setup, dimensioning setup, sheet setup, dimensioning, plotting setup and plotting.

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

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

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

ARCH1329 Structural Building Systems II M 50 - 5
Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. Co-requisite: ARCH1328.
Concepts of heavy structural systems. Reinforced concrete, commercial and industrial wood applications.

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

ARCH1332 Structural Detailing & Design II M 50 1.5
Prerequisites: ARCH1330, ARCH1211, 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) M 15 10 1.5
Prerequisite: ARCH1240.
Exercises in drafting the Floor Plan, Elevations, Section, Details, using the current CAD system.

ARCH1434 Fundamentals of Commercial Architecture M 34 - 3
Prerequisites: ARCH1329, ARCH1328, ARCH1330, and ARCH1332. Concurrent with: ARCH1436.
Study of construction methods for commercial buildings. Techniques of industry in developing working drawings and written specifications for a commercial building.

ARCH1436 Commercial Architectural Drafting M 172 5.5
Prerequisites: ARCH1320, ARCH1328, ARCH1329, ARCH1330, ARCH1332 and ARCH1340.
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 M 20 78 4.5
Prerequisites: ARCH1320, ARCH1328, ARCH1329, ARCH1330, ARCH1332 and ARCH1430.
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 M 50 - 5
Prerequisite: MATH1080. Concurrent with: ARCH2542.
Techniques for calculating lighting levels, lighting practice in design of duct work systems and circuit loads required for the building trades.

ARCH2533 Advanced Mechanical Systems Theory M 75 2.5
Prerequisite: ARCH1340. Concurrent with: ARCH2531.
Practice in drafting electrical systems for structures using ARCH2531 as a guide. All drawings will be CAD generated.

ARCH2542 Electrical Systems Drafting M 75 - 2.5
Prerequisites: ARCH1330 and MATH1080. Concurrent with ARCH2533.
Methods of calculating heat loss and heat gain of a commercial structure and the layout and sizing of duct work systems.

ARCH2544 Advanced Mechanical Systems Drafting M 25 25 3
Prerequisites: ARCH1226 and ARCH1340. Co-requisite: ARCH2533. Concurrent with ARCH2533.
Practice in drafting electrical systems for structures using ARCH2533 as a guide for the required duct work. All drawings will be CAD generated.

ARCH2546 Site Planning & Surveying M 25 - 3
Prerequisites: ARCH1340 and MATH1080.
Basic surveying. Practice in using levels and a topographic survey to aid in a site plan. Computations in determining lot measurements, areas of lots, earth work excavation quantities, and contours prepare the student for the site plan for the sixth quarter project.

ARCH2637 Comprehensive Project Design M 30 - 3
Prerequisites: All courses ARCH1103 through ARCH2546. 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.
ARTS1120 Beginning Drawing II
Prerequisite: ARTS1110. 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
M 45 - 4.5
Introductory legal overview of the major aspects of contemporary construction law applicable to architects, contractors, and/or subcontractor. Legal, financial and accounting problems experienced within the day-to-day work environment. Minimum of "C" grade for graduation.

ARTS1110 Beginning Drawing I
B 15 60 4.5

ARTS1100 Introduction to the Visual Arts (Art Appreciation)
B/L/M 45 - 4.5
An appreciation of the visual arts from a historical perspective. Includes an overview of the creative process, the evolution of art, and art as it relates to society.

ARTS1100 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.

ARTS1100 Introduction to Art History and Criticism II
B/L 45 - 4.5
A survey of major works of art in all media from the Renaissance to the present. Artistic styles will be discussed in relation to contemporary history, society and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context.

ARTS1110 Beginning Drawing I
B 15 60 4.5

ARTS1110 Beginning Drawing II
Prerequisite: ARTS1110. 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.

ARCH2641 Life Safety Code
M 31 - 3
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
M 28 177 8
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.

ARTS1100 Introduction to the Visual Arts (Art Appreciation)
B/L/M 45 - 4.5
An appreciation of the visual arts from a historical perspective. Includes an overview of the creative process, the evolution of art, and art as it relates to society.

ARTS1100 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.

ARTS1100 Introduction to Art History and Criticism II
B/L 45 - 4.5
A survey of major works of art in all media from the Renaissance to the present. Artistic styles will be discussed in relation to contemporary history, society and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context.

ARTS1110 Beginning Drawing I
B 15 60 4.5

ARTS1110 Beginning Drawing II
Prerequisite: ARTS1110. 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.

ARCH2641 Life Safety Code
M 31 - 3
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
M 28 177 8
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.
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<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>Dealer Cooperative Experience</td>
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<td>ASEP2528</td>
<td>GM Steering &amp; Suspension Systems</td>
<td>M 30 50 4.5</td>
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<td>ASEP2529</td>
<td>GM Manual Transmission, Transaxes, Clutch &amp; Transfer Case</td>
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<td>GM Body Electrical &amp; Electronics</td>
<td>M 50 30 6</td>
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ASPT • Ford (ASSET) Automotive Student Service Educational Training Program

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<tr>
<th>COURSE #</th>
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<td>ASST1170</td>
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<td>ASST1173</td>
<td>Ford Fundamentals</td>
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<td>ASST1177</td>
<td>Ford Electrical &amp; Electronic Principles</td>
<td>M 110 40 12</td>
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<td>ASST1178</td>
<td>Ford Brake Systems</td>
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ASPT1360 Ford Engine Performance Theory & Operation

ASPT1362 Ford Climate Control

ASST1468 Dealer Cooperative Experience

ASST2529 Ford Manual Transmissions, Transaxes, Clutches and Transfer Cases

ASST2531 Ford Diesel Fuel & Emission Systems

ASST2537 Ford Rear Axle & Driveline

ASST2558 Ford Engine Performance Diagnosis & Testing

ASST2668 Dealer Cooperative Experience

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**ACEP2748** GM Automatic Transmission & Transaxes

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.

**ASPT2749** GM New Product Update

Overview of new product features for current model year. Includes available General Motors New Product information.

**ASPT1360** Ford Engine Performance Theory & Operation

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.

**ASPT1362** Ford Climate Control

Study of operation, diagnosis, and service of air conditioning, heating and ventilation systems on late model Ford vehicles.

**ASST1468** Dealer Cooperative Experience

Coordinated work experience from dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

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

Operating principles and service of Ford manual transmissions and related drive train components. Diagnosis and repair procedures. (Includes GM courses: 13002.02 Vibration Correction; 14003.04 All Wheel/ Four Wheel Drive.)

**ASPT2537** Ford Rear Axle & Driveline

Study of operation, diagnosis and repair of drive shafts, universal joint axles, axle bearings, seals and differentials on late model Ford Motors vehicles. (Includes GM course: 14001.00 - Rear Axles and Drive Shafts.)

**ASST2538** Ford Advanced Powertrain Electronic Systems


**ASPT2668** Dealer Cooperative Experience

Advanced electrical course covering operation, testing, diagnosis and repair of GM computerized body electrical and electronic systems.
mobile.

use of high strength steels used in the modern automotive systems. Power and manually controlled integral and rack and pinion steering gears. Conventional and McPherson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, on and off of vehicle.

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.


Overview of new product features for current model year. Includes available Ford New Product information.

AUTB • Auto Collision Repair Technology

AUTB1150 Tools and Equipment

M  20 - 2

Proper Identification, selection, usage, maintenance, and cost of tools and equipment used in the collision repair and maintenance program.

AUTB1155 Collision Repair Theory

M  75 - 7.5

Prerequisites: AUTB1150.

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

AUTB1160 Welding Theory

M  20 - 2

Study of welding processes used in the auto collision repair industry including oxyacetylene fusion welding, brazing, S.M.A.W., G.M.A.W., aluminum processes, plasma are cutting and resistance spot welding. Safety factors and equipment selection, application of the theory of expansion and contraction, and the effects of distortion and its control. Heavv emphasis on the MIG welding and structural spot welding used in structural unibody and non-structural panel replacement because of the heavy use of high strength steels used in the modern automobile.

AUTB1165 Collision Repair Lab

M  105 3.5

Prerequisites: AUTB1155.

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

AUTB1170 Welding Lab

M  30 1

Prerequisites: AUTB1160.

Practical experience in oxyacetylene welding, brazing, MIG welding, aluminum welding, gas and plasma cutting techniques used in collision repair.

AUTB1175 Paint Finishes Theory

M  20 - 2

Study of the sequence of surface preparation operations needed to acquire a durable high quality, long-lasting topcoat. Paint gun care, troubleshooting and proper usage in applying primer surfaces.

AUTB1250 Collision Repair Theory II

M  45 - 4.5

Prerequisites: AUTB1350 through AUTB175.

Application of replacing parts, use of materials, and operating hydraulic; external pull equipment; identification and repair procedures for composites and plastics using the latest repair procedures currently used in the collision repair industry.

AUTB1255 Collision Repair Lab II

M  210 7

Prerequisites: AUTB1350 through AUTB175.

Projects will be assigned to students that will include basic metal repair, plastic repair, composite repair, as well as corrosion protection and priming operations with care of vehicle to be taken to ensure customer satisfaction.

AUTB1260 Electrical Repair I

M  15 - 1.5

Prerequisites: AUTB1150.

Theory of the automotive electrical storage and wiring system. Wiring troubleshooting processes and automobile lighting.

AUTB1350 Paint Finishes Theory II

M  30 - 3

Prerequisites: AUTB1175.

The study of equipment, preparation, materials, topcoat selection, and application to an overall painting operation will be emphasized. Techniques of spot painting repairs to include color matching and application.

AUTB1355 Estimating Theory

M  15 - 1.5

Prerequisites: AUTB1260.

Introduction to proper usage of diagnostic procedures including flow charts, wiring diagrams, scan tools, digital and air tools, maintenance. This will include identification of programmable electrical, electronic components, including servicing precautions of body electronic and body computers.

AUTB1360 Electrical Repair II

M  15 - 1.5

Prerequisites: AUTB1260.

Study of collision repair field.

AUTB1370 Collision Repair Lab III

M  45 1.5

Prerequisites: AUTB1163.

Practical on the job experiences in the proper repair of sheet metal damages on current model vehicles. Some weld-on and bolt-on panel replacement will be included.

AUTB1450 Structural Repair Theory

M  30 - 3

Prerequisites: AUTB1350, AUTB1365.

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

AUTB1455 Safety Restraint Systems

M  15 - 1.5

Prerequisites: AUTB1260, AUTB1360.

Introduction to active and passive restraint systems, operation and basic troubleshooting of restraint systems including air bag supplemental restraint systems.

AUTB1460 Collision Repair Lab IV

M  105 3.5

Prerequisites: AUTB1370.

Assigned training projects will include following repair estimates being evaluated by the quality of work and the time taken to complete assigned training projects.

AUTB1465 Refinishing Lab II

M  120 4

Prerequisites: AUTB1350, AUTB1365.

Advanced practical experiences in spot painting with the concentration on correct color matching and problem solving.

AUTB2550 Suspension & Alignment Theory

M  20 - 2

Prerequisites: AUTB1450.

Evolution and theory of front and rear suspension design. Transaxle and four wheel alignment and its relationship to collision damaged vehicles.

AUTB2555 Automotive Heating & Air Conditioning

M  10 - 1

Prerequisites: AUTB1450.

Evolution of the automotive cooling system and theory of air conditioning systems, and the repair of damaged components after a collision. Refrigerant recovery and recycling is covered.

AUTB2560 Brake Systems

M  15 - 1.5

Introduction to drum, disc, manual, power-assisted braking systems, theory and operation of the anti-lock brake systems.

= Course also offered On-line.
AUTT2565 Collision Repair Lab V
M 225 7.5
Prerequisites: AUTT1450 through AUTT2560.
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.

AUTT2650 Collision Repair Lab VI
M 15 255 10
Prerequisites: AUTT2565.
Practice in major structural repair operations including body, frame, unisted 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, diagnosis, billing including detailing prior to delivery of the vehicle and will also include delivery to the customer.

AUTT • Automotive Technology

AUTT1000 Shop Procedures
L/M 20 20 2
Introduction to automotive shop procedures and repair. This course deals with the many basic elements of automotive repair and the proper use of hand and power tools.

AUTT1010 Welding
L/M 10 20 1.5
Theory and practical applications of welding procedures as applied to the automotive field.

AUTT1010 Shop Safety and Repair
L/M 20 20 2.5
This course deals with shop safety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.

AUTT1013 Drive Trains
L/M 20 45 3.5
Theory and principle of power train operation from the engine to the drive wheels on automotive systems.

AUTT1014 Steering and Suspensions I
L/M 40 20 4.5
Theory of conventional and power steering gears, wheels & tires, balancing, steering components and two and four wheel alignment.

AUTT1015 Automotive Brake Systems
L/M 50 60 7
Theory, application and principles of operation of hydraulic disc and drum automotive brakes. This will include anti-lock brake systems with laboratory exercises in brake diagnosis and repair.

AUTT1016 Electrical Concepts
L/M 55 15 6
Basic electrical and electronic principles, Ohm’s law, magnetism and electromagnetism as applied to automotive systems are covered. The use of DVOM meters along with the practical use of them is covered. The design of storage batteries used in automotive systems is covered.

AUTT1007 Automotive Heating & AC
L/M 40 70 6
Theory and operation of automotive HVAC systems is covered. Laboratory exercises in heating and air conditioning systems, which includes diagnosis, evaluation and repair. Refrigerant recovery and recycling is covered.

AUTT1108 Automotive Fuel and Control Systems
L/M 70 50 8.5
Theory, design and operation of the automotive fuel system are covered. This includes fuel gauges, tanks, pumps and fuel injection components. A study of fuel manufacturing, testing, and fuel reaction as it applies to emission systems is covered. The use of service equipment to diagnose, evaluate and repair components of the fuel system are covered.

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

AUTT1204 Steering and Suspension II
L/M 10 30 2
Diagnosis and practical experience of power and conventional steering. 2 and 4 wheel alignment and wheel balancing.

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

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

AUTT1222 Engine II
L/M 70 130 11
Advanced automotive engine coursework on removal, disassembly, and machining operations for complete major engine overhaul.

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

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

AUTT1408 Advanced Engine Performance
L/M 60 90 9
Advanced tune-up, fuel injection systems, ignition systems and vehicle driveability. Practical experience is gained through the inspection, service and repair to computer controlled engine systems including fuel-injection and ignition systems with the aid of state-of-the-art equipment.

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

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

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

BIOS • Bioscience

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

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

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

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

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

BIOS1140 Human Anatomy & Lab
B/L 45 30 6
Study and identification of anatomical structures of the human body. Includes a detailed study of: tissues that make up the various body systems, integument, skeletal structures, joints, muscles (origin, insertion, action), peripheral and cranial nerves, brain structures, major blood vessels, heart structures, respiratory, digestive, reproductive, endocrine, and urinary systems. Lab complements the material presented in lecture. Utilize the knowledge in a laboratory setting by studying with a “hands-on” approach using models, dissected tissues, and pictures. Lecture concurrent with lab.

= Course also offered On-line.
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOS1210</td>
<td>Human Anatomy &amp; Physiology</td>
<td>B</td>
<td>45</td>
<td>30</td>
<td>6</td>
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<tr>
<td></td>
<td>Introduction to anatomy and physiology for students in biological medical and health related programs. Relationships between structure and function. Chemical, cellular and tissue levels of organization. Introduction to principal systems of the human body. Structure and function of the integumentary skeletal, muscular and nervous systems of the body. Implications of the use of instruments and structural identification experiments.</td>
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<tr>
<td>BIOS1220</td>
<td>Human Anatomy &amp; Physiology</td>
<td>B</td>
<td>45</td>
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<td></td>
<td>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 physiological experiments and structural identification experiments.</td>
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<tr>
<td>BIOS2130</td>
<td>Human Physiology &amp; Lab</td>
<td>L</td>
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<td>Study of the functions of the various human body systems including the study of cells, chemical reactions in the body (metabolism), bone growth, muscle contraction, digestive processes, functions of various blood components, nerve impulses, urinalysis, physiology, reproduction, and immunology. Lab complements the material presented in lecture. Utilize the knowledge in a laboratory setting by studying with a &quot;hands-on&quot; approach using a variety of instruments that are used for hospital settings. Lab concurrent with lecture.</td>
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<tr>
<td>BRDC1710</td>
<td>Survey of Electronic Media</td>
<td>B</td>
<td>45</td>
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<td></td>
<td>An historical overview of electronic media with emphasis on broadcasting structure, processes, effects and social responsibility.</td>
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<tr>
<td>BRDC1860</td>
<td>Radio Workshop</td>
<td>B</td>
<td>15</td>
<td>90</td>
<td>4.5</td>
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<td></td>
<td>Prerequisite: By permission only. Participation in on-air or off-air production work at the College radio station. May be taken twice for credit.</td>
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<tr>
<td>BRDC1900</td>
<td>Broadcast Media Production</td>
<td>B</td>
<td>15</td>
<td>90</td>
<td>4.5</td>
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<td></td>
<td>Prerequisite: BRDC1710 or permission. An introduction to the principles, practices, procedures and equipment utilized to produce broadcast quality advertising spots, public service announcements, news and interviews.</td>
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<tr>
<td>BRDC2760</td>
<td>Broadcast Management</td>
<td>B</td>
<td>45</td>
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<td></td>
<td>Prerequisite: Mass Media Majors only. Principles of broadcast management. A discussion of management techniques and concepts as they relate to broadcast operations, programming decisions and personnel operations.</td>
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<tr>
<td>BRDC2780</td>
<td>Public Relations, Strategies &amp; Techniques</td>
<td>B</td>
<td>45</td>
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<td>Study of strategies, problems, and procedures in public relations. Practice in solving public relations problems. Preparation of public relations material.</td>
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<tr>
<td>BRDC2830</td>
<td>Communication Law &amp; Ethics</td>
<td>B</td>
<td>45</td>
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<td>Prerequisite: BRDC1710, JOUR1810, or permission. A study of the theories, freedoms, legal aspects and responsibilities of the mass media. Emphasis is placed on the First Amendment as it relates to broadcasting.</td>
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<tr>
<td>BRDC2860</td>
<td>Radio Workshop</td>
<td>B</td>
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<td></td>
<td>Prerequisite: By permission only and a &quot;C&quot; or better in BRDC1100 and BRDC1860. Second workshop opportunity. Credit given to students who actively participate in on-air or off-air production work at the College radio station.</td>
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<tr>
<td>BRDC2970</td>
<td>Radio Internship</td>
<td>B</td>
<td>45</td>
<td>120</td>
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<td>Prerequisite: By permission only. This course is open only to those pursuing an A.A.S. degree. Students will be placed in a job situation to gain firsthand knowledge and experience in the field of radio. Placement may be in any field of radio: advertising, sales, announcing, continuity or production.</td>
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<tr>
<td>BSAD1010</td>
<td>Microsoft Applications</td>
<td>B/L/M</td>
<td>45</td>
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<td>Prerequisite: Keyboarding skills and prior computer experience recommended. Use of Windows operating system to learn about My Computer and Windows Explorer to manage folders and files. Use of a popular Internet browser to explore the World Wide Web and work with electronic mail. Use of Microsoft Office software suite to learn basic features and integration of the word processing application MS Word and the spreadsheet application MS Excel.</td>
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<tr>
<td>BSAD1020</td>
<td>Microsoft Applications II</td>
<td>B/L</td>
<td>45</td>
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<td>Prerequisite: BSAD1010. Continues efficient use of Windows Explorer and electronic mail. Use of Microsoft (MS) Office software suite to continue integration, to learn basic/intermediate features of the MS PowerPoint presentation application and the MS Access database application, and to learn intermediate/advanced features of the MS Excel spreadsheet application.</td>
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<tr>
<td>BSAD1050</td>
<td>Introduction to Business</td>
<td>B/L/M</td>
<td>45</td>
<td>4.5</td>
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<td>An introductory study and overview of the role of business in society as well as a discussion of the various disciplines of business including an overview of business organization, management, human resource management, and finance. Also, a study and discussion of various strategies for success of specific public and private firms as well as small business. Business vocabulary used to understand and interpret business news and information.</td>
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<tr>
<td>BSAD1090</td>
<td>Business Law I</td>
<td>B/L</td>
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<td>4.5</td>
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<td>Introduction to the history and origin of the legal system. All facets of the course are related to business including ethics and business crimes, contract law relative to dispute settlements, torts, sales contracts under the U.C.C. and agency.</td>
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<tr>
<td>BSAD1100</td>
<td>Business Law II</td>
<td>B/L</td>
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<td></td>
<td>Prerequisite: BSAD1090. Continuation of Business Law I. Study of business law relationships including personal and real property, wills and estates, landlord/tenant law, sales, commercial paper, business organization, credit transactions, and government regulation.</td>
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<tr>
<td>BSAD1230</td>
<td>Visual Merchandising</td>
<td>B/L</td>
<td>45</td>
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<td></td>
<td>Fundamentals of planning promotional activities and store design. Design and art principles for use in window and in-store displays. Lab includes construction of window displays and props, signing, and flat panel techniques.</td>
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<tr>
<td>BSAD1730</td>
<td>Principles of TQM</td>
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<td>Introductory course covering the rationale for a continuous improvement process, the use of analytical and statistical data to make decisions, and the eight basic TQM tools used to gather and report data.</td>
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<tr>
<td>BSAD2030</td>
<td>Co-op Supervised Employment</td>
<td>B/L</td>
<td>200</td>
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<td>Prerequisite: OFF2000. Practical work experience for the development of marketable skills for employment in the selected specialization. The course is under the guidance of the cooperative education coordinator. Open to Business Administration students only.</td>
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<tr>
<td>BSAD2270</td>
<td>Professional Selling</td>
<td>B/L/M</td>
<td>45</td>
<td>4.5</td>
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<td>Development of selling principles and concepts used in a wide variety of selling situations including specialty, wholesale and retail. Necessary personality traits, ethics, and negotiation techniques required for successful selling are stressed and applied through the use of sales presentations and demonstrations.</td>
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<tr>
<td>BSAD2310</td>
<td>Business Ethics</td>
<td>B/L</td>
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<td></td>
<td>Prerequisite: Writing/English Competency met. Study of different perspectives of ethics and impact on organizations and individuals. Current ethical issues as they relate to business.</td>
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<tr>
<td>BSAD2365</td>
<td>Leadership Practicum</td>
<td>B/L/M</td>
<td>200</td>
<td>5</td>
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<td>Prerequisites: Faculty Permission. This course provides students with hands-on experience in leadership, managerial decision-making, and professional communication including project management, team building, training and development, cultural competencies and social responsibility. Students will learn to plan, forecast, organize events and resources, lead, delegate, and motivate others. It is an interactive course that integrates all aspects of formal business education and training through service learning in collaboration with the international student organization, Students in Free Enterprise (SIFE). Students will be required to take a significant leadership role in SIFE and contribute to the annual written report and visual presentation for SIFE competition as part of this upper division credit class.</td>
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</table>
A study of the development of an effective marketing program including consumer behavior, product, pricing, distribution, and promotional strategies. 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.

Introduction to retailing principles in major retail areas. Policies and practices, marketing and business systems of small and large retailers are studied.

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.

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.

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.

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.

Study of the development of an effective marketing program including consumer behavior, product, pricing, distribution, and promotional strategies.
## CAPP2740 DaimlerChrysler Manual Transmission, Transaxles, Clutch and Transfer Case

- **Location offered**: M 55 40 7
- Operating principles and service of DaimlerChrysler manual transmissions and related drive train components. Diagnosis and repair procedures.

## CAPP2741 DaimlerChrysler Rear Axle Service

- **Location**: M 15 15 2
- Operation, diagnosis, and repair of drive shafts, universal joint axles, axle bearings, seals and differentials used on late model DaimlerChrysler vehicles.

## CAPP2742 DaimlerChrysler Diesel Fuel and Emission System

- **Location**: M 15 15 2
- This course provides the theory and operation of DaimlerChrysler diesel fuel injection systems, including pump repair, operation, repair of nozzles, and diagnosis and service of diesel electrical and emission control systems.

## CAPP2748 DaimlerChrysler Automatic Transmissions & Transaxles

- **Location**: M 80 40 9

## CAPP2749 DaimlerChrysler New Product Update

- **Location**: M 20 - 2
- Overview of new product features for current model year. Includes available DaimlerChrysler New Product Information.

## CHEM • Chemistry

### CHEM0950 Pre-chemistry

- **Location**: B 45 - 4.5
- Summer session. Designed for student who does not have background necessary for success in college chemistry. Formula writing, naming compounds, balancing equations, chemical computations. Graded pass/no pass. Does not fulfill science requirement for A.A. or A.S. degree.

### CHEM1050 Chemistry and the Citizen

- **Location**: L 45 30 6
- **Prerequisite**: MATH1100 or two years of high school algebra. Designed for the non-science major. Survey of principles of chemistry, stressing concepts and qualitative understanding rather than problem solving and technical skills.

### CHEM1100 General Chemistry I

- **Prerequisite**: Two years of high school algebra, MATH1100 or permission of the instructor. Introduction to the principles of chemistry. States of matter, atomic and molecular structures and bonding. Periodic Law, gas laws, and kinetic molecular theory, solutions and their properties.

### CHEM1100 General Chemistry II

- **Prerequisite**: CHEM1100 with a grade of "C" or better. A continuation of CHEM1090. Topics include chemical equilibrium and Kinetics, acids and bases, solubility product, electrochemistry and oxidation-reduction and qualitative analyses of ions. Brief introduction to organic and biochemistry.

## CHEM2520 Organic Chemistry II

- **Prerequisite**: CHEM2510 or permission. Continuation of CHEM2510. Benzene and related compounds, nitro compounds, sulfuric acids, amines, diazonium compounds, phenols, alcohol, acids, dyes, stains and indicators, heterocyclic compounds and applications to biochemistry.

## CHEM2610 Biochemistry

- **Prerequisite**: CHEM2510 or permission. Study of the structure, function and metabolism of carbohydrates, lipids, proteins and nucleic acids. Studies of enzymes and cellular energetics included.

## CNST • Building Construction Technology

### CNST1121 Concrete & Masonry Tools & Materials

- **Prerequisite**: MATH1000. Theory designed to acquaint the student with materials and techniques for planning, estimating and constructing masonry and concrete structures including foundations. Demonstrations, videos, and clinics emphasizing the best practices in concrete and form work.

### CNST1122 Concrete & Masonry Applications

- **Prerequisite**: MATH1000. Laboratory application in proper use of concrete and masonry tools, materials. Experience in block and brick laying, fireplace construction, concrete forming, and reinforcing and finishing. Safety habits.

### CNST1123 Residential Blueprint Reading

- **Prerequisite**: MATH1000. Introduction to blueprint reading, residential drawings, reproduction processes of drawings, scale reading, terms, abbreviations, symbols and basic sketching. Estimating procedures for some aspects of construction are covered. The course emphasizes layout and design of a basic residential floor plan with reading specifications and understanding of the Uniform Dwelling Code Book. The student completes a preliminary floor plan with schedules to be utilized in CNST1326, Residential Construction Drafting Lab. Coincides with CNST1225, Tools and Materials.

### CNST1224 Construction Processes & Practices

- **Prerequisite**: MATH1000. Introduction to hand tools, construction safety, machinery, woodworking, modern practices and processes used in the building construction industry. Carpentry techniques, competency in blueprint reading, proper layout practices, parts cutting and assembly procedures.

### CNST1225 Tools & Materials

- **Prerequisite**: MATH1100 and CNST1223. Introduction to care, use and maintenance of hand tools, portable power and stationary lab equipment. New construction methods, materials and concepts. Origin, manufacturing processes, and characteristics and application of materials used in residential and light commercial construction today.

### CNST1326 Residential Construction Drafting Laboratory

- **Prerequisite**: CNST1323. Laboratory which applies concepts acquired in CNST1327. Purposes of residential working drawings. Drawing door and window schedules, a floor plan, a basement/foundation plan, and construction details. Emphasis on methods of construction.

### CNST1327 Residential Construction Drafting Theory

- **Prerequisite**: CNST1223. Architectural drafting for beginners including drafting and detailing techniques and methods, lettering, standard symbols and drafting equipment. Concepts for door and window schedules. Floor plans, basement/foundation plan, stair calculations and construction details.

### CNST1328 Residential Construction Estimating Laboratory

- **Prerequisite**: CNST1223 and BSAD1010. Application of skills acquired in CNST1329. Using standardized forms and information, student develops lists of construction materials and prices for residential construction. Emphasis on accuracy and completeness.

### CNST1329 Residential Construction Estimating Theory

- **Prerequisite**: CNST1223. Concepts of estimating quantities of residential construction materials. Interpretation of residential construction drawings and an introduction to quantity survey techniques and formulas. Decision making and materials estimate organization.

### CNST1331 Drafting Aids & Trends

- **Prerequisite**: CNST1223. Fundamentals of commercial blueprint reading, introduction to the metric system, and basic design criteria for developing a practical approach to earth-sheltered design.

### CNST1430 Cabinetry & Carpentry Laboratory

- **Prerequisite**: 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

- **Prerequisite**: CNST1225. Co-requisite: CNST1430. Fundamentals of carpentry, emphasizing the process of home building through the study of blueprints and construction texts and references. Site layout, foundations, framing, roofing, exterior trim, interior trim and cabinet making. Prerequisite to house project in the fifth quarter.
COURSE #   COURSE TITLE  LOCATION OFFERED  CLASS HOURS  LAB HOURS  CREDIT

CNST2532 Residential Construction Applications  M - 280 9
Prerequisites: CNST1430 and CNST1433. CPR and First Aid Certification training required.
Application of theory and technical courses to practical situations including residential framing, exterior finish, interior trim, cabinet making, roofing and painting. Primary project is a frame residence which provides experiences in all aspects of framing through exterior and interior trim work. Includes short information briefing daily.

CNST2537 Residential Construction Principles  M 20 - 2
Prerequisites: CNST1430 and CNST1433. Acceptable methods of home construction as established by federal, state and local building codes. Work procedures and practices for home construction.

CNST2627 Building Construction Welding  M 6 30 1.5
Theory and practice of shield metal arc welding and oxy acetylene torch cutting. Emphasis on safety, equipment setup and operation as it applies to the construction industry.

CNST2634 Commercial Construction Drafting Laboratory  M 69 2
Prerequisite: CNST1326. Laboratory for drawing and representation of commercial structures. Preliminary information provided by instructor, but student bears more responsibility for planning design than in earlier drafting courses. Use of the Uniform Building Code for floor plan design and the Interrelationship of drawings and information for a set of construction drawings is included.

CNST2636 Commercial Construction Estimating Laboratory  M - 76 2.5
Prerequisite: CNST1328 and BSAD1010. Laboratory for creation of commercial materials estimate using the procedures described in CNST2641. The R.S. Means Company format, estimating forms and procedures used. Emphasis on creativity, accuracy, and completeness.

CNST2639 Commercial Construction Drafting Theory  M 37 - 3.5
Prerequisite: CNST1327 and ENGL1000 or higher. Study of light commercial structures and methods of construction. Requirements of the Uniform Building Code for commercial construction. Construction materials and methods. Methods of graphic representation for each drawing.

CNST2641 Commercial Construction Estimating Theory  M 50 - 5
Prerequisite: CNST1329. 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: CNST1327 and CNST1331. Introduction to iron and steel making, structural shape selection and size selection of steel structural systems, joists, beams and columns.

COURSE #   COURSE TITLE  LOCATION OFFERED  CLASS HOURS  LAB HOURS  CREDIT

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 within institutional and community based corrections. Topics include, but are not limited to, the history of corrections, the influence of social thought and philosophy on the development of corrections, the rights of the incarcerated inmate, and the duties of the correctional officer.

CRIM1030 Courts & the Judicial Process  B/L 45 - 4.5
Prerequisite: CRIM1010 or advisor approval.
Surveys the United States judicial system. Topics include, but are not limited to, legal and constitutional concepts, institutions and processes. Coverage includes adult and civil courts.

CRIM1140 Reporting Techniques for Criminal Justice  B/L 45 - 4.5
Prerequisite: ENGL1010 or ENGL1015 or equivalent.
The student learns to observe and document the behavior of crime victims, witnesses and suspects. The student also learns to accurately describe and record conditions and activities of crime scenes in 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, confession), the development, application, and enforcement of laws; constitutional issues; and sentencing.

CRIM2030 Police and Society  B/L 45 - 4.5
Examines the role of the police in relationship to law enforcement and American society. Topics include, but are not limited to the role and function of police, the nature of police organizations and police work, and the patterns of police-community relations.

CRIM2100 Juvenile Justice  B/L 45 - 4.5
Examines the origins, philosophy, and objectives of the juvenile justice system. Topics include, but are not limited to causation of crime (i.e. race/ethnicity, socioeconomic (i.e. 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 agencies and such complex social issues as, but not limited to, domestic violence, child abuse, elder abuse, gangs, and drugs.

CRIM2260 Criminal Investigation  B/L 45 - 4.5
Introduces criminal investigation procedures. Reviews the historical development and investigative processes related to law enforcement functions. Topics include, but are not limited to the proper collection, organization, and preservation of evidence using basic investigative tools; examining the primary sources of information; analyzing the importance of writing skills; and reviewing the constitutional (legal) limitations of the investigation.

CRIM2510 Rules of Evidence  B/L 45 - 4.5
Emphasizes the concept of evidence and the rules governing its admissibility. Includes theoretical and pragmatic consideration of constitutional requirements affecting evidence and procedure.

CRIM2860 Criminal Justice Internship  B/L - 48 12
Prerequisite: Successful completion of previous CRIM courses.
This course entails a series of planned and supervised activities in actual work situations. The internship must be directly related to the student's program of study. A total of 180 contact hours are required for this course.

CRIM2940 Law Enforcement Internship  B/L - 480 12
Provides instruction in basic law enforcement techniques at the Nebraska Law Enforcement Training Center. Instruction includes, but is not limited to: courtroom performance, traffic enforcement, civil process, techniques of arrest, firearms training, and criminal investigation applications.

Please Note • Deere Construction & Forestry Equipment Tech - See JDCE

DENT • Dental Assisting

DENT103 Oral Sciences I  L 30 - 3
Prerequisite: Declared DENT students only.
Survey course dealing with the basic overview of normal structure and functioning of the cellular, skeletal, cardiovascular, circulatory, neurological, respiratory, and immunological body systems and their interrelationships as related to dental structures.

DENT1110 Preclinical Concepts  L 75 6.5
Prerequisite: Currently enrolled in the clinical track phase of the program.
Screening course for Dental Assisting Foundations I course DENT1211. Introduction to the history of the profession of dental assisting, the professional and ethical responsibilities of the dental assistant in the practice of dental assisting, professional terminology, state and national regulations governing dentistry, education of the dental team, and the process of national certification (CDA). Basic skills in dental health care worker protocol, patient care, communication with diverse population, equipment and instrument identification, high velocity evacuation, four-handed instrument exchange, manipulation of temporary cement, and occupational exposure protocol techniques.

DENT1210 Oral Sciences II  L 30 4
Prerequisites: DENT103, DENT110, FSIT1350, and MEDA1101.
Thorough study of anatomical concepts pertaining to the structures of the face and oral cavity including histology, embryology, and oral morphology.
Prerequisites: DENT1103, DENT1110, FSDT1350, and MEDA1101. Continuation of basic skills, manipulation of specific types of dental materials, rubber dam placement, assembly of matrix retainers, basic treatment setups, techniques for control of disease-producing blood-borne pathogens, personal protection, standard precautions, and hazard protection as required by OSHA guidelines for health care providers. Laboratory experiences occur at the UNMC College of Dentistry and at SCC Lincoln Campus.

DENT1212 Oral Hygiene
Prerequisites: DENT1103, DENT1110, FSDT1106, and FSDT1350, and MEDE1101. Application of oral hygiene principles to personal oral hygiene. Includes instruction for children, adults, and edentulous persons in oral health care, including dietary needs.

DENT1214 Clinical Concepts
Prerequisites: DENT1103, DENT1110, FSDT1106 or FSDT1130, and MEDA1101. Recognition and management of medical and dental emergencies in the dental office, assisting with dental examination data gathering, oral pathology and overview of pharmacology and pain control.

DENT1311 Dental Assisting Foundations II
Prerequisites: DENT1210, DENT1211, DENT1214, and DENT1312. Emphasis on the principles and techniques of chairside dentistry (including coronal polish) for the dental assistant. Emphasis on dental laboratory asepsis and clinical asepsis with further development in skill, efficiency, and consistency.

DENT1312 Dental Materials I
Prerequisites: DENT1103, DENT1110, FSDT1106 or FSDT1130, and MEDA1101. Introduction to physical properties; principles of manipulation and storage of materials; manipulation of specific types of dental materials; laboratory projects pertaining to diagnostic impressions; and casts on a manikin and human patient.

DENT1313 Oral Radiography I
Prerequisites: DENT1210, DENT1211, DENT1214, and DENT1312. Extensive study in oral radiography pertaining to the oral cavity. Laboratory emphasis on DXTTR manikin.

DENT1314 Clinical Education I
Prerequisites: DENT1210, DENT1211, DENT1214, and DENT1312. Clinical education is scheduled throughout quarters two, three and four. Under supervision, students will work with patients and application of acquired skills and principles studied in the classroom and laboratory settings.

DENT1410 Practice Management Skills
Prerequisites: DENT1412, DENT1311, DENT1313, and DENT1314. Principles of dental office procedures, resume writing, letter of application, and inventory control. State-of-the-art dental software program utilized through out the entire course.

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### COURSE # COURSE TITLE LOCATION OFFERED CLASS HOURS LAB HOURS CREDIT

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>CLASS</th>
<th>LAB</th>
<th>CREDIT</th>
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<tr>
<td>DENT1211</td>
<td>Dental Assisting Foundations I</td>
<td>L</td>
<td>30</td>
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<td>DENT1411</td>
<td>Dental Assisting Foundations III</td>
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<td>DENT1412</td>
<td>Dental Materials II</td>
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<td>DENT1413</td>
<td>Oral Radiography II</td>
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<td>DENT1414</td>
<td>Clinical Education II</td>
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<tr>
<td>DESL1120</td>
<td>Basic Electrical-Farm</td>
<td>M</td>
<td>20</td>
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<tr>
<td>DESL1121</td>
<td>Cranking Motors &amp; Ignition Systems-Farm</td>
<td>M</td>
<td>28</td>
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<tr>
<td>DESL1122</td>
<td>Charging Systems-Farm</td>
<td>M</td>
<td>20</td>
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<td>DESL1123</td>
<td>Power Trains I-Farm</td>
<td>M</td>
<td>30</td>
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<td>DESL1160</td>
<td>Oxyacetylene &amp; Arc Welding-Farm</td>
<td>M</td>
<td>10</td>
<td>30</td>
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<tr>
<td>DESL1225</td>
<td>Theory of Engine Operation-Farm</td>
<td>M</td>
<td>26</td>
<td>22</td>
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<tr>
<td>DESL1227</td>
<td>Theory of Fuel System Operation-Farm</td>
<td>M</td>
<td>25</td>
<td>15</td>
<td>3</td>
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<tr>
<td>DESL1228</td>
<td>Valve Trains-Farm</td>
<td>M</td>
<td>22</td>
<td>33</td>
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<tr>
<td>DESL1230</td>
<td>Diesel Engine Overhaul &amp; Inspection-Farm</td>
<td>M</td>
<td>34</td>
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<tr>
<td>DESL1235</td>
<td>Diesel &amp; LPG Fuel Systems I-Farm</td>
<td>M</td>
<td>45</td>
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<tr>
<td>DESL1331</td>
<td>Basic Cab Air Conditioning-Farm</td>
<td>M</td>
<td>26</td>
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</table>

DESL  • Diesel Technology FARM

DESL1120 Basic Electrical-Farm
Basic electrical principles and applications of magnetism, electromagnetism, and the use of three basic electrical meters. Circuit theory exercises in three basic types of circuits, using OHM’s Law and basic math skills. Design, construction, safe operation and testing of lead acid storage batteries.

DESL1121 Cranking Motors & Ignition Systems-Farm
Prerequisite: DESL1120. Principles, operation and testing of battery ignition systems, motor vehicle cranking motors, switches and drives.

DESL1122 Charging Systems-Farm
Prerequisite: DESL1120. Principles of operation, and procedures for testing and repair of AC and DC type generator charging systems.

DESL1123 Power Trains I-Farm
Prerequisite: DESL1126. Theory of power transmission from engine to rear wheels. Includes engine measurements and performance, levers, gears, chains, clutches, transmissions, planetary gears, drive lines, differentials, rear axles, and disassembly, inspection, adjustments and reassembly of standard transmissions and differentials.

DESL1126 Hand Tools & Precision Measuring Instruments-Farm
Study of the proper use and care of power and hand tools. Micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tube flaring, fittings, and fasteners. Student project utilizing hand tools and measuring instruments.

DESL1160 Oxyacetylene & Arc Welding-Farm
Theory and practice of oxy acetylene brazing welding and cutting, including proper operation of equipment. Principles and applications of SMAW (stick) in the flat, horizontal position.

DESL1225 Theory of Engine Operation-Farm
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.

DESL1227 Theory of Fuel System Operation-Farm
Operational theory, construction, testing, and repair methods for spark ignition engine fuel system components. LPG and gasoline fuel systems, as well as air induction and exhaust systems, and the relationship of valve timing, ignition and injection timing to normal combustion. Physical and chemical properties of distillate fuels used in Diesel, LPG and gasoline powered engines. Normal and abnormal combustion theory related to fuel production, testing, storage, handling and engine design methods.

DESL1228 Valve Trains-Farm
Prerequisites: DESL1120 and DESL1160. Operational, construction, testing, and repair methods for engine valve trains. Valves, valve seats, camshafts, cam followers, valve springs, rocker arm assemblies, push rods and related parts. Valve timing and adjustments will be judged for proficiency by actual engine operation. Basic procedure and operation of valve and seat reconditioning is performed and proficiency evaluated.

DESL1230 Diesel Engine Overhaul & Inspection-Farm
Experience in the operation and service methods for the following engine components: crankshafts, connecting rods, pistons, cylinder liners, bearings 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
Prerequisites: DESL1160 through DESL1160. Theory of diesel fuel injection system. Pump and nozzle components, fuel flow, and fuel filtering systems. Diesel engine compression ignition theory, combustion chamber design, and maintenance procedures for proper removal, installation, and proper procedures for fuel injection pumps. Construction and operation of updraft, one and two barrel carbs, LPG fuel systems and turbo chargers.

DESL1331 Basic Cab Air Conditioning-Farm
Study of the theory of operation and repair of air conditioning, heating, and ventilation systems used on today’s farm equipment.
Course Title: Basic Hydraulics-Truck
Course Code: DESL4381
Prerequisites: DESL4381
Description: Principles and application of theory design, construction, and testing of hydraulic systems including pumps, actuators, reservoirs, accumulators, lines, fittings, filters and fluids.
Lecture Hours: 20
Lab Hours: 15
Credit Hours: 2.5

Course Title: Heating and Air Conditioning I-Truck
Course Code: DESL4541
Prerequisites: DESL4541
Description: 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.
Lecture Hours: 20
Lab Hours: 20
Credit Hours: 3.5

Course Title: Post-Cooperative Education/ Seminar-Truck
Course Code: DESL5412
Prerequisites: DESL5412
Description: Evaluation of the on-the-job training to share experiences, ideas, and preparation for full-time employment upon graduation.
Lecture Hours: 20
Lab Hours: 0
Credit Hours: 2

Course Title: Heating & Air Conditioning II-Truck
Course Code: DESL6302
Prerequisites: DESL6302
Description: 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.
Lecture Hours: 25
Lab Hours: 35
Credit Hours: 5

Course Title: Automatic Truck Transmissions-Truck
Course Code: DESL6432
Prerequisites: DESL6432
Description: Principles, design, and construction of Allison automatic truck transmissions. Lab work in disassembly, inspection, reassembly, adjustment, repair, and testing of the automatic transmission.
Lecture Hours: 25
Lab Hours: 35
Credit Hours: 5

Course Title: Electrical Systems III-Truck
Course Code: DESL6452
Prerequisites: DESL6452
Description: 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.
Lecture Hours: 40
Lab Hours: 60
Credit Hours: 6

Course Title: Electronic Diesel Engine Diagnostics & Tune-Up-Truck
Course Code: DESL6482
Prerequisites: DESL6482
Description: 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.
Lecture Hours: 40
Lab Hours: 50
Credit Hours: 5.5

Course Title: Design Drafting Concepts
Course Code: DRAF1110
Prerequisites: DRAF1110
Description: A study of the application of communication and documentation of basic design skills using industry accepted standards and practices.
Lecture Hours: 30
Lab Hours: 0
Credit Hours: 3

Course Title: AutoDesk Applications
Course Code: DRAF320
Prerequisites: DRAF1110 and DRAF1120
Description: Using AutoDesk Architectural Desktop for the creation of architectural drawings.
Lecture Hours: 45
Lab Hours: 15
Credit Hours: 3

Course Title: Strength of Materials
Course Code: DRAF3140
Prerequisites: DRAF1100 and MATH1080 or higher.
Description: Theories of forces acting on bodies. Moments of forces, formulas for stresses in materials and structural members.
Lecture Hours: 44
Lab Hours: 0
Credit Hours: 4

Course Title: Principles & Materials of Construction
Course Code: DRAF2100
Prerequisites: DRAF1100 and ENGL1000 or 1010.
Description: Commonly used materials and accepted methods of small commercial construction.
Lecture Hours: 45
Lab Hours: 0
Credit Hours: 4.5

Course Title: Building Structures
Course Code: DRAF2120
Prerequisites: DRAF1110, DRAF2100, and MATH1080 or higher.
Description: Materials, methods & concepts used in design and detailing of foundations and basements & structural drawings.
Lecture Hours: 40
Lab Hours: 0
Credit Hours: 4
<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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<td>DRAF2130</td>
<td>Industrial Plastics</td>
<td>L 30 - 3</td>
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<td>Prerequisite: DRAF1330.</td>
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<tr>
<td>Identification of thermoplastic and thermosetting plastic, their properties, uses and applications. Study of the manufacturing processes associated with the use of plastic products.</td>
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<tr>
<td>DRAF2140</td>
<td>Building Systems</td>
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<td>Prerequisite: DRAF2110.</td>
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<tr>
<td>Electrical, plumbing, mechanical systems, code requirements, calculation methods, related design techniques, preparation of working drawings to include: plans, legends, symbolization &amp; equipment schedules.</td>
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<tr>
<td>DRAF2160</td>
<td>Commercial Construction</td>
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<td>Prerequisite: DRAF2140.</td>
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<tr>
<td>Planning, design, and layout for a commercial building with attention to structural components, commercial building materials, and building code requirements.</td>
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<tr>
<td>DRAF2170</td>
<td>Structural Steel</td>
<td>L 15 45 3</td>
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<td>Prerequisite: DRAF1120 and DRAF2100.</td>
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<tr>
<td>A study of the design and preparation of electronic files for buildings, bridges, tanks, towers, and other structures of steel.</td>
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<td>DRAF2180</td>
<td>Professional Practice-Architectural</td>
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<td>Prerequisite: DRAF2140.</td>
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<tr>
<td>Planning, design, and layout for buildings with attention given to the needs of people with special requirements. A study of the compliance for Federal, state, and local building code requirements.</td>
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<td>DRAF2200</td>
<td>Geometric Dimensioning &amp; Tolerancing</td>
<td>L 30 - 3</td>
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<td>Prerequisite: DRAF1110 DRAF2200.</td>
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<tr>
<td>Study of the language of geometric dimensioning and tolerancing using ASME Y 14.5M. Application of the rules and symbols for GD.T. (Required course for DRAF2210.)</td>
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<td>DRAF2210</td>
<td>Engineering Processes</td>
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<td>Prerequisite: DRAF2120 and DRAF2200 and DRAF2130.</td>
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<td>DRAF2220</td>
<td>Flat Pattern Layout</td>
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<td>Prerequisites: DRAF110 and DRAF120.</td>
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<tr>
<td>Study of flat pattern developments use for consumer products, product packaging, and sheet metal design applications.</td>
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<td>Consumer Products-Design</td>
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<td>Application of the steps used in the design process. Developing designs to solve typical consumer product design problems. Research current product history and cost related to the manufacture of products.</td>
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<td>DRAF2260</td>
<td>Jig &amp; Fixture-Design</td>
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<td>Prerequisite: DRAF2210.</td>
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<tr>
<td>Study of the design and economics of work holding devices. Design layout for product relationship to fixture use.</td>
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<td>DRAF2440</td>
<td>Topographic/Civil Drafting</td>
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<td>Prerequisite: DRAF1110 and DRAF2110.</td>
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<td>Methods used in drawing maps including symbols, the procedure of plotting traverses, and the drawing of property boundaries from a legal description. Introduction in reading, interpreting and plotting information from a surveyor’s field book. Drawing roadways, cross sections and plan &amp; profiles, and subdivision plats.</td>
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<td>DRAF2520</td>
<td>Electronic Drafting</td>
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<td>Prerequisite: DRAF2110 and DRAF2120.</td>
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<tr>
<td>The use of electronic symbols to create block diagrams and schematic diagrams of electronic circuits. Drawing highway cable designs and cabinet and panel layouts.</td>
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<td>DRAF2600</td>
<td>Special Projects</td>
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<td>Prerequisite: Permission of Program Chair.</td>
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<tr>
<td>Study of a special area in drafting or completion of a special drafting project not previously covered in the curriculum.</td>
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<td>DRAF2620</td>
<td>Co-op Education I-Drafting</td>
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<td>Prerequisite: Permission of Program Chair.</td>
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<tr>
<td>Training in a work situation. Guidance from the instructor/coordinator and the training supervisor. Individualized, specific, written objectives which have been approved by the College. During the co-op period, the student will attend a mandatory related class each week.</td>
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<td>DRAF2621</td>
<td>Co-op Education II-Drafting</td>
<td>L 200 3</td>
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<td>Prerequisite: Permission of Program Chair and DRAF2620.</td>
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<tr>
<td>A continuation of the DRAF2620 course giving students an extended opportunity to experience a work situation.</td>
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**ECED • Early Childhood Education**

**ECED1050** Expressive Arts | L | 45 - 4.5 | 4.5 |
This course focuses on the selection, construction and use of materials, activities and experiences that encourage the young child’s creativity and aesthetic appreciation through the visual arts, music, body movement, and dramatic play. Curriculum designed for 3-8 year olds. Grade of “C” or better required for ECED1565.

**ECED1060** Observation, Assessment and Guidance | 45 - 4.5 |
This course introduces a variety of observation, assessment and guidance techniques used in an early childhood education setting birth through age 8. Grade of “C” or better required for ECED1565 and ECED1240.

**ECED1110** Infant and Toddler Development | L | 45 - 4.5 |
This course focuses on typical / atypical development of children in the prenatal period of development through age two. Planning curriculum in the domains of physical growth and motor skills, cognition and language, and social/emotional development are examined. Grade of “C” or better required for ECED1565.

**ECED1112** Advanced Infant and Toddler Concepts | L | 30 - 3 |
Pre-requisite: ECED1110 & ECED1221.
A continued and in-depth study and application of typical growth and development of the child from birth to age three. Infusion of exceptionalities into course work to prepare the student to work with children with disabilities. Developmentally appropriate practices and curriculum are examined. Emphasis on supporting partnership with the family as a crucial factor in the child’s development and learning. Required class for Coop students working in an Infant/Toddler setting.

**ECED1120** Preschool Child Development | L | 30 - 3 |
This course focuses on typical / atypical development of the child ages 3 through 5 years in the curriculum. Inclusion of exceptionalities into course work to prepare the student to work with children with disabilities. Developmentally appropriate practices and curriculum are examined. Emphasis on supporting partnership with the family as a crucial factor in the child’s development and learning. Required class for Coop students working in an Infant/Toddler setting.

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

**ECED1160** Early Language and Literacy | L | 45 - 4.5 |
This course focuses on the development of literacy and language skills for children from birth through age 4. Students will plan and prepare developmentally appropriate literacy and language activities. Grade of “C” or better required for ECED1565.

**ECED1220** Pre-Practicum | L | 15 - 1.5 |
Co-requisite: First ECED practicum
This course is designed to provide an orientation to practicum experiences in the early childhood education program. Students will review the process for setting up a practicum, forms used during the practicum, understand child care licensing requirements for their state, obtain a current health report and have their names cleared through appropriate background checks. Students will understand practicum expectations and responsibilities, methods of evaluation, and the importance of professionalism in the work place. A grade of “C” or better is required to pass.
ECED1211 Infant / Toddler Practicum

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

ECED1224 Preschool Math, Science and Social Studies Curriculum

Planning and implementing developmentally appropriate activities for children. Grade of “C” or better required for ECED1565.

ECED1230 School Age Child Development

This course focuses on typical / atypical development of the child ages 5-12 years in the domains of physical growth and motor skills, cognition and language, and social/emotional development. Grade of “C” or better required for ECED1565.

ECED1240 Preschool/School Age Practicum

Pre-Co-requisites: ECED1120, 1230, 1060. Co-enrolled in ECED1220 if this is the first practicum.
This course is designed to provide an understanding of the developmental stages of children from three to eight years of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for children 3-8 years of age are also presented. Students are required to complete a minimum of 90 clock hours of practical work experience. Attendance at discussion / orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student. Grade of “C” or better required for all ECED majors.

ECED1260 Early Childhood Health, Safety and Nutrition

Defines interrelationship of safety, nutritional planning & health and how environmental factors affect young lives. Grade of “C” or better required for ECED1565.

ECED1270 Integrated Curriculum; Ages 3-8 years

Prerequisite: ECED1110, ECED120, ECED1230, ECED1060, ECED1260.
This course will combine the learning domains of language and literacy, math/science/social studies and expressive arts along with the fundamental elements of curriculum design to provide an application based learning experience of children’s learning experiences and instructor curriculum design. Grade of “C” or better required for ECED majors.

ECED1340 How Children Learn

Theory, methods, and planning techniques for teaching the young child in relation to thinking patterns and learning styles.

ECED1401 Displays in the Early Childhood Classroom

Selection, construction and use of materials, activities and experiences that encourage creative displays and bulletin board design. Curriculum designed for three to eight-year-olds.

ECED1402 Effective Technology in the Early Childhood Classroom

Introducing students to skills and techniques of incorporating computers and other forms of technology into the classroom.

ECED1403 Developing a Professional Portfolio for the Early Childhood Educator

Focuses on assisting the early childhood educator begin the process of developing and assembling a personal / professional portfolio to be used throughout their professional career.

ECED1404 Understanding Diversity in the Early Childhood Classroom

Focuses on developing a culture and ethnic awareness for early childhood educators as they respond sensitively to diversity in the classroom.

ECED1405 Portfolio Assessment in the Early Childhood Classroom

Focuses on helping the early childhood educator understand the importance of this alternative method of assessment and ways to incorporate it into the classroom curriculum and environment.

ECED1406 Effective Transitions in the Early Childhood Classroom

Fun and effective ways to make transitions work in an early childhood setting.

ECED1407 Creative Group Times in the Early Childhood Classroom

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

ECED1408 Effective Home Visits for the Early Childhood Educator

Focuses on how to establish a stronger relationship with parents by planning and conducting positive, non-threatening home visits.

ECED1409 PPST Preparation

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

ECED1475 Professional In-home Care

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

ECED1560 Comprehensive Family Child Care Practicum

Open only to declared ECED students. Prerequisites: Program permission required and an overall GPA of 2.5 or above. Current First Aid/CPR certification. ECED1110, 1120, 1230, 1060, 1260, 1270. Pre-OR Co-require: ECED1475. Supervised experience as an in-home provider using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences. Grade of “B” or better to meet graduation requirements.

ECED1570 Comprehensive Professional Nanny Practicum

Open only to declared ECED students. Prerequisites: Program permission required and an overall GPA of 2.5 or above. Current First Aid/CPR certification. ECED1110, 1120, 1230, 1060, 1260, 1270. Pre-OR Co-require: ECED1475. Supervised experience as a professional nanny using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences. Grade of “B” or better to meet graduation requirements.

ECED1565 Child Care Head Teacher Practicum

Open only to declared ECED students. Prerequisites: Program Permission. Overall GPA of 2.5 or above. Current First 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. 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.

ECED1575 In-Home Child Care Professional Practicum

Pre-require: 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 ECED1448 or Overall GPA of 2.5 or above. Current first aid/CPR certification. ECED1110 and ECED1120 with a grade of “B” or better. A grade of “B” or better required. Designed to provide an understanding of the role and duties of an in-home child care provider/ nanny. Various areas will include good communication skills, professional practices, planning skills, parental needs and knowledge of business practices. Semester will spend 75 hours working in a private home (nanny) setting and 75 hours working in a family child care home I or II. 10 seminar / lecture hours will be arranged with the instructor/supervisor.
ECED1665  Child Care Head Teacher Coop  
L  30  200  8  
Pre-requisite: Program permission required to register. Open only to declared students graduating with the Child Care Professional Diploma. 
Prerequisite: Overall GPA of 2.5 or above, current first aid CPR certification. ECED1110, 1120, 1230, 1160, 1124, 1205, 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 or director. 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.

ECED1675  In-Home Child Care Professional Coop  
L  10  200  6  
Pre-requisite: Program Permission required to register. Must have taken or be taking ECED1475. Open only to declared students graduating with the In-Home Child Care Professional diploma. Pre-requisites: ECED1221, 1240, 1050, 1160, 1124, and 1250 with a grade of “B” or better. Must have completed two of the General Education 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.

ECED1700  Independent Study  
L  15  . 5  
Allows students to attend approved workshops and/or seminars and work with a faculty advisor to develop an individualized plan of study.

ECED1705  Independent Study  
L  15  -  . 5  
1710 30  -  . 5  
1720 60  -  2  
1730 90  -  3  
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.

ECED2050  Children with Exceptionalities  
L  40  15  4.5  
This course focuses on the awareness of the theory, development and philosophy of early childhood education programs serving children with exception- alities. 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 in field experiences in a setting caring for children with special needs.

ECED2060  Early Childhood Education Curriculum Planning  
L  45  -  4.5  
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.

ECED2070  Family and Community Relationships  
L  45  -  4.5  
This course focuses on the development of skills, techniques, and attitudes needed to form successful collaboration with diverse family systems and communities. Ten hours of volunteer service learning required.

ECED2450  Administration of Early Childhood Programs  
L  45  -  4.5  
Prerequisites: ECED1221, 1240, 2050, 1260, 2060 and ENGL1010 or ENGL1015. It is strongly recommended that students have completed ECED1565 and their core Behavioral Science and Speech requirements before enrolling in this class. Special program permission to enroll may be given to non-degree seeking administrators with prior administrative experience.

Analysis of supervisory and administrative procedures for the application of management theory in early childhood programs. A grade of “C” or better required for graduation.

ECED2457  Advanced Child Care Administration Concepts  
L  30  -  3  
Prerequisite: ECED2450. A continuation of in-depth administrative principles designed for students pursuing a management / supervisory position. This class will focus on the application and practice of the administrative duties and skills presented at an awareness level in ECED2450.

ECED2501  Early Childhood Education Professional Lab  
L  30  150  7  
Prerequisite: Program permission required to register. ECED1565 with grade of B or better. Must be taking or have taken ECED2450. An intensive, inclusive lab experience in a variety of settings. Application of all skills needed for working in a comprehensive child care setting. Discussion and presentation of child development topics and student’s lab experiences. A grade of “C” or better is required. 20 seminar / lecture hours scheduled.

ECED2575  Advanced Practicum  
L  10  180  7  
Prerequisite: Program Permission required to register. Prerequisites: ECED2501 with a “B” or better; ECED2070 and four of the five General Education 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.

ECED2607  Individualized Practicum  
L  15  -  . 5  
2617  L  30  -  1  
2627  L  60  -  2  
Pre-requisite: Program permission 
Practicum experiences designed to meet individual and program needs. A grade of B or better is required.

ECED2675  Advanced Coop  
L  10  240  7  
Pre-requisite: Program permission required to register. Pre-requisites: ECED2501 with a “B” or better; ECED2130 and three of the four General Education 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. 20 seminar/lecture hours arranged with instructor/supervisor.

ECED2800  Early Childhood Education Graduation Seminar  
L  30  -  3  
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.

ECON • Economics  

ECON1200  Personal Finance  
L/M  45  -  4.5  
Prerequisite: Math competency met. Survey of principles and methods of managing personal finance resources. An introduction to how economic concepts and functions impact personal financial decisions. Topics include: economic concepts, banking, saving and investment, credit, major purchases (home/auto), risk management (home, life, health, auto), tax strategies, retirement and estate planning.

ECON2110  Microeconomics  
L  45  -  4.5  
It is recommended that students have a strong college level math and accounting background before taking this class. A study of the “big ideas” of macroeconomics such as GDP, inflation, unemployment, labor productivity, and rational economic decision making using the marginal principle and diminishing returns. A look at public policy decisions using Keynesian fiscal and monetary policies, globalization and the economic challenges facing our economy.

ECON2120  Microeconomics  
L  45  -  4.5  
It is strongly recommended to complete 
Macroeconomics ECON2110, and have a strong college level math and accounting background before taking this class. 
A study of basic economic principles such as elasticity of demand, consumer choice, profit maximization, types of competition and asymmetric markets. A microeconomic focus on the behaviors on individual households and firms.
### EDUC • Education

**EDUC1080 Observation**  
Observation  
B/L  15  30  4.5  
Prerequisite: EDUC1310.  
Guided observation in the public schools. Trends in teaching, certification and other issues in teacher education. Includes on-campus class 1.5 hours each week and 3 hours per week in a public school classroom observation. Graded pass/no pass.

**EDUC1310 Introduction to Education**  
Introduction to Education  
B/L  45  -  4.5  
Overview of the field of education. Encourages critical thought regarding the role of education in society, the role of the teacher and educational practices in schools.

**EDUC2500 Fundamentals of Child Development for Education**  
Fundamentals of Child Development for Education  
B/L  45  -  4.5  
Fundamental concepts and principles of human development with reference to cognitive and social/emotional development from infancy to early adolescence. Biosocial forces which affect behavior and development in children in relation to educational practice.

**EDUC2510 Fundamentals of Adolescent Development for Education**  
Fundamentals of Adolescent Development for Education  
B/L  45  -  4.5  
Fundamental concepts and principles of human development with reference to cognitive and social/emotional development from late childhood to early adulthood. Biosocial forces which affect behavior and development in adolescents as they relate to educational practice.

**EDUC2610 Fundamentals of Psychology**  
Fundamentals of Psychology  
B/L  45  -  4.5  
Prerequisite: EDUC1310 for education majors; PSTC1810 for non-education majors.  
Principles of psychology as applied to classroom teaching. Emphasis on development, learning, motivation, evaluation, adjustment, and education techniques and innovations.

**EDUC2970 Professional Practicum Experiences**  
Professional Practicum Experiences  
B/L  30  -  1.5  
Guided participation and/or observation in schools and/or agencies offering programs for children and/or youth.

**EDUC2971 Professional Practicum Experiences**  
Professional Practicum Experiences  
B/L  60  -  3.0  
Guided participation and/or observation in schools and/or agencies offering programs for children and/or youth.

**EIGT • Graphic Design**

**EIGT1122 Introduction to Graphic Design**  
Introduction to Graphic Design  
M  40  10  4.5  
Prerequisite: Program Permission.  
This course is concerned with the basic principles of graphic design. Emphasis is placed on basic design processes and communication principles. Development of creative ideas, evaluation of diverse methods used to produce simple and functional graphic translations will be explored. An introduction to basic technical procedures will also be studied.

**EIGT1126 Typography I**  
Typography I  
M  40  10  4.5  
Prerequisite: Program Permission.  
This course provides a comprehensive introduction to effective type usage. The course builds upon the extensive language and practice of typography and its application. Typographic principles are combined with a general history, both aesthetic and technical. The impact of legibility and readability will be investigated in relation to a student’s choice of selecting and applying type and related design elements.

**EIGT1136 Computer Graphics I**  
Computer Graphics I  
M  40  60  6  
Prerequisite: Program Permission.  
This course features an introduction to the Macintosh operating system and an in-depth look at QuarkXPress. The class explores setting up pages and methods of controlling type, working with different color models and file formats and creating tables and forms, as well as a variety of layout options. Students explore production issues including desktop printers, font management, color separation and basic image scanning and image importing.

**EIGT1230 Typography II**  
Typography II  
M  40  10  4.5  
Prerequisite: Program Permission.  
This course examines typographic issues which emphasize the basic typographic areas of: historical, technical, and formal. Students study letterform and typographic application as well as research and writing. Project content includes typographic history, letterform, development, and changing technology. This course provides students with a fundamental working knowledge of typographic applications.

**EIGT1234 Computer Graphics II**  
Computer Graphics II  
M  40  60  6  
Prerequisite: Program Permission.  
This course focuses on digital illustration methods used by graphic designers. Students (working in Freehand) learn how to draw bezier curves, manipulate type, use layers, blend, trace hand sketches, import photos, work with color and print production issues. Projects include the creation of product logos and rendering information graphics that communicate with charts and graphs.

**EIGT1238 Drawing/Illustration II**  
Drawing/Illustration II  
M  40  60  6  
Prerequisite: Program Permission.  
This course provides an exploration of drawing the human figure with an emphasis on anatomy, proportion and form. A variety of media will be explored including pencil, ink, gouache, and an introduction to color. Projects will include working with the human form in the context of illustration applications and creating spatial compositions.

**EIGT1240 Publication Design**  
Publication Design  
M  40  15  4.5  
Prerequisite: Program Permission.  
The aesthetics of type and image remains the most widespread media for graphic designers. Virtually all aspects of the printed word and image are investigated and considered. The class focuses on the process by which ideas are developed, edited, and presented. Projects include magazine, newsletter, brochure, poster and financial/annual report design with an emphasis on layout, typography and image.

**EIGT1348 Computer Graphics III**  
Computer Graphics III  
M  40  60  6  
Prerequisite: Program Permission.  
This course is a study of Photoshop, one of the computer’s most complex creativity tools and the industry standard in digital (pixel) imaging. Students learn how to scan, correct, and adjust image tone and color. Layering, masking, and collage techniques, as well as numerous selecting and editing tools offered in Photoshop are used. Also, Photoshop’s painting and drawing options are explored in combination with other image-manipulation techniques.

**EIGT1354 Color Theory**  
Color Theory  
M  40  60  6  
Prerequisite: Program Permission.  
This course is a study of color beginning with the color theories of Itten, Albers, Munsell, and others. Exercises to develop a sensitivity to color phenomena and color characteristics are studied. Mixing and matching of pigmented color as well as other sources of color are explored. Emphasis is placed on color as a tool for use in RGB and CMYK color applications for the graphic designer.

**EIGT1356 Photography & Digital Imaging**  
Photography & Digital Imaging  
M  40  60  6  
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 developing students’ individual focus within 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.

**EIGT1440 Environmental & Package Design**  
Environmental & Package Design  
M  40  60  6  
Prerequisite: Program Permission.  
In this course students will use the environmental sign to explore the aesthetics of sign and symbol. Lectures and projects introduce typographic connotation, semiotic theory, and image communication as design tools. Students will explore and create applications in 2D and 3D environmental and exhibition design with an emphasis on effective communication. Package design will begin with an analysis of contemporary packaging and address the functional and aesthetic requirement of 3D package design. Production/technical requirements are also examined. Students will explore the creative potential for application of a diverse range of mediums and materials. An emphasis will be placed on function and craft (execution).
to lecture and research, students will take field trips and gain a working relationship with the industry. In addition to exploring industry functions and how to establish a professional bindery and finishing and ancillary production bureau and prepress requirements, digital requirements will be examined. Beginning with service development, students will learn the fundamental visual structure and hierarchy necessary to plan and execute a web site and create a visual structure and hierarchy.

<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>EIGT1465</td>
<td>Corporate Identity Design</td>
<td>M 40 60 6</td>
<td>Prerequisite: Program Permission.</td>
<td>In this course students will examine and analyze existing identity and explore the history of corporate identity. Branding strategy will be studied as it relates to identity. Students will create identity revision updates and create new identity systems based on specific branding requirements. Students will examine current identity requirements and will write a graphic standards and application manual for identity designs they create. An emphasis will be placed on use of appropriate typographic qualities, shape/form, color and integration of these elements.</td>
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<tr>
<td>EIGT2567</td>
<td>Web Design II</td>
<td>M 40 60 6</td>
<td>Prerequisite: Program Permission.</td>
<td>In this course students will explore the development of Web sites 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.</td>
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<tr>
<td>EIGT2862</td>
<td>Web Design III</td>
<td>M 40 60 6</td>
<td>Prerequisite: Program Permission.</td>
<td>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 their complete graphic design portfolio, professional/academic resume and biographical information. Each site must be fully functional and posted. The successful creation of a personal graphic design Web site is a requirement for graduation.</td>
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## ELEC - Electrical Technology, Electromechanical Technology, Electronic Servicing and Electronic Engineering Technology

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<thead>
<tr>
<th>COURSE #</th>
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<th>LOCATION OFFERED</th>
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<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC1131</td>
<td>DC Principles</td>
<td>L/M 100 100 13</td>
<td>Prerequisite: Lincoln, MATH0950. Pre/Co-requisite: Milford, MATH1080.</td>
<td>Basic electrical concepts, Ohm's Law, Kirchhoff’s laws, series, parallel, and combination circuits, Magnetism and an introduction to inductors and capacitors are also covered. Familiarization with VOM, oscilloscope, power supply and other basic lab equipment.</td>
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<tr>
<td>ELEC1217</td>
<td>AC Principles</td>
<td>L/M 100 100 13</td>
<td>Prerequisites: ELEC1131 and MATH1080.</td>
<td>AC circuits containing resistors, inductors, and capacitors in series and parallel combinations, including resonant and nonresonant circuits. Single phase transformers, rectification and filtering. Uses of oscilloscope and familiarization with function generator, frequency counter, and DMM.</td>
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<tr>
<td>ELEC1227</td>
<td>Digital I</td>
<td>L/M 50 50 6.5</td>
<td>Prerequisite: ELEC1131.</td>
<td>Truth tables, Boolean algebra and number systems to explain the operation of AND, OR, and INVERTER functions. Flip-flop registers and arithmetic operations. Lab work includes wiring of pre-designed circuits using ICs.</td>
<td></td>
</tr>
</tbody>
</table>
### ELEC2527 Microprocessors
- **Prerequisite:** ELEC1482.
- Introductory course covering instruction set, memory and I/O techniques for microprocessor-based machines.

### ELEC2534 Programmable Logic Controllers I
- **Prerequisite:** ELEC1344. Parallel with ELEC2564.
- An introduction to Logic functions and the Programmable Logic Controller (PLC).

### ELEC2542 Telephone Systems
- **Prerequisites:** ELEC1482 and ELEC1422.
- Continuation of Basic telephony concepts, Public and private telephone switching systems. Historical and modern perspectives. Local loop, PBX, Telco wiring schemes. Copper vs. fiber transmissions. Voice channel frequency spectrum. Integrated communications systems. FDM vs. TDM.

### ELEC2546 Electrical Machine Controls
- **Prerequisites:** ELEC1317.
- Study of transformers including three-phase use with balanced and unbalanced loads. Wiring techniques and performance characteristics of one-phase motors.

### ELEC2555 Industrial Communications & Alarm Systems
- **Prerequisites:** ELEC1217.
- Installation and maintenance of data communications systems, security/fire alarm systems, and telephone systems.

### ELEC2562 Antennas & Transmission Lines
- **Prerequisites:** MACH112 and MFGT1456.
- 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
- **Prerequisites:** ELEC1365.
- Study of solid state components such as transistors, triacs, diacs, and SCR's.

### ELEC2614 Industrial Control Systems
- **Prerequisites:** ELEC2534 and ELEC2564.
- Study of open and closed loop control systems, AC, DC, and brushless DC motor drives used in industry. Systems including process control, servo systems, and Robotics. With hands on experience of installation, setup, and troubleshooting.

### ELEC2622 Video Display Systems
- **Prerequisites:** ELEC2522.
- 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.

### Course Schedule

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course Title</th>
<th>Location</th>
<th>Class</th>
<th>Lab</th>
<th>Credit</th>
</tr>
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<tbody>
<tr>
<td>M 50</td>
<td>Microprocessors</td>
<td>L/M</td>
<td>50</td>
<td>50</td>
<td>6.5</td>
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<tr>
<td>M 60</td>
<td>Industrial Control Systems</td>
<td>L/M</td>
<td>25</td>
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<td>3</td>
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<tr>
<td>M 50</td>
<td>Industrial Wiring</td>
<td>L/M</td>
<td>50</td>
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<td>M 100</td>
<td>Industrial Service</td>
<td>L/M</td>
<td>100</td>
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<td>M 100</td>
<td>Voice Communications Circuits</td>
<td>L/M</td>
<td>100</td>
<td>100</td>
<td>13</td>
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<tr>
<td>M 100</td>
<td>Programmable Logic Controllers I</td>
<td>L/M</td>
<td>100</td>
<td>100</td>
<td>13</td>
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</table>

**Notes:**
- **Prerequisites:** vary depending on the course.
- **Location:** SCC does not offer this course at their facilities.
- **Course also offered On-line:** indicated by an equal sign.

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**SCC Offered Courses:**
- **ELEC2503 Predictive Maintenance Principles**
- **ELEC1464 Transformers, Three-Phase System**
- **ELEC1495 Industrial Wiring**
- **ELEC2527 Microprocessors**
- **ELEC2534 Programmable Logic Controllers I**
- **ELEC2542 Telephone Systems**
- **ELEC2546 Electrical Machine Controls**
- **ELEC2555 Industrial Communications & Alarm Systems**
- **ELEC2562 Antennas & Transmission Lines**
- **ELEC2564 Industrial Electronics**
- **ELEC2614 Industrial Control Systems**
- **ELEC2622 Video Display Systems**
- **ELEC2624 Programmable Logic Controllers II**
- **ELEC2672 Electronic Control Systems**

**Notes:**
- Courses focus on specific technical fields such as electrical, mechanical, and communication systems.
- Prerequisites are required for each course.
### COURSE DESCRIPTIONS

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELEC2663</td>
<td>PLCs in Automation Systems</td>
<td>M 40 / W 85 / T 6.5</td>
<td>Prerequisite: ELEC2672 - concurrent or previous, ELEC2743.</td>
<td>Lecture and lab projects featuring an in-depth study of industrial process control technologies, practices, and procedures.</td>
<td></td>
</tr>
<tr>
<td>ELEC2883</td>
<td>Robotics and Automation Systems</td>
<td>M 20 / W 30 / T 3</td>
<td>Prerequisite: ELEC2672, ELEC2743, and INFO2564; ELEC2863 - concurrent or previous.</td>
<td>Lecture and lab projects featuring an in-depth study of industrial robotic systems and Smart Image Sensor technology. Programming and interfacing.</td>
<td></td>
</tr>
</tbody>
</table>

### ELET • Construction Electrician – IBEW Option

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ELET1714</td>
<td>DC Circuits and Blueprint Reading</td>
<td>120 / 60 / 14</td>
<td>Prerequisite: Successful completion of SCC and IBEW entrance requirements. Co-requisite: ELET1715.</td>
<td>A first course in electricity and electronics. Covers physical and electrical safety principles, DC electrical circuits, magnetism and blue print reading. Includes the interpretation and application selected articles of the National Electrical Code (NEC).</td>
<td></td>
</tr>
<tr>
<td>ELET1715</td>
<td>Electrical Wiring Applications I</td>
<td>150 / 200 / 5</td>
<td>Co-requisite: ELET1714.</td>
<td>On the Job Training (OJT) to apply construction electrician principles covered in ELET1714.</td>
<td></td>
</tr>
<tr>
<td>ELET1717</td>
<td>AC Circuits and Wire Sizing</td>
<td>120 / 60 / 14</td>
<td>Prerequisite: ELET1714. Co-requisite: ELET1720.</td>
<td>Alternating Current (AC) circuits are analyzed. Proper use of test equipment is stressed during lab. Study of the NEC is continued. Wire sizing for branch circuits is discussed. Conduit bending is introduced.</td>
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</tr>
<tr>
<td>ELET1720</td>
<td>Electrical Wiring Applications II</td>
<td>150 / 200 / 5</td>
<td>Co-requisite ELET1719.</td>
<td>On the Job Training (OJT) to apply construction electrician principles covered in ELET1719.</td>
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</tr>
<tr>
<td>ELET1724</td>
<td>Electronic Devices and Electrical Grounding</td>
<td>120 / 60 / 14</td>
<td>Prerequisite: ELET1719. Co-requisite ELET1725.</td>
<td>Diodes, transistors, silicon controlled rectifiers, triacs, and other active devices used in amplifier and switching circuits. NEC article 250 is covered. Proper electrical system grounding is stressed. Electrical load calculations are introduced.</td>
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</tr>
<tr>
<td>ELET1725</td>
<td>Electrical Wiring Applications III</td>
<td>150 / 200 / 5</td>
<td>Co-requisite ELET1724.</td>
<td>On the Job Training (OJT) to apply construction electrician principles covered in ELET1724.</td>
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</tr>
<tr>
<td>ELET1729</td>
<td>Logic Circuits and Electrical Motors</td>
<td>120 / 60 / 14</td>
<td>Prerequisite: ELET1724. Co-requisite ELET1720.</td>
<td>Logic devices and functions such as AND, OR, NAND, NOR and Boolean algebra are introduced. General principles of AC and DC motors and their control are studied. Power factor and power quality are discussed.</td>
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</tbody>
</table>

### ENGL • English

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL0820</td>
<td>Spelling Improvement</td>
<td>B/L 15 / T 1.5</td>
<td>Self-paced and individually programmed approach to improving the ability to spell. Students learn to analyze their particular difficulties with spelling and practice various methods to improve spelling and writing vocabulary. Graded pass/no pass. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)</td>
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<tr>
<td>ENGL0810</td>
<td>Grammar Review</td>
<td>B/L 15 / T 1.5</td>
<td>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. ENGL0160 does not fulfill the composition requirement in any program. Graded pass/no pass. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)</td>
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<tr>
<td>ENGL0830</td>
<td>Reading Skills Tune-up</td>
<td>B/L 5 / T 30 / 1.5</td>
<td>A developmental reading course to prepare students to succeed in college course work. Course work includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students’ class and work schedules. May be taken along with college courses not requiring high levels of reading skill. Graded pass/no pass. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)</td>
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<tr>
<td>ENGL0840</td>
<td>Language Skills Tune-up</td>
<td>B/L 5 / T 30 / 1.5</td>
<td>A developmental course to upgrade students’ language and writing skills to be successful in college courses. Includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students’ class and work schedules. Graded pass/no pass. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)</td>
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<tr>
<td>ENGL0850</td>
<td>Reading Strategies I</td>
<td>B/L/M 45 / T 4.5</td>
<td>All students required to take reading classes, based on placement scores, will register for Reading Strategies I. 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. Students will work toward the benchmark level of reading skill established by the College. Students who do not reach this benchmark by the end of the term, or students who wish to continue improving their reading skills beyond the benchmark, will register for Reading Strategies II the following term. Graded pass/no pass. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)</td>
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<tr>
<td>ENGL0880</td>
<td>Reading Strategies II</td>
<td>B/L/M 45 / T 4.5</td>
<td>Prerequisite: Grade of “P” in ENGL0850. This class is designed for students previously enrolled in Reading Strategies I who need to continue to work toward the reading benchmark established by the College, or who wish to continue to improve their reading skills beyond the benchmark. 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. Graded pass/no pass. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)</td>
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<tr>
<td>ENGL0885</td>
<td>Advanced Reading Strategies</td>
<td>B/L/M 45 / T 4.5</td>
<td>Prerequisite: 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. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)</td>
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</table>
ENGL0990 Writing Supplement
L 15 - 1.5
Prerequisite: ENGL0980 or appropriate placement score. Offers students structured, individualized assistance with their writing. Instructional time is arranged to accommodate students' class and work schedules. Those who have completed developmental coursework or anyone who is currently enrolled in English composition I and who would like extra assistance may opt to take this course. Graded pass/no pass. This course does not fulfill any degree or transfer requirements. (NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL1000 Written Communications
B/L/M 45 - 4.5
Prerequisite: ENGL0930 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.

ENGL1010 Composition I
B/L/M 45 - 4.5
Prerequisite: Appropriate placement score OR minimum grade of “P” in ENGL0980. ENGL1010 is designed to develop writing skills. Students write short papers and essays based upon their personal experience and/or assigned readings. The course emphasizes the clear written expression of ideas and importance of organization, word choice, logic, and sentence construction. The process of planning, writing, revising, and editing essays for a particular audience is also emphasized.

ENGL1015 Composition and Literature
B/L/M 45 - 4.5
Prerequisite: Appropriate placement score OR minimum grade of “P” in ENGL0980. ENGL1015 focuses on the study and practice of college composition with special emphasis on literature as a source of shared experience, topics, and models for expository writing.

ENGL1020 Composition II
B/L 45 - 4.5
Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or equivalent. Continuation of ENGL1010 with emphasis on the study of argumentation and library research techniques and their application.

ENGL1510 Introduction to Creative Writing
B/L 45 - 4.5
Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or permission of instructor. Study and practice of the techniques of creative writing of both fiction and poetry.

ENGL2050 Modern Fiction
B/L 45 - 4.5
Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 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.

ENGL2100 Introduction to Literature
B/L 45 - 4.5
Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or permission of instructor. Introduction to the major genres and conventions associated with literature. Includes fiction, poetry, drama, and memoir. By employing critical reading/thinking skills and analytical and creative writing skills, students will understand literature more fully. Exposure to the range of authors representing a variety of cultural and ethnic backgrounds.

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

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

ENGL2160 Children's Literature
B/L 45 - 4.5
Prerequisite: A grade of “C” or better in ENGL1010 or ENGL1015 or permission of instructor. Survey of the various genres of children’s literature with an emphasis on methods of critically evaluating, analyzing, and sharing both traditional and recent selections.

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

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

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

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

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

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

ENTR  Entrepreneurship

ENTR1050 Introduction to Entrepreneurship
B/L 45 - 4.5
The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy.

ENTR1060 Entrepreneurial Opportunity Analysis
B/L 45 - 4.5
The student will assess the current economic, social, and political climate for the small business. The student will explain how demographic, technological and social changes create business opportunities. Students will assess their business ideas based on their strengths and skills, and personal, professional and financial goals. Students will test and analyze their concept through basic market research.

ENTR2050 Marketing for the Entrepreneur
B/L/M 45 - 4.5
The student will gain insights essential for marketing their entrepreneurial venture utilizing innovative and financially responsible marketing strategies. The student will analyze marketing philosophies implemented by key successful entrepreneurs. The student will prepare a marketing plan to launch the entrepreneurial venture and implement the first two years of business operation.

ENTR2060 Entrepreneurship Legal Issues
B/L/M 45 - 4.5
The student will explore state and local legal issues related to business entities including sole proprietorship, general partnerships, limited partnerships and corporations. Students will review contract law, articles of incorporations and the filing process, employment law (including FEPA, ADA, FMLA), personnel policies and procedures, the hiring process, job DESCRIPTIONS and disciplinary actions.
The student will explore federal and state tax situations for businesses. Course content will include: income tax, sales and use tax, payroll tax, and unemployment tax. Insurance, employee benefits, retirement planning, budgeting, interpretation of financial statements, and learning how to work with an accounting professional.

Prerequisites: ENTR1050 & ENTR1060.

The student will evaluate various resources available for funding small businesses. The student will collect, analyze, and organize market research data to identify and evaluate a business concept. Students will write a sound business plan. Students will assess the strengths and weaknesses of a business concept; collect, analyze and organize market research data into a marketing plan; and prepare the financial projections for their business concept. Students will identify and evaluate various resources available for funding small businesses.

FIRE • Fire Protection Technology

FIRE110 Fire Department Management
L 70 4 - 7
Prerequisite: FIRE1247 or Firefighter I certificate.
Study of organization and administration of a fire department. Responsibilities of a supervisor. Methods of proper supervision.

FIRE113 Instructor I
L 40 4
Prerequisite: FIRE1249 or Firefighter II certificate.
Principles, procedures, and techniques for teaching. Formulating objectives, making lesson plans, and conducting a class. Students who pass this class will be eligible to take the Nebraska Firefighter Instructor I Certification test. This class prepares the student to meet the requirements of Fire Service Instructor I per NFPA 1041 Standard for Fire Service Instructor Professional Qualifications.

FIRE115 NFPA Fire Instructor I
L 30 3
Prerequisite: FIRE1247 or Firefighter I certificate.
Study of the principles, procedures, and techniques for teaching. Directed toward formulating objectives, making lesson plans, and conducting a class. Available to members of the Lincoln Fire Department only. This class prepares the student to meet the requirements of Fire Service Instructor I per NFPA 1041 Standard for Fire Service Instructor Professional Qualifications.

FIRE117 Fire Officer I
L 60 6
Prerequisite: FIRE113 or FIRE115, and FIRE1249 or permission.
Development of the company level officer charged with the responsibility of commanding an initial attack. Incidents, leadership, working with the daily routine of a mid-level company officer/supervisor. Addresses many of the highly specialized and complex/technical issues confronted by a first-line to mid-level supervisor during a normal tour of duty. Provides an awareness/exposure to the inner workings and dynamics of a typical fire service organization. Some sections available to members of the Lincoln Fire Department only. This class prepares the student to meet the requirements of Fire Officer II per NFPA 1021 Standard for Fire Officer Professional Qualifications.

FIRE119 Fire Officer II
L 40 4
Prerequisite: FIRE1117 or Fire Officer I Certification.
Administrative and operational aspects associated with the daily routine of a mid-level company officer/supervisor. Addresses many of the highly specialized and complex/technical issues confronted by a first-line to mid-level supervisor during a normal tour of duty. Provides an awareness/exposure to the inner workings and dynamics of a typical fire service organization. Some sections available to members of the Lincoln Fire Department only. This class prepares the student to meet the requirements of Fire Officer II per NFPA 1021 Standard for Fire Officer Professional Qualifications.

FIRE120 Building Construction
L 45 4.5
Prerequisite: FIRE1247 or Firefighter I certificate.
Study of building construction and design, and their relationship to fire protection. Expectations if specific type of building construction is involved in a fire.

FIRE123 Public Fire and Life Safety Educator
L 40 4
Introduction to the coordination and delivery of public fire and life safety education presentations. Prepares students to meet the requirements of Public Fire and Life Safety Educator I per NFPA 1035 Standard for Professional Qualifications for Public Fire and Life Safety Educator.

FIRE131 Fire Protection Hydraulics
L 12 7
Prerequisite: FIRE1247 or Firefighter I certificate.
Basic hydraulic laws and formulas applied to the fire service. Enables students to apply calculations to water supply problems and relate this information to practical field applications.

FIRE171 Independent Study
L 10 60 3
Prerequisite: Program chair approval.
Study of selected topic in fire protection technology by doing additional research and development in an area of interest.

FIRE124 Introduction to Fire Investigation
L 40 4
Prerequisite: FIRE1247 or Firefighter I certificate.
Introduction to NFPA 1 Uniform Fire Code and NFPA 101 Life Safety Code. Covers the history of codes, the need for codes and how to use the code book. This class prepares the student to meet the requirements of Inspector I per NFPA 1031 Standard for Professional Qualifications for Fire Inspection.

FIRE125 Fire Inspector I
L 45 4.5
Introduction to NFPA 1 Uniform Fire Code and NFPA 101 Life Safety Code. Covers the history of codes, the need for codes and how to use the code book. This class prepares the student to meet the requirements of Inspector I per NFPA 1031 Standard for Professional Qualifications for Fire Inspection.

FIRE127 Firefighter I
L 60 60 8
Information and skills to perform basic fire fighting functions on the fire ground. Upon completion, students are eligible to take the Nebraska State Firefighter I Certification Test. This class prepares the student to meet the requirements of Firefighter I per NFPA 1001 Standard for Fire Fighter Professional Qualifications and Hazardous Materials Awareness per NFPA 472 Standard for Responders to Hazardous Materials Incidents.

FIRE129 Firefighter II
L 40 60 6
Prerequisite: FIRE1247 or Fire Officer I Certification.
Course builds on Firefighter I information including techniques and methods of essential and advanced fire ground tasks. This class prepares the student to meet the requirements of Firefighter II per NFPA 1001 Standard for Fire Fighter Professional Qualifications and Hazardous Materials Operations per NFPA 472 Standard for Responders to Hazardous Materials Incidents.

FIRE2251 Hazardous Materials Operations certification
L 45 4.5
Prerequisite: FIRE1249 or Hazardous Materials Technician per NFPA 472, standard for Responders to Hazardous Materials Incidents and the United States Department of Occupational Safety and Health Administration.

FIRE2252 Fire Detection & Suppression Systems
L 1 3
Study of fire detection and suppression systems. Proper systems needed to provide maximum protection based on occupancy involved.

FSDT • Food Service/Hospitality

FSDT100 Introduction to the Food Service/Hospitality Industry
L 15 1.5
Available to members of the Lincoln Fire Department only. This class prepares the student to meet the requirements of Fire Service Instructor I per NFPA 1041 Standard for Fire Service Instructor Professional Qualifications.

FSDT110 Food Preparation
L 30 3
Prerequisites: FSDT1102 and FSDT1104.

FSDT1102 Sanitation & Safety
L 60 2
Prerequisites: FIRE1247 or Firefighter I certificate.
Lecture will focus on sanitation as it relates to the food service industry. Covers microbiology of foodborne illnesses, their causes and preventative measure; personal hygiene in food service; establishing a food safety system, such as HACCP; creating a clean and sanitary facility; safety practices; and overall sanitation management. Students will complete projects/assignments relating to foodborne illnesses, HACCP, state and federal policies, sanitation of equipment, and developing an invoice of a sanitation topic.

FSDT1104 Quantity Food Preparation I
L 2 2
Lecture will focus on sanitation as it relates to the food service industry. Covers microbiology of foodborne illnesses, their causes and preventative measure; personal hygiene in food service; establishing a food safety system, such as HACCP; creating a clean and sanitary facility; safety practices; and overall sanitation management. Students will complete projects/assignments relating to foodborne illnesses, HACCP, state and federal policies, sanitation of equipment, and developing an invoice of a sanitation topic.

FSDT1105 Quantity Food Preparation I Lab
L 60 2
Prerequisites: FSDT1102 and FSDT1104 simultaneously or with special permission.
Learning basic cooking skills and techniques, stocks, soups, sauces, meat, poultry and fish cookery, making food for basic food preparation techniques and prepare products in quantity to sell as take-home products to customers.
<table>
<thead>
<tr>
<th>COURSE #</th>
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<th>LOCATION</th>
<th>CLASS HOURS</th>
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</tr>
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<tbody>
<tr>
<td>FSDT1106</td>
<td>Nutrition I</td>
<td>L 30</td>
<td>3</td>
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<td>Study of cultural influence on food selection. Study of nutrients, digestion, metabolism, fitness, consumer concerns, assessment and nutrition throughout the life-cycle.</td>
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<tr>
<td>FSDT1108</td>
<td>Food Service Concepts</td>
<td>L 15</td>
<td>1.5</td>
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<td>Introduction to types of food service operations and employment opportunities. Field trips and guest speakers.</td>
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<tr>
<td>FSDT1110</td>
<td>Quantity Food Preparation II</td>
<td>L 20</td>
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<td>Prerequisite: FSDT1102. Study of basic food service/preparation food science, and work improvement. Science of foods: baking techniques, quick breads, pastry, cakes, cookies, yeast breads, meats, poultry and fish.</td>
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<tr>
<td>FSDT1111</td>
<td>Quantity Food Preparation II Lab</td>
<td>L - 60</td>
<td>2</td>
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<td>Prerequisites: FSDT1102, FSDT1104 and FSDT1105 taken simultaneously with FSDT1110 or with special permission. Quantity production for all bakery items, made in quantity, sold in the cafeteria or as take-home items. Combination of principles learned in FSDT1105 with increased application of work improvement techniques.</td>
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<tr>
<td>FSDT1114</td>
<td>Meal Service I</td>
<td>L 15</td>
<td>1.5</td>
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<td>Study of techniques in American, French and Russian style of meal-service, buffet, banquet-service, cafeteria-service and tray-line service.</td>
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<tr>
<td>FSDT1115</td>
<td>Meal Service I Lab</td>
<td>L - 15</td>
<td>0.5</td>
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<td>Serving dinners/luncheons for Food Production II, catering events, and utilizing public relation skills.</td>
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<tr>
<td>FSDT1118</td>
<td>Food Purchasing</td>
<td>L 40</td>
<td>4</td>
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<td>Study of quantity purchasing of fresh fruits and vegetables, dairy products, cereal products, fish, poultry, meat, convenience foods, beverages. Pricing of all food products and recipes.</td>
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<tr>
<td>FSDT1119</td>
<td>Food Purchasing Practices</td>
<td>L 15</td>
<td>1.5</td>
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<td>Prerequisites: FSDT1104, FSDT1110 or related work experience. Practices in quantity food purchasing including field trips to various purveyors and speakers.</td>
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<tr>
<td>FSDT1122</td>
<td>Beverage Selection &amp; Management</td>
<td>L 20</td>
<td>2</td>
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<td></td>
<td>Study of selection of imported and domestic wines, proper wine service, selection and preparation, and service of beer and spirits for commercial food service. Management, cost control, and laws covering alcohol service.</td>
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<tr>
<td>FSDT1126</td>
<td>Food Production I</td>
<td>L 30</td>
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<td></td>
<td>Prerequisites: FSDT1104, FSDT1105, FSDT1110, FSDT1111, FSDT1118 and FSDT1119. Course work in menu planning, menu DESCRIPTIONS, recipe writing, waste studies, portion and production controls, forecasting, and pricing. Preparation for Food Production II.</td>
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<td>FSDT1127</td>
<td>Food Production I Lab</td>
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<td>Prerequisites: FSDT1102, FSDT1104, FSDT1105, FSDT1110, FSDT1111, FSDT1118 and FSDT1119: Taken simultaneously with FSDT1126. Applying principles of management function, including menu planning, inventory, purchasing, forecasting, pricing, marketing, cashiering, and salard bar sales for the cafeteria production.</td>
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<tr>
<td>FSDT1130</td>
<td>Food Service Strategies</td>
<td>L 30</td>
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<td></td>
<td>Application of management principles to food service operations, regulations governing the operation of a food service establishment and role and function of a leader in food service.</td>
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<td>FSDT1131</td>
<td>Food Service Strategies Lab</td>
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<td>Co-requisite: FSDT1130. Application of management techniques including orientation, job DESCRIPTIONS and scheduling, evaluation, marketing techniques and other management related principles.</td>
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<td>FSDT1138</td>
<td>Food Cost Control</td>
<td>L 40</td>
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<td></td>
<td>Application of accounting and record keeping. Teaches the necessity of controlling costs in all facets of an operation. Overview of food, beverage and labor control. Detailed look at food costs, controlling operation and sales. Operation costs and sales, discussion of labor cost control.</td>
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<tr>
<td>FSDT1150</td>
<td>Selection of Meat Products</td>
<td>L 30</td>
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<td></td>
<td>Coursework in identification, selection and cooking techniques of primal and retail cuts of meat, poultry, and fish.</td>
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<tr>
<td>FSDT1204</td>
<td>Artistry for Baker</td>
<td>L 10</td>
<td>20 1.5</td>
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<td></td>
<td>Cake decorating using basic techniques, butter-cream frosting and royal icing.</td>
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<tr>
<td>FSDT1208</td>
<td>Advanced Food Preparation I</td>
<td>L 10</td>
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<td></td>
<td>Prerequisite: FSDT1104 or FSDT1110. Study of specialty food products — stocks, sauces, fruit and vegetable carving, garnishes, and gourmet specialty items in poultry, pork, beef, veal, fresh seafood and specialty desserts.</td>
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<tr>
<td>FSDT1209</td>
<td>Advanced Food Preparation I Lab</td>
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<td></td>
<td>Prerequisite: FSDT1104 or FSDT1110. Taken simultaneously with FSDT1208. Practice in preparation of specialty food products.</td>
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<tr>
<td>FSDT1214</td>
<td>Advanced Food Preparation II</td>
<td>L 20</td>
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<td>Prerequisites: FSDT1104, FSDT1110, and FSDT1208 or related work experience. Advanced study of preparation of specialty food products including pan sauces, compound sauces, moist/dry heat and combination cooking, vegetables, legumes, grains, pasta, dumplings, breakfast cooking, hors d’oeuvres, and desserts.</td>
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<td>FSDT1215</td>
<td>Advanced Food Preparation II Lab</td>
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<td>Prerequisites: FSDT1104, FSDT1110, and FSDT1208. Taken simultaneously with FSDT1214. Advanced practicum preparation of specialty food products.</td>
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<tr>
<td>FSDT1304</td>
<td>Diet Therapy I</td>
<td>L 15</td>
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<td></td>
<td>Introduction to diet therapy and its importance. Includes introduction to communication in counseling, role of diet histories, basic metabolic diets, supplemental nutrition, and nutritional assessment.</td>
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<td>FSDT1308</td>
<td>Nutrition II</td>
<td>L 30</td>
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<td>Prerequisite: FSDT1350. Study of the chemistry of carbohydrate, protein, fat, vitamins and minerals, their digestion and absorption, and the relationship of food to development and maintenance of health. Nutrition in pregnancy, infancy, preschool age, adolescence, and school lunch.</td>
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<td>FSDT1309</td>
<td>Nutrition II Practicum</td>
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<td>Prerequisite: FSDT1350 taken simultaneously with FSDT1308 or special permission. Application of nutrition to normal, healthy individuals of various age groups. Conduct screening of nutritional status of community groups and become aware of community services. Hands-on practicum at local school food service sites, including elementary and secondary schools.</td>
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<td>FSDT1312</td>
<td>Diet Therapy II Practicum</td>
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<td>Prerequisites: FSDT1350, FSDT1304, FSDT1308. Continuation of Diet Therapy I emphasizing therapeutic nutrition, techniques of the patient interview and diet history, nutrition assessment, enteral and parenteral nutrition, and dietary concerns related to obesity, diabetes, surgery, and trauma and burns.</td>
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<td>FSDT1350</td>
<td>Basic Nutrition</td>
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<td>Study of nutrients, their digestion, absorption. Relationship of food to development and maintenance of health. Nutrition in pregnancy, infancy, adolescence, adult, elderly and physical fitness. Relation of nutrition to various health problems.</td>
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<td>FSDT1355</td>
<td>Lifetime Fitness</td>
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<td>Study of exercise physiology relating to fitness components, nutrition, physical conditioning, stress management and behavior modification. Pre-assessment to determine entrance level of student.</td>
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<td>FSDT2140</td>
<td>Food Production II</td>
<td>L 10</td>
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<td>Prerequisites: FSDT1126 and FSDT1127. Planning, securing, storing, issuing, food preparation, delegation production, management of production, and service of quality-food for catering events.</td>
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<td>FSDT2142</td>
<td>Meal Service II</td>
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<td>Merchandising, customer relations, menu planning, menu mechanics and a profile of the industry. Development of a restaurant menu.</td>
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### COURSE DESCRIPTIONS

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<tr>
<th>COURSE #</th>
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<td>FSDT2154</td>
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**Remarks:**
- Prerequisite: Taken simultaneously with FSDT2160 or FSDT2180 or special permission.
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- Prerequisite: Taken simultaneously with FSDT2160 or FSDT2180 or special permission.
GERM2010  Second Year German I  
L  45  -  4.5
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.
GERM2020  Second Year German II  
L  45  -  4.5
Prerequisite: GERM2010 or equivalent as demonstrated by German placement test and interview with instructor.
Reading of more difficult texts. Class discussion and reports on supplementary reading.

GLST • Global Studies
GLST2980  Global Studies
L  45  -  4.5
This Study-Abroad course will consist of interdisciplinary lectures designed to address areas of cultural, historical, and major political concepts and controversies that have developed in the target country (ies). The course is under the guidance of the global studies coordinator. Students will read literature, and original documents from the target country and will visit actual sites of historical and cultural significance. Students will be exposed to national, comparative, and international culture and politics.

HIMS • Health Information Management Services (Medical Coding)
HIMS1100  Disease Process I
L  45  -  4.5
Prerequisites: LPNS1103 and MEDA1201.
Introduction to the fundamentals of human disease processes including causes, clinical manifestations, diagnostic tests and treatments.

HIMS1101  Disease Process II
L  45  -  4.5
Prerequisite: HIMS1100.
Continuation of Disease Process I with focus on specific disorders based on body systems causes, clinical manifestations, diagnostic tests and treatments.

HIMS1102  CPT Coding
L  45  -  4.5
Prerequisites: LPNS1103, MEDA1201, concurrent with HIMS1100 or permission.
Study and application of coding systems and their uses in various reimbursement schemes. Practical application of coding principles provided throughout by use of exercises and patient records.

HIMS1103  HIMS ICD-9 Coding
B/L  60  -  6
Prerequisites: HIMS1100, HIMS1102, concurrent with HIMS1101 or permission.
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.

HIMS1104  Clinical Education
L  135  -  4.5
Prerequisites: HIMS1101 and HIMS1103 or concurrent.
Practical experience under supervision in hospital setting, physician’s office, or clinic.

HIST • History
HIST1000  Western Tradition I
B/L  45  -  4.5
Development of Western civilizations from the origins of the human race to the Renaissance, and the discovery of America, including examination of the political, social, economic, cultural, and religious components.

HIST1010  Western Tradition II
B/L  45  -  4.5
Development of Western civilizations from the Reformation to the present, including examination of the political, social, economic, cultural, and religious components.

HIST1800  Survey of Russian History
B/L  45  -  4.5
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.

HIST2010  American History I
Early America
B/L  45  -  4.5
Survey of American history from the age of discovery through the Civil War. Emphasis on political, economic, and social problems in the growth of the American nation.

HIST2020  American History II
Late America
B/L  45  -  4.5
Survey of major political, social, cultural and economic developments since 1877. Industrialization and urbanization, the rise of the United States as a world power, the New Deal and World War II, the postwar years, civil rights struggles, the Vietnam era and contemporary America.

HIST2100  Survey of World History to 1500
B/L  45  -  4.5
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.

HIST2110  Survey of World History — 1500 to Present
B/L  45  -  4.5
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.

HIST2960  Survey of African American History
L  45  -  4.5
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.

HIST2980  Special Topics in History
B/L  45  -  4.5
Topics vary each term. The purpose of this class is to explore a specific topic or period in history in greater detail, to provide students with a deeper understanding and appreciation of historical events.

HLTH • Health
HLTH1010  Introduction to Health
B  45  -  4.5
Survey of major health problems, diseases and their prevention; drug and alcohol abuse; family planning and birth control; mental health; consumer protection and physical fitness. Issues of individual health choices.

HMR • Human Services
HMR1100  Human Services Concepts
L  45  -  4.5
Introduction to the human services field including definitions, team planning, community resources, worker roles, and social role valorization.

HMR1102  Counseling Theories & Techniques
L  35  -  30  4.5
Models for understanding people and their problems, including crisis counseling.

HMR1110  Clinical Education I
L  120  -  4
Prerequisites: HMR1109 and permission.
Clinical education scheduled throughout the program. Under supervision, work with selected clients and application of acquired skills and principles studied in the classroom.

HMR1111  Pre-Clinical Education II
L  20  -  60  4
Screening course for re-entry into clinical education. Methods of approaching clients, basic communication, and employee values and skills. First Aid and CPR required before progressing into clinical.

HMR1120  Health Foundations
L  45  -  4.5
Health concerns of the human services profession. Body systems, functional aids, activities of daily living, seizure management and medications.
HMRS1311 Clinical Education for Alcohol/Drug Counseling I

L - 150 5

Prerequisites: HMRS1210 and permission. Intensive counseling experience in the field of alcohol/drug abuse. Under supervision of a certified Alcohol and Drug Abuse counselor, students perform all twelve core functions required for State of Nebraska certification.

HMRS1320 Multicultural Competency

L 45 - 4.5

Understanding of self in viewing culture, including dominant and non-dominant culture, power, and privilege. Overview of various culture and groups.

HMRS1355 Strategies for Relaxation

L 45 - 4.5

Methods used to increase relaxation, reduce muscular tension, and alleviate stress. Techniques are adaptable to personal or client use. Includes progressive relaxation, imagery, visualization, meditation, rational emotive and self hypnosis strategies.

HMRS1357 Multicultural Counseling

L 35 30 4.5

Prerequisites: HMRS1102 and 1320. Understanding of cultural sameness and differences, and effect on human experience. Historical, political, social, and economic influences. Special counseling techniques applicable to minority groups and variations from traditional counseling.

HMRS1402 Group Theory & Process

L 45 - 4.5

Prerequisite: HMRS1102 or basic counseling skills. Small group process dynamics and theory in an effort to better understand the workings of small groups.

HMRS1403 Assessment, Case Planning / Management & Professional Ethics for A & D

L 45 - 4.5

Prerequisite: HMRS1102 or permission. Case work skills of assessment, interview techniques, treatment decisions, case presentation, and referral and follow-up for those in alcohol and drug fields. Use of computers in record keeping. Professional ethics and issues.

HMRS1404 Introduction to Social Work

L 45 - 4.5

Introduction to field of professional social work including roles, philosophy, ethics, values and competencies. Career expectations and diversity issues.

HMRS1405 Case Management & Ethics for Human Services

L 45 - 4.5

Prerequisite: HMRS1102 or permission. Case work skills of assessment, interviewing, case presentation, referral, and follow-up. Use of computers in record keeping. Professional ethics and issues. For general human services field.

HMRS1410 Clinical Education IV

L - 150 5

Prerequisites: HMRS1310 and permission. For course description refer to HMRS1110 Clinical Education I.

HMRS1411 Clinical Education for Alcohol/Drug Counseling II

L - 150 5

Prerequisites: HMRS1311 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

HMRS2360 Women’s Issues in Human Services

L 45 - 4.5

Needs and expectations of women as clients and service providers in human services agencies. Philosophy, socialization, self image, equity, child care, alcohol and drug, and other addictive disorders. Minority women, and health and legal issues.

HMRS2361 Domestic Violence

L 45 - 4.5

Recognition of signs of domestic abuse (physical, emotional or sexual), the cycle of violence, and community interventions.

HMRS2362 Child Abuse

L 45 - 4.5

Definitions of child maltreatment (emotional, physical, sexual), cultural factors, recognition of abuse/neglect, family dynamics, reporting obligations, treatment interventions and community resources.

HMRS2363 Death, Dying, Grieving & Loss

L 45 - 4.5

Process of loss and grief from the perspective of the human service provider/client relationship. Recognizing loss, stages of grieving, support groups, and letting go and going on.

HMRS2364 Adult Survivors of Childhood Sexual Abuse

L 45 - 4.5


HMRS2365 Mental Illness & Family Issues

L 45 - 4.5

Scope and magnitude of mental illness, specifically schizophrenia, major depressive disorder, and bipolar disorder. Historical review of mental illness, cultural issues, stigma, and discrimination. Specific focus on the symptoms, interventions and treatment as well as effects on the sense of self and the family.

HMRS2501 Developmental Disabilities

L 45 - 4.5

Nature, causes, and factors which influence the delivery of services for a select group of developmentally disabled individuals (epilepsy, cerebral palsy, autism and learning disabilities). Assessment techniques included.

HMRS2502 Activities & Recreation in Human Services

L 45 - 4.5

Selecting and developing recreational and educational activities with clients. Includes computer use.

HMRS2504 Intellectual Disabilities

L 45 - 4.5

Study of the nature, causes, and factors which influence the delivery of services to people who have intellectual disabilities (mental retardation).

HMRS2505 Non-aversive Intervention for Problem Behaviors

L 25 - 2.5

Prerequisite: HMRS1202. Overview of non-aversive responses to behaviors typically not acceptable to society. Ethical issues. Optional approaches of intervention.

HMRS2510 Clinical Education V

L - 150 5

Prerequisites: HMRS1410 and permission. For course description refer to HMRS1110 Clinical Education I.

HMRS2511 Clinical Education for Alcohol/Drug Counseling III

L - 150 5

Prerequisites: HMRS1311 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

HMRS2516 Co-Dependency & Dysfunctional Families

L 45 - 4.5

Co-dependency and dysfunctional family systems. Evaluation and assessment, treatment, and self-help groups will be discussed.

HMRS2517 Medical & Psychosocial Aspects of Alcohol/Drug Use, Abuse & Addiction

L 45 - 4.5


HMRS2518 Clinical Treatment Issues in Chemical Dependency

L 45 - 4.5

Prerequisite: HMRS1317 or permission. Study of treatment issues specific to alcohol/drug abuse. Diagnosis, adult children of alcoholics, denial, family disease concepts, cultural dimensions. Treatment issues with adolescents, women, elderly, gay/lesbian/bisexual clients. Treatment modalities, strengths, and weaknesses. Selection of appropriate modality.

HMRS2521 Applied Behavior Analysis

L 45 - 4.5

Basic principles of behavior modification. Major assumptions and issues of behavior modification, and recent application.

HMRS2523 Human Sexuality

L 45 - 4.5

Introduction to human sexuality and sexual function/dysfunction. Attitudes and values about sexuality.

HMRS2524 Advanced Counseling

L 45 - 4.5

Prerequisite: HMRS1102. Integration of theories and techniques which will help students develop a personal style of counseling. Course will provide an overview of some of the major approaches to counseling. A practical application of the material will be presented.

HMRS2533 Youth & the Juvenile Justice System

L 45 - 4.5

Youth involvement with crime and the justice system. Cause, prevention, and consequences.

HMRS2541 Social Services-Long Term Care Facility

L 45 - 4.5

Study of people in the final life cycle, pre-retirement to death. Psychological, social, and economic needs. Feelings, attitudes, and theories of the elderly will be examined.
HUMS1100 Introduction to the Humanities  
B/L 45 - 4.5  
Prerequisite: Reading/writing at Comp. 1 level or instructor’s approval.  
Survey course focusing on art, music, theatre, film, dance, architecture, and philosophy which examines the unfolding of the humanistic traditions of the West through the landmarks of Western cultural traditions in order to reawaken our sense of wonder and curiosity about the meaning of life. Criteria to evaluate our own times and situation and in addition enriches our historical perspectives. Shows how the various arts intersect, influence and are influenced by their times.

HUMS1200 20th-Century Arts & Ideas  
B/L 45 - 4.5  
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 revolulutionary artistic styles on society. Includes attendance at live performances and art galleries.

HVAC • Heating, Ventilation, Air Conditioning & Refrigeration Technology

HVAC1109 Electrical Fundamentals  
M 42 8 4  
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.

HVAC1311 Refrigeration Theory I  
M 50 - 5  
Basic refrigeration fundamentals with emphasis on heat energy, heat transfer, temperature, pressure, refrigerants, refrigerant oils, stratospheric ozone, greenhouse effect, and EPA guidelines.

HVAC1312 Piping Practices  
M - 100 3  
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.

HVAC1313 Plumbing Theory/Print Reading  
M 50 - 5  
Introduction to blueprint reading, plumbing tools, materials, and practices for residential applications.

HVAC1226 Refrigeration Laboratory I  
M 40 60 6  
Prerequisite: HVAC1109, HVAC1311 AND HVAC1312.  
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.

HVAC1320 Electrical Principles & Practices  
M 10 40 2  
Prerequisite: HVAC1109.  
Study of controls and their application. This includes series and parallel circuits, electrical symbols and electrical schematics, ohms law, Kirchhoff’s voltage & current laws, control transformers and motor starter circuits as applied to residential and light commercial air conditioning.

HVAC1234 Plumbing Code  
M 50 - 5  
Prerequisite: HVAC133.  
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  
M 50 - 5  
Prerequisites: HVAC1109 and HVAC131.  
Study of basic mechanical components used in the operation of basic refrigeration systems.

HVAC1251 Hydronic Theory  
M 35 15 4  
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  
M 40 10 4  
Prerequisite: HVAC1250.  
Continuation of HVAC1230, Electrical Principles and Practices, with further emphasis on control circuits and electrical schematics, HVAC sensors, furnace components and central air conditioning components. Basic HVAC system installation, maintenance and operating sequences are discussed. Safety rules for HVAC technicians are also presented.

HVAC1331 Manual J/Manual D  
M 40 60 6  

HVAC1336 Sheet Metal Lab  
M 100 3  
Introduction to pattern development and fabrication of fittings used in the heating/air conditioning industry. Layout techniques include radial line development and triangulation.

HVAC1334 Refrigeration Theory III  
M 50 - 5  
Prerequisites: HVAC1226, 1230, & 1237.  
Continuation of HVAC1237 with emphasis on basic 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  
M 50 - 5  
Prerequisite: HVAC1250.  
The study of components, controls, system design, installation, troubleshooting, start-up, standard service procedures, wiring diagrams and annual operating costs.

HVAC1434 Refrigeration Laboratory II  
M - 100 3  
Prerequisite: HVAC1334.  
Laboratory application of basic 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, 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: HVAC1330. 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
M - 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 II
M 50 - 5
Prerequisite: HVAC1330. Study of high efficiency, condensing gas fired furnaces. Includes special control applications and different mechanical devices such as humidifiers, electronic air cleaners, and programmable thermostats. Firing rates, efficiency measuring, venting and installation procedures studied. Solid state controls discussed to the extent practical.

HVAC2500 Cooperative Education
M 400 10
Prerequisites: HVAC1454 and HVAC1442. 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.

HVAC2510 Post-cooperative Education
M 20 - 2
Evaluation of the on-the-job training. Preparation for full-time employment. Classroom oral presentation and written report of co-op experience.

HVAC2600 HVAC/R Lab
M - 100 3
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.

HVAC2610 Troubleshooting Techniques Lab
M - 50 1.5
Prerequisite: HVAC1461. Application of servicing and troubleshooting residential and light commercial HVAC/R equipment, both mechanically and electrically. Emphasis is placed on the "hands-on" use of service instruments from the Carrier Corporation Manual, HVAC Servicing Procedures. Additionally, creating electrical ladder (schematics) and wiring training panels and troubleshooting fault simulators will be emphasized. Troubleshooting actual units brought into the shop and service calls off campus will be included as practical.

HVAC2649 Commercial HVAC Fundamentals & Practices II
M 50 - 5
Prerequisite: HVAC1447. Theory and practices of commercial air conditioning system operation. An in-depth study of human comfort, psychrometrics and the engineering principles that apply to heating, ventilating and air conditioning (HVAC). The eight basic processes of HVAC are studied via the psychrometric chart.

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
INFO1211 Microsoft Access
L 40 15 4.5
Prerequisite: INFO1214, INFO1161, and MATH1000-Lincoln. No prerequisites for Milford. Fundamental concepts of structured programming techniques. Topics include top-down design, hierarchy charts, flow charts, pseudocode.

INFO1217 Database Management
L 50 - 5
Introduction to database design and manipulation. Basics of database design and manipulation covered. Topics include relationships, database normalization, integrity constraints, and Microsoft Access DBMS software.

INFO1221 Introduction to the MVS Environment
L/M 40 15 4.5
Prerequisite: INFO1214. This course will address the MVS mainframe environment to include the TSO/ISPF facilities for program development, basic JCL statements, IDAMS and sort utility programs.

INFO1287 Operating Systems
L/M 50 - 5
Introduction to the concepts of various operating systems, their usage, history of development, and particular characteristics. Terminology and case studies in various operating systems covered.

INFO1311 Database Concepts
L 30 - 3
Prerequisites: INFO1151, INFO1161 and INFO1214. Introduction to database management concepts. Topics include database terminology, manipulation, organization, and relationships.
INFO1314 Java
L/M 30 45 4.5
Prerequisite: INFO1214.
Introduction to programming using Java.

INFO1325 Internet Scripting
L/M 20 30 3
Prerequisites: INFO1214 and INFO1431.
Introduction to the use of Javascript in web page development.

INFO1337 Introduction to the iSeries
M 30 - 3
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.

INFO1371 Hardware Installation & Maintenance
L 20 30 3
Prerequisites: INFO1311, INFO161, and MATH1000-Microcomputer. INFO1010 and ELEC1317-Electronics.
Overview of computer system components. Fundamental concepts of installation, interfacing, and preventive maintenance.

INFO1381 Data Communications & Networking
L/M 40 15 4.5
Prerequisites: INFO1211, INFO1351, and INFO161 -Lincoln. INFO1311-Milford.
Introduction to data communications and network terminology. Concepts related to network services, data transmission, and protocols.

INFO1391 TCP/IP
L 30 - 3
Prerequisite: INFO1381.
An in-depth coverage of all the salient models, protocols, services, and standards that govern TCP/IP.

INFO1414 Advanced Java
L 30 45 4.5
Prerequisite: INFO1314.
Object-oriented programming covering advanced Java topics.

INFO1428 COBOL
M 50 100 8
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.

INFO1431 Web Page Fundamentals
L/M 20 30 3
Prerequisites: INFO1351 and INFO161 - Lincoln. INFO1117-Milford.
Overview of basic web page design. Create and edit web pages including text, images, hyperlinks, tables, forms, cascading style sheets.

INFO1441 Advanced Windows XP Professional
L 20 30 3
Prerequisite: INFO1381 or ELEC2760.
Implement and use Windows XP Professional advanced features to connect, manage, and troubleshoot Windows XP systems in a workgroup and domain environment.

INFO1443 Help Desk Concepts
L 20 - 2
Prerequisites: ENGL1010, INFO1211, INFO1214, and INFO1381.
Introduction to help desk operations.

INFO1458 RPG IV
M 50 100 8
Prerequisite: INFO1337.
Programming of the iSeries computer using RPG IV (Report Program Generator) language. Applications used in RPG IV illustrate basic input/output, calculations, comparisons, control breaks, tables, arrays, and data base file I/O - using DB2/400. Subfile processing is used for on-line applications.

INFO1463 Advanced Hardware Troubleshooting
L 20 30 3
Prerequisite: INFO1371.
Diagnose and correct microcomputer hardware problems. Install and test peripheral devices.

INFO1491 Network Security Fundamentals
L 50 - 3
Prerequisites: INFO1391 and INFO1441.
An examination of information security basics focusing on the threats, trends, and ramifications related to the security practices and procedures on an Enterprise network.

INFO1493 Advanced Microsoft Access
L - 60 2
Prerequisite: INFO1211.
Advanced database techniques using Access.

INFO1495 Novell Network Administration
L 40 15 4.5
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.

INFO1501 Integrated Applications
L - 90 3
Prerequisites: INFO1211, INFO1331, and INFO1221.
Project based course covering advanced topics and integration of word processing, spreadsheet, database, and presentation software.

INFO1511 Advanced Database Concepts
L 20 30 3
Prerequisite: INFO1311.
Advanced topics in database management. Topics include database relationships, SQL, and additional work with DBMS software.

INFO1515 Database Administration
L 20 30 3
Prerequisite: INFO1311.
Introduction to the database administration concepts using Microsoft SQL Server. Topics include creating and managing databases, tables, indexes, views, stored procedures, triggers, and user-defined functions. Additional topics include installation issues and management tools.

INFO1521 Web Graphics
L 15 15 2
Prerequisite: INFO1431.
Techniques for adding graphical information onto a web page.

INFO1525 Web Server Scripting
L 30 45 4.5
Prerequisites: INFO1311, INFO1325, INFO1511, INFO2351, and INFO2564.
Server-side scripting techniques for web database access.

INFO2513 Troubleshooting Techniques
L 20 - 2
Prerequisites: INFO1501 and INFO2543.
Instructor supervised simulation requiring students to troubleshoot computer-related problems.

INFO2514 Java Server Programming
L/M 30 45 4.5
Prerequisites: INFO1414 and INFO1431.
Skills needed to develop and implement web-based database applications using Java servlets, Java server pages, and JDBC database techniques.

INFO2528 Advanced COBOL
M 50 75 7.5
Prerequisites: INFO1428 and INFO2568.
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.

INFO2531 UNIX Operating System
L 15 15 2
Prerequisites: INFO1151 and INFO161.
Fundamental concepts and use of the UNIX operating system.

INFO2543 Workplace Communication Skills
L 15 15 2
Prerequisites: ENGL1010, INFO1311, INFO1214, INFO1431, INFO1491, and INFO2531.
Skills and techniques necessary in an IT work environment including communications, teaming, customer service, and conflict management.

INFO2548 Customer Information Control System Programming
M 100 8
Prerequisites: INFO1428, INFO2568.
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 & DB2/SQ1.

INFO2554 C++
L 30 45 4.5
Prerequisite: INFO1314.
Introduction to object-oriented programming using C++.

INFO2558 Systems Analysis & Design
M 50 - 5
Prerequisite: INFO1428.
System concepts and terms, program definition, interviewing techniques, and specific requirements for a computer system. Project groups will design systems for the INFO2638 Computer Programming Projects course.

INFO2564 Visual Basic
L/M 30 45 4.5
Prerequisite: INFO1214 Lincoln–Microcomputer students.
Pre- or co-requisite: INFO1214 Milford–Computer Programming students.
Prerequisite: ELEC2527 Electronics students.
Program coding in Visual Basic.NET using a graphical interface.

INFO2581 Network Security Systems
L 30 - 3
Prerequisite: INFO1491.
Provides an in-depth exploration of various methods for attacking and defending a network.
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>INFO2585</td>
<td>Windows 2003 Server Administration</td>
<td>L 40</td>
<td>15</td>
<td>4.5</td>
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<tr>
<td>Prerequisites: INFO1371, INFO1391, and INFO4141. Skills needed for maintaining 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.</td>
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<tr>
<td>INFO2591</td>
<td>Advanced Network Security</td>
<td>L 30</td>
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<td>Prerequisite: INFO2581. Emphasis on intrusion detection and essential practices, such as developing and implementing a security policy.</td>
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<tr>
<td>INFO2594</td>
<td>Programming Project Design</td>
<td>L 10</td>
<td>15</td>
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<tr>
<td>Prerequisite: INFO1414 and INFO2664. Use proper techniques to develop and document the design of a complete system project.</td>
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<tr>
<td>INFO2611</td>
<td>Microcomputer Practicum</td>
<td>L 90</td>
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<td>Prerequisite: Permission of program chair. Students spend 90 hours at a work site applying microcomputer knowledge and skills in career interest area. Exact nature of work varies. Individual objectives established for each student.</td>
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<tr>
<td>INFO2631</td>
<td>Linux Network Administration</td>
<td>L 40</td>
<td>15</td>
<td>4.5</td>
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<tr>
<td>Prerequisites: INFO1371, INFO1391, and INFO2531. Skills needed for managing a Linux based network, including installation, using resources, security and setting up users.</td>
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<tr>
<td>INFO2638</td>
<td>Computer Programming Project</td>
<td>M -</td>
<td>150</td>
<td>5</td>
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<tr>
<td>Prerequisites: INFO2528, INFO2548 and INFO2538. Projects to apply programming languages and systems design in the creation of the total application of an Information System. Student groups work with industry and are responsible for file design, programming operations, documentation, and management output. Formal presentation of the completed system is required.</td>
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<tr>
<td>INFO2664</td>
<td>Advanced Visual Basic</td>
<td>L/M 30</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>Prerequisites: INFO1511 and INFO2564-Lincoln. INFO2124 and INFO2564-Milford. Advanced programming in Visual Basic.NET stressing object-oriented programming techniques.</td>
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<tr>
<td>INFO2670</td>
<td>Desktop Support</td>
<td>L 30</td>
<td>45</td>
<td>4.5</td>
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<td>Prerequisite: INFO2513. Skills and knowledge to support end users in a Microsoft Windows environment.</td>
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<td>INFO2674</td>
<td>Enterprise Visual Basic.NET</td>
<td>L/M 30</td>
<td>45</td>
<td>4.5</td>
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<tr>
<td>Prerequisite: INFO2664. Object-oriented programming in Visual Basic.NET.</td>
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<td>INFO2678</td>
<td>DB2 Database Application &amp; SQL</td>
<td>M 30</td>
<td>20</td>
<td>3.5</td>
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<tr>
<td>Prerequisite: INFO2127. Introductory course of IBM’s DB2 Database Management System accessed with SQL (Structured Query Language).</td>
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<td>Web Programming Project</td>
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<td>Prerequisites: INFO1391, INFO1521, and INFO1525. Design, develop, and document web-based programming project which utilized HTML and client/server-side scripting techniques.</td>
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<td>INFO2694</td>
<td>Programming Project</td>
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<tr>
<td>Prerequisite: INFO2594. Develop projects applying system design and programming languages in the creation of a total microcomputer application.</td>
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<td>INFO2695</td>
<td>Advanced Windows 2003 Server</td>
<td>L 20</td>
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<tr>
<td>Prerequisite: INFO2585. In-depth coverage of planning, implementing, configuring, maintaining, and troubleshooting an Active Directory infrastructure using Windows 2003 Server.</td>
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<td>Programmer Portfolio Development</td>
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<tr>
<td>Prerequisite: INFO1525 or INFO2594. Using previous course training, students develop a capstone portfolio of programs to present to potential employers. Students will be expected to document and defend their portfolio content.</td>
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<td>M 55</td>
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<td>Shipping &amp; Receiving</td>
<td>M 10</td>
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<td>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.</td>
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<tr>
<td>JDAP1142</td>
<td>John Deere Merchandise</td>
<td>M 55</td>
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<tr>
<td>Introduction to John Deere Company, organization overview, and company/dealer relationship. Agricultural equipment and consumer products of JD. Major products by factory lines and identification of the top ten JD merchandise products with features and benefits. Product information on other John Deere merchandise.</td>
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<td>JDAP1143</td>
<td>Concepts of Merchandising</td>
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<tr>
<td>Study of basic merchandising, product grouping, and special merchandising. Drawing plan-o-grams of the merchandising area with different types of merchandising techniques. Development of signs and special displays to enhance merchandising. Suggestive selling by using merchandising and demonstrations. Identification of hazardous materials in the work place and proper safety procedures.</td>
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<td>Prerequisites: JDAP1140 through JDAP1143. In-depth study of types of John Deere equipment used for tillage, planting, material handling and harvesting. Identification of parts and relationship of components. Continuation of the study of commonly requested parts, their function, composition, life expectancy, and nomenclature. Product information, features and benefits.</td>
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<tr>
<td>JDAP1248</td>
<td>References &amp; Electronic Cataloging</td>
<td>M 25</td>
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<tr>
<td>Prerequisites: JDAP1140 through JDAP1143. Introduction to JD parts reference manuals. JD merchandising sales manuals, bearing guides, seal guides, parts marketing guides, all other available cross reference information. Use of computer electronic cataloging, and reference materials.</td>
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<td>Counter Sales</td>
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<td>Prerequisites: JDAP1140 through JDAP1143. Introduction to the features of parts counter sales (customer and shop). System of serial numbers to derive the correct parts numbers. Proper completion of warranty claims and shop tickets. Basic inventory control procedures, John Deere Parts department policy and procedures, learning the distribution network, emergency orders, search sequence, the parts telecommunication system, the dealer network system, stock orders, parts terminology, the various divisions of counter work, how to deal with customers.</td>
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<tr>
<td>JDAP1351</td>
<td>Dealer Cooperative Education</td>
<td>M -</td>
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<td>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.</td>
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<td>JDAP2454</td>
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<td>Prerequisites: JDAP1140 through JDAP1151. Study of PNM (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. Application and adjustment of year-end, activity and quarterly status reports. Analysis of dealerships turnover, and cost effective index.</td>
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<td>Prerequisites: JDAP1140 through JDAP1151. Continued, in-depth learning of nomenclature through the use of John Deere electronic parts cataloging, parts reference manuals, John Deere merchandising sales manual, bearing guide, seal guide, parts marketing guides, and other available cross reference information.</td>
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<td>JDAP2558</td>
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<tr>
<td>On-the-job experience in a John Deere dealership. Application of skills and knowledge learned in previous quarters. Supervised by the Southeast Community College-Milford Campus John Deere Ag Parts coordinator.</td>
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The course also covers the types of internal combustion stroke cycle engines to factory specifications. Basic cycle engines. It includes ignition timing of four operation, and construction of two and four stroke engines. This course deals with basic physical principles, magnetism, electromagnetism, and the safe utilization of meters is included. Coverage includes 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.

JDAT1242 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 performed 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.

JDAT1244 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 filtering systems. Maintenance procedures including proper removal, installation, and timing of fuel injection pumps is also covered.

JDAT1246 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.

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. Jet pump, row-crop tractor hydraulic systems 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 traction wheels. Complete disassembly, inspection, and reassembly of John Deere clutches, 2-speed planetary, differentials, final drives, mechanical front-wheel drive, power takeoffs, and transmissions as used in Waterloo built row-crop tractors. Syncro-range, quad-range, and powershift transmission, repair, adjustment, and diagnostics.

JDAT2670 Dealer Cooperative Experience
Prerequisites: JDAT1140 through JDAT2542. On-the-job experience in a John Deere agricultural dealership. Application of skills and concepts learned in previous quarters. Supervised by Southeast Community College-Milford Campus John Deere 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, powr-quad, and the 12 speed, 18 speed, and 19 speed powershifts.

JDAT2744 John Deere Tillage and Seeding Equipment
Prerequisites: JDAT1140 through JDAT2742. This course covers the theory, design, principles of operation and adjustment, troubleshooting and repair of tillage equipment and planting equipment. Primary, secondary, and row crop tillage tools will be covered as well as row crop planters and grain drills.
JDAT2746  John Deere Harvesting Equipment  
Prerequisites: JDAT1140 through JDAT2670.
This course covers the theory, design, principles of operation and adjustment, and troubleshooting of harvesting equipment. Emphasis will be placed on inspection and repair of all combine operational systems as well as the header systems.

JDAT2748  John Deere Electrical/ Electronics III  
Prerequisites: JDAT1140 through JDAT2670.
Review of electrical fundamentals and introduction to basic electronics, plus the procedures and use of a digital multimeter in testing electrical circuits is covered. Troubleshooting techniques for circuit diagnosis using electrical schematics is included. The function, operation, and testing of semiconductors and transistors is covered along with microprocessor operation, including inputs and outputs. Testing of tractor circuits including lighting, accessory, safety, instrumentation and gauges is a part of the lab exercises. Electronic monitoring systems used on planting and harvesting equipment is also covered.

JDAT2750  John Deere Advanced Technologies  
Prerequisites: JDAT1140 through JDAT2670.
Operation, theory, testing, and repairs of precision farming tools to include Global Positioning Systems as used for Ag Management Solutions. Included are parallel tracking (guidance systems), yield as used for Ag Management Solutions. Included are Operation, theory, testing, and repairs of precision farming equipment. Emphasis will be placed on inspection and repair of all combine operational systems as well as the header systems.

JDCE1130  Deere Orientation & Safety  
Introduction to manuals, time management, machine classifications, engine classifications, and serial numbers. Warranty, shop tickets, safety, and Deere service department policy and procedures.

JDCE1131  Deere Fundamentals  
Use and care of power and hand tools. Micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, twist drills, taps, and fasteners. Safety and proper operation of pullers and pressers.

JDCE1132  Deere Welding I  
Theory and practice of oxyacetylene braze welding and cutting including proper operation of equipment. Principles, safety, procedures, and application of gas metal Arc welding (MIG) on sheet metal.

JDCE1133  Deere Heating, Ventilation, & Air Conditioning  
Theory, operation, and repair of Deere air conditioning, heating, and ventilation systems. Safety is also stressed.

JDCE1134  Deere Electrical/Electronics I  
Basic electrical principles and applications of magnetism, electromagnetism, and the safe utilization of electrical test meters. Design, construction, and safe operation and testing of lead acid storage batteries. Principles of operation, testing, and repair of cranking systems and charging systems. Ignition system principles of operation are also discussed.

JDCE1170  Dealer Cooperative Education  
Prerequisites: JDCE1130 through JDCE1134.
On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College-Milford Campus Deere Construction Equipment instructor.

JDCE1340  Deere Theory of Engine Operation  
Study of basic physical principles, operation, and construction of two and four stroke cycle engines. Ignition timing of four-stroke cycle engines to factory specifications. Basic diagnostic engine test procedures practiced on spark and compression ignition engines. Types of internal combustion engine cooling systems, components, and coolants. Safety training is included.

JDCE1341  Deere Diesel/Gasoline Fuel Systems  
Operation, theory, construction, testing, repair methods, and safety for spark ignition fuel system components. Relationship of valve timing, ignition, and injection timing to normal combustion. Normal and abnormal combustion theory to fuel production, testing, storage, and handling. Theory of diesel fuel injection system includes pump and nozzle components, fuel flow, and fuel filtering systems. Diesel engine compression ignition theory, combustion chamber design, and maintenance procedures for proper removal, installation, and timing of fuel injection pumps. Safety is stressed.

JDCE1342  Deere Engine Repair  
Basic theory, construction, and operation of engine valve train and cylinder head. Valve timing and adjustments of Deere Engines. Design, construction, operation, and service methods for the following engine components: crankshafts, connecting rod assemblies, cylinder liners, bearings, and related engine accessories. Crankcase lubricants, lubrication systems, and oil filtration systems. Disassembly, inspection, measurements, reassembly, and adjustments performed on Deere diesel engines. Safety is included.

JDCE1343  Deere Electrical/Electronics II  

JDCE1470  Dealer Cooperative Education  
Prerequisites: JDCE1130 through JDCE1134.
On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College-Milford Campus Deere Construction Equipment instructor.

JDCE2550  Deere Mechanical Power Trains  
Theory of power transmission from engine to traction wheels. Function and operation of gears, clutches, planetary gears, drive lines, differentials, and transmissions. Lab exercises will include disassembly, inspection, adjustment, and reassembly of clutches, differentials, final drives, mechanical front-wheel drive, power takeoffs, mechanical, and power shift transmissions. Safety training will be included.

JDCE2551  Deere Hydraulics  
Principles and application of theory, construction, fluid flow, operation, testing, disassembly, inspection, repair, reassembly, and testing of hydraulic components and systems as used in Deere construction equipment. Safety is stressed.

JDCE2552  Deere Hydrostatic Drives  
Principles and application of theory, construction, fluid flow, operation, testing, disassembly, inspection, repair, reassembly, and testing of hydrostatic components and systems as used in Deere construction equipment. Safety is stressed.

JDCE2553  Deere Welding II  
Principles and application of arc welding in the flat, horizontal, and vertical positions. Practice with Air Carbon, Arc cutting and the study of basic metals and metals properties as applied to Deere Construction and Forestry Equipment.

JDCE2670  Dealer Cooperative Education  
On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College-Milford Campus Deere Construction Equipment instructor.

JDCE2760  Deere Back Hoes/Landscape Loaders  
Theory, design, uses, principles of operation, adjustment, troubleshooting, and repair of Deere Back Hoes and Landscape Loaders. Students will experience actual operation of equipment as available. Safety is stressed.

JDCE2761  Deere Excavators  
Theory, design, uses, principles of operation, adjustment, troubleshooting, and repair of Deere Excavators. Students will experience actual operation of equipment as available. Safety training will be included.

JDCE2762  Deere Crawler Dozers/Loaders  
Theory, design, uses, principles of operation, adjustment, troubleshooting, and repair of Deere crawler dozers/loaders. Students will experience actual operation of equipment as available. Safety is stressed.
### SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
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### JOUR • Journalism

- **JOUR1810 Introduction to Mass Communication**
  - 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**
  - Prerequisite: Eligible for ENGL1010 or ENGL1015. Study of basic techniques of news gathering and news writing. Writing assignments for campus and area newspapers.

- **JOUR1840,1880, 2840, 2880 Publications Production**
  - 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**
  - Internship in mass communication field or location where mass communication knowledge and skills are the primary requirements. Guidance from professional staff in employment situation.

- **LBST • Laboratory Science Technology**
  - **LBST1100 Laboratory Science Orientation**
    - 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**
    - Introductory course in chemistry. Basic chemical concepts. Atomic structure, periodic table, chemical bonding, organic chemistry.
  - **LBST1102 Applied Chemistry II**
    - Prerequisites: LBST1101 and LBST1111 or equivalent.
    - Continuation of introductory chemistry. Measurement, stoichiometry, gas laws, solution preparation, chemical equilibrium and acid/base concepts.
  - **LBST1110 Applied Chemistry I Laboratory**
    - Laboratory course to accompany LBST1101.
    - Emphasizes qualitative analysis.
  - **LBST1112 Applied Chemistry II Laboratory**
    - 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 and complex ion chemistry, and oxidation-reduction.
  - **LBST1131 Analytical Chemistry I Laboratory**
    - Laboratory course to accompany LBST1121.
    - Practice of concepts learned in LBST1121.
  - **LBST1161 Organic Chemistry**
    - Prerequisites: LBST1102 and LBST1112 or equivalent.
    - Organic chemistry emphasizing nomenclature, physical properties, reactions and structure including elementary infrared spectroscopy.
  - **LBST1201 Structure & Function of Organisms**
    - Introductory biology course stressing basic biological principles, taxonomy, anatomy, physiology and embryology. Fulfills biology Elective requirements.
  - **LBST1205 Introductory Biology**
    - Basic biology course emphasizing cellular and molecular biology. Cell structure and function, the nature of heredity and metabolism.
  - **LBST1208 Ecology**
    - Basic biology course concerned with the interrelationships among organisms and their environments. Emphasis on the roles of microorganisms. Fulfills biology Elective requirements.
  - **LBST1211 Structure & Function of Organisms Laboratory**
    - Laboratory course to accompany LBST1201.
    - Practice of concepts learned in LBST1201.

### JOUR • Journalism

- **JOUR1810 Introduction to Mass Communication**
  - 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**
  - Prerequisite: Eligible for ENGL1010 or ENGL1015. Study of basic techniques of news gathering and news writing. Writing assignments for campus and area newspapers.

- **JOUR1840,1880, 2840, 2880 Publications Production**
  - 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**
  - Internship in mass communication field or location where mass communication knowledge and skills are the primary requirements. Guidance from professional staff in employment situation.

- **LBST • Laboratory Science Technology**
  - **LBST1100 Laboratory Science Orientation**
    - 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**
    - Introductory course in chemistry. Basic chemical concepts. Atomic structure, periodic table, chemical bonding, organic chemistry.
  - **LBST1102 Applied Chemistry II**
    - Prerequisites: LBST1101 and LBST1111 or equivalent.
    - Continuation of introductory chemistry. Measurement, stoichiometry, gas laws, solution preparation, chemical equilibrium and acid/base concepts.
  - **LBST1110 Applied Chemistry I Laboratory**
    - Laboratory course to accompany LBST1101.
    - Emphasizes qualitative analysis.
  - **LBST1112 Applied Chemistry II Laboratory**
    - 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 and complex ion chemistry, and oxidation-reduction.
  - **LBST1131 Analytical Chemistry I Laboratory**
    - Laboratory course to accompany LBST1121.
    - Practice of concepts learned in LBST1121.
  - **LBST1161 Organic Chemistry**
    - Prerequisites: LBST1102 and LBST1112 or equivalent.
    - Organic chemistry emphasizing nomenclature, physical properties, reactions and structure including elementary infrared spectroscopy.
  - **LBST1201 Structure & Function of Organisms**
    - Introductory biology course stressing basic biological principles, taxonomy, anatomy, physiology and embryology. Fulfills biology Elective requirements.
  - **LBST1205 Introductory Biology**
    - Basic biology course emphasizing cellular and molecular biology. Cell structure and function, the nature of heredity and metabolism.
  - **LBST1208 Ecology**
    - Basic biology course concerned with the interrelationships among organisms and their environments. Emphasis on the roles of microorganisms. Fulfills biology Elective requirements.
  - **LBST1211 Structure & Function of Organisms Laboratory**
    - Laboratory course to accompany LBST1201.
    - Practice of concepts learned in LBST1201.
LBST1432 Biotechnology I Laboratory

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<th>CLASS HOURS</th>
<th>LAB HOURS</th>
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</table>

Prerequisites: LBST1401, 1411, 1412, 1421, 1422.
Co-requisite: LBST1431.

Laboratory exercises in biotechnology, protein analysis, and elementary nucleic acid analysis.

LBST1441 Water/Wastewater Chemistry and Microbiology Laboratory

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<th>COURSE #</th>
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Co-requisite: LBST1441.

Practice of concepts learned in LBST1441.

LBST2162 Biochemistry I Laboratory

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

Prerequisites: LBST1161 and LBST1711 or equivalent; LBST2105 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.

LBST2163 Biochemistry II Laboratory

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<tr>
<th>COURSE #</th>
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<th>LOCATION</th>
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Prerequisites: LBST2162 and LBST2172 or equivalent.

Continuation of Biochemistry I with emphasis on biotechnology, metabolism and chromatographic, spectroscopic and electrophoretic laboratory methods.

LBST2172 Biochemistry I Laboratory

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<tr>
<th>COURSE #</th>
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Laboratory course to accompany LBST2162.

Practice of concepts learned in LBST2162.

LBST2173 Biochemistry II Laboratory

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Laboratory course to accompany LBST2163.

Practice of concepts learned in LBST2163.

LBST2261 Sanitation Laboratory

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<th>COURSE #</th>
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Prerequisites: LBST2211 and LBST2312 or equivalent.

Study of cleaning and sanitizing procedures related to industrial settings. Microbial spoilage, food poisoning and other topics related to food microbiology.

LBST2265 Applied Microbiology Laboratory

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<th>COURSE #</th>
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Prerequisites: LBST2211 and LBST2312 or equivalent.

Study of man's interaction with microorganisms. Immunology, the nature of infectious diseases, resistance to diseases.

LBST2275 Applied Microbiology Laboratory

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Practice of concepts in microbiology, including media preparation, culture techniques, media selection and identification of pathogens.

LBST2302 Water & Wastewater Technology Laboratory

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Prerequisite: LBST1301 or permission.

Study of development, design and operation of public water supply systems and pollution control facilities. Wells, water treatment plants, distribution systems, wastewater collection systems, design and operation of wastewater treatment plants. Basic types of pumps, motors and valves are included as part of the preparation for the state water certification exam.

LBST2303 Water-Wastewater Analysis Laboratory

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<tr>
<th>COURSE #</th>
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Prerequisite: LBST2302 or permission.

Standard techniques for water/wastewater analysis. Basic laboratory procedures and techniques. Environmental sample collection and preservation, precision, records and interpretation of results from analysis.

LBST2313 Water-Wastewater Analysis Laboratory

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<th>COURSE #</th>
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Laboratory course to accompany LBST2303.

Practice of concepts learned in LBST2303.

LBST2321 Hazardous Materials Laboratory

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Prerequisite: LBST1161.

Introduction to the nature, handling, storage and disposition of hazardous materials. Protection in a laboratory setting. Descriptions of hazardous materials, protective equipment, reading an MSDS, disposal, health effects and transportation of hazardous materials. Review of various legislation governing hazardous materials including Right to Know, SARA, RCRA, CERCLA – and others.

LBST2400 Laboratory Skills Competency

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Prerequisite: Must be in final quarter of enrollment.

Co-requisite: LBST2401.

Introduction of the mathematics used for process control of water treatment, water delivery and wastewater treatment. To understand the application of this mathematics, student must take LBST2302 first.

LBST2431 Biotechnology II

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<th>COURSE #</th>
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</table>

Prerequisites: LBST1431, LBST1432.

Co-requisite: LBST2431.

Special emphasis on industrial-nucleic acid, chemistry, metabolism, and nutrition as it related to biotechnology.

LBST2432 Biotechnology II Laboratory

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Prerequisites: LBST1431, LBST1432.

Co-requisite: LBST2431.

Emphasizing nucleic acid chemistry and industrial laboratory techniques in biotechnology.

LBST2441 Chemistry of Environmental Toxins

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<th>COURSE #</th>
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Prerequisites: LBST1421, 1422, 1441, 1442, and 2321.

Co-requisite: LBST2441.

Detailed examination of toxins in soil and water, including pesticides and fertilizers, with special emphasis on methods of analysis.

LBST2442 Chemistry of Environmental Toxins Laboratory

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Prerequisites: LBST1421, 1422, 1441, 1442.

Co-requisite: LBST2442.

Laboratory techniques for extracting and analyzing environmental toxins.

LBST2451 Bioanalysis

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Prerequisite: LBST2421, 1422, 1431, 1432.

Co-requisite: LBST2452.

Instrumental analysis of a variety of biologically significant molecules. Laboratory instrumental techniques such as capillary electrophoresis, high performance liquid chromatography (HPLC), gas chromatography (GC), and atomic absorption spectroscopy (AA) will be covered.
This course will provide students with the knowledge and skills gained in the library technical assistant program. Continuation of the study and application 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.

**LIBR1010 Introduction to Library and Information Services**
- **Course Title:** Introduction to Library and Information Services
- **Location Offered:** L
- **Credit Hours:** 4.5
- **Prerequisite:** Reading assessment. College level reading skills recommended.
- **Pre/Corequisite:** LIBR1101.
- **Content:** This course is designed to provide the student with a broad overview of the library profession. Content includes a 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.

**LIBR1011 Introduction to Technical Services**
- **Course Title:** Introduction to Technical Services
- **Location Offered:** L
- **Credit Hours:** 4.5
- **Pre/Corequisite:** LIBR1101.
- **Content:** This course will provide students with an introduction to cataloging and preservation. 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.

**LIBR2040 Introduction to Technical Services - Cataloging**
- **Course Title:** Introduction to Technical Services - Cataloging
- **Location Offered:** L
- **Credit Hours:** 4.5
- **Pre/Corequisite:** LIBR1101.
- **Content:** 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.

**LIBR2094 Library Science Capstone Practicum**
- **Course Title:** Library Science Capstone Practicum
- **Location Offered:** L
- **Credit Hours:** 4.5
- **Prerequisite:** Practicum coursework should take place within the final 9 hours of a student’s program.
- **Content:** This course will provide students with a supervised professional experience in a library or information environment including several major theorists. The physical, psychological, ethical, and holistic principles across the lifespan. Concepts of communication, medical asepsis, physical assessment, medical calculations and basic medication administration are introduced.

**LPNS1155 Transition to Practical Nursing**
- **Course Title:** Transition to Practical Nursing
- **Location Offered:** B/L
- **Credit Hours:** 60
- **Prerequisites:** Admission to the Practical Nursing Program.
- **Content:** This course will provide students with an introduction to the role of the Practical Nurse as a member of the healthcare team. The nursing process is used to provide safe health care according to legal, ethical, and holistic principles across the lifespan. Concepts of communication, medical asepsis, physical assessment, medical calculations and basic medication administration are introduced.

**LPNS1156 Foundations of Practical Nursing I**
- **Course Title:** Foundations of Practical Nursing I
- **Location Offered:** B/L
- **Credit Hours:** 25
- **Prerequisites:** LPNS1103.
- **Content:** This course is on basic principles and procedures within the scope of practice for practical nursing. Introductory concepts of wound care, surgical asepsis, urinary needs, perioperative care, and basic concepts of IV therapy are introduced.

**LPNS1157 Foundations of Practical Nursing II**
- **Course Title:** Foundations of Practical Nursing II
- **Location Offered:** B/L
- **Credit Hours:** 25
- **Prerequisites:** LPNS1103.
- **Content:** This course is on basic principles and procedures within the scope of practice for practical nursing. Introductory concepts of wound care, surgical asepsis, urinary needs, perioperative care, and basic concepts of IV therapy are introduced.

**LPNS1160 Introduction to Clinical Services**
- **Course Title:** Introduction to Clinical Services
- **Location Offered:** B/L
- **Credit Hours:** 25
- **Prerequisites:** LPNS1103.
- **Content:** This course is on basic principles and procedures within the scope of practice for practical nursing. Introductory concepts of wound care, surgical asepsis, urinary needs, perioperative care, and basic concepts of IV therapy are introduced.

**LPNS1176 Pharmacology**
- **Course Title:** Pharmacology
- **Location Offered:** B/L
- **Credit Hours:** 3
- **Prerequisites:** LPNS1103.
- **Content:** This course is on basic principles and procedures within the scope of practice for practical nursing. Introductory concepts of wound care, surgical asepsis, urinary needs, perioperative care, and basic concepts of IV therapy are introduced.

**LSCE1120 Plane Surveying**
- **Course Title:** Plane Surveying
- **Location Offered:** M
- **Credit Hours:** 60
- **Prerequisites:** LSCE1120.
- **Content:** This course is on basic principles and procedures within the scope of practice for practical nursing. Introductory concepts of wound care, surgical asepsis, urinary needs, perioperative care, and basic concepts of IV therapy are introduced.

**LSCE1130 Civil Drafting I**
- **Course Title:** Civil Drafting I
- **Location Offered:** M
- **Credit Hours:** 40
- **Prerequisites:** LSCE1120.
- **Content:** This course is on basic principles and procedures within the scope of practice for practical nursing. Introductory concepts of wound care, surgical asepsis, urinary needs, perioperative care, and basic concepts of IV therapy are introduced.
### COURSE DESCRIPTIONS

#### LSCE1220 Engineering Surveying
- **Credit Hours:** 40
- **Lecture Hours:** 60
- **Laboratory Hours:** 6

Prerequisites: LSCE1220, BSAD1010 or INFO1010, and LSCE1110.

Studies related to surveying as carried out in traversing, traversing computations, area, and volume. Measuring horizontal and vertical angles using a variety of different instruments and readouts. Solving practical surveying problems using basic trigonometry. Field note forms. Safety practices.

#### LSCE1226 Civil Drafting II
- **Credit Hours:** 30
- **Lecture Hours:** 70
- **Laboratory Hours:** 5

Continuation of LSCE1126 Civil Drafting I. Includes exercises in typical civil drawings. Continuation of study and application of surveying mathematics.

#### LSCE1230 Earthwork Inspection
- **Credit Hours:** 20
- **Lecture Hours:** 30
- **Laboratory Hours:** 3

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.

#### LSCE1232 Highway Plan Reading
- **Credit Hours:** 20
- **Lecture Hours:** 30
- **Laboratory Hours:** 3

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.

#### LSCE1230 Route & Construction Surveying
- **Credit Hours:** 30
- **Lecture Hours:** 60
- **Laboratory Hours:** 5

Prerequisites: LSCE1220 and LSCE1232.


#### LSCE1324 Concrete Inspection
- **Credit Hours:** 35
- **Lecture Hours:** 15
- **Laboratory Hours:** 4

Prerequisite: LSCE1230.

Study based on the fundamental principles of cement and concrete. Understanding of cement, concrete, and concrete products as applied to the job. Continuation of study and application of surveying mathematics.

#### LSCE1326 Civil Drafting III
- **Credit Hours:** 40
- **Lecture Hours:** 40
- **Laboratory Hours:** 2

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.

### MACH • Machine Tool Technology

#### MACH1100 Orientation
- **Credit Hours:** 5
- **Laboratory Hours:** 5

Orientation to the College philosophy, goals, objectives and rules in the machine tool area.

#### MACH1121 Manufacturing Processes
- **Credit Hours:** 5
- **Laboratory Hours:** 5

Theory and safe operation of machine and hand tools. Covers metrology, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.

#### MACH1156 Blueprint Reading & Drawing
- **Credit Hours:** 20
- **Laboratory Hours:** 30

Basic theory and laboratory work in blueprint reading, drafting, equipment utilization, lettering, and geometric constructions. Shape and size description, section views and freehand sketching.

#### MACH1172 Machine Tool Lab I
- **Credit Hours:** 25
- **Laboratory Hours:** 120

Prerequisite: MACH1110.

Basic operation of the lathe, milling machine, and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.

#### MACH1222 Machine Tool Lab II
- **Credit Hours:** 10
- **Laboratory Hours:** 190

Prerequisites: MACH1110, MACH1121 and MACH1172.


#### MACH1225 Materials of Industry
- **Credit Hours:** 50
- **Laboratory Hours:** 5

Introduction to materials (steel, iron, etc.) used in industry. Properties, uses, specifications, availability, heat treatment and tool steel.
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<td>MACH1250</td>
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<td>MACH1370</td>
<td>Applied Trigonometry</td>
<td>L/M</td>
<td>45</td>
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<tr>
<td>MACH1428</td>
<td>Machine Tool Lab IV</td>
<td>L/M</td>
<td>10</td>
<td>140</td>
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<tr>
<td>MACH1451</td>
<td>Advanced CNC</td>
<td>L/M</td>
<td>40</td>
<td>20</td>
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<tr>
<td>MACH1453</td>
<td>CNC Lathe</td>
<td>L/M</td>
<td>30</td>
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<tr>
<td>MACH1454</td>
<td>CAM</td>
<td>L/M</td>
<td>40</td>
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<tr>
<td>MACH1801</td>
<td>Basic Milling Machine II</td>
<td>L</td>
<td>10</td>
<td>20</td>
<td>1.5</td>
</tr>
<tr>
<td>MACH1810</td>
<td>Basic Engine Lathe I</td>
<td>L</td>
<td>10</td>
<td>20</td>
<td>1.5</td>
</tr>
<tr>
<td>MACH1811</td>
<td>Basic Engine Lathe II</td>
<td>L</td>
<td>10</td>
<td>20</td>
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<tr>
<td>MACH2245</td>
<td>Introduction to Molding</td>
<td>L</td>
<td>30</td>
<td>-</td>
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<tr>
<td>MACH2246</td>
<td>Jigs and Fixtures</td>
<td>L</td>
<td>30</td>
<td>90</td>
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<td>MACH2256</td>
<td>Die Construction</td>
<td>L</td>
<td>30</td>
<td>130</td>
<td>7</td>
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<tr>
<td>MACH2258</td>
<td>Quality Control</td>
<td>L</td>
<td>30</td>
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<td>3</td>
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<tr>
<td>MACH2266</td>
<td>Advanced Die Construction</td>
<td>L</td>
<td>20</td>
<td>175</td>
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<tr>
<td>MACH2531</td>
<td>Mold Theory</td>
<td>M</td>
<td>50</td>
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<td>MACH2532</td>
<td>Injection Mold Design I</td>
<td>M</td>
<td>10</td>
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<td>MACH2533</td>
<td>Die Making Lab I</td>
<td>M</td>
<td>10</td>
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<tr>
<td>MATH0860</td>
<td>Math Review &amp; Tune-up</td>
<td>B/L</td>
<td>15</td>
<td>-</td>
<td>1.5</td>
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</tbody>
</table>

- **MACH1222**: Practice using machine tools. Lathe, milling machine, surface grinder, cylindrical, and cutters. Projects for lab work. Introduction to die and mold construction.
- **MATH0860**: A developmental course to upgrade students’ math skills and prepare for MATH1000 and MATH0950. Includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students’ class and work schedules. Excellent for nontraditional students needing to review math rules and techniques.

- **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.

- **Prerequisites**: MACH1110 through MACH1454. Basic principles and design of injection molds, design 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.

- **Prerequisites**: MACH1110 through MACH1454. Construction of plastic injection molds, one from the student’s prints designed in the injection mold design class. Construction of two other molds to pre-designed specifications. Construction of some components using CNC lathe and mills.

- **Prerequisites**: MACH1110 through MACH1454. Laboratory experience in basic designs and preparing working drawings for a die which the student will construct during the sixth quarter.

- **Prerequisites**: MACH1110 through MACH1454. Practical experience in construction of two dies. Construction of one die following blueprints developed in the Die Design II. Electrical discharge machine EDM die construction methods. Electrode is made on CNC mill.

- **Prerequisites**: MACH1110 through MACH1454. Design of a single cavity injection mold. Laboratory work in developing and preparing working drawings for a mold to be constructed during the sixth quarter.

- **Prerequisites**: MACH1110 through MACH1454. Practical experience in constructing two molds. Construction of one injection mold from blueprints developed in the Injection Mold Design II class. Use of wire feed and ram type electrical discharge machining and engraving. Completed projects are set up and run to evaluate the quality of the finished molds.
MATH0900 Math Fundamentals  
B/L 45 - 4.5  
Covers basic computational skills for review or initial mastery. Topics include fractions and decimals; ratios, proportion, and percent; operations with numbers; problem solving and estimation; basic study skills for mathematics. Graded pass/no pass.

MATH0950 Beginning Algebra  
B/L 45 - 4.5  
Prerequisite: Completion of MATH0900 or and appropriate score on the math placement test. Study of elementary concepts of algebra. Emphasis on developing functional competency. Practical applications. Graded pass/no pass.

MATH0980 Geometry  
B/L 45 - 4.5  
Prerequisite: MATH0950 or equivalent. Development of spatial awareness and critical thinking skills. Through use of construction, labs and proofs, discovery of properties of lines, angles, polygons, circles. With the use of Cartesian, coordination of the relationship between algebra and geometry. Graded pass/no pass.

MATH1000 Basic College Mathematics  
B/L/M 45 - 4.5  
Prerequisite: MATH0950 and appropriate score on the math placement test. 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 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.

MATH1040 Business Math  
B/L 45 - 4.5  
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 may use a calculator and computer to solve a variety of applications.

MATH1080 Algebra & Trigonometry  
L/M 45 - 4.5  
Prerequisite: MATH0950 or equivalent 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  
B/L 45 - 4.5  
Prerequisite: MATH0950 or appropriate score on the math placement test. Review of topics in a second year high school algebra course taught at the college level. Topics include: real numbers, 1st and 2nd degree equations and inequalities, linear systems, polynomials and rational functions, exponents and radicals, functions and relations, exponential and logarithms. May not fulfill the math requirement for the associate of arts or associate of science degrees—check with the transfer institution.

MATH1150 College Algebra  
B/L 45 - 4.5  
Prerequisites: A grade of “C” or better in MATH1000 or appropriate score on the math placement test. Study of college algebra. Emphasis on 1) equations and inequalities, 2) functions and graphs, 3) polynomial and rational functions, 4) exponential and logarithmic functions, 5) systems of equations and inequalities, and 6) analytic geometry. A graphing calculator may be required.

MATH1180 Elementary Statistics  
B/L/M 45 - 4.5  
Prerequisites: “C” or better in MATH1100 or appropriate score on the math placement test. Study of probability distributions and statistical control. Topics from inferential statistics such as estimates, sampling, hypothesis testing and inferences. Contingency tables. Use of some statistical software packages.

MATH1200 Trigonometry  
B/L 45 - 4.5  
Prerequisite: “C” or better in MATH1150 or appropriate score on the math placement test. Study of trigonometry. Definitions of trigonometric functions, relations between the functions, identities, use of tables, graphs of the functions, solution of equations and triangles, inverse trigonometric functions, complex numbers and polar coordinates.

MATH1300 Precalculus  
B/L 75 - 7.5  
Prerequisites: “C” or better in MATH1100 or appropriate placement exam score and one year high school geometry, and two years high school algebra. Intensive review of college algebra and trigonometry. Study of the concept of a function and its graph. Study of certain specific functions: polynomial, rational, exponential, logarithmic and trigonometric functions. Covers analytic trigonometry, some applications of trigonometry, conic sections, and systems of equations. Most study uses three points of view: algebraic, graphical, and numerical. Graphical and numerical approaches using a graphing calculator. A graphing calculator is required for the course.

MATH1400 Applied Calculus  
B/L 45 - 4.5  
Prerequisite: “C” or better in MATH1150 or appropriate score on the math placement test. Fundamentals of differential and integral calculus with emphasis on applications from business, economics and the life sciences. Not open to pre-engineering or pre-architectural majors.

MATH1600 Calculus & Analytic Geometry I  
B/L 75 - 7.5  
Prerequisites: A grade of “C” or better in MATH1150 and MATH1200 or equivalent, or appropriate score on the math placement test. Review of functions, introduction to limits, differentiation of algebraic and trigonometric functions, applications, anti-differentiation and the definite integral. A graphing calculator is required.

MATH1700 Calculus & Analytic Geometry II  
B/L 75 - 7.5  
Prerequisite: A grade of “C” or better in MATH1600 or equivalent. Continuation of MATH1600. Study of antiderivatives, methods of integration; numerical methods, coordinates and conics, differential equations, Taylor and Fourier approximation.

MATH2030 Contemporary Mathematics  
B/L 45 - 4.5  
Prerequisites: A grade of “C” or better in MATH1100 and one year of geometry and appropriate score on math placement test. Applications of quantitative reasoning and methods to problems and decision making in the areas of management, statistics and social choice. Topics include networks, critical paths, linear programming, sampling, central tendency, inference, voting methods, power index, game theory, and fair division problems.

MATH2080 Calculus & Analytical Geometry III  
B/L 60 - 6  
Prerequisite: MATH1700. Study of calculus and analytic geometry for functions of two or more variables. Coordinates, three-dimensional vectors, three-dimensional analytic geometry, differentiation and integration of functions of many variables. Use of some mathematical software.

MATH2200 Differential Equations  
B/L 45 - 4.5  
Prerequisite: MATH2080. Introduction to the theory and applications of differential equations. Linear differential equations, elementary existence theorems, power series methods of solution, boundary value problems and linear systems.

MEDA • Medical Assisting  

MEDA1101 Medical Terminology I  
L 20 - 2  
Introduction to medical terms. System for building a basic structure of medical terms. Pronouncing, spelling, defining terms and common medical abbreviations included.

MEDA1102 Administrative Medical Assisting  
L 20 - 2  
Prerequisites: Admission to Medical Assisting program and appropriate assessment score. Introduction to medical assisting. Provides general knowledge needed for administrative duties. Fire safety included. Required for first quarter students who are accepted into Medical Assisting program.

MEDA1201 Medical Terminology II  
L 30 - 3  
Prerequisite: MEDA1101. Continuation of MEDA1101. Terminology relating to body systems and disorders. Intended to increase medical vocabulary. Continuing system for building a medical vocabulary with emphasis on anatomy, physiology and diseases. Divided into “Basic Understanding and Greater Comprehension.”
### COURSE # | COURSE TITLE | LOCATION OFFERED | CLASS HOURS | LAB HOURS | CREDIT HOURS
--- | --- | --- | --- | --- | ---
MEDA1202 | Communication in Allied Health | L 45 - 4.5 | | | 
Prerequisites: For Medical Assisting students. MEDA1102 or permission.
Assistance for the student in medical assisting to learn basic principles of human behavior and apply a personalized approach to patient care and effective relationships with co-workers.

MEDA1203 | Medical Law, Ethics & Bioethics for the Medical Office Employee | L 30 - 3 |
Prerequisite: Acceptance into Medical Assisting program or Office Technology program, or permission.
Study of medical law, ethics and bioethics for the medical office employee. Business management and general liability for the medical office included.

MEDA1204 | First Aid | L 20 - 2 |
First aid and emergency care developed by the American College of Emergency Physicians (ACEP).

MEDA1205 | Exam Room I | L 20 10 2.5 |
Prerequisites: MEDA1101, MEDA1102, LPNS1103.
Introduction to the procedures performed at clinical sites, including specimen collecting, point-of-care testing, and lab acronyms.

MEDA1301 | Exam Room II | L 55 60 7.5 |
Prerequisites: MEDA1102, MEDA1201, MEDA1203, MEDA1204, MEDA1406, and MEDA1407.
Concurrent with MEDT171, MEDT1161, 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 | L 240 8 |
Prerequisites: MEDA1301, MEDT1181.
Practical experience under supervision in physician’s office or clinic.

MEDA1402 | Senior Clinical Seminar | L 30 - 3 |
Prerequisite: Concurrent with MEDA1401.

MEDA1404 | Medical Diseases | L 30 - 3 |
Prerequisites: MEDA1101 and LPNS1103 or instructor approval.
Introduction to etiology, signs and symptoms, diagnosis and treatments of disease as related to the body system. Includes introduction to immunity, infectious diseases, neoplasm, heredity and nutrition as they relate to the disease process.

MEDA1405 | Insurance for the Medical Office | L 45 - 4.5 |
Prerequisites: MEDA1101 and LPNS1103, or instructor approval.
Introduction to procedural and diagnostic coding methods. Provides knowledge of third party carriers to give a working knowledge of preparing medical insurance claims.

MEDA1406 | Basic Pharmacology | L 20 - 2 |
Prerequisite: LPNS1103, BIOS1210, or BIOS1440. Introduction to legal aspects and government regulations, medication resource material, types of medications, route of administration, actions and effects of drugs and drugs used on various systems.

MEDA1407 | Medical Calculations | L 10 - 1 |
Prerequisites: ACT score of 16 or higher, appropriate math assessment, and advisor approval.
Medical dosage calculations with metric, apothecary and household systems, conversions between systems and dosage preparation.

### MEDIT • Medical Laboratory Technology

**MEDT1100 Procedures in Phlebotomy** | L 20 10 2.5 |
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.

**MEDT1101 Clinical Laboratory Procedures** | L 15 20 2 |
Prerequisite: Admission to the Medical Laboratory Technology Program.
Introduction to clinical laboratory procedures. Basic laboratory techniques and skills required in the field of medical laboratory technology. Laboratory safety, equipment, quality control, and basic techniques.

**MEDT1116 Basic Urinalysis & Microbiology for the Office Laboratory** | L 10 - 1 |
Prerequisite: Concurrent with MEDA1301.
Study of routine medical office procedures: urine and throat cultures, wet preps, and complete UA with microscopic and serology tests. Specimen collection, handling, quality control methods, and laboratory safety.

**MEDT1171 Basic Urinalysis & Microbiology Laboratory** | L 30 1 |
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1161.
Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture.

**MEDT1181 Basic Hematology for the Office Laboratory** | L 10 - 1 |
Prerequisite: Concurrent with MEDA1301.
Study of hematology tests required in medical offices: automated cell counts, hematocrit, hemoglobin, PT/INR, ESR, and basic chemistry tests. Theoretical background for procedures. Blood collection techniques, specimen collection and handling, quality control, and laboratory safety.

**MEDT1191 Basic Hematology Laboratory** | L 30 1 |
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1181.
Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture.

**MEDT1201 Medical Laboratory Measurements** | L 20 - 2 |
Prerequisite: 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.

**MEDT1301 Clinical Microbiology I** | L 20 - 2 |
Prerequisites: LBST1221, LBST1231, MEDT1101. Concurrent with MEDT1321.
Study of routine procedures in clinical microbiology emphasizing the isolation and identification of common pathogenic bacteria.

**MEDT1311 Clinical Microbiology I Laboratory** | L - 60 2 |
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1101. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

**MEDT1321 Hematology I** | L 20 - 2 |
Prerequisites: MEDT1101 or permission.
Study of routine laboratory procedures of the hematology laboratory. Identification of normal cellular constituents of the blood.

**MEDT1331 Hematology I Laboratory** | L 60 2 |
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1321. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

**MEDT1401 Clinical Microbiology II** | L 20 - 2 |
Prerequisites: MEDT1301 and MEDT1311. Advanced study of clinical microbiology theory and procedures. Culturing, isolating, and identifying microorganisms from human specimens, utilizing microscopic, biochemical and serological techniques. Antibiotic susceptibility testing of pathogenic bacteria.

**MEDT1411 Clinical Microbiology II Laboratory** | L - 60 2 |
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1321. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

**MEDT1421 Hematology II** | L 20 - 2 |
Prerequisites: MEDT1321 and MEDT1331.
Study of advanced hematology procedures, disease states, and the identification of abnormal cellular constituents of the blood.

**MEDT1431 Hematology II Laboratory** | L - 60 2 |
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1421. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

**MEDT2501 Urinalysis** | L 10 - 1 |
Prerequisites: MEDT1421 and MEDT1431. Study of normal and abnormal chemical and cellular constituents of urine.

**MEDT2511 Urinalysis Laboratory** | L 30 1 |
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2501. Skills and laboratory techniques corresponding to the theoretical information presented in the lecture listed above.
<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>MEDT2521 Immunohematology I</td>
<td>L 10 - 1</td>
<td>Prerequisites: MEDT421 and MEDT431. Study of the theories and procedures of routine blood bank testing. Blood grouping and antibody detection and identification, the genetics of the clinically important blood groups, and functions of the immune system.</td>
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<tr>
<td>MEDT2531 Immunohematology I Laboratory</td>
<td>L - 30 - 1</td>
<td>Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2521. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.</td>
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<tr>
<td>MEDT2541 Clinical Chemistry I</td>
<td>L 25 - 2.5</td>
<td>Prerequisites: LBST2125, LBST2135, and MEDT7201. Study of theory and application of clinical chemistry procedures. Manual and automated testing, disease states and quality control.</td>
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<tr>
<td>MEDT2551 Clinical Chemistry I Laboratory</td>
<td>L - 60 - 2</td>
<td>Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2541. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.</td>
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<tr>
<td>MEDT2561 Immunology</td>
<td>L 20 - 2</td>
<td>Prerequisites: MEDT410 and MEDT411 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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<tr>
<td>MEDT2571 Immunology/Serology Laboratory</td>
<td>L 10 - 30 - 2</td>
<td>Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2561. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.</td>
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<tr>
<td>MEDT2581 Hemostasis</td>
<td>L 15 - 1.5</td>
<td>Prerequisites: MEDT421 and MEDT431. Principles of blood coagulation and basic coagulation procedures.</td>
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<tr>
<td>MEDT2591 Hemostasis Laboratory</td>
<td>L - 30 - 1</td>
<td>Lab must be taken concurrently with the lecture. Laboratory which accompanies MEDT2581. Skills and laboratory techniques corresponding to the theoretical information presented in the lecture.</td>
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<tr>
<td>MEDT2611 Parasitology Laboratory</td>
<td>L - 30 - 1</td>
<td>Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2601. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.</td>
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<tr>
<td>MEDT2621 Immunohematology II</td>
<td>L 10 - 1</td>
<td>Prerequisites: MEDT252 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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<tr>
<td>MEDT2631 Immunohematology II Laboratory</td>
<td>L - 30 - 1</td>
<td>Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2621. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.</td>
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<tr>
<td>MEDT2641 Clinical Chemistry II</td>
<td>L 25 - 2.5</td>
<td>Prerequisites: MEDT2341 and MEDT2351. 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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<tr>
<td>MEDT2651 Clinical Chemistry II Laboratory</td>
<td>L - 60 - 2</td>
<td>Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2641. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.</td>
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<tr>
<td>MEDT2681 Clinical Education Orientation I</td>
<td>L 20 - 2</td>
<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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<tr>
<td>MEDT2690 Clinical Education I</td>
<td>L - 72 - 2.5</td>
<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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<tr>
<td>MEDT2701 Clinical Education II</td>
<td>L - 330 - 11</td>
<td>Prerequisite: MEDT2690. Continuation of laboratory experience and training opportunities within a hospital and clinic laboratory. Rotation throughout departments of the clinical laboratory. Application of theory and skills acquired in classroom and laboratory courses.</td>
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<tr>
<td>MEDT2702 Clinical Seminar I</td>
<td>L 20 - 2</td>
<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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<tr>
<td>MEDT2703 Clinical Education Orientation II</td>
<td>L 20 - 2</td>
<td>Concurrent with MEDT2701. Review of clinical laboratory theory and technical skills for Clinical Education II and III. Requirements and clinical rotation schedules are presented.</td>
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<tr>
<td>MEDT2710 Clinical Project I (optional)</td>
<td>L 30-90 - 1-3</td>
<td>Special papers or projects as suggested by the college or clinical sites.</td>
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<tr>
<td>MEDT2801 Clinical Education III</td>
<td>L - 330 - 11</td>
<td>Prerequisite: MEDT2701. Continuation of laboratory experience and training opportunities within a hospital and clinic laboratory. Rotation throughout clinical laboratory. Application of theory and skills acquired in classroom and laboratory courses.</td>
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<tr>
<td>MEDT2802 Clinical Seminar II</td>
<td>L 20 - 2</td>
<td>Must be taken concurrently with MEDT2801. Group interaction, participation, and presentation relating to various aspects of the clinical laboratory.</td>
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<tr>
<td>MEDT2810 Clinical Project II (optional)</td>
<td>L 30-90 - 1-3</td>
<td>Special papers or projects as suggested by the College or clinical sites.</td>
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</tbody>
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**MFGT • Manufacturing Engineering Technology**

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
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</tr>
</thead>
<tbody>
<tr>
<td>MFGT1125 Materials of Industry</td>
<td>M 50 - 5</td>
<td>Introduction to materials (steel, iron, etc.) used in industry. Properties, uses, specifications, availability, and heat treatment. Special attention given to tool steel.</td>
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<tr>
<td>MFGT1144 Industrial Drafting II</td>
<td>M 20 - 105 - 5.5</td>
<td>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.</td>
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<tr>
<td>MFGT1330 Applied Hydraulics &amp; Pneumatics</td>
<td>M 70 - 30 - 8</td>
<td>Prerequisite: MATH1000, MFGT1350 and MFGT1750. 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.</td>
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<tr>
<td>MFGT1350 Computer Aided Drafting</td>
<td>M 30 - 45 - 4.5</td>
<td>Prerequisite: MFGT1144. 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.</td>
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<tr>
<td>MFGT1354 Elementary Tool Design</td>
<td>M 50 - 50 - 6.5</td>
<td>Prerequisites: MFGT1250 and MFGT1350. Design of shearing, blanking, piercing, cutoff, bending, and forming dies. Study of the parts and components used in these dies. Punch presses and die sets are also covered.</td>
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<tr>
<td>MFGT1362 Plant Layout &amp; Materials Handling</td>
<td>M 30 - 20 - 3.5</td>
<td>Prerequisites: MFGT1250 and MFGT1350. Study of manufacturing flow, material handling, J.I.T., use of available facilities and equipment, packaging, shipping, receiving, and employee protective equipment.</td>
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<tr>
<td>MFGT1413 Electrical Fundamentals</td>
<td>M 50 - 5</td>
<td>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 currents, magnetism, electromagnetism, generators, and motors.</td>
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</tbody>
</table>
MFGT1421 Manufacturing Processes I  
M 50 - 5  
The theory and safe operation of machine and hand tools. Covers metrology, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.

MFGT1429 CNC Machines  
M 30 20 3.5  
Prerequisites: MFGT1250 and MFGT1350.  
Basic programming of Computer Numerical Control Machines is studied. Manual programming and programming with Mastercam X are covered.

MFGT1456 Manufacturing Processes II  
M 20 80 4.5  
Basic operation of the lathe, milling machine and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.

MFGT1458 Electrical Drafting  
M 10 40 2  
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  
M 50 - 5  
Prerequisite: MATH1000.  
Study of statistical techniques used in the control of the quality requirements of manufactured articles. Sampling, inspection techniques, S.P.C., and the use of inspection tools and instruments.

MFGT2551 Time & Motion Study  
M 50 - 5  
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  
M 50 - 5  
Prerequisite: MFGT1250.  
Study and application of current methods, symbols, and principles of geometric dimensioning and tolerancing as per ASME 14.5M-1994.

MFGT2560 Manufacturing Processes III  
M 40 10 4  
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.

MFGT2566 Tool & Product Design  
M 10 90 4  
Prerequisites: PHYS1017, MACH1370, MFGT1250 and MFGT1350.  
Design and development steps of one or more of the following using computer aided drafting techniques: various dies, plastic and metal molds, patterns, drill jigs, welding fixtures, machining fixtures, and the piece part products of these various tools.

MFGT2635 Plastics: Design & Engineering  
M 50 - 5  
Study of the physical, chemical, and mechanical properties of plastics. Study of molding techniques and processes. Product design considerations and guidelines.

MFGT2643 Strength of Materials  
M 50 - 5  
Prerequisite: MACH1370.  
The study of resultant and equilibrant of forces, moments, simple stresses, properties of materials, bolted, riveted and welded joints, centroids, and moment of inertia.

MFGT2668 Design & Production Problems  
M 5 95 3.5  
Prerequisites: PHYS1017, MFGT1250, MFGT1350, and MFGT2670.  
Analysis of practical design and production problems. Development of manufacturing and inspection procedures and the necessary equipment needed to manufacture specific products or components. Previously learned skills and concepts applied in the development of economical designs.

MFGT2670 Advanced CAD/CAE—Autodesk Inventor  
M 30 65 5.5  
Prerequisites: BSAD1010, MFGT1250, MFGT1350.  
Course devoted to the needs of the experienced AutoCAD user. Autodesk Inventor software is used extensively for the creation of adaptive parametric solid model parts and assemblies. Attention is given to the use of dynamic three-dimensional construction, solid modeling, paper space, model space, and customizing of AutoCAD and Inventor environment.

MFGT2672 Mechanisms  
M 50 - 5  
Prerequisites: MATH1000, MFGT2750, MFGT1350, MACH1370.  
Theory and application of cams and gears, analysis of mechanisms and determination of positions, displacements, velocities, and accelerations of parts. Use of graphical solutions. Mechanisms such as couplings, universal joints, clutches, drive trains, four bar, slider crank, quick return, toggle, straight line, parallel, and intermittent motion devices.

MFGT2680 Solid Works  
M 10 15 1.5  
Prerequisite: MFGT2670.  
This course introduces the advances user to SolidWorks® software. SolidWorks® software is used extensively for the creation of adaptive parametric solid model parts, assemblies, and drawings to industrial standards.

MSTT • Motorcycle, ATV, and Personal Watercraft Technology

MSTT1100 Shop Procedures & Hand Tools  
L 45 30 5.5  
Effective use of parts and service information resources. Proper use and care of hand and power tools. Safety practices and procedures. Use of precision measuring instruments.

MSTT1112 Basic Engine Theory  
L 35 65 5.5  
Prerequisite: MSTT1100.  
Introduction to basic engine design and components in two-cycle and four-cycle engine operation. Hands-on experience in rebuilding two-cycle and four-cycle engines.

MSTT1113 Metric Measure  
L 33 - 3  
Introduction to metric system (SI). Practice in measurements of area, volume, weight and capacity. Proper use of metric precision measuring equipment.
## Course Descriptions

### MUSC • Music

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>CLASS</th>
<th>LAB</th>
<th>CREDIT</th>
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<tr>
<td>MUSC1010</td>
<td>Introduction to Music</td>
<td>B/L</td>
<td>45 -</td>
<td>4.5</td>
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<tr>
<td>MUSC1220/1230, 2220/2210, 2220/2230</td>
<td>Individual Instruction in Woodwinds</td>
<td>B</td>
<td>-</td>
<td>15 1.5</td>
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<td>MUSC1260</td>
<td>Class Piano I</td>
<td>B</td>
<td>-</td>
<td>30 1.5</td>
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<td>MUSC1270</td>
<td>Class Piano II</td>
<td>B</td>
<td>-</td>
<td>30 1.5</td>
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<tr>
<td>MUSC1410/1420, 2390/2400, 2410/2420</td>
<td>College Chorus</td>
<td>B</td>
<td>-</td>
<td>30 1</td>
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<td>MUSC1430</td>
<td>Vocal Ensemble: Showcase Singers</td>
<td>B</td>
<td>-</td>
<td>60 3</td>
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<tr>
<td>MUSC1480/1490, 2480/2490 2500/2510</td>
<td>College Band</td>
<td>B</td>
<td>-</td>
<td>30 1.5</td>
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</table>

**Note:** Nebraska Law Enforcement - See CRIM

### NDTT • Nondestructive Testing Technology

<table>
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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
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<th>CLASS</th>
<th>LAB</th>
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<tr>
<td>NDTT11121</td>
<td>Visual Inspection Method</td>
<td>M</td>
<td>30</td>
<td>45 1.5</td>
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</tbody>
</table>

**Prerequisites:** NDTT1101, NDTT1121, NDTT1133 and NDTT1136.

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.

### MUSC1610 Music Theory I

- **B** 45 30 6
- Introduction to the fundamentals of music, notation, rhythm, meter, scales, keys, intervals, triads, seventh chords, inversion and figured bass. Sight singing, dictation and keyboarding.

**Prerequisite:** MUSC1260 or permission of instructor.

### MUSC1620 Music Theory II

- **B** 45 30 6
- Prerequisite: MUSC1610 or permission of instructor.
- Study of basic harmonic techniques of the baroque, classical and romantic periods including chord progressions, cadences, harmonization, completion and composition. Elements of form, such as phrase, period and phrase group. Continued work in sight singing, dictation and keyboarding.

### MUSC2260 Class Piano III

- **B** - 30 1.5
- Prerequisite: MUSC2270 or permission of instructor.
- Preparation of repertoire for performance. Continue working on piano fundamentals, and playing by ear. Additional chords and scales presented.

### MUSC2270 Class Piano IV

- **B** - 30 1.5
- Prerequisite: MUSC2260 or permission of instructor.
- Preparation of solo repertoire as well as accompaniments from vocal/instrumental literature. Improvisation, harmonizing, sight-reading and transposition stressed. Review of scales and chords.

### MUSC2520/2530, 2540/2550, 2580/2590

- **B/I** - 15 1.5
- Prerequisite: MUSC2270 or instructor permission.
- Continued work on piano fundamentals, and playing by ear. Additional chords and scales presented.

### MUSC2720 Music History & Literature I

- **B/L** 45 4.5
- Tracing the historical development of music from Middle Ages through end of Baroque. Comprehensive survey with emphasis on styles and characteristics of Gregorian Chant, early polyphony, and music of the Renaissance and Baroque periods.

**Prerequisites:** MUSC1610 or permission of instructor.

### MUSC2730 Music History & Literature II

- **B/L** 45 4.5
- Tracing the historical development of music from Classical period to present day. Survey presentation with emphasis on styles and characteristics of the classical, romantic, impressionistic and modern schools.

### MUSC2750 Introduction to American Music

- **B** 45 4.5
- Survey of the various types of American music including jazz, popular, folk and musical theatre. Discussion centers on the relationship between the music and its historical and cultural context. Includes music of Americans of European, African, Asian, Hispanic and American Indian descent.

**Note:** Nebraska Law Enforcement - See CRIM

### NDTT1133 Manufacturing Processes

- **M** 100 10 6
- 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 3 0 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.

### NDTT1226 Electrical & Electronic Fundamentals

- **M** 50 5 10
- Prerequisite: MATH1000.
- Introduction to electrical and electronic fundamentals. Sources and effects of electric current, magnetism, and electromagnetism. Formulas for problem solving in basic circuitry. Instrumentation used in NDT: System concepts and basic troubleshooting.

### NDTT1255 NDT Methods

- **M** 75 75 10
- Prerequisites: MATH1000, NDTT1121, NDTT1133 and NDTT1138.
- Introduction to the UT, RT, PT, MT, and ET methods of nondestructive testing. Fundamental operating principles and traditional applications. Laboratory work on instrument and equipment familiarization, instrument calibration, inspection, procedures, and reporting of inspection results.

### NDTT1263 Metallurgy

- **M** 50 50 6.5
- Prerequisites: MATH1000, NDTT1133 and NDTT1138.
- Study of the nature of metals, methods of metallurgical examination, mechanical testing, chemistry, and production of metals.

### NDTT1356 Liquid Penetrant

- **M** 20 30 3
- Prerequisites: NDTT1121 and NDTT1125.
- 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 Ultrasound

- **M** 40 10 7.5
- Prerequisites: MATH1000 and NDTT1125.
- Application of 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

- **M** 20 20 2.5
- Prerequisites: NDTT1236 and NDTT1255.
- Study of electromagnetic theory as it applies to eddy current inspection. Applications and limitations of various test systems, operation of single frequency phase and amplitude analysis instrumentation.
### Course # | Course Title | Location Offered | Class Hours | Lab Hours | Credit Hours
--- | --- | --- | --- | --- | ---
NDTT1458 | Magnetic Particle | M | 30 | 30 | 4
**Prerequisites:** NDTT1236 and NDTT1255. Study of proper MT testing techniques and applications. Control of inspection variables in all forms of magnetic particle inspection. Study of codes, standards, inspection procedures, and job specifications as they relate to magnetic particle inspection.

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. Study of operational and functional radiation safety programs. Code requirements, film interpretation, control of film processing, film reviews and audits, radiation safety administration, and special radiographic techniques. Exercise of personal use of personal responsibilities related to safety in industrial radiography. Practical aspects of x-ray and radiisotope operations. Program administrative responsibilities and radiation physics.

NDTT2040 | NDTT Mathematics | M | 45 | - | 4.5
Introduction to advanced math skills. Common and natural logarithms, industrial application, angles and triangles. Angular measurement, right triangle and oblique triangle trigonometry and vectors. Polar and rectangular coordinates. Capabilities, functions and use of scientific calculators.

NDTT2569 | Radiography II & Film Interpretation | M | 50 | 100 | 8
**Prerequisites:** NDTT1464 and NDTT1470. Study of industrial radiography with major emphasis on developing skills in technique and procedure development. Code requirements, film interpretation, control of film processing, film reviews and audits, radiation safety administration, and special radiographic techniques. Exercise of personal use of personal responsibilities related to safety in industrial radiography. Practical aspects of x-ray and radiisotope operations. Program administrative responsibilities and radiation physics.

NDTT2570 | Eddy Current II | M | 75 | 75 | 10
**Prerequisite:** NDTT1450. Continued study of electromagnetic testing. Advanced theory and operation of single and multi-frequency, and multiparameter data acquisition systems. Multifrequency data collection and evaluation. System calibration and standardization methods related to phase analysis instrumentation. Data analysis concepts and computer based analysis and reporting systems. Introduction to Remote Field Testing (RFT) theory, instrumentation, calibration or equipment and data acquisition.

NDTT2652 | Ultrasonics II | M | 50 | 100 | 8
**Prerequisite:** NDTT1360. Continued study of ultrasonic testing. Developing testing techniques and procedures. Instrumentation, calibration methods, code requirements, evaluation procedures. Computer assisted motion control and data acquisition systems.

### Course # | Course Title | Location Offered | Class Hours | Lab Hours | Credit Hours
--- | --- | --- | --- | --- | ---
NDTT2675 | Computer Applications in NDT | M | 30 | 45 | 4.5
**Prerequisites:** BSAD1010 and NDTT1360.
Study of computer assisted NDT. Motion control and data acquisition techniques. Assigned projects for practical adaptation of a computer to an inspection situation.

NDTT2679 | Code Interpretation & Procedure Development | M | 35 | 40 | 4.5
Development of technical skills for writing qualified test procedures. Audit and surveillance procedures and implementation. Quality assurance functions.

### NURS+ Associate Degree Nursing

All prerequisite courses and NURS courses must be passed with a “C+” or better.

### NURS1206 | Introduction to Practical Nursing | L | 20 | - | 2
**Prerequisites:** BIOS1140, BIOS1110, SOCI1010, BIOS2130, MATH1150, and CHEM1050.
Overview of the current nursing organizations, development, of the nursing profession, and the health care system. An overall introduction to the philosophy, objectives, and curriculum framework of the associate degree program is presented. Caring is introduced as an integral concept of nursing. Discussions of the concepts of health/illness continuum, health care delivery, basic human needs, professional behavior, communication, legal/ethical issues, and multicultural diversity.

### NURS1304 | Transition to Associate Degree Nursing | L | 10 | - | 1
**Prerequisites:** BIOS1110, BIOS1140, BIOS2130, CHEM1050, ENGL1010 or ENGL1015, FSJT1350, MATH1150, PSY2960, SOC1010.
Required for the licensed practical nurse (licensed in Nebraska) requesting advanced placement into the Associate Degree Nursing program. Oriented toward developing associate degree level skills for new role of student nurse. An overall introduction to the philosophy, objectives and curriculum framework of the Associate Degree Nursing program is presented. Includes the nursing process and the roles and functions of the associate degree nurse.

### NURS1305 | Basic Nursing Concepts I | L | 30 | 90 | 6
**Prerequisites:** NURS1206, MEDA1406/1407, PSYC2960, ENGL1010 or ENGL1015, and FSJT1350.
The nursing process as a method of problem solving is discussed and related to a nursing care plan framework. Emphasis is placed on technical skills and identification of basic human needs as it relates to the nursing process. Nursing techniques taught in the program 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.

### NURS1306 | Pathophysiology | L | 45 | - | 4.5
**Prerequisites:** BIOS1140, BIOS2130, CHEM1050, and BIOS1110.
This course is designed for students pursuing a career in nursing or other health related fields. Students are introduced to common disease conditions, terminology such as etiology, prognosis, and signs and symptoms. Concepts such as inflammation, immunity, allergy, and neoplasia are explained. General diagnostic and treatment procedures for each system are explained.

### NURS1307 | Nursing Concepts II | L | 75 | 3
**Prerequisites/co-requisite:** NURS1305 and NURS1306 or NURS1308.
Students are introduced to the principles and skills needed to care for individual clients with common disease conditions along the health/illness continuum. Pathophysiology, diet therapy, diagnostic tests and therapies are correlated with related search 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 related to each body system. The relationship of signs and symptoms to specific diseases are discussed. Students will become familiar with terminology directly associated with disease process, i.e., etiology, diagnosis, prognosis, etc. Disease concepts will include specific applications throughout the lifespan, including developmental and genetic alterations. Effects of aging are explained. Students will identify common diagnostic and treatment modalities.

### NURS2400 | Nursing Assessment | L | 30 | 45 | 4.5
**Prerequisite:** NURS1304 or NURS1305.
Co-requisites: NURS2043/2044.
Focuses on the acquisition of skills used in the comprehensive health assessment of children and adults in the nursing process. Emphasis on well clients with the identification of some deviations from the normal. Introduction to communication skills and the assessment of the person in their physical, developmental, psychological and sociocultural environment.

### NURS2401 | Gerontological Nursing Concepts | L | 20 | 45 | 3.5
**Prerequisite:** NURS1305. Co-requisite: NURS2400.
Focuses on the nursing process as a problem solving tool in assisting older clients’ adaptation to stress related to chronic and terminal illness. Gerontological principles and rehabilitative aspects of nursing are examined. Pathophysiological concepts, therapeutic nutrition and pharmacology are integrated.

### NURS2404 | Nursing Concepts III | L | 30 | 90 | 6
**Prerequisite:** NURS1305/1306/1307.
Co-requisites: NURS2400/2403.
Focus on the nursing process applied to clients’ adaptive responses to stressors, including hospitalization and the disease process. Peripractic nursing principles are included. Related pathophysiology.
therapeutic nutrition and pharmacology are integrated. Clinical experiences are provided to develop and refine nursing techniques appropriate for clients being cared for in a variety of health care settings. Understanding of concepts basic to positive adaptation to life-threatening physiologic stress are examined.

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<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
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<tr>
<td>NURS2501</td>
<td>Nursing Concepts Related to the Childbearing Family</td>
<td>L 30 90 6</td>
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<td></td>
<td>Prerequisite: NURS2404.</td>
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<td>Normal psychological and physiological changes/adaptations that occur during the childbearing cycle are examined along with pre-, post- and perinatal stressors/adaptations of the childbearing family. The student explores family structures, stressors, and subsequent adaptation of the family and the childbearing process. Concepts of cultural differences on childbearing and self-care abilities are considered. Nursing experiences are provided in postpartum, nursery, and selected hospital/community observation experiences.</td>
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<tr>
<td>NURS2602</td>
<td>Nursing Concepts Related to Child Rearing Family</td>
<td>L 30 90 6</td>
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<td></td>
<td>Prerequisite: NURS2501 or NURS2502.</td>
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<td></td>
<td>Co-require: NURS2503.</td>
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<td></td>
<td>A study of behavioral reactions to social, physical and emotional stress as seen in clients receiving psychosocial care is studied. Introduces nursing interventions in dysfunctional behavior in secondary care settings. Further development of the nurse-client relationship, techniques and therapeutic communications skills are emphasized. Overview of the modes of therapy (including psychopharmacology) and intervention in recurring maturational and situational crises. Pathophysiology and diet therapy are integrated. Clinical experiences are provided in a variety of health care settings.</td>
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<tr>
<td>NURS2603</td>
<td>Mental Health Nursing Concepts</td>
<td>L 30 90 6</td>
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<td>Prerequisite: NURS2501 or NURS2502.</td>
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<td></td>
<td>Co-require: NURS2503.</td>
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<tr>
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<td>A study of behavioral reactions to social, physical and emotional stress as seen in clients receiving psychosocial care is studied. Introduces nursing interventions in dysfunctional behavior in secondary care settings. Further development of the nurse-client relationship, techniques and therapeutic communications skills are emphasized. Overview of the modes of therapy (including psychopharmacology) and intervention in recurring maturational and situational crises. Pathophysiology and diet therapy are integrated. Clinical experiences are provided in a variety of health care settings.</td>
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<tr>
<td>OFFT</td>
<td>Business Information Technology</td>
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<tr>
<td>OFFT1010</td>
<td>Beginning Keyboarding I</td>
<td>B/L 20 2</td>
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<tr>
<td></td>
<td>Prerequisite: OFFT1010 or equivalent</td>
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<td></td>
<td>Suitable for beginning students or for review using touch method. Introduces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent rhythmic keyboarding skills. A minimum of 20 words a minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass. Graded pass/no pass.</td>
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<tr>
<td>OFFT1020</td>
<td>Beginning Keyboarding II</td>
<td>B/L 20 2</td>
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<td></td>
<td>Prerequisite: OFFT1010 or equivalent</td>
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<td>Reinforces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent rhythmic keyboarding skills. A minimum of 30 words a minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass. Graded pass/no pass.</td>
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<tr>
<td>OFFT110</td>
<td>Business Communications</td>
<td>B/L/M 45 4.5</td>
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<td></td>
<td>Prerequisite: Eligible for ENGL1010 or ENGL1015. Recommend BSAD1010 or INFO1211.</td>
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<td>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.</td>
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<tr>
<td>OFFT1120</td>
<td>Medical Terminology</td>
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<td></td>
<td>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.</td>
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<tr>
<td>OFFT1160</td>
<td>Keyboarding III</td>
<td>B/L 45 4.5</td>
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<td>Prerequisite: OFFT1020 or equivalent, 30 GWAM minimum.</td>
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<td>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.</td>
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<td>OFFT1170</td>
<td>Keyboarding IV</td>
<td>B/L 30 3</td>
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<td>Prerequisite: OFFT1160 completed with a grade of C or better or equivalent, 40 GWAM minimum.</td>
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<td>Uses lessons designed to develop both speed and accuracy while encouraging students to reach high goals on an individual basis. A speed of 50 GWAM is a C, and 60 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.</td>
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<th>JULY 1, 2006–JUNE 30, 2007</th>
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<tr>
<td>COURSE DESCRIPTIONS</td>
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<tr>
<td>OFFT1200</td>
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- = Course also offered On-line.
OFFT2000 Employment Techniques  
B/L 30 - 3  
Prerequisites: Declared students only. OFFT110, HIMS1105, or VPUR2244 completed with a grade of C or better. This course should be taken immediately before Co-op Supervised Employment and graduation for associate degree or diploma students. Development of techniques and skills necessary for students to be successful in seeking or employment within career area.

OFFT2020 Co-op Supervised Employment  
B/L 200 - 5  
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  
B/L 45 - 4.5  
Prerequisites: BSAD1010 completed with a grade of C or better; OFFT1710 and OFFT1110 recommended. 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 organizational features of Outlook.

OFFT2090 Applied Transcription Skills  
B/L 45 - 4.5  
Prerequisites: OFFT110 and ENGL1101 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  
B/L 45 - 4.5  
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  
L 60 - 6  
Prerequisite: OFFT1710 completed with a grade of C or better. OFFT2090 and OFFT2120 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  
L 60 - 6  
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  
B/L 45 - 4.5  
Prerequisites: BSAD1010 and OFFT1310 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  
B/L 45 - 4.5  
Prerequisite: BSAD1010 completed with a grade of C or better. Introduction to records management. Rules of alphabetic, geographic, numeric, subject, and chronological methods of filing according to the Association of Records Managers and Administrators (ARMA) rules. Includes introduction to database creation and manipulation with computer applications using Microsoft Access.

OFFT2410 Administrative 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 skills, and reference sources. Provides the student with the opportunity to apply relevant skills for today's automated work environment.

OFFT2420 Administrative Procedures II  
B/L 45 - 4.5  
Prerequisite: OFFT2410 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 OFFT1120, and OFFT2090 completed with a grade of C or better, or by permission; OFFT2090 recommended. Integration of relevant medical office skills and procedures in the performance of modern medical office duties. Simulations included.

OFFT2460 Office Simulation  
B/L 45 - 4.5  
Prerequisites: ACCT1200 or OFFT1310, MATH1040, OFFT1180, OFFT2340, OFFT2420, and PSYC1250 completed with a grade of C or better, or by permission. Corequisite: OFFT2420. Uses previously learned office, procedures, and soft skills in an interactive workflow environment. Students will 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 OFFT1110 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: OFFT1720, OFFT1730, OFFT2320, and OFFT2340 completed with a grade of C or better. Create office 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 and knowledge to integrate data using Microsoft Office Professional applications, computer input technologies, and the Internet while working in a simulated office situation. Students will work both independently and in teams to initiate and complete Microsoft integrated projects. Emphasis on mailable documents.

OFFT3010 Special Projects  
B/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.
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<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT</th>
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<tbody>
<tr>
<td>PDSM1222</td>
<td>Dealership Cataloging, &amp; Obsolescence II</td>
<td>M 40 60 6</td>
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<tr>
<td>Prerequisites: PDSM120 through PDSM121. 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.</td>
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<tr>
<td>PDSM1223</td>
<td>Warranty Policies, Tools &amp; Equipment</td>
<td>M 20 30 3</td>
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<tr>
<td>Prerequisites: PDSM120, 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.</td>
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<tr>
<td>PDSM1226</td>
<td>Counter Sales &amp; Operations</td>
<td>M 10 40 2</td>
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<tr>
<td>Prerequisites: PDSM120, 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.</td>
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<tr>
<td>PDSM1321</td>
<td>Parts Management &amp; Advanced Counter Operations</td>
<td>M 20 30 3</td>
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<tr>
<td>Prerequisites: PDSM120 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.</td>
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<td>PDSM1325</td>
<td>Merchandising &amp; Advertising</td>
<td>M 10 40 4</td>
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<tr>
<td>Prerequisites: PDSM120 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.</td>
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<tr>
<td>PDSM1327</td>
<td>Customer Sales &amp; Relations</td>
<td>M 30 20 3.5</td>
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<tr>
<td>Prerequisites: PDSM120 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.</td>
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<tr>
<td>PDSM1339</td>
<td>Computer Electronic Cataloging</td>
<td>M 40 60 6</td>
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<tr>
<td>Prerequisites: PDSM120 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.</td>
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<tr>
<td>PDSM1428</td>
<td>Cooperative Education</td>
<td>M 400 10</td>
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<tr>
<td>Prerequisites: PDSM120 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.</td>
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<th>COURSE #</th>
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<tr>
<td>PDSM1429</td>
<td>Cooperative Education Experience Analysis Seminar</td>
<td>M 20 2</td>
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<tr>
<td>Prerequisites: PDSM120 through PDSM1339. Group evaluation of field experience and individual performance during cooperative education and prepare students for full time employment upon graduation.</td>
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**PHED • Physical Education**

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<tr>
<td>PHED1000</td>
<td>Lifetime Fitness</td>
<td>B 45 15 4.5</td>
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<tr>
<td>Theoretical and practical information on the relationship of life-style habits to productivity, quality of life and one's potential. Topics include life-style related risks, nutrition, physical fitness, and stress management encompassing the mind-body health perspective of wellness.</td>
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<tr>
<td>PHED1010</td>
<td>Golf</td>
<td>B - 30 1.5</td>
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<tr>
<td>Basic skills and fundamentals of golf. Scoring, selection and care of equipment for the beginning golfer.</td>
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<tr>
<td>PHED1030/2030/2035/2040</td>
<td>Physical Fitness Activities</td>
<td>B/L - 30 1.5</td>
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<tr>
<td>Study of and participation in chosen activities, such as weight training, exercise conditioning, flexibility, basketball, volleyball and weight control. Planning and participating in an individualized program for development.</td>
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<tr>
<td>PHED1050/2050</td>
<td>Recreational Sports</td>
<td>B - 30 1.5</td>
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<tr>
<td>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.</td>
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<tr>
<td>PHED1060</td>
<td>Fitness Throughout Life</td>
<td>B 15 30 3</td>
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<td>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.</td>
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<tr>
<td>PHED1160</td>
<td>Standard First Aid</td>
<td>B 45 - 4.5</td>
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<tr>
<td>Principles and techniques for administration of first aid. Legal aspects of emergency care, cardiopulmonary emergencies, hemorrhage control, wound maintenance, shock control, poisoning, heat and cold injuries.</td>
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<tr>
<td>PHED1750</td>
<td>Introduction to Physical Education</td>
<td>B 45 - 4.5</td>
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<tr>
<td>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.</td>
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<tr>
<td>PHED1600</td>
<td>Introduction to Recreation</td>
<td>B 45 - 4.5</td>
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<tr>
<td>Principles, history and philosophy of recreation and leisure. Introduces recreation as a profession. Explores recreation and leisure studies throughout the life cycle.</td>
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**PHIL • Philosophy**

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<tr>
<td>PHIL1010</td>
<td>Introduction to Philosophy</td>
<td>B/L 45 - 4.5</td>
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<tr>
<td>Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015. Introduction to the components of philosophy through readings from the history of philosophy (ancient, modern, and contemporary) combined with the examination of topics such as metaphysics, logic, ethics, epistemology, aesthetics, philosophy of religion, freedom, and self-identity. Exposure to a range of ideas and readings representing a variety of cultural and ethnic backgrounds.</td>
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<tr>
<td>PHIL1150</td>
<td>Critical and Creative Thinking</td>
<td>B/L 45 - 4.5</td>
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<tr>
<td>Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015. Designed to increase critical (convergent thinking) and creative (divergent thinking) thinking skills. Explores the use of logic and perception to analyze ideas, construct and evaluate arguments, and draw logical conclusions. Raise level of problem identification, idea-generation, solution finding and implementation. Exposure to a range of ideas and readings representing a variety of cultural and ethnic backgrounds.</td>
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**INTERCOLLEGIATE ATHLETICS**

The following courses will allow student athletes to earn credit through participation in intercollegiate athletics. Regular attendance and participation in all squad activities required.

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<tr>
<th>COURSE #</th>
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</thead>
<tbody>
<tr>
<td>PHED1300/2300, 1310/2310</td>
<td>Intercollegiate Golf</td>
<td>B - 1.5</td>
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<tr>
<td>PHED1320/2320, 1330/2330</td>
<td>Intercollegiate Basketball</td>
<td>B - 1.5</td>
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<tr>
<td>PHED1340/2340, 1350/2350</td>
<td>Intercollegiate Basketball (men)</td>
<td>B - 1.5</td>
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<tr>
<td>PHED1360/2360, 1370/2370</td>
<td>Intercollegiate Volleyball</td>
<td>B - 1.5</td>
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</table>
### COURSE # | COURSE TITLE | LOCATION OFFERED | CLASS HOURS | LAB HOURS | CREDIT HOURS
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PHIL2110 | Introduction to Modern Logic | B/L | 45 - 4.5 |  |  
Introduction to deductive logic, emphasizing symbolic logic. Arguments, language and meaning, informal fallacies, traditional logic, sentence logic and predicate logic. May be used as math credit.

PHIL2130 | Bioethics | B/L | Prerequisite: ENGL1010 or ENGL1015 or equivalent. |  |  
Philo.
Physical study of moral problems in the health care industry. Exploration of issues that include the allocation of scarce medical resources, patients’ rights, biomedical research and transplant, abortion, material-fetal conflict, death and dying, socialized medicine, and the right to health care.

PHIL2610 | Comparative Religions | B/L | Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015. |  |  
This course will offer a cross-cultural introduction to the world’s major religions/philosophical traditions or faith systems through a comparison of historical origins, rituals, beliefs, practices, and sacred texts and sources.

**PHOT • Photography**

PHOT1750 | Beginning Photography | B | 30 | 30 | 4.5 |  
Introduction to the fundamentals of black and white photography, composition and lighting. Lecture, text and laboratory with emphasis on use of 35mm camera and developing, enlarging, and printing 35mm negatives.

PHOT1760 | Creative Photography | B | Prerequisite: PHOT1750 or instructor permission. |  |  
Study of techniques for creative expression through black and white photography using 35mm camera, darkroom manipulation, and computer manipulation with Photoshop software.

PHOT1780 | Color Photography | B | Prerequisite: PHOT1750 or instructor permission. |  |  
Study of color theory, color vision, color printing and photographic composition. Lecture, text and laboratory with emphasis on theory, composition and printing.

PHOT2750 | Photojournalism | B | Prerequisite: PHOT1750 or instructor permission. |  |  
Study of photojournalism for mass media. Textbook study 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, and flattened and negative scanners.

**PHYS • Physical Science**

PHYS1017 | Technical Physics | M | Prerequisite: MATH1000 or MATH1080 or equivalent. |  |  
Study of physics applied to technical trades. Measurement, mechanics, and heat. Metric system, conversion of units, material properties, forces, vectors, equilibrium, fraction, straight line motion, trajectories, rotational motion, simple harmonic motion, simple machines, waves and sound, thermal expansion, and heat transfer.

PHYS1030 | Astronomy | L | Prerequisite: MATH0950 or one year of high school algebra, or permission of the instructor. |  |  
The study of the nature and motions of the night sky, planets, the sun, the stars, and their lives, galaxies, and the structure of the universe. This is an elementary course designed for non-science majors with an approach that uses minimal mathematics. Laboratory allows students to study selected topics in more detail.

PHYS110 | Survey of Physical Science | L | Prerequisite: Chemistry or physics, astronomy, geology and meteorology. Includes lab. |  |  
Survey course in the physical sciences with emphasis on scientific processes. Includes topics from physics, astronomy, geology and meteorology. Includes lab.

PHYS1150 | Descriptive Physics | B/L/M | 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.

PHYS1410 | General Physics I | B/L | Prerequisite: High school trigonometry with "B-" or better, or MATH1200 or equivalent. |  |  
Detailed algebra and trigonometry based study of one and two dimensional motion, including kinematics, Newton’s Laws, energy, and momentum. Additional topics from the areas of rotational motion, oscillations, waves, fluids, and heat will also be covered. Emphasis will be placed on both concepts and mathematical problem solving.

PHYS1420 | General Physics II | B/L | Prerequisite: PHYS1410 or equivalent. |  |  
Continuation of PHYS1410. Topics covered include electricity, magnetism, waves, optics, and modern physics. Emphasis will be placed on both concepts and mathematical problem solving.

PHYS2010 | College Physics I | B/L | Prerequisite: High school physics or by permission, and concurrent with MATH1500. |  |  
Detailed calculus based study of one and two dimensional motion, including kinematics, Newton’s Laws, energy, and momentum. Additional topics from the areas of rotational motion, oscillations, waves, fluids, and heat will also be covered. Emphasis will be placed on both concepts and mathematical problem solving.

PHYS2020 | College Physics II | B/L | Prerequisite: MATH1700 preceding or concurrent; PHYS2010 or equivalent. |  |  
Continuation of PHYS2010. Topics covered include electricity, magnetism, waves, and optics. Emphasis will be placed on both concepts and mathematical problem solving.

**POLS • Political Science**

POLS1000 | American Government | L | Study of the functioning of the political system through an analysis and application of its underlying theories. |  |  
Study of American government, politics, and public policy.
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>PSYC2870</td>
<td>Psychology of the Personality</td>
<td>B/L</td>
<td>45 -</td>
<td>4.5</td>
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<td></td>
<td>Prerequisite: PSYC1810 or permission of the instructor.</td>
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<tr>
<td>PSYC2880</td>
<td>Social Psychology</td>
<td>B/L</td>
<td>45 -</td>
<td>4.5</td>
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<td></td>
<td>Prerequisite: PSYC1810 or SOC11010 or permission of the instructor.</td>
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<tr>
<td>PSYC2890</td>
<td>Child Psychology</td>
<td>B/L</td>
<td>45 -</td>
<td>4.5</td>
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<td></td>
<td>Prerequisite: PSYC1810 or permission of the instructor.</td>
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<tr>
<td>PSYC2900</td>
<td>Adolescent Psychology</td>
<td>B/L</td>
<td>45 -</td>
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<td>Prerequisite: PSYC1810 or permission of the instructor.</td>
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<tr>
<td>PSYC2950</td>
<td>Introduction to Counseling</td>
<td>B/L</td>
<td>45 -</td>
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<td>Prerequisite: PSYC1810 or permission of instructor.</td>
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<tr>
<td>PSYC2960</td>
<td>Life-span Human Development</td>
<td>B/L</td>
<td>45 -</td>
<td>4.5</td>
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<td>Prerequisites: PSYC1810 or SOC11010.</td>
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<tr>
<td>PSYC2970</td>
<td>Introduction to Psychological Research</td>
<td>B/L</td>
<td>45 -</td>
<td>4.5</td>
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<td>Prerequisite: PSYC1810 or permission of instructor.</td>
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<tr>
<td>PSYC2980</td>
<td>Abnormal Psychology</td>
<td>B/L</td>
<td>45 -</td>
<td>4.5</td>
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<td></td>
<td>Prerequisite: PSYC1810 or permission of instructor.</td>
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</table>

### RADT • Radiologic Technology

**Please note:** Students must be admitted into the program and have completed all prerequisites with a minimum grade of C+ before taking any RADT courses. Each RADT course builds on previous course content and must be completed with a minimum grade of C+ before continuing.

#### RADT1100 Radiologic Technology
- **Prerequisite:** L 20 - 2
- Introduction to the Radiologic Technology Program.
- Orientation to the hospital and clinic settings; patient care and transfers; overview of radiography equipment and imaging procedures; radiation safety.

#### RADT1110 Radiologic Production
- **Prerequisite:** L 45 10 4.5
- Essentials of radiographic exposure formulation. Elements contributing to radiographic quality in the areas of density, contrast, recorded detail and distortion. Basic concepts of digital imaging and patient dose.

#### RADT1111 Radiographic Procedures I
- **Prerequisite:** L 45 10 4.5
- Anatomy and positioning of the chest and abdomen. Image evaluation and critique of these procedures. Application of procedural terminology and clinical data. Application of infection control, ethics, and pharmacology in the radiography practice.

#### RADT1112 Radiographic Procedures II
- **Prerequisite:** L 45 15 5
- Radiographic anatomy and positioning of the abdominal contents with contrast media, upper extremity, and shoulder girdle. Image evaluation/critique of these procedures.

#### RADT1124 Radiologic Science
- **Prerequisite:** L 45 10 4.5
- Continuation of the study of fundamental physical principles from mechanics to electromagnetism. Application of these principles to the construction and operation of fundamental x-ray equipment. Analysis of basic x-ray circuit. Construction and operation of tomographic, mobile and fluoroscopic equipment. Comparison of computed and direct radiology.

#### RADT1129 Clinical Education II
- **Prerequisite:** L 225 7.5
- Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of difficult chest and abdomen exams; and distal upper extremity.

#### RADT1133 Radiographic Procedures III
- **Prerequisite:** L 15 5
- Anatomy and positioning of lower extremity, pelvic girdle and the vertebral column. Image evaluation/critique of these procedures.
<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT HOURS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RESP1122</td>
<td>Respiratory Care Procedures II and Lab</td>
<td>L</td>
<td>45</td>
<td>60</td>
<td>6.5</td>
</tr>
</tbody>
</table>

- Theory and practice of the fundamentals of hyperinflation therapy, bronchial pulmonary hygiene techniques, advanced airway management and aerosol drug therapy. Lab is concurrent with lecture. Lab complements the material presented in lecture.

| RESP1124  | Biomedical Ethics                  | L        | 20    |            | 2            |

- Prerequisite: Permission of the instructor.
- Study of the moral responsibilities of health care providers, current ethical dilemmas and specific ethical decision-making techniques as they apply to given situations.

| RESP1129  | Clinical Education II             | L        | 45    | 60        | 6.5          |

- Prerequisites: RESP111 through RESP117.
- An orientation to the clinical sites, infection control and record-keeping, observation of therapy, and under direct supervision, the student may complete some respiratory care procedures.

| RESP1131  | Cardiopulmonary Diagnostics and Lab | L        | 30    | 30        | 4            |

- Prerequisites: RESP121 through RESP129.
- Theory, application and equipment for diagnosing cardiopulmonary pathologies through the diagnostic concepts used in respiratory care. Including techniques utilized for basic pulmonary function testing, sleep studies, arterial blood gas monitoring, ECG monitoring and recording. Lab is concurrent with lecture. Lab complements the material presented in lecture.

| RESP1132  | Mechanical Ventilation & Lab       | L        | 45    | 60        | 6.5          |

- Prerequisites: RESP121 through RESP129 or instructor permission.
- Study of adult mechanical ventilators, ventilation techniques with critical care monitoring and management. Lab complements the material presented in lecture. Utilizing the knowledge in a laboratory setting by practicing the set-up, application, monitoring of various adult ventilators used in the hospital setting. Lab is concurrent with lecture.

| RESP1139  | Clinical Education III            | L        | 160   |            | 5            |

- Prerequisites: RESP121 through RESP129.
- Practice of basic respiratory care procedures to include medical gas, aerosol/humidity therapy, aerosolized drug therapy, resuscitation, advanced airway management, hyperinflation therapy, and bronchial pulmonary hygiene therapy. Students will present a patient related case study.

| RESP1141  | Cardiopulmonary Pathology II      | L        | 45    |            | 4.5          |

- Prerequisites: RESP1131 through RESP1139.
- A continual study of concepts and theory of diseases that affect the cardiopulmonary system with an emphasis on cardiac disease, ACLS and neuromuscular diseases.

| RESP1143  | Neonatal & Pediatric Respiratory Care | L        | 40    |            | 5            |

- Prerequisites: RESP1131 through RESP1139.
- Study of neonatal and pediatric pulmonary physiology, pathology, clinical situation management, infant and pediatric mechanical ventilation. Includes simulated practice with procedures and equipment.

| RESP1144  | Respiratory Rehab & Home Care      | L        | 40    |            | 4            |

- Prerequisites: RESP111 through RESP1139.
- Overview of pulmonary rehabilitation, subacute care, and home care principles and practices.

| RESP1149  | Clinical Education IV              | L        | 240   |            | 8            |

- Prerequisites: RESP111 through RESP1139.
- Practice in adult critical care, basic pulmonary function testing, arterial blood gases, EKGs, mechanical ventilation, and emergency airway management. Includes student case study presentation.

| RESP2251  | Cardiovascular Physiology         | L        | 45    |            | 4.5          |

- Prerequisites: RESP1141 through RESP1149 or instructor permission.
- Study of the cardiovascular system with emphasis on hemodynamic monitoring of the critically ill and pharmacologic control of cardiac output.

| RESP2257  | Cardiopulmonary Procedures Lab     | L        | 45    |            | 1.5          |

- Prerequisites: RESP1141 through RESP1149.
- Includes detailed examination of cardiovascular anatomy, non-invasive and invasive hemodynamic monitoring, interpretation and analysis and selected topics in advanced cardiac care.

| RESP2258  | Respiratory Care Professions       | L        | 30    |            | 3            |

- Overview of respiratory care profession, licensure, national and state requirements for board exams, and the process of finding a job. Includes job resume, interview process, legal aspects, conflict resolution skills, empathy communication styles and leadership skills as it relates to the profession of respiratory care.

| RESP2259  | Clinical Education V               | L        | 240   |            | 8            |

- 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.

| RESP2263  | Patient Education                  | L        | 20    |            | 2            |

- Prerequisites: RESP2251 through RESP2259.
- Study of a wide variety of physical, psychological and social factors that impact the development of and recovery from disease. Includes an awareness development of a number of patient education programs in health care agencies and the community.

| RESP2267  | Clinical Simulations Lab           | L        | 45    |            | 1.5          |

- Prerequisites: RESP2251 through RESP2259.
- Practice in information gathering and decision making in a variety of selected respiratory care scenarios.

| RESP2268  | Seminar Review                     | L        | 40    |            | 4            |

- Prerequisites: RESP2251 through RESP2259; Completion of SAE's.
- Preparatory course for the NBRC exam. Self-assessment exams for the CRT and RRT will be utilized.

| RESP2269  | Clinical Education VI              | L        | 240   |            | 8            |

- Prerequisites: RESP2251 through RESP2259.
- A continuation of Clinical Education V.
SIGN • Sign Language

SIGN1010 Beginning American Sign Language I
60 - 6
Beginning course in American Sign Language (ASL). Development of vocabulary and grammatical structures of ASL. Receptive and expressive skill development. Basic ASL video literature.

SIGN1020 Beginning American Sign Language II
60 - 6
Prerequisite: SIGN1010 or equivalent knowledge as demonstrated with ASL placement interview with qualified instructor.
Continuation of beginning course in American Sign Language (ASL). Development of vocabulary and grammatical structures of ASL. Receptive and expressive skill development. Basic ASL video literature.

SIGN2010 Second Year American Sign Language I (ASL)
60 - 6
Prerequisite: SIGN1070 or equivalent knowledge as demonstrated with ASL placement interview with qualified instructor.

SIGN 2030 Second Year American Sign Language II (ASL)
60 - 6
Prerequisite: SIGN2010 or equivalent knowledge as demonstrated with ASL placement interview with qualified instructor.

SOCI • Sociology

SOCI1010 Introduction to Sociology
B/L/M 45 - 4.5
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.

SOCI1020 Diversity in Society
B/L 45 - 4.5
Prerequisite: SOCI1010 or permission of instructor.
An interdisciplinary examination of the contributions of women to society, gender issues, and the progress toward equality.

SOCI2000 Women in Contemporary Society
B/L 45 - 4.5
Prerequisite: SOCI1010 or permission of instructor.
Analysis and suggested treatment of the principal problems areas in contemporary society, and the multiple causes that perpetuate social problems.

SOCI2100 Social Problems
B/L 45 - 4.5
Prerequisite: SOCI1010 or permission of instructor.

SOCI2150 Issues of Unity and Diversity
B/L 45 - 4.5
Idiomatic uses of ASL for creative expression.

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 communicative aspects of Spanish. Covers 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 or ENGL1015.

SPAN2010 Second-Year Spanish
B/L 45 - 4.5
Prerequisites: SPAN2010 (Spanish II) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010 or ENGL1015.

SPAN2020 Second-Year Spanish II
B/L 45 - 4.5
Prerequisite: SPAN2010 (Spanish II) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010 or ENGL1015.

SPCH • Speech

SPCH1100 Public Speaking
B/L/M 45 - 4.5
Prerequisite: Eligible for ENGL1010.
Provides both theoretical basis and practical instruction for speaking effectively in public. Emphasis on public speaking, critical thinking skills, and common types of public speeches, including persuasive, informative, and audience-oriented speeches.

SPCH2110 Intercultural Communication
B/L/M 45 - 4.5
Prerequisite: Eligible for ENGL1010.
Introduces students to the concepts of intercultural communication. Critical thinking skills and knowledge of different cultures are emphasized.

SPCH2210 Business and Professional Communication
B/L/M 45 - 4.5
Prerequisite: Eligible for ENGL1010.
Provides a theoretical foundation for effective written and oral communication in business and professional settings.

SPCH2220 Intercultural Communication
B/L 45 - 4.5
Prerequisite: Eligible for ENGL1010.
Introduces students to the concepts of intercultural communication. Critical thinking skills and knowledge of different cultures are emphasized.
SURT • Surgical Technology

SURT1600 Orientation to Surgical Technology
-  L 20 20 2.5
Prerequisite: Admission to the Surgical Technology Program. Completion of first and second quarter courses.
Introduction to the surgical technology program, the health care system, effective communication, multicultural diversity, legal/ethical issues, infection control, and basic skills necessary to effectively function as a health care team member.

SURT1601 Techniques in Surgical Asepsis
-  L 20 20 2.5
Introduction to preparation, packaging, sterilization, and/or disinfection of supplies, instruments and equipment. Principles of aseptic technique are applied in laboratory setting related to the sterile and aseptic roles of the Surgical Technologist.

SURT1602 Fundamentals of Surgical Technology
-  L 50 - 5
Study of supplies and equipment used in the perioperative process of surgery.

SURT1603 Concepts of Surgical Procedures
-  L 20 20 2.5
Study of the resection concept, abdominal incisions, commonly used instruments, sutures and needles required for basic surgical procedures.

SURT1701 Clinical Orientation
-  L 20 30/45 4.5
Introduction to specific hospital techniques and duties of the surgical team members. Clinical experience in sterile processing and distribution also included.

SURT1704 Surgical Procedures & Techniques I
-  L 50 - 6
The introduction of surgical procedures to include: concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment.

SURT1705 Principles of Surgical Technology
-  L 40 - 4
Introduction to the intraoperative care of the surgical patient and the patient with special needs, perioperative pharmacology, anesthesia, special patient monitoring, hemostasis, blood loss and replacement, and surgical robotics.

SURT1804 Surgical Procedures & Techniques II
-  L 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
-  L - 210 7
Clinical practice with application of the student’s basic skills, aseptic technique, and instrument knowledge to operative procedures in the hospital.

SURT2904 Surgical Procedures & Techniques III
-  L 50 - 5
Prerequisite: SURT1804.
Continued study of specialized surgical procedures including: concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment.

SURT2907 Senior Seminar
-  L 20 - 2
Preparation for employment, professional organization membership, and the study of ethical and legal aspects of the surgical environment.

SURT2909 Correlated Patient Study
-  L 12 15 2.5
Study of obstetrical concepts and post anesthesia care incorporating patient centered clinical experiences and all aspects of the perioperative care to the surgical patient.

THEA • Theatre

THEA1120 Introduction to Theatre
-  B/L 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 student’s 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
-  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 90 260 17
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.

V PUB • Visual Publications

VPUB1110 Publishing Concepts
-  L 30 45 4.5
This course is a prerequisite to all other VPUB courses.
This course provides students with a broad perspective 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 other VPUB courses.
This course introduces the student to the Macintosh and PC platforms. Page layout basics and 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 other VPUB courses.
Students will explore the fundamentals of visual perception, proportion, lighting, dimension, and color theory. They will have experience in 2 and 3 dimensional designs.

VPUB1120 Design to Production
-  L 20 60 10
Prerequisites: VPUB1110, VPUB1111, & VPUB1112
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: VPUB1110, VPUB1111, & VPUB1112
or permission of program chair.
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: VPUB1110, VPUB1111, & VPUB1112.
This course will explore the fundamentals of Page layout software and the options for the production of the finished page. Using class projects each student will become skilled in the basics of page layout, document construction, and the tools using Quark XPress.

PAGE 186  ❙ Course also offered On-line.
### Course Descriptions

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<tr>
<td>VPUB1125</td>
<td>Digital Typography</td>
<td>L 20 2</td>
<td>Prerequisites: VPUB110, VPUB1111, &amp; VPUB112. Printing terms and components of type are learned as well as design do’s and don’ts. Choosing type faces, legibility, readability, size, style and use of typography software.</td>
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<tr>
<td>VPUB1130</td>
<td>Pre Production Techniques</td>
<td>L 30 45 4.5</td>
<td>Prerequisites: VPUB1132. 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.</td>
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<tr>
<td>VPUB1131</td>
<td>Photoshop II</td>
<td>L/M 45 4.5</td>
<td>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.</td>
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<tr>
<td>VPUB1132</td>
<td>Page Layout II</td>
<td>L 45 4.5</td>
<td>Prerequisite: VPUB1122. Building on the fundamentals introduced in Page layout I, this course will introduce new construction elements with a focus on the essentials required for successful layout. Rules and tips for dealing with images and color. Students will preflight, print composites and color separation documents using Quark XPress and PDF files.</td>
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<tr>
<td>VPUB1133</td>
<td>Creative Troubleshooting</td>
<td>L 20 - 2</td>
<td>Prerequisites: VPUB110, VPUB1111, &amp; VPUB112. Demonstrate creative troubleshooting strategies and problem solving skills as it relates to the printing and publishing field.</td>
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<tr>
<td>VPUB1134</td>
<td>Web Design I</td>
<td>L 25 60 4.5</td>
<td>Prerequisites: VPUB1121 and VPUB1122 or permission of program chair. Introduction to basic Internet functions. How to design an effective and efficient Web page. Students learn a beginning web page layout and tools using Dreamweaver MX.</td>
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<tr>
<td>VPUB2241</td>
<td>Computer Illustration I</td>
<td>L 25 60 4.5</td>
<td>Prerequisite: VPUB1121. 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.</td>
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<tr>
<td>VPUB2244</td>
<td>Web Design II</td>
<td>L 35 30 4.5</td>
<td>Prerequisites: VPUB1132, VPUB1134. Students will build upon the foundation learned in Web Design I and expand knowledge in web page layout program. Students will save and incorporate graphics, text, and animation using Macromedia Flash MX in conjunction with Dreamweaver MX.</td>
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<tr>
<td>VPUB2245</td>
<td>Digital Video Production</td>
<td>L 10 30 2</td>
<td>Prerequisites: VPUB1134. Students will experiment with video editing software to create digital video by editing film clips, graphics, software editing, text and audio.</td>
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<tr>
<td>VPUB2252</td>
<td>Computer Illustration II</td>
<td>L 35 30 4.5</td>
<td>Prerequisite: VPUB1121. This course builds on the foundation achieved in Computer Illustration I. Emphasis is placed on expansion of techniques and interaction with other software programs using Adobe Illustrator.</td>
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<tr>
<td>VPUB2254</td>
<td>Web Design III</td>
<td>L 30 45 4.5</td>
<td>Prerequisite: VPUB2244. Advanced techniques and software skills are applied to create animation, graphics, page layout, ftp, and site control. Web pages will be used to exhibit student's ability and creativity.</td>
<td></td>
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</tr>
<tr>
<td>VPUB2255</td>
<td>Portfolio Development</td>
<td>L 10 - 3</td>
<td>Prerequisites: VPUB2241, VPUB2242, VPUB2244, &amp; VPUB2245. The student will develop from previous course work a complete portfolio to include Web and CD formats. Class and industry presentations will prepare the student for the future job market. Students will be expected to defend their portfolio choices and explore individual design philosophy.</td>
<td></td>
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</tr>
<tr>
<td>VPUB2260</td>
<td>Design Fieldwork</td>
<td>L - 180 4.5</td>
<td>Prerequisites: VPUB2253 or advisor permission. Students will have an opportunity to apply their classroom knowledge in a real world situation while working under the direction of an experienced instructor. The student will implement projects or student will be placed in an internship situation outside the school.</td>
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<tr>
<td>VPUB2265</td>
<td>3D Design</td>
<td>L 30 45 4.5</td>
<td>Prerequisites: VPUB2241, VPUB2242, &amp; VPUB2252. Introduces the student to computer 3D design fundamentals. Exploring tools, textures, forms, light and shadow along with perceptual development using Maxon’s Cinema 4DXL.</td>
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</tbody>
</table>

### WELD • Welding

<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>WELD1100</td>
<td>Welding Orientation</td>
<td>L/M 10 - 1</td>
<td>Orientation to the college philosophy, goals, objectives within the welding program area.</td>
<td></td>
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</tr>
<tr>
<td>WELD1110</td>
<td>SMAW Theory</td>
<td>L/M 20 - 2</td>
<td>Prerequisite: WELD1100. Study of Shielded Metal Arc Welding theory, safety, applications, procedures and welding practices. Study and selection of power sources and electrodes.</td>
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</tr>
<tr>
<td>WELD1112</td>
<td>SMAW Lab I</td>
<td>L/M 20 60 4</td>
<td>Prerequisite: WELD1110. Beginning welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.</td>
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</tr>
<tr>
<td>WELD1113</td>
<td>SMAW Lab II</td>
<td>L/M 20 60 4</td>
<td>Prerequisite: WELD1112. Intermediate welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.</td>
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</tr>
<tr>
<td>WELD1115</td>
<td>Equipment &amp; Tools</td>
<td>L/M 15 - 1.5</td>
<td>Prerequisite: WELD1100. Explanation of safe operation and the proper use of equipment, power tools, and hand tools.</td>
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<tr>
<td>WELD1117</td>
<td>Oxyacetylene Theory</td>
<td>L/M 20 - 2</td>
<td>Prerequisite: WELD1100. Study of the theory, safety, equipment and applications of the Oxyacetylene Welding process.</td>
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<tr>
<td>WELD1119</td>
<td>Oxyacetylene Cutting</td>
<td>L/M 10 60 3</td>
<td>Prerequisite: WELD1100. Laboratory exercises with the Oxyacetylene Welding, Braze Welding, Oxyacetylene Cutting and related processes.</td>
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</tr>
<tr>
<td>WELD1120</td>
<td>SMAW Lab III</td>
<td>L/M 25 75 5</td>
<td>Prerequisite: WELD1113. Advanced welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.</td>
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</tr>
<tr>
<td>WELD1122</td>
<td>GMW Theory</td>
<td>L/M 30 - 3</td>
<td>Prerequisite: WELD1100. Study of Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Study and use of various filler wires and shielding gases and welding power source set-up.</td>
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<tr>
<td>WELD1124</td>
<td>GMW Lab I</td>
<td>L/M 10 60 3</td>
<td>Prerequisite: WELD1122. Beginning welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.</td>
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</tr>
<tr>
<td>WELD1126</td>
<td>GMW Lab II</td>
<td>L/M 10 60 3</td>
<td>Prerequisite: WELD1124. Advanced welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.</td>
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<tr>
<td>WELD1128</td>
<td>Blueprint Reading &amp; Weld Symbols</td>
<td>L/M 50 - 5</td>
<td>Prerequisite: WELD1100. Introduction to blueprint reading and drawing procedures. Interpretation and drawing of isometric, oblique, and orthographic views, welding symbols, and bill of materials.</td>
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<tr>
<td>WELD1129</td>
<td>Computer Aided Drafting</td>
<td>L/M 20 15 2.5</td>
<td>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.</td>
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</tbody>
</table>

* = Course also offered On-line.
WELD1130 Metallurgy I  
L/M 10 30 2  
Prerequisite: WELD1100.  
Study of the production of metals, methods of identification, properties of metals, methods of metallurgical examination, mechanical testing and chemistry of welding.  
WELD1135 Advanced OA & Plasma Cutting  
L/M 10 30 2  
Prerequisite: WELD1119.  
Theory of the Plasma Arc Cutting process and advanced laboratory exercises to include the use of automated equipment.  
WELD1139 Welding Measurement & Layout  
L/M 10 30 4  
Prerequisite: WELD1100.  
Explanation of layout procedures used in the welding and fabrication industry.  
WELD1140 Metallurgy II  
L/M 30 30 3  
Prerequisite: WELD1130.  
Study of the structure of metals, heat treatment and welding, and the control of stresses in welding.  
WELD1143 Pipe Welding & Cutting  
L/M 30 30 4  
Prerequisites: WELD1113, WELD1119, WELD1139.  
Study and practical applications in pipe welding and cutting. Includes pattern making, layout, cutting, fitting, and welding.  
WELD1144 GTAW Theory  
L/M 20 2  
Prerequisite: WELD1100.  
Study of Gas Tungsten Arc Welding theory, safety, principles, specifications, procedures, and welding practices. Study and use of tungsten electrodes, filler wires, shielding gases, and power source selection and set-up.  
WELD1148 GTAW (Mild Steel)  
L/M 15 75 4  
Prerequisite: WELD1144.  
Welding of carbon steel with the Gas Tungsten Arc Welding process in all positions and on various joint configurations.  
WELD1149 GTAW (SS & AL)  
L/M 10 60 3  
Prerequisite: WELD1144.  
Welding of stainless steel and aluminum with the Gas Tungsten Arc Welding process in all positions and on various joint configurations.  
WELD1174 Machine Tool Welding  
L 10 36 1.5  
Basic welding and practice in joining metals together. Preparation for MACH1225 Materials of Industry.  
WELD1178 Motorcycle Welding  
L 20 60 4  
Theory and practical application of arc and oxy-acetylene welding as applied to the motorcycle field.  
WELD1252 GMAW (SS & AL)  
L 20 60 4  
Prerequisite: WELD1122.  
Theory and practical exercises using the Gas Metal Arc Welding process in the welding of stainless steel and aluminum.  
WELD1271 Special Welding Applications  
L 5 15 1  
Course requirements and objectives arranged with program chair.
EMTL • Emergency Medical Services

EMTL1220 EMT-Basic
Prerequisite: Minimum 18 years of age, high school diploma or GED, current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card.
The State of Nebraska has adopted the Emergency Medical Technician-Basic National curriculum. Students must pass the National Registry exam to be certified in Nebraska as an Emergency Medical Technician. An Emergency Medical Technician may serve on a volunteer rescue squad or be employed by a paid ambulance service. Students will learn how to accurately conduct a patient assessment and render appropriate treatment based on their findings. This includes treatment for both medical and trauma calls for patients of various ages.

EMTL1240 EMT-Intermediate
Prerequisite: EMTL 1220.
This is a course designed for ambulance personnel who have completed the EMT Basic Course. Students will be trained in the advanced skills of patient assessment and treatment modalities based upon the 1999 U.S. Department of Transportation curriculum and scope of practice for an Advanced Emergency Medical Technician Intermediate.

EMTL1242 First Responder Transition to EMT Basic
Prerequisite: First Responder Certification, current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card.
This curriculum covers the material that is necessary for a student to progress from the level of Nebraska First Responder to Emergency Medical Technician Basic. This course is unique to Nebraska. It is adapted from the Department of Transportation EMT-B course and therefore uses Department of Transportation objectives.

EMTL1251 PARAMEDIC – PART I
Prerequisite: EMTL1260 or equivalent
Covers four main sections: Introduction to Paramedicine – examining the roles and responsibilities and appropriate treatment modalities based on their findings. This includes treatment for both medical and trauma calls for patients of various ages.

EMTL1253 PARAMEDIC PART II
Prerequisites: EMTL1251
This course covers cardiology and medical emergencies. Based on the Department of Transportation curriculum for Paramedics and the American Heart Association’s Advanced Cardiac Life Support (ACLS) course, the cardiology section places emphasis on recognition and management of cardiac emergencies, including chest pain management, rhythm and analysis, defibrillation, synchronized cardioversion, and transcatheter pacing. In conjunction with the National Standard Curriculum for Paramedics and the National Association of EMTs’ Advanced Medical Life Support (AMLS) course, the medical emergency section is designed for recognition and emergency treatment of the medically ill patient. Students will learn specific Pathophysiology for medical disease processes and for the acutely ill patient. Students will receive a course completion card for the AMLS course.

EMTL1254 CLINICAL EXPERIENCE II
Prerequisites: EMTL1252
Includes: 40 hours in the Emergency Department, 24 hours in the Critical Care Unit, 16 hours in the Behavioral/Psychiatric Department, 8 hours in Respiratory, and 125 hours in the field setting.

EMTL1255 PARAMEDIC PART III
Prerequisites: EMTL1253
Includes the following: Trauma – focuses on the recognition and treatment of trauma patients, including management and use of the trauma system. Upon completion, students will be proficient in patient assessment and management of critical and non-critical trauma patients. Students will master skills of rapid extrication, spinal immobilization, splinting of extremities, chest decompression, trauma intubation, including rapid sequence intubation. Students receive a course completion card for the PHTLS course. Special Considerations – examines special considerations of the young and old. Emphasis is placed on patients with special needs, challenges and interventions for the critically ill patient. Focuses on neonatology, pediatrics, geriatrics and acute interventions of the chronically ill patient. Students receive a course completion card for the PALS course. Special Operations – Emphasis is on medical incident command and rescue operations and introduces students to Hazardous Materials Incidents and Crime Scene Awareness. ACLS – will provide participants with the knowledge and skills to manage the first ten minutes of an actual adult resuscitation.

COURSES DESCRIPTIONS

ESLX • English as a Second Language

ESLX0810 Advanced English As A Second Language I
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
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.
### FSDT • Food Service Training Certificate

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>OFFERED</th>
<th>CLASS HOURS</th>
<th>LAB HOURS</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSDT1870</td>
<td>Sanitation &amp; Safety</td>
<td>L</td>
<td>15 - 1.5</td>
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<tr>
<td></td>
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<td></td>
<td>Sanitation in the food industry: Microbiology, sanitary food handling and storage, personal health and hygiene, housekeeping, pest control, HACCP food safety program, and safety procedures. Prerequisite for all labs.</td>
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<tr>
<td>FSDT1872</td>
<td>Food Preparation Techniques</td>
<td>L</td>
<td>12 - 1</td>
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<td>Describes effect of cooking on fruits and vegetables, portion costs, meat cookery, bakery processes, convenience foods, production forecasting, and standardized recipes. Prerequisite for all labs.</td>
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<tr>
<td>FSDT1876</td>
<td>Introduction to Food Service</td>
<td>L</td>
<td>12 - 1</td>
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<td></td>
<td>Overview of types of food service operations and jobs; advantages of employment in the food service profession; and national and state agencies and laws governing food service operations.</td>
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<tr>
<td>FSDT1879</td>
<td>Protein &amp; Starch Cookery Lab</td>
<td>L</td>
<td>6 - 6.5</td>
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<td></td>
<td>Includes course work and laboratory experience in selection and preparation of high protein foods.</td>
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<tr>
<td>FSDT1881</td>
<td>Yeast Breads &amp; Quick Breads Lab</td>
<td>L</td>
<td>5 - 4.5</td>
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<td></td>
<td>Includes course work and laboratory experience in quality preparation of bread products.</td>
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<tr>
<td>FSDT1883</td>
<td>Fruits, Vegetables &amp; Salads Lab</td>
<td>L</td>
<td>4 - 3.5</td>
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<td></td>
<td>Includes course work and laboratory experience in preparation techniques for retaining quality and nutritional value of fruits, vegetables and salads.</td>
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<tr>
<td>FSDT1885</td>
<td>Desserts Lab</td>
<td>L</td>
<td>5 - 4.5</td>
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<td></td>
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<td></td>
<td>Includes course work and laboratory experience in quantity preparation of desserts.</td>
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<tr>
<td>FSDT1886</td>
<td>Basic Nutrition &amp; Menu Planning</td>
<td>L</td>
<td>21 - 2</td>
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<td></td>
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<td></td>
<td>Covers food nutrients, their functions, food sources and their relationship to the maintenance of health through the life cycle. The factors affecting menu planning and a systematic method for planning nutritious and appealing meals.</td>
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<tr>
<td>FSDT1887</td>
<td>School Food Service</td>
<td>L</td>
<td>10 - 1</td>
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<td>Describes the planning of meals to meet the requirements of USDA school meal patterns, and the involvement of food service personnel in nutritional education.</td>
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<tr>
<td>FSDT1888</td>
<td>Principles of Diet Therapy &amp; Nutritional Assessment</td>
<td>L</td>
<td>21 - 2</td>
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<td>Focus on the study of modified diets to meet special health needs, and the understanding of nutritional assessment methods.</td>
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<tr>
<td>FSDT1896</td>
<td>Management Skills I</td>
<td>L</td>
<td>15 - 1.5</td>
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<td>Information necessary for the manager who purchases food and equipment. Purchase specifications, qualities of a good supplier and inventory systems. Cost control of budgets, food and labor costs; and cash register handling.</td>
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<tr>
<td>FSDT1898</td>
<td>Management Skills II</td>
<td>L</td>
<td>21 - 2</td>
<td></td>
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<tr>
<td></td>
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<td></td>
<td>Topics related to employee communication and human relations: quality assurance, leadership styles, organizational charts, job descriptions, employee recruitment, effective communication, employee orientation, training programs, performance evaluations, motivation and scheduling.</td>
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</tbody>
</table>

### NURA • Nursing Assistant

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>OFFERED</th>
<th>HOURS</th>
<th>HOURS</th>
<th>CREDIT</th>
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</thead>
<tbody>
<tr>
<td>NURA1401</td>
<td>Basic Nursing Assistant</td>
<td>50</td>
<td>50-6.5</td>
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<td>Completion of the class meets the Nebraska Department of Health requirements for employment as a Nursing Assistant. The course includes classroom, nursing lab, and clinical experience in a health care facility.</td>
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</tbody>
</table>

### RADT • Online Continuing Education classes for Healthcare Providers

<table>
<thead>
<tr>
<th>COURSE #</th>
<th>COURSE TITLE</th>
<th>LOCATION</th>
<th>OFFERED</th>
<th>HOURS</th>
<th>HOURS</th>
<th>CREDIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>RADT1300</td>
<td>Introduction to Healthcare Education</td>
<td>10 - 1</td>
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<td>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.</td>
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<tr>
<td>RADT1301</td>
<td>Application to Healthcare Education</td>
<td>10 - 1</td>
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<td>Prerequisite: RADT1300. Assists student in understanding the principles of clinical instruction. Students gain experience in evaluation and feedback techniques.</td>
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<tr>
<td>RADT1302</td>
<td>Preceptor Practicum</td>
<td>10 - 1</td>
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<td>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.</td>
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<tr>
<td>RADT1303</td>
<td>Changes in Healthcare Education</td>
<td>10 - 1</td>
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<td>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.</td>
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</tbody>
</table>
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
8541 A Street • Lincoln, NE 68520

Baker, Darryl - District 3
1600 South Ninth • Beatrice, NE 68310

Feit, Robert J., - District 3
PO Box 106 • Picknell, NE 68422

Griffin, Helen E., Chair - District 5
901 S 51st Street • 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

Scluckebier, 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
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, Continuing Education
Health Occupations EMS
EMR Instructor Certificate, Nebraska Methodist College, Omaha, NE 1999

Mary Lou Mittan, Assistant Director/Counselor for TRIO/Student Support Services
BS, University of Nebraska, Lincoln, NE 1975
MS, Wayne State College, Wayne, NE 1978

Timothy Mittan, Director, Entrepreneurship Center
BS, Peru State College, Peru, NE 1986
MA, Doane College, Lincoln, NE 2001

Arden M. Mohrman, Dean, Learning Resource Center
AAS, Nebraska Wesleyan University, Lincoln, NE 1976

Robin M. Moore, Dean, Student Services/Enrollment and Registration
BS, University of Nebraska, Lincoln, NE 1984

Kelly Morgan, Assistant Director, Continuing Education
AAS, Southeast Community College, Beatrice, NE 1990

Robert D. Morgan, 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/Dean of the College
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 Adviser/Assessment Coordinator
BA, University of Nebraska, Omaha, NE 1984
MPA, University of Nebraska, Omaha, NE 1992

Mike Pegram, Academic Adviser
BA, Truman State University, Kirksville, MO 1997
MS, Western Illinois University, Macomb, IL 2000

Gregory B. Peters, Career Adviser/Assessment Coordinator
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 Pickett, Financial Aid Associate Director
BS, University of Nebraska, Lincoln, NE 1990

Russell R. Plessel, Data Base Administrator
AAS, Southeast Community College, Lincoln, NE 1983

Jill A. Rice, Assistant Director, TRIO/Upward Bound
BA, Doane College, Crete, NE 1999
MA, Doane College, Lincoln, NE 2002

Michele Richards, Academic Adviser
AAS, Lincoln School of Commerce, Lincoln, NE 1992
BA, Doane College, Lincoln, NE 1998

Diane Rink, Director, Registration and Records
AAS, Southeast Community College, Lincoln, NE 1990
BS, Doane College, Lincoln, NE 1992
MS, University of Oklahoma, Offutt AFB, NE 1994

Amy Rockel, Instructional Designer/Trainer
BA, University of Nebraska, Lincoln, NE 2001

Richard A. Ross, Dean, Academic Education
BS, Emporia State University, Emporia, KS 1964
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<tr>
<th>Name</th>
<th>Position</th>
<th>Education</th>
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<tr>
<td>Richard Louis Kohn</td>
<td>Instructor, Business Administration</td>
<td>BS, University of Nebraska, Lincoln, NE 1975</td>
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<td>JD, University of Nebraska College of Law, Lincoln, NE 1982</td>
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<tr>
<td>Julie Koltz</td>
<td>Instructor, Computer Programming</td>
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<td>James Kollars</td>
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<tr>
<td>Cynthia Kreps</td>
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<tr>
<td>Nancy M. Krumlund</td>
<td>Co-Chair Instructor, Business</td>
<td>BS, University of Nebraska, Lincoln, NE 1975</td>
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<td>Administration</td>
<td>MS, University of Nebraska, Lincoln, NE 1979</td>
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<tr>
<td>Terry Kaehler</td>
<td>Instructor, Motorcycle, ATV, &amp;</td>
<td>Diploma, Southeast Community College, Lincoln, NE 2001</td>
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<td>Personal Watercraft Technology</td>
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<tr>
<td>Denise W. Lagueux</td>
<td>Instructor, Practical Nursing</td>
<td>LPN, Diploma, Southeast Community College, Lincoln, NE 1981</td>
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<tr>
<td>Janelle J. Lamb</td>
<td>Instructor, Business Information</td>
<td>BS, University of Nebraska, Lincoln, NE 1975</td>
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<tr>
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<td>Administration/Business Information Technology BS, Peru State College, Peru, NE 1993</td>
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<td>Administration</td>
<td>MEd, University of Nebraska, Lincoln, NE 2001</td>
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<tr>
<td>Luann Larsen</td>
<td>Instructor, Psychology</td>
<td>BA, University of Nebraska, Lincoln, NE 1982</td>
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<td>MA, University of Nebraska, Lincoln, NE 1987</td>
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<td>Dale Lawver</td>
<td>Instructor, John Deere Ag Tech</td>
<td>AAS, Southeast Community College, Milford, NE 1992</td>
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<td>Karen K. Lay</td>
<td>Instructor, Business Information</td>
<td>BS, University of Nebraska, Lincoln, NE 1970</td>
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<tr>
<td>Kristin Lewis</td>
<td>Instructor, Respiratory Care</td>
<td>BS, Midland Lutheran College, Fremont, NE 1989</td>
</tr>
<tr>
<td>Linda L. Liston</td>
<td>Instructor, Practical Nursing</td>
<td>BSN, University of Nebraska College of Medicine, Omaha, NE 1962</td>
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<td>RN Diploma, Bryan School of Nursing, Lincoln, NE 1971</td>
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<td>BSN, Nebraska Wesleyan University, Lincoln, NE 2000</td>
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<td>Wendy Love</td>
<td>Instructor, Architectural-Engineering</td>
<td>AAS, Southeast Community College, Milford, NE 1990</td>
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<td>Julie MacDonald</td>
<td>Instructor, English</td>
<td>BA, Rutgers University, New Jersey 1989</td>
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<td>MFA, Wichita State University, Wichita, KS 1996</td>
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<td>Sheryl L. Malchow</td>
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<td>BA, Kearnny State College, Kearney, NE 1968</td>
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<td>Administration</td>
<td>ME, University of Nebraska, Lincoln, NE 1977</td>
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<tr>
<td>Dan D. Masters</td>
<td>Program Chair/Instructor, Computer</td>
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<td>Aided Design Drafting</td>
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<td>Theresa Mattern</td>
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<td>AAS, Southeast Community College, Lincoln, NE 1995</td>
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<td>Technology BS, Southeast Community College, Milford, NE 1972</td>
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<td>Engineering Technology</td>
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<td>Heidi McCoy</td>
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<td>LPN, Central Community College, Grand Island, NE 1994</td>
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<td>ADN, Southeast Community College, Lincoln, NE 1997</td>
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<td>Danny McCulloch</td>
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<td>Dennis J. Medinger</td>
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<td></td>
<td>Ag Parts &amp; Parts Marketing and</td>
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<td>Judy Mith</td>
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<td>Humanities</td>
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<td></td>
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<td>MS, University of Nebraska, Lincoln, NE 1993</td>
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<td>Dale Mueller</td>
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<td>PhD</td>
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<td>Master's of Professional Accountancy,</td>
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<td></td>
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<td>Rebecca L. Orsini</td>
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<td>MA, Brigham Young University, Provo, UT 2003</td>
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<td>Arthur Ortiz</td>
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<td>MA, Doane College, Lincoln, NE 2000</td>
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<td>MA, Doane College, Lincoln, NE 2003</td>
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MED, University of Nebraska, Lincoln, NE 1984
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MS, West Virginia University, Morgantown, WV 1970

Jeff Slatfer, 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

Eric Smith, Instructor, Mathematics
BS, University of Nebraska, Lincoln, NE 1994
MS, University of Nebraska, Lincoln, NE 1998

Matthew Smith, Instructor, Automotive Technology
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 Spoor, 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 1983

Jody Starr, Instructor, Horticulture-Agribusiness
BA, University of Nebraska, Lincoln, NE 1998

Mary C. Steinhause, Instructor, Practical Nursing
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
LPN, Metropolitan Community College, Omaha, NE 1975
ADN, University of Nebraska Medical Center, Omaha, NE 1986
BSN, University of Nebraska Medical Center, Omaha, NE 1989
MSN, Nebraska Wesleyan University, Lincoln, NE 2005

Edward A. Stich, Instructor, Agriculture Business & Management Technology
BS, University of Nebraska, Lincoln, NE 1965
MS, University of Nebraska, Lincoln, NE 1970

Norman Stibert, Instructor, Microcomputer Technology
AAS, Southeast Community College, Lincoln, NE 1985
AAS, Southeast Community College, Lincoln, NE 2000

Michelle Strand, Instructor, Physics/Mathematics
BS, St. Cloud State University, St. Cloud, MN 1992
MEd, Doane College, Crete, NE 2001

Doug Strope, Program Co-Chair/Instructor, Business Administration
BS, University of Nebraska, Lincoln, NE 1978
MED, University of Nebraska, Lincoln, NE 1980

Crystal L. Stuhr, Instructor, Dental Assisting
Diploma Dental Assisting, Southeast Community College, Lincoln, NE 1994

Beth Stutzman, Program Chair/Instructor, Computer Programming Technology
Diploma, Southeast Community College, Milford, NE 1982
AAS, Southeast Community College, Milford, NE 1991

Roxanne R. Stutzman, Instructor, Computer Programming Technology
AAS, Southeast Community College, Milford, NE 1979

Pablo A. Suarez Faillace, Instructor, Ford ASSET
AAS, Southeast Community College, Milford, NE 1984
Certificate, Electrical Climate Controls, Ford Motor Company

Rose Suggitt, Program Chair/Instructor, Psychology
BS, Peru State College, Peru, NE 1992
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 Swedlund, Instructor, Nondestructive Testing Technology
AAS, Southeast Community College, Milford, NE 1997

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, Deere Construction & Forestry Equipment Tech
AAS, Southeast Community College, Milford, NE 1992

Brad L. Thiel, Instructor, Human Services
BS, Nebraska Wesleyan University, Lincoln, NE 1973
MA, University of Nebraska, Lincoln, NE 1978

Debra L. Thomas, Instructor, Early Childhood Education
BA, University of Nebraska, Lincoln, NE 1974
MS, University of Nebraska, Lincoln, NE 1976

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, Wilmington, 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, Academic Education/Bus Administration
BS, University of Nebraska, Lincoln, NE 1978

Kevin Timoney, Instructor, Electrical & Electromechanical Technology
AAS, Southeast Community College, Milford, NE 1991, 1992

Dennis Toolson, 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, Belleview University, Belleview, NE 1989
MA, University of Nebraska, Omaha, NE 1992

Cheryl J. Trail, Instructor, Human Services
BA, University of Nebraska, Lincoln, NE 1970
MA, University of Nebraska, Lincoln, NE 1975

Helen Trotter, Instructor, Associate Degree Nursing
Diploma, Central Community College, Hastings, NE 1982
BSN, Creighton University, Omaha, NE 1995
MSN, University of Nebraska Medical Center, 2003

Mary Trumble, Program Chair/Instructor, Practical Nursing
LPN, Des Moines Area Community College, Ankeny, IA 1979
RN, St. Luke’s School of Nursing, Fargo, ND 1981
BSN, Mankato State University, Mankato, MN 1990
MSN, Nebraska Wesleyan University, Lincoln, NE 2003

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  
AAS, 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  
CTS Diploma, Lincoln Technical Community College, Lincoln, NE 1973  
BS, University of Nebraska, Lincoln, NE 1981  
MA, University of Nebraska, Lincoln, NE 1994

Elaine Vavra, Instructor, Manufacturing Engineering Technology  
AAS, Southeast Community College, Milford, NE 1993  
BA, Concordia College, Seward, NE 1997

Ronald Veys, Instructor, Math/Physics  
BS, University of Nebraska, Lincoln, NE 1973  
MA, University of Nebraska, Lincoln, NE 1976

William E. Vocasek, Program Chair/Instructor, Auto Collision Repair Technology  
AAS, Southeast Community College, Milford, NE 1977  
AAS, 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  
AAS, Southeast Community College, Milford, NE 1981

Dalene K. Walker, Instructor, Associate Degree Nursing  
BA Nursing, Augustana College, Sioux Falls, SD 1980

Dustin Walsh, Instructor, Mathematics  
BS, University of Kansas, Lawrence, KS 2000  
MS, University of Nebraska, Lincoln, NE 2003

Kimberly Wassick, Instructor, Microcomputer Technology  
AA, Minot State University, Minot, ND 1990  
BA, Minot State University, Minot, ND 1990  
MS, Minot State University, Minot, ND 1998

Josh Whitney, Instructor, Journalism  
BS, Peru State College, Peru, NE 1997

William A. Wiley, Instructor, Nondestructive Testing Technology  
AAS (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  
AAS, 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 Wismer, Instructor, Auto/Diesel Technology  
AAS, Nebraska Technical College, Milford, NE 1971

John W. Witzel, Instructor, Diesel Technology  
AAS, Southeast Community College, Milford, NE 1965

Joel Wooton, Instructor, History  
BS, University of Nebraska, Omaha, NE 1978  
MS, United States Sports Academy, Daphne, AL 1988  
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 Yocum, 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  
AAS, Southeast Community College, Lincoln, NE 1979  
BS, Nebraska Wesleyan University, Lincoln, NE 1978

Robert "Dan" Zabel, Instructor, Welding Technology  
AAS, Southeast Community College, Lincoln, NE 1980

Robert J. Zetocha, 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

Gordon G. Goldsmith, Shipping & Receiving Clerk – Transportation Occupations

D. Marie Garber, Secretary I – LRC

William R. Evans, Computer Programmer – Information Services

Heather Evans, Student Retention Specialist (Grant Funded) – Student Services

Dennis Eurich, Custodian I – Physical Plant

Larry Ernst, Custodian I – Physical Plant

M. Sharlene Ellis, Account Clerk III – Business Office

Timothy Curtis, Maintenance Worker II – Physical Plant

Jerrid 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

Mark Billesbach, Maintenance Worker II – Physical Plant

Nikki Bilsland, Assistant Bookstore Manager

Marcia I. Blender, Secretary II – Academic Education

John Blowers, Maintenance Worker I – Physical Plant

Barbara A. Borgmann, Secretary II – Heath Occupations

Becky J. Brown, Computer Operator – Information Services

Melinda A. Brown, Child Care Assistant Coordinator – Child Development Center

Douglas Btrk, 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

Roger Clark, Maintenance Worker I – Physical Plant

Harold Clover, Custodian II – Physical Plant

Rex Coleman, Information Systems Technician – Information Services

Carolyn Cotini, 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

Cheryl DeLong, Financial Aid Technician – Financial Aid

Stephen Dietz, Secretary I – Admissions

Nico De, Secretary I – Financial Aid

Stacy Dubas, Secretary I – Admissions

Ronda Eggerling, Media Production Technician/Copy Machine Operator – LRC

M. Sharlene Ellis, Account Clerk III – Business Office

Larry Ernst, Custodian I – Physical Plant

Dennis Eurich, Custodian I – Physical Plant

Heather Evans, Student Retention Specialist (Grant Funded) – Student Services

William R. Evans, Computer Programmer – Information Services

D. Marie Garber, Secretary I – LRC

Shawn Geisler, Custodian I – Physical Plant

Gordon G. Goldsmith, Shipping & Receiving Clerk – Business Office

Jill Gurney, Executive Secretary – Human Resources – Area Office
SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

ADVISORY COMMITTEES

ADULT BASIC EDUCATION CONTINUING EDUCATION DIVISION

Ann Ames ......................... Habitat for Humanity
Jim Baird ......................... Cornhusker Place
Mike Balters .................... Stanley Senior Technologies
Vicki Bauer ...................... Nebraska Department of Education
Linda Bohlmann ............... Lincoln Northeast High School
Dwight Brown ................... Northwestern College
Moni Callies ..................... Southeast Community College
Diane Dunning .................. Lincoln East High School
Deane Finnigan ............... Leadership Lincoln
Jane Graham ..................... BryanLGH Medical Center
Dave Hauswald ................. Division of Rehabilitation Services
Dr. Christy Horn ............... University of Nebraska Lincoln
Susan Kash-Brown ........... Southeast Community College
John Keppel ...................... Leadership Lincoln
Dave Maslko ..................... Work USA
Steve Richman ............... Nebraska Workforce Development
Gary Simpson .................. Southeast Community College
Sean Slauson ................. Eisley Branch Library
Sue White ........... IMS Corp
Renata Worth .............. Lincoln Housing Authority

ACADEMIC TRANSFER

Jan Belohavy ..................... Meridian School
Jason Boitnot ..................... Waverly High School
DVee Buss ......................... UNL College of Business Administration
Cindy Cramack .................. University of Nebraska
Beth Dunker ...................... Tri County High School
Kevin Fields ..................... Milford High School
Coreen Forbes ............... Raymond Central High School
Georgia Gobea ............... University of Nebraska
David Goswick ............... Nebraska City High School
Dave Greathouse ............. Seward High School
Janice Hadfield .............. Doane College
Kume Kozel ..................... Coral High School
Ann Koper ................. UNL - College of Arts & Sciences
Brenda Leggiadro ............. Lincoln East High School
Dave London ..................... Lincoln High School
Dianna Lloyd ................... Peru State College
Jan McChesney ............. Nebraska Wesleyan University
Carla Meyer ..................... Beatrice High School
SoAnn Moseman ............. University of Nebraska
Jennifer Nelson .............. University of Nebraska
Karen Newman .............. Lincoln Southwest High School
Wade Robinson ............ University of Nebraska at Omaha
Jack Sehestin ............... University of Nebraska
Kathi Thadsen ................. Lincoln Southeast High School
Marlen Venemot ............. University of Nebraska
Bill Wrightman ............ Lincoln Northeast High School

AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY

Steve Ermer ..................... York Equipment
Brian Fleming ................. Agrilink
Mani Gakle ..................... Gakle Consulting
Tom Hermance .............. Plymouth Coop
John Immink .................... Golden Link
Tim Koch ......................... Farm Credit Services of America
Peter Kruse ..................... Servi-Tech
Dale Kumpf ..................... Buffalo Equipment
Lester Laue ..................... Laue Charlosi Ranch
William McClure ........ Pioneer Seed Company
Lynn Steuer ................. Pleasant Hill Farms
Dean Themes .................... Plymouth Coop
Buzz Vance ............... Nebraska Department of Agriculture
Stan Wirth ..................... Pinnacle Bank

ARCHITECTURAL-ENGINEERING TECHNOLOGY

Todd Aerni ..................... City of Lincoln
Stacie Barfield ............... Femso Fire Protection
Cynthia Bold ..................... Sampson Construction
Terrence Brown ............. Black & Veatch
Gary Cooper .................... Alvine & Associates
John Duensing ............... Leo A. Daly Co.
Doug Elting ..................... Vision in Architecture
Corey Granquist ........... Nucor Detailing Center
Jeff Hankel ..................... Black & Veatch
Richard Horeis ............... St. Elizabeth Regional Medical Center
Dennis Klawon ................ Bergren Architects
Luke Kost ......................... Olsson Associates
Bob Koza ......................... The Clark Enersen Partners
Sharon Duffly, RN ....... Madonna Rehabilitation Hospital
Emily Firestine, LPN ....... BryanLGH Medical Center
Joyce Harb, RN, BA .......... BryanLGH Medical Center
Michelle Hunter, RN ....... Tabitha Health Care Services
Jan Knudsen, RN .......... University of Nebraska Medical Center
Judy McGuie ................. Jefferson Community Health Center
Pat Meierheyer, RN ...... Tabitha Home Health Care Services
Pat Morin, RN, Ph.D. .. Professor of Nursing Nebraska Wesleyan University, Retired
Malachy Osagwuzw ....... Madonna Rehabilitation Hospital
Sharon Osterman ............ State of Nebraska
Edna Snodgrass, RN ........ Community Member
Maggie Spilker ................. Beatrice Community Hospital
Shirley Travis, RN .......... BryanLGH Medical Center
Celia Whiteman ............... Sunrise Country Manor
Iris Winkelhake ............. Community Member

ASSOCIATE DEGREE NURSING/ PRACTICAL NURSING

Tracy Brantrn ............ Falls City Economic Development Board
Lyme Caruso .................. Beatrice Community Hospital
Carmen Draper, RN ........ Alumni
Sharon Duffly, RN ....... Madonna Rehabilitation Hospital
Emily Firestine, LPN ....... BryanLGH Medical Center
Joyce Harb, RN, BA .......... BryanLGH Medical Center
Michelle Hunter, RN ....... Tabitha Health Care Services
Jan Knudsen, RN .......... University of Nebraska Medical Center
Judy McGuie ................. Jefferson Community Health Center
Pat Meierheyer, RN ...... Tabitha Home Health Care Services
Pat Morin, RN, Ph.D. .. Professor of Nursing Nebraska Wesleyan University, Retired
Malachy Osagwuzw ....... Madonna Rehabilitation Hospital
Sharon Osterman ............ State of Nebraska
Edna Snodgrass, RN ........ Community Member
Maggie Spilker ................. Beatrice Community Hospital
Shirley Travis, RN .......... BryanLGH Medical Center
Celia Whiteman ............... Sunrise Country Manor
Iris Winkelhake ............. Community Member

AUTO COLLISION REPAIR TECHNOLOGY

Glen Beeeman .................. Beeeman Automotive
Shane Dehaven ............... Allied Insurance
Larry Haughton ............. Community Member
Lowell Ebner .................. Ebner Body Shop
Brian Johnson ................. Redshaw Paint Supply
Doug Keller ..................... Eustis Body Shop
Tony Sprung .................... In-Line Collision Repair
Gail D. Nielsen ............... Nielsen Body Shop
Denny Parr ..................... Sid Dillon
Greg Petersen .................. Star Collision Services
Darin Poston ................... Auto Body Supply
Steve Rexroth ................. Midwest Workers Auto Collision Center
Tim Schoonveld .............. State Farm Insurance
Bob Siedhoff .................... Siedhoff Body Shop
Tom Tracy, Jr. ............... Tracy’s Body Shop
Steve Turner ................... Markel Ford Company
Tom Wornmann ............... Intertech Collision Center

AUTOMOTIVE TECHNOLOGY

Dick Age ......................... Age’s Automotive Repair
Dave Coleman ............... Blum’s Auto Repair Service
Peter Fink ......................... Certified Auto Rebuilders
Mark Fredrickson ........ Pro Automotive
Roger J. Hansen ............ Williamson Auto Center
Doyle Helmink, Pw A & D Auto- Truck Service
Jeff Hills ......................... Hills 66 Service
Dick Hobson ................. AAMCO Transmissions
Randall Jensen ............. Copple Chevrolet-GMC
Craig Kinberg ............... Southside Auto Tech
Jerry Miller ..................... Woodhouse Auto Group
Mike Moerer ........... State Transportation Service Bureau
Burnell Mussman .......... Honda Cars of Bellevue
Roger Pickering ............ Eastern Nebraska Auto Recyclers
Ken Rafferty ................. Rafferty Auto Salvage
Craig Sparks ................. Custom Automotive Care
Sherri Stock ..................... Russwood Chrysler/Plymouth
Roy Stoner ..................... DuBois Chevrolet
Dennis Zoucha ................. Athley Ford

BUILDING CONSTRUCTION TECHNOLOGY

Jim Andel ..................... Andel Building Corp
Mark Bales ..................... Advantage Remodeling
Mark Benjamin .............. B-D Construction
Don Brester ................. Brester Construction Co.
Tom Bushbo ..................... Rust Ready Mix
Mark Carpenter ............... Fulton Construction
Jim Christo .................... Christo Design Build
Nadine Condello ............. Home Builders Association of Lincoln
Dennis Einspahr ............... Einspahr Construction
Beki Fergus ................. Stephens & Smith Construction
Steve Fulton ................... Fulton Construction
Rex Rasmussen ........... AGC-Nebraska Auto Supply
Roger Reynolds ............ Reynolds Design & Remodeling
Randi Rink ..................... Stephens & Smith Construction
Dick Robison .................. Robison Construction
Gary Sherwood ............. Earl Carter Lumber Company
Greg Shnait ................. Ready Mixed
Carson “Kit” Smith ........ Concrete Company
Dale Steitz ................. Crete Ready Mix
Jim Lehnkuhl ............... Nebraska Department of Correctional Services
Ken Maddox ................. KLKN TV
Erin Magnusson, CCR .... Reese Construction
Carina Meierdierks ........ Milford Flower’s and Gifts
Crystal Meyer ............... Norris Public Power District
Steve Sloup ..................... American National Bank
Dick Vince ................. Steve Sloup
Dennis Wells .................. Dee’s Hallmark Stores

BUSINESS ADMINISTRATION

Nichole Allen .................. Exmark Manufacturing
Carol Andrin ................. Public Schools
Doug Bauch ..................... TierOne
Heath Boddy ................. Gold Crest Retirement Center
Doreen Busboom ............ MOSAIC
Chuck Clifford ............... Family Insurance
Tiffany Dickmann ........... Frizet Inc
Joyce Gettman ............... University of Nebraska Press
Rhut Jones ................. Dana F Cole & Company
Jim Kremer ..................... Jones National Bank & Trust
Jim Lehnkuhl ............... Nebraska Department of Correctional Services
Ken Maddox ................. KLKN TV
Erin Magnusson, CCR .... Reese Construction
Carina Meierdierks ........ Milford Flower’s and Gifts
Crystal Meyer ............... Norris Public Power District
Steve Sloup ..................... American National Bank
Dennis Wells .................. Dee’s Hallmark Stores
**BUSINESS INFORMATION TECHNOLOGY (formerly Office Technology)**

<table>
<thead>
<tr>
<th>Name</th>
<th>Organization/Company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Carol Andringa</td>
<td>Lincoln Public Schools</td>
</tr>
<tr>
<td>Barbara Cubertson, PLS</td>
<td>Wolfe, Snowden, Hurd, &amp; Foshee, LLP</td>
</tr>
<tr>
<td>Liz Duabendick</td>
<td>ExMark Manufacturing</td>
</tr>
<tr>
<td>Charlene Dunbar</td>
<td>Madonna Rehabilitation Hospital</td>
</tr>
<tr>
<td>Christine Etheridge</td>
<td>Associated Anesthesiologists</td>
</tr>
<tr>
<td>Jana Hafer</td>
<td>Schulz and Associates</td>
</tr>
<tr>
<td>Connie Henderson</td>
<td>Beatrice Community Hospital</td>
</tr>
<tr>
<td>Suzanne Mael Tyyrell</td>
<td>MSP Resources, Inc.</td>
</tr>
<tr>
<td>Carol Papel</td>
<td>HRIR Consultation Services, LLC</td>
</tr>
<tr>
<td>Bonnie Sibner</td>
<td>Nebraska Department of Education</td>
</tr>
<tr>
<td>Terri Storer</td>
<td>City Attorney’s Office</td>
</tr>
<tr>
<td>Diane Sugden</td>
<td>Cline, Williams, Wright, Johnson, and Oldfather, LLP</td>
</tr>
<tr>
<td>Lora Vanschoiack</td>
<td>Nebraska Department of Education</td>
</tr>
<tr>
<td>Stephanie Wallman</td>
<td>Beatrice Police Department</td>
</tr>
</tbody>
</table>

**DAILMERSCHRYLER (CAP)**

<table>
<thead>
<tr>
<th>Name</th>
<th>College Automotive Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tandy Bailey</td>
<td>Rhodein Dodge</td>
</tr>
<tr>
<td>Vic Benda</td>
<td>Visalia Auto Center</td>
</tr>
<tr>
<td>Don Black</td>
<td>Willamn Chrysler Dodge</td>
</tr>
<tr>
<td>Dave Borg</td>
<td>Black Motor Co</td>
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<tr>
<td>Mike Cameron</td>
<td>Eau Claire Chrysler</td>
</tr>
<tr>
<td>Greg Canning</td>
<td>Rustwood Chrysler Plymouth</td>
</tr>
<tr>
<td>Randy Christiansen</td>
<td>Gib Walter Motors</td>
</tr>
<tr>
<td>Joe Coleman</td>
<td>Coleman Motors</td>
</tr>
<tr>
<td>Robert Crumbliss</td>
<td>Herpolsheimer’s Inc</td>
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<tr>
<td>J C Diehl</td>
<td>Chrysler Corporation</td>
</tr>
<tr>
<td>Bill Dittmar</td>
<td>Roy’s Grand Dodge</td>
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<tr>
<td>Neal Faller</td>
<td>Performance Dodge</td>
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<tr>
<td>Marc Hejna</td>
<td>Robinson Ehet</td>
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<tr>
<td>Rod Hoppe</td>
<td>Subway Motors</td>
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<tr>
<td>Jim Kozba</td>
<td>Kobza Motors</td>
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<tr>
<td>Michael Kressel</td>
<td>Jeep</td>
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<td>Mark Krenzler</td>
<td>Tincher Chrysler</td>
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<td>Randy Lauer</td>
<td>Anderson Auto Group</td>
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<tr>
<td>Darren Lindemann</td>
<td>Lithia Chrysler</td>
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<td>Chris Michaels</td>
<td>Olsen Auto Center</td>
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<tr>
<td>Brian Moller</td>
<td>Gen Sheffy Chrysler</td>
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<tr>
<td>Larry Ortegen</td>
<td>Performance Chrysler</td>
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<td>Gary Perryman</td>
<td>Olsen Dodge</td>
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<td>Vic Powers</td>
<td>Plains Chrysler</td>
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<tr>
<td>Pat Prokuped</td>
<td>Phil Spady Chrysler</td>
</tr>
<tr>
<td>Ron Schwartz</td>
<td>Armbruster Motor Co.</td>
</tr>
<tr>
<td>John Seitz</td>
<td>Billion Automotive</td>
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<tr>
<td>Doug Southern</td>
<td>Woodhouse Auto Group</td>
</tr>
<tr>
<td>Todd Webster</td>
<td>Baxter Chrysler Plymouth</td>
</tr>
<tr>
<td>Mike Wiles</td>
<td>Hansen Motors</td>
</tr>
</tbody>
</table>

**DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH**

<table>
<thead>
<tr>
<th>Name</th>
<th>Deere Tractor &amp; Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Bardsd</td>
<td>Deere Tractor &amp; Equipment</td>
</tr>
<tr>
<td>Chuck Black</td>
<td>Deere Tractor &amp; Equipment</td>
</tr>
<tr>
<td>Chuck Bronson</td>
<td>Deere Tractor &amp; Equipment</td>
</tr>
<tr>
<td>Dean Davis</td>
<td>Deere Equipment</td>
</tr>
<tr>
<td>Scott Dickey</td>
<td>Deere Tractor &amp; Equipment</td>
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<tr>
<td>Terry Dueser</td>
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<td>Richard Park</td>
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**DENTAL ASSISTING**

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<tr>
<td>Dr. Charles Anderson</td>
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<td>Chad Angell, CDA</td>
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<td>Doug Barrett</td>
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<td>Paul Beck</td>
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<tr>
<td>Dan Byers</td>
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<tr>
<td>Mary Drahota</td>
<td>Jack Schneider, DDS</td>
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<td>Dr. Ken Flaggert</td>
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<td>Dr. Debbie Fulton</td>
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<td>Dr. Penny Hagan</td>
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<tr>
<td>Dr. Steven Kems</td>
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<tr>
<td>Dr. Curt Kuster</td>
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<tr>
<td>Deb Meyerhoff, RDH</td>
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<tr>
<td>Dr. Faris Vakilzadian</td>
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<tr>
<td>Iris Winkelskne</td>
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**ELECTRICAL TECHNOLOGY**

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<td>Roy Lamb, II</td>
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<td>Donald Petri</td>
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<td>Dave Poll</td>
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<td>Clark Thompson</td>
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**ELECTRICITY**

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<td>Dan Doreen</td>
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<td>Cary Deboer</td>
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<td>Mo Jost</td>
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<td>Ryan Simpson</td>
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<td>Rex Varilec</td>
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**DEISEL TECHNOLOGY - FARM**

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<td>Alan Broeker</td>
<td>Seward Motor Freight</td>
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<td>Aaron Hammel</td>
<td>Cornhusker International Trucks</td>
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<td>Dave Jacobs</td>
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<td>Ali Jaza</td>
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<td>Rich Leuty</td>
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<td>Todd Miles</td>
<td>Fremont Contract Carriers</td>
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<td>Dave Munn</td>
<td>Crane Sales &amp; Service</td>
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<tr>
<td>T J. Novak</td>
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<tr>
<td>Dale Piening</td>
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<tr>
<td>Randy Polak</td>
<td>Crete Carrier</td>
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<tr>
<td>Arnold Rief</td>
<td>Midwest Diesel</td>
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<td>Gary Stepanek</td>
<td>Salem Truck Service</td>
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<tr>
<td>Harry Swenson</td>
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<tr>
<td>Scott Vanderheiden</td>
<td>Lincoln Truck Center</td>
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<td>Terry Wessel</td>
<td>Vantage Pointe Homes</td>
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<td>Jim Woita</td>
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**EARLY CHILDHOOD EDUCATION**

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<tr>
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<tr>
<td>Alice Baxter</td>
<td>Trinity Infant/Child Care</td>
</tr>
<tr>
<td>Jo Beil</td>
<td>Westminster Preschool</td>
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<tr>
<td>Carolyn Edwards</td>
<td>University of Nebraska</td>
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<tr>
<td>Chris Hudson</td>
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<tr>
<td>Anita Jaros</td>
<td>Special Needs/Home Child Care</td>
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<td>Sharon Kinmonns</td>
<td>BryanLGT Child</td>
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<td>Brandee Lengel</td>
<td>T.E.A.C.H. Early Childhood</td>
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<td>Linda Meyers</td>
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<td>Sue Lobisger</td>
<td>First National Bank</td>
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<tr>
<td>Terry Lowe</td>
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<td>Janell Scardino</td>
<td>First National Inst.</td>
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<tr>
<td>Steven Sloggett</td>
<td>Security Financial Life Inst.</td>
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<tr>
<td>Tracy Wolzen</td>
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**CRIMINAL JUSTICE / NEBRASKA LAW ENFORCEMENT**

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<tr>
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<td>Dale E. Radloff</td>
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<td>Doug Harton</td>
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<td>Joe Yokum</td>
<td>Seward</td>
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<td>Allen Baldwin</td>
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<td>Terry T. Wagner</td>
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<td>Thomas Casady</td>
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<td>Jerry O. Dewitt</td>
<td>Beatrice</td>
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<td>Bruce E. Lang</td>
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### ELECTROMECHANICAL TECHNOLOGY

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<td>Doug Bailey</td>
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<td>Mark Beck</td>
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<tr>
<td>Robert Hain</td>
<td>Kawasaki Motors</td>
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<tr>
<td>Jerry Hardnock</td>
<td>Novartis Consumer Health</td>
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<tr>
<td>Geoffrey Horejs</td>
<td>Lozier Corporation</td>
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<tr>
<td>Steve Heiden</td>
<td>Allen Sandstrand</td>
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<tr>
<td>Cheryl Jansen</td>
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<td>Richard Stenmark</td>
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<td>Chris Gies</td>
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<td>Brian Dewey</td>
<td>General Motors Corp</td>
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<tr>
<td>Scott Atwood</td>
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<tr>
<td>Allen Fangmeyer</td>
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<tr>
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<td>Cameron</td>
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### FOOD SERVICE/HOSPITALITY

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<tr>
<td>Jared Beckmann</td>
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<td>Transfiguration</td>
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<td>Brian Everhart</td>
<td>Sunrise County Manor</td>
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<tr>
<td>John Goff</td>
<td>Community Member</td>
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<tr>
<td>Beth Haas</td>
<td>Nebraska Restaurant Assoc</td>
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<td>Faynare Hamour</td>
<td>University of Nebraska</td>
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<tr>
<td>Jim Heng</td>
<td>Premium Protein Products</td>
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<tr>
<td>Ed Janousek, CEC</td>
<td>Brewsky's Corporate</td>
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<tr>
<td>Peggy Johnson, RD</td>
<td>Beatrice Public Schools</td>
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<tr>
<td>Nick Kavanagh</td>
<td>Sunrise County Manor</td>
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<td>Glyn Lacy</td>
<td>Skeeter Barnes</td>
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<td>Charllis Marshall</td>
<td>Sunrise County Manor</td>
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<td>Shirley Smith, RD, LMNT</td>
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<tr>
<td>Ruth &amp; Larry Stoll</td>
<td>Atwood House Bed &amp; Breakfast</td>
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<tr>
<td>La Verne Umland</td>
<td>Verma</td>
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### FOOD SERVICE TRAINING

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<tr>
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<td>Jill Camcmak, RD</td>
<td>Blue Rivers Area</td>
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<tr>
<td>Kathy Retzlaff, RD</td>
<td>Blue Valley Lutheran</td>
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<tr>
<td>Cheryl Slama</td>
<td>Crete Manor</td>
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<tr>
<td>Melody Teten, RD</td>
<td>Syracuse Good Samaritan</td>
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<tr>
<td>Debra Timmerman</td>
<td>Waverly Care Center</td>
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<tr>
<td>Edith Zumwalt, MS, RD</td>
<td>Lincoln Public School</td>
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### FORD (ASEP) AUTOMOTIVE STUDENT EDUCATIONAL TRAINING PROGRAM

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<td>Chad Bolling</td>
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<td>Chris Brislit</td>
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<td>Bev Burgess</td>
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<td>Menno Classen</td>
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<td>Humlin's Ford</td>
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<td>Mac Dehart</td>
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### GENERAL MOTORS (ASEP) AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM

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### GRAPHIC DESIGN

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<td>Reynold Peterson</td>
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<td>Tim Regeit</td>
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### HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

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<td>Kim Cafferty</td>
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<td>Tom Chapman</td>
<td>Bryant Air Conditioning, Heating &amp; Cooling</td>
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<tr>
<td>Jack Clagg</td>
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<td>Ron Hanway</td>
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<td>Tom Hardesty</td>
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<tr>
<td>Doug Kriefels</td>
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### HUMAN SERVICES

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<td>Larry Fesbeck</td>
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<td>Randy Dvorak</td>
<td>St Paul Equipment</td>
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<td>Doug Dorman</td>
<td>Ellsworth Implement</td>
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### JOHN DEERE AG PARTS

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<td>Tom Bashow</td>
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<td>Tim Bonous</td>
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<td>Todd Case</td>
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<td>Michael Christopher</td>
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<td>Chris Cole</td>
<td>Smith County Implement</td>
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<td>Eric Everingham</td>
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<td>Dick Kriz</td>
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<td>Troy Lorenzen</td>
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<td>Greg McGinn</td>
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<td>Doug Schmid</td>
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<td>Gregg Smith</td>
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### LABORATORY SCIENCE TECHNOLOGY

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<tbody>
<tr>
<td>Larry Arnold</td>
<td>National Soil Survey Lab</td>
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<tr>
<td>Charlie Focht</td>
<td>Nebraska Department of Agriculture Lab</td>
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<tr>
<td>Lori Guenter</td>
<td>Novoartis Consumer Health</td>
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<tr>
<td>Dr. Clague Hodgson</td>
<td>Nature Technology Corp</td>
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<tr>
<td>Kelly Johnson</td>
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<td>Thomas C. Johnson</td>
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<td>Patty Jones</td>
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<td>Eric Lee</td>
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<td>Lynda Marshall-Stiffling</td>
<td>LICOR, Inc.</td>
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<tr>
<td>Reuben Rieke</td>
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### LAND SURVEYING/CIVIL ENGINEERING TECHNOLOGY

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<td>Tom Catlett</td>
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<td>Will Clark</td>
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<td>Steve Cobb</td>
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<td>Bob Lewis</td>
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<td>John Meng-Frecker</td>
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<td>Jeffery Serfin</td>
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### MEDICAL ASSISTING

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<tr>
<td>Kris Brandl</td>
<td>Arthritis Center of Nebraska</td>
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<tr>
<td>Michelle Dixon</td>
<td>BryanLGH Medical Center</td>
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<td>Christa Engel</td>
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<td>Mary Beth Mika</td>
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<td>Sherri Martin, CMA, PLRT</td>
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### MEDICAL LABORATORY TECHNOLOGY

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<td>Maggie Horak</td>
<td>Saint Elizabeth Regional Medical Center</td>
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<td>Sandy King</td>
<td>Pediatrics, P.C.</td>
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<td>Karen Maldives</td>
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<td>Cindy McGill</td>
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SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

Linda Papik, Crete Area Medical Center
Judy Hyslop, Columbus Community Hospital
Teresa Schroeder, Memorial Health Care Systems
Aina I. Sileniekis, MD, Pathology Medical Services, P.C.
Carla Snyder, Community Blood Bank
Donna Sluka-Smith, Saint Mary’s Hospital
Marcia Vasek, Community Member

MICROCOMPUTER TECHNOLOGY
Mark Bartles , The Gallup Organization
Dan Brown, Nebraska Online
Edmund Bruening, Bizco Technologies
Dennis Guidi, Altel
Dan Delzell, Foundation for Educational Funding
Don Doucet, Experti
Russ Gennzer, Americus Life Insurance Corporation
Ed Geise, Duncan Aviation
Dave Graft, Information Technology, Inc.
Dale Hermsen, State of Nebraska, Information Management Services
Cohen Hoppes, Time Warner Cable
Ed Jondle, Sandhills Publishing
Kirk Langer, Lincoln Public Schools
David Manning, Lincoln Electric System
Larry McClellan, TAG/Por Systems Company
Paul Menter, Information Services, Computing, UNL
Rob Nicklaus, Digital IMS
Kathy Timmins, Software Technology
Jeremy White, TAG/Por Systems Company

MOTORCYCLE, ATV, & PERSONAL WATERCRAFT TECHNOLOGY
Bill Brandl, Brandl Cycle
Ken Fraley, Avenue Cycle
Gene Gard, Breeze Cycle
Lance Goodwill, Frontier Harley-Davidson/Buell
Gary Gibbs, Parts Unlimited
Mark Hadeen, Tim O’Neill Motor Sports
Rod Hanquist, Hanquist Service
Randy Henderson, Curry Brothers
Wayne Krumpas, Rod’s Outdoor Power
Matt Mackie, Dillion Bros Harley Davidson
Richard Matson, BMW Motorcycles of Omaha
Cory Mausbach, Tim O’Neill Motor Sports
Todd McMeekin, Lincoln Cycle & ATV
Trevor Nebesniak, Saur City Motors
Mark Robertson, Robertson Cycle
Sam Wittstruck, Lincoln Cycle & ATV
John Zahler, ZJ Motorcycle Repair

NONDESTRUCTIVE TESTING TECHNOLOGY
Curt Akeson, Capital Contractors
Jerry Beasley, Omaha Public Power District
Bryce Boe, G.E. Energy
Rick Braun, Duncan Aviation
Neil Breslow, Radiant Industries NDT
Matt Conaway, Cessna Aircraft Company
Tony Fiorena, BMW Motorcycles of Omaha
Donna Sluka-Smith, Exmark Manufacturing Co.
Todd Guenther, Southern Technical Services
Kirk Henning, Longview Inspection
Jeff Hilliker, Columbus Trucking
Donald Kising, US Army Defense Ammunition
Nathan Maruthamuthu, EPRl
Dennis Mckinlay, Longview Inspection
Joseph Michel, Hamilton Sandbord
Glenn Miller, General Dynamics
Bob Saathoff, Cessna Aircraft Company
Michael Wechsler, Conam Inspection
Michael Wedemeyer, Fisher Controls International

PARTS MARKETING & MANAGEMENT
Bo Boone,Advance Auto Parts
Michael Brabc, Sid Dillon Olds
Lynn Baller, Wick’s Landmark Trucks
Todd Cernin, Diers Ford Lincoln Mercury
Dennis Christensen, Russwood Chrysler
Mark Cleary, O’Reilly Auto Parts
Ted Davison, OneColor Install & Supply
Bob Davis, DuTeau Chevrolet
Larry Doehling, Napa Auto Parts
Robert Dunn, Midland Equipment
Terry Gilbert, Smith Auto
Timothy Jensen, Vermeer Equipment
Tony Johannsen, Friessen Chevrolet
Red Shaw, Red Paint
Ashley Krause, H & H Chevrolet
Joseph Pittz, Fairbanks International
Brent Roth, A Street Auto Parts
Lincoln Schindler, Gra-Gar, Inc.
Sherrill Stock, Russwood Chrysler
Barry Stutzman, Nebraska Machinery Company
John Swanson, Kearney Implement

PROFESSIONAL TRUCK DRIVER TRAINING
David Billings, Nebraska Department of Motor Vehicles
Dennis Gregory, Watkins Motor Lines
Nancy Harris, Shaffer Trucking Association
Stan Harvey, Shaffer Trucking
Larry Johnson, Nebraska Trucking Association
Bill Linton, Nebraska State Patrol
Ken Mach, Nebraska Department of Motor Vehicles
Ron Ostergard, Shaffer Trucking
Donnie Robertus, U.S. Xpress
Ben Rogers, Nationwide Transportation
Stuart Schneider, Keim TS
Bruce Slaven, Keim TS
Noel Stanley, Crete Carrier

RADIOLOGIC TECHNOLOGY
Laurie Baack, Seward Memorial Hospital
LeAnne Brodersen, Faith Regional Health Services
Michael DeWald, MD, Advanced Medical Imaging
Laurie Eacker, Bryan/LGH Medical Center
Christi Grubb, Bryan/LGH Medical Center
Sharon Harms, Bryan/LGH Medical Center
Michael Hopkins, St. Elizabeth Regional Medical Center
Karen Knobel, Community Member
Larry Kohlmeier, St. Elizabeth Regional Medical Center
Connie Lyon, Community Member
Amy Senerad, St. Elizabeth Regional Medical Center
Donald Smith, Bryan/LGH Medical Center

RESPIRATORY CARE
Deb Bailey, BN , Bryan/LGH Medical Center
William Chisten, RRT , The Ambassador-Omaha
Julie Fuller, RRT , St. Elizabeth Regional Medical Center
Dean Gleason, RRT , Bryan/LGH Medical Center
Jeff Gonzalez, RRT , Nebraska Heart Institute Hospital
Jason Grubag, CRT , Alumni
Jane McReynolds, CRT , St. Elizabeth Regional Medical Center
Nancy Nathenson, RRT , Madonna Rehabilitation Hospital
Lillian O’Neill, RRT , Bryan/LGH Medical Center
Jim Pelton, RRT , Madonna Rehabilitation Hospital
Jason Rathbun, RRT , Bryan/LGH Medical Center
Karen Riva, RRT, RN , St. Francis Medical Center
John Rudersdorf, MD, Nebraska Pulmonary Specialties
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