



# Southwest community college



## 2003 - 2004 SWC College Catalog

BEATRICE | LINCOLN | MILFORD



*no limits*  
EDUCATION



Vocational Education    Continuing Education  
Academic Education    Technical Education

2003 - 2004 SWC Catalog

BEATRICE | LINCOLN | MILFORD

## TABLE OF CONTENTS

|                                |     |
|--------------------------------|-----|
| Introduction                   |     |
| Ch 1 Enrollment                | 7   |
| Ch 2 Financial Planning        | 9   |
| Tuition and Fees/Housing Chart | 12  |
| Ch 3 Policies                  | 13  |
| Ch 4 Student Services          | 23  |
| Ch 5 Continuing Education      | 32  |
| Ch 6 Distance Education        | 35  |
| Ch 7 SCC Programs of Study     | 37  |
| Ch 8 Course Descriptions       | 96  |
| Ch 9 Personnel                 | 151 |
| INDEX                          | 165 |

## PHONE NUMBERS

|  |                           |
|--|---------------------------|
| <b>Admissions</b>                                  |                           |
| Beatrice   | ext. 214                  |
| Lincoln  | 437-2600                  |
| Milford  | ext. 8243                 |
| <b>Alumni</b>                                      |                           |
| Beatrice   | ext. 216                  |
| Lincoln  | 437-2622                  |
| Milford  | ext. 8242                 |
| <b>Athletics (Intercollegiate)</b>                 |                           |
| Beatrice   | ext. 232                  |
| <b>Bookstore</b>                                   |                           |
| Beatrice   | ext. 267                  |
| Lincoln  | 437-2560                  |
| Milford  | ext. 8214                 |
| <b>Business Office/Cashier</b>                     |                           |
| Beatrice   | ext. 203                  |
| Lincoln  | 437-2669                  |
| Milford  | ext. 8246                 |
| <b>Campus Tours</b>                                |                           |
| Beatrice   | ext. 252                  |
| Lincoln  | 437-2600                  |
| Milford  | ext. 8243                 |
| <b>Career Advising</b>                             |                           |
| Beatrice   | ext. 242                  |
| Lincoln  | 437-2620                  |
| Milford  | ext. 8202                 |
| <b>Cashier (Tuition)</b>                           |                           |
| Beatrice   | ext. 203                  |
| Lincoln  | 437-2669                  |
| Milford  | ext. 8230/8246            |
| <b>Continuing Education</b>                        |                           |
| Beatrice   | ext. 244                  |
| Lincoln  | 1-800-828-0072 • 437-2700 |
| <b>Financial Aid</b>                               |                           |
| Beatrice   | ext. 212                  |
| Lincoln  | 437-2610                  |
| Milford  | ext. 8250                 |
| <b>GED Classes</b>                                 |                           |
| Beatrice   | ext. 345                  |
| Lincoln  | 437-2717                  |
| Milford  | ext. 8202                 |
| <b>Graduate Placement Office</b>                   |                           |
| Beatrice   | ext. 216                  |
| Lincoln  | 437-2622                  |
| Milford  | ext. 8242                 |
| <b>Housing</b>                                     |                           |
| Beatrice   | ext. 290                  |
| Milford  | ext. 7398                 |
| <b>LRC Learning Resource Center</b>                |                           |
| Beatrice   | ext. 224                  |
| Lincoln  | 437-2585                  |
| Milford  | ext. 8245                 |
| <b>Parents of All Ages Program POAA</b>            |                           |
| Beatrice   | ext. 350                  |
| <b>Registration/Records</b>                        |                           |
| Beatrice   | ext. 213                  |
| Lincoln  | 437-2605                  |
| Milford  | ext. 8222                 |
| <b>Student Activities</b>                          |                           |
| Beatrice   | ext. 353                  |
| Lincoln  | 437-2630                  |
| Milford  | ext. 8227                 |
| <b>Student Retention/Multicultural Recruitment</b> |                           |
| Beatrice   | ext. 351                  |
| Lincoln  | 437-2660/2678             |
| Milford  | ext. 8243                 |
| <b>Student Services</b>                            |                           |
| Beatrice   | ext. 210                  |
| Lincoln  | 437-2615                  |
| Milford  | ext. 8243                 |
| <b>Testing/Assessment Center</b>                   |                           |
| Beatrice   | ext. 242                  |
| Lincoln  | 437-2715                  |
| Milford  | ext. 8202                 |
| <b>TRIO Student Support Services</b>               |                           |
| Beatrice   | ext. 361                  |
| Lincoln  | 437-2766                  |
| Milford  | ext. 8235                 |
| <b>Dean of Student Services</b>                    |                           |
| Beatrice   | ext. 220                  |
| Lincoln  | 437-2619                  |
| Milford  | ext. 8270                 |

## BEATRICE CAMPUS

4771 West Scott Road • Beatrice, NE 68310-7042  
Phone: 402-228-3468 • 1-800-233-5027 • FAX: 402-228-2218

SCC-BEATRICE SEMESTER CALENDAR • JULY 1, 2003 - JUNE 30, 2004

### Fall 2003:

|                                       |           |
|---------------------------------------|-----------|
| Semester begins                       | Aug 25    |
| Labor Day holiday - College closed    | Sep 1     |
| Thanksgiving holiday - College closed | Nov 26-28 |
| Semester ends                         | Dec 17    |

### Spring 2004:

|  |           |
|--|-----------|
| Semester begins  | Jan 7     |
| Martin Luther Day - College closed   | Jan 19    |
| Deadline for high school seniors applying for SCC Educational Foundation Scholarship | Mar 1     |
| Spring Break   | Mar 15-19 |
| Semester ends  | May 4     |

### Summer sessions:

|                                       |        |
|---------------------------------------|--------|
| 3-week & LPN summer begins            | May 21 |
| Ag summer begins                      | May 27 |
| Memorial Day Holiday - College closed | May 31 |
| 3-week summer ends                    | Jun 11 |
| Summer session begins                 | Jun 14 |

## LINCOLN CAMPUS

8800 O Street • Lincoln, NE 68520-1299

Phone: 402-471-3333 • 1-800-642-4075 • FAX: 402-437-2404 • Deaf TDD: 402-437-2702

## MILFORD CAMPUS

600 State Street • Milford, NE 68405-8498

Phone: 402-761-2131 • 1-800-933-7223 • FAX: 402-761-2324

SCC-LINCOLN & MILFORD QUARTER CALENDAR • JULY 1, 2003 - JUNE 30, 2004

### Summer 2003:

|                                    |        |
|------------------------------------|--------|
| Quarter begins                     | Jul 14 |
| Labor Day holiday - College closed | Sep 1  |
| Quarter ends                       | Sep 23 |

### Fall 2003:

|                                       |           |
|---------------------------------------|-----------|
| Quarter begins                        | Oct 6     |
| Thanksgiving holiday - College closed | Nov 27-28 |
| Quarter ends                          | Dec 17    |

### Winter 2004:

|  |        |
|--|--------|
| Quarter begins   | Jan 7  |
| Martin Luther Day - College closed   | Jan 19 |
| Deadline for high school seniors applying for SCC Educational Foundation Scholarship | Mar 1  |
| Quarter ends   | Mar 18 |

### Spring 2004:

|                                       |        |
|---------------------------------------|--------|
| Quarter begins                        | Mar 30 |
| Memorial Day Holiday - College closed | May 31 |
| Quarter ends                          | Jun 9  |

A limited number of instructional programs operate under a special calendar that is slightly modified from the quarter and/or semester calendar. Some instructional programs operate under "open-entry, open-exit" enrollment. See inside the back cover for starting terms and length of program.



### SCC-Area Office

1111 O Street • Suite 111, Lincoln, NE 68508-3614  
FAX: 402-323-3420 • Phone: 402-323-3400

### Lincoln Energy Square Location (ESQ)

1111 O Street • Suite 100, Lincoln, NE 68508-3614  
FAX: 402-323-3453 • Phone: 402-323-3440

|                                     |          |
|-------------------------------------|----------|
| President                           | 323-3415 |
| Administrative Services             | 323-3414 |
| Affirmative Action/Equity/Diversity | 323-3412 |
| Educational Foundation              | 323-3400 |
| Human Resources                     | 323-3408 |
| Public Information                  | 323-3401 |
| Publications                        | 323-3402 |
| Resource Development                | 323-3410 |
| Staff Development                   | 323-3409 |

# Introduction

## WELCOME TO SOUTHEAST COMMUNITY COLLEGE!

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

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

We hope you will use this catalog to learn about the quality educational opportunities offered at our campuses located in Beatrice, Lincoln and Milford. You will also read about the excellent continuing education classes offered at the campuses and 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 we continue 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 work force 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



## 2002-2003 BOARD OF GOVERNORS



Helen E. Griffin,  
Chair  
Lincoln, Nebraska



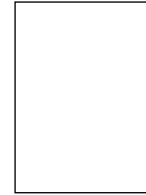
Ruth M. Johnson,  
Vice Chair  
Lincoln, Nebraska



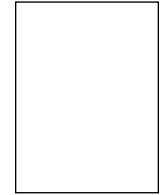
Lynn Schluckebier,  
Secretary  
Seward, Nebraska



Gene Watermeier,  
Treasurer  
Unadilla, Nebraska



Jacki Allensworth  
Lincoln, Nebraska



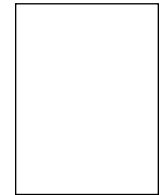
Darryl Baker  
Beatrice, Nebraska



Robert J. Feit  
Beatrice, Nebraska



Ed C. Heiden  
Sterling, Nebraska



Doug Merryman  
Geneva, Nebraska



Richard O. Scott  
Lincoln, Nebraska



Nancy A. Seim  
Lincoln, Nebraska



Bill Beltz, Faculty  
Milford, Nebraska

## THE 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

## COLLEGE ADMINISTRATION

**Dr. Jack J. Huck**, President

**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.

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, 1111 O Street, Suite 111, Lincoln, NE 68508, 402-323-3412, FAX 402-323-3420, or jsoto@southeast.edu via E-mail.

**LOCATION**

The College includes three campuses and more than 20 off-campus sites in 15 counties. Our Beatrice campus is located in a city of 12,500 and our Milford campus is at home in a community of 2,000. Our Lincoln campus is located in the capital city of 225,000. 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 in downtown Lincoln at Energy Square, 1111 “O” Street, Suite 111. This SCC System Office provides the central coordination for the College, serving as the administrative unit for the SCC campuses and 15-county service area.

**ACCREDITATION**

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

**ENROLLMENT**

The College enrolls approximately 14,814 full-time and part-time credit students on its three campuses. Another 13,156 students take advantage of non-credit courses annually.

**CALENDARS**

SCC-Lincoln and SCC-Milford operate on a quarter calendar system with terms that start in January, March, July and October. The SCC-Lincoln three-week summer session begins in June and the five-week summer term starts in July.

SCC-Beatrice uses a semester calendar system. The fall semester begins in August and the spring semester in January. A six-week summer session begins in June.

**TECHNICAL & CAREER EDUCATION**

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

**ACADEMIC TRANSFER EDUCATION**

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

**AWARDS**

SCC awards the following to students who successfully complete a required program of study:

- Associate of Applied Science Degree
- Associate of Arts Degree
- Associate of Science Degree
- Certificate
- Diploma

**CONTINUING EDUCATION**

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

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

**DISTANCE EDUCATION**

SCC makes education more accessible and convenient by offering off-campus educational opportunities. Students of any age can earn college credit by successfully completing on-line courses or by viewing videotaped courses and taking tests or labs on SCC campuses. Individuals can also participate in SCC classes through a satellite downlink site originating from an SCC campus or attending a class in one of more than 52 off-campus sites. The SCC on-line schedule now includes all course work for an Associate of Applied Science in Business Administration, and the College plans more degree programs for the future. Credits earned by distance education are transferable to SCC and other colleges.

**STUDENT ACTIVITIES**

Each campus offers students opportunities to build leadership skills and friendships in organizations such as Student Senate and Phi Theta Kappa, the national community college scholastic honor society. Students may also participate in career-specific groups, such as the Licensed Practical Nurses Association of Nebraska, the Social Science Club and student chapters of such organizations as the Society of Manufacturing Engineers.

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

Each campus offers intramural sports and wellness centers where students can use exercise equipment 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, prices, etc. to assist students with their living arrangements.

**PLACEMENT**

90%-100% 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 masters degrees in their teaching fields. Some instructors have earned doctorates or have completed hours toward their doctoral degrees. Technical instructors have both formal and vocational education.

**SERVICES**

SCC provides students with a wide variety of services, such as academic advising, financial aid, tutoring, and TRIO Student Support Services. 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 & AGRICULTURE CENTER

4771 W. SCOTT ROAD, BEATRICE, NE 68310-7042

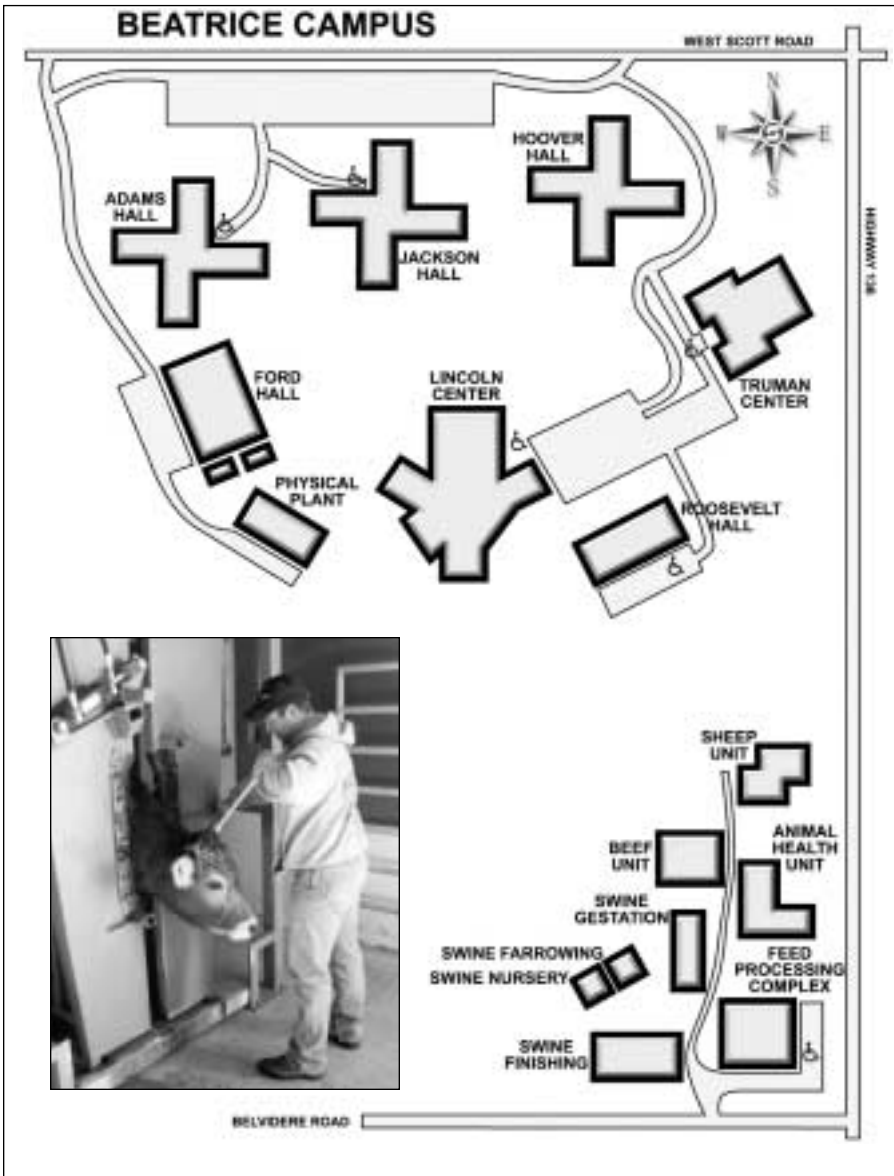
SCC-Beatrice Campus is located on 640 acres at the west edge of Beatrice, Nebraska. The Agriculture Center, a model land and animal laboratory for the Agriculture Business and Management program, is located one mile south of the main campus.

For a tour of the SCC-Beatrice Campus: 1-800-233-5027, ext. 252 or access the College web site: [www.southeast.edu](http://www.southeast.edu)



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

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



**Adams Hall:** One-Stop Shop Family Resource Center, Lecture Hall;

Classrooms for: Nursing

**Agriculture Center:** Land and animal laboratory

**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 Occupations, Distance Learning, Journalism, Office Technology, Photography.

**Lincoln Center:** Administration, Admissions, Advising, Athletics, Bookstore, Cashier, Computer Lab, Continuing Education, Financial Aid, Learning Resource Center, Placement, Registration, Retention, Student Center, Snack Bar, Student Services, TRIO Student Support Services.

Classrooms for: Languages, Life Sciences, Math/Physics, Social Sciences

**Roosevelt Hall:** Residence Hall

**Truman Center:** Gymnasium, Theatre, Wellness Center;

Classrooms for: Art, Theatre, Speech, Music



# SCC-MILFORD CAMPUS

600 STATE STREET, MILFORD, NE 68405-8498



*SCC-Milford enjoys a 62-year history as Nebraska's premier technical college 1941 - 2003.*

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

For a tour of the SCC-Milford Campus: 1-800-933-7223, ext. 8243 or access the College web site: [www.southeast.edu](http://www.southeast.edu)

**Cornhusker Hall:** - Residence Hall

**ETC - Eicher Technical Center:** Admissions, Business Office, Cashier, Computer Lab, Campus Administration, Financial Aid, Learning Resource Center, Registration, Retention, Student Lounge, Student Services, TRIO Student Support Services

Classrooms for: Architectural-Engineering Technology; Auto Collision Repair Technology; Automotive Technology; Building Construction Technology; Computer Programming Technology; DaimlerChrysler (CAP) College Automotive Program; Deere Construction and Forestry Equipment Tech; Diesel Technology-Farm; Diesel Technology-Truck; Electrical & Electromechanical Technology; Electronic Engineering Technology; Ford (ASSET) - Automotive Student Service Educational Training; General Motors (ASEP) - Automotive Service Education Program; Graphic Design; John Deere Ag Parts; John Deere Ag Tech; Land Surveying /Civil Engineering Technology; Machine Tool Technology; Nondestructive Testing Technology; Parts Marketing & Management; and Welding Technology

**G. Alan Dunlap Center:** Cafeteria, Bookstore, Conference Rooms

**HVAC:** Classrooms for: Heating, Ventilation, Air Conditioning, and Refrigeration Technology

**ITC:** Industry Training Center

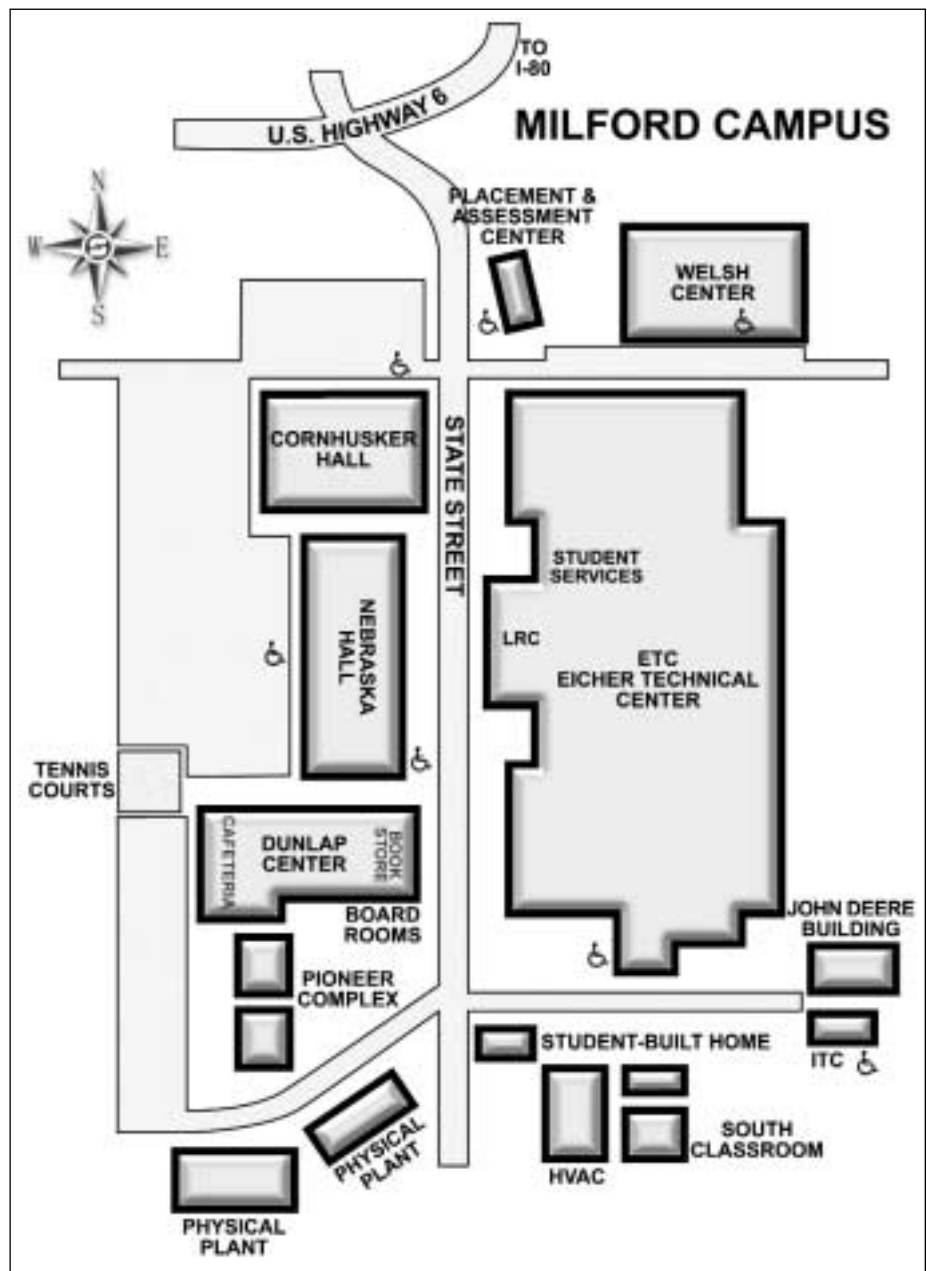
**John Deere Building:** Classrooms for: Deere Construction and Forestry Equipment Tech; John Deere Ag Parts, John Deere Ag Tech

**Lowell A. Welsh Center:** Legacy Room, Gymnasium, Heritage Room, Student Center

**Nebraska Hall:** Residence Hall

**Pioneer Complex:** Residence Hall

**Placement & Assessment Center:** Assessment, Career Advising, Placement



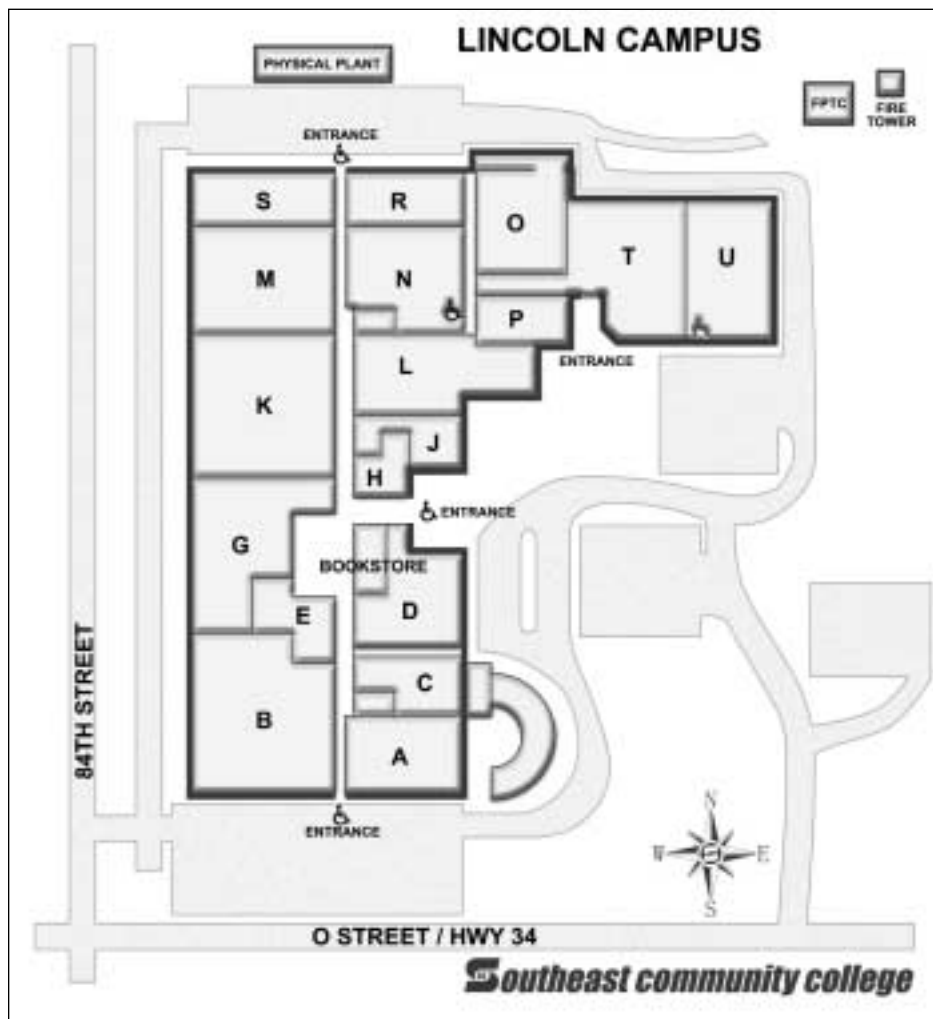
**SCC-LINCOLN CAMPUS**  
**8800 O STREET, LINCOLN, NE 68520**



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

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

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



- A** - Classrooms for: Laboratory Science, Early Childhood Education, General Studies
- B** - Classrooms for: Dental Assisting, Medical Assisting, Medical Laboratory Technology, Practical Nursing, Radiologic Technology, Respiratory Care, Surgical Technology
- C** - Child Development Center
- D** - Bookstore; Classrooms for: Associate Degree Nursing, Early Childhood Education
- E** - Admissions, Cashier, Financial Aid, Registration and Records, Student Services; Classrooms for: Food Service/Hospitality
- F** - Campus Administration
- FPTC** - Fire Protection Training Center; Classrooms for: Fire Protection Technology
- G** - Cafeteria, Shipping/Receiving; Classrooms for: Visual Publications
- H** - Media Production, Placement Office
- J** - Continuing Education, Distance Learning
- K** - Classrooms for: Machine Tool Technology, Motorcycle, ATV, Personal Watercraft Technology, Welding Technology
- L** - ABE/GED, Advising, Assessment, Career Advising Center, Computer Lab, Learning Resource Center, Multi-Academic Center, Retention, TRIO Student Support Services
- M** - Classrooms for: Automotive Technology
- N** - Classrooms for: Computer Aided Drafting & Design Technology, Electronic Servicing & Electronic Engineering Technology
- NCEE** - (Located off-campus) Nebraska Center for Excellence in Electronics: 4740 Discovery Drive, Lincoln NE Classrooms for: Customized Training Services for business and industry
- O** - Student Activities, Gym, Student Center, Wellness Center
- P** - Student Activities Center
- R** - Classrooms for: Microcomputer Technology
- S** - Classrooms for: Professional Truck Driver Training
- T** - Classrooms for: Business Administration, Office Technology
- U** - Classrooms for: Academic Education, Continuing Education, Human Services, and a Multi-Purpose Room

SCC-Lincoln offers the Academic Transfer program as well as applied technology programs including: Associate Degree Nursing; Automotive Technology; Business Administration; Computer Aided Drafting & Design Technology; Dental Assisting; Early Childhood Education; Electronic Servicing & Electronic Engineering Technology; Laboratory Science Technology; Fire Protection Technology; Food Service/Hospitality; Human Services; Machine Tool Technology; Medical Assisting; Medical Laboratory Technology; Microcomputer Technology; Motorcycle, ATV, Personal Watercraft Technology; Nebraska Law Enforcement; Office Technology; Practical Nursing; Professional Truck Driver Training; Radiologic Technology; Respiratory Care; Surgical Technology; Visual Publications; and Welding Technology.

# SCC-LINCOLN CAMPUS - ENERGY SQUARE LOCATION

## 1111 O STREET, LINCOLN, NE 68508-3614

The Lincoln Campus has a **downtown location** on the first floor of the Energy Square Building. This location also houses the Area Administration of Southeast Community College.

The downtown location offers Academic Transfer classes; Adult Basic Education ABE/GED/ESL classes; Customized Training Services for Business & Industry; Computer classes; and a Distance Learning classroom.



*SCC-Lincoln ESQ location offers convenience at 1111 O Street.*

**Suite 100:** Academic Transfer Office; Lincoln Campus-Energy Square Office, Information

**Suite 111:** Area Office, SCC Board Room

**Rooms 102, 104-110, 112C, 112F:** Classrooms for: Accounting, Art, Chemistry, Computer, Criminal Justice, Economics, English, Geology, Geography, Math, Medical Terminology, Music, Philosophy, Political Science, Psychology, Sociology, Speech, Spanish

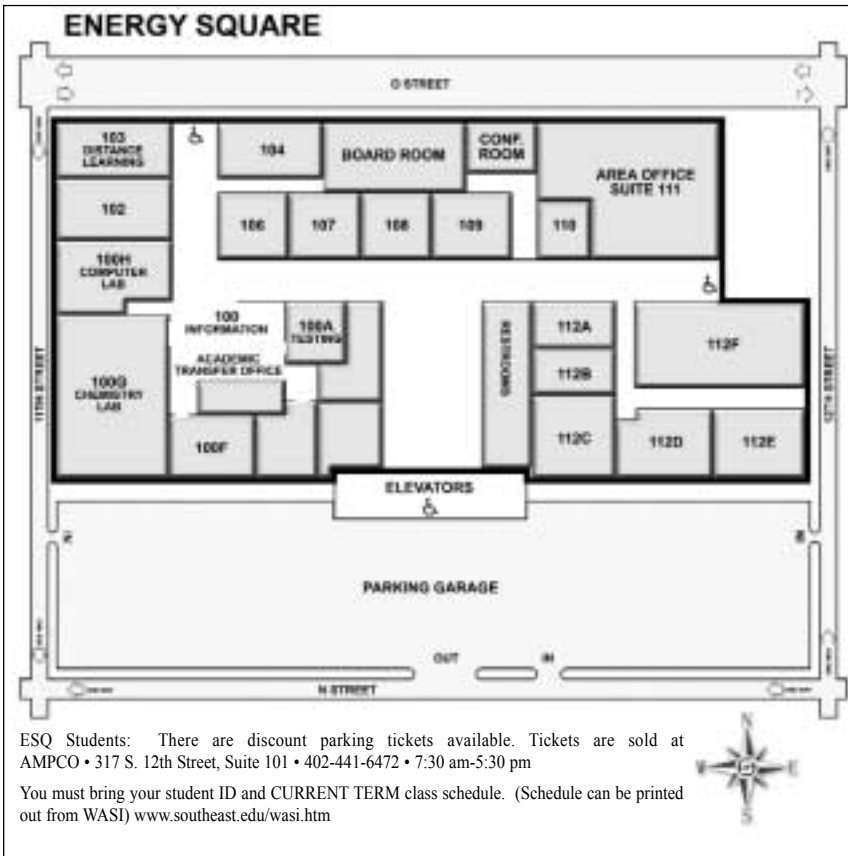
**Room 103:** Distance Learning

**Room 104:** ABE/GED

**Rooms 112A:** Video Conference Room, TRIO

**Room 112B:** Workforce Development

**Room 112E:** Customized Training for Business & Industry



**NCEE - (Located off-campus) Nebraska Center for Excellence in Electronics:** 4740 Discovery Drive, Lincoln NE. Classrooms for: Customized Training Services for business and industry





# Chapter 1 - Enrollment

## ENROLLMENT

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

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

## ADMISSION REQUIREMENTS

All students who are accepted for admission to a program of study must demonstrate the ability to benefit by having graduated from an accredited or approved high school or college, or having completed the requirements for a GED certificate. Transcript requirements may be waived under certain circumstances. Contact the College Admissions Office for more information.

Any person 16 years of age or older who is not enrolled in a regular secondary school program is eligible to enroll in Southeast Community College classes provided they meet any stated class prerequisites. High school students in good standing may enroll in eligible 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, certified copy of driving record, etc. All special requirements for admission are outlined in the individual program brochures or by the campus Admissions Office.

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

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

## APPLICATION FOR ADMISSION

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

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

## STEPS FOR ADMISSION TO PROGRAMS OF STUDY

1. Complete and submit an application form.
2. Request a copy of your high school or GED transcript be sent directly to the College Admissions Office at the appropriate campus. High school or GED transcripts are not required if a student has completed and submitted an official transcript for an Associates or Bachelor's degree.
3. Request copies of official transcripts from all postsecondary institutions be sent directly from the institution to the College Admissions Office at the appropriate campus.
4. All students entering SCC programs must complete a basic skills assessment by at least one of the following:
  - a. Appropriate ACT scores in each of the areas of language, reading, and math as required by specific program.
  - b. Three hours or more of transfer credit from an accredited postsecondary institution with a grade of "C" or better in each of the areas of English, math, and a course which indicates reading ability, i.e. social studies, psychology.
  - c. COMPASS/ASSET placement scores as required by specific program. (First COMPASS/ASSET basic skills assessment is available at each campus location free of charge. \$15 charge for retests.)

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

5. Submit any additional information required for your chosen program.
6. You will be notified as soon as possible about your admissions status.

## READMISSION STEPS

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

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

## PRE-ADMISSION ADVISING AND TESTING

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

## NEBRASKA RESIDENCY REQUIREMENTS

To be eligible to register at resident tuition rates at Southeast Community College, Nebraska residency must be established according to the provisions of Nebraska revised statutes of 1980, Section 85-501 and 85-502.

An individual will qualify as a resident of the state of Nebraska for tuition purposes at Southeast Community College if the standards set forth in any one of the following nine (9) 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.
9. International students who are attending Southeast Community College on a student visa ARE NOT eligible to be classified as a Nebraska resident.

## ENROLLMENT

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 or semester for which the tuition fee was charged. Residency application forms, as well as further information regarding residency classification, are available from each campus Student Services Office. It is the student's responsibility to initiate a change for residency status.

### ADVANCED STANDING

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

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

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

### INTERNATIONAL STUDENTS

The following requirements apply 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 500 or higher if paper based, or 173 if computer based. Scores must be sent directly to the College by using institutional code 6795.
4. Signed Financial Resource Statement showing resources sufficient to cover course of study and transportation expenses to and from the home country.

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

### UNDECLARED STUDENTS

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

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

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, any required signatures, etc. Students who are declared in a program of study are allowed to register before general registration.

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

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

After registering, payment of tuition and fees must be made to the campus Business Office within the established payment deadline. Failure to meet established payment deadlines will result in debt collection activity. The student is responsible for all unpaid balances. All balances must be paid before a student can register for courses on any SCC campus.

Students 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 slip) must report within five (5) days from the Registration and Records Office date on the drop/add slip. Failure to report will cause the instructor to void the registration. Once voided, the student cannot reenroll 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 semester or quarter (summer sessions, short courses, etc.)

### LICENSURE REQUIREMENTS

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

### DROP/ADD/WITHDRAWAL

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

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

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

**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 the student has extenuating circumstances. Personal problems such as illness, job change, moving out of town, etc., may be considered by individual instructors. Withdrawals will not be processed for nonattendance. Nonattendance after the deadline for dropping usually results in the student receiving an unsatisfactory grade, "U".

**Adding Courses After Initial Registration** - To add a course or courses, students must complete an official drop/add form and submit it to the Registration and Records Office. Courses added after the beginning of the term or added must have individual instructor approval. Courses added after the drop and add deadline must have the instructor and Division Dean approval. These approvals are required before the form is submitted to the Registration and Records Office. Some classes are taught on an individualized basis and offer continuous enrollment if space is available. These classes may be added at any time.

# Chapter 2 - Financial Planning

## FINANCIAL PLANNING

*The cost of a quality education at Southeast Community College is very affordable.*

*However to determine if you will need assistance, please visit with our financial aid staff. Loans, scholarships, grants and work study programs are all available to qualified persons. Remember, the key to obtaining financial assistance is to apply early.*

- **Financial Aid Programs**
- **Scholarships**
- **Other Sources of Assistance**
- **Applying for Financial Aid**
- **Award of Financial Aid**
- **Student Grants**
- **Student Loans**
- **Satisfactory Progress**
- **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**
- **Official Withdrawals**
- **Unofficial Withdrawals**
- **Cafeteria / Residence Halls Contract Refund Policy**
- **Payment Policy**
- **Debts**
- **FACTS Monthly Payment Plan**
- **Other Charges**
- **2003 - 2004 Tuition and Fees / Housing Fees**

## FINANCIAL AID PROGRAMS

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

### **SOUTHEAST COMMUNITY COLLEGE PARTICIPATES IN THE FOLLOWING FINANCIAL AID PROGRAMS**

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Scholarship Assistance Program (SAP)
- State Scholarship Award Program (SSAP)
- SCC Tuition Grants
- Federal Work-Study
- Federal Stafford Student Loan Programs (Subsidized and Unsubsidized)
- Federal Parent Loan for Undergraduate Students (FPLUS)

### • **Federal Pell Grant**

Federal Pell Grants are funds to assist undergraduates with the cost of their education. Unlike loans, grants are not repaid. Eligibility for a Federal Pell Grant is determined by a federal formula which is revised and approved every year by Congress. The formula produces an Expected Family Contribution number (EFC). A Student Aid Report (SAR) contains this number and reports eligibility. The EFC is used to determine eligibility for all federal and need-based financial aid. The information contained in the SAR will be downloaded electronically to the school(s) you specify.

The Federal Pell Grant requires a student (who has not already earned a bachelor's degree) to be enrolled in an eligible certificate, diploma or degree program at SCC. The amount of the grant depends on the Expected Family Contribution (EFC), the cost of education, enrollment status and the number of terms attended during the academic year. Notification of award is made on the student's award letter from SCC.

### • **Federal Supplemental Educational Opportunity Grant (Federal SEOG)**

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

### • **Scholarship Assistance Program (SAP) - State Funds**

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

### • **State Scholarship Award Program (SSAP) - State Funds**

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

### • **SCC Tuition Grant (TGA)**

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

### • **Federal Work-Study Program (FWS)**

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

### • **Federal Stafford Loan**

The Federal Stafford Loan program enables students to borrow from a bank, credit union or other participating lender. The loan amount is limited to the cost of education minus expected family contribution (EFC), and in some instances minus other financial aid the borrower is expected to receive for the loan period. Dependent first year students may borrow a maximum of \$2,625 per school year. Dependent second year

students may borrow a maximum of \$3,500 per school year (subject to other restrictions per federal regulations). Independent first year students may borrow a maximum of \$6,625 per school year. Independent second year students may have a loan limit of \$7,500. New borrowers are not eligible for the first disbursement of Federal Stafford Loans until they have attended classes for 30 calendar days.

### • **Federal Parent Loan (PLUS)**

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

Federal PLUS loans cannot exceed the College's estimate of the cost of education minus other financial aid.

## SCHOLARSHIPS

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

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

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

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

## OTHER SOURCES OF ASSISTANCE

Financial aid for educational expenses is also available from the:

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

Contact the respective agency for information.

**APPLYING FOR FINANCIAL AID**

1. Complete an "Application for Admission" and submit it to the SCC Admissions Office. An "Application for Admission" can be obtained from the Admissions Office or you can fill out the form online from the SCC website's "Admissions" page.

*Note: Students must complete the admissions process, be accepted into a program of study leading to a diploma or degree, pay any required deposits, and enroll in courses that are a part of that program of study to be eligible for financial aid. 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. You can fill out the free form online by linking from the SCC website, Financial Aid Page, or go direct to www.fafsa.ed.gov on the Internet. You may also obtain a Free Application for Federal Student Aid (FAFSA) form from the campus Financial Aid Office or high school guidance office.

Fill it out carefully and completely and mail it as early as possible. **Important: It is very important to list the Title IV School Code for the SCC campus you wish to attend on the FAFSA form.**

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

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

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

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

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

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

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

Within three to four weeks, the U.S. Department of Education will send you a **Student Aid Report (SAR)**. When you receive your SAR, review it for accuracy. If (on the FAFSA) you indicated you wished to have the information sent to SCC, and listed the code for SCC, the processing center will also send the SAR information electronically to SCC. In some cases, SCC is required to verify the information you reported on the FAFSA. If your FAFSA is selected for verification, a letter will be sent (1) requesting copies of your, your parent's or spouse's income tax forms, as applicable, and the corresponding W-2s, and (2) the completion of a Verification Worksheet. If you have previously attended SCC, you must be in compliance with SCC's financial aid Satisfactory Academic Progress (SAP) policies, to be eligible for financial aid. This is a federal requirement.

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

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

4. If you would like to be considered for a Stafford student loan, you will need to submit a Loan Request Form as well as a completed Loan Application. Loan Request Forms are available from the SCC Financial Aid Office on your campus. Loan Applications are available from SCC or from your lending institution.

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

5. If you would like to apply for the Federal Work-Study program, complete and return a Work-Study Application form, available in the SCC Financial Aid Office.

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

6. If you would like to apply for a scholarship, complete and return a Scholarship Application, available in the Financial Aid Office. Available scholarships are posted on campus and in the Financial Aid Office. Applicants are judged on criteria specified by the scholarship donor. Please check the bulletin board for eligibility requirements and deadlines for the respective scholarships.

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

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

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

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

**AWARD OF FINANCIAL AID**

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

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

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

**STUDENT GRANTS**

Grants: Student grants may be awarded throughout the school year. There is no deadline for grant awards. Eligibility for the Federal Pell Grant is determined by federal regulations. Other grants (such as the Federal SEOG, SSAP and SAP grants) are awarded by SCC until the amount allocated to SCC is exhausted.

**STUDENT LOANS**

Loans: Applications for federal loans are available at each SCC campus Financial Aid Office and through participating lenders such as banks. This includes the Federal Stafford Loan and the Federal Parent Loan for Undergraduate Students, and alternative loans from outside agencies.

**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 check in six weeks. Checks are mailed directly to the student's home address.

**SATISFACTORY PROGRESS**

All students receiving federal financial aid and/or veterans' benefits are subject to certain policies regarding eligibility and satisfactory academic progress toward an educational goal. Failure to meet satisfactory progress could result in the student being placed on financial aid probation or suspension. Information on specific satisfactory progress policies and requirements is provided to all students who participate in federal financial aid and veterans' benefit programs.

**TITLE IV REFUND INFORMATION**

Students, including those receiving scholarships and federal financial aid, are eligible for 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 CANCELS any future loan disbursements, regardless of what point, during the term, the student ceased attending classes.

**EFFECTIVE JANUARY 1, 2000:**

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

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

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

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

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

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

**TUITION REFUND POLICY**

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

Students who discontinue their studies may receive a prorated refund of tuition. The amount of time the student attends as a % of the total course length will be the method of the computation. The drop date will be the date the student provides the College Registration and Records Office with an official written request to drop/withdraw. Telephone calls to the Registration and Records Office requesting to drop/withdraw from a class, or failure of the student to attend a class do not constitute an official drop/withdrawal. A student's failure to attend classes does not dismiss a student's responsibility to pay unpaid account balances owed to the College on courses not officially dropped. Official "Drop" forms are available at the campus Registration and Records Office.

Refund checks are issued to the student by mail by the College Business Office. If the student has an unpaid balance owed to the College the refund amount due will be first applied to the unpaid balance owed the College. If the amount of the refund owed the student is greater than the unpaid balance the student owes the College, a refund check for the amount of the difference will be mailed to the student by the College Business Office.

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

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

$$\frac{(\text{DROP DATE}) - (\text{COURSE START DATE})}{(\text{COURSE END DATE}) - (\text{COURSE START DATE})} = \% \text{ ELAPSED}$$

| Credit classes       |             |
|----------------------|-------------|
| % elapsed.....       | % of refund |
| 0.000 - 4.999.....   | 100         |
| 5.000 - 17.999.....  | 60          |
| 18.000 - 26.999..... | 40          |
| over 27.000.....     | 0           |

| Non-credit classes    |             |
|-----------------------|-------------|
| % elapsed .....       | % of refund |
| Day before .....      | 100         |
| 0.000 - 8.999 .....   | 80          |
| 9.000 - 17.999 .....  | 60          |
| 18.000 - 26.999 ..... | 40          |
| over 27.000 .....     | 0           |

**Program reservation fees are nonrefundable.** Student activity fees are refundable only if a student drops before the first day of class. Students who receive federal financial aid may be subject to further refund calculations; also, any refund due may need to be returned to a federal aid program. (See Return of Federal Financial Aid Funds (Title IV Refunds) Information.)

**OFFICIAL WITHDRAWALS**

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

**UNOFFICIAL WITHDRAWALS**

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

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

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

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

The amount of financial aid includes funds actually disbursed plus funds that had been authorized but not yet disbursed by the date the student withdrew. If the student withdraws prior to the Pell census date (the 10th day of the quarter or semester), 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 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 order specified by the law. This priority order is as follows:

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

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

**CAFETERIA / RESIDENCE HALLS CONTRACT REFUND POLICY**

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

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

**3. Residence hall refunds** for those who pay, enter and drop from College will follow the following refund schedule. During the first week (5 days) of the term, 80% will be refunded. During the second week (6 -10 days) 60% will be refunded. During the third and fourth week (11-20 days) 40% will be refunded. After the fourth week, there will be no refund. Residents moving out for reasons not stipulated in the housing contract terms or in the HALL handbook also forfeit their deposits.

**4. Cafeteria refunds** will follow a prorated schedule.

**PAYMENT POLICY**

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

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

**DEBTS**

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

## 2003 - 2004 TUITION AND FEES • HOUSING FEES

### TUITION AND FEES

Tuition and fees must be paid by the first day of class. The following tuition and fees rates are effective July 1, 2003-June 30, 2004:

#### GENERAL FEES - ALL CAMPUSES

|  |      |   |                                     |
|--|------|---|-------------------------------------|
| Graduation fee ( <i>nonrefundable</i> )..... | \$25 | <u>Lincoln and Milford<br/>QUARTER SYSTEM</u> | <u>Beatrice<br/>SEMESTER SYSTEM</u> |
|--|------|---|-------------------------------------|

#### TUITION - NEBRASKA RESIDENT

|   |         |  |         |
|---|---------|--|---------|
| All credit hours taken (per credit hour/per term) ..... | \$33.50 |  | \$50.25 |
|---|---------|--|---------|

#### TUITION - OUT-OF-STATE

|   |         |  |         |
|---|---------|--|---------|
| All credit hours taken (per credit hour/per term) ..... | \$40.50 |  | \$60.75 |
|---|---------|--|---------|

#### CAMPUS FEES

##### • BEATRICE CAMPUS

|  |  |  |      |
|--|--|--|------|
| Program Reservation fee (applied to tuition-nonrefundable) .....             |  |  | \$25 |
| <small>(Programs with limited enrollment require a reservation fee.)</small> |  |  |      |

##### Student fees (per semester)

|   |  |  |      |
|---|--|--|------|
| Registering for 20 or more credit hours ..... |  |  | \$50 |
|---|--|--|------|

|   |  |  |        |
|---|--|--|--------|
| Registering for fewer than 20 hours (per credit hour) ..... |  |  | \$2.50 |
|---|--|--|--------|

(Student Services Fee - \$1.50; Student Athletic Fee - \$1.00)

##### • LINCOLN & MILFORD CAMPUSES

|  |       |  |  |
|--|-------|--|--|
| Lincoln Program Reservation fee (applied to tuition - nonrefundable) .....   | \$ 25 |  |  |
| <small>(Programs with limited enrollment require a reservation fee.)</small> |       |  |  |

|   |       |  |  |
|---|-------|--|--|
| Milford Program Reservation fee (applied to tuition - 75% refundable up to<br>30 days prior to program starting date. After that, nonrefundable.) ..... | \$100 |  |  |
| <small>(Programs with limited enrollment require a reservation fee.)</small>  |       |  |  |

##### Lincoln & Milford Student Services fee (per quarter)

|   |      |  |  |
|---|------|--|--|
| Registering for 20 or more credit hours ..... | \$20 |  |  |
|---|------|--|--|

|   |     |  |  |
|---|-----|--|--|
| Registering for less than 20 credit hours (per credit hour) ..... | \$1 |  |  |
|---|-----|--|--|

### HOUSING FEES

#### BEATRICE CAMPUS RESIDENCE HALL COSTS (*per semester - rates include internet access, cable TV, and phone service*) ..... **PER STUDENT**

|   |  |  |       |
|---|--|--|-------|
| Deposit (refundable damage/surety deposit)..... |  |  | \$100 |
|---|--|--|-------|

##### Roosevelt Hall\*

|                               |  |  |         |
|-------------------------------|--|--|---------|
| 2-4 per room-per student..... |  |  | \$1,234 |
|-------------------------------|--|--|---------|

##### Hoover Hall

|                              |  |  |         |
|------------------------------|--|--|---------|
| 2 per room-per student ..... |  |  | \$1,234 |
|------------------------------|--|--|---------|

|                              |  |  |       |
|------------------------------|--|--|-------|
| 3 per room-per student ..... |  |  | \$928 |
|------------------------------|--|--|-------|

##### Jackson Hall

|                              |  |  |         |
|------------------------------|--|--|---------|
| 1 per room-per student ..... |  |  | \$1,076 |
|------------------------------|--|--|---------|

|                              |  |  |       |
|------------------------------|--|--|-------|
| 2 per room-per student ..... |  |  | \$786 |
|------------------------------|--|--|-------|

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

|   |  |  |       |
|---|--|--|-------|
| Deposit (refundable damage/surety deposit)..... |  |  | \$100 |
|---|--|--|-------|

Combined (housing and board - cafeteria & residence hall)

##### Nebraska and Cornhusker Halls

|  |  |  |       |
|--|--|--|-------|
| 1 per room-per student (commons area)..... |  |  | \$926 |
|--|--|--|-------|

|                              |  |  |         |
|------------------------------|--|--|---------|
| 2 per room-per student ..... |  |  | \$1,043 |
|------------------------------|--|--|---------|

|                              |  |  |       |
|------------------------------|--|--|-------|
| 3 per room-per student ..... |  |  | \$911 |
|------------------------------|--|--|-------|

|                              |  |  |       |
|------------------------------|--|--|-------|
| 4 per room-per student ..... |  |  | \$830 |
|------------------------------|--|--|-------|

##### *Cafeteria and apartment-per quarter*

##### Pioneer Hall

|                              |  |  |         |
|------------------------------|--|--|---------|
| 4 per unit-per student ..... |  |  | \$1,146 |
|------------------------------|--|--|---------|

##### Board only - cafeteria rates per quarter

|                         |  |  |       |
|-------------------------|--|--|-------|
| 14 meals per week ..... |  |  | \$587 |
|-------------------------|--|--|-------|

##### Housing only - apartment housing per quarter

##### Pioneer Hall

|                              |  |  |       |
|------------------------------|--|--|-------|
| 4 per unit-per student ..... |  |  | \$559 |
|------------------------------|--|--|-------|

|   |  |  |       |
|---|--|--|-------|
| Married Student Housing - per month ..... |  |  | \$561 |
|---|--|--|-------|

\*Rate for the summer term in Roosevelt Hall would be \$823 for the 10-week session. Shorter sessions would be prorated based on the term and will be housed in Roosevelt Hall or Hoover Hall depending on occupancy.

**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 regarding costs of a specific program.

# Chapter 3 - College Policies

## COLLEGE POLICIES

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

### ATTENDANCE

- Attendance Policy
- Reserve and Guard Training

### GRADUATION

- Graduation Awards /Honors
- Graduation Rates
- Graduation Requirements

### QUALITY ASSURANCE RELATED

- Assessment of Student Learning and Program Review
- Student Evaluation of Faculty
- Student Representative on the Board of Governors

### HEALTH, SAFETY, AND SECURITY

- Appearance
- Campus Security
- Children on Campus
- Communicable Disease
- Firearms/Weapons
- General Liability Insurance
- Sex Offender Registry
- Illness, Accident and Injury
- Presence & Use of Animals at SCC Facilities and Events
- Safety Glasses

### SAFETY PROCEDURES AND PRACTICES

- Emergency Procedures
- Drills and Evacuation
- Tornadoes, Severe Storms or Nuclear Attack

### EQUITY & DIVERSITY

- Equal Opportunity and NonDiscrimination Policy
- Reporting Harassment/Discrimination
- Racial/Ethnic Harassment
- Sexual Harassment

### GRADES & RECORDS

- FERPA
- Retention of Student Records

### GRADES/TRANSCRIPTS

- Address Change
- Grade Reports
- Academic Honors
- Midterm Progress Reports
- Grade Changes
- Academic Bankruptcy
- Issuance of Transcripts
- Transfer Agreements
- Credit Types
- Explanation of Credit Transcript
- Noncredit Transcript Key
- Credit Types
- Grade Point Average (GPA)
- Credit Transcript Key
- Semester Hour to Quarter Hour Conversion

### ADVANCED STANDING

- Transfer Credit
- Credit by Waiver
  - Tech Prep Advanced Placement
- Credit by Examination
  - College Level Examination Program (CLEP)

### CONDUCT EXPECTATIONS

- Academic Integrity
- Good Academic Standing
- Academic Warning
- Academic Probation and Suspension
- Academic Probation

- Academic Suspension
- Options for Students on Academic Suspension
- Items of Public Display
- Student Conduct
- Student Rights & Responsibilities
- Disciplinary Procedures
- Disciplinary Hearing
- Hearing Procedures for Student Grievances
- Copyright Restrictions
- Discrimination
- Drug, Alcohol and Controlled Substance Policy
- Drug and Alcohol Testing Procedures for Students

## 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 students 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 or 60 semester 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 or 60 semester 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 or 60 semester 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 or 30 semester 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 30 semester credit hours or 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 for recommendation.
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 the student 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. Every student must complete an Application for Graduation form and submit the required fee with the application to the campus Registration and Records Office within the first five (5) weeks of the term or by the end of the second week of the term in which they expect to graduate. Graduation fees are not refundable. Forms may be obtained in the campus Student Services Office.
7. To receive a second degree, the student must meet all requirements of the College and the program in which the second degree will be obtained.
8. A minimum of one-third of the credit hours required for a degree must be completed at Southeast Community College for SCC to be the degree granting institution.
9. Certain programs of study may require specific assessment activities as a graduation requirement.

## QUALITY ASSURANCE RELATED

### 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 to 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 the assistance in making decisions regarding program content and program changes. (See Advisory Committees - Chapter 9.)

### STUDENT EVALUATION OF FACULTY

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

### STUDENT REPRESENTATIVE ON THE BOARD OF GOVERNORS

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

## HEALTH, SAFETY, AND SECURITY

### APPEARANCE

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

### CAMPUS SECURITY

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

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

The College monitors potential safety and security risks continuously, and maintains and reports crime information as required by the Crime and Campus Security Act of 1990. Anyone interested in accessing crime log information should contact the campus dean of Student Services Office. The Office of Post-Secondary Education (U.S. Department of Education, Washington D.C.) Campus Crime and Security data for the Southeast Community College area is available at <http://ope.ed.gov/security> via the Internet.

### CHILDREN ON CAMPUS

Children are not to be left unattended in any area of the campus. Children may accompany students and visitors in common areas such as the cafeteria, student center and student services areas. Students should not bring children to classes or quiet study areas.

### COMMUNICABLE DISEASE

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

### FIREARMS/WEAPONS

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

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

### GENERAL LIABILITY INSURANCE

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

### SEX OFFENDER REGISTRY

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

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

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

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

## ILLNESS, ACCIDENT AND INJURY

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

### PRESENCE & USE OF ANIMALS AT SCC FACILITIES AND EVENTS

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



### SAFETY GLASSES

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





## SAFETY PROCEDURES AND PRACTICES

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

### EMERGENCY PROCEDURES

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

### DRILLS AND EVACUATION

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

### TORNADOES, SEVERE STORMS OR NUCLEAR ATTACK

In case of a nuclear attack, severe weather or threat of a tornado, students will be notified by a steady siren 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

|                       |   |
|-----------------------|---|
| <b>Lincoln Center</b> | Basement, stairs located at the north end |
| <b>Adams Hall</b>     | Interior walls, rest room                 |
| <b>Hoover Hall</b>    | Interior walls, rest room                 |
| <b>Jackson Hall</b>   | Interior walls, rest room                 |
| <b>Ag Center</b>      | 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, 1111 O Street, Suite 111, Lincoln, NE 68508, 402-323-3412, FAX 402-323-3420, or [jsoto@southeast.edu](mailto:jsoto@southeast.edu) via E-mail.

### REPORTING HARASSMENT/DISCRIMINATION

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

#### BEATRICE

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

#### LINCOLN

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

#### MILFORD

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

### RACIAL/ETHNIC HARASSMENT

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

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

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

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

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

#### • Federal Laws

Pursuant to Title VII of the 1964 Civil Rights Act, employers have a responsibility to maintain a working environment free of racial intimidation and harassment. The Federal Equal Employment Opportunity Commission (EEOC) has long found a violation of Title VII where discrimination evidenced

by 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.
4. If the complaint or problem is not resolved, the student may pursue other solutions as available under College policies outlined in this catalog.
5. The campus administrator will retain confidential documentation of all allegations and investigations.

## GRADES & RECORDS

### FERPA

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

Southeast Community College has developed policies and procedures in compliance with the Family Educational Rights and Privacy Act (FERPA) of 1974. The rights accorded students shall apply to all students 18 years of age or older, or no longer dependent upon their parents; students in a postsecondary education program, regardless of their age; and parents of eligible dependent students.

Generally, students have the following rights: to inspect and review their educational records; to 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, transcript of credit earned, will be retained permanently at the campus. All other documents (except disciplinary records) which are used to create, update and support a student's file will be retained for five (5) years from the last date of enrollment. All student financial aid records will be retained for three (3) years following the end of the fiscal year in which funds were awarded. All veterans' records will be retained in the student's file for five (5) years from the last date of enrollment. All placement records will be retained for three (3) years following the last date of enrollment.

## GRADES/TRANSCRIPTS

### ADDRESS CHANGE

Students are requested to advise the student services of any address change to facilitate sending correspondence to the correct address.

### GRADE REPORTS

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

### ACADEMIC HONORS

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

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

### MIDTERM PROGRESS REPORTS

At midterm all instructors are required to review students academic progress. Instructors submit a report of students with unsatisfactory academic progress to the campus Student Services Office, and a progress report is distributed to the student. The purpose of the report is to advise the student of unsatisfactory academic progress. It is the responsibility of the student to seek help from a College Career Services Advisor, Retention Specialist, TRIO Student Support personnel, the instructor or any other person the student feels can assist. Midterm progress reports do not become part of the student's permanent record.

### GRADE CHANGES

1. A grade reported and recorded as permanent may be changed only in the event of an instructor or institutional error.
2. A grade may be removed from the student's cumulative GPA by:

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

**b. declaring academic bankruptcy.**

### ACADEMIC BANKRUPTCY

Academic bankruptcy permits the removal of credit hours and grades for one or two quarters/semesters from a student's grade point average to allow for improvement of student's cumulative GPA.

A student may be granted academic bankruptcy only one time. A student must have completed 18 quarter credit hours or 12 semester credit hours with a minimum grade point average of 3.00; or 37.5 quarter credit hours or 24 semester 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 needs to 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. We 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 the 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 being selected by the student in consultation with a transfer advisor and the institution to which they are transferring. This initiative provides a smooth transition with a minimum loss of time and credit when it is accepted by the baccalaureate-granting institution in Nebraska. Effectively, through this initiative, associate and baccalaureate-granting institutions are equal partners in providing the first two years of a baccalaureate degree.

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

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

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

**CREDIT TYPES**

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

**EXPLANATION OF CREDIT TRANSCRIPT**

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

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

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

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

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

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

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

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

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

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

6. It is the student's responsibility to:
- initiate contract negotiations
  - file the contract with the campus Registration and Records Office
  - fulfill the contract

7. It is the instructor's responsibility to:
- determine if a grade of Incomplete is appropriate
  - notify the student and the campus Registration and Records Office that an Incomplete has been given to the student
  - negotiate the contract

- file notice of grade change with the campus Registration and Records Office when appropriate to change the "I" grade to a permanent letter grade.

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

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

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

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

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

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

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

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

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

**NONCREDIT TRANSCRIPT KEY**

|       |           |                              |
|-------|-----------|------------------------------|
| Grade | Status    | Description                  |
| P     | Permanent | Pass with formal assessment  |
| NG    | Permanent | Completed with no assessment |
| I     | Temporary | Incomplete                   |
| W     | Permanent | Withdraw                     |
| NP    | Permanent | No pass                      |

**CREDIT TYPES**

|    |           |
|----|-----------|
| NC | Noncredit |
| PX | Pass-Exam |

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

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

**GRADE POINT AVERAGE (GPA)**

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

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

| <b>CREDIT TRANSCRIPT KEY</b> |               |                     |                    |                             |
|------------------------------|---------------|---------------------|--------------------|-----------------------------|
| <u>GRADE</u>                 | <u>STATUS</u> | <u>HONOR POINTS</u> | <u>DESCRIPTION</u> | <u>SUGGESTED PERCENTAGE</u> |
| A+                           | Permanent     | 4.0                 | Excellent          | 95-100                      |
| A                            | Permanent     | 4.0                 |                    | 90-94                       |
| B+                           | Permanent     | 3.5                 | Above Average      | 85-89                       |
| B                            | Permanent     | 3.0                 |                    | 80-84                       |
| C+                           | Permanent     | 2.5                 | Average            | 75-79                       |
| C                            | Permanent     | 2.0                 |                    | 70-74                       |
| D+                           | Permanent     | 1.5                 | Below Average      | 65-69                       |
| D                            | Permanent     | 1.0                 |                    | 60-64                       |
| U                            | Permanent     | 0.0                 | Unsatisfactory     | Below 60                    |
| P                            | Permanent     | *                   | Pass               | 70                          |
| NP                           | Permanent     | *                   | No Pass            |                             |
| I                            | Temporary     | *                   | Incomplete         |                             |
| W                            | Permanent     | *                   | Withdraw           |                             |
| AU                           | Permanent     | *                   | Audit - No Credit  |                             |
| *Not included in GPA         |               |                     |                    |                             |

### SEMESTER HOUR TO QUARTER HOUR CONVERSION

Courses offered at the Beatrice Campus are taught over a 15-week semester. Lincoln and Milford courses are taught over a 10-week quarter. Each quarter hour equals 2/3 of a semester hour. This table shows the conversion between semester credit hours and quarter credit hours.

| Semester | Quarter |
|----------|---------|
| 0.33     | 0.5     |
| 0.67     | 1.0     |
| 1.00     | 1.5     |
| 1.33     | 2.0     |
| 1.67     | 2.5     |
| 2.00     | 3.0     |
| 2.33     | 3.5     |
| 2.67     | 4.0     |
| 3.00     | 4.5     |
| 3.33     | 5.0     |
| 3.67     | 5.5     |
| 4.00     | 6.0     |
| 4.33     | 6.5     |
| 4.67     | 7.0     |
| 5.00     | 7.5     |
| 5.33     | 8.0     |
| 5.67     | 8.5     |
| 6.00     | 9.0     |
| 6.33     | 9.5     |
| 6.67     | 10.0    |
| 7.00     | 10.5    |
| 7.33     | 11.0    |
| 7.67     | 11.5    |
| 8.00     | 12.0    |

### 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 advance 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 advance standing; (credit by transfer, waiver, and examination).

*Up to two-thirds (2/3) of the credits for advance standing may be transfer credits. Credit hours granted by waiver or examination or by any combination of waiver and examination may be awarded up to limits established by each department but may not exceed one-third (1/3) of the total credit hours required for a program award.*

• 1/3 completed at SCC

• Up to 2/3 transfer credit (by transfer, waiver and/or examination)

Please refer to the specifications listed in each of the following three (3) advanced standing methods.

### TRANSFER CREDIT

Transfer credit from other accredited postsecondary institutions may be awarded for advanced standing. Transfer credits 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 credits.

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 graduation.

• Complete and turn in 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 the following fees prior to examination: 50 percent of the current per credit hour tuition rate for each credit hour attempted by examination.

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

#### College Level Examination Program (CLEP)

*Southeast Community College administers the College Level Examination Program (CLEP) at the Lincoln Campus, 8800 O Street in the Testing/Assessment Center. Each program has established a list of courses for which CLEP scores will be accepted for credit by examination. Minimum CLEP scores vary from 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 \$50 per examination. Some colleges do not accept CLEP credits as transfer credits. Transfer students should carefully investigate minimum CLEP scores established by other colleges.*

## CONDUCT EXPECTATIONS

### ACADEMIC INTEGRITY

As you pursue your studies at Southeast Community College, be mindful that academic honesty and integrity are fundamental expectations of those who interact with you. Information concerning academic dishonesty may be obtained by contacting the dean of student services.

### GOOD ACADEMIC STANDING

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

### ACADEMIC WARNING

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

### ACADEMIC PROBATION AND SUSPENSION

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

#### ACADEMIC PROBATION

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

- These students will be notified of their academic probationary status by a letter from the campus dean of student services.
- Upon such notification, these students should immediately see their program chair/advisor to determine the course of action to be taken and to determine the procedure necessary to be removed from academic probation.
- Students who raise their CGPA to a 2.00 or higher by the end of the probationary term will automatically be removed from academic probation.
- Students will continue on academic probation if they achieve a term GPA of 2.00 or greater but have a total cumulative GPA of less than 2.00.

#### ACADEMIC SUSPENSION

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

### OPTIONS FOR STUDENTS ON ACADEMIC SUSPENSION

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

Students who have extenuating circumstances may appeal suspensions by notifying the dean of student services within three school days after receipt of the suspension letter.

"Extenuating circumstances" will include students who return to SCC after a significant number of years and are carrying a low GPA from the previous enrollment period. The dean of student services will

provide the Appeal Request forms and process the appeal. Response will be given to the student within two school days after receipt of the appeal. Students who are denied appeals may process a student grievance in accordance with College standards.

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

### ITEMS OF PUBLIC DISPLAY

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

### STUDENT CONDUCT

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

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

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

1. Cheating and plagiarism, knowingly furnishing false information to the College, forgery, alteration or misuse of College documents or records. (See Academic Integrity)
2. Disruption or obstruction of teaching, research, administration, disciplinary procedures or other College activities or public service functions.
3. Physical or verbal abuse of any person on College owned or controlled property or at College sponsored or supervised functions, or conduct which threatens or endangers the health and safety of such person. This abuse includes all forms of harassment and discrimination.
4. Participating in or inciting a riot or an unauthorized or disorderly assembly.
5. Seizing, holding, commandeering or damaging any property or facility of the College, or threatening to do so.
6. Refusing to depart from any property or facility belonging to or being used by the College upon a reasonable request of an authorized College official.
7. Unlawful possession, use, distribution, or under the influence of illicit drugs, alcohol or controlled substance on College owned or controlled property or at any College sponsored event.
8. Obstructing the free movement of persons or vehicles on College premises or at College activities.
9. Possession of dangerous chemicals, explosives, firearms or items used as a weapon on College owned or controlled property or at College sponsored or supervised functions without prior authorization from College officials.

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

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

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

13. Unauthorized use of College equipment or facilities.

14. Violating campus parking and/or driving regulations.

15. Violating College policies, rules or regulations.

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

17. Disorderly conduct or lewd, indecent or obscene conduct on College owned or controlled property or at College sponsored or College supervised functions.

18. Theft of property, money, or other items deemed college/student possessions/property.

### STUDENT RIGHTS & RESPONSIBILITIES

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

- A. The submission of an application for admission to the College represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules and regulations of the Lincoln Campus, the Southeast Area administration and the SCC Board of Governors. Acceptance of the application, in turn, represents the extension of a privilege to participate in educational programs and activities; and to remain a student so long as the academic and behavior standards of the College are met.
- B. Each individual student is guaranteed the privilege of exercising his/her rights without fear or prejudices. 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 will be granted 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 disciplinary hearing which will be held within five (5) school days from the reported misconduct. 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<sup>1 2</sup>
- Grievances may be processed on either an informal or formal basis.

<sup>1</sup>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.

<sup>2</sup>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 meaning an allegation by a student that at least one of the following has occurred. The student has: a) experienced disparate treatment; b) has been discriminated against because of a disability; or c) there has been a failure to provide a requested accommodation.

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

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

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

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

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

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

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

**Section 1: Purpose**

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

**Section 2: Definitions**

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

**Grievant:** A student who files a grievance.

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

**Days:** Shall be defined to mean school days.

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

**Section 3: Informal Procedure**

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

**Section 4: Formal Procedure**

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

Step 1. If the informal grievance procedures have not satisfied the grievant, a formal grievance form may be submitted to the campus dean of student services.

Step 1.1 Requesting and Completing and Appeal Form

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

The completed form must include the following information:

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

Step 1.2 The campus dean of student services, will, within five (5) days, call together the Campus Student Grievance Committee. The campus dean of student services or the dean's designated substitute will serve as chairperson of the Campus Grievance Committee.

#### **Grievance/Hearing Committee**

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

- The Campus Dean of Student Services (grievance committee chair)
- Program chair
- Instructional staff
- Student Senate representative
- Support staff and;
- 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<sup>3</sup> 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 are not required. The chairperson may make any procedural rulings necessary to expedite the hearing, to exclude unreliable or prejudicial evidence, and to safeguard the confidentiality of statements and evidence given at the hearing.

Specific procedures will be explained by the committee chairperson prior to the beginning of the meeting or hearing.

6. The student may have witnesses and an advisor of is/her choice, who have specific knowledge of the grievable situation, to be selected from faculty, staff or student body of the College. (See Sect 6: Use of Legal Counsel for exception to these guidelines.) In no instance will another person be permitted to speak independently for the student or in his/her stead.

7. Students are responsible for notification of their selected advisors and/or witnesses, and they are responsible to inform the committee chairperson prior to the hearing of selected advisors' and/or witnesses' intentions to attend the hearing.

8. The chairperson may expel or exclude from the meeting or hearing any persons who fail to comply with the procedures or rulings of the chairperson.

9. After hearing the testimony of the student and witnesses concerning the grievance or alleged misconduct, the committee members will discuss the case in closed session.

a) The committee shall review the relevant evidence submitted by the grievant and that offered by the individual, department, or program against which the grievance is directed.

b) A response to the grievant shall be prepared in an appropriately accessible format, by the chairperson or member(s) appointed by him/her after a review of the evidence.

10. The committee shall review and consider the information presented and consult with appropriate college staff. After review and consideration, the committee may decide to:

- a.) uphold the action taken;
- b.) grant the remedy requested; or
- c.) select an alternative solution.

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

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

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

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

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

1. The appropriate College vice-president will honor the appeal hearing request within twenty (20) days of the date the request was received.

Step 4. Appeal to the College President

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

Step 5. Appeal to the Board of Governors

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

1. If the grievant is not satisfied with the decision of the President, he/she may request in writing a hearing before the Board of Governors.

2. The request must be made in writing

3. The hearing before the Board of Governors will be held as scheduled by the Board Chair

Step 6. External Avenues for Redress

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

#### **Section 5: Withdrawal**

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

#### **Section 6: Use of Legal Counsel**

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

### **COPYRIGHT RESTRICTIONS**

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

### **DISCRIMINATION**

Students who believe they have been discriminated against should contact the College's Affirmative Action/Equity/Diversity Office, 1111 O Street, Suite 111, Lincoln, NE 68508, 402-323-3412, or [jsoto@southeast.edu](mailto:jsoto@southeast.edu) via the Internet.

### **DRUG, ALCOHOL AND CONTROLLED SUBSTANCE POLICY**

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

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

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

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

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

***DRUG AND ALCOHOL TESTING PROCEDURES FOR STUDENTS***

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

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

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

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

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

Reasonable grounds for requesting that a student 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 of 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 that 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 will 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 of 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.

**Enforcement:** This procedure shall be constructed and enforced in conformity with the laws of the State of Nebraska. Southeast Community College's standards of conduct clearly prohibit the unlawful possession, use or distribution of illicit drugs, alcohol or controlled substance by students 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, alcohol 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 to purchase, manufacture, possess, consume or sell such items on SCC campuses or to be under the influence of drugs, alcohol or controlled substances while on campus.



# Chapter 4 - Student Services

## STUDENT SERVICES

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

*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%-100% of Southeast Community College graduates regularly report placement in training-related positions upon graduation.*

### ACADEMIC SUPPORT

#### CAREER ADVISING SERVICES

- Academic Advising
- ADA Reasonable Accommodations
- Alumni
- Employment Part-time
- Equal Opportunity NonDiscrimination Policy
- Non-Traditional Students
- Personal Counseling
- Placement Services
- SCIP Program
- Services to Students with Disabilities
- Student Diversity
- Testing & Assessment
- TRIO Student Support Services
- Tutoring

### CAMPUS AND STUDENT LIFE

- Announcements/Cancellations
- Athletics
  - Intercollegiate
  - Intramural
  - Cheerleading
- Bookstore
- Bus Service
- Cafeteria/Food Services
- Calendar
- Child Care
- Student Centers
  - Wellness/Fitness Center
- Student Fees
- Student Government
- Student ID Cards
- Student Organizations
- Student Organization Guidelines

### CLUBS AND ORGANIZATIONS

- College Colors
- Beatrice
  - Performing Arts
- Lincoln
- Milford

### ON-CAMPUS POLICIES AND SERVICES

- Computer Usage
  - Internet Usage Policy
- Copyright Restrictions
- Debts
- Employment
- Facilities Use
- FAX
- First Aid
- Food & Drinks
- Smoking & Chewing Tobacco

- Housing
- Learning Resource Centers (LRC)
- Lost & Found
- Make-up Testing
- Mail
- Messages
- Newspapers
- Notary
- Parking & Driving
- Photocopying
- Telephone
- Tools



## ACADEMIC SUPPORT

### CAREER ADVISING SERVICES

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

### ACADEMIC ADVISING

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

### (ADA) AMERICANS WITH DISABILITIES ACT - REASONABLE ACCOMMODATIONS

SCC provides services and reasonable accommodations to allow persons with disabilities to participate in educational programs and other College activities. Equal access to all of the benefits available at Southeast Community College is the fundamental goal of student services. The College will arrange services according to individual needs. A student's motivation, nature of disability and anticipated results are factors in determining the appropriate services.

For information on requesting ADA reasonable accommodations, contact the Dean of Student Services on your campus.

### ALUMNI

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

### EMPLOYMENT - PART-TIME

Students interested in current off-campus employment opportunities should contact the following:

#### BEATRICE

Contact the campus Placement Office.

#### LINCOLN

The Lincoln Campus Job Locator is located in room H-5. Students who are enrolled for six (6) or more credit hours and are seeking part time work while attending SCC are eligible for assistance in locating a job through the job locator service. Students are informed of part time or temporary job opportunities. Job listings are also posted on the job board outside LRC and published in the weekly bulletin, the Source.

#### MILFORD

Contact the campus Placement Office.

### 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, 1111 O Street, Suite 111, Lincoln, NE 68508, 402-323-3412, FAX 402-323-3420, or [jsoto@southeast.edu](mailto:jsoto@southeast.edu) via E-mail.

### 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

Career Advising Services also offers life time placement services to SCC graduates to assist in their search for employment. Placement services include career advising, posting of job listings, job referrals, resume assistance, interviewing techniques, on-campus interviews and career fairs.

#### BEATRICE

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

#### LINCOLN

Students who are interested in training-related employment may register with the placement specialist located in room H-5. Students should

## STUDENT SERVICES

register no later than the beginning of their last term before graduation. Once registered, students may continue to contact the Placement Office for current job opportunities. This service is also available to SCC-Lincoln alumni. Employers contact the Placement Office on a regular basis to list specific job openings. Job listings are posted on the job board located outside the entrance to the LRC at 8800 O St., and at the Energy Square location in the main hallway. Employers may interview students on campus for upcoming full time positions. Announcements of these interview sessions are placed in the Source and are posted on the job board.

### MILFORD

Employers are informed by letter when each class will graduate. When an employer lists a job opportunity with the Placement Office, students and graduates are notified. If requested, the Placement Office supplies student names and brief résumés of students who wish to be considered for the position. Employer on-campus visits are also scheduled so interested students have the opportunity for interviews. Many students receive job opportunities prior to graduation.

### SCIP PROGRAM

The SCIP program is group of faculty and staff members interested in helping students overcome obstacles blocking their path to success at Southeast Community College-Milford. Faculty are willing to provide assistance to students who are struggling with anything that jeopardizes their academic progress and/or their personal growth while they are at the college.

### SERVICES TO STUDENTS WITH DISABILITIES

Southeast Community College provides services for students with disabilities. Information regarding accommodations for students with disabilities is available from the campus Student Services Office. Students who are requesting an accommodation based on a documented disability are advised to make the request known as soon as possible to ensure timely service. Failure to do so may result in delayed admission and/or accessibility to college programs and services.



Southeast Community College believes that it is the right of all students to obtain an education in a college environment free from all forms of discrimination or harassment, including sexual and racial harassment. Any student who believes he or she has been the subject of discrimination or harassment should report the incident to a member of the College's professional staff or administration. Assistance is also available directly from the Affirmative Action/Equity/Diversity Office located in the Area Office.

### STUDENT DIVERSITY

Southeast Community College seeks to recruit and retain students from a variety of cultures, races and ethnic groups. The College values the heritage and differences each student brings to the campuses and classrooms. SCC offers activities, services and recognitions celebrating diversity.

### TESTING AND ASSESSMENT

Students who wish to take certain college level english and mathematics classes must offer evidence that they are academically ready to be successful in these courses. SCC administers the Asset/Compass tests on site at each campus to evaluate initial academic readiness. The test administration is provided at no charge but retesting costs \$15. In some cases, in lieu of placement testing, students can submit ACT scores or college transcripts that demonstrate ability to be successful in college level course work. See the Career Advising Center on each campus for details.

### TRIO STUDENT SUPPORT SERVICES

TRIO is a new student support service available to 160 SCC students each year. Students must apply and be accepted into this program. Students with disabilities are encouraged to apply.

To qualify students must meet the following criteria:

- Be a first-generation student (neither parent a 4-year college graduate)
- Qualify for need-based financial aid
- Be enrolled at least half time in a Southeast Community College program of study leading to an associate's degree or academic transfer.
- Demonstrate academic need, as evidenced by one of the following:
  - a) High school grade point average of 2.00 or less
  - b) College entrance scores (COMPASS, ASSET, ACT or SAT) indicating academic need
  - c) College grade point average of 2.00 or less

After qualifying TRIO students will become part of a select group of individuals until graduation or transferring to another college, as long as students actively participate in the program and follow the expectations.

As an TRIO student, you will be assigned an academic advisor to help you succeed in college.

- You and your advisor will jointly develop an individual success plan.
- You will receive needed tutoring and mentoring services.
- You will benefit from personal assistance in applying for and managing financial aid.
- You will participate in guided career exploration and job shadowing.
- You will enjoy taking part in special off-campus activities with other SSS students.
- You will learn about special topics in SSS workshops, such as:
  - Leadership and management skills
  - Marketing yourself to employers
  - Developing a resume
  - Emotional intelligence
  - Recognizing and developing your strengths
  - Recognizing and dealing with your challenges
  - Achieving balance in work and family
  - Time management

### TUTORING SERVICES

Career Advising Services provide free tutorial services, in many subject areas, to students taking credit classes. Tutoring services depend on the availability of volunteer student tutors. See the locations listed below to obtain tutoring availability, times, and locations.

#### BEATRICE

Student Retention/Multicultural Recruitment Office

#### LINCOLN

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

#### MILFORD

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

## CAMPUS/STUDENT LIFE

### ANNOUNCEMENTS & CANCELLATIONS

#### BEATRICE

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

**Cancellations** - When classes are cancelled, every effort is made to contact the media by 7 a.m. or earlier. The following media will be notified if classes are cancelled:

#### Television:

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

#### Radio:

KZKX/KFRX (Lincoln), KLIN (Lincoln),  
KFGE (Lincoln), KGMT/KUTT (Fairbury)  
KTGL (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.

#### LINCOLN

**Posted Announcements** - Information concerning College matters is posted in each program area and on bulletin boards located throughout the building. A bulletin board is located in the student center for student use. All announcements for posting must be approved by the student activities coordinator and posted only on this bulletin board.

**Cancellations** - Only the campus director or a designated representative can authorize the cancellation of College programs and activities or announce the cancellation to the news media. It can be assumed that campus programs, classes and services will be held as scheduled if no announcement is made through the news media. The campus feels adequate provisions have been established to eliminate calling College personnel regarding cancellations.

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

When individual continuing education classes are cancelled, the decision will be made with the approval of the continuing education dean or the division dean. If an individual class is cancelled, the instructor will notify students. Makeup or rescheduling of individual

classes or programs will require the approval of the continuing education dean or division dean. Hazardous driving conditions do not automatically mean that classes will be cancelled. Students should use good judgement in making travel decisions.

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

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

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

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

**Television:**

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

**Radio:**

Lincoln: KFOR: 1240 AM, KFRX: 102.7 FM,  
KRKR: 95.1 FM, KLMS: 1480 AM,  
KIBZ: 106.3 FM, The Point FM, Eagle FM, KZKX:  
(96 KX) FM, KLIN: 1400 AM, KBBZ: B107 FM,  
KKUL: (Kool 105.3) FM, KFGF: (Froggy 98) FM

**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 am.

Emergency announcements are made when necessary.

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

**Television:**

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

**Radio:**

WOW (Omaha), KZKX (Lincoln)

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

Hazardous driving conditions do not automatically mean classes will be cancelled. However, travel for students is not recommended or encouraged if there is a question of being able to reach the campus safely. Students should use good judgement in making travel decisions. Students can call the campus to check for cancellation.



## ATHLETICS

### Intercollegiate Athletics

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

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

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

### CHEERLEADING -BEATRICE

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



### Intramural Athletics

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

### BOOKSTORE

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

### BUS SERVICE

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

## CAFETERIA/FOOD SERVICE

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

### BEATRICE

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

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

### LINCOLN

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

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

### MILFORD

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

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

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

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

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

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

### CALENDAR

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

A college calendar with each campus beginning, ending, registration, and graduation dates is available on the college website, [www.southeast.edu](http://www.southeast.edu).

## STUDENT SERVICES

### 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 CENTERS

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

### WELLNESS/FITNESS CENTER

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

### STUDENT FEES

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

### STUDENT GOVERNMENT

**Student Ambassadors** is an organization designed for students to experience and assist with campus public relations activities. The ambassadors serve as tour guides, admissions assistants and goodwill ambassadors for the College. Ambassadors are selected by each program and meet once a month. If you are interested in becoming an ambassador, contact your program supervisor.



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

### STUDENT IDENTIFICATION CARDS (I.D.'S)

Free photo identification cards (IDs) are available for each student for use on campus in the LRC, Business Office, bookstore, entry to College activities, etc. Photo IDs are not transferrable. A \$5.00 fee is charged to replace lost cards. Photo times will be announced and taken at the following locations.

#### BEATRICE

Learning Resource Center (LRC)

#### LINCOLN

Switchboard

#### MILFORD

Assessment Center

### STUDENT ORGANIZATIONS

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

### STUDENT ORGANIZATION GUIDELINES

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

## CLUBS AND ORGANIZATIONS

### BEATRICE

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

**AGRONOMY CLUB** - The Agronomy Club allows students to actively participate in an ag-related activity. The SCC Crops Lab houses an excellent preserved and displayed collection of crop, rangeland grass and weed samples for student learning. This collection also includes a wide range of weed and crop seed samples as well as horticulture plants. Teams from the Agronomy Club participate in the annual NACTA Crops Judging contests and sponsor students in the annual fall Collegiate Crops Judging Contest in Kansas City and Chicago. Invaluable experience is gained in grain grading, seed analysis, identification and general agronomic knowledge by participating on these teams.

**CROPS JUDGING TEAM** - This team of students learns to expertly judge a variety of crops and participates in county fairs and other competitions.

### FELLOWSHIP OF CHRISTIAN ATHLETES

The Fellowship of Christian Athletes meets weekly to engage in Christian fun and fellowship. The group also discusses such issues as motivation to excel in athletics, academics and personal development.



**HORTICULTURE CLUB** - Horticulture Club members learn to cultivate and show flowers and ornamental plants. Participants also join in social and educational activities designed to further their professional development.

### LICENSED PRACTICAL NURSES

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

**LIVESTOCK JUDGING TEAM** - 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 (Kentucky?), Kansas City and Denver. To compete at livestock judging contests students must first enroll in Introduction to Livestock Evaluation and Advanced Livestock Evaluation classes. These courses are not required to become a club member. Expenses for travels are raised by the club through various activities. College scholarships are available to members of the Livestock Judging Club.

### MINORITY ETHNIC STUDENT

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

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

### PHI THETA KAPPA-ETA ALPHA CHAPTER

- This national two-year college honorary organization is comparable to Phi 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 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.



**SCIENCE CLUB** - The Science Club was established to promote interest in science related occupations. The group meets weekly.

**SOCIAL SCIENCE CLUB** - The club is open to students of both genders, all ages, races and ethnicities. Participants explore areas of interest other than the traditional curriculum.

### **PERFORMING ARTS - BEATRICE**

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

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

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



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



### **LINCOLN**

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

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

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

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



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

**VOCATIONAL/INDUSTRIAL CLUBS OF AMERICA (VICA)** is an affiliate of the National VICA and designed to assist student members in their growth and development while pursuing their educational objectives in their chosen vocational program; to develop leadership skills; to promote high standards and ethics for the work world and to encourage continuing education.

### **MILFORD**

**AMERICAN SOCIETY FOR NONDESTRUCTIVE TESTING** 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** is an affiliate of the American Welding Society and open to all Welding and Metallurgy students.

**ASSOCIATED GENERAL CONTRACTORS** 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; Surveying & CAD, and Building Construction Technology. AGC is designed to promote the educational aspects of the construction industry and work towards professional development in all areas.

**DATA PROCESSING MANAGEMENT ASSOCIATION-STUDENT CHAPTER** is an affiliate of the Cornhusker Chapter of DPMA in Lincoln and 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 up an exchange of information with people in the data processing community. The group meets monthly.

## STUDENT SERVICES

**NATIONAL ASSOCIATION OF HOME BUILDERS** 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.

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

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



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

### COLLEGE COLORS

The College's colors are blue and white.

## ON-CAMPUS POLICIES AND SERVICES

### COMPUTER USAGE

Computers are available for student use at each campus. Computer 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.

### INTERNET USAGE POLICY

#### (APPLIES TO ALL COMPUTERS USED AT SOUTHEAST COMMUNITY COLLEGE)

Personal computers of students living in SCC residential housing are private property but they access the Internet through cable and network connections owned by Southeast Community College. As such the following rules apply:

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

1. Violating copyright or licensing agreements and regulations regarding documents or proprietary software.
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. Using the SCC Internet connection for conducting business related activities including selling merchandise or services for personal or financial gain.
5. Use of the SCC Internet connection for gambling.
6. 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.

Students should be aware that all transactions (e.g. E-mail, viewed web pages) are logged both by SCC and the State of Nebraska. It behooves residents to assume that their transactions could be viewed and that there is an historical record of Internet surfing and E-mail correspondence.

Do not do anything that would bring discredit upon yourself or the college. Please be aware that students can have their Internet access revoked at any time for policy violations. Depending on the infraction other penalties may also apply, for example dismissal from student housing and expulsion from SCC. Civil or criminal penalties may also apply.

### COPYRIGHT RESTRICTIONS

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

### DEBTS

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

### EMPLOYMENT

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

### FACILITIES USE

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

### FAX

#### BEATRICE

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

#### LINCOLN

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

#### MILFORD

A FAX machine is available for student use at the Switchboard. There is a cost of \$.25 per page for each page sent or received.

### FIRST AID

#### BEATRICE

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

#### LINCOLN

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

#### MILFORD

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

## FOOD AND DRINKS

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

### BEATRICE

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

### LINCOLN

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

### MILFORD

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

## SMOKING AND CHEWING TOBACCO

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

Spitting chewing tobacco is not permitted within the College facilities.

## HOUSING

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

### BEATRICE

Beatrice has tradition housing and new, spacious apartment-style housing available. Priority for these units is given to second year students in good standing. 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. Beatrice campus does not provide campus housing for married couples. Beatrice campus also maintains off-campus housing for Parents of All Ages program participants.

### 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.)



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

The Learning Resource Centers (LRCs) of Southeast Community College provide learning environments that allow students, SCC employees, and the general public to interact with print, electronic and media information sources. The LRC collections include local on-line catalogs, CD-ROM databases, Internet access, and video instructional materials.

The electronic information environment (including but not limited to computer hardware, software, data, peripheral devices, networks, and internet access) is provided to support SCC business and its mission of education, research and service. Users assume personal responsibility for the appropriate use and must also comply with city, state, and federal laws and regulations.

SCC reserves the right to monitor its electronic resources to protect computing systems, Internet access and lab facilities from unauthorized use.

Violation of the acceptable use policy could result in the exclusion from further use of electronic resources and result in further action as per SCC disciplinary policies.

The LRCs provide interlibrary loan services to students currently enrolled at Southeast Community College as well as to SCC staff. Guidelines for this service along with the LRCs' circulation and computer usage policies are available by contacting individual campus LRCs. Computer, non-print and media production resources vary among the campuses.

## LOST AND FOUND

### BEATRICE

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

### LINCOLN

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

### MILFORD

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

## MAKEUP TESTING

### LINCOLN

The campus testing center is located in room L-3. The center provides makeup testing services for students who cannot attend their regularly scheduled testing date due to circumstances beyond their control and distance learning class testing. The instructor will complete and attach a "Makeup Test" cover slip to each test 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 Lincoln Center near the Administrative Office and in the mail room in Hoover Hall.

### LINCOLN

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

### MILFORD

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

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

**NEWSPAPERS****BEATRICE**

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

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

**LINCOLN**

*The Source* is a weekly bulletin of current events and news, that is produced by the student activities coordinator and is distributed on campus each Monday. Deadline for submitting articles and news items is the preceding Thursday at 12 noon. Items should be submitted to the Student Activities Office located in the student center. The activities coordinator prepares the publication and serves as editor.

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

**MILFORD**

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

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

**NOTARY****BEATRICE**

A notary public is located in the Administrative Office in the Lincoln 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 E7
- 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.

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

Milford and Beatrice campuses require a parking permit sticker for the campus parking lots. Contact your campus' Student Services Office for more information. Each campus encourages owners to lock their cars. Campus speed limits and all state and local traffic regulations must be observed. Driving against the normal flow of traffic is not allowed.

**BEATRICE****Driving**

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

**Parking**

1. All faculty, staff and enrolled students who use the parking lots are required to display a parking permit. Permits are issued to students at registration.
2. Student parking is located in the lots west of the residence halls and the areas in the lot east of Lincoln 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 Lincoln 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 am, after the snow has been removed.
2. Roosevelt/Lincoln 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 am, after the snow has been removed.

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

**LINCOLN****Driving**

1. While driving on campus, each student is expected to follow all state, local and College driving regulations.
2. Campus speed limits for all motorized vehicles are 20 m.p.h. unless otherwise posted.

**Parking**

1. Students may park in any parking lot unless otherwise posted.
2. A parking area for motorcycles is designated in both the south and north parking lots.
3. General student parking is not allowed in the following designated areas:
  - a) Reserved for SCC Board of Governors
  - b) Handicapped Parking (without visible special permit)
  - c) On campus streets, drives or service drives.
4. Vehicles left overnight without prior approval are subject to being towed. To obtain approval call the physical plant, 402-437-2570.

**Violation Fines**

Illegally parked vehicles will be ticketed and violators will be required to pay parking fines according to the fine schedule. Repeat offenders' vehicles may be towed away at the owners expense. Parking ticket fines must be paid prior to the deadline stated on the ticket and are payable at the Cashier's Office in student services, room E-1. Failure to pay fines according to campus rules and regulations will result in disciplinary action.

**Handicapped Parking Permits**

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

**SCC Temporary Permit**

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

**Downtown Energy Square ESQ Parking**

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

**MILFORD****Parking Permits**

1. All students are required to register the vehicles they will be driving on campus. All vehicles parked on campus must have a valid permanent or temporary parking permit.
2. Permits are available on the day of class registration or from the parking office in the Physical Plant Building  
Hours: 7:30 am. - 12 noon and 1 - 4:15 p.m.
3. Parking permits are valid for the student's enrollment period.
4. One vehicle permit and one motorcycle permit are allowed to each student at no cost. A \$6 fee is charged for additional permits.
5. Temporary permits are available and valid for ten school days. They must be visible before parking on campus.

**Driving**

1. While driving on campus, each student is expected to follow the regulations and traffic policies established by the College, and all state and local traffic regulations.
2. The speed limit on campus is 15 miles/hour.



**Parking**

1. Student parking lots are located west of the residence halls. This is the only area for student parking.
2. Motorcycle parking, staff parking, production parking, visitor parking, cafeteria staff parking and handicap parking areas are designated by signs. Student parking is not allowed in designated areas without a visual permit.
3. Faculty overflow parking is in the student lot only. Vehicles will be ticketed in all other areas.
4. Visitor overflow parking is in the student lot.
5. Staff loading and unloading materials must have permission from the Physical Plant Office and must park in designated area immediately after loading or unloading.

**Visitor Parking**

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

**Violation Fees**

1. Improper parking in student parking - \$5 fine; Winter parking violations - \$15.
2. All other parking violations - \$15 fine.
3. Students who have repeated violations will be subject to their vehicle being towed or booted 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 am in the Physical Plant Conference Room.
2. The Parking Violation Appeals team may uphold or dismiss the violation. Any violation fee paid prior to adjudication by the team will be refunded through normal College processes should the violation be reduced or dismissed.

**Parking Violations Appeals Team**

1. The Parking Violations Appeals Team will consist of the following: two students and one staff representative elected by the Dean of Student Services.
2. The Parking Violations Appeals Team will meet the first and third Friday of each month at 9:45 am in the Physical Plant Conference Room.
3. A Parking Appeals Form must be completed and turned in to the Parking Office prior to 4 p.m. of the 5th class day (first day begins the date the violation was received.) A copy of the violation must accompany this form for the appeal to be accepted.

4. Upon returning this properly completed form with violation notice attached, the appeal will be forwarded to the Parking Violations Appeals Team.
5. The student or staff filing the appeal must attend a hearing before the Parking Violations Appeals Team within 15 class days from the date of the violation or be assessed the fine.

**Other Regulations**

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

**Winter Parking (Nov. 1 - March 31)**

1. All student vehicles parked overnight (10 pm to 7 am) are to be parked in the designated Winter Parking Area - sections B, C, and D in student parking, or the crushed rock area.
2. No vehicles are to remain in the faculty/staff parking lot overnight. Faculty and staff who are off-campus overnight with a college vehicle are to park their personal vehicles in the parking area to the east of the physical plant building.
3. Production vehicles, where the work is completed and being held for payment and pickup, are to be parked in the enclosed production storage area or if space is not available, parked west of the Physical Plant Building. Other production vehicles parked along the Welsh Street are to be parked to the east end of the street.
4. Vehicles left overnight in undesignated student parking areas and faculty/staff parking lots will be ticketed and subject to being towed at the owner's expense.

**PHOTOCOPY**

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

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

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

**TELEPHONE**

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

**TOOLS**

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

Safety glasses must meet the Z-87 standard. Non-prescription safety glasses are available through the campus bookstore.

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

Students should carry insurance for their personally-owned equipment.

# Chapter 5 - Continuing Education

## 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
- Customized Training Services
- Family and Consumer Science
- Health
- Trades and Industry

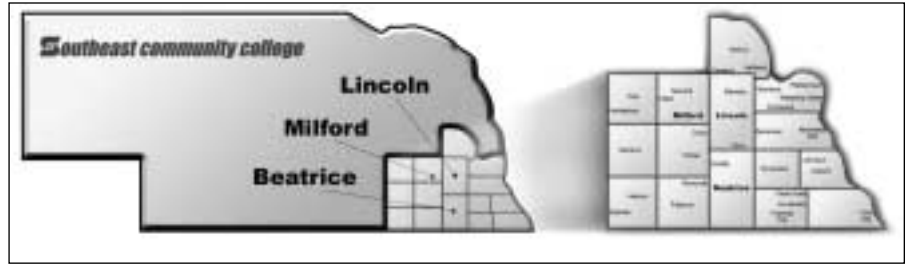
## ADULT GUIDED STUDIES

### 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 non-credit 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

A variety of classes to meet the educational, occupational, and recreational needs of area residents in the fields of Webmaster Certificate Program, Microsoft Certification Programs, Cisco Networking Academy, Microcomputer classes for Business & Home, Operating Systems, Accounting/Finance Software, Database Software, Desktop Publishing Software, Presentation Software, Hardware Maintenance, Internet and Worldwide Web, Programming Classes, Spreadsheet Software, Word Processing Software, and One-Day Classes.

# SKILLS FOR A LIFETIME.



### COMPUTER SKILLS

- Access
- AS/400
- Cisco
- Excel
- Internet
- PowerPoint
- Quickbooks
- Web Page Design
- Windows 9X & XP
- 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

## CUSTOMIZED TRAINING SERVICES

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

### SEMINARS/CLASSES

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

### ECONOMIC DEVELOPMENT

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

### WORKKEYS

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

The WorkKeys system from American College Testing (ACT) is an effective network of information services designed to help bridge this skills gap. By providing individuals with reliable information regarding their own workplace skill levels and the skill levels required by jobs, WorkKeys empowers individuals to make informed career decisions.





## DRIVER EDUCATION & SAFETY

Providing individuals the opportunity to enhance skill levels and the skill levels required in the state of Nebraska are courses such as Driver Education, Smart Drivers, Defensive Driving, CDL, Motorcycle Off Road Driving, and Motorcycle Safety.



## FAMILY & CONSUMER SCIENCE

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

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

## HEALTH



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

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

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

## HOME IMPROVEMENT

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



## INDUSTRIAL, TECHNICAL, & VOCATIONAL TRADES

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



## PERSONAL ENRICHMENT

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



# Chapter 6 - Distance Education

## DISTANCE EDUCATION

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

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

- Going the Distance
- Fiber Optics
- Internet
- NEB\*SAT
- Medical Coding Diploma
- Criminal Justice
- Off Campus Courses
- Online Programs

## GOING THE DISTANCE

### VIDEO (TELECOURSE)

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

### FIBER OPTICS

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

Southeast Nebraska Distance Learning Consortium (SNDLC). A fiber optic system in southeast Nebraska that includes four SCC locations (Beatrice, Lincoln, Milford, Energy Square), Peru State College, Educational Service Units (ESU) 3, 4, 5, and 6, and more than 50 public school districts. Academic as well as vocational course offerings are available through this system. Both day and evening courses are available.



Public school districts that are connected to the system include Arlington, Beatrice, Blair, Bruning, Centennial, Chester-Hubbell-Byron, Conestoga, Crete, Davenport, Dawson-Verdon, Deshler, Diller, Elkhorn, Elmwood/Murdock, Exeter, Fairmont, Fort Calhoun, Freeman, Friend, Fillmore Central, Gretna, Heartland, Johnson/Brock, Lewiston, Louisville, Malcolm, Meridian, Milford, Millard, Nebraska City, Nemaha Valley, Norris, Palmyra, Papillion, Pawnee City, Plattsmouth, Ralston, Southeast Consolidated, Seward, Shickley, Southern, Sterling, Syracuse, Tecumseh, Tri County, Valley, Waverly, Weeping Water, Westside, Wilber/Clatonia, and York.

## 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 on-line registration, and it offers access to a wide range of resources including the College's Library System. You have an opportunity to do homework with others in your class, to join in collaborative discussions led by the instructor, and to participate in a wide range of educational activities—all thanks to a cyberspace journey of just a few seconds.



SCC OnLine is growing. The Radiologic Technology and Surgical Technology programs are offered online, with clinical site components required at your geographical location.

A substantial list of online classes are currently available and include: Business Administration, Academic Transfer, Nursing Home Administration Licensure, and Food Service/Hospitality Training courses. If you don't see courses that interest you today, be sure to check back soon and see our new course offerings.

## NEB\*SAT

NEB\*SAT is Nebraska's multiple channel satellite educational telecommunications network established to coordinate network originating and receiving sites across Nebraska. One-way and two-way audio and video provide live interaction between designated "uplink" originating sites and "downlink" receiving sites. The Beatrice and Lincoln Campuses are "uplink" sites, allowing both campuses to transmit and receive on Network 2 and 3.

**Network 2** – (Instructional and Public Service) This channel uses one-way full motion audio and video satellite channels and is available for use by all

Nebraska education sectors. Students at remote sites can see and hear the instructor, however, contact back to the instructor is by a phone bridge.

**Network 3** – (Compressed Video Service) This technology enables transmission of video and audio between origination and reception sites. Students at remote sites can see and hear the instructor and can be seen and heard by the instructor.

Satellite courses are distributed through the NEB\*SAT system or other delivery system. The course may originate at one of the SCC campuses or other colleges in Nebraska or the nation. Students may register for the course through SCC or another college depending on the arrangements.

SCC currently receives through satellite the following programs from other institutions in the State of Nebraska.

## MEDICAL CODING DIPLOMA

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

## CRIMINAL JUSTICE

Central Community College and Northeast Community College, in cooperation with Southeast Community College, provides graduates the opportunity to enter the occupation of Criminal Justice. This program allows the student to maintain residency in their hometown area. Students pursuing an education in Criminal Justice can complete the program's general education courses and support level courses at Southeast Community College. The majority of Criminal Justice courses will be taken from Central Community College by satellite delivered to a Southeast Community College campus site.

The criminal justice program provides the skills and knowledge necessary for entry-level employment in law enforcement, corrections, probation, security, loss prevention, rehabilitation, youth development centers and domestic violence centers. In addition, this program offers an avenue of professional development for persons already working in these fields.

Although the associate of applied science degree is intended to prepare graduates for immediate employment, many courses will transfer to four-year colleges and universities. A student who is interested in pursuing a baccalaureate degree should consult an adviser, the transfer guide, and the catalog of the four-year institution.

## OFF CAMPUS COURSES

Off campus courses are conducted within the College Area, but not at one of the SCC campuses. Credit classes meet the approved curriculum, meet the same criteria and have the same course number as a campus class and are taught by an instructor approved by the College. Some credit courses may have prerequisites or minimum required scores on an assessment test prior to registration. ASSET, COMPASS, and ACT/SAT scores are frequently used to determine placement. Courses are frequently held at local high school facilities and students may get the college course to meet high school requirements.

## ONLINE PROGRAMS

### ***BUSINESS ADMINISTRATION***

Students interested in pursuing a degree in Business Administration can do so on-line. 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 on-line. 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 on-line 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 on-line web based delivery. This program is accredited by the Commission on Accreditation of Allied Health Education Programs.

### ***FOOD SERVICE TRAINING COURSES***

Employees of health care facilities and school food service that need certification would be interested in this program. Classes can be accessed day and night from any computer with on-line capabilities. Taking one year to complete on a part-time basis, students can become eligible to take the Dietary Managers Association certifying exam after completing the courses and a preceptorship. The classes offered online for the Food Service Training certificate are the first 12 classes in the Food Service/Hospitality Program. To complete the Food Service/Hospitality Program requirement, students would continue their education on campus. School food service students with enough work experience and taking the Healthy Edge 2000 class can become certified managers through the American School Food Service Association. Contact Lois Cockerham at 1-800-828-0072, ext. 2467 or [lcockerh@southeast.edu](mailto:lcockerh@southeast.edu) for more information.



# Chapter 7 - Programs of Study

## SOUTHEAST COMMUNITY COLLEGE PROGRAMS OF STUDY JULY 1, 2003 - JUNE 30, 2004

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

## GENERAL EDUCATION REQUIREMENTS

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 12 semester/18 quarter credits; one course from each of the general education core areas. A certificate program must complete one course from the core areas and a diploma program must complete one course in two core areas. Two exceptions are the Professional Truck Driver Training Certificate and the Food Service Training Certificate.

The Southeast Community College General Education Team has approved the following courses as meeting the general education requirements. Students should work with their advisors to select the most appropriate general education courses for their program of study. Transfer students should work closely with the college to which they plan to transfer.

| <u>COURSE #</u>   | <u>COURSE TITLE</u>                     | <u>CREDITS</u> |
|---|---|----------------|
| <b>CORE AREAS</b>   |   |                |
| <b>ORAL COMMUNICATION 3 SEM/4.5 QTR CREDITS</b>           |   |                |
| SPCH1090  | Fundamentals of Human Communication     |                |
| SPCH1110  | Public Speaking                         |                |
| SPCH2810  | Business and Professional Communication |                |
| <b>WRITTEN COMMUNICATION 3 SEM/4.5 QTR CREDITS</b>        |   |                |
| ENGL1000  | Written Communications                  |                |
| ENGL1010  | Composition I                           |                |
| <b>MATHEMATICS/PHYSICAL SCIENCE 3 SEM/4.5 QTR CREDITS</b> |   |                |
| CHEM1050  | Chemistry and the Citizen               |                |
| CHEM1090  | General Chemistry I                     |                |
| MATH1000  | Basic College Mathematics               |                |
| MATH1080  | Applied Algebra and Trigonometry        |                |
| MATH1100  | Intermediate Algebra                    |                |
| MATH1150  | College Algebra                         |                |
| MATH1180  | Elementary Statistics                   |                |
| MATH1400  | Applied Calculus                        |                |
| MATH1600  | Calculus and Analytic Geometry I        |                |
| MATH2030  | Contemporary Mathematics                |                |
| MATH2450  | Applied Statistics                      |                |
| OFFT1220  | Business Math                           |                |
| PHYS1110  | Survey of Physical Science              |                |
| PHYS1150  | Descriptive Physics                     |                |
| PHYS1410  | General Physics I                       |                |
| PHYS2010  | College Physics I                       |                |
| <b>BEHAVIOR/SOCIAL SCIENCE 3 SEM/4.5 QTR CREDITS</b>      |   |                |
| ANTH1120  | General Anthropology                    |                |
| BSAD2350  | Principles of Management                |                |
| BSAD2410  | Principles of Marketing                 |                |
| BSAD2620  | Personal Finance                        |                |
| BSAD2860  | Human Relations                         |                |
| ECON2110  | Macroeconomics                          |                |
| ECON2120  | Microeconomics                          |                |
| PSYC1250  | Interpersonal Relations                 |                |
| PSYC1810  | Introduction to Psychology              |                |
| SOCI1010  | Introduction to Sociology               |                |

## ACADEMIC TRANSFER PROGRAM

Southeast Community College is fully accredited by the Higher Learning Commission of the North Central Association of Colleges. Credits are therefore acceptable by most colleges and universities in the United States. Even though most courses listed under the Academic Transfer area at SCC transfer to most colleges and universities, you should consult with your advisor, the Registrar's office in Beatrice and Milford or Career Services in Lincoln to be sure the courses you take are applicable to the degree you are seeking. Advisors, Career Services in Lincoln and the Registrar'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 credits are being transferred.**

## UNIVERSITY/COLLEGE TRANSFER COURSES FOR SPECIFIC MAJORS

Copies of university/college degree requirements are available in the Registrar's office in Beatrice and Milford and in Career Services in Lincoln for the following majors:

|  |                                      |
|--|--------------------------------------|
| <b>Accounting</b>                        | Mathematics                          |
| <b>Agricultural Sciences</b>             | Philosophy                           |
| Agribusiness                             | Physics                              |
| Agricultural Economics                   | Political Science                    |
| Agricultural Journalism                  | Psychology                           |
| Agronomy                                 | Sociology                            |
| Animal Science                           | Spanish                              |
| Biochemistry                             | Speech                               |
| Crop Protection                          | Statistics                           |
| Grazing Livestock Systems                | <b>Management</b>                    |
| Horticulture                             | <b>Marketing</b>                     |
| Veterinary Science                       | <b>Medical Technology</b>            |
| Veterinary Technologist                  | <b>Music</b>                         |
| <b>Architecture</b>                      | <b>Natural Resources</b>             |
| <b>Art</b>                               | <b>Nursing</b>                       |
| <b>Art History</b>                       | <b>Occupational Therapy</b>          |
| <b>Business Administration</b>           | <b>Pharmacy</b>                      |
| <b>Clothing and Textiles</b>             | <b>Physical Education</b>            |
| <b>Commercial Art</b>                    | <b>Pre-Professional Studies</b>      |
| <b>Computer Science</b>                  | Pre-Chiropractic                     |
| <b>Construction Science</b>              | Pre-Dental Hygiene                   |
| <b>Criminal Justice</b>                  | Pre-Dentistry                        |
| <b>Dietetics</b>                         | Pre-Law                              |
| <b>Early Childhood Education</b>         | Pre-Medicine                         |
| <b>Education</b>                         | Pre-Mortuary Science                 |
| Art K-12                                 | Pre-Nursing                          |
| Athletic Training                        | Pre-Occupational Therapy             |
| Elementary                               | Pre-Optometry                        |
| Exercise Science                         | Pre-Pharmacy                         |
| Industrial Technology Education          | Pre-Physical Therapy                 |
| Middle Grades Education                  | Pre-Physician's Assistant            |
| Music                                    | Pre-Veterinary                       |
| Secondary                                | <b>Social Work</b>                   |
| <b>Electronics Technology</b>            | <b>Textiles, Clothing and Design</b> |
| <b>Engineering</b>                       | <b>Theater</b>                       |
| Aerospace                                |                                      |
| Chemical                                 |                                      |
| Civil                                    |                                      |
| Computer                                 |                                      |
| Electrical                               |                                      |
| Engineering Management                   |                                      |
| Engineering Mechanics                    |                                      |
| Industrial                               |                                      |
| Mechanical                               |                                      |
| Metallurgical                            |                                      |
| Mining                                   |                                      |
| Natural Resources                        |                                      |
| Nuclear                                  |                                      |
| Petroleum                                |                                      |
| <b>Food Science and Technology</b>       |                                      |
| <b>Human Relations</b>                   |                                      |
| <b>Information Systems</b>               |                                      |
| <b>Interior Design</b>                   |                                      |
| <b>Journalism and Mass Communication</b> |                                      |
| Advertising                              |                                      |
| Broadcasting                             |                                      |
| News-Editorial                           |                                      |
| Public Relations                         |                                      |
| <b>Liberal Arts and Sciences</b>         |                                      |
| Actuarial Science                        |                                      |
| Anthropology                             |                                      |
| Astronomy                                |                                      |
| Biological Sciences                      |                                      |
| Chemistry                                |                                      |
| Communication Studies                    |                                      |
| Computer Science                         |                                      |
| Economics                                |                                      |
| English                                  |                                      |
| Environmental Studies                    |                                      |
| Foreign Language                         |                                      |
| Geography                                |                                      |
| Geology                                  |                                      |
| History                                  |                                      |
| Humanities                               |                                      |

The **Nebraska Transfer Initiative** will assist in choosing general education course to take if you are undecided about where you will attend a 4-year institution. Catalog information about general education requirements for area four-year colleges and universities is available in the Career Service area, Lincoln campus and the Registrar's Office at Beatrice and Milford.

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

Bellevue University  
 Chadron State College  
 Clarkson College  
 College of Saint Mary  
 Concordia University  
 Dana College  
 Doane College  
 Grace University  
 Hastings College  
 Kansas State University  
 Midland Lutheran  
 Nebraska Christian College  
 Nebraska Methodist College  
 Nebraska Wesleyan University  
 Northwest Missouri State University  
 Peru State College  
 Union College  
 University of Nebraska-Kearney  
 University of Nebraska-Lincoln  
 University of Nebraska-Omaha  
 Wayne State College  
 York College



**ACADEMIC TRANSFER**  
 BEATRICE AND LINCOLN CAMPUSES  
**ASSOCIATE OF ARTS DEGREE • ASSOCIATE OF SCIENCE DEGREE**  
*Prepares students for transfer to a senior college/university.*

**ASSOCIATE OF ARTS DEGREE (A.A.):**

**Requirements for graduation:**

**60.0 semester or 90.0 quarter credit hours**

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

**ASSOCIATE OF SCIENCE DEGREE (A.S.):**

**Requirements for graduation:**

**60 semester or 90.0 quarter credit hours**

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.

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

**Competency in the basic skills – reading writing and computation**

These competencies are essential if you are to function effectively in transfer classes. You must 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.

**60.0 Semester or 90.0 quarter credit hours minimum**

| <b>COURSE#</b>   | <b>COURSE TITLE</b>                   | <b>CREDIT HRS</b>       |
|--|---------------------------------------|-------------------------|
| <b>A. Written Communication **</b>   |                                       |                         |
| <b>6.0 sem/9.0 qtr</b>   |                                       |                         |
| ENGL1010   | *Composition I and                    |                         |
| ENGL1020   | *Composition II or                    |                         |
| ENGL2560   | *Technical Writing or                 |                         |
| OFFT1110   | *Business Communications              |                         |
| <b>B. Speech **</b>  |                                       | <b>3.0 sem/4.5 qtr</b>  |
| <b>(One class from the following)</b>  |                                       |                         |
| SPCH1090   | Fund of Human Communication           |                         |
| SPCH1110   | Public Speaking                       |                         |
| SPCH2810   | Business & Professional Communication |                         |
| <b>C. Mathematics/Logic **</b>   |                                       | <b>3.0 sem/4.5 qtr</b>  |
| <b>(One class from the following)</b>  |                                       |                         |
| MATH1150   | *College Algebra                      |                         |
| MATH1180   | *Elementary Statistics/Lin            |                         |
| MATH1200   | *Trigonometry                         |                         |
| MATH1300   | *Precalculus                          |                         |
| MATH1400   | *Applied Calculus                     |                         |
| MATH1600   | *Calculus & Analytical Geometry I     |                         |
| MATH2030   | *Contemporary Mathematics             |                         |
| PHIL2110   | *Introduction to Modern Logic         |                         |
| MATH2450   | *Applied Statistics/Bea               |                         |
| <b>D. Natural Science with lab **</b>  |                                       | <b>7.0 sem/10.5 qtr</b> |
| <b>(One class from Biological Science and one class from Physical Science)</b> |                                       |                         |
| <b>BIOLOGICAL SCIENCE</b>  |                                       |                         |
| BIOS1010   | General Biology                       |                         |
| BIOS1090   | General Botany/Bea                    |                         |
| BIOS1110   | Biology of Microorganisms             |                         |
| BIOS1140   | Human Anatomy/Lin                     |                         |
| BIOS1210   | Human Anatomy & Physiology/Bea        |                         |
| BIOS2130   | Human Physiology/Lin                  |                         |

**PHYSICAL SCIENCE**

|  |  |                         |
|--|--|-------------------------|
| CHEM1050   | Chemistry and the Citizen/Lin                  |                         |
| CHEM1090   | General Chemistry I                            |                         |
| GEOG1500   | Physical Geography                             |                         |
| GEOL1010   | Physical Geology                               |                         |
| LBST1101 &   | Applied Chemistry I/Lin and                    |                         |
| LBST1102   | Applied Chemistry II/Lin                       |                         |
| LBST1111 &   | Applied Chemistry I Laboratory/Lin and         |                         |
| LBST1112   | Applied Chemistry II Laboratory/Lin            |                         |
| PHYS1030   | *Astronomy                                     |                         |
| PHYS1110   | Survey of Physical Science/Bea                 |                         |
| PHYS1150   | *Descriptive Physics                           |                         |
| PHYS1410   | *General Physics I                             |                         |
| PHYS2010   | *College Physics I/Bea                         |                         |
| <b>E. Humanities **</b>  |  | <b>9.0 sem/13.5 qtr</b> |
| 1. Literature or Philosophy  |  |                         |
| <b>(One class from the following)</b>                              |  |                         |
| ENGL1510   | *Introduction to Creative Writing              |                         |
| ENGL2050   | *Modern Fiction                                |                         |
| ENGL2100   | *Introduction to Literature                    |                         |
| ENGL2140   | *Introduction to Shakespeare                   |                         |
| ENGL2160   | *Children's Literature                         |                         |
| ENGL2520   | *Fiction Writing                               |                         |
| ENGL2530   | *Poetry Writing                                |                         |
| PHIL1010   | *Introduction to Philosophy                    |                         |
| PHIL1060   | *Applied Ethics                                |                         |
| PHIL2610   | *Comparative Religions                         |                         |
| 2. Take one class in any two different fields below                |  | <b>6.0 sem/9.0 qtr</b>  |
| a) ARTS1010  | Introduction to Visual Arts (Art Appreciation) |                         |
| ARTS1050   | Introduction to Art History and Criticism I    |                         |
| ARTS1060   | Introduction to Art History and Criticism II   |                         |
| ARTS1110   | Beginning Drawing I/Bea                        |                         |
| ARTS1210   | Design & Composition/Bea                       |                         |
| ARTS1330   | Beginning Ceramics I/Bea                       |                         |
| ARTS2510   | Beginning Painting I/Bea                       |                         |
| ARTS2650   | Native American Art                            |                         |
| ARTS2750   | Women in Art                                   |                         |
| BRDC1710   | Survey of Electronic Media/Bea                 |                         |
| BRDC2780   | Public Relations Strategies & Techniques/Bea   |                         |
| * Course has a pre-requisite or placement test                     |  |                         |
| ** A course may only be used to satisfy one graduation requirement |  |                         |

## SCC PROGRAMS OF STUDY

|   |          |  |                          |
|---|----------|--|--------------------------|
| b)  | ENGL2050 | *Modern Fiction                              |                          |
|   | ENGL2100 | *Introduction to Literature                  |                          |
|   | ENGL2160 | *Children's Literature                       |                          |
| c)  | HUMS1100 | *Introduction to the Humanities              |                          |
|   | HUMS1200 | *20th-Century Arts & Ideas                   |                          |
| d)  | JOUR1810 | Introduction to Mass Communications/Bea      |                          |
| e)  | MUSC1010 | Introduction to Music                        |                          |
|   | MUSC1610 | Music Theory I/Bea                           |                          |
|   | MUSC2720 | Music History & Literature I                 |                          |
|   | MUSC2730 | Music History & Literature II                |                          |
|   | MUSC2750 | Introduction to American Music               |                          |
| f)  | PHIL1010 | *Introduction to Philosophy                  |                          |
|   | PHIL1060 | *Applied Ethics                              |                          |
|   | PHIL2610 | *Comparative Religions                       |                          |
|   | SPCH2050 | Oral Performances of Literature              |                          |
| g)  | PHOT1750 | Beginning Photography/Bea                    |                          |
| h)  | SPAN1010 | Elementary Spanish I                         |                          |
| i)  | THEA1120 | Introduction to Theater                      |                          |
| <b>F. Social Sciences **</b>                        |          |  | <b>12.0 sem/18.0 qtr</b> |
| 1. Social/Behavior Science                          |          |  | 3.0 sem/4.5 qtr          |
| (One class from the following)                      |          |  |                          |
|   | ANTH1120 | General Anthropology                         |                          |
|   | PSYC1250 | Interpersonal Relations/Lin                  |                          |
|   | PSYC1810 | Introduction to Psychology                   |                          |
|   | SOCI1010 | Introduction to Sociology                    |                          |
| 2. Economics or Political Science                   |          |  | 3.0 sem/4.5 qtr          |
| (One class from the following)                      |          |  |                          |
|   | ECON2110 | Macroeconomics                               |                          |
|   | ECON2120 | Microeconomics                               |                          |
|   | POLS1000 | American Government                          |                          |
|   | POLS1600 | Introduction to International Relations/Lin  |                          |
| 3. Geography or History                             |          |  | 3.0 sem/4.5 qtr          |
| (One class from the following)                      |          |  |                          |
|   | GEOG1400 | Intro to Human Geography                     |                          |
|   | GEOG1420 | World Regional Geography                     |                          |
|   | HIST1000 | Western Tradition I/Lin                      |                          |
|   | HIST1010 | Western Tradition II/Lin                     |                          |
|   | HIST2010 | American History I                           |                          |
|   | HIST2020 | American History II                          |                          |
|   | HIST2100 | World History to 1500                        |                          |
|   | HIST2110 | World History since 1500                     |                          |
| 4. The fourth class taken from any of the following |          |  | 3.0 sem/4.5 qtr          |
|   | ANTH1120 | General Anthropology                         |                          |
|   | ANTH2320 | Introduction to Archaeology/Lin              |                          |
|   | ECON2110 | Macroeconomics                               |                          |
|   | ECON2120 | Microeconomics                               |                          |
|   | GEOG1400 | Intro to Human Geography                     |                          |
|   | GEOG1420 | World Regional Geography                     |                          |
|   | HIST1000 | Western Tradition I/Lin                      |                          |
|   | HIST1010 | Western Tradition II/Lin                     |                          |
|   | HIST2010 | American History I                           |                          |
|   | HIST2020 | American History II                          |                          |
|   | HIST2100 | World History to 1500                        |                          |
|   | HIST2110 | World History since 1500                     |                          |
|   | POLS1000 | American Government                          |                          |
|   | POLS1040 | Comparative Politics                         |                          |
|   | POLS1600 | *Introduction to International Relations/Lin |                          |
|   | POLS2300 | *Political Parties/Lin                       |                          |
|   | PSYC1250 | Interpersonal Relations/Lin                  |                          |
|   | PSYC1810 | Introduction to Psychology                   |                          |
|   | PSYC2870 | *Psychology of the Personality               |                          |
|   | PSYC2880 | *Social Psychology                           |                          |
|   | PSYC2890 | *Child Psychology                            |                          |
|   | PSYC2900 | *Adolescent Psychology                       |                          |
|   | PSYC2950 | *Introduction to Counseling                  |                          |
|   | PSYC2960 | *Life-span Human Development                 |                          |
|   | PSYC2970 | *Introduction to Psychological Research/Bea  |                          |
|   | PSYC2980 | *Abnormal Psychology                         |                          |
|   | SOCI1010 | Introduction to Sociology                    |                          |
|   | SOCI2250 | *Marriage and the Family                     |                          |

\* Course has a pre-requisite or placement test

\*\* A course may only be used to satisfy one graduation requirement

|  |  |                        |
|--|--|------------------------|
| <b>G. Race, Ethnicity &amp; Gender **</b>  |  | <b>3.0 sem/4.5 qtr</b> |
| ARTS2650   | Native American Art                                  |                        |
| ARTS2750   | Women in Art   |                        |
| ENGL2150   | Introduction to Woman's Literature                   |                        |
| ENGL2440   | *African American Literature                         |                        |
| ENGL2450   | *Native American Literature                          |                        |
| ENGL2460   | Latino and Latin American Literature                 |                        |
| HIST1820   | Survey of Asian History                              |                        |
| HIST2960   | African American History/Lin                         |                        |
| SOCI1020   | Diversity in Society                                 |                        |
| SOCI2000   | *Women in Contemporary Society                       |                        |
| SOCI2150   | Issues of Unity & Diversity                          |                        |
| SPCH2110   | Intercultural Communication/Lin                      |                        |
| <b>H. Electives that fulfill the Associate Degree Requirements may be taken from — but are not limited to — the above listed classes or from classes listed below.</b> |  |                        |
| (Check with your SCC advisor or your receiving institution.) <b>17.0 sem/25.5 qtr</b>  |  |                        |
| AGRI1131   | Crop & Food Science /Bea                             |                        |
| AGRI1141   | Livestock Management & Selection/Bea                 |                        |
| AGRI1153   | Soils & Plant Nutrition/Bea                          |                        |
| AGRI1171   | Ag Technology/Bea                                    |                        |
| ARTS1120   | *Beginning Drawing II/Bea                            |                        |
| ARTS1340   | *Beginning Ceramics II/Bea                           |                        |
| ARTS2210   | *Beginning Graphic Design/Bea                        |                        |
| ARTS2520   | *Beginning Painting II/Bea                           |                        |
| BIOS1090   | *General Botany/Bea                                  |                        |
| BIOS1120   | *Introduction to Zoology/Bea                         |                        |
| BIOS1220   | *Human Anatomy & Physiology/Bea                      |                        |
| BIOS2410   | *General Genetics/Bea                                |                        |
| BSAD1090   | Business Law I                                       |                        |
| BSAD1100   | *Business Law II                                     |                        |
| BSAD2010   | Principles of Accounting I                           |                        |
| BSAD2020   | *Principles of Accounting II                         |                        |
| BSAD2350   | Principles of Management                             |                        |
| BSAD2410   | Principles of Marketing                              |                        |
| BRDC1710   | Survey of Electronic Media/Bea                       |                        |
| BRDC1860   | Radio Workshop/Bea                                   |                        |
| BRDC2100   | Broadcast Media Production/Bea                       |                        |
| BRDC2760   | Broadcast Management/Bea                             |                        |
| BRDC2830   | Communication Law & Ethics/Bea                       |                        |
| BRDC2860   | Radio Workshop/Bea                                   |                        |
| BRDC2970   | Radio Internship/Bea                                 |                        |
| CHEM1100   | *General Chemistry II                                |                        |
| CHEM2510   | *Organic Chemistry I/Bea                             |                        |
| CHEM2520   | *Organic Chemistry II/Bea                            |                        |
| CHEM2610   | *Biochemistry/Bea                                    |                        |
| CRIM1010   | Introduction to Criminal Justice                     |                        |
| CRIM1020   | Introduction to Corrections                          |                        |
| CRIM2000   | Criminal Law   |                        |
| CRIM2030   | Police & Society                                     |                        |
| CRIM2050   | Community Based Corrections                          |                        |
| CRIM2100   | Juvenile Justice                                     |                        |
| CRIM2180   | Criminal Justice Organization & Management           |                        |
| CRIM2200   | Criminology  |                        |
| CRIM2260   | Criminal Investigation                               |                        |
| CRIM2900   | American Constitutional Law                          |                        |
| CRIM2970   | Criminal Justice Internship                          |                        |
| DRAF1120   | Basic Computer Aided Drafting/Lin                    |                        |
| ECON2110   | Macroeconomics                                       |                        |
| ECON2120   | Microeconomics                                       |                        |
| EDUC1080   | *Observation/Bea                                     |                        |
| EDUC1310   | Introduction to Education                            |                        |
| EDUC2500   | Fundamentals of Child Development for Education      |                        |
| EDUC2510   | Fundamentals of Adolescent Development for Education |                        |
| EDUC2610   | Fundamentals of Psychology                           |                        |
| EDUC2970   | Professional Practicum Experiences                   |                        |
| EDUC2971   | Professional Practicum Experiences                   |                        |
| ENGL1510   | *Introduction to Creative Writing                    |                        |
| ENGL2460   | *Latino & Latin American Literature                  |                        |
| ENGL2520   | *Fiction Writing                                     |                        |
| ENGL2530   | *Poetry Writing                                      |                        |
| ENGL2560   | *Technical Writing                                   |                        |
| FSDT1350   | Basic Nutrition                                      |                        |
| HLTH1010   | Introduction to Health/Bea                           |                        |
| HMRS1404   | Introduction to Social Work/Lin                      |                        |
| HMRS2541   | Social Services-Long Term Care Facilities/Lin        |                        |

|                                   |   |
|-----------------------------------|---|
| INFO2040                          | *Fortran Programming/Bea                |
| INFO2050                          | *C++ Language Programming/Bea           |
| JOUR1820                          | *News Writing & Reporting/Bea           |
| JOUR1840/1880/2840/2880           |   |
|                                   | *Publications Production/Bea            |
| JOUR 2970                         | *Communication Internship/Bea           |
| LBST2162&2172&2163&2173           |   |
|                                   | *Biochemistry I & II w/lab /Lin         |
| MATH1700                          | *Calculus & Analytic Geometry II        |
| MATH2080                          | *Calculus & Analytic Geometry III       |
| MATH2200                          | *Differential Equations                 |
| MUSC1015/1020,2010/2020,2030/2040 |   |
|                                   | Individual Instruction in Voice/Bea     |
| MUSC1220/1230,2200/2210,2220/2230 |   |
|                                   | Individual Instruction in Brass/Bea     |
| MUSC1240/1250,2240/2250,2280/2290 |   |
|                                   | Individual Instruction in Woodwinds/Bea |
| MUSC1260/1270/2260/2270           |   |
|                                   | Class Piano I, II, III, IV/Bea          |
| MUSC1410/1420,2390/2400,2410/2420 |   |
|                                   | College Chorus/Bea                      |
| MUSC1430,1440,2430,2440           |   |
|                                   | Vocal Ensemble: Showcase Singers/Bea    |
| MUSC1480/1490,2480/2490,2500/2510 |   |
|                                   | College Band/Bea                        |
| MUSC1620                          | Music Theory II/Bea                     |
| MUSC2520/2530,2540/2550,2580/2590 |   |
|                                   | Individual Instruction in Piano/Bea     |
| MUSC2750                          | Introduction to American Music          |
| PHED1000                          | Lifetime Fitness/Lin                    |
| PHIL1150                          | Critical & Creative Thinking            |
| PHOT1760                          | *Creative Photography/Bea               |
| PHOT1780                          | *Color Photography/Bea                  |
| PHOT2750                          | *Photojournalism/Bea                    |
| PHYS1420                          | *General Physics II                     |
| PHYS2020                          | *College Physics II/Bea                 |
| SIGN1010&1030                     |   |
|                                   | American Sign Language 1 & 2/Lin        |
| SIGN1050&1070                     |   |
|                                   | *American Sign Language 3 & 4/Lin       |
| SIGN2020&2040                     |   |
|                                   | *American Sign Language 5 & 6/Lin       |
| SIGN2060&2080                     |   |
|                                   | *American Sign Language 7 & 8/Lin       |
| SOCI2260                          | Parenting                               |
| SPAN1020                          | *Elementary Spanish II                  |
| SPAN2010                          | *2nd Year Spanish I                     |
| SPAN2020                          | *2nd Year Spanish II                    |
| SPAN2030                          | *Intensive Conversation                 |
| SPAN2040                          | *Intensive Writing                      |
| SPAN2100                          | *Accelerated Second-year Spanish/Lin    |
| SPCH2050                          | Oral Performance of Literature/Bea      |
| THEA1850/1860/2850/2860           |   |
|                                   | Theatre Production/Bea                  |

\* 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.

**60.0 Semester or 90.0 quarter credit hours minimum**

| <b>COURSE #</b>  | <b>COURSE TITLE</b>                            | <b>CREDIT HRS</b>       |
|--|--|-------------------------|
| <b>A. Written Communication **</b>   |  |                         |
|  |  | <b>6.0 sem/9.0 qtr</b>  |
| ENGL1010   | *Composition I and                             |                         |
| ENGL1020   | *Composition II or                             |                         |
| ENGL2560   | *Technical Writing or                          |                         |
| OFFT1110   | *Business Communications                       |                         |
| <b>B. Speech **</b>  |  |                         |
|  |  | <b>3.0 sem/4.5 qtr</b>  |
| <b>(One class from the following)</b>  |  |                         |
| SPCH1090   | Fund of Human Communication                    |                         |
| SPCH1110   | Public Speaking                                |                         |
| SPCH2810   | Business & Professional Communication/Lin      |                         |
| <b>C. Mathematics/Logic **</b>   |  |                         |
|  |  | <b>6.0 sem/9.0 qtr</b>  |
| MATH1150   | *College Algebra                               |                         |
| MATH1180   | *Elementary Statistics/Lin                     |                         |
| MATH1200   | *Trigonometry                                  |                         |
| MATH1300   | *Precalculus                                   |                         |
| MATH1400   | *Applied Calculus                              |                         |
| MATH1600   | *Calculus & Analytical Geometry I              |                         |
| MATH1700   | *Calculus & Analytical Geometry II             |                         |
| MATH2030   | *Contemporary Mathematics                      |                         |
| MATH2450   | *Applied Statistics/Bea                        |                         |
| PHIL2110   | *Introduction to Modern Logic                  |                         |
| <b>D. Natural Science with lab **</b>  |  |                         |
|  |  | <b>8.0 sem/12.0 qtr</b> |
| <b>(One class from Biological Science and one class from Physical Science)</b> |  |                         |
| <b>BIOLOGICAL SCIENCE</b>  |  |                         |
| BIOS1010   | General Biology                                |                         |
| BIOS1090   | General Botany/Bea                             |                         |
| BIOS1110   | Biology of Microorganisms                      |                         |
| BIOS1140   | Human Anatomy/Lin                              |                         |
| BIOS1210   | Human Anatomy & Physiology I/Bea               |                         |
| BIOS2130   | Human Physiology/Lin                           |                         |
| <b>PHYSICAL SCIENCE</b>  |  |                         |
| CHEM1050   | Chemistry and the Citizen/Lin                  |                         |
| CHEM1090   | General Chemistry I                            |                         |
| GEOL1010   | Physical Geology/Lin                           |                         |
| LBST1101&1102  | Chemistry I and Chemistry II                   |                         |
| PHYS1030   | *Astronomy                                     |                         |
| PHYS1110   | Survey of Physical Science/Bea                 |                         |
| PHYS1150   | *Descriptive Physics                           |                         |
| PHYS1410   | *General Physics I                             |                         |
| PHYS2010   | *College Physics I/Bea                         |                         |
| <b>E. Humanities **</b>  |  |                         |
|  |  | <b>3.0 sem/4.5 qtr</b>  |
| ARTS1010   | Introduction to Visual Arts (Art Appreciation) |                         |
| ARTS1050   | Introduction to Art History and Criticism I    |                         |
| ARTS1060   | Introduction to Art History and Criticism II   |                         |
| ENGL2050   | *Modern Fiction                                |                         |
| ENGL2100   | *Introduction to Literature                    |                         |
| ENGL2140   | *Introduction to Shakespeare                   |                         |
| ENGL2160   | *Children's Literature                         |                         |
| HUMS1100   | *Introduction to the Humanities                |                         |
| HUMS1200   | *20th-Century Arts & Ideas                     |                         |
| MUSC1010   | Introduction to Music                          |                         |
| PHIL1010   | *Introduction to Philosophy                    |                         |
| PHIL1060   | *Applied Ethics                                |                         |
| PHIL2610   | *Comparative Religions                         |                         |
| SPAN1010   | Elementary Spanish I                           |                         |
| <b>F. Social Sciences **</b>   |  |                         |
|  |  | <b>3.0 sem/4.5 qtr</b>  |
| ANTH1120   | General Anthropology                           |                         |
| ECON2110   | Macroeconomics                                 |                         |
| ECON2120   | Microeconomics                                 |                         |
| PSYC1250   | Interpersonal Relations                        |                         |
| PSYC1810   | Introduction to Psychology                     |                         |
| SOCI1010   | Introduction to Sociology                      |                         |
| <b>G. Race, Ethnicity &amp; Gender **</b>                                      |  |                         |
|  |  | <b>3.0 sem/4.5 qtr</b>  |
| ARTS2650   | *Native American Arts                          |                         |
| ARTS2750   | Women in Art                                   |                         |
| ENGL2150   | Introduction to Woman's Literature             |                         |
| ENGL2440   | *African American Literature                   |                         |
| ENGL2450   | *Native American Literature                    |                         |

## SCC PROGRAMS OF STUDY

|          |                                      |
|----------|--------------------------------------|
| ENGL2460 | Latino and Latin American Literature |
| HIST1820 | Survey of Asian History              |
| HIST2960 | African American History/Lin         |
| SOCI1020 | Diversity in Society                 |
| SOCI2000 | Women in Contemporary Society        |
| SOCI2150 | Issues of Unity & Diversity          |
| SPCH2110 | Intercultural Communication/Lin      |

**H. Electives that fulfill the Associate Degree Requirements** may be taken from — but are not limited to — the above listed classes or from classes listed below. (Check with your SCC advisor or your receiving institution.)

**28.0 sem/42.0 qtr**

|          |  |
|----------|--|
| AGRI1131 | Crop & Food Science /Bea                             |
| AGRI1141 | Livestock Management & Selection/Bea                 |
| AGRI1153 | Soils & Plant Nutrition/Bea                          |
| AGRI1171 | Ag Technology/Bea                                    |
| ARTS1120 | *Beginning Drawing II/Bea                            |
| ARTS1340 | *Beginning Ceramics II/Bea                           |
| ARTS2210 | *Beginning Graphic Design/Bea                        |
| ARTS2520 | *Beginning Painting II/Bea                           |
| BIOS1090 | *General Botany/Bea                                  |
| BIOS1120 | *Introduction to Zoology/Bea                         |
| BIOS1220 | *Human Anatomy & Physiology/Bea                      |
| BIOS2410 | *General Genetics/Bea                                |
| BRDC1860 | Radio Workshop/Bea                                   |
| BRDC2100 | Broadcast Media Production/Bea                       |
| BRDC2760 | Broadcast Management/Bea                             |
| BRDC2780 | Public Relations Strategies & Techniques/Bea         |
| BRDC2830 | Communication Law & Ethics/Bea                       |
| BRDC2860 | Radio Workshop/Bea                                   |
| BRDC2970 | Radio Internship/Bea                                 |
| BSAD1090 | Business Law I                                       |
| BSAD1100 | *Business Law II                                     |
| BSAD2010 | Principles of Accounting I                           |
| BSAD2020 | *Principles of Accounting II                         |
| BSAD2350 | Principles of Management                             |
| BSAD2410 | Principles of Marketing                              |
| CHEM1100 | *General Chemistry II                                |
| CHEM2510 | *Organic Chemistry I/Bea                             |
| CHEM2520 | *Organic Chemistry II/Bea                            |
| CHEM2610 | *Biochemistry/Bea                                    |
| CRIM1010 | Introduction to Criminal Justice                     |
| CRIM1020 | Introduction to Corrections                          |
| CRIM2000 | Criminal Law   |
| CRIM2030 | Police & Society                                     |
| CRIM2050 | *Community Based Corrections                         |
| CRIM2100 | Juvenile Justice                                     |
| CRIM2180 | Criminal Justice Organization & Management           |
| CRIM2200 | Criminology  |
| CRIM2260 | Criminal Investigation                               |
| CRIM2900 | American Constitutional Law                          |
| CRIM2970 | Criminal Justice Internship                          |
| ECON2110 | Macroeconomics                                       |
| ECON2120 | Microeconomics                                       |
| EDUC1080 | *Observation   |
| EDUC1310 | Introduction to Education                            |
| EDUC2500 | Fundamentals of Child Development for Education      |
| EDUC2510 | Fundamentals of Adolescent Development for Education |
| EDUC2610 | Fundamentals of Psychology                           |
| EDUC2970 | Professional Practicum Experiences                   |
| EDUC2971 | Professional Practicum Experiences                   |
| ENGL1510 | *Introduction to Creative Writing                    |
| ENGL2520 | *Fiction Writing                                     |
| ENGL2530 | *Poetry Writing                                      |
| FSDT1350 | Basic Nutrition                                      |
| GEOG1400 | Intro to Human Geography                             |
| GEOG1420 | World Regional Geography                             |
| GEOG1500 | Physical Geography                                   |
| HIST1000 | Western Tradition I/Lin                              |
| HIST1010 | Western Tradition II/Lin                             |
| HIST2010 | American History I                                   |
| HIST2020 | American History II                                  |
| HIST2100 | World History to 1500                                |
| HIST2110 | World History since 1500                             |
| HLTH1010 | Introduction to Health/Bea                           |

|                                   |   |
|-----------------------------------|---|
| HMRS1404                          | Introduction to Social Work/Lin               |
| HMRS2541                          | Social Services-Long Term Care Facilities/Lin |
| INFO2040                          | *Fortran Programming/Bea                      |
| INFO2050                          | *C++ Language Programming/Bea                 |
| JOUR1820                          | *News Writing & Reporting/Bea                 |
| JOUR1840/1880/2840/2880           |   |
|                                   | *Publications Production/Bea                  |
| JOUR 2970                         | *Communication Internship/Bea                 |
| LBST2162&2172&2163&2173           |   |
|                                   | *Biochemistry I & II w/lab /Lin               |
| MATH2080                          | *Calculus & Analytic Geometry III             |
| MATH2200                          | *Differential Equations/Bea                   |
| MUSC1015/1020,2010/2020,2030/2040 |   |
|                                   | Individual Instruction in Voice/Bea           |
| MUSC1220/1230,2200/2210,2220/2230 |   |
|                                   | Individual Instruction in Brass/Bea           |
| MUSC1240/1250,2240/2250,2280/2290 |   |
|                                   | Individual Instruction in Woodwinds/Bea       |
| MUSC1260/1270/2260/2270           |   |
|                                   | Class Piano I, II, III, IV/Bea                |
| MUSC1410/1420,2390/2400,2410/2420 |   |
|                                   | College Chorus/Bea                            |
| MUSC1430,1440,2430,2440           |   |
|                                   | Vocal Ensemble: Showcase Singers/Bea          |
| MUSC1480/1490,2480/2490,2500/2510 |   |
|                                   | College Band/Bea                              |
| MUSC1620                          | *Music Theory II/Bea                          |
| MUSC2750                          | Introduction to American Music                |
| PHED1000                          | Lifetime Fitness/Lin                          |
| PHIL1150                          | Critical & Creative Thinking                  |
| PHOT1760                          | *Creative Photography/Bea                     |
| PHOT1780                          | *Color Photography/Bea                        |
| PHOT2750                          | *Photojournalism/Bea                          |
| PHYS1420                          | *General Physics II                           |
| PHYS2020                          | *College Physics II/Bea                       |
| POLS1000                          | American Government                           |
| POLS1040                          | Comparative Politics                          |
| POLS1600                          | *Introduction to International Relations      |
| POLS2020                          | *Introduction to State & Local Government     |
| POLS2300                          | *Political Parties                            |
| PSYC2870                          | *Psychology of the Personality                |
| PSYC2880                          | *Social Psychology                            |
| PSYC2960                          | *Life-span Human Development                  |
| PSYC2980                          | *Abnormal Psychology                          |
| SIGN1010&1030                     |   |
|                                   | American Sign Language 1 & 2/Lin              |
| SIGN1050&1070                     |   |
|                                   | *American Sign Language 3 & 4/Lin             |
| SIGN2020&2040                     |   |
|                                   | *American Sign Language 5 & 6/Lin             |
| SIGN2060&2080                     |   |
|                                   | *American Sign Language 7 & 8/Lin             |
| SOCI2250                          | *Marriage and the Family                      |
| SOCI2260                          | Parenting                                     |
| SPAN1020                          | *Elementary Spanish II                        |
| SPAN2010                          | *2nd Year Spanish I                           |
| SPAN2020                          | *2nd Year Spanish II                          |
| SPAN2030                          | *Intensive Conversation                       |
| SPAN2040                          | *Intensive Writing                            |
| SPAN2100                          | *Accelerated Second-year Spanish/Lin          |
| SPCH2050                          | Oral Performance of Literature/Bea            |
| THEA1850/1860/2850/2860/2880      |   |
|                                   | Theatre Production/Bea                        |

\* Course has a pre-requisite or placement test

\*\* A course may meet only one graduation requirement

# AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY

BEATRICE CAMPUS

ASSOCIATE OF APPLIED SCIENCE DEGREE

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

**Requirements for graduation**

•Associate of Applied Science Degree:

Agribusiness Focus:

85.0 credit hours

Horticulture Focus:

85.0 credit hours

Crops Focus:

85.0 credit hours

Livestock Focus:

85.0 credit hours

Diversified Agriculture Focus:

85.0 credit hours

•Certificate:

Dairy Technician Certification:

41.0 credit hours

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

**AGRI CORE COURSES:**

| COURSE # | COURSE TITLE                        | CREDIT HRS  |
|----------|-------------------------------------|-------------|
| AGRI1123 | Agribusiness Careers                | 3.0         |
| AGRI1131 | Crop & Food Science                 | 3.0         |
| AGRI1141 | Livestock Management & Selection*   | 4.0         |
| AGRI1171 | Ag Technology                       | 2.0         |
| AGRI1205 | Enterprise Analysis                 | 3.0         |
| AGRI1211 | Agricultural Marketing              | 3.0         |
| AGRI1216 | Agribusiness Management             | 3.0         |
| AGRI2204 | Agribusiness Intern Seminar I       | 3.0         |
| AGRI2281 | Agribusiness Cooperative Internship | 7.0         |
| AGRI2285 | Agribusiness Internship Seminar II  | 1.0         |
| AGRI2291 | Ag Business Sales                   | 3.0         |
|          |                                     | <b>35.0</b> |

\*Horticulture Focus may substitute AGRI1177 Companion Animals.

**GENERAL EDUCATION REQUIREMENTS:**

Each graduate must complete a minimum of one class from each of the following areas.

|                               |             |
|-------------------------------|-------------|
| Oral Communications           | 3.0         |
| Written Communications        | 3.0         |
| Mathematics/Physical Sciences | 3.0         |
| Behavioral/Social Sciences    | 3.0         |
|                               | <b>12.0</b> |

Campus location and program advisors may determine course offerings and availability. Contact the program for additional details.

**AGRIBUSINESS FOCUS:**

|          |   |     |
|----------|---|-----|
| AGRI1135 | Basic Fertilizer Management                   | 2.0 |
| AGRI1221 | Livestock Nutrition                           | 4.0 |
| AGRI1153 | Soils & Plant Nutrition                       | 4.0 |
| AGRI2219 | Pesticide Certification                       | 2.0 |
| AGRI2232 | Harvesting Equipment <b>or</b>                |     |
| AGRI2233 | Planting and Tillage Equipment                | 4.0 |
| AGRI2267 | Advanced Marketing                            | 3.0 |
| AGRI2279 | Advanced Ag Technology                        | 3.0 |
|          | Select 14 hours from the following:           |     |
| AGRI1132 | Horticulture Plant Identification & Selection | 3.0 |
| AGRI1143 | Equine Management                             | 3.0 |
| AGRI1154 | Greenhouse Management                         | 2.0 |
| AGRI1155 | Basic Landscaping                             | 3.0 |
| AGRI1239 | Arboriculture                                 | 2.0 |
| AGRI1242 | Turfgrass Management                          | 3.0 |
| AGRI1257 | Live Animal Selection & Carcass Evaluation    | 3.0 |
| AGRI2202 | Farm & Ranch Management                       | 4.0 |
| AGRI2220 | Ag Chemicals & Equipment Application          | 3.0 |
| AGRI2223 | Principles of Livestock Feeding               | 2.0 |
| AGRI2231 | Animal Breeding                               | 5.0 |
| AGRI2245 | Animal Health                                 | 4.0 |
| AGRI2253 | Grain Management                              | 2.0 |
| AGRI2280 | Advanced Crops                                | 3.0 |
|          | Agribusiness Focus: <b>36.0</b>               |     |
|          | Electives: <u>2.0</u>                         |     |
|          | <b>38.0</b>                                   |     |

**HORTICULTURE FOCUS:**

|          |   |     |
|----------|---|-----|
| AGRI1132 | Horticulture Plant Identification & Selection | 3.0 |
| AGRI1153 | Soils & Plant Nutrition                       | 4.0 |
| AGRI2219 | Pesticide Certification                       | 2.0 |
| AGRI2220 | Ag Chemicals & Equipment Application          | 3.0 |
| AGRI2265 | Irrigation & Water Management                 | 4.0 |
| BIOS1090 | General Botany                                | 4.0 |
|          | Select 12 hours from the following:           |     |
| AGRI1135 | Basic Fertilizer Management                   | 2.0 |
| AGRI1136 | Plant Propagation                             | 2.0 |
| AGRI1145 | Agricultural Electricity and Welding          | 2.0 |
| AGRI1154 | Greenhouse Management                         | 2.0 |
| AGRI1155 | Basic Landscaping                             | 3.0 |
| AGRI1242 | Turfgrass Management                          | 3.0 |
| AGRI2214 | Horticulture Equipment Maintenance            | 2.0 |
| AGRI2222 | Agriculture Analysis                          | 2.0 |
| AGRI2292 | Landscape Maintenance                         | 2.0 |
|          | Select 4 hours from the following:            |     |
| AGRI1239 | Arboriculture                                 | 2.0 |
| AGRI2240 | Range & Forage Management                     | 4.0 |
| AGRI2286 | Advanced Landscaping                          | 3.0 |
| AGRI2288 | Golf Course Management                        | 2.0 |
| BIOS1010 | General Biology                               | 4.0 |
| BIOS1120 | Introduction to Zoology                       | 4.0 |
|          | Horticulture Focus: <b>36.0</b>               |     |
|          | Electives: <u>2.0</u>                         |     |
|          | <b>38.0</b>                                   |     |

**CROPS FOCUS:**

|          |                                      |     |
|----------|--------------------------------------|-----|
| AGRI1135 | Basic Fertilizer Management          | 2.0 |
| AGRI1153 | Soils & Plant Nutrition              | 4.0 |
| AGRI2202 | Farm & Ranch Management <b>or</b>    | 4.0 |
| AGRI2279 | Advanced Ag Technology               | 3.0 |
| AGRI2219 | Pesticide Certification              | 2.0 |
| AGRI2220 | Ag Chemicals & Equipment Application | 3.0 |
| AGRI2232 | Harvesting Equipment                 | 4.0 |
| AGRI2233 | Planting & Tillage Equipment         | 4.0 |
| AGRI2265 | Irrigation & Water Management        | 4.0 |
| AGRI2267 | Advanced Marketing                   | 3.0 |
|          | Select 6 hours from the following:   |     |
| AGRI1136 | Plant Propagation                    | 2.0 |
| AGRI1154 | Greenhouse Management                | 2.0 |
| AGRI2212 | Ag Machinery Maintenance             | 2.0 |
| AGRI2240 | Range & Forage Management            | 4.0 |
| AGRI1242 | Turfgrass Management                 | 3.0 |
| AGRI2222 | Agriculture Analysis                 | 2.0 |
| AGRI2253 | Grain Management                     | 2.0 |
| AGRI2280 | Advanced Crop                        | 3.0 |
|          | Crops Focus: <b>35.0 or 36.0</b>     |     |
|          | Electives: 2.0 or 3.0                |     |
|          | <b>38.0</b>                          |     |

**LIVESTOCK FOCUS:**

|          |   |     |
|----------|---|-----|
| AGRI1221 | Livestock Nutrition                         | 4.0 |
| AGRI2223 | Principles of Livestock Feeding             | 2.0 |
| AGRI2231 | Animal Breeding                             | 5.0 |
| AGRI2245 | Animal Health                               | 4.0 |
|          | Select 12 hours from the following courses: |     |
| AGRI1135 | Basic Fertilizer Management                 | 2.0 |
| AGRI2202 | Farm & Ranch Management                     | 4.0 |
| AGRI2222 | Agriculture Analysis                        | 2.0 |
| AGRI2232 | Harvesting Equipment                        | 4.0 |
| AGRI2233 | Planting & Tillage Equipment                | 4.0 |

## SCC PROGRAMS OF STUDY

|  |  |     |
|--|--|-----|
| AGRI2240                                   | Range & Forage Management                  | 4.0 |
| AGRI2253                                   | Grain Management                           | 2.0 |
| AGRI2258                                   | Livestock Ultrasound Technology            | 2.0 |
| AGRI2267                                   | Advanced Marketing                         | 3.0 |
| Select 9 hours from the following courses: |  |     |
| AGRI1143                                   | Equine Management                          | 3.0 |
| AGRI1177                                   | Companion Animals                          | 3.0 |
| AGRI1257                                   | Live Animal Selection & Carcass Evaluation | 3.0 |
| AGRI2254                                   | Advanced Swine Production                  | 3.0 |
| AGRI2255                                   | Advanced Sheep Production                  | 3.0 |
| AGRI2256                                   | Advanced Beef Cattle Production            | 3.0 |

Livestock Focus: **36.0**

Electives: 2.0

**38.0**

### **DIVERSIFIED AGRICULTURE FOCUS:**

|          |                          |     |
|----------|--------------------------|-----|
| AGRI1153 | Soils & Plants Nutrition | 4.0 |
| AGRI1221 | Livestock Nutrition      | 4.0 |

*Agribusiness Courses - Take a minimum of 4 credits*

|          |                                     |     |
|----------|-------------------------------------|-----|
| AGRI2202 | Farm & Ranch Management             | 4.0 |
| AGRI2223 | Principles of Livestock Feeding     | 2.0 |
| AGRI2253 | Grain Management                    | 2.0 |
| AGRI2267 | Advanced Marketing                  | 3.0 |
| AGRI2274 | Individual Marketing/Management Lab | 1.0 |
| AGRI2279 | Advanced Ag Technology              | 3.0 |

*Livestock Courses - Take a minimum of 8 credits*

|          |  |     |
|----------|--|-----|
| AGRI1143 | Equine Management                          | 3.0 |
| AGRI1257 | Live Animal Selection & Carcass Evaluation | 3.0 |
| AGRI2231 | Animal Breeding                            | 5.0 |
| AGRI2240 | Range & Forage Management                  | 4.0 |
| AGRI2245 | Animal Health                              | 4.0 |
| AGRI1248 | Artificial Insemination                    | 1.0 |
| AGRI2254 | Advanced Swine Production                  | 3.0 |
| AGRI2255 | Advanced Sheep Production                  | 3.0 |
| AGRI2256 | Advanced Beef Production                   | 3.0 |
| AGRI2258 | Livestock Ultrasound Technology            | 2.0 |

*Crops Courses - Take a minimum of 8 credits*

|          |                                      |     |
|----------|--------------------------------------|-----|
| AGRI1135 | Basic Fertilizer Management          | 2.0 |
| AGRI1136 | Plant Propagation                    | 2.0 |
| AGRI1154 | Greenhouse Management                | 2.0 |
| AGRI1155 | Basic Landscaping                    | 3.0 |
| AGRI1239 | Arboriculture                        | 2.0 |
| AGRI1242 | Turfgrass Management                 | 3.0 |
| AGRI2219 | Pesticide Certification              | 2.0 |
| AGRI2220 | Ag Chemicals & Equipment Application | 3.0 |
| AGRI2222 | Agriculture Analysis                 | 2.0 |
| AGRI2240 | Range & Forage Management            | 4.0 |
| AGRI2265 | Irrigation & Water Management        | 4.0 |
| AGRI2280 | Advanced Crops                       | 3.0 |

*Mechanics Courses - Take a minimum of 6 credits*

|          |                                    |     |
|----------|------------------------------------|-----|
| AGRI1116 | Electric & Gas Welding             | 2.0 |
| AGRI1145 | Ag Electricity & Welding           | 2.0 |
| AGRI1218 | Basic Farm Engines                 | 3.0 |
| AGRI2212 | Ag Machinery Maintenance           | 2.0 |
| AGRI2214 | Horticulture Equipment Maintenance | 2.0 |
| AGRI2232 | Harvesting Equipment               | 4.0 |
| AGRI2233 | Planting & Tillage Equipment       | 4.0 |

Diversified Agriculture Focus: **34.0**

Electives: 4.0

**38.0**

### **PROGRAM ELECTIVES**

|          |   |     |
|----------|---|-----|
| AGRI1116 | Electric & Gas Welding                              | 2.0 |
| AGRI1132 | Horticulture Plant Identification & Selection       | 3.0 |
| AGRI1135 | Basic Fertilizer Management                         | 2.0 |
| AGRI1136 | Plant Propagation                                   | 2.0 |
| AGRI1143 | Equine Management                                   | 3.0 |
| AGRI1145 | Ag Electricity & Welding                            | 2.0 |
| AGRI1153 | Soils & Plant Nutrition                             | 4.0 |
| AGRI1154 | Greenhouse Management                               | 2.0 |
| AGRI1155 | Basic Landscaping                                   | 3.0 |
| AGRI1177 | Companion Animals                                   | 3.0 |
| AGRI1218 | Basic Farm Engines                                  | 3.0 |
| AGRI1221 | Livestock Nutrition                                 | 4.0 |
| AGRI1239 | Arboriculture                                       | 2.0 |
| AGRI1242 | Turfgrass Management                                | 3.0 |
| AGRI1248 | Artificial Insemination                             | 1.0 |
| AGRI1251 | Individualized Laboratory                           | 2.0 |
| AGRI1257 | Live Animal Selection & Carcass Evaluation          | 3.0 |
| AGRI1272 | Intermediate Live Animal Selection                  | 1.0 |
| AGRI2202 | Farm & Ranch Management                             | 4.0 |
| AGRI2212 | Ag Machinery Maintenance                            | 2.0 |
| AGRI2214 | Horticulture Equipment Maintenance                  | 2.0 |
| AGRI2219 | Pesticide Certification                             | 2.0 |
| AGRI2220 | Ag Chemicals & Equipment Application                | 3.0 |
| AGRI2222 | Agriculture Analysis                                | 2.0 |
| AGRI2223 | Principles of Livestock Feeding                     | 2.0 |
| AGRI2231 | Animal Breeding                                     | 5.0 |
| AGRI2232 | Harvesting Equipment                                | 4.0 |
| AGRI2233 | Planting & Tillage Equipment                        | 4.0 |
| AGRI2240 | Range & Forage Management                           | 4.0 |
| AGRI2245 | Animal Health                                       | 4.0 |
| AGRI2253 | Grain Management                                    | 2.0 |
| AGRI2254 | Advanced Swine Production                           | 3.0 |
| AGRI2255 | Advanced Sheep Production                           | 3.0 |
| AGRI2256 | Advanced Beef Cattle Production                     | 3.0 |
| AGRI2258 | Livestock Ultrasound Technology                     | 2.0 |
| AGRI2265 | Irrigation & Water Management                       | 4.0 |
| AGRI2267 | Advanced Marketing                                  | 3.0 |
| AGRI2272 | Advanced Live Animal Evaluation & Carcass Selection | 1.0 |
| AGRI2274 | Individual Marketing/Management Laboratory          | 1.0 |
| AGRI2279 | Advanced Ag Technology                              | 3.0 |
| AGRI2280 | Advanced Crops                                      | 3.0 |
| AGRI2286 | Advanced Landscaping                                | 3.0 |
| AGRI2288 | Golf Course Management                              | 2.0 |
| AGRI2291 | Agribusiness Sales                                  | 3.0 |
| AGRI2292 | Landscape Maintenance                               | 3.0 |

# ARCHITECTURAL-ENGINEERING TECHNOLOGY

MILFORD CAMPUS

## ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students for careers in architectural and engineering building technologies.*

**Requirements for graduation**

• **Associate of Applied Science Degree:**

**136.5 credit hours**

Below is a suggested guide for a full-time student to complete an A.A.S. degree in Architectural-Engineering Technology. Graduates of the program are trained to be a special member of an engineering or architectural team, assisting both the engineer and architect. Students may substitute academic transfer courses for vocational general education courses.

Please note: Before a student can enroll in ARCH1434, 1436, 2637, ALL prerequisite classes must have the appropriate grade of “C” or above. Corequisite/companion classes must be taken during the same quarter, as theory & lab information changes each quarter. ARCH1103-2546 are prerequisites for acceptance into the 6th quarter.

**ARCHITECTURAL-ENGINEERING TECHNOLOGY COURSES:**

| COURSE # | COURSE TITLE                                | CREDIT HRS   |
|----------|---|--------------|
| ARCH1103 | Materials of Construction                   | 3.0          |
| ARCH1107 | Heating & Air Conditioning Systems I        | 3.5          |
| ARCH1115 | Light Construction Principles               | 5.0          |
| ARCH1150 | Computer Aided Drafting I (CAD)             | 2.0          |
| ARCH1158 | Basic Architectural Drafting                | 3.0          |
| ARCH1208 | Heating & Air Conditioning Systems II       | 5.0          |
| ARCH1224 | Plumbing Systems Drafting                   | 2.5          |
| ARCH1225 | Plumbing Systems                            | 5.0          |
| ARCH1226 | Heating & Air Conditioning Systems Drafting | 2.5          |
| ARCH1240 | Computer Aided Drafting II (CAD)            | 3.0          |
| ARCH1311 | Basic Estimating                            | 3.5          |
| ARCH1320 | Freehand Drawing for Design Detailers       | 1.0          |
| ARCH1328 | Structural & Building Systems               | 8.0          |
| ARCH1329 | Structural Concrete & Wood Building Systems | 4.0          |
| ARCH1330 | Structural Detailing & Design               | 4.0          |
| ARCH1340 | Computer Aided Drafting III (CAD)           | 1.5          |
| ARCH1434 | Fundamentals of Commercial Architecture     | 3.0          |
| ARCH1436 | Commercial Architectural Drafting           | 5.5          |
| ARCH1438 | Residential Design and Drafting             | 4.5          |
| ARCH2531 | Electrical Systems Theory                   | 5.0          |
| ARCH2533 | Advanced Mechanical Systems Theory          | 5.0          |
| ARCH2542 | Electrical Systems Drafting                 | 2.5          |
| ARCH2544 | Advanced Mechanical Systems Drafting        | 2.5          |
| ARCH2546 | Site Planning & Surveying                   | 3.0          |
| ARCH2637 | Comprehensive Project Design                | 3.0          |
| ARCH2639 | Construction Estimating                     | 3.5          |
| ARCH2641 | Life Safety Code                            | 3.0          |
| ARCH2648 | Comprehensive Project Drawing               | <u>8.0</u>   |
|          |   | <b>105.0</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|          |                              |             |
|----------|------------------------------|-------------|
| ENGL1000 | Written Communications       | 4.5         |
| MATH1080 | Mathematics (or higher*)     | 4.5         |
| GENN1110 | Elementary Structural Design | 4.5         |
| BSAD1010 | Microsoft Applications       | 4.5         |
| GENN1710 | Construction Law             | 4.5         |
| BSAD2620 | Personal Finance             | 4.5         |
| SPCH1110 | Public Speaking              | <u>4.5</u>  |
|          |                              | <b>31.5</b> |

\*MATH1080 is a prerequisite for GENN1110, Elementary Structural Design. Students must receive a “C” or better in MATH1080 before enrolling in GENN1110.

# ASSOCIATE DEGREE NURSING

LINCOLN CAMPUS

## ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students for careers as a registered nurse.*

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

### Requirements for graduation

#### • Associate of Applied Science Degree:

**108.0 credit hours**

The Associate Degree Nursing program is approved by the Nebraska State Board of Nursing and accredited by the National League for Nursing Accrediting Commission. Graduates are eligible to take the National Council of State Board of Nursing Licensing Examination (NCLEX) for registered nurses. This program provides nursing care education with a high degree of skill in a variety of structured health care settings. Advanced placement is available for the LPN. Contact the program chair for specific information about LPN advanced placement. The following is a list of required courses to complete an A.A.S. degree in the ADN program. Basic Nursing Assistant status on the Nebraska registry is required.

#### ASSOCIATE DEGREE NURSING COURSES:

| COURSE # | COURSE TITLE                           | CREDIT HRS  |
|----------|--|-------------|
| NURS1304 | *Transition**                          | 1.0         |
| NURS1206 | *Intro to Professional Nursing         | 2.0         |
| NURS1305 | *Nursing Concepts I                    | 6.0         |
| NURS1306 | *Pathophysiology                       | 4.5         |
| NURS1307 | *Nursing Concepts II                   | 3.0         |
| NURS2400 | *Nursing Assessment                    | 4.5         |
| NURS2403 | *Gerontological Nursing Concepts       | 3.5         |
| NURS2404 | *Nursing Concepts III                  | 6.0         |
| NURS2501 | *Nursing Concepts-Childbearing Family  | 6.0         |
| NURS2502 | *Nursing Concepts-Child Rearing Family | 6.0         |
| NURS2602 | *Mental Health Nursing Concepts        | 6.0         |
| NURS2603 | *Nursing Concepts IV                   | 6.5         |
|          |  | <b>54.0</b> |

\*Course has a prerequisite

\*\*Required for LPNS advanced placement students only. A minimum 2.0 grade (4.0 system) is required in each support course and a minimum 2.5 grade (4.0 system) is required in each nursing course.

#### GENERAL EDUCATION REQUIREMENTS:

|           |                             |             |
|-----------|-----------------------------|-------------|
| BIOS1140  | Human Anatomy & Lab         | 6.0         |
| BIOS1110  | Biology of Microorganisms   | 6.0         |
| BIOS2130  | Human Physiology & Lab      | 6.0         |
| CHEM1050  | Chemistry & the Citizen     | 6.0         |
| ENGL1010  | Composition                 | 4.5         |
| FSDT1350  | Basic Nutrition             | 4.5         |
| PSYC1810  | Introduction to Psychology  | 4.5         |
| PSYC2960  | Life-span Human Development | 4.5         |
| SOCI1010  | Introduction to Sociology   | 4.5         |
| SPCH1110  | Public Speaking             | 4.5         |
| MEDA1406* | Basic Pharmacology          | 2.0         |
| MEDA1407* | Medical Calculations        | 1.0         |
|           |                             | <b>54.0</b> |

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

#### SPECIAL PROGRAM REQUIREMENTS:

1. Basic Nursing Assistant course completed and "Active Status" on Nebraska registry.
2. Specific immunizations per health statement and current CPR card for Healthcare Provider.
3. "C+" grade or better in all NURS courses to progress through the program.

Other courses to improve success:

- Medical Terminology
- Microcomputer Concepts
- Human Relations
- MATH1000



# AUTO COLLISION REPAIR TECHNOLOGY

MILFORD CAMPUS

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

*Prepares students for careers in the automotive collision repair industry*

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

**Requirements for graduation**

**• Associate of Applied Science Degree:**

**105.0 credit hours**

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 COURSES:**

| COURSE # | COURSE TITLE                   | CREDIT HRS  |
|----------|--------------------------------|-------------|
| AUTB1150 | Tools & Equipment              | 2.0         |
| AUTB1155 | Collision Repair Theory        | 7.5         |
| AUTB1160 | Welding Theory                 | 2.0         |
| AUTB1165 | Collision Repair Lab           | 3.5         |
| AUTB1170 | Welding Lab                    | 1.0         |
| AUTB1175 | Paint Finishes Theory          | 2.0         |
| AUTB1250 | Collision Repair Theory II     | 4.5         |
| AUTB1255 | Collision Repair Lab II        | 7.0         |
| AUTB1260 | Electrical Repair I            | 1.5         |
| AUTB1350 | Paint Finishes Theory II       | 3.0         |
| AUTB1355 | Estimating Theory              | 1.5         |
| AUTB1360 | Electrical Repair II           | 1.5         |
| AUTB1365 | Refinishing Lab I              | 5.5         |
| AUTB1370 | Collision Repair Lab III       | 1.5         |
| AUTB1450 | Structural Repair Theory       | 3.0         |
| AUTB1455 | Safety Restraints Systems      | 1.5         |
| AUTB1460 | Collision Repair Lab IV        | 3.5         |
| AUTB1465 | Refinishing Lab II             | 4.0         |
| AUTB2550 | Suspension & Alignment Theory  | 2.0         |
| AUTB2555 | Automotive Heating & Air Cond. | 1.0         |
| AUTB2560 | Brake Systems                  | 1.5         |
| AUTB2565 | Collision Repair Lab V         | 7.5         |
| AUTB2650 | Collision Repair Lab VI        | <u>10.0</u> |
|          |                                | <b>78.0</b> |

**AUTO COLLISION REPAIR**

**GENERAL EDUCATION REQUIREMENTS:**

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

- Oral Communication
- Written Communication
- Mathematics/Physical Science
- Behavioral/Social Science

**SUGGESTED GENERAL EDUCATION COURSES:**

|   |                         |             |
|---|-------------------------|-------------|
| <b>ORAL COMMUNICATION</b>   |                         |             |
| SPCH1110  | Public Speaking         | 4.5         |
| <b>WRITTEN COMMUNICATION</b>  |                         |             |
| ENGL1000  | Written Communication   | 4.5         |
| <b>MATHEMATICS/PHYSICAL SCIENCE</b>   |                         |             |
| PHYS1150  | Descriptive Physics     | 4.5         |
| <b>BEHAVIORAL/SOCIAL SCIENCE</b>  |                         |             |
| PSYC1250  | Interpersonal Relations | 4.5         |
| An <b>ADDITIONAL NINE (9.0) CREDIT HOURS</b> must be completed for this program. Campus location and program advisors may determine these additional courses. |                         |             |
|   |                         | <u>9.0</u>  |
|   |                         | <b>27.0</b> |

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.

**AUTOMOTIVE TECHNOLOGY**  
 LINCOLN AND MILFORD CAMPUSES  
**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
*Prepares students for careers in the automotive service industry*

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

**Requirements for graduation**

• **Associate of Applied Science Degree:**

**128.5 credit hours**

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

**AUTOMOTIVE COURSES:**

| COURSE # | COURSE TITLE                         | CREDIT HRS   |
|----------|--------------------------------------|--------------|
| AUTT1000 | Shop Procedures                      | 2.0          |
| AUTT1010 | Welding                              | 1.5          |
| AUTT1100 | Shop Safety & Repair                 | 2.5          |
| AUTT1101 | Engine Theory                        | 9.0          |
| AUTT1103 | Drive Trains                         | 3.5          |
| AUTT1104 | Steering & Suspension I              | 4.5          |
| AUTT1105 | Automotive Brake Systems             | 7.0          |
| AUTT1106 | Electrical Concepts                  | 6.0          |
| AUTT1107 | Automotive Heating & AC              | 6.0          |
| AUTT1108 | Automotive Fuel and Control Systems  | 8.5          |
| AUTT1201 | Engine II                            | 7.0          |
| AUTT1203 | Manual Transmission/Transaxle Theory | 4.0          |
| AUTT1204 | Steering & Suspension II             | 2.0          |
| AUTT1206 | Automotive Electricity               | 3.5          |
| AUTT1306 | Automotive Ignition Systems          | 1.5          |
| AUTT1406 | Automotive Electronics I             | 3.5          |
| AUTT1408 | Advanced Engine Performance          | 9.0          |
| AUTT1506 | Automotive Electronics II            | 4.0          |
| AUTT2102 | Automatic Transmission/Transaxle     | 12.5         |
| AUTT2303 | Manual Transmission/Transaxle Lab    | 4.0          |
|          |                                      | <b>101.5</b> |

**AUTOMOTIVE TECHNOLOGY**

**GENERAL EDUCATION REQUIREMENTS:**

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

- Oral Communication
- Written Communication
- Mathematics/Physical Science
- Behavioral/Social Science

**SUGGESTED GENERAL EDUCATION COURSES:**

|   |                         |             |
|---|-------------------------|-------------|
| <b>ORAL COMMUNICATION</b>   |                         |             |
| SPCH1110  | Public Speaking         | 4.5         |
| <b>WRITTEN COMMUNICATION</b>  |                         |             |
| ENGL1000  | Written Communication   | 4.5         |
| <b>MATHEMATICS/PHYSICAL SCIENCE</b>   |                         |             |
| PHYS1150  | Descriptive Physics     | 4.5         |
| <b>BEHAVIORAL/SOCIAL SCIENCE</b>  |                         |             |
| PSYC1250  | Interpersonal Relations | 4.5         |
| An <b>ADDITIONAL NINE (9.0) CREDIT HOURS</b> must be completed for this program. Campus location and program advisors may determine these additional courses. |                         | <u>9.0</u>  |
|   |                         | <b>27.0</b> |

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.

# 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.*

### Requirements for graduation

• **Associate of Applied Science Degree:**

**121.0 credit hours**

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 prerequisite courses for graduation from this program.

### BUILDING CONSTRUCTION TECHNOLOGY COURSES:

| COURSE # | COURSE TITLE                                   | CREDIT HRS  |
|----------|--|-------------|
| CNST1121 | Concrete & Masonry Tools & Materials           | 8.0         |
| CNST1122 | Concrete, & Masonry Applications               | 7.0         |
| CNST1223 | Residential Blueprint Reading                  | 3.0         |
| CNST1224 | Construction Processes & Practices             | 5.5         |
| CNST1225 | Tools & Materials                              | 7.5         |
| CNST1326 | Residential Construction Drafting Laboratory   | 2.5         |
| CNST1327 | Residential Construction Drafting Theory       | 5.0         |
| CNST1328 | Residential Construction Estimating Laboratory | 2.5         |
| CNST1329 | Residential Construction Estimating Theory     | 5.0         |
| CNST1331 | Drafting Aids & Trends                         | 3.0         |
| CNST1430 | Cabinetry and Carpentry Laboratory             | 6.5         |
| CNST1433 | Carpentry Theory                               | 10.0        |
| CNST2532 | Residential Construction Applications          | 9.0         |
| CNST2537 | Residential Construction Principles            | 2.0         |
| CNST2627 | Building Construction Welding                  | 1.5         |
| CNST2634 | Commercial Construction Drafting Laboratory    | 2.0         |
| CNST2636 | Commercial Construction Estimating Laboratory  | 2.5         |
| CNST2639 | Commercial Construction Drafting Theory        | 3.5         |
| CNST2641 | Commercial Construction Estimating Theory      | 5.0         |
| CNST2643 | Fundamentals of Structural Steel               | <u>3.0</u>  |
|          |  | <b>94.0</b> |

### BUILDING CONSTRUCTION TECHNOLOGY

#### GENERAL EDUCATION REQUIREMENTS:

|          |                         |             |
|----------|-------------------------|-------------|
| ENGL1000 | Written Communication   | 4.5         |
| BSAD1010 | Microsoft Applications  | 4.5         |
| BSAD2620 | Personal Finance        | 4.5         |
| MATH1000 | Basic College Math      | 4.5         |
| PSYC1250 | Interpersonal Relations | 4.5         |
| SPCH1110 | Public Speaking         | <u>4.5</u>  |
|          |                         | <b>27.0</b> |

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.

**BUSINESS ADMINISTRATION**  
 BEATRICE AND LINCOLN CAMPUSES  
**ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA**  
*Prepares students for careers in business.*

**Requirements for graduation:**

- **Diploma:** **34.0 semester/51.0 quarter credit hours**
- **Associate of Applied Science Degree:**
  - Accounting Focus:** **73.0 semester/107.0 quarter credit hours**
  - Marketing Focus:** **75.0 semester/110.0 quarter credit hours**
  - Nursing Home Administration Focus:** **73.0 semester/109.5 quarter credit hours**

Students may pursue a basic course of study leading to a diploma or choose from three focus areas, which lead to an associate of applied science degree. The three focus areas are accounting, marketing, and nursing home administration. Students who wish to pursue an Associate of Science or Associate of Arts degree should refer to the Academic Transfer program. All prerequisite courses must have a grade of "C" or better to continue through the program.

**A.A.S. BUSINESS ADMINISTRATION CORE CLASSES:**

| <b>COURSE #</b> | <b>COURSE TITLE</b>          | <b>CREDIT HRS</b>        |
|-----------------|------------------------------|--------------------------|
| BSAD1010        | Microsoft Applications I     | 3.0 Sem/4.5 Qtr          |
| BSAD1020        | *Microsoft Applications II   | 3.0 Sem/4.5 Qtr          |
| BSAD1090        | Business Law I               | 3.0 Sem/4.5 Qtr          |
| OFFT1110        | *Business Communications     | 3.0 Sem/4.5 Qtr          |
| BSAD1300        | Introduction to Business     | 3.0 Sem/4.5 Qtr          |
| OFFT2000        | *Employment Techniques       | 2.0 Sem/3.0 Qtr          |
| BSAD2010        | *Principles of Accounting I  | 3.0 Sem/4.5 Qtr          |
| BSAD2020        | *Principles of Accounting II | 3.0 Sem/4.5 Qtr          |
| BSAD2310        | *Business Ethics             | 2.0 Sem/3.0 Qtr          |
| BSAD2350        | Principles of Management     | 3.0 Sem/4.5 Qtr          |
| ECON2110        | Macroeconomics               | 3.0 Sem/4.5 Qtr          |
| ECON2120        | Microeconomics               | 3.0 Sem/4.5 Qtr          |
|                 |                              | <b>34.0 SEM/51.0 QTR</b> |

**ACCOUNTING FOCUS:**

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

|          |                                     |                          |
|----------|-------------------------------------|--------------------------|
| BSAD1100 | *Business Law II                    | 3.0 Sem/4.5 Qtr          |
| BSAD2030 | *Co-op Supervised Employment/Lin or |                          |
| BSAD2170 | *Cooperative Education/Bea          | 5.0 Sem/5.0 Qtr          |
| BSAD2050 | *Payroll Accounting                 | 2.0 Sem/3.0 Qtr          |
| BSAD2100 | Individual Income Tax Procedures or | 3.0 Sem/4.5 Qtr          |
| OFFT2400 | *Organizational Procedures/Bea      |                          |
| BSAD2130 | *Intermediate Accounting I          | 3.0 Sem/4.5 Qtr          |
| BSAD2230 | *Computerized Accounting            | 3.0 Sem/4.5 Qtr          |
| BSAD2390 | *Small Business Management          | 3.0 Sem/4.5 Qtr          |
| BSAD2620 | *Personal Finance                   | 3.0 Sem/4.5 Qtr          |
|          |                                     | <b>25.0 SEM/35.0 QTR</b> |

**ADVISOR APPROVED ELECTIVES:**

|          |                                     |                        |
|----------|-------------------------------------|------------------------|
| BSAD2090 | *Cost Accounting                    | 3.0 Sem/4.5 Qtr        |
| BSAD2140 | *Intermediate Accounting II         | 3.0 Sem/4.5 Qtr        |
| BSAD2110 | *Business Income Tax Procedures/Lin | 3.0 Qtr                |
|          |                                     | <b>2.0 SEM/3.0 QTR</b> |

\* Course has prerequisite.

**MARKETING FOCUS:**

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

|          |                                     |                          |
|----------|-------------------------------------|--------------------------|
| BSAD2030 | *Co-op Supervised Employment/Lin or |                          |
| BSAD2170 | *Cooperative Education/Bea          | 5.0 Sem/5.0 Qtr          |
| BSAD2270 | Professional Selling                | 3.0 Sem/4.5 Qtr          |
| BSAD2410 | Principles of Marketing             | 3.0 Sem/4.5 Qtr          |
| BSAD2430 | Marketing Communications            | 3.0 Sem/4.5 Qtr          |
| BSAD2620 | *Personal Finance                   | 3.0 Sem/4.5 Qtr          |
|          |                                     | <b>17.0 SEM/23.0 QTR</b> |

**Choose one class from the two options below:**

|          |                            |                        |
|----------|----------------------------|------------------------|
| BSAD2370 | Human Resources Management | 3.0 Sem/4.5 Qtr        |
| BSAD2390 | *Small Business Management | 3.0 Sem/4.5 Qtr        |
|          |                            | <b>3.0 SEM/4.5 QTR</b> |

**Choose one class from the two options below:**

|          |                               |                        |
|----------|-------------------------------|------------------------|
| OFFT1680 | Web Page Support              | 3.0 Sem/4.5 Qtr        |
| BSAD2460 | Electronic Commerce Marketing | 3.0 Sem/4.5 Qtr        |
|          |                               | <b>3.0 SEM/4.5 QTR</b> |

**Choose two electives from the options below:**

|          |                                |                        |
|----------|--------------------------------|------------------------|
| BSAD1100 | *Business Law II               | 3.0 Sem/4.5 Qtr        |
| BSAD1230 | Visual Merchandising           | 3.0 Sem/4.5 Qtr        |
| BSAD2370 | Human Resources Management     | 3.0 Sem/4.5 Qtr        |
| BSAD2390 | *Small Business Management     | 3.0 Sem/4.5 Qtr        |
| BSAD2400 | Principles of Retailing        | 3.0 Sem/4.5 Qtr        |
| BSAD2460 | Electronic Commerce Marketing  | 3.0 Sem/4.5 Qtr        |
| BSAD2470 | International Marketing        | 3.0 Sem/4.5 Qtr        |
| BSAD2480 | Sports Entertainment Marketing | 3.0 Sem/4.5 Qtr        |
| OFFT1680 | Web Page Support               | 3.0 Sem/4.5 Qtr        |
|          |                                | <b>6.0 SEM/9.0 QTR</b> |

\* Course has prerequisite.

**NURSING HOME ADMINISTRATION FOCUS:**

This business focus area allows an individual to work toward licensure in Nursing Home Administration. This person is responsible for planning, organizing, directing, and controlling the operation of a nursing home, a home for the aged or infirm, or an integrated system. Other job opportunities include: Managing Assisted Living Facilities, Director of Senior Center, and Aging Services.

|          |   |                          |
|----------|---|--------------------------|
| BSAD1100 | *Business Law II  | 3.0 Sem/4.5 Qtr          |
| BSAD2370 | Human Resources Management  | 3.0 Sem/4.5 Qtr          |
| BSAD2410 | Principles of Marketing   | 3.0 Sem/4.5 Qtr          |
| BSAD2620 | *Personal Finance   | 3.0 Sem/4.5 Qtr          |
| HMRS2541 | Social Services-Long-Term Care Facility   | 4.5 Qtr                  |
| HMRS2544 | Patient Care and Services   | 4.5 Qtr                  |
| HMRS2547 | Administration for Long-Term Care Facilities  | 4.5 Qtr                  |
| HMRS2549 | Rules, Regulations, and Standards Relating to the Operation of a Health Care Facility | 4.5 Qtr                  |
| HMRS2550 | Assisted Living Facility Licensure, Regulations, & Standards                          | 4.5 Qtr                  |
|          |   | <b>27.0 SEM/40.5 QTR</b> |

\* Course has prerequisite.

**GENERAL EDUCATION REQUIREMENTS:**

Each graduate must complete a minimum of one class from each of the following areas.

**WRITTEN COMMUNICATIONS** 3.0 SEM/4.5 QTR

ENGL1010 Composition I

**MATH** 3.0 SEM/4.5 QTR

(Select one course listed below based on Compass/ACT/ASSET Score)

MATH1000 Basic College Mathematics

MATH1100 Intermediate Algebra

MATH1150 College Algebra

MATH1400 Applied Calculus

OFFT1220 Business Math

**SOCIAL SCIENCE** 3.0 SEM/4.5 QTR

(Select one course listed below)

PSYC1250 Interpersonal Relations

PSYC1810 Introduction to Psychology

BSAD2860 Human Relations/Bea

SOCI1010 Introduction to Sociology

**SPEECH** 3.0 SEM/4.5 QTR

(Select one course listed below)

SPCH1090 Fundamentals of Human Communication

SPCH1110 Public Speaking

SPCH2810 Business and Professional Communication

**12.0 SEM/18.0 QTR**

**BUSINESS ADMINISTRATION DIPLOMA:**

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

**DIPLOMA CORE COURSES:**

BSAD1010 Microsoft Applications I 3.0 Sem/4.5 Qtr

BSAD1020 \*Microsoft Applications II 3.0 Sem/4.5 Qtr

BSAD1300 Introduction to Business 3.0 Sem/4.5 Qtr

BSAD2310 \*Business Ethics 2.0 Sem/3.0 Qtr

BSAD2350 Principles of Management 3.0 Sem/4.5 Qtr

BSAD2010 \*Principles of Accounting I 3.0 Sem/4.5 Qtr

OFFT1110 \*Business Communications 3.0 Sem/4.5 Qtr

OFFT2000 \*Employment Techniques 2.0 Sem/3.0 Qtr

**19.0 SEM/28.5 QTR**

\* Course has prerequisite.

**DIPLOMA GENERAL EDUCATION REQUIREMENTS:**

**WRITTEN COMMUNICATIONS** 3.0 SEM/4.5 QTR

ENGL 1010 Composition I

**MATH** 3.0 SEM/4.5 QTR

(Select one course listed below based on Compass/ACT/ASSET Score)

OFFT1220 Business Math

MATH1000 Basic College Mathematics

MATH1100 Intermediate Algebra

MATH1150 College Algebra

MATH1400 Applied Calculus

**ADVISOR APPROVED ELECTIVES:** 3.0 SEM/4.5 QTR

**9.0 SEM/13.5 QTR**

**SPECIAL PROGRAM REQUIREMENTS:**

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

1. Validate from high school and/or/college transcripts previous course work in: accounting.
2. Students will need to demonstrate keyboarding skills of at least 30 words per minute minimum.
3. Students who cannot validate competencies in the areas listed above must take pre-admission courses in these areas at SCC. Credits earned in pre-admission courses will not count towards graduation Courses offered by SCC that may be used to validate pre-admission competencies are:

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

# COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY

LINCOLN CAMPUS

ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students for careers in fields of computer aided drafting.*

**Requirements for graduation:**

Associate of Applied Science Degree:

**104.5 credit hours**

Computer Aided Drafting is communication through the use of graphic representation. Students take courses that prepare them for employment in a variety of exciting and rewarding areas of computer aided drafting and design. The Computer Aided Drafting & Design program is certified by the American Design Drafting Association and is an authorized testing center for the ADDA Drafter Certification Examination. Students take courses using AutoCad and other CAD software in the first three quarters as a prerequisite for advanced computer aided drafting courses. Drafting labs are designed to give students hands-on training in an atmosphere commonly found in industry. Please note: Students may substitute academic transfer courses for vocational general study courses. A minimum grade of "C" or 70% is required in all courses for graduation from this program.

**DRAF CORE COURSES:**

| COURSE # | COURSE TITLE                           | CREDIT HRS  |
|----------|--|-------------|
| DRAF1110 | Drafting Concepts                      | 3.0         |
| DRAF1120 | Basic Computer Aided Drafting          | 5.0         |
| DRAF1210 | Descriptive Geometry                   | 3.0         |
| DRAF1220 | 3-D Solid Modeling                     | 5.0         |
| DRAF1310 | 3-D Visualization                      | 3.0         |
| DRAF1340 | Strength of Materials                  | 4.0         |
| DRAF2100 | Principles & Materials of Construction | 4.5         |
| DRAF2110 | Residential Planning                   | 3.0         |
| DRAF2120 | Residential Structures                 | 3.0         |
| DRAF2140 | Electrical & Mechanical Systems        | 3.0         |
| DRAF2160 | Commercial Construction                | 3.0         |
| DRAF2200 | Geometric Dimensioning & Tolerancing   | 3.0         |
| DRAF2210 | Engineering Processes & Procedures     | 3.0         |
| DRAF2220 | Flat Pattern Layout                    | 3.0         |
| DRAF2240 | Consumer Product Design                | 3.0         |
| DRAF2260 | Jigs & Fixture-Design                  | 3.0         |
| DRAF2280 | Power Transmission                     | 3.0         |
| DRAF2300 | Pipe Drafting                          | 3.0         |
| DRAF2440 | Topographic/Civil Drafting             | 3.0         |
| DRAF2520 | Electronic Drafting                    | 3.0         |
|          |  | <b>66.5</b> |

**GENERAL EDUCATION CORE COURSES:**

Students will take general education courses from the list below.

|          |                                |             |
|----------|--------------------------------|-------------|
| ENGL1010 | Composition I                  | 4.5         |
| GENN2020 | Career Development             | 2.0         |
| INFO1121 | Microsoft Word                 | 1.5         |
| INFO1131 | Microsoft Excel                | 1.5         |
| INFO1423 | Microsoft PowerPoint           | 2.0         |
| MATH1080 | Applied Algebra & Trigonometry | 4.5         |
| PHYS1150 | Descriptive Physics            | 6.0         |
| SPCH1110 | Public Speaking                | 4.5         |
|          |                                | <b>26.5</b> |

**DRAFTING TECHNICAL ELECTIVES:**

Students must get approval from their advisor and select from this list for 7 hours of Drafting Technical Electives.

|          |  |     |
|----------|--|-----|
| DRAF1330 | Solid Works                                  | 5.0 |
| DRAF2170 | Structural Steel                             | 3.0 |
| DRAF2180 | Professional Practice-Architectural          | 4.0 |
| DRAF2190 | Construction For Americans with Disabilities | 3.0 |
| DRAF2540 | Printed Circuit Board Layout                 | 3.0 |
| DRAF2600 | Special Drafting                             | 3.0 |
| DRAF2620 | Co-op Education Drafting I                   | 5.0 |
| DRAF2621 | Co-op Education Drafting II                  | 5.0 |

**GENERAL EDUCATION ELECTIVES: (partial list)\***

|          |                           |     |
|----------|---------------------------|-----|
| BSAD1090 | Business Law I            | 4.5 |
| ECON2110 | Macroeconomics            | 4.5 |
| MACH1172 | Machine Tool Lab I        | 7.0 |
| MACH1222 | Machine Tool Lab II       | 7.0 |
| SOCI1010 | Introduction to Sociology | 4.5 |

\*Students must check with the Program Chair prior to registration for approval of other courses used for General Education Electives.

# COMPUTER PROGRAMMING TECHNOLOGY

MILFORD CAMPUS

ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students for careers in computer applications programming.*

**Requirements for graduation**

• Associate of Applied Science Degree:

**130.5 credit hours**

The main emphasis of the Computer Programming Technology program is the development of application programs typically found in business and industry. Students utilize hands-on experience on personal computers, IBM mainframe and midrange systems. Students will work in a team, to design and develop a mock business system in a mainframe environment. In the following quarter, they will develop web applications commonly used in E-commerce.

The Computer Programming Technology program offers students the fundamentals of applications programming in common programming languages, such as Java, COBOL, Visual BASIC, RPG/IV, CICS (on line) and SQL. The major portion of the Computer Programming Technology program experience is on IBM mainframe and midrange systems. Instructors will emphasize program structure, coding and documentation, as well as analysis and problem-solving. Students also receive training in practical business skills, such as accounting, and oral and written communication. SCC students apply what they've learned in class in SCC's computer laboratories on the IBM-OS/MVS mainframe system and the IBM AS/400 midrange system, as well as on personal computers—hardware that is typically used in businesses, government agencies and educational institutions. Students will collaborate on a team project, integrating many acquired skills: research, design, programming, testing, documentation and reporting.

**Admission and completion**

New students are accepted during the summer and winter quarters. Graduates are awarded an associate of applied science degree. Southeast Community College's Computer Programming graduates are highly recruited for excellent positions in computer programming, system analysis and design, and data base management. Check with the placement office for the latest statistics on job placement, salaries, and employers.

**How to enroll**

1. Contact the campus and complete an application.
2. Consult the SCC Catalog for specific entrance and completion requirements of the College and the program.
3. If possible, take the ACT exam while still in high school, or make an appointment with an advisor and complete the college entrance (COMPASS/ASSET) exam.
4. Students who have deficiencies or lack a high school diploma or GED should contact an SCC counselor for assistance in planning a preparatory program.

**COMPUTER PROGRAMMING TECHNOLOGY CORE COURSES:**

Not listed in curriculum sequence order.

| COURSE#  | COURSE TITLE                                    | CREDIT HRS   |
|----------|---|--------------|
| BSAD2010 | Principles of Accounting                        | 4.5          |
| INFO1117 | Microcomputer Applications                      | 2.0          |
| INFO1187 | Computer Fundamentals                           | 5.0          |
| INFO1214 | Logic Design & Object Oriented Programming      | 4.5          |
| INFO1217 | Database Management                             | 5.0          |
| INFO1221 | Introduction to MVS Environment                 | 2.0          |
| INFO1287 | Operating Systems                               | 5.0          |
| INFO1314 | Java  | 4.5          |
| INFO1325 | Internet Scripting                              | 3.0          |
| INFO1337 | AS/400 Application Development                  | 3.5          |
| INFO1381 | Data Communications & Networking                | 4.5          |
| INFO1414 | Advanced Java                                   | 4.5          |
| INFO1428 | COBOL   | 7.5          |
| INFO1431 | Web Page Fundamentals                           | 2.0          |
| INFO1458 | RPG IV  | 6.5          |
| INFO2528 | Advanced COBOL                                  | 7.5          |
| INFO2548 | Customer Information Control System Programming | 8.0          |
| INFO2558 | System Analysis & Design                        | 5.0          |
| INFO2564 | Visual Basic                                    | 4.5          |
| INFO2638 | Computer Programming Projects                   | 5.0          |
| INFO2644 | Web Application Programming                     | 8.0          |
| INFO2664 | Advanced Visual Basic                           | 4.5          |
| INFO2678 | DB2 Database Applications & SQL                 | 3.5          |
|          |   | <b>110.0</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|   |             |
|---|-------------|
| <b>WRITTEN COMMUNICATION</b>                  | <b>4.5</b>  |
| *ENGL1010 Composition I                       |             |
| <b>ORAL COMMUNICATION</b>                     | <b>4.5</b>  |
| *SPCH1110 Public Speaking                     |             |
| <b>BEHAVIORIAL/SOCIAL SCIENCE</b>             | <b>4.5</b>  |
| *BSAD2620 Personal Finance                    |             |
| <b>MATH/PHYSICAL SCIENCE</b>                  | <b>4.5</b>  |
| *MATH1180 Elementary Statistics               |             |
| GENN1820 Pre-Employment Seminar               | <u>2.5</u>  |
| (should be completed near program completion) | <b>20.5</b> |
| * Recommended General Education courses.      |             |

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

## 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.*

**Requirements for graduation**

• Associate of Applied Science Degree:

**153.0 credit hours**

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

The curriculum would normally be delivered over a five-year period and consist of the following. Instruction will be delivered at the IBEW training facility.

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

| COURSE#  | COURSE TITLE  | CREDITS HRS |
|----------|---|-------------|
| ELET1714 | DC Circuits and Blueprint Reading                   | 14          |
| ELET1719 | AC Circuits and Wire Sizing                         | 14          |
| ELET1724 | Electronic Devices and Electrical Grounding         | 14          |
| ELET1729 | Logic Circuits and Electrical Motors                | 14          |
| ELET1734 | Process Controllers and Special Electrical Circuits | <u>14</u>   |
|          |   | <b>70.0</b> |

**ON THE JOB OR COOPERATIVE TRAINING:**

One course of 520 clock hours per year. Skills checklist, as shown on syllabi, verified to SCC by IBEW. Supervision by IBEW members. Location of the OJT site varies with the demands of the Electrical industry.

|          |                                    |             |
|----------|------------------------------------|-------------|
| ELET1715 | Electrical Wiring Applications I   | 13          |
| ELET1720 | Electrical Wiring Applications II  | 13          |
| ELET1725 | Electrical Wiring Applications III | 13          |
| ELET1730 | Electrical Wiring Applications IV  | 13          |
| ELET1735 | Electrical Wiring Applications V   | <u>13</u>   |
|          |                                    | <b>65.0</b> |

**REQUIRED GENERAL EDUCATION COURSES:**

Each graduate must complete a minimum of one class from each of the following areas. The program may determine the course offerings based upon availability. Contact the program for additional details.

|                         |             |
|-------------------------|-------------|
| Oral Communications     | 4.5         |
| Written Communications  | 4.5         |
| Math/Physical science   | 4.5         |
| Behavior/Social science | <u>4.5</u>  |
|                         | <b>18.0</b> |



# DAIMLERCHRYSLER (CAP) COLLEGE AUTOMOTIVE PROGRAM

MILFORD CAMPUS

## ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students for careers as service technicians in DaimlerChrysler dealerships.*

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

### Requirements for graduation

• Associate of Applied Science Degree:

**140.5 credit hours**

The CAP program is offered jointly by SCC and DaimlerChrysler Co. in cooperation with DaimlerChrysler dealerships. Each student spends four quarters as a full-time student on campus and the remaining three quarters working in a sponsoring DaimlerChrysler dealership.

### 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 & Repair  | 1.5          |
| CAPP1171 | DaimlerChrysler Welding   | 1.0          |
| CAPP1173 | DaimlerChrysler Fundamentals  | 2.0          |
| CAPP1175 | DaimlerChrysler Electrical & Electronic Principles                            | 12.0         |
| CAPP1177 | DaimlerChrysler Brake Systems   | 2.0          |
| CAPP1179 | DaimlerChrysler Heating & Air Conditioning                                    | 2.0          |
| CAPP1268 | Dealer Cooperative Experience   | 12.0         |
| CAPP1360 | DaimlerChrysler Electronic Fuel Systems                                       | 10.0         |
| CAPP1361 | DaimlerChrysler Diesel Fuel Systems & Emission Control                        | 2.0          |
| CAPP1363 | DaimlerChrysler Engine Repair   | 9.5          |
| CAPP1468 | Dealer Cooperative Experience   | 12.0         |
| CAPP2528 | DaimlerChrysler Steering & Suspension Systems                                 | 4.5          |
| CAPP2529 | DaimlerChrysler Manual Transmission, Transaxles, Clutches, and Transfer Cases | 7.0          |
| CAPP2537 | DaimlerChrysler Rear Axle Service   | 2.0          |
| CAPP2538 | DaimlerChrysler Advanced Diagnosis, Tune-Up & Driveability                    | 7.0          |
| CAPP2668 | Dealer Cooperative Experience   | 12.0         |
| CAPP2745 | DaimlerChrysler Anti-Lock Brake Systems                                       | 2.0          |
| CAPP2746 | DaimlerChrysler Heating & Air Conditioning                                    | 3.5          |
| CAPP2747 | DaimlerChrysler Body Electrical & Electronics                                 | 8.0          |
| CAPP2748 | DaimlerChrysler Automatic Transmissions & Transaxles                          | 9.0          |
|          |   | <b>122.5</b> |

### DAIMLERCHRYSLER CAP

#### GENERAL EDUCATION REQUIREMENTS:

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

- Oral Communication
- Written Communication
- Mathematics/Physical Science
- Behavioral/Social Science

#### SUGGESTED GENERAL EDUCATION COURSES:

| ORAL COMMUNICATION           |                         |             |
|------------------------------|-------------------------|-------------|
| SPCH1110                     | Public Speaking         | 4.5         |
| WRITTEN COMMUNICATION        |                         |             |
| ENGL1000                     | Written Communication   | 4.5         |
| MATHEMATICS/PHYSICAL SCIENCE |                         |             |
| PHYS1150                     | Descriptive Physics     | 4.5         |
| BEHAVIORAL/SOCIAL SCIENCE    |                         |             |
| PSYC1250                     | Interpersonal Relations | 4.5         |
|                              |                         | <b>18.0</b> |

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.

# DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH

MILFORD CAMPUS

## ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students for careers in Deere Construction & Forestry Equipment dealerships.*

### Requirements for graduation

**• Associate of Applied Science Degree:**

**134.0 credit hours**

The Deere Construction & Forestry Equipment Tech program is offered jointly by SCC and the John Deere Co. in cooperation with Deere Construction & Forestry dealers. The program prepares students to be entry-level service technicians with Deere Construction & Forestry dealerships. Graduates typically continue employment with their sponsoring dealership. Each student spends four quarters on campus and three quarters working in a sponsoring Deere Construction & Forestry dealership.

### DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH COURSES:

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

| COURSE # | COURSE TITLE                                   | CREDIT HRS   |
|----------|--|--------------|
| JDCE1130 | Deere Orientation and Safety                   | 4.0          |
| JDCE1131 | Deere Fundamentals                             | 3.0          |
| JDCE1132 | Deere Welding I                                | 1.5          |
| JDCE1133 | Deere Heating, Ventilation, & Air Conditioning | 2.5          |
| JDCE1134 | Deere Electrical/Electronics I                 | 9.0          |
| JDCE1270 | Dealer Cooperative Education                   | 12.0         |
| JDCE1340 | Deere Theory of Engine Operation               | 2.5          |
| JDCE1341 | Deere Diesel and Gasoline Fuel Systems         | 5.0          |
| JDCE1342 | Deere Engine Repair                            | 8.0          |
| JDCE1343 | Deere Electrical/Electronics II                | 3.0          |
| JDCE1470 | Dealer Cooperative Education                   | 12.0         |
| JDCE2550 | Deere Mechanical Power Trains                  | 7.0          |
| JDCE2551 | Deere Hydraulics                               | 6.0          |
| JDCE2552 | Deere Hydrostatic Drives                       | 6.0          |
| JDCE2553 | Deere Welding II                               | 1.0          |
| JDCE2670 | Dealer Cooperative Education                   | 12.0         |
| JDCE2760 | Deere Back Hoes/ Landscape Loaders             | 3.5          |
| JDCE2761 | Deere Excavators                               | 3.5          |
| JDCE2762 | Deere Crawler Dozers/Loaders                   | 3.5          |
| JDCE2763 | Deere Motor Graders                            | 3.0          |
| JDCE2764 | Deere Four Wheel Drive Loaders                 | 3.5          |
| JDCE2765 | Deere Forklifts, Skid Steer Loaders            | 1.0          |
| JDCE2766 | Deere Scrapers/Articulated Truck               | <u>3.5</u>   |
|          |  | <b>116.0</b> |

### DEERE CONSTRUCTION & FORESTRY EQUIPMENT 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.

- Oral Communication
- Written Communication
- Mathematics/Physical Science
- Behavioral/Social Science

#### SUGGESTED GENERAL EDUCATION COURSES:

| ORAL COMMUNICATION           |                       |             |
|------------------------------|-----------------------|-------------|
| SPCH1110                     | Public Speaking       | 4.5         |
| WRITTEN COMMUNICATION        |                       |             |
| ENGL1000                     | Written Communication | 4.5         |
| MATHEMATICS/PHYSICAL SCIENCE |                       |             |
| PHYS1150                     | Descriptive Physics   | 4.5         |
| BEHAVIORAL/SOCIAL SCIENCE    |                       |             |
| BSAD2620                     | Personal Finance      | <u>4.5</u>  |
|                              |                       | <b>18.0</b> |

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.

# DENTAL ASSISTING

LINCOLN CAMPUS

## DIPLOMA

*Prepares students for careers in dental offices and clinics.*

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

**Requirements for graduation**

• **Diploma:**

**75.5 credit hours**

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

All (DENT) courses must be passed with a 75% (C+) or above. All other courses must be passed at the 70% (C) or above. Part-time options are available, consult your advisor.

**DENTAL ASSISTING COURSES:**

| COURSE #  | COURSE TITLE                     | CREDIT HRS  |
|-----------|----------------------------------|-------------|
| *DENT1103 | Oral Sciences I                  | 3.0         |
| *DENT1110 | Preclinical Concepts             | 6.5         |
| *DENT1210 | Oral Sciences II                 | 6.0         |
| *DENT1211 | Dental Assisting Foundations I   | 4.5         |
| *DENT1214 | Clinical Concepts                | 3.5         |
| *DENT1311 | Dental Assisting Foundations II  | 6.0         |
| *DENT1312 | Dental Materials I               | 3.0         |
| *DENT1313 | Oral Radiography I               | 4.0         |
| *DENT1314 | Clinical Education I             | 6.5         |
| *DENT1410 | Practice Management Skills       | 3.0         |
| *DENT1411 | Dental Assisting Foundations III | 4.0         |
| *DENT1412 | Dental Materials II              | 3.0         |
| *DENT1413 | Oral Radiography II              | 2.0         |
| *DENT1414 | Clinical Education II            | 6.5         |
| FSDT1106  | Nutrition I                      | 3.0         |
| MEDA1101  | Medical Terminology I            | 2.0         |
|           |                                  | <b>66.5</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|          |                            |            |
|----------|----------------------------|------------|
| PSYC1810 | Introduction to Psychology | 4.5        |
| SPCH1110 | Public Speaking            | 4.5        |
|          |                            | <b>9.0</b> |

\*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.

# DIESEL TECHNOLOGY- FARM

MILFORD CAMPUS

## ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students for careers in the repair and service of farm equipment*

**Requirements for graduation**

• Associate of Applied Science Degree:

**122.0 credit hours**

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.

| COURSE # | COURSE TITLE                                     | CREDIT HRS  |
|----------|--|-------------|
| DESL1120 | Basic Electrical                                 | 2.5         |
| DESL1121 | Cranking Motors & Ignition Systems               | 3.5         |
| DESL1122 | Charging Systems                                 | 3.0         |
| DESL1123 | Power Trains I                                   | 3.5         |
| DESL1126 | Hand & Precision Measuring Tools                 | 3.0         |
| DESL1160 | Oxyacetylene and Arc Welding                     | 2.0         |
| DESL1225 | Theory of Engine Operation                       | 3.0         |
| DESL1227 | Theory of Fuel System Operation                  | 4.0         |
| DESL1228 | Valve Trains                                     | 3.0         |
| DESL1230 | Diesel Engine Overhaul & Inspection              | 4.0         |
| DESL1235 | Diesel & LPG Fuel Systems I                      | 6.0         |
| DESL1331 | Basic Cab Air Conditioning                       | 2.0         |
| DESL1349 | Diesel Fuel Injection Systems II                 | 5.0         |
| DESL1351 | Mobile Hydraulics                                | 8.5         |
| DESL1362 | Diesel Fuel Injection Systems Laboratory         | 2.0         |
| DESL1453 | Post-Cooperative Education Seminar               | 2.0         |
| DESL1468 | Cooperative Education                            | 10.0        |
| DESL2536 | Farm Equipment Diesel Engine Tune-Up & Diagnosis | 2.0         |
| DESL2564 | Farm Equipment Electricity                       | 8.5         |
| DESL2566 | Farm Equipment Power Trains                      | 3.5         |
| DESL2567 | Advanced Air Conditioning                        | 1.0         |
| DESL2602 | Planting Equipment                               | 7.5         |
| DESL2603 | Harvesting Equipment                             | 7.0         |
| DESL2604 | Tillage Equipment                                | 3.0         |
|          |  | <b>99.5</b> |

**DIESEL TECHNOLOGY - FARM**

**GENERAL EDUCATION REQUIREMENTS:**

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

- Oral Communication
- Written Communication
- Mathematics/Physical Science
- Behavioral/Social Science

**SUGGESTED GENERAL EDUCATION COURSES:**

| ORAL COMMUNICATION   |                         |             |
|--|-------------------------|-------------|
| SPCH1110   | Public Speaking         | 4.5         |
| WRITTEN COMMUNICATION  |                         |             |
| ENGL1000   | Written Communication   | 4.5         |
| MATHEMATICS/PHYSICAL SCIENCE   |                         |             |
| PHYS1150   | Descriptive Physics     | 4.5         |
| BEHAVIORAL/SOCIAL SCIENCE  |                         |             |
| PSYC1250   | Interpersonal Relations | 4.5         |
| An <b>ADDITIONAL (4.5) CREDIT HOURS</b> must be completed for this program. Campus location and program advisors may determine this additional course. |                         |             |
|  |                         | <b>4.5</b>  |
|  |                         | <b>22.5</b> |

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.

# 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

**Requirements for graduation**

• **Associate of Applied Science Degree:**

**123.5 credit hours**

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          |
| DESL4541 | Heating & Air Conditioning I                 | 3.5          |
| DESL5412 | Post-Cooperative Education Seminar           | 2.0          |
| DESL5582 | Cooperative Education                        | 10.0         |
| 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          |
|          |  | <b>101.0</b> |

**DIESEL TECHNOLOGY - TRUCK**

**GENERAL EDUCATION REQUIREMENTS:**

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

- Oral Communication
- Written Communication
- Mathematics/Physical Science
- Behavioral/Social Science

**SUGGESTED GENERAL EDUCATION COURSES:**

| ORAL COMMUNICATION   |                         |             |
|--|-------------------------|-------------|
| SPCH1110   | Public Speaking         | 4.5         |
| WRITTEN COMMUNICATION  |                         |             |
| ENGL1000   | Written Communication   | 4.5         |
| MATHEMATICS/PHYSICAL SCIENCE   |                         |             |
| PHYS1150   | Descriptive Physics     | 4.5         |
| BEHAVIORAL/SOCIAL SCIENCE  |                         |             |
| PSYC1250   | Interpersonal Relations | 4.5         |
| An <b>ADDITIONAL (4.5) CREDIT HOURS</b> must be completed for this program. Campus location and program advisors may determine this additional course. |                         |             |
|  |                         | <u>4.5</u>  |
|  |                         | <b>22.5</b> |

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.

# EARLY CHILDHOOD EDUCATION

LINCOLN CAMPUS

ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA

*Prepares students for careers in child care.*

**Requirements for graduation**

• **Diploma:**

**In-Home Child Care Professional Focus**

**69.0 credit hours**

**Child Care Professional Focus:**

**79.0 credit hours**

• **Associate of Applied Science Degree**

**114.0 credit hours**

The Early Childhood Education program prepares students to provide care and protection for infants, preschool and school-aged children, and to plan developmentally appropriate activities and environments. Students are trained to care for and teach children in a variety of settings. The program offers students two different diploma focuses and one associate of applied science (A.A.S.) degree track.

The A.A.S. degree track is designed for students who wish to receive a comprehensive child development education and obtain advanced competencies in the administrative/management area of group child care. For students who plan to continue their education towards an advanced degree, this track provides additional required courses that may transfer to other colleges and universities.

Two diploma focuses are offered in the Early Childhood Education program.

- The In-Home Child Care Professional focus offers students the basic skills and knowledge to work in a home setting as a professional nanny or a family child care provider.
- The Child Care Professional focus is more comprehensive where students gain the skills, knowledge and practice needed to become a head teacher in a child care center, or an aide or assistant in most early childhood settings.

**ECED REQUIRED CORE COURSES:**

| COURSE # | COURSE TITLE  | CREDIT HRS  |
|----------|---|-------------|
| ECED1000 | Pre-Practicum Seminar                                 | 2.5         |
| ECED1101 | Introduction to Early Childhood Education             | 3.0         |
| ECED1110 | Infants and Toddlers                                  | 4.5         |
| ECED1120 | Preschool Child                                       | 3.0         |
| ECED1140 | Exceptional Children                                  | 4.5         |
| ECED1200 | Techniques of Observation, Assessment and Guidance    | 4.5         |
| ECED1222 | Preschool Language Arts Curriculum                    | 3.0         |
| ECED1224 | Preschool Math, Science and Social Studies Curriculum | 3.0         |
| ECED1228 | Expressive Arts Preschool & Primary Curriculum        | 4.5         |
| ECED1235 | Early Childhood Health, Safety and Nutrition          | 4.5         |
| ECED1510 | Infant and Toddler Practicum                          | 2.0         |
| ECED1520 | Preschool Practicum                                   | 2.0         |
| ECED2150 | Working with Families                                 | 3.0         |
| ECED2800 | Early Childhood Graduation Seminar                    | 1.0         |
|          |   | <b>45.0</b> |

**IN-HOME CHILD CARE PROFESSIONAL FOCUS:**

|          |   |             |
|----------|---|-------------|
| ECED1475 | Professional In-Home Child Care                     | 4.5         |
| ECED1575 | In-Home Child Care Professional Practicum <b>or</b> |             |
| ECED1675 | In-Home Child Care Professional Co-op               | 6.0         |
|          |   | <b>10.5</b> |

**GENERAL EDUCATION REQUIREMENTS:**

Each graduate must complete a minimum of one class from each of the following areas.

|                              |             |
|------------------------------|-------------|
| Oral Communication           | 4.5         |
| Written Communication        | 4.5         |
| Mathematics/Physical Science | 4.5         |
|                              | <b>13.5</b> |

**CHILD CARE PROFESSIONAL FOCUS:**

|          |   |             |
|----------|---|-------------|
| ECED1145 | School Age Child                            | 4.5         |
| ECED1226 | Preschool Curriculum Development            | 4.5         |
| ECED1340 | How Children Learn                          | 3.0         |
| ECED1545 | School Age Child Practicum                  | 2.0         |
| ECED1565 | Child Care Head Teacher Practicum <b>or</b> |             |
| ECED1665 | Child Care Head Teacher Co-op               | 8.0         |
|          | Elective Credit*                            | 3.0         |
|          |   | <b>25.0</b> |

**GENERAL EDUCATION REQUIREMENTS:**

Each graduate must complete a minimum of one class from each of the following areas.

|                       |            |
|-----------------------|------------|
| Oral Communication    | 4.5        |
| Written Communication | 4.5        |
|                       | <b>9.0</b> |

**A.A.S. DEGREE CORE COURSES:**

|          |   |             |
|----------|---|-------------|
| ECED1145 | School Age Child                                    | 4.5         |
| ECED1226 | Preschool Curriculum Development                    | 4.5         |
| ECED1340 | How Children Learn                                  | 3.0         |
| ECED2360 | Principles and Theories of Early Childhood Programs | 3.0         |
| ECED2455 | Child Care Administration                           | 4.5         |
| ECED1545 | School Age Practicum                                | 2.0         |
| ECED1565 | Child Care Head Teacher / Practicum <b>or</b>       |             |
| ECED1665 | Child Care Head Teacher Co-op                       | 8.0         |
| ECED2501 | Early Childhood Education Professional Lab          | 7.0         |
| ECED2575 | Advanced Practicum <b>or</b>                        |             |
| ECED2675 | Advanced Co-op                                      | 7.0         |
|          |   | <b>43.5</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|                              |             |
|------------------------------|-------------|
| Oral Communication           | 4.5         |
| Written Communication        | 4.5         |
| Mathematics/Physical Science | 4.5         |
| Behavioral/Social Science    | 4.5         |
| Elective Credit*             | 7.5         |
|                              | <b>25.5</b> |

\*Any ECED course not required for specialization diploma or AAS degree OR any elective approved at the discretion of the academic advisor.

**SPECIAL PROGRAM REQUIREMENTS:**

Students who will be taking classes or practicums where they will be working directly with children or adults will be charged a nominal fee for insurance and a name tag. Persons must be declared Early Childhood Education program students in order to register for any lab, practicum or co-op course that requires First Aid/CPR certification. Students' names will be submitted and must clear the State Central Register of Child Abuse and Neglect. Current CPR certification with infant and child skills, and First Aid certification are required before enrolling in specific labs, practicums or co-ops. See course descriptions.

# 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.*

### Requirements for graduation

|                                       |                           |
|---------------------------------------|---------------------------|
| • Diploma – Construction Electrician: | <b>84.0 credit hours</b>  |
| • Associate of Applied Science Degree |                           |
| Electrical Technology:                | <b>148.0 credit hours</b> |
| Electromechanical Technology:         | <b>147.5 credit hours</b> |

### Electrical Technology

Prepares students for careers in designing and installing electrical systems. In the Electrical Technology program students receive classroom instruction on many topics, including fundamental electrical principles, the National Electrical Code, residential, commercial and industrial wiring, repair and maintenance of electric motors and generators, variable speed and digital control systems, predictive maintenance, programmable logic controllers and robotics. Approximately half of the training time will take place in a laboratory setting where students will apply classroom theory.

### Admission and completion

New students are accepted in the summer and winter quarters. Graduates earn an associate of applied science degree and readily find positions in commercial, residential and industrial wiring, sales, repair and maintenance.

### Electromechanical Technology

Prepares students for careers in the assembly, installation, maintenance, and repair of industrial equipment. In the Electromechanical Technology program, students focus on electrical principles, manufacturing processes, electrical and mechanical repair of machinery, hydraulics, and many other components and processes directly related to electromechanical technology. Through concentrated classroom and hands-on learning, students acquire the ability to construct circuits and do computer-aided drafting of mechanical components. Laboratories provide ample opportunity to apply classroom theory and specialized skills.

### Admission and completion

New students are accepted in the summer and winter quarters. Graduates earn an associate of applied science degree and readily find positions in business and industry as technicians, maintenance supervisors/engineers, and service representatives. Graduates from either program may choose to enhance their education by completing approximately 33 credit hours of additional training and receive a second A.A.S. degree.

### How to enroll

1. Choose either the Electrical Technology Program or the Electromechanical Technology Program.
2. Contact the campus and complete an application for admission.
3. Consult the SCC Catalog for specific entrance and completion requirements of the College and the program.
4. If possible, take the ACT exam while still in high school, or make an appointment with an advisor and complete the college entrance (COMPASS/ASSET) exam.
5. Students who have deficiencies or lack a high school diploma or GED should contact an SCC counselor for assistance in planning a preparatory program.

### CONSTRUCTION ELECTRICIAN DIPLOMA REQUIRED COURSES:

| COURSE # | COURSE TITLE                      | CREDIT HRS  |
|----------|-----------------------------------|-------------|
| ELEC1131 | DC Principles                     | 13.0        |
| ELEC1217 | AC Principles                     | 13.0        |
| ELEC1336 | CAD & Electrical Estimating       | 3.0         |
| ELEC1344 | Motor Controls                    | 3.0         |
| ELEC1365 | Residential & Commercial Wiring   | 18.0        |
| ELEC1464 | Transformer Three Phase Systems   | 6.5         |
| ELEC1474 | Predictive Maintenance Principles | 4.0         |
| ELEC1495 | Industrial Wiring                 | 13.0        |
| INFO1121 | Microsoft Word                    | 1.5         |
|          |                                   | <b>75.0</b> |

**GENERAL EDUCATION REQUIREMENTS\*:** **9.0**

### 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        |
|          |   | <b>45.5</b> |

### ELECTROMECHANICAL AAS DEGREE COURSES:

|          |   |              |
|----------|---|--------------|
| ELEC1131 | DC Principles                             | 13.0         |
| ELEC1217 | AC Principles                             | 13.0         |
| ELEC1337 | Sketching & CAD                           | 3.0          |
| ELEC1344 | Motor Controls                            | 3.0          |
| ELEC1356 | Fluid Power                               | 6.5          |
| ELEC1376 | Welding                                   | 3.0          |
| ELEC1436 | Power Transmission & Lubricants           | 5.0          |
| ELEC1446 | Industrial Machines & Mechanical Systems  | 6.5          |
| ELEC1464 | Transformer Three Phase Systems           | 6.5          |
| ELEC1474 | Predictive Maintenance Principles         | 4.0          |
| ELEC2534 | Programmable Logic Controllers I          | 5.5          |
| ELEC2546 | Electrical Machine Controls               | 3.0          |
| ELEC2555 | Industrial Communications & Alarm Systems | 3.0          |
| ELEC2564 | Industrial Electronics                    | 9.0          |
| ELEC2614 | Industrial Control Systems                | 12.0         |
| ELEC2624 | Programmable Logic Controllers II         | 13.0         |
| INFO1121 | Microsoft Word                            | 1.5          |
| MACH1121 | Manufacturing Processes                   | 5.0          |
| MFGT1456 | Manufacturing Processes II                | 4.5          |
|          |   | <b>120.0</b> |

### GENERAL EDUCATION REQUIREMENTS:

|          |  |             |
|----------|--|-------------|
|          | *Oral Communication  | 4.5         |
|          | *Written Communication   | 4.5         |
|          | *Mathematics/Physical Science  | 4.5         |
|          | *Behavior/Social Science   | 4.5         |
| MATH1080 | Algebra & Trigonometry   | 4.5         |
| GENN1730 | Principles of TQM  | 2.5         |
| GENN1820 | Pre-Employment Seminar (should be completed near program completion) | 2.5         |
|          |  | <b>27.5</b> |

\* Diploma students must take MATH1080 and one other 4.5 credit General Education course from the areas listed above.

AAS degree students are required to complete the three (3) specific courses listed above plus one course from each of the general education areas.

# ELECTRONIC SERVICING AND ELECTRONIC ENGINEERING TECHNOLOGY

LINCOLN AND MILFORD CAMPUSES  
**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
*Prepares students for careers in consumer and industrial electronics.*

**Requirements for graduation**

- Associate of Applied Science Degree:  
**Electronic Servicing:**

**138.0 credit hours**

**Electronic Engineering:**

- Information Processing Systems Focus:
- Industrial Control Systems Focus:

**183.0 cr hrs**  
**183.0 cr hrs**

**Electronic Servicing Technology**

The Electronic Servicing focus places emphasis on the repair of commercial and consumer electronics products such as audio systems, AM/FM radio systems, avionics communications, TV's, VCR's, telephony systems and basic personal computer systems.

**Electronic Engineering Technology**

The Electronic Engineering focus is an additional step that Electronic Service graduates can take to further their education and skill set. These courses emphasize more advanced electronic training in two specializations. The specializations are Information Processing and Industrial Control Systems. Students must complete the Electronic Servicing courses before progressing in the program.

SCC is well known throughout the region for excellence in technical and vocational training. To receive an associate of applied science degree in the Electronic Servicing Technology program, students complete a core curriculum focusing on the development of a solid, well-rounded background in consumer and industrial electronics. Students can then continue training to earn an additional associate of applied science degree in Electronic Engineering Technology, choosing one of two possible focus areas of study: Information Processing Systems or Industrial Control Systems. Students are trained to function as electronic systems installation and maintenance technicians and engineering assistants, network administrators, and automation technicians. Students apply their classroom instruction in closely supervised laboratories, which simulate the work experience. There they acquire practical knowledge and skills throughout the hands-on instructional period.

**Admission dates**

New daytime students are admitted each winter and summer quarter at both campuses. Evening students are admitted at the Lincoln campus only for the spring and fall quarters.

**How to enroll**

1. Contact the campus and complete an application.
2. Consult the SCC Catalog for specific entrance and completion requirements of the College and the program.
3. If possible, take the ACT exam while still in high school, or make an appointment with an advisor and complete the college entrance (COMPASS/ASSET) exam.
4. Students who have deficiencies or lack a high school diploma or GED should contact an SCC counselor for assistance in planning a preparatory program.

**ELECTRONIC SERVICING TECHNOLOGY:**

**REQUIRED AAS DEGREE COURSES:**

| COURSE # | COURSE TITLE                  | CREDIT HRS   |
|----------|-------------------------------|--------------|
| ELEC1131 | DC Principles                 | 13.0         |
| ELEC1217 | AC Principles                 | 13.0         |
| ELEC1227 | Digital I                     | 6.5          |
| ELEC1317 | Active Devices                | 13.0         |
| ELEC1362 | Electronic Drafting           | 1.0          |
| ELEC1422 | Analog Circuits               | 10.0         |
| ELEC1432 | Power Supply Systems          | 3.0          |
| ELEC1452 | Audio Systems                 | 3.0          |
| ELEC1482 | Digital II                    | 6.5          |
| ELEC2522 | Voice Communication Systems   | 13.0         |
| ELEC2527 | Microprocessors               | 6.5          |
| ELEC2542 | Telephony Systems             | 2.0          |
| ELEC2562 | Antennas & Transmission Lines | 2.0          |
| ELEC2622 | Video Display Systems         | 13.0         |
| INFO2564 | Visual Basic or               |              |
| INFO1314 | Java                          | 4.5          |
| INFO1121 | Microsoft Word                | 1.5          |
| INFO1131 | Microsoft Excel               | 1.5          |
|          |                               | <b>113.0</b> |

**GENERAL EDUCATION REQUIREMENTS: 25.0**

**ELECTRONIC ENGINEERING TECHNOLOGY:**

Students must complete the Electronic Servicing courses before progressing in the program.

**ELECTRONIC ENGINEERING TECHNOLOGY**

**REQUIRED AAS DEGREE COURSES:**

| COURSE # | COURSE TITLE                                  | CREDIT HRS  |
|----------|---|-------------|
| ELEC2740 | Networking I                                  | 8.0         |
| ELEC2743 | Microcontroller Interfacing & Programming/Mil | 7.5         |
| ELEC2753 | PC Operating Systems & Hardware/Mil           | 7.0         |
| INFO2664 | Advanced Visual Basic or                      |             |
| INFO1414 | Advanced Java                                 | 4.5         |
|          |   | <b>27.0</b> |

**INFORMATION PROCESSING SYSTEMS SPECIALIZATION:**

This specialization prepares individuals for a variety of positions in the Information Processing Systems field. The positions include computer systems specialists, network administrators, telecommunication technicians, computer network infrastructure technicians, as well as engineering assistants.

|          |  |             |
|----------|--|-------------|
| ELEC2813 | Advanced Digital Communications/Mil            | 5.0         |
| ELEC2823 | Network Operating Systems & Administration/Mil | 7.0         |
| ELEC2840 | Networking II                                  | 6.0         |
|          |  | <b>18.0</b> |

**GENERAL EDUCATION REQUIREMENTS: 25.0**

**INDUSTRIAL CONTROL SYSTEMS SPECIALIZATION:**

(Milford only)

This specialization prepares individuals for a variety of positions in the Industrial Control Systems field. The positions include robotic field service technicians, security systems installation and maintenance technicians, as well as engineering assistants.

|          |                                    |             |
|----------|------------------------------------|-------------|
| ELEC2672 | Electronic Control Systems/Mil     | 6.5         |
| ELEC2853 | Hydraulics & Pneumatics/Mil        | 2.5         |
| ELEC2863 | PLC's in Automation Systems/Mil    | 6.0         |
| ELEC2883 | Robotics in Automation Systems/Mil | 3.0         |
|          |                                    | <b>18.0</b> |

**GENERAL EDUCATION REQUIREMENTS: 25.0**

**GENERAL EDUCATION COURSES:**

|           |   |             |
|-----------|---|-------------|
|           | Oral Communication                        | 4.5         |
|           | Written Communication                     | 4.5         |
|           | Behavior/Social Science                   | 4.5         |
|           | Math/Physical Science*                    | 4.5         |
| *MATH1080 | Algebra & Trigonometry                    | 4.5         |
| GENN1820  | Pre-Employment Seminar                    |             |
|           | (should be taken near program completion) | 2.5         |
|           |   | <b>25.0</b> |

\* Students must take MATH1080 and one other Math/Physical Science elective.



## ELECTRONIC TECHNOLOGY - NAVY OPTION

### ASSOCIATE OF APPLIED SCIENCE DEGREE

*Provides an articulation path for students who have completed electronics training in the Navy to earn an Associate of Applied Science degree at Nebraska Community Colleges.*

The Nebraska Community Colleges Tech Prep Navy Program will assist the Navy in identifying, recruiting, and training qualified individuals who have the necessary skills to succeed in high-demand job classifications.

This Electronic Technology - Navy option program prepares the student for both entry and advanced level employment in a wide array of work areas related to electronics.

It is recommended that students complete the following courses while attending secondary school:

- Algebra I & II
- Trigonometry
- Applied Math I & II
- Physics
- Principles of Technology I & II
- Drafting/AutoCad
- AC, DC, Active Devices
- Digital Electronics
- Computers

**AAS ELECTRONICS DEGREE – NAVY OPTION**

**REQUIRED CORE COURSES: 22.5 CREDIT HOURS**

- DC Principles
- AC Principles
- Active Devices
- Digital Electronics
- Or other Electronics courses approved by advisor

The student will receive approximately 1200 hours of electronics training from the Navy in the following areas:

- Direct Current
- Alternating Current
- Solid State
- Digital
- Superheterodyne Receiver
- Fire Controlman
- Or Electronics Technician – Communications
- Or Electronics Technician - Radar
- Or Nuclear Field – Electronics Technician
- Or Nuclear Field – Electrician’s Mate
- Or Nuclear Field – Machinist’s Mate
- “C” School

**GENERAL EDUCATION REQUIREMENTS:**

**22.5 CR HRS**

The following General Education requirements must be met to complete the requirements for the Electronics Technology AAS degree – Navy Option

|          |   |     |
|----------|---|-----|
| ENGL1010 | English Composition                           | 4.5 |
| SPCH1110 | Public Speaking                               | 4.5 |
| MATH1150 | College Algebra (or Higher level Math Course) | 4.5 |
|          | Technical Physics                             | 4.5 |
|          | Ethics in America or                          |     |
| SOCI1010 | Introduction to Sociology                     | 4.5 |

# FIRE PROTECTION TECHNOLOGY

LINCOLN CAMPUS

**ASSOCIATE OF APPLIED SCIENCE DEGREE**

*Prepares students for careers in fire science.*

**Requirements for graduation**

• Associate of Applied Science Degree:

**99.0 cr hrs**

The Fire Protection Technology program offers comprehensive instruction in building construction as related to the fire protection field, fire department management, hazardous materials, fire prevention fundamentals, investigation, public education, Firefighter 1 and other areas.

**REQUIRED AAS DEGREE COURSES:**

| COURSE # | COURSE TITLE                         | CREDIT HRS  |
|----------|--------------------------------------|-------------|
| FIRE1110 | Fire Department Management           | 7.0         |
| FIRE1113 | Instructor I                         | 4.0         |
| FIRE1120 | Building Construction                | 7.5         |
| FIRE1123 | Public Fire Education                | 4.0         |
| FIRE1131 | Fire Protection Hydraulics           | 7.0         |
| FIRE1245 | Fundamentals of Fire Prevention      | 3.0         |
| FIRE1247 | Firefighter I                        | 8.0         |
| FIRE1241 | Introduction to Fire Investigation   | 4.0         |
| FIRE2251 | Hazardous Materials                  | 3.0         |
| FIRE2252 | Fire Detection & Suppression Systems | 3.0         |
| FIRE2261 | Firefighting Tactics & Strategy      | 8.0         |
| EMTL1220 | EMT-B                                | <u>11.0</u> |
|          |                                      | <b>69.5</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|          |                           |             |
|----------|---------------------------|-------------|
| ENGL1010 | Composition I             | 4.5         |
| GENN2020 | Career Development        | 2.0         |
| MATH1000 | Basic College Math        | 4.5         |
| PSYC1250 | Interpersonal Relations   | 4.5         |
| SOCI1010 | Introduction to Sociology | 4.5         |
| SPCH1110 | Public Speaking           | <u>4.5</u>  |
|          |                           | <b>24.5</b> |

**ELECTIVES:**

Electives\* may include but are not limited to:

|          |   |            |
|----------|---|------------|
| BSAD1300 | Introduction to Business Administration | 4.5        |
| SIGN1010 | American Sign Language I                | 3.0        |
| FIRE1171 | Independent Study                       | 3.0        |
| FSDT1360 | Lifetime Fitness                        | 2.0        |
| SPAN1010 | Elementary Spanish I                    | <u>7.5</u> |
|          |   | <b>5.0</b> |

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

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

# FOOD SERVICE/HOSPITALITY

LINCOLN CAMPUS

## ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA • CERTIFICATE

Prepares students for careers in food service management, culinary arts, dietetic technology, and provides updates for current food service professionals.

The Dietetic Technology focus is approved by the Commission on Accreditation for Dietetics Education, 216 West Jackson Blvd., Chicago, IL 60606-9715, 800-877-1600. The Culinary Arts focus is accredited by the American Culinary Federation Accrediting Commission, 10 San Bartola Drive, St. Augustine, FL 32086, 800-624-9458

### Requirements for graduation

|  |                           |
|--|---------------------------|
| • Food Service Training Certificate:   | <b>14.0 credit hours</b>  |
| • Certificate                          |                           |
| <b>Food Service Management Focus:</b>  | <b>35.0 credit hours</b>  |
| <b>Dietetic Technology Focus:</b>      | <b>35.0 credit hours</b>  |
| <b>Culinary Arts Focus:</b>            | <b>35.0 credit hours</b>  |
| • Diploma:                             | <b>72.0 credit hours</b>  |
| • Associate of Applied Science Degree: | <b>110.5 credit hours</b> |

The Food Service program prepares students for employment in the food service industry and provides an opportunity to increase job knowledge and skills for those already employed in the area.

### FOOD SERVICE TRAINING CERTIFICATE:

All Food Service Training Certificate classes are offered on-line as well as in the typical classroom setting. Courses in this focus cover many aspects of the institutional food service operation and may be used to update knowledge of food service for people currently employed in the food service industry. After completion of the course work and the preceptorship, students are eligible for membership in the Dietary Managers Association. Successful completion of the Dietary Manager Association's credentialing exam permits certified status. These classes meet the educational requirements of the American School Food Service Association for certified managers.

### REQUIRED FOOD SERVICE TRAINING CERTIFICATE COURSES:

| 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                      | .5          |
| **FSDT1881 | Yeast & Quick Breads Lab                          | .5          |
| **FSDT1883 | Fruits, Vegetables & Salads Lab                   | .5          |
| **FSDT1885 | Desserts Lab                                      | .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         |
|            |   | <b>14.0</b> |

\* Prerequisites to lab classes - A grade of "C" (2.0) or better in these classes is required to progress through the program.

\*\* FSDT1870 Sanitation & Safety and FSDT1872 Food Preparation Techniques are required prerequisites to these lab classes.

The entirety of this curriculum transfers into the Food Service/Hospitality associate degree program for FSDT1102 Sanitation & Safety; FSDT1108 Food Service Concepts; FSDT1105 Quantity Food Prep I Lab; FSDT1111 Quantity Food Prep II Lab; and three elective hours.

### FOOD SERVICE/HOSPITALITY CERTIFICATE:

|   |                          |
|---|--------------------------|
| <b>Food Service Management Certificate:</b> | <b>35.0 credit hours</b> |
| <b>Dietetic Technology Certificate:</b>     | <b>35.0 credit hours</b> |
| <b>Culinary Arts Certificate:</b>           | <b>35.0 credit hours</b> |

• 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/HOSPITALITY CORE CLASSES:

|             |   |     |
|-------------|---|-----|
| FSDT1100    | Introduction to the Food Service/Hospitality Industry | 1.5 |
| ++*FSDT1102 | Sanitation & Safety                                   | 4.5 |
| ++FSDT1104  | Quantity Food Preparation I                           | 2.0 |
| ++FSDT1105  | Quantity Food Preparation I Lab                       | 2.0 |
| ++FSDT1106  | Nutrition I   | 3.0 |
| ++FSDT1108  | Food Service Concepts                                 | 1.5 |
| ++FSDT1110  | Quantity Food Preparation II                          | 2.0 |
| ++FSDT1111  | Quantity Food Preparation II Lab                      | 2.0 |
| ++FSDT1114  | Meal Service I  | 1.5 |

|             |                             |             |
|-------------|-----------------------------|-------------|
| +FSDT1115   | Meal Service I Lab          | 0.5         |
| ++*FSDT1118 | Food Purchasing             | 4.0         |
| +FSDT1119   | Food Purchasing Practices   | 1.5         |
| +FSDT1126   | Food Production I           | 3.0         |
| +FSDT1127   | Food Production I Lab       | 2.0         |
| ++*FSDT1130 | Food Service Strategies     | 3.0         |
| +FSDT1131   | Food Service Strategies Lab | 1.5         |
| ++*FSDT1138 | Food Cost Control           | 4.0         |
| FSDT1360    | Lifetime Fitness            | 2.0         |
| FSDT2140    | Food Production II          | 5.0         |
| *FSDT2146   | Equipment & Layout          | 3.0         |
|             |                             | <b>49.5</b> |

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

### 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 | 49.5 credit hours |
| General Education Requirements        | 24.5 credit hours |
| AAS degree Focus area                 | 37.0 credit hours |

### GENERAL EDUCATION REQUIREMENTS:

|          |  |             |
|----------|--|-------------|
| BSAD1300 | Introduction to Business                           | 4.5         |
| ENGL1000 | Written Communications <b>or</b>                   |             |
| ENGL1010 | Composition I                                      | 4.5         |
| INFO1121 | Microsoft Word <b>or</b>                           |             |
|          | other appropriate microcomputer course             | 1.5         |
| MATH1000 | Basic College Math (or higher level math)          | 4.5         |
| SPCH1110 | Public Speaking <b>or</b>                          |             |
| SPCH1090 | Fundamentals of Human Communication                | 4.5         |
|          | Chose one of the following:                        |             |
| PSYC1250 | Interpersonal Relations                            | 4.5         |
| PSYC1810 | Introduction to Psychology                         | 4.5         |
| SOCI1010 | Introduction to Sociology (required for Diet Tech) | 4.5         |
|          |  | <b>24.0</b> |

### FOOD SERVICE MANAGEMENT FOCUS:

These courses prepare students for employment as production supervisors, manager trainees, and entry level managers in food service.

|           |  |             |
|-----------|--|-------------|
| FSDT1122  | Beverage Selection and Management                | 2.0         |
| FSDT1150  | Selection of Meat Products                       | 3.0         |
| *FSDT2142 | Meal Service II                                  | 2.0         |
| FSDT2154  | Food Service Seminar I                           | 1.0         |
| FSDT2160  | Co-op Education <b>or</b>                        |             |
| FSDT2180  | Practicum  | 5.5         |
| FSDT1208  | Advanced Food Prep I                             | 2.0         |
| FSDT1209  | Advanced Food Prep I Lab                         | 1.0         |
| OFFT1310  | Office Accounting I                              | 4.5         |
|           | Chose two business electives from the following: | 7.5 - 9.0   |
| BSAD1090  | Business Law I                                   | 4.5         |
| BSAD2270  | Professional Selling                             | 4.5         |
| *BSAD2370 | Human Resource Management                        | 4.5         |
| *BSAD2410 | Principles of Marketing                          | 4.5         |
| BSAD2430  | Marketing Communications                         | 3.0         |
| ECON2110  | Macroeconomics                                   | 4.5         |
|           | Additional Electives                             | 7.5-9.0     |
|           |  | <b>37.0</b> |

## SCC PROGRAMS OF STUDY

### CULINARY ARTS FOCUS:

The Culinary Arts courses are currently granted accreditation by the American Culinary Federation Accrediting Commission. These courses emphasize more advanced culinary training in recognition of today's opportunities for educated chefs to become mainstays in the management of food service establishments. Graduates of this focus who are also American Culinary Federation members at the time of graduation will become certified.

|           |                                   |             |
|-----------|-----------------------------------|-------------|
| FSDT1122  | Beverage Selection and Management | 2.0         |
| FSDT1150  | Selection of Meat Products        | 3.0         |
| FSDT2142  | Meal Service II                   | 2.0         |
| FSDT2154  | Food Service Seminar I            | 1.0         |
| FSDT2160  | Food Service Co-op <b>or</b>      |             |
| FSDT2180  | Practicum                         | 5.5         |
| FSDT1204  | Artistry for Baker                | 1.5         |
| +FSDT1208 | Advanced Food Prep I              | 2.0         |
| +FSDT1209 | Advanced Food Prep I Lab          | 1.0         |
| +FSDT1214 | Advanced Food Prep II             | 2.0         |
| +FSDT1215 | Advanced Food Prep II Lab         | 1.0         |
| FSDT2218  | Professional Baking               | 2.0         |
| FSDT2220  | Buffet Decorating & Catering      | 1.0         |
| FSDT2221  | Buffet Decorating & Catering Lab  | 1.0         |
| FSDT2222  | International Cuisine             | 3.0         |
| FSDT2224  | Restaurant Fundamentals           | 3.0         |
| FSDT2226  | Culinary Nutrition                | 2.0         |
| FSDT2228  | Garde Manger                      | 2.0         |
| FSDT2230  | Advanced Pastry                   | <u>2.0</u>  |
|           |                                   | <b>37.0</b> |

### DIETETIC TECHNOLOGY FOCUS:

The Dietetic Technology courses are currently granted approval by the American Dietetic Association Council on Education Division of Education Accreditation/Approval, a specialized accrediting body recognized by the Council on Postsecondary Accreditation and the United States Department of Education. Graduates of these courses are eligible to take the registration exam and apply for membership in the American Dietetic Association as well as the Dietary Manager Association. This option is designed to prepare students to work under the supervision of a dietitian or consultant focusing on the nutritional goals of the targeted market groups.

|           |                               |             |
|-----------|-------------------------------|-------------|
| +FSDT1304 | Diet Therapy I                | 1.5         |
| +FSDT1305 | Diet Therapy I Practicum      | .5          |
| +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 Technology Practicum | 5.5         |
| FSDT2326  | Dietetic Technology Seminar   | 2.0         |
| FSDT2330  | Nutrition III                 | 3.0         |
| BIOS2130  | Human Physiology or           |             |
| LPNS1103  | Anatomy & Physiology          | 6.0         |
| MEDA1101  | Medical Terminology I         | 2.0         |
|           | Additional Electives          | <u>6.5</u>  |
|           |                               | <b>37.0</b> |

# 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

**Requirements for graduation**

• **Associate of Applied Science Degree:**

**140.5 credit hours**

The Automotive Student Service Educational Training Program (ASSET) is offered jointly by SCC and Ford Motor Company in cooperation with Ford-Lincoln-Mercury dealers. Each student spends four quarters as a full-time student on campus and the remaining three quarters working in a sponsoring Ford-Lincoln-Mercury dealership.

**ASSET - AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING  
A.A.S. DEGREE:**

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

| COURSE # | COURSE TITLE   | CREDIT HRS   |
|----------|--|--------------|
| ASST1110 | Ford Shop Orientation  | 1.5          |
| ASST1170 | Ford Shop Safety & Repair  | 1.5          |
| ASST1171 | Ford Welding   | 1.0          |
| ASST1173 | Ford Fundamentals  | 2.0          |
| ASST1175 | Ford Electrical & Electronic Principles                            | 12.0         |
| ASST1177 | Ford Brake Systems   | 2.0          |
| ASST1179 | Ford Heating & Air Conditioning                                    | 2.0          |
| ASST1268 | Dealer Cooperative Experience                                      | 12.0         |
| ASST1360 | Ford Electronic Fuel Systems                                       | 10.0         |
| ASST1361 | Ford Diesel Fuel Systems & Emission Control                        | 4.0          |
| ASST1363 | Ford Engine Repair   | 7.5          |
| ASST1468 | Dealer Cooperative Experience                                      | 12.0         |
| ASST2529 | Ford Manual Transmission, Transaxles, Clutches, and Transfer Cases | 7.0          |
| ASST2537 | Ford Rear Axle Service   | 2.0          |
| ASST2538 | Ford Advanced Diagnosis, Tune-Up & Driveability                    | 7.0          |
| ASST2546 | Ford Heating & Air Conditioning                                    | 3.5          |
| ASST2668 | Dealer Cooperative Experience                                      | 12.0         |
| ASST2728 | Ford Steering & Suspension Systems                                 | 4.0          |
| ASST2745 | Ford Anti-Lock Brake Systems                                       | 2.0          |
| ASST2747 | Ford Body Electrical & Electronics                                 | 7.5          |
| ASST2748 | Ford Automatic Transmissions & Transaxles                          | 8.0          |
| ASST2749 | Ford New Product Update  | 2.0          |
|          |  | <b>122.5</b> |

**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.

- Oral Communication
- Written Communication
- Mathematics/Physical Science
- Behavioral/Social Science

**SUGGESTED GENERAL EDUCATION COURSES:**

| ORAL COMMUNICATION           |                       |             |
|------------------------------|-----------------------|-------------|
| SPCH1110                     | Public Speaking       | 4.5         |
| WRITTEN COMMUNICATION        |                       |             |
| ENGL1000                     | Written Communication | 4.5         |
| MATHEMATICS/PHYSICAL SCIENCE |                       |             |
| PHYS1150                     | Descriptive Physics   | 4.5         |
| BEHAVIORAL/SOCIAL SCIENCE    |                       |             |
| BSAD2620                     | Personal Finance      | <u>4.5</u>  |
|                              |                       | <b>18.0</b> |

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

# GENERAL 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

**Requirements for graduation**

• **Associate of Applied Science Degree:**

**139.0 credit hours**

The Automotive Service Educational Program (ASEP) is offered jointly by Southeast Community College and General Motors in cooperation with GM dealers. Each student spends four quarters as a full-time student on campus and the remaining three quarters working in a sponsoring General Motors dealership.

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

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

| COURSE # | COURSE TITLE   | CREDIT HRS   |
|----------|--|--------------|
| ASEP1170 | GM Shop Orientation & Safety                               | 2.0          |
| ASEP1171 | GM Welding   | 1.0          |
| ASEP1173 | GM Fundamentals  | 3.0          |
| ASEP1175 | GM Electrical and Electronic Principles                    | 12.0         |
| ASEP1177 | GM Brake Systems   | 2.0          |
| ASEP1179 | GM Heating & Air Conditioning                              | 2.0          |
| ASEP1268 | Dealer Cooperative Experience                              | 12.0         |
| ASEP1360 | GM Tune-Up, & Electronic Fuel Systems                      | 12.0         |
| ASEP1363 | GM Engine Repair   | 9.5          |
| ASEP1468 | Dealer Cooperative Experience                              | 12.0         |
| ASEP2528 | GM Steering and Suspension Systems                         | 4.5          |
| ASEP2529 | GM Manual Transmission, Transaxles, Clutch & Transfer Case | 7.0          |
| ASEP2537 | GM Rear Axle Service                                       | 2.0          |
| ASEP2538 | GM Advanced Diagnosis, Tune-Up & Driveability              | 3.5          |
| ASEP2561 | GM Diesel Fuel & Emission Control System                   | 2.0          |
| ASEP2668 | Dealer Cooperative Experience                              | 12.0         |
| ASEP2745 | GM Anti-Lock Brake Systems                                 | 2.0          |
| ASEP2746 | GM Heating & Air Conditioning                              | 3.5          |
| ASEP2747 | GM Body Electrical & Electronics                           | 6.0          |
| ASEP2748 | GM Automatic Transmission & Transaxles                     | 9.0          |
| ASEP2749 | GM New Product Update                                      | 2.0          |
|          |  | <b>121.0</b> |

**GM ASEP**

**GENERAL EDUCATION REQUIREMENTS:**

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

- Oral Communication
- Written Communication
- Mathematics/Physical Science
- Behavioral/Social Science

**SUGGESTED GENERAL EDUCATION COURSES:**

| ORAL COMMUNICATION           |                       |             |
|------------------------------|-----------------------|-------------|
| SPCH1110                     | Public Speaking       | 4.5         |
| WRITTEN COMMUNICATION        |                       |             |
| ENGL1000                     | Written Communication | 4.5         |
| MATHEMATICS/PHYSICAL SCIENCE |                       |             |
| PHYS1150                     | Descriptive Physics   | 4.5         |
| BEHAVIORAL/SOCIAL SCIENCE    |                       |             |
| BSAD2620                     | Personal Finance      | 4.5         |
|                              |                       | <b>18.0</b> |

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.

**GRAPHIC DESIGN**  
 MILFORD CAMPUS  
**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
*Prepares students for careers in graphic design.*

**Requirements for graduation**  
**Associate of Applied Science Degree:**

**139.0 credit hours**

Graphic design prepares students for design careers in a variety of positions as art directors in advertising agencies, newspaper layout artists, outdoor billboard artists, publication designers, web designers, and numerous other businesses. Students learn to solve graphic design problems with hands-on application and individual direction. Computer and drawing board applications as well as extensive study, reading, research, testing, written and oral presentations are required.

**GRAPHIC DESIGN AAS DEDREE COURSES:**

| COURSE # | COURSE TITLE                   | CREDIT HRS   |
|----------|--------------------------------|--------------|
| EIGT1120 | Drawing/Illustration I         | 6.0          |
| EIGT1122 | Introduction to Graphic Design | 4.5          |
| EIGT1126 | Typography I                   | 4.5          |
| EIGT1136 | Computer Graphics I            | 6.0          |
| EIGT1230 | Typography II                  | 4.5          |
| EIGT1234 | Computer Graphics II           | 6.0          |
| EIGT1238 | Drawing/Illustration II        | 6.0          |
| EIGT1240 | Publication Design             | 4.5          |
| EIGT1348 | Computer Graphics III          | 6.0          |
| EIGT1354 | Color Theory                   | 6.0          |
| EIGT1356 | Photography & Digital Imaging  | 6.0          |
| EIGT1460 | Package Design                 | 6.0          |
| EIGT1464 | Environmental Design           | 6.0          |
| EIGT1485 | Web Design I                   | 6.0          |
| EIGT2567 | Web Design II                  | 6.0          |
| EIGT2575 | Graphic Design Portfolio I     | 7.5          |
| EIGT2585 | Print Reproduction Processes   | 4.5          |
| EIGT2662 | Web Design III                 | 6.0          |
| EIGT2664 | Graphic Design Portfolio II    | 8.0          |
| EIGT2800 | Graphic Design Internship      | 2.0          |
|          |                                | <b>112.0</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|          |                        |             |
|----------|------------------------|-------------|
| BSAD2270 | Professional Selling   | 4.5         |
| BSAD2410 | Marketing              | 4.5         |
| BSAD2620 | Personal Finance       | 4.5         |
| ENGL1000 | Written Communications | 4.5         |
| OFFT1220 | Business Math          | 4.5         |
| SPCH1110 | Public Speaking        | 4.5         |
|          |                        | <b>27.0</b> |

**SCC PROGRAMS OF STUDY**

**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.*

**Requirements for graduation**

•Associate of Applied Science Degree:

**131.0 credit hours**

The HVAC/R Technology program offers training in the most current technologies for installation and maintenance of indoor temperature control systems. Students in the program acquire basic concepts and practices using current materials and test instruments to prepare them for employment opportunities as HVAC/R service technicians and installers, maintenance in manufacturing and apartment buildings, plumbing, sheet metal, sales or design. Skills and knowledge for these careers are gained in the classroom/lab and through coop on-the-job training with industry. A grade of "C" or better is required in all prerequisite courses.

**HVAC/R REQUIRED COURSES:**

| <b>COURSE #</b> | <b>COURSE TITLE</b>                        | <b>CREDIT HRS</b> |
|-----------------|--|-------------------|
| HVAC1109        | Electrical Fundamentals                    | 4.0               |
| HVAC1131        | Refrigeration Theory I                     | 5.0               |
| HVAC1132        | Piping Practices                           | 3.0               |
| HVAC1133        | Plumbing Theory/Print Reading              | 5.0               |
| HVAC1226        | Refrigeration Lab I                        | 6.0               |
| HVAC1230        | Electrical Principles & Practices          | 2.0               |
| HVAC1234        | Plumbing Code                              | 5.0               |
| HVAC1237        | Refrigeration Theory II                    | 5.0               |
| HVAC1251        | Hydronic Theory                            | 4.0               |
| HVAC1330        | Residential HVAC Systems & Controls I      | 4.0               |
| HVAC1331        | Manual J/Manual D                          | 6.0               |
| HVAC1336        | Sheet Metal Lab                            | 3.0               |
| HVAC1343        | Refrigeration Theory III                   | 5.0               |
| HVAC1363        | Heat Pump Principles                       | 5.0               |
| HVAC1434        | Refrigeration Lab II                       | 3.0               |
| HVAC1435        | HVAC Welding Practices                     | 1.5               |
| HVAC1440        | Mechanical Code                            | 1.5               |
| HVAC1447        | Commercial HVAC Fundamental & Practices I  | 5.0               |
| HVAC1450        | EPA Refrigerant Certification              | 2.5               |
| HVAC1452        | Residential Install Lab                    | 2.0               |
| HVAC1461        | Residential HVAC Systems & Controls I      | 5.0               |
| HVAC2500        | Cooperative Education                      | 10.0              |
| HVAC2510        | Post Cooperative Education                 | 2.0               |
| HVAC2600        | HVAC/R Lab                                 | 5.0               |
| HVAC2649        | Commercial HVAC Fundamental & Practices II | 5.0               |
| HVAC2650        | Troubleshooting Techniques                 | 4.0               |
|                 |  | <b>108.5</b>      |

**GENERAL EDUCATION REQUIREMENTS:**

|          |                        |             |
|----------|------------------------|-------------|
| BSAD2270 | Professional Selling   | 4.5         |
| BSAD2620 | Personal Finance       | 4.5         |
| ENGL1000 | Written Communications | 4.5         |
| MATH1000 | Basic College Math     | 4.5         |
| SPCH1110 | Public Speaking        | 4.5         |
|          |                        | <b>22.5</b> |



# HUMAN SERVICES

LINCOLN CAMPUS

## ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA

*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

**Requirements for graduation**

• **Associate of Applied Science Degree:**

**143.0 credit hours**

The Human Services program prepares students to work directly with people with problems. A minimum of eight quarters are required to complete the program. Graduates obtain skills and experience which will enable them to be competitive in seeking employment. The Human Services program is an accredited program with the Council for Standards in Human Services Education. General education courses are also required. Students admitted to the program will have their names submitted to the Nebraska Child Abuse and Neglect Central Registry and to the Nebraska Adult Protective Services Central Registry. Students whose names appear on either registry will then have an opportunity to clear their name before beginning the clinical education portion of the program. An uncleared file with either registry may limit possible placements. A grade of “C” or above is required for all Human Services (HMRS) courses. **Students should work with their advisor to establish a plan of study.**

**PROGRAM PREREQUISITES:**

| COURSE #   | COURSE TITLE                               | CREDIT HRS |
|--|--|------------|
| (During the first or second quarter for declared students) |  |            |
| +HMRS1102  | Counseling Theories and Techniques         | 4.5        |
| HMRS1372   | Service Learning in Human Services         | 1.5        |
| +HMRS2591  | Intra-personal Training for Human Services | 2.0        |
|  |  | <b>8.0</b> |

**REQUIRED HUMAN SERVICES COURSES:**

|           |  |             |
|-----------|--|-------------|
| HMRS1101  | Human Services Concepts or   |             |
| HMRS1404  | Introduction to Social Work  | 4.5         |
| HMRS1201  | Health Foundations   | 4.5         |
| HMRS1202  | Behavior Therapy   | 4.5         |
| HMRS1302  | Crisis intervention  | 4.5         |
| HMRS1320  | Multicultural Competency   | 4.5         |
| +HMRS1357 | Multicultural Counseling   | 4.5         |
| +HMRS1402 | Group Theory & Process   | 4.5         |
| +HMRS1403 | Assessment, Case Planning/Management & Professional Ethics for A & D <b>or</b> |             |
| HMRS1405  | Case Management & Ethics for Human Services                                    | 4.5         |
|           |  | <b>36.0</b> |

**REQUIRED CLINICAL COURSES:**

|           |  |             |
|-----------|--|-------------|
| +HMRS1109 | Pre-clinical Education I                       | 4.0         |
| +HMRS1110 | Clinical Education I                           | 4.0         |
| +HMRS1210 | Clinical Education II                          | 5.0         |
| HMRS1310  | Clinical Education III or                      |             |
| +HMRS1311 | Clinical Education Alcohol/Drug Counseling I   | 5.0         |
| HMRS1410  | Clinical Education IV <b>or</b>                |             |
| +HMRS1411 | Clinical Education Alcohol/Drug Counseling II  | 5.0         |
| HMRS2510  | Clinical Education V <b>or</b>                 |             |
| +HMRS2511 | Clinical Education Alcohol/Drug Counseling III | 5.0         |
| HMRS2610  | Clinical Education VI <b>or</b>                |             |
| +HMRS2611 | Clinical Education Alcohol/Drug Counseling IV  | 5.0         |
|           |  | <b>33.0</b> |

**ADDITIONAL HMRS REQUIRED COURSES:**

|  |  |             |
|--|--|-------------|
| (Select 18 hours from the following classes) |  |             |
| HMRS2501                                     | Developmental Disabilities   | 4.5         |
| *HMRS2502                                    | Activities and Recreation in Human Services  | 4.5         |
| HMRS2504                                     | Mental Retardation   | 4.5         |
| HMRS2516                                     | Co-Dependency & Dysfunctional Families   | 4.5         |
| +HMRS2517                                    | Medical & Psychosocial Aspects of Alcohol/Drug Use, Abuse & Addiction                | 4.5         |
| +HMRS2518                                    | Clinical Treatment Issues in Chemical Dependency                                     | 4.5         |
| HMRS2521                                     | Applied Behavior Analysis  | 4.5         |
| HMRS2523                                     | Human Sexuality  | 4.5         |
| HMRS2524                                     | Advanced Counseling  | 4.5         |
| HMRS2533                                     | Youth & the Juvenile Justice System  | 4.5         |
| •HMRS2541                                    | Social Services-Long Term Care Facilities  | 4.5         |
| •HMRS2544                                    | Patient Care & Services  | 4.5         |
| •HMRS2547                                    | Administration for Long Term Care Facilities   | 4.5         |
| •HMRS2549                                    | Rules, Regulations and Standards Relating to the Operation of a Health Care Facility | 4.5         |
| HMRS2550                                     | Assisted Living Facility Licensure, Regulations, and Standards                       | 4.5         |
|  |  | <b>18.0</b> |

**HMRS ELECTIVES:**

Any of the previous “ADDITIONAL HMRS REQUIRED COURSES” not used as part of the (18.0 credits) may be used as electives. The program also offers elective courses, or a student may choose from any College credit course or a combination of all three. The program recommends a computer course for students who have no computer skills.

**ELECTIVES:**

|  |   |             |
|--|---|-------------|
| (Select 12 hours from the following classes) |   |             |
| HMRS1150                                     | Communication & Assertiveness Training            | 2.0         |
| HMRS1355                                     | Strategies for Relaxation                         | 4.5         |
| HMRS1358                                     | Imagery   | 2.0         |
| HMRS1380                                     | Grant Writing for Human Services                  | 2.0         |
| HMRS1381                                     | Wrap Around Services                              | 2.0         |
| HMRS2360                                     | Women’s Issues in Human Services                  | 4.5         |
| HMRS2361                                     | Domestic Violence                                 | 3.0         |
| HMRS2362                                     | Child Abuse                                       | 3.0         |
| HMRS2363                                     | The Grieving Process                              | 2.0         |
| HMRS2364                                     | Adult Survivors of Child Sexual Abuse             | 3.0         |
| HMRS2365                                     | Mental Illness & Family Issues                    | 3.0         |
| HMRS2366                                     | Assessment & Referral                             | 3.0         |
| HMRS2371                                     | Problem Gambling for the Human Services Worker    | 2.0         |
| HMRS2505                                     | Non-aversive Intervention for Problem Behaviors   | 2.5         |
| HMRS2710                                     | Clinical Education VII                            | 5.0         |
| HMRS2711                                     | Clinical Education for Alcohol/Drug Counseling V  | 6.0         |
| HMRS2811                                     | Clinical Education for Alcohol/Drug Counseling VI | 6.0         |
|  |   | <b>12.0</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|           |   |             |
|-----------|---|-------------|
| ENGL1010  | Composition I                                 | 4.5         |
| SPCH1090  | Fundamentals of Human Communication <b>or</b> |             |
| SPCH1110  | Public Speaking <b>or</b>                     |             |
| SPCH2810  | Business & Professional Communication         | 4.5         |
| MATH1000  | Basic College Math (or higher level math)     | 4.5         |
| PSYC1250  | Interpersonal Relations                       | 4.5         |
| PSYC1810  | Introduction to Psychology                    | 4.5         |
| +PSYC2960 | Life-span Human Development                   | 4.5         |
| PSYC2980  | Abnormal Psychology                           | 4.5         |
| SOCI1010  | Introduction to Sociology                     | 4.5         |
|           |   | <b>36.0</b> |

• Approved Nursing Home Administration licensure courses.

\* Meets Nebraska requirements for activities worker in long term care facilities.

Please note: Students take First Aid and CPR as a part of pre-clinical education and will be charged a separate fee for that portion of the course.

**REQUIREMENTS FOR ALCOHOL & DRUG (A & D) ABUSE COUNSELOR STUDENTS:**

+Advanced standing is available for those individuals seeking an educational program approved to offer training for State of Nebraska certification as a provisional alcohol and drug abuse counselor. Prospective students with degrees in related health and human services fields may apply for advanced standing. Students seeking the A.A.S. degree must complete a minimum of 48.0 quarter credits from Southeast Community College.

**REQUIREMENTS FOR PROVISIONAL A & D CERTIFICATION:**

1. A minimum of 300 clinical hours of clinical performance with a CADAC counselor. (At least 10 hours in each of the 12 core competencies/functions.
2. Hours supervised at 1:10 ratio by supervisor.
- 3-9. HMRS1102, HMRS1357, PSYC2960 (not online), HMRS1402, HMRS1403, HMRS2517, and HMRS2518.

**JOHN DEERE AG PARTS**  
 MILFORD CAMPUS  
**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
*Prepares students for careers in John Deere dealerships.*

**Requirements for graduation**

• Associate of Applied Science Degree:

**117.0 credit hours**

The John Deere Ag Parts program prepares students to be entry level parts management 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. A grade of "C" (2.0) or better in all JDAP classes is required to progress through the program.

| COURSE # | COURSE TITLE                      | CREDIT HRS  |
|----------|-----------------------------------|-------------|
| JDAP1140 | Product Knowledge I               | 7.0         |
| JDAP1141 | Shipping & Receiving              | 1.5         |
| JDAP1142 | John Deere Merchandise            | 7.0         |
| JDAP1143 | Concepts of Merchandising         | 4.5         |
| JDAP1247 | Product Knowledge II              | 7.0         |
| JDAP1248 | References, Electronic Cataloging | 5.0         |
| JDAP1249 | Counter Sales                     | 5.0         |
| JDAP1351 | Dealer Cooperative Education      | 12.0        |
| JDAP2454 | Inventory Control & Management    | 9.0         |
| JDAP2455 | Product Knowledge III             | 5.0         |
| JDAP2558 | Dealer Cooperative Experience     | 12.0        |
| JDAP2660 | Marketing Strategies              | 7.5         |
| JDAP2662 | Parts Marketing & Management      | 7.5         |
|          |                                   | <b>90.0</b> |

**JOHN DEERE AG PARTS**

**GENERAL EDUCATION REQUIREMENTS:**

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

- Oral Communication
- Written Communication
- Mathematics/Physical Science
- Behavioral/Social Science

**SUGGESTED GENERAL EDUCATION COURSES:**

| <b>ORAL COMMUNICATION</b>           |                       |     |
|-------------------------------------|-----------------------|-----|
| SPCH1110                            | Public Speaking       | 4.5 |
| <b>WRITTEN COMMUNICATION</b>        |                       |     |
| ENGL1000                            | Written Communication | 4.5 |
| <b>MATHEMATICS/PHYSICAL SCIENCE</b> |                       |     |
| PHYS1150                            | Descriptive Physics   | 4.5 |
| <b>BEHAVIORAL/SOCIAL SCIENCE</b>    |                       |     |
| BSAD2620                            | Personal Finance      | 4.5 |

An **ADDITIONAL NINE (9.0) CREDIT HOURS** must be completed for this program. Campus location and program advisors may determine these additional courses.

9.0  
**27.0**

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.

**JOHN DEERE AG TECH**  
MILFORD CAMPUS  
**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
*Prepares students for careers in John Deere dealerships.*

**Requirements for graduation**  
**Associate of Applied Science Degree:**

**157.5 credit hours**

The John Deere Ag Tech program is offered jointly by SCC and the John Deere Co. in cooperation with John Deere dealers. The program prepares students to be entry-level service technicians with John Deere dealerships. Graduates typically continue employment with their sponsoring dealership. Each student spends five quarters on campus and two quarters working in a sponsoring John Deere dealership.

**JOHN DEERE AG TECH COURSES:**

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

| COURSE # | COURSE TITLE                             | CREDIT HRS   |
|----------|--|--------------|
| JDAT1140 | John Deere Fundamentals                  | 5.5          |
| JDAT1142 | John Deere Orientation & Safety          | 4.5          |
| JDAT1144 | John Deere Welding                       | 1.5          |
| JDAT1146 | John Deere Electrical/Electronics I      | 9.0          |
| JDAT1240 | John Deere Theory of Engine Operation    | 7.0          |
| JDAT1242 | John Deere Engine Repair                 | 8.0          |
| JDAT1244 | John Deere Fuel Systems                  | 2.0          |
| JDAT1246 | John Deere Tractor Performance           | 2.0          |
| JDAT1370 | Dealer Cooperative Experience            | 12.0         |
| JDAT1440 | John Deere Heating/Air Conditioning      | 4.0          |
| JDAT1442 | John Deere Electrical/Electronics II     | 7.0          |
| JDAT1446 | John Deere Hydraulics I                  | 6.5          |
| JDAT1448 | John Deere Power Trains I                | 6.5          |
| JDAT2540 | John Deere Hydraulics II                 | 13.5         |
| JDAT2542 | John Deere Power Trains II               | 12.0         |
| JDAT2670 | Dealer Cooperative Experience            | 12.0         |
| JDAT2740 | John Deere Hydraulics III                | 3.5          |
| JDAT2742 | John Deere Power Trains III              | 3.5          |
| JDAT2744 | John Deere Tillage and Seeding Equipment | 2.0          |
| JDAT2746 | John Deere Harvesting Equipment          | 7.0          |
| JDAT2748 | John Deere Electrical/Electronics III    | 4.0          |
| JDAT2750 | John Deere Advanced Technologies         | 2.0          |
|          |  | <b>135.0</b> |

**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.

- Oral Communication
- Written Communication
- Mathematics/Physical Science
- Behavioral/Social Science

**SUGGESTED GENERAL EDUCATION COURSES:**

| <b>ORAL COMMUNICATION</b>  |                       |                           |
|--|-----------------------|---------------------------|
| SPCH1110   | Public Speaking       | 4.5                       |
| <b>WRITTEN COMMUNICATION</b>   |                       |                           |
| ENGL1000   | Written Communication | 4.5                       |
| <b>MATHEMATICS/PHYSICAL SCIENCE</b>  |                       |                           |
| PHYS1150   | Descriptive Physics   | 4.5                       |
| <b>BEHAVIORAL/SOCIAL SCIENCE</b>   |                       |                           |
| BSAD2860   | Human Relations       | 4.5                       |
| An <b>ADDITIONAL (4.5) CREDIT HOURS</b> must be completed for this program. Campus location and program advisors may determine these additional courses. |                       |                           |
|  |                       | <u>4.5</u><br><b>22.5</b> |

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.

# 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

### Requirements for graduation

• **Diploma:**

**69.0 credit hours**

• **Associate of Applied Science Degree:**

**104.0 credit hours**

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. Graduates work in a variety of laboratories, including quality assurance, analytical chemistry, biochemistry, biotechnology, microbiology, water treatment, and wastewater treatment. Hands-on laboratory experience and on-site practicums offer ample opportunities to perfect lab skills. The program has been approved by the American Chemical Society through its Chemical Technology Program Approval Service.

### REQUIRED LBST COURSES:

| COURSE #  | COURSE TITLE                             | CREDIT HRS  |
|-----------|--|-------------|
| *LBST1100 | Laboratory Science Orientation           | 1.0         |
| *LBST1101 | Applied Chemistry I                      | 3.0         |
| *LBST1102 | Applied Chemistry II                     | 3.0         |
| *LBST1111 | Applied Chemistry I Laboratory           | 1.5         |
| *LBST1112 | Applied Chemistry II Laboratory          | 1.5         |
| *LBST1121 | Analytical Chemistry for Technicians I   | 3.0         |
| *LBST1131 | Analytical Chemistry I Laboratory        | 1.5         |
| *LBST1161 | Organic Chemistry                        | 3.0         |
| *LBST1171 | Organic Chemistry Laboratory             | 1.0         |
| *LBST1205 | Introductory Biology                     | 3.0         |
| *LBST1215 | Introductory Biology Laboratory          | 1.5         |
| *LBST1221 | Introduction to Microbiology             | 2.0         |
| *LBST1231 | Introduction to Microbiology Laboratory  | 1.5         |
| *LBST1301 | Water Quality                            | 3.0         |
| *LBST2122 | Analytical Chemistry for Technicians II  | 3.0         |
| +LBST2124 | Analytical Chemistry for Technicians III | 3.0         |
| *LBST2132 | Analytical Chemistry II Laboratory       | 1.0         |
| LBST2134  | Analytical Chemistry III Laboratory      | 1.0         |
| *LBST2162 | Biochemistry I                           | 3.0         |
| +LBST2163 | Biochemistry II                          | 2.0         |
| *LBST2172 | Biochemistry I Laboratory                | 1.0         |
| LBST2173  | Biochemistry II Laboratory               | 1.5         |
| +LBST2261 | Sanitation                               | 2.0         |
| +LBST2265 | Applied Microbiology                     | 2.0         |
| LBST2275  | Applied Microbiology Laboratory          | 2.0         |
| *LBST2302 | Water and Wastewater Technology          | 3.0         |
| +LBST2303 | Water/Wastewater Analysis                | 2.0         |
| LBST2313  | Water/Wastewater Analysis Laboratory     | 1.5         |
| +LBST2321 | Hazardous Materials                      | 3.0         |
| *LBST2400 | Laboratory Skills Competency             | 0.5         |
| *LBST2406 | Quality in the Analytical Laboratory     | 1.0         |
| *LBST2407 | Water and Wastewater Mathematics         | 1.0         |
| *LBST2501 | Practicum I                              | 3.0         |
| LBST2502  | Practicum II                             | 3.0         |
|           |  | <b>69.0</b> |

### GENERAL EDUCATION REQUIREMENTS AND ELECTIVES:

|          |   |             |
|----------|---|-------------|
| ENGL1000 | Written Communications  | 4.5         |
| MATH1100 | Intermediate Algebra  | 4.5         |
| PHYS1150 | Descriptive Physics   | 6.0         |
| SPCH1090 | Fundamentals of Human Communications                                | 4.5         |
|          | <i>(Please select the following courses with a program advisor)</i> |             |
|          | Microcomputer Elective  | 2.0         |
|          | Microcomputer Elective  | 3.0         |
|          | Biology Elective  | 3.0         |
|          | Social Science Elective   | 4.5         |
|          | Advisor Approved Elective   | <u>3.0</u>  |
|          |   | <b>35.0</b> |

\*Core classes required for a diploma.

+Any four classes with this designation, including accompanying laboratory class if applicable, must be chosen to apply toward a diploma.

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

LBST2522 Cooperative Education may be used as a substitution for LBST2501/2502 Practicum, please see program advisor.

# LAND SURVEYING/CIVIL ENGINEERING TECHNOLOGY

MILFORD CAMPUS

## ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students for careers in land surveying and civil drafting.*

### Requirements for graduation

**• Associate of Applied Science Degree:**

**127.5 credit hours**

The Land Surveying/Civil Engineering Technology program prepares students for employment opportunities as land surveyors, civil drafters and construction material inspectors. Skills and knowledge for these careers are gained in the classroom/lab and through coop on-the-job training with industry. A minimum grade of "C" or 70% is required in all LSCE and General Education courses to progress through or graduate from the program.

### REQUIRED LSCE COURSES:

| COURSE # | COURSE TITLE                          | CREDIT HRS   |
|----------|---------------------------------------|--------------|
| LSCE1120 | Plane Surveying                       | 9.0          |
| LSCE1126 | Civil Drafting I                      | 6.0          |
| LSCE1128 | Construction Materials                | 1.5          |
| LSCE1220 | Engineering Surveying                 | 6.0          |
| LSCE1226 | Civil Drafting II                     | 6.0          |
| LSCE1230 | Earthworks Inspection                 | 3.0          |
| LSCE1232 | Highway Plan Reading                  | 3.0          |
| LSCE1320 | Route and Construction Surveying      | 5.0          |
| LSCE1324 | Concrete Inspection                   | 4.0          |
| LSCE1326 | Civil Drafting III                    | 2.0          |
| LSCE1346 | Computer Aided Drafting               | 6.0          |
| LSCE1392 | Pre-Cooperative Education             | 1.0          |
| LSCE1400 | Cooperative Education                 | 10.0         |
| LSCE1441 | Post-Cooperative Education            | 2.0          |
| LSCE2520 | Geodetic Surveying                    | 11.0         |
| LSCE2526 | Civil Drafting IV                     | 3.0          |
| LSCE2546 | Applied Computer Aided Drafting       | 5.0          |
| LSCE2620 | Boundary Control and Legal Principles | 5.0          |
| LSCE2626 | Civil Drafting V                      | 3.0          |
| LSCE2646 | Advanced Computer Aided Drafting      | 5.0          |
| LSCE2667 | Land Surveying Systems                | 5.0          |
|          |                                       | <b>101.5</b> |

### GENERAL EDUCATION REQUIREMENTS:

|          |                           |             |
|----------|---------------------------|-------------|
| BSAD2620 | Personal Finance          | 4.5         |
| ENGL1000 | Written Communications    | 4.5         |
| GENN1230 | Computer Essentials       | 1.0         |
| MATH1000 | Basic College Mathematics | 4.5         |
| MATH1050 | Math I for Surveyors      | 2.5         |
| MATH1051 | Math II for Surveyors     | 4.5         |
| SPCH1110 | Public Speaking           | 4.5         |
|          |                           | <b>26.0</b> |

# MACHINE TOOL TECHNOLOGY

LINCOLN AND MILFORD CAMPUSES

## DIPLOMA • ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students for careers in machining, tool making, die making, and mold making.*

**Requirements for graduation**

- **Diploma:**
- **Associate of Applied Science:**
  - Die Maker Focus**
  - Mold Maker Focus**
  - Tool and Die Maker Focus**

**78.5 credit hours**  
**115.5 credit hours**

The Machine Tool Technology program prepares individuals for a variety of positions in the machine tool field. These positions include machine operations, skilled machinist, and as a specialist in die making, mold making, and tool & die making.

**REQUIRED MACH DIPLOMA COURSES:**

| COURSE#  | COURSE TITLE                    | CREDIT HRS  |
|----------|---------------------------------|-------------|
| MACH1110 | Orientation                     | 0.5         |
| MACH1121 | Manufacturing Processes         | 5.0         |
| MACH1156 | Blueprint Reading & Drawing     | 3.0         |
| MACH1172 | Machine Tool Lab I              | 6.5         |
| MACH1222 | Machine Tool Lab II             | 7.0         |
| MACH1225 | Materials of Industry           | 5.0         |
| MACH1241 | Machinery's Handbook            | 5.0         |
| MACH1250 | Computer Aided Drafting         | 3.0         |
| MACH1324 | Machine Tool Lab III            | 7.0         |
| MACH1343 | Applied Hydraulics & Pneumatics | 4.0         |
| MACH1349 | Basic CNC                       | 3.5         |
| MACH1370 | Applied Trigonometry            | 4.5         |
| MACH1428 | Machine Tool Lab IV             | 5.5         |
| MACH1451 | Adv. CNC Milling                | 8.0         |
| MACH1454 | CAM (TekSoft)                   | 2.0         |
|          |                                 | <b>69.5</b> |

**MACH A.A.S. DEGREE REQUIREMENTS:**

Not all courses may not be available at each SCC campus.

**DIE MAKER FOCUS:** (Milford)

|          |                   |             |
|----------|-------------------|-------------|
| MACH2530 | Die Design I      | 2.0         |
| MACH2532 | Die Making Lab I  | 7.0         |
| MACH2547 | Die Theory        | 5.0         |
| MACH2634 | Die Design II     | 2.0         |
| MACH2636 | Die Making Lab II | 7.0         |
| MACH2535 | Mold Theory       | 5.0         |
|          |                   | <b>28.0</b> |

**MOLD MAKER FOCUS:** (Milford)

|          |                          |             |
|----------|--------------------------|-------------|
| MACH2535 | Mold Theory              | 5.0         |
| MACH2537 | Injection Mold Design    | 2.0         |
| MACH2538 | Mold Making Lab I        | 7.0         |
| MACH2547 | Die Theory               | 5.0         |
| MACH2640 | Injection Mold Design II | 2.0         |
| MACH2642 | Mold Making Lab II       | 7.0         |
|          |                          | <b>28.0</b> |

**TOOL AND DIE MAKER FOCUS:** (Lincoln)

|          |                           |             |
|----------|---------------------------|-------------|
| WELD1174 | Machine Tool Welding      | 1.5         |
| MACH2244 | Tool and Cutter Grinding  | 3.0         |
| MACH2246 | Jigs and Fixtures         | 6.0         |
| MACH2256 | Die Construction          | 7.0         |
| MACH2258 | Quality Control           | 3.0         |
| MACH2266 | Advanced Die Construction | 7.5         |
|          |                           | <b>28.0</b> |

**MACHINE TOOL TECHNOLOGY**

**GENERAL EDUCATION REQUIREMENTS:**

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

- Oral Communication
- Written Communication
- Mathematics/Physical Science
- Behavioral/Social Science

**SUGGESTED GENERAL EDUCATION COURSES:**

**MATH/PHYSICAL SCIENCE**

|          |                                      |     |
|----------|--------------------------------------|-----|
| MATH1000 | Basic College Math (or higher level) | 4.5 |
|----------|--------------------------------------|-----|

**ORAL COMMUNICATION**

|                 |  |     |
|-----------------|--|-----|
| One SPCH course |  | 4.5 |
|-----------------|--|-----|

**WRITTEN COMMUNICATION**

|                 |  |     |
|-----------------|--|-----|
| One ENGL course |  | 4.5 |
|-----------------|--|-----|

**BEHAVIORAL/SOCIAL SCIENCE**

|                 |  |     |
|-----------------|--|-----|
| One BSAD course |  | 4.5 |
|-----------------|--|-----|

A total of nine (9.0) general education requirements for the diploma. (MATH1000 plus one other general education course.)

A total of 18.0 general education requirements for the AAS degree. (MATH1000 plus one general education course from each area.)

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

# MANUFACTURING ENGINEERING & CAD TECHNOLOGY

MILFORD CAMPUS

ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students for careers in manufacturing engineering.*

**Requirements for graduation**

**• Associate of Applied Science Degree:**

**146.5 credit hours**

Graduates of the program are trained to be a member of an engineering team. They will work with everyone, from the engineers to the individuals in the shop, to design and build their company's products.

The Manufacturing Engineering & CAD Technology program is fully certified at the Design Drafter level by the American Design Drafting Association ([www.adda.org](http://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](http://www.sme.org)).

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

**MANUFACTURING ENGINEERING & CAD TECHNOLOGY  
AAS DEGREE REQUIREMENTS:**

| COURSE # | COURSE TITLE                                  | CREDIT HRS   |
|----------|---|--------------|
| MFGT1125 | Materials of Industry                         | 5.0          |
| MFGT1144 | Industrial Drafting I                         | 8.5          |
| MFGT1250 | Industrial Drafting II                        | 7.5          |
| MFGT1333 | Applied Hydraulic & Pneumatics                | 8.0          |
| MFGT1350 | Computer Aided Drafting                       | 4.5          |
| MFGT1354 | Elementary Tool Design                        | 6.5          |
| MFGT1362 | Plant Layout & Materials Handling             | 3.5          |
| MACH1370 | Applied Trigonometry                          | 4.5          |
| MFGT1413 | Electrical Fundamentals                       | 5.0          |
| MFGT1421 | Manufacturing Processes I                     | 5.0          |
| MFGT1429 | CNC Machines                                  | 3.5          |
| MFGT1441 | Machine Design                                | 5.0          |
| MFGT1456 | Manufacturing Processes II                    | 4.5          |
| MFGT1458 | Electrical Drafting                           | 2.0          |
| MFGT2549 | Quality Assurance & SPC                       | 5.0          |
| MFGT2551 | Time & Motion Study                           | 5.0          |
| MFGT2559 | Advanced Geometric Dimensioning & Tolerancing | 5.0          |
| MFGT2560 | Manufacturing Processes III                   | 4.0          |
| MFGT2566 | Tool & Product Design                         | 4.0          |
| MFGT2635 | Plastics: Design & Engineering                | 5.0          |
| MFGT2643 | Strength of Materials                         | 5.0          |
| MFGT2668 | Design and Production Problems                | 3.5          |
| MFGT2670 | Advanced CAD/CAE Autodesk Inventor            | 5.5          |
| MFGT2672 | Mechanisms                                    | 5.0          |
|          |   | <b>120.0</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|          |                        |             |
|----------|------------------------|-------------|
| BSAD1010 | Microsoft Applications | 4.5         |
| BSAD2620 | Personal Finance       | 4.5         |
| ENGL1000 | Written Communications | 4.5         |
| MATH1000 | Basic College Math     | 4.5         |
| PHYS1010 | Physics                | 4.0         |
| SPCH1110 | Public Speaking        | 4.5         |
|          |                        | <b>26.5</b> |

**MASS MEDIA**  
 BEATRICE CAMPUS  
**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
*Prepares students for careers in broadcasting.*

**Requirements for graduation**

**• Associate of Applied Science Degree**

Recommended courses for students interested in a career in Mass Media communications. The A.A.S. degree prepares the students for employment through the completion of formal training. Students acquire hands-on experience by working at the campus radio station, KQIQ-88.3 FM, and writing for the Beatrice campus newspaper, *The Challenge*.

**62.0 credit hours**

**MASS MEDIA REQUIREMENTS:**

| COURSE # | COURSE TITLE                            | CREDIT HRS  |
|----------|---|-------------|
| BRDC1710 | Survey of Electronic Media              | 3.0         |
| BRDC1860 | Radio Workshop                          | 3.0         |
| BRDC2100 | Broadcast Media Production              | 3.0         |
| BRDC2760 | Broadcast Management                    | 3.0         |
| BRDC2830 | Communication Law & Ethics              | 3.0         |
| BRDC2860 | Radio Workshop                          | 3.0         |
| BRDC2780 | Public Relation Strategies & Techniques | 3.0         |
| BRDC2970 | Broadcast Internship                    | 3.0         |
| JOUR1810 | Introduction to Mass Communication      | 3.0         |
| JOUR1820 | News Writing & Reporting                | <u>3.0</u>  |
|          |   | <b>30.0</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|          |   |             |
|----------|---|-------------|
| BIOS1010 | General Biology                         | 4.0         |
| BSAD1010 | Microcomputer Applications*             | 3.0         |
| ENGL1010 | Composition I                           | 3.0         |
| ENGL1020 | Composition II                          | 3.0         |
| HUMS1100 | Introduction of Humanities              | 3.0         |
| MATH1150 | College Algebra                         | 3.0         |
| PHYS1110 | Survey of Physical Science or           | 4.0         |
| SOCI2000 | Women in Contemporary Society <b>or</b> |             |
| ARTS2750 | Women in Art                            | 3.0         |
| SPCH1110 | Public Speaking                         | 3.0         |
| PSYC1810 | Introduction to Psychology              | <u>3.0</u>  |
|          |   | <b>32.0</b> |

\*Keyboarding course required if typing speed is under 30 wpm.

Please note - for students who wish to continue on to a 4-year institution: It is the student's responsibility to check with the receiving institution where credits will be transferred. Even though most courses listed under the Academic Transfer area at SCC transfer to most colleges and universities, you should consult with your advisor, the Registrar's office in Beatrice and Milford or Career Services in Lincoln to be sure the courses you take are applicable to the degree you are seeking. Copies of some university/college degree requirements are available in the Registrar's office in Beatrice and Milford and in Career Services in Lincoln.



# MEDICAL ASSISTING

LINCOLN CAMPUS

## DIPLOMA

*Prepares students for careers as assistants in medical facilities.*

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) [www.caahep.org](http://www.caahep.org), on recommendation of the Committee on Accreditation for Medical Assistant Education, the Curriculum Review Board of the American Association of Medical Assistants' Endowment (AAMAE) [www.aama-ntl.org](http://www.aama-ntl.org) and the American Association of Medical Assistants, 20 N. Wacker Dr. #1575, Chicago, IL 60606-2903, 800-228-2262

### Requirements for graduation

#### • Diploma:

**84.5 credit hours**

The Medical Assisting program prepares the student for employment in a variety of assignments in physicians' offices, clinics and related medical facilities. Course work includes health related skills such as office patient care procedures and basic laboratory techniques. The student is also taught office practices and receptionist/secretarial duties related to a medical environment. A clinical experience is provided in cooperation with physicians and surgeons in Lincoln and surrounding communities. Graduates of this course are eligible to take the American Medical Assistant's Certification Examination to become certified in Medical Assisting.

#### Special Program Requirements:

- 1.) Students may be requested by clinical sites to submit to and pass drug testing and to a reasonable background investigation, including a criminal background check.
- 2.) All first and second quarter classes must be completed with minimum grade of "C" or above prior to enrolling in any third or fourth quarter classes. Current CPR card - Module C, required prior to enrolling in fourth quarter classes.
- 3.) MEDA1101 passed with 85%. MEDA1404 passed with 75%. MEDA1301 Theory passed with 70%, and Lab performance with a 90%. MEDA1301, MEDT1161/1171/1181/ & 1191 taken and passed concurrently or all must be repeated.

To complete a diploma in the Medical Assisting program, courses are generally taken in the following order.

| COURSE # | COURSE TITLE  | CREDIT HRS  |
|----------|---|-------------|
| LPNS1103 | Anatomy & Physiology  | 6.0         |
| MEDA1101 | Medical Terminology I   | 2.0         |
| MEDA1102 | Medical Assisting Orientation                                   | 2.0         |
| OFFT1020 | Beginning Keyboarding II  | 2.0         |
| OFFT1600 | Windows for the Office  | 1.5         |
| OFFT1710 | Word Applications I   | 4.5         |
| MEDA1204 | First Aid   | 2.0         |
| MEDA1201 | Medical Terminology II  | 3.0         |
| MEDA1202 | Communication in Allied Health                                  | 4.5         |
| MEDA1203 | Medical Law, Ethics & Bioethics for the Medical Office Employee | 3.0         |
| MEDA1406 | Basic Pharmacology  | 2.0         |
| MEDA1407 | Medical Calculations  | 1.0         |
| OFFT1160 | Keyboarding III   | 3.0         |
| MEDA1301 | Examination Room Techniques                                     | 7.5         |
| MEDT1161 | Basic Urinalysis & Microbiology for the Office Laboratory       | 1.0         |
| MEDT1171 | Basic Urinalysis & Microbiology Laboratory                      | 1.0         |
| MEDT1181 | Basic Hematology for the Office Laboratory                      | 1.0         |
| MEDT1191 | Basic Hematology Laboratory                                     | 1.0         |
| OFFT1190 | Medical Assisting Machine Transcription                         | 4.5         |
| OFFT2440 | Medical Office Procedures                                       | 4.5         |
| MEDA1401 | Clinical Education  | 8.0         |
| MEDA1402 | Senior Clinical Seminar   | 3.0         |
| MEDA1404 | Medical Diseases  | 3.0         |
| MEDA1405 | Insurance for the Medical Office                                | 4.5         |
|          |   | <b>75.5</b> |

### GENERAL EDUCATION REQUIREMENTS:

|          |               |            |
|----------|---------------|------------|
| OFFT1220 | Business Math | 4.5        |
| ENGL1010 | Composition I | 4.5        |
|          |               | <b>9.0</b> |

Please note: Felony convictions may prevent a graduate from acquiring certification. Contact the Commission on Accreditation of Allied Health Education Programs (CAAHEP) for more information .

# MEDICAL CODING

LINCOLN CAMPUS

## DIPLOMA

*Southeast Community College in cooperation with Central Community College provides the opportunity for students to enter the occupation of Medical Coding. If interested, contact the admissions office on the Lincoln Campus.*

# MEDICAL LABORATORY TECHNOLOGY

LINCOLN CAMPUS

ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students for careers as technicians in medical laboratories.*

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

**Requirements for graduation**

• **Associate of Applied Science Degree:**

**133.5 credit hours**

The Medical Laboratory Technician performs clinical laboratory tests that aid in the diagnosis and treatment of disease. The program includes principles and technical instruction in the areas of hematology, clinical chemistry, clinical microbiology, immunohematology (blood banking), immunology/serology, parasitology, urinalysis, and clinical microscopy. Students obtain additional laboratory experiences and learning opportunities within hospital and clinic laboratories. A graduate of the program is eligible to take national certification examinations offered by the American Society for Clinical Pathology (ASCP) and/or National Certification Agency for Clinical Laboratory Sciences (NCA), and may also transfer these two years of credits to the University of Nebraska Medical Technology program.

**MEDICAL LABORATORY TECHNOLOGY COURSES:**

| COURSE # | COURSE TITLE                                 | CREDIT HRS   |
|----------|--|--------------|
| LBST1101 | Applied Chemistry I                          | 3.0          |
| LBST1111 | Applied Chemistry I Laboratory               | 1.5          |
| LBST1205 | Introductory Biology                         | 3.0          |
| LBST1215 | Introductory Biology Laboratory              | 1.5          |
| MEDT1101 | Clinical Laboratory Procedures               | 2.0          |
| LBST1221 | Introduction to Microbiology                 | 2.0          |
| LBST1231 | Introduction to Microbiology Lab             | 1.5          |
| LBST1102 | Applied Chemistry II                         | 3.0          |
| LBST1112 | Applied Chemistry II Laboratory              | 1.5          |
| MEDT1201 | Medical Laboratory Measurements              | 2.0          |
| MEDT1100 | Procedures in Phlebotomy                     | 2.5          |
| LBST1161 | Organic Chemistry                            | 3.0          |
| LBST1171 | Organic Chemistry Laboratory                 | 1.0          |
| MEDT1301 | Clinical Microbiology I                      | 2.0          |
| MEDT1311 | Clinical Microbiology I Laboratory           | 2.0          |
| MEDT1321 | Hematology I                                 | 2.0          |
| MEDT1331 | Hematology I Laboratory                      | 2.0          |
| LBST1121 | Analytical Chemistry I                       | 3.0          |
| LBST1131 | Analytical Chemistry I Laboratory            | 1.5          |
| BIOS2130 | Human Physiology and Laboratory              | 6.0          |
| MEDT1401 | Clinical Microbiology II                     | 2.0          |
| MEDT1411 | Clinical Microbiology II Laboratory          | 2.0          |
| MEDT1421 | Hematology II                                | 2.0          |
| MEDT1431 | Hematology II Laboratory                     | 2.0          |
| LBST2125 | Instrumental Analytical Chemistry            | 3.0          |
| LBST2135 | Instrumental Analytical Chemistry Laboratory | 1.0          |
| MEDT2501 | Urinalysis                                   | 1.0          |
| MEDT2511 | Urinalysis Laboratory                        | 1.0          |
| MEDT2521 | Immunohematology I                           | 1.0          |
| MEDT2531 | Immunohematology I Laboratory                | 1.0          |
| MEDT2541 | Clinical Chemistry I                         | 2.5          |
| MEDT2551 | Clinical Chemistry I Laboratory              | 2.0          |
| MEDT2561 | Immunology                                   | 2.0          |
| MEDT2571 | Immunology/Serology Laboratory               | 2.0          |
| MEDT2581 | Hemostasis                                   | 1.5          |
| MEDT2591 | Hemostasis Laboratory                        | 1.0          |
| MEDT2601 | Parasitology                                 | 1.0          |
| MEDT2611 | Parasitology Laboratory                      | 1.0          |
| MEDT2621 | Immunohematology II                          | 1.0          |
| MEDT2631 | Immunohematology II Laboratory               | 1.0          |
| MEDT2641 | Clinical Chemistry II                        | 2.5          |
| MEDT2651 | Clinical Chemistry II Laboratory             | 2.0          |
| MEDT2681 | Clinical Orientation I                       | 2.0          |
| MEDT2690 | Clinical Education I                         | 2.5          |
| MEDT2701 | Clinical Education II                        | 11.0         |
| MEDT2702 | Clinical Seminar I                           | 2.0          |
| MEDT2703 | Clinical Orientation II                      | 2.0          |
| MEDT2801 | Clinical Education III                       | 11.0         |
| MEDT2802 | Clinical Seminar II                          | 2.0          |
|          |  | <b>114.0</b> |

**OPTIONAL:**

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

**GENERAL EDUCATION REQUIREMENTS:**

|          |  |             |
|----------|--|-------------|
| ENGL1010 | Composition I                          | 4.5         |
| MATH1100 | Intermediate Algebra (or higher level) | 4.5         |
|          | Computer Elective                      | 1.5         |
|          | Oral Communication Course              | 4.5         |
|          | Social Science                         | <u>4.5</u>  |
|          |  | <b>19.5</b> |

**SPECIAL PROGRAM REQUIREMENTS:**

A minimum grade of "C" is required in all courses. Two courses may be repeated if below a "C" on the first attempt. A health statement, including a skin test for tuberculosis and/or a chest x-ray, laboratory tests, 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.

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

Options: Students may choose a three-year option in which to complete the program.

**MICROCOMPUTER TECHNOLOGY**  
 LINCOLN CAMPUS  
**ASSOCIATE OF APPLIED SCIENCE DEGREE • CERTIFICATE**  
*Prepares students for careers in the microcomputer field.*

**Requirements for graduation:**

- Associate of Applied Science Degree: **105.0 credit hours**
  - Network Manager Focus
  - PC Support Specialist Focus
  - Microcomputer Programmer Focus
  - Web Applications Programmer Focus
- Certificate: **30.5 credit hours**

Students in Microcomputer Technology have the option of earning a certificate or an associate of applied science degree. The certificate level provides basic instruction in software applications, operating systems, and hardware installation. Or students can go on to earn an associate degree, acquiring a foundation in general education, business-related courses, and advanced training in microcomputers.

**Choosing a focus**

Four focuses are available at the associate degree level: PC Support, Microcomputer Programming, Web Applications Programming, or Network Management. Each focus trains students in a core group of competencies and further develops specialized skills and knowledge. The program of study is designed to accommodate full-time and part-time students, and is a flexible way to build marketable skills for employment.

**Program starting dates**

The Microcomputer Technology program accepts new full-time day students in the fall and spring quarters only. Part-time evening students are accepted any quarter. Both day and evening classes are available, but not every course is offered each term.

**How to enroll**

1. Contact the campus and complete an application.
2. Consult the SCC Catalog for specific entrance and completion requirements of the College and the program.
3. If possible, take the ACT exam while still in high school, or make an appointment with an advisor and complete the college entrance (COMPASS/ASSET) exam.
4. Students who have deficiencies or lack a high school diploma or GED should contact an SCC counselor for assistance in planning a preparatory program.

**Special Program Requirements**

All INFO courses have the prerequisite of prior computer experience or coursework. Additional prerequisites are listed in the course description section of the college catalog. Courses taken in the Microcomputer Technology program must be completed with a grade of "C" or better if the class is a prerequisite.

**CERTIFICATE REQUIREMENTS:**

| <b>COURSE #</b> | <b>COURSE TITLE</b>                           | <b>CREDIT HRS</b> |
|-----------------|---|-------------------|
| INFO1121        | Microsoft Word                                | 1.5               |
| INFO1131        | Microsoft Excel                               | 1.5               |
| INFO1141        | Windows 2000 Professional                     | 2.0               |
| INFO1151        | Microcomputer Fundamentals                    | 4.5               |
| INFO1211        | Microsoft Access                              | 1.5               |
| INFO1261        | MS-DOS  | 2.5               |
| INFO1311        | Database Concepts                             | 3.0               |
| INFO1371        | Hardware Installation & Maintenance           | 3.0               |
| INFO1381        | Data Communications & Networking              | 4.5               |
| INFO1431        | Web Page Fundamentals                         | 2.0               |
| MATH1000        | Basic College Math or higher level MATH class | <u>4.5</u>        |
|                 |   | <b>30.5</b>       |

**AAS DEGREE CORE COURSES:**

The following core courses must be completed to meet the requirements for all four specializations in the Microcomputer Technology AAS degree - Network Manager, Microcomputer Programmer, PC Support Specialist, and Web Applications Programmer.

|          |                                    |             |
|----------|------------------------------------|-------------|
| INFO1121 | Microsoft Word                     | 1.5         |
| INFO1131 | Microsoft Excel                    | 1.5         |
| INFO1141 | Windows 2000 Professional          | 2.0         |
| INFO1151 | Microcomputer Fundamentals         | 4.5         |
| INFO1211 | Microsoft Access                   | 1.5         |
| INFO1261 | MS-DOS                             | 2.5         |
| INFO1311 | Database Concepts                  | 3.0         |
| INFO1381 | Data Communications & Networking   | 4.5         |
| INFO1431 | Web Page Fundamentals              | 2.0         |
| INFO1441 | Advanced Windows 2000 Professional | 3.0         |
| INFO2511 | Microcomputer Lab Assistant        | 1.0         |
| INFO2531 | UNIX Operating System              | 2.0         |
| INFO2611 | Microcomputer Practicum <b>or</b>  |             |
| OFFT2000 | Employment Techniques              | 3.0         |
| OFFT1110 | Business Communications            | <u>4.5</u>  |
|          |                                    | <b>36.5</b> |

**NETWORK MANAGER FOCUS:**

|          |                                     |             |
|----------|-------------------------------------|-------------|
| INFO1371 | Hardware Installation & Maintenance | 3.0         |
| INFO1391 | TCP/IP                              | 3.0         |
| INFO1453 | Customer Support                    | 2.0         |
| INFO1463 | Advanced Hardware Troubleshooting   | 3.0         |
| INFO1495 | Novell Network Administration       | 4.5         |
| INFO2585 | Windows 2000 Server Administration  | 4.5         |
| INFO2631 | Linux Network Administration        | 4.5         |
| INFO2695 | Advanced Windows 2000 Server        | <u>3.0</u>  |
|          |                                     | <b>27.5</b> |

**BUSINESS SUPPORT ELECTIVE CHOOSE FROM:**

|          |                          |            |
|----------|--------------------------|------------|
| BSAD1300 | Introduction to Business |            |
| BSAD2350 | Principles of Management |            |
| BSAD2410 | Principles of Marketing  |            |
| OFFT1310 | Office Accounting I      | <b>4.5</b> |

**TECHNICAL ELECTIVES CHOOSE FROM:**

|          |  |             |
|----------|--|-------------|
| ELEC2740 | Networking I (8.0)                               |             |
| ELEC2840 | Networking II (6.0)                              |             |
| INFO1214 | Logic Design & Object Oriented Programming (4.5) |             |
| INFO1314 | Java (4.5)                                       |             |
| INFO1325 | Internet Scripting (3.0)                         |             |
| INFO1491 | Network Security Fundamentals (3.0)              |             |
| INFO1511 | Advanced Database Concepts (3.0)                 |             |
| INFO1525 | Web Server Scripting (4.5)                       |             |
| INFO1531 | Advanced Web Page (3.0)                          |             |
| INFO2564 | Visual Basic (4.5)                               |             |
|          |  | <b>18.5</b> |

## SCC PROGRAMS OF STUDY

### PC SUPPORT SPECIALIST FOCUS:

|          |  |             |
|----------|--|-------------|
| INFO1214 | Logic Design & Object Oriented Programming | 4.5         |
| INFO1371 | Hardware Installation & Maintenance        | 3.0         |
| INFO1391 | TCP/IP                                     | 3.0         |
| INFO1413 | WordPerfect for Windows                    | 2.0         |
| INFO1423 | Microsoft PowerPoint                       | 2.0         |
| INFO1453 | Customer Support                           | 2.0         |
| INFO1463 | Advanced Hardware Troubleshooting          | 3.0         |
| INFO1473 | Advanced Microsoft Word                    | 2.0         |
| INFO1483 | Advanced Microsoft Excel                   | 2.0         |
| INFO1493 | Advanced Microsoft Access                  | 2.0         |
| INFO2513 | Software Support                           | 2.0         |
| INFO2585 | Windows 2000 Server Administration         | 4.5         |
|          |  | <b>32.0</b> |

### **BUSINESS SUPPORT ELECTIVE CHOOSE FROM:** 4.5

|          |                          |  |
|----------|--------------------------|--|
| BSAD1300 | Introduction to Business |  |
| BSAD2350 | Principles of Management |  |
| BSAD2410 | Principles of Marketing  |  |
| OFFT1310 | Office Accounting I      |  |

### **TECHNICAL ELECTIVES CHOOSE FROM:** 14.0

|          |                                     |  |
|----------|-------------------------------------|--|
| ELEC2740 | Networking I (8.0)                  |  |
| ELEC2840 | Networking II (6.0)                 |  |
| INFO1314 | Java (4.5)                          |  |
| INFO1325 | Internet Scripting (3.0)            |  |
| INFO1491 | Network Security Fundamentals (3.0) |  |
| INFO1495 | Novell Network Administration (4.5) |  |
| INFO1501 | Integrated Applications (1.0)       |  |
| INFO1511 | Advanced Database Concepts (3.0)    |  |
| INFO1521 | Web Graphics (2.0)                  |  |
| INFO1525 | Web Server Scripting (4.5)          |  |
| INFO1531 | Advanced Web Page (3.0)             |  |
| INFO2564 | Visual Basic (4.5)                  |  |
| INFO2631 | Linux Network Administration (4.5)  |  |
| INFO2695 | Advanced Windows 2000 Server (3.0)  |  |

### MICROCOMPUTER PROGRAMMER FOCUS:

|          |  |             |
|----------|--|-------------|
| INFO1214 | Logic Design & Object Oriented Programming | 4.5         |
| INFO1314 | Java                                       | 4.5         |
| INFO1414 | Advanced Java                              | 4.5         |
| INFO1511 | Advanced Database Concepts                 | 3.0         |
| 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         |
| INFO2694 | Programming Project                        | 3.0         |
|          |  | <b>39.0</b> |

### **BUSINESS SUPPORT ELECTIVE CHOOSE FROM:** 4.5

|          |                          |  |
|----------|--------------------------|--|
| BSAD1300 | Introduction to Business |  |
| BSAD2350 | Principles of Management |  |
| BSAD2410 | Principles of Marketing  |  |
| OFFT1310 | Office Accounting I      |  |

### **TECHNICAL ELECTIVES CHOOSE FROM:** 7.0

|          |                            |  |
|----------|----------------------------|--|
| INFO1325 | Internet Scripting (3.0)   |  |
| INFO1391 | TCP/IP (3.0)               |  |
| INFO1521 | Web Graphics (2.0)         |  |
| INFO1525 | Web Server Scripting (4.5) |  |
| INFO1531 | Advanced Web Page (3.0)    |  |
| INFO2654 | Advanced C++ (3.0)         |  |

### WEB APPLICATIONS PROGRAMMER FOCUS:

|          |  |             |
|----------|--|-------------|
| INFO1214 | Logic Design & Object Oriented Programming | 4.5         |
| INFO1314 | Java                                       | 4.5         |
| INFO1325 | Internet Scripting                         | 3.0         |
| INFO1391 | TCP/IP                                     | 3.0         |
| INFO1511 | Advanced Database Concepts                 | 3.0         |
| INFO1521 | Web Graphics                               | 2.0         |
| INFO1525 | Web Server Scripting                       | 4.5         |
| INFO1531 | Advanced Web Page                          | 3.0         |
| INFO2564 | Visual Basic                               | 4.5         |
| INFO2692 | Web Programming Project                    | 4.5         |
| BSAD2410 | Principles of Marketing                    | 4.5         |
|          |  | <b>41.0</b> |

### **TECHNICAL ELECTIVES CHOOSE FROM:** 9.5

|          |   |  |
|----------|---|--|
| INFO1371 | Hardware Installation & Maintenance (3.0) |  |
| INFO1414 | Advanced Java (4.5)                       |  |
| INFO1453 | Customer Support (2.0)                    |  |
| INFO1491 | Network Security Fundamentals (3.0)       |  |
| INFO2514 | Java Server Programming (4.5)             |  |
| INFO2554 | C++ (4.5)                                 |  |
| INFO2585 | Windows 2000 Server Administration (4.5)  |  |
| INFO2631 | Linux Network Administration (4.5)        |  |
| INFO2654 | Advanced C++ (3.0)                        |  |
| INFO2664 | Advanced Visual Basic (4.5)               |  |

### **GENERAL EDUCATION REQUIREMENTS:**

The following General Education Requirements must be met for all four focus areas in the Microcomputer Technology AAS degree - Network Manager, PC Support Specialist, Microcomputer Programmer, and Web Applications Programmer.

### **ORAL COMMUNICATION** 4.5

(Select one from options below)

|          |   |  |
|----------|---|--|
| SPCH1090 | Fundamentals of Human Communication <b>or</b> |  |
| SPCH1110 | Public Speaking <b>or</b>                     |  |
| SPCH2810 | Business & Professional Communication         |  |

### **WRITTEN COMMUNICATION** 4.5

|          |               |  |
|----------|---------------|--|
| ENGL1010 | Composition I |  |
|----------|---------------|--|

### **MATHEMATICS/PHYSICAL SCIENCE** 4.5

|          |   |  |
|----------|---|--|
| MATH1000 | Basic College Math or higher level MATH class |  |
|----------|---|--|

### **BEHAVIORAL/SOCIAL SCIENCE** 4.5

(Select one from options below)

|          |                                      |             |
|----------|--------------------------------------|-------------|
| PSYC1250 | Interpersonal Relations <b>or</b>    |             |
| PSYC1810 | Introduction to Psychology <b>or</b> |             |
| SOCI1010 | Introduction to Sociology            |             |
|          |                                      | <b>18.0</b> |

# MOTORCYCLE, ATV, PERSONAL WATERCRAFT TECHNOLOGY

LINCOLN CAMPUS

## DIPLOMA

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

**Requirements for graduation**

• **Diploma:**

**80.5 credit hours**

The Motorcycle, ATV, and Personal Watercraft Technology program provides students will entry level skills and experiences needed to become a repair technician in this industry. A high priority is placed on practical training to ensure that students receive individual attention and sufficient shop time to develop their skills.

**REQUIRED DIPLOMA COURSES:**

Course offerings and prerequisites will be determined by the program.

| COURSE #  | COURSE TITLE                                | CREDIT HRS  |
|-----------|---|-------------|
| MSTT1000  | Shop Procedures & Hand Tools                | 4.5         |
| MSTT1112  | Basic Engine Theory                         | 5.0         |
| MSTT1120  | Wheels & Tires                              | 3.0         |
| MSTT1122  | Frames, Suspensions, & Brakes               | 3.5         |
| MSTT1125  | Electrical Concepts                         | 4.5         |
| MSTT1131  | Electrical Circuits                         | 10.0        |
| MSTT1132  | Fuel & Ignition Systems                     | 5.0         |
| MSTT1133  | Tune Up & Rideability                       | 7.5         |
| MSTT1138  | Personal Watercraft                         | 3.0         |
| MSTT1140  | Transmissions and Final Drives              | 3.5         |
| MSTT1141  | Engine Rebuild and Overhaul                 | 4.0         |
| MSTT1145  | Engine Machine Operations                   | 3.0         |
| MSTT1146* | Rideability and Electrical Update <b>or</b> |             |
| MSTT1147* | Rideability and Electrical Update with Coop | <u>6.0</u>  |
|           |   | <b>62.5</b> |

**ELECTIVES:**

These following electives are subject to availability and enrollment.

|          |                              |     |
|----------|------------------------------|-----|
| MSTT1113 | Metric Measure               | 3.0 |
| MSTT1150 | Advanced Small Engine Repair | 4.5 |

**MOTORCYCLE, ATV, PERSONAL WATERCRAFT**

**GENERAL EDUCATION REQUIREMENTS:**

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

- Oral Communication
- Written Communication
- Mathematics/Physical Science
- Behavioral/Social Science

**SUGGESTED GENERAL EDUCATION COURSES:**

|                                     |                         |             |
|-------------------------------------|-------------------------|-------------|
| <b>ORAL COMMUNICATION</b>           |                         |             |
| SPCH1110                            | Public Speaking         | 4.5         |
| <b>WRITTEN COMMUNICATION</b>        |                         |             |
| ENGL1000                            | Written Communication   | 4.5         |
| <b>MATHEMATICS/PHYSICAL SCIENCE</b> |                         |             |
| PHYS1150                            | Descriptive Physics     | 4.5         |
| <b>BEHAVIORAL/SOCIAL SCIENCE</b>    |                         |             |
| PSYC1250                            | Interpersonal Relations | <u>4.5</u>  |
|                                     |                         | <b>18.0</b> |

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.

# NEBRASKA LAW ENFORCEMENT

BEATRICE AND LINCOLN CAMPUSES

ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students for careers in City and county law enforcement agencies in Nebraska*

**Requirements for graduation**

**• Associate of Applied Science Degree:**

**60.0 semester/90.0 quarter credit hours**

The purpose of the cooperative Associate of Applied Science Degree in Nebraska Law Enforcement is to provide a special track for students at the six Nebraska community colleges who want to pursue a career in law enforcement. This track includes criminal justice courses with common learning objectives identified by the colleges and the Nebraska Law Enforcement Training Center (NLETC) in Grand Island. As a result of the common learning objectives, the students will complete an abbreviated certification program at the NLETC designated as an internship. Upon completing the internship, students will have an associate's degree and certification from NLETC.

Individuals considering a degree or employment in law enforcement must be aware of strict qualifications. Factors that usually disqualify candidates from employment in the profession include a criminal record, history of drug abuse, significant psychological/personal disorders, physiological disorders, neuro-muscular dysfunction, etc. Law enforcement agencies hire only the highest, best-qualified individuals available in order to obtain and maintain public trust and confidence at all times.

**REQUIRED NEBRASKA LAW ENFORCEMENT COURSES:**

Course offerings and prerequisites will be determined by the program.

| COURSE # | COURSE TITLE                      | CREDIT HRS               |
|----------|-----------------------------------|--------------------------|
| CRIM1010 | Intro To Criminal Justice         | 3.0 SEM/4.5 QTR          |
| CRIM1030 | Courts & The Judicial Process     | 3.0 SEM/4.5 QTR          |
| CRIM1140 | Reporting Techniques for CRJ      | 3.0 SEM/4.5 QTR          |
| CRIM2000 | Criminal Law                      | 3.0 SEM/4.5 QTR          |
| CRIM2030 | Police and Society                | 3.0 SEM/4.5 QTR          |
| CRIM2100 | Juvenile Justice                  | 3.0 SEM/4.5 QTR          |
| CRIM2150 | Social Issues in Criminal Justice | 3.0 SEM/4.5 QTR          |
| CRIM2200 | Criminology                       | 3.0 SEM/4.5 QTR          |
| CRIM2260 | Criminal Investigation            | 3.0 SEM/4.5 QTR          |
| CRIM2310 | Rules of Evidence                 | 3.0 SEM/4.5 QTR          |
|          |                                   | <b>30.0 SEM/45.0 QTR</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|          |  |                          |
|----------|--|--------------------------|
| ENGL1010 | Composition I                            | 3.0 SEM/4.5 QTR          |
| SPCH1110 | Public Speaking                          | 3.0 SEM/4.5 QTR          |
|          | Physical Education (aerobic & anaerobic) | 4.0 SEM/6.0 QTR          |
| MATH1100 | Intermediate Algebra                     | 3.0 SEM/4.5 QTR          |
| PSYC1810 | Introduction to Psychology               | 3.0 SEM/4.5 QTR          |
| SOCI1010 | Introduction to Sociology                | 3.0 SEM/4.5 QTR          |
|          | Advisor Approved Elective                | <u>5.0 SEM/7.5 QTR</u>   |
|          |  | <b>24.0 SEM/36.0 QTR</b> |

**INTERNSHIP AT LAW ENFORCEMENT TRAINING CENTER:**

|          |   |                        |
|----------|---|------------------------|
| CRIM2940 | Law Enforcement Internship (Nine Weeks) | <u>6.0 SEM/9.0 QTR</u> |
|          |   | <b>6.0 SEM/9.0 QTR</b> |

Admissions to NLETC and Physical Training: Students enrolling in the NE Law Enforcement program need to be aware of the admission requirements for acceptance at the Nebraska Law Enforcement Training Center for the six credit hour internship to complete requirements for the Associate of Applied Science Degree. Students must meet the following stipulations as part of the application process at the Training Center.

**SPECIAL PROGRAM REQUIREMENTS:**

1. Take and pass the required Test of Adult Basic Education (TABE) before the processing of any paperwork can be done
2. Be a citizen of the United States
3. Be 21 years of age or older
4. Be a high school graduate or provide GED
5. Possess a valid motor vehicle operator's or chauffeur's license
6. Have 20/20 vision or correctable to 20/30
7. Have normal hearing or corrected to normal hearing
8. Submit 4 fingerprint cards for criminal record search
9. Possess good character as determined by a thorough background check conducted by the training Center
10. Have not used illegal drugs or narcotics in the past two years
11. Have not been convicted of DREW in the two years immediately preceding admission to the Training Center
12. Submit to a physical exam within one year prior to admission and provide medical history
13. Provide current photograph
14. Provide driving record (obtain from NE Department of Motor Vehicles)
15. Pay \$100 non-refundable processing fee
16. Plan to submit application to the Training Center one year prior to attending
17. Plan to interview at the Training Center as part of the admission process

Please note: Estimated cost for the six-hour internship at the Training Center is \$4,000. A comprehensive test may remain part of the admissions process to the NLETC.

# NONDESTRUCTIVE TESTING TECHNOLOGY

MILFORD CAMPUS

ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students for careers in engineering and quality assurance areas of industry.*

**Requirements for graduation**

**• Associate of Applied Science Degree:**

**145.5 credit hours**

The Nondestructive Testing Technology program trains students to examine products and materials for flaws without damaging the products. This program is one of the few nondestructive testing programs in the United States. Listed below are the courses necessary for a full-time student to complete an AAS degree in Nondestructive Testing Technology. A grade of "C" or better is required in all prerequisite courses.

**REQUIRED NDTT COURSES:**

| COURSE # | COURSE TITLE                                | CREDIT HRS   |
|----------|---|--------------|
| NDTT1121 | Visual Inspection Methods                   | 4.5          |
| NDTT1133 | Manufacturing Processes                     | 10.0         |
| NDTT1138 | Welding Processes                           | 3.0          |
| NDTT1164 | Blueprint Reading & CAD                     | 5.0          |
| NDTT1236 | Electrical & Electronic Fundamentals        | 5.0          |
| NDTT1255 | NDT Methods                                 | 10.0         |
| NDTT1263 | Metallurgy                                  | 6.5          |
| NDTT1356 | Liquid Penetrant                            | 3.0          |
| NDTT1360 | Ultrasonics I                               | 7.5          |
| NDTT1450 | Eddy Current I                              | 2.5          |
| NDTT1458 | Magnetic Particle                           | 4.0          |
| NDTT1464 | Radiography I                               | 9.0          |
| NDTT1470 | Radiation Safety & Administration           | 5.0          |
| NDTT2569 | Radiography II & Film Interpretation        | 8.0          |
| NDTT2570 | Eddy Current II                             | 10.0         |
| NDTT2652 | Ultrasonics II                              | 8.0          |
| NDTT2675 | Computer Applications in NDT                | 4.5          |
| NDTT2679 | Code Interpretation & Procedure Development | 4.5          |
|          |   | <b>110.0</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|          |                                     |             |
|----------|-------------------------------------|-------------|
| BSAD1010 | Microsoft Applications              | 4.5         |
| BSAD2350 | Principles of Management            | 4.5         |
| BSAD2620 | Personal Finance                    | 4.5         |
| ENGL1000 | Written Communications              | 4.5         |
| GENN2040 | Industrial Mathematics for NDT      | 4.5         |
| MATH1000 | Basic College Math                  | 4.5         |
| PHYS1020 | Physics/Nondestructive Testing      | 4.0         |
| SPCH1090 | Fundamentals of Human Communication | 4.5         |
|          |                                     | <b>35.5</b> |

# OFFICE TECHNOLOGY

BEATRICE AND LINCOLN CAMPUSES

ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA • CERTIFICATE

*Prepares students for careers in office professions.*

**Requirements for graduation:**

|  |   |
|--|---|
| • Certificate:                         | <b>27.0 semester/40.0 quarter credit hours</b>  |
| • Diploma:                             |   |
| General Office Focus:                  | <b>54.0 semester/80.0 quarter credit hours</b>  |
| Medical Transcription Focus:           | <b>56.5 semester/82.5 quarter credit hours</b>  |
| • Associate of Applied Science Degree: |   |
| Administrative Office Focus:           | <b>81.0 semester/119.0 quarter credit hours</b> |
| Legal Office Focus:                    | <b>81.5 semester/119.5 quarter credit hours</b> |
| Medical Office Focus:                  | <b>80.0 semester/118.0 quarter credit hours</b> |

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

**SPECIAL PROGRAM REQUIREMENTS:**

Students who wish to pursue their education in Office Technology must complete the college admissions requirements.

Prerequisite courses or equivalents (Credits not counted toward graduation requirements) (Course numbers preceded by an asterisk (\*) have prerequisites.)

| COURSE #  | COURSE TITLE             | CREDIT HRS      |
|-----------|--------------------------|-----------------|
| OFFT1010  | Beginning Keyboarding I  | 1.0 Sem/2.0 Qtr |
| *OFFT1020 | Beginning Keyboarding II | 1.0 Sem/2.0 Qtr |
| OFFT1310  | Office Accounting        | 3.0 Sem/4.5 Qtr |

**AAS OFFICE TECHNOLOGY CORE COURSES:**

|           |  |                          |
|-----------|--|--------------------------|
| BSAD1300  | Introduction to Business (Bea) <b>or</b>     |                          |
| *OFFT2430 | Administrative Office Management (Linc)      | 3.0 Sem/4.5 Qtr          |
| *OFFT1160 | Keyboarding III                              | 2.0 Sem/3.0 Qtr          |
| *OFFT1170 | Keyboarding IV                               | 2.0 Sem/3.0 Qtr          |
| *OFFT2180 | Keyboarding V                                | 1.5 Sem/2.0 Qtr          |
| *OFFT1600 | Windows for the Office                       | 1.0 Sem/1.5 Qtr          |
| *OFFT1710 | Word Applications I                          | 3.0 Sem/4.5 Qtr          |
| *OFFT1720 | Word Applications II                         | 3.0 Sem/4.5 Qtr          |
| *OFFT1730 | Word Applications III                        | 3.0 Sem/4.5 Qtr          |
| *OFFT1430 | Microsoft Excel (Bea) <b>or</b>              |                          |
| *INFO1131 | Microsoft Excel (Linc)                       | 1.0 Sem/1.5 Qtr          |
| *OFFT1480 | Microsoft Access (Bea) <b>or</b>             |                          |
| *INFO1211 | Microsoft Access (Linc)                      | 1.0 Sem/1.5 Qtr          |
| OFFT1040  | Records Management                           | 2.0 Sem/3.0 Qtr          |
| *OFFT1110 | Business Communications                      | 3.0 Sem/4.5 Qtr          |
| *OFFT2000 | Employment Techniques                        | 2.0 Sem/3.0 Qtr          |
| *OFFT2020 | Co-op Supervised Employment (Linc) <b>or</b> |                          |
| *OFFT2290 | Cooperative Education (Bea)                  | 5.0 Sem/5.0 Qtr          |
| *OFFT2090 | Machine Transcription I                      | 3.0 Sem/4.5 Qtr          |
| *OFFT2410 | Administrative Professional Procedures I     | 3.0 Sem/4.5 Qtr          |
| *OFFT2420 | Administrative Professional Procedures II    | 3.0 Sem/4.5 Qtr          |
| *OFFT2460 | Office Simulation                            | 3.0 Sem/4.5 Qtr          |
| *OFFT2600 | Emerging Business Technologies               | 3.0 Sem/4.5 Qtr          |
|           |  | <b>48.0 SEM/69.5 QTR</b> |

**ADMINISTRATIVE FOCUS COURSES:**

|           |  |                          |
|-----------|--|--------------------------|
| *BSAD2010 | Principles of Accounting I                     | 3.0 Sem/4.5 Qtr          |
| *OFFT1680 | Web Page Support                               | 3.0 Sem/4.5 Qtr          |
| *OFFT2140 | Machine Transcription II                       | 3.0 Sem/4.5 Qtr          |
| *OFFT1470 | Advanced Excel (Bea) <b>or</b>                 |                          |
| *OFFT2330 | Excel Applications for Office Accounting(Linc) | 3.0 Sem/4.5 Qtr          |
| *OFFT2700 | Multimedia Office Applications                 | 3.0 Sem/4.5 Qtr          |
| *OFFT2710 | Microsoft Integration I                        | 3.0 Sem/4.5 Qtr          |
| *OFFT2720 | Microsoft Integration II                       | 3.0 Sem/4.5 Qtr          |
|           |  | <b>21.0 SEM/31.5 QTR</b> |

**LEGAL FOCUS COURSES:**

|           |   |                          |
|-----------|---|--------------------------|
| BSAD1090  | Business Law I                          | 3.0 Sem/4.5 Qtr          |
| *BSAD1100 | Business Law II                         | 3.0 Sem/4.5 Qtr          |
| *BSAD2010 | Principles of Accounting I              | 3.0 Sem/4.5 Qtr          |
| *OFFT1200 | WordPerfect for Windows (Bea) <b>or</b> |                          |
| *INFO1413 | WordPerfect for Windows (Linc)          | 1.5 Sem/2.0 Qtr          |
| *OFFT2210 | Legal Processes I                       | 3.0 Sem/4.5 Qtr          |
| *OFFT2220 | Legal Processes II                      | 3.0 Sem/4.5 Qtr          |
| *OFFT2230 | Legal Processes III                     | 3.0 Sem/4.5 Qtr          |
| *OFFT2260 | Legal Research                          | 2.0 Sem/3.0 Qtr          |
|           |   | <b>21.5 SEM/32.0 QTR</b> |

**MEDICAL FOCUS COURSES:**

|           |   |                        |
|-----------|---|------------------------|
| *BIOS1210 | Anatomy and Physiology (Bea)              |                        |
| *LPNS1103 | Anatomy and Physiology (Linc)             | 4.0 Sem/6.0 Qtr        |
| MEDA1101  | Medical Terminology I (Linc)              | 2.0 Qtr                |
| *MEDA1201 | Medical Terminology II (Linc)             | 3.0 Qtr                |
| *MEDA1203 | Medical Law, Ethics, and Bioethics (Linc) | 2.0 Sem/3.0 Qtr        |
| *MEDA1404 | Medical Diseases                          | 2.0 Sem/3.0 Qtr        |
| *OFFT1210 | Medical Coding (Bea) <b>or</b>            | 3.0 Sem                |
| *MEDA1405 | Insurance for the Medical Office (Linc)   | 4.5 Qtr                |
| OFFT1120  | Medical Terminology (Bea)                 | 3.0 Sem                |
| *OFFT2440 | Medical Office Procedures                 | 3.0 Sem/4.5 Qtr        |
| *OFFT2130 | Medical Machine Transcription             | 3.0 Sem/4.5 Qtr        |
|           |   | <b>20 SEM/30.5 QTR</b> |

**AAS GENERAL EDUCATION REQUIREMENTS:**

|          |   |                          |
|----------|---|--------------------------|
| SPCH1110 | Public Speaking <b>or</b>                     |                          |
| SPCH1090 | Fundamentals of Human Communication <b>or</b> |                          |
| SPCH2810 | Business and Professional Communication       | 3.0 Sem/4.5 Qtr          |
| ENGL1010 | Composition I                                 | 3.0 Sem/4.5 Qtr          |
| OFFT1220 | Business Math                                 | 3.0 Sem/4.5 Qtr          |
| PSYC1250 | Interpersonal Relations <b>or</b>             |                          |
| BSAD2860 | Human Relations                               | 3.0 Sem/4.5 Qtr          |
|          |   | <b>12.0 SEM/18.0 QTR</b> |

**OFFICE TECHNOLOGY DIPLOMA**

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

**GENERAL OFFICE FOCUS:**

|           |  |                          |
|-----------|--|--------------------------|
| OFFT1040  | Records Management                           | 2.0 Sem/3.0 Qtr          |
| *OFFT1160 | Keyboarding III                              | 2.0 Sem/3.0 Qtr          |
| *OFFT1170 | Keyboarding IV                               | 2.0 Sem/3.0 Qtr          |
| *OFFT1430 | Microsoft Excel (Bea) <b>or</b>              |                          |
| *INFO1130 | Microsoft Excel (Linc)                       | 1.0 Sem/1.5 Qtr          |
| *OFFT1600 | Windows for the Office                       | 1.0 Sem/1.5 Qtr          |
| *OFFT1680 | Web Page Support                             | 3.0 Sem/4.5 Qtr          |
| *OFFT1710 | Word Applications I                          | 3.0 Sem/4.5 Qtr          |
| *OFFT1720 | Word Applications II                         | 3.0 Sem/4.5 Qtr          |
| *OFFT1730 | Word Applications III                        | 3.0 Sem/4.5 Qtr          |
| *OFFT2000 | Employment Techniques                        | 2.0 Sem/3.0 Qtr          |
| *OFFT2090 | Machine Transcription I                      | 3.0 Sem/4.5 Qtr          |
| *OFFT2410 | Administrative Professional Procedures I     | 3.0 Sem/4.5 Qtr          |
| *OFFT2420 | Administrative Professional Procedures II    | 3.0 Sem/4.5 Qtr          |
| *OFFT2020 | Co-op Supervised Employment (Linc) <b>or</b> |                          |
| *OFFT2290 | Cooperative Education (Bea)                  | 5.0 Sem/5.0 Qtr          |
|           | Adviser Approved Electives                   | 9.0 Sem/15.0 Qtr         |
|           |  | <b>45.0 SEM/66.5 QTR</b> |



**MEDICAL TRANSCRIPTION FOCUS:**

|           |  |                        |
|-----------|--|------------------------|
| BIOS1210  | Anatomy and Physiology (Bea) or              |                        |
| LPNS1103  | Anatomy and Physiology (Linc)                | 4.0 Sem/6.0 Qtr        |
| MEDA1101  | Medical Terminology I (Linc)                 | 2.0 Qtr                |
| *MEDA1201 | Medical Terminology II (Linc)                | 3.0 Qtr                |
| *MEDA1203 | Medical Law, Ethics, and Bioethics (Linc)    | 3.0 Qtr                |
| *MEDA1404 | Medical Diseases (Linc)                      | 3.0 Qtr                |
| *OFFT1210 | Medical Coding (Bea) <b>or</b>               |                        |
| *MEDA1405 | Insurance for the Medical Office (Linc)      | 3.0 Sem/4.5 Qtr        |
| *MEDA1406 | Basic Pharmacology (Linc)                    | 2.0 Qtr                |
| OFFT1040  | Records Management                           | 2.0 Sem/3.0 Qtr        |
| OFFT1120  | Medical Terminology (Bea)                    | 3.0 Sem                |
| *OFFT1160 | Keyboarding III                              | 2.0 Sem/3.0 Qtr        |
| *OFFT1170 | Keyboarding IV                               | 2.0 Sem/3.0 Qtr        |
| *OFFT1600 | Windows for the Office                       | 1.0 Sem/1.5 Qtr        |
| *OFFT1710 | Word Applications I                          | 3.0 Sem/4.5 Qtr        |
| *OFFT1720 | Word Applications II                         | 3.0 Sem/4.5 Qtr        |
| *OFFT1730 | Word Applications III                        | 3.0 Sem/4.5 Qtr        |
| *OFFT2000 | Employment Techniques                        | 2.0 Sem/3.0 Qtr        |
| *OFFT2090 | Machine Transcription I                      | 3.0 Sem/4.5 Qtr        |
| *OFFT1240 | Medical Office Procedures (Bea) <b>or</b>    |                        |
| *OFFT2440 | Medical Office Procedures (Linc)             | 3.0 Sem/4.5 Qtr        |
| *OFFT2130 | Medical Machine Transcription                | 3.0 Sem/4.5 Qtr        |
| *OFFT2020 | Co-op Supervised Employment (Linc) <b>or</b> |                        |
| *OFFT2290 | Cooperative Education (Bea)                  | 5.0 Sem/5.0 Qtr        |
|           |  | <b>47.5 Sem/69 Qtr</b> |

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

**REQUIRED GENERAL EDUCATION DIPLOMA COURSES:**

|          |  |                         |
|----------|--|-------------------------|
| ENGL1010 | Composition I  | 3.0 Sem/4.5 Qtr         |
| OFFT1220 | Business Math (General Office Focus) <b>or</b><br>Speech (Medical Transcription Focus<br>students choose one of the two) | 3.0 Sem/4.5 Qtr         |
| PSYC1250 | Interpersonal Relations (Linc) <b>or</b>   |                         |
| BSAD2860 | Human Relations (Bea)  | 3.0 Sem/4.5 Qtr         |
|          |  | <b>9.0 SEM/13.5 QTR</b> |

**OFFICE TECHNOLOGY CERTIFICATE:**

|           |                            |                          |
|-----------|----------------------------|--------------------------|
| OFFT1040  | Records Management         | 2.0 Sem/3.0 Qtr          |
| *OFFT1160 | Keyboarding III            | 2.0 Sem/3.0 Qtr          |
| *OFFT1600 | Windows for the Office     | 1.0 Sem/1.5 Qtr          |
| *OFFT1710 | Word Applications I        | 3.0 Sem/4.5 Qtr          |
| *OFFT2000 | Employment Techniques      | 2.0 Sem/3.0 Qtr          |
|           | Adviser Approved Electives | 11.0 Sem/16.0 Qtr        |
|           |                            | <b>21.0 SEM/31.0 QTR</b> |

**REQUIRED GENERAL EDUCATION CERTIFICATE COURSES:**

|          |                                   |                        |
|----------|-----------------------------------|------------------------|
| OFFT1220 | Business Math                     | 3.0 Sem/4.5 Qtr        |
| PSYC1250 | Interpersonal Relations <b>or</b> |                        |
| BSAD2860 | Human Relations (Bea)             | 3.0 Sem/4.5 Qtr        |
|          |                                   | <b>6.0 SEM/9.0 QTR</b> |

## 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.*

**Requirements for graduation**

- **Diploma:**
- **Associate of Applied Science:**

**88.5 credit hours**  
**110.5 credit hours**

The Parts Marketing and Management program is a five quarter program, which includes a cooperative education experience during the fourth quarter. Students develop competencies including personnel and business management, marketing, advertising, inventory control, pricing and salesmanship through a certified ASE (Automotive Service Excellence) instructor. A high priority is placed on practical training in the SCC parts store to ensure that students receive individual attention and lab time to develop their skills. Students have the option of a Diploma or an Associate of Applied Science degree.

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 COURSES:**

Course offerings and prerequisites will be determined by the program.

| COURSE # | COURSE TITLE                                      | CREDIT HRS  |
|----------|---|-------------|
| PDSM1120 | Nomenclature I                                    | 12.0        |
| PDSM1131 | Aftermarket Catalogs & Obsolescence I             | 5.5         |
| PDSM1221 | Nomenclature II                                   | 4.0         |
| PDSM1222 | Dealership Cataloging & Obsolescence II           | 6.0         |
| PDSM1223 | Warranty Policies, Tools, & Equipment             | 3.0         |
| PDSM1226 | Counter Sales & Operations                        | 2.0         |
| PDSM1321 | Parts Management & Advanced Counter Operations    | 3.0         |
| PDSM1325 | Merchandising & Advertising                       | 4.0         |
| PDSM1327 | Customer Sales & Relations                        | 3.5         |
| PDSM1339 | Computer Electronic Cataloging                    | 6.0         |
| PDSM1428 | Cooperative Education                             | 10.0        |
| PDSM1429 | Cooperative Education Experience Analysis Seminar | 2.0         |
| BSAD2010 | Principles of Accounting                          | 4.5         |
| BSAD2350 | Principles of Management                          | 4.5         |
| PSYC1250 | Interpersonal Relations                           | 4.5         |
| BSAD2400 | Principles of Retailing                           | 4.5         |
| BSAD2410 | Principles of Marketing                           | 4.5         |
| BSAD1010 | Microsoft Applications                            | 4.5         |
| BSAD2270 | Professional Selling                              | 4.5         |
|          |   | <b>92.5</b> |

**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.

- Oral Communication
- Written Communication
- Mathematics/Physical Science
- Behavioral/Social Science

**SUGGESTED GENERAL EDUCATION COURSES:**

| <b>ORAL COMMUNICATION</b>           |                       |             |
|-------------------------------------|-----------------------|-------------|
| SPCH1110                            | Public Speaking       | 4.5         |
| <b>WRITTEN COMMUNICATION</b>        |                       |             |
| ENGL1000                            | Written Communication | 4.5         |
| <b>MATHEMATICS/PHYSICAL SCIENCE</b> |                       |             |
| PHYS1150                            | Descriptive Physics   | 4.5         |
| <b>BEHAVIORAL/SOCIAL SCIENCE</b>    |                       |             |
| BSAD2620                            | Personal Finance      | 4.5         |
|                                     |                       | <b>18.0</b> |

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. Students interested in the Diploma option should contact the program for required course work.

**PRACTICAL NURSING**  
 BEATRICE AND LINCOLN CAMPUSES  
**DIPLOMA**  
*Prepares students for careers in nursing.*

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

**Requirements for graduation:**

• **Diploma**

Beatrice Campus:

**50.0 semester credits**

Lincoln Campus:

**75.0 quarter credits**

• **Satellite Sites**

Falls City, Nebraska

**50.0 semester credits**

Geneva, Nebraska

**50.0 semester credits**

The Practical Nursing Program is approved by the Nebraska State Board of Nursing and accredited by the National League for Nursing Accrediting Commission. The program teaches students the concepts, principles, skills, and attitudes needed to become practical nurses who can work with patients throughout the life-span. Clinical experience in medical-surgical, maternal-child, and geriatric nursing is facilitated by faculty in area health care agencies.

Graduates may take the National Council Licensure Examination (NCLEX-PN). Graduates earn the license by successfully passing the exam and are then an LPN, Licensed Practical Nurse.

**PRACTICAL NURSING DIPLOMA COURSES:**

| <b>COURSE #</b> | <b>COURSE TITLE</b>              | <b>CREDIT HRS</b>        |
|-----------------|----------------------------------|--------------------------|
| *LPNS1103       | Anatomy & Physiology             | 4.0 sem/6.0 qtr          |
| LPNS1172        | Transition to Practical Nursing  | 4.0 sem/6.0 qtr          |
| **PSYC2960      | Lifespan/Growth & Development or |                          |
| LPNS1175        | Growth and Development           | 3.0 sem/4.5 qtr          |
| LPNS1176        | Pharmacology                     | 2.0 sem/3.0 qtr          |
| LPNS1177        | Medication Administration        | 1.0 sem/1.5 qtr          |
| LPNS1173        | Foundations of Practical Nsg. I  | 3.0 sem/4.5 qtr          |
| LPNS1174        | Foundations of Practical Nsg. II | 3.0 sem/4.5 qtr          |
| LPNS1178        | PN Across the Life Span I        | 6.0 sem/9.0 qtr          |
| LPNS1179        | PN Across the Life Span II       | 6.0 sem/9.0 qtr          |
| LPNS1180        | PN Across the Life Span III      | 6.0 sem/9.0 qtr          |
| LPNS1181        | PN Across the Life Span IV       | 6.0 sem/9.0 qtr          |
|                 |                                  | <b>44.0 SEM/66.0 QTR</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|            |                       |                        |
|------------|-----------------------|------------------------|
| **PSYC1810 | Intro to Psychology   | 3.0 sem/4.5 qtr        |
| **ENGL1010 | Composition <b>or</b> |                        |
| ENGL1000   | Written Communication | <u>3.0 sem/4.5 qtr</u> |
|            |                       | <b>6.0 SEM/9.0 QTR</b> |

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

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

\*\*Students planning to continue into an RN program should select these courses that will apply to both programs. To continue to an RN program students should take the Academic Transfer Anatomy and Physiology (with a lab).

**SPECIAL PROGRAM REQUIREMENTS:**

1. Must have taken a basic nursing assistant course and be on the Nebraska Registry for nursing assistants
2. Specific immunizations and current CPR-Healthcare Provider level (contact program for list)
3. A "C+" must be achieved in each nursing course to progress in the program.

**OTHER COURSES TO IMPROVE SUCCESS IN THE PROGRAM:** Medical Terminology, Microcomputer Concepts, Human Relations, First Aid.

# PROFESSIONAL TRUCK DRIVER TRAINING

LINCOLN CAMPUS

## CERTIFICATE

*Prepares students for careers in truck driving.*

**Requirements for graduation**

• **Certificate:**

**15.0 credit hours**

The Professional Truck Driver Training program prepares students for a career in over-the-road truck driving in both intrastate and interstate commerce. This is a 10.5-week (one quarter) intensive truck driving course. Students learn to operate articulated vans and flat beds. Training includes driving on the city streets and rural roads, two-lane and interstate highways.

**SCHEDULING:**

First shift 7 a.m. to 1:30 p.m.  
 Second shift 15 days of: Classroom, 7 a.m. - 1:30 p.m.  
 36 days of: Driving, 1:30 - 8 p.m.

Students are assigned to either first or second shift by the program.  
 Below is the guide for a student to complete an award in Professional Truck Driver Training.

| COURSE # | COURSE TITLE                       | CREDIT HRS |
|----------|------------------------------------|------------|
| TRUK1110 | Professional Truck Driver Training | 15.0       |

**SPECIAL REQUIREMENTS OF THIS PROGRAM PRIOR TO START OF CLASS:**

1. Valid motor vehicle operator's license.
2. Copy of driving record for the past five years from the Department of Motor Vehicles.
3. Physically qualified under Department of Transportation regulations. Physician to complete a D.O.T. form.
4. Minimum age of 18 years.\*
5. Drug screen required.
6. Acceptance into the program may be contingent on the quality of the driving record. All reviews will be made by the program.

\*Employment opportunities require the applicant to be at least 21 years old to work in Interstate Commerce, and at least 23 years old for insurance requirements with some commercial carriers.

# RADIOLOGIC TECHNOLOGY

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 900, Chicago, IL 60606, 312-704-5300, www.jrcert.org

**Requirements for graduation**

• **Associate of Applied Science Degree:**

**124.5 credit hours**

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. Graduates may continue their education toward a baccalaureate degree in Radiologic Technology at several colleges which grant transfer credit. It is the student's responsibility to check with the receiving institution regarding transfer of credit.

The Radiologic Technology program offers classroom instruction and web-based courses. The clinical courses are supervised and held at pre-approved accredited medical centers.

**NOTE:** All required 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 delayed for two years. Individuals who met requirements seven or more years prior must repeat or test out of the math and science courses. The prerequisite college courses may be taken at any accredited college or university, but application must also be completed at SCC when beginning prerequisite courses.

**PROGRAM PREREQUISITES:** (May be transferred or earned at SCC)

- Human Anatomy and Physiology/with a lab (two terms)
- Concept based physics/with a lab
- Intermediate Algebra
- Medical Terminology
- General college chemistry
- Computer Literacy
- Composition
- Pharmacology

**GENERAL EDUCATION REQUIREMENTS:**

|                          |            |
|--------------------------|------------|
| Oral Communication*      | 4.5        |
| Behavior/Social Science* | <u>4.5</u> |
|                          | <b>9.0</b> |

\*Students are encouraged to complete these courses prior to program entry but not required.

**RADIOLOGIC TECHNOLOGY COURSES:**

| COURSE # | COURSE TITLE                | CREDIT HRS   |
|----------|-----------------------------|--------------|
| RADT1100 | Radiologic Technology       | 2.0          |
| RADT1111 | 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 | Radiation Biology           | 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 V   | 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     | <u>7.5</u>   |
|          |                             | <b>115.5</b> |

**RESPIRATORY CARE**  
 LINCOLN CAMPUS  
**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
*Prepares students for careers as respiratory care practitioners.*

This program is accredited by the Committee on Accreditation for Respiratory Therapy (CoARC), 1248 Harwood Road, Bedford, TX 76021-4244, (800) 874-5615, www.coarc.com

**Requirements for graduation**

• **Associate of Applied Science Degree:**

**99.5 credit hours**

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 healthcare facilities throughout the region.

**RESPIRATORY CARE COURSES:**

Student must complete RESP courses in the following order.

| COURSE # | COURSE TITLE                          | CREDIT HRS |
|----------|---------------------------------------|------------|
| RESP1111 | Respiratory Physiology                | 4.5        |
| RESP1112 | Respiratory Care Procedures I         | 4.5        |
| RESP1113 | Respiratory Pharmacology              | 3.0        |
| RESP1114 | Patient Care Principles               | 3.0        |
| RESP1117 | Respiratory Care Lab I                | 2.0        |
| RESP1121 | Cardiopulmonary Pathology             | 4.5        |
| RESP1122 | Respiratory Care Procedures II        | 4.5        |
| RESP1124 | Biomedical Ethics                     | 2.0        |
| RESP1127 | Respiratory Care Lab II               | 2.0        |
| RESP1129 | Clinical Education II                 | 1.5        |
| RESP1131 | Cardiopulmonary Diagnostics           | 3.0        |
| RESP1132 | Mechanical Ventilation                | 6.5        |
| RESP1137 | Cardiopulmonary Diagnostics Lab       | 1.0        |
| RESP1139 | Clinical Education III                | 5.0        |
| RESP1141 | Cardiopulmonary Pathology II          | 4.5        |
| RESP1143 | Neonatal & Pediatric Respiratory Care | 4.5        |
| RESP1144 | Rehab/Home Care                       | 3.0        |
| RESP1149 | Clinical Education IV                 | 8.0        |
| RESP2251 | Cardiovascular Physiology             | 4.5        |
| RESP2257 | Cardiopulmonary Procedures Lab        | 1.0        |
| RESP2258 | Respiratory Care Professions          | 3.0        |
| RESP2259 | Clinical Education V                  | 8.0        |
| RESP2263 | Patient Education                     | 2.0        |
| RESP2267 | Clinical Simulations Lab              | 2.0        |
| RESP2268 | Seminar Review                        | 4.0        |
| RESP2269 | Clinical Education VI                 | 8.0        |

**PROGRAM PREREQUISITES:** (May be transferred or earned at SCC. These courses must be completed before entry to the program. Contact a program advisor for specific courses.)

- Human Anatomy & Physiology with Lab
- Microbiology with lab
- Computer course
- Physics & Lab
- Chemistry & Lab
- Medical Terminology I

**GENERAL EDUCATION REQUIREMENTS:**

(These courses must be completed before entry to the program. Contact a program advisor for specific courses.)

|          |                                |             |
|----------|--------------------------------|-------------|
| ENGL1010 | Composition I                  | 4.5         |
| MATH1000 | College math (or higher level) | 4.5         |
|          | Speech elective                | 4.5         |
|          | Social Science elective        | 4.5         |
|          |                                | <b>18.0</b> |

**OnLine** courses for this program available July 2003. Contact a program advisor for more information.

**SPECIAL PROGRAM REQUIREMENTS:**

- Each prerequisite course must be completed with a minimum grade of 70% prior to entry into the program. If a student receives less than a "C" in a course, the course **MUST** be repeated prior to program entry with the required minimum grade. Only one course grade under the minimum requirement is allowed without affecting the student's eligibility for program entrance. If a second, or more, course grade is received in a prerequisite course that does not meet the minimum requirement, the student's name is dropped from eligibility for two (2) years and the student must meet with the advisor prior to reapplying.
- Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. Contact the State Licensing Board if there are questions.
- CPR for Health Care Providers Certification is required prior to entrance into the program.

# SURGICAL TECHNOLOGY

LINCOLN CAMPUS

**ASSOCIATE OF APPLIED SCIENCE DEGREE**  
*Prepares students for careers as surgical technologists.*

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) www.caahep.org ARC-ST, 7108-C South Alton Way, Centennial, CO 80112-2106, 303-694-9262

**Requirements for graduation**

• **Associate of Applied Science Degree:**

**106.0 credit hours**

The Surgical Technology program provides a planned course of classroom 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 in Lincoln and the surrounding areas. Graduates are eligible to take the National certification Examination to become a Certified Surgical Technologist. This program is also offered via online, web-based delivery. Online learning students work in conjunction with the local community college in their area to complete the related courses denoted by an \* in the curriculum guide.

**REQUIRED SURT COURSES:**

| COURSE #  | COURSE TITLE                           | CREDIT HRS  |
|-----------|--|-------------|
| *BIOS1110 | Biology of Microorganisms              | 6.0         |
| *BIOS1140 | Human Anatomy with Lab                 | 6.0         |
| *BIOS2130 | Human Physiology with Lab              | 6.0         |
| SURT1600  | Orientation to Surgical Technology     | 2.0         |
| *MEDA1101 | Medical Terminology I                  | 2.0         |
| SURT1601  | Techniques of Surgical Asepsis         | 2.5         |
| SURT1603  | Fundamentals of Surgical Technology    | 5.0         |
| SURT1604  | Concepts of Surgical Procedures        | 2.0         |
| SURT1701  | Clinical Orientation                   | 4.5         |
| SURT1704  | Surgical Procedures & Techniques I     | 6.0         |
| SURT1705  | Principles of Surgical Technology      | 4.0         |
| *MEDA1407 | Medical Calculations                   | 1.0         |
| SURT1803  | Fundamentals of Surgical Technology II | 2.0         |
| SURT1804  | Surgical Procedures & Techniques II    | 5.0         |
| SURT1810  | Clinical Education I                   | 7.0         |
| SURT2904  | Surgical Procedures & Techniques III   | 5.0         |
| SURT2907  | Senior Seminar                         | 2.0         |
| SURT2909  | Correlated Patient Study               | 2.5         |
| SURT2910  | Clinical Education II                  | 8.0         |
| SURT2920  | Individualized Clinical Instruction    | 5.0         |
| SURT2930  | Clinical Education III                 | 4.5         |
|           |  | <b>88.0</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|                                   |   |             |
|-----------------------------------|---|-------------|
| *ENGL1010                         | Composition I   | 4.5         |
| *Behavioral/Social Science course | (recommend Introduction to Sociology or Introduction to Psychology) | 4.5         |
| *Oral Communication course        | (SPCH1110 or SPCH2810 or SPCH1090)                                  | 4.5         |
| *MATH1000                         | General College Math  | <u>4.5</u>  |
|                                   |   | <b>18.0</b> |

**SPECIAL PROGRAM REQUIREMENTS:**

• Microcomputer knowledge is required to graduate. If no prior experience or course has been taken, a computer fundamentals course should be taken before graduation.

**Note:** 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. In SURT courses, unless otherwise specified on the class syllabus, a C+ (75%) must be attained. All related courses require a "C" (70%) or above.

\*Online students sites may take all related courses at their local community college. Please check with a program advisor to see if the credits will transfer.

It is recommended that Microbiology, Anatomy & Physiology, and Medical Terminology be taken first.

# VISUAL PUBLICATIONS

LINCOLN CAMPUS

ASSOCIATE OF APPLIED SCIENCE DEGREE • DIPLOMA • CERTIFICATE

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

**Requirements for graduation:**

**Associate of Applied Science Degree:**

**116.0 credit hours**

**Diploma:**

**Digital Publishing Focus:**

**48.0 credit hours**

**Certificate:**

**Digital Publishing Focus:**

**31.5 credit hours**

**Offset Printing Focus:**

**28.0 credit hours**

The Visual Publications program works primarily with software programs currently being used in the Printing, Publishing, Multimedia, and Web fields. Graduates will acquire skills in both Macintosh and PC platforms. Both knowledge and hands on skills will be experienced in offset printing and web design. The Visual Publications field is changing rapidly. With this change comes new opportunities in growing technological job markets. Graduates are trained to meet these opportunities in a variety of possible positions in Publications, Web, and Multimedia, Computer Illustration and Computer Layout, Prepress and Publishing Specialists.

**VPUB CORE COURSES:**

| COURSE #  | COURSE NAME               | CREDIT HRS  |
|-----------|---------------------------|-------------|
| VPUB1110* | Publishing Concepts       | 4.5         |
| VPUB1111* | Platform Manipulation     | 4.5         |
| VPUB1112* | Elements of Design        | 4.5         |
| VPUB1120  | Design to Production      | 5.0         |
| VPUB1121  | PhotoShop I               | 4.5         |
| VPUB1122  | Page Layout I             | 4.5         |
| VPUB1125  | Digital Typography        | 2.0         |
| VPUB1130  | Pre Production Techniques | 4.5         |
| VPUB1131  | PhotoShop II              | 4.5         |
| VPUB1132  | Page Layout II            | 4.5         |
| VPUB1133  | Creative Troubleshooting  | 2.0         |
| VPUB1134  | Web Design I              | 4.5         |
| VPUB2241  | PhotoShop III             | 4.5         |
| VPUB2242  | Computer Illustration I   | 4.5         |
| VPUB2244  | Web Design II             | 4.5         |
| VPUB2245  | Premiere                  | 2.0         |
| VPUB2252  | Computer Illustration II  | 4.5         |
| VPUB2254  | Web Design III            | 4.5         |
| VPUB2255  | Portfolio Development     | 3.0         |
| VPUB2260  | Design Fieldwork          | 4.5         |
| VPUB2265  | 3D Design                 | 4.5         |
|           |                           | <b>86.0</b> |

\*These three pre-requisite courses must be passed with a "C" or better before continuing through the program.

**GENERAL EDUCATION REQUIREMENTS:**

|          |                           |     |
|----------|---------------------------|-----|
| BSAD1010 | Microsoft Applications I  | 4.5 |
| BSAD1020 | Microsoft Applications II | 4.5 |
| OFFT2000 | Employment Techniques     | 3.0 |

Each graduate must complete an additional 18.0 credit hours. One course from each of the following areas:

|                               |     |
|-------------------------------|-----|
| Oral Communications           | 4.5 |
| Written Communications        | 4.5 |
| Mathematics/Physical Sciences | 4.5 |
| Behavioral/Social Sciences    | 4.5 |
| <b>30.0</b>                   |     |

The program advisors will determine course offerings and availability. Contact the program for additional details.

**SPECIAL PROGRAM REQUIREMENTS:**

A grade of "C" or better is required in each VPUB core courses to progress in the program.

**PLEASE NOTE:** It is recommended that VPUB students have a keyboarding speed of at least 40 words per minute.

**DIGITAL PUBLISHING DIPLOMA:**

The Visual Publications diploma would prepare graduates for work in entry-level positions for the communications industries. Students will gain knowledge of the production sequences of the printing industry and have hands on experiences in publishing software.

|          |                         |             |
|----------|-------------------------|-------------|
| VPUB1110 | Publishing Concepts     | 4.5         |
| VPUB1111 | Platform Manipulation   | 4.5         |
| VPUB1112 | Elements of Design      | 4.5         |
| VPUB1121 | PhotoShop I             | 4.5         |
| VPUB1122 | Page Layout I           | 4.5         |
| VPUB1132 | Page Layout II          | 4.5         |
| VPUB1134 | Web Design I            | 4.5         |
| VPUB2242 | Computer Illustration I | 4.5         |
|          |                         | <b>36.0</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|          |                                 |             |
|----------|---------------------------------|-------------|
| OFFT2000 | Employment Techniques           | 3.0         |
|          | Written Communications elective | 4.5         |
|          | Math/Physical Science elective  | 4.5         |
|          |                                 | <b>12.0</b> |

**DIGITAL PUBLISHING CERTIFICATE:**

**DIGITAL PUBLISHING FOCUS:**

The Digital Publishing Focus offers graduates generalized training for the administrative and office professional interested in advancing skills in the publishing software.

|          |                       |             |
|----------|-----------------------|-------------|
| VPUB1110 | Publishing Concepts   | 4.5         |
| VPUB1111 | Platform Manipulation | 4.5         |
| VPUB1121 | PhotoShop I           | 4.5         |
| VPUB1122 | Page Layout I         | 4.5         |
| VPUB1132 | Page Layout II        | 4.5         |
| VPUB1134 | Web Design I          | 4.5         |
|          |                       | <b>27.0</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|                                 |     |
|---------------------------------|-----|
| Written Communications elective | 4.5 |
| <b>4.5</b>                      |     |

**OFFSET PRINTING FOCUS:**

The Offset Printing Focus will prepare graduates for work in entry-level positions for printing industries. Students will gain knowledge in the production sequences and have hands on experiences in computer, camera, film assembly, Offset duplicators, platemaking, and binding/finishing processes.

|          |                          |             |
|----------|--------------------------|-------------|
| VPUB1110 | Publishing Concepts      | 4.5         |
| VPUB1111 | Platform Manipulation    | 4.5         |
| VPUB1120 | Design to Production     | 5.0         |
| VPUB1133 | Creative Troubleshooting | 2.0         |
| VPUB2260 | Design Fieldwork         | 4.5         |
|          |                          | <b>20.5</b> |

**GENERAL EDUCATION REQUIREMENTS:**

|          |                       |            |
|----------|-----------------------|------------|
| OFFT2000 | Employment Techniques | 3.0        |
|          | Math elective         | 4.5        |
|          |                       | <b>7.5</b> |



**WELDING TECHNOLOGY**  
 LINCOLN AND MILFORD CAMPUSES  
**CERTIFICATE • DIPLOMA • ASSOCIATE OF APPLIED SCIENCE DEGREE**  
*Prepares students for careers in welding.*

**Requirements for graduation:**

- **Certificate:**
- **Diploma:**
- **Associate of Applied Science:**

**36.0 credit hours**  
**77.0 credit hours**  
**117.5 credit hours**

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

**CERTIFICATE:**

Requires 31.5 credit hours of weld core courses, to be determined by program advisor and MATH1000.

**DIPLOMA:**

Requires 68.0 credit hours of weld core courses, MATH1000 and one additional General Education course.

**AAS DEGREE:**

Requires 87.5 credit hours of weld core courses, 12.0 credit hours of weld technical electives, MATH1000 and three General Education courses.

**WELD CORE COURSES:**

| COURSE # | COURSE TITLE                       | CREDIT HRS  |
|----------|------------------------------------|-------------|
| 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         |
| WELD1117 | Oxyacetylene Theory                | 2.0         |
| WELD1119 | OA Welding & Cutting               | 3.0         |
| WELD1122 | GMAW Theory                        | 3.0         |
| WELD1124 | GMAW Lab I                         | 3.0         |
| WELD1126 | GMAW Lab II                        | 3.0         |
| WELD1128 | Blueprint Reading & Weld Symbols   | 5.0         |
| WELD1129 | Computer Aided Drafting            | 2.5         |
| WELD1130 | Metallurgy I                       | 4.0         |
| WELD1135 | Advanced OA & Plasma Cutting       | 2.0         |
| WELD1139 | Welding Measurement & Layout       | 4.0         |
| WELD1140 | Metallurgy II                      | 3.0         |
| 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                               | 5.0         |
| 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      | <u>6.0</u>  |
|          |                                    | <b>87.5</b> |

**WELD TECHNICAL ELECTIVES:**

|          |                              |      |
|----------|------------------------------|------|
| WELD1120 | SMAW Lab III                 | 5.0  |
| WELD1252 | GMAW (SS & AL)               | 4.0  |
| WELD1273 | Special Welding Applications | 3.0  |
| WELD2550 | Post-Cooperative Education   | 2.0  |
| WELD2551 | Cooperative Education        | 10.0 |

**GENERAL EDUCATION REQUIREMENTS:**

|          |                                      |     |
|----------|--------------------------------------|-----|
| MATH1000 | Basic College Math (or higher level) | 4.5 |
|          | Oral Communication                   | 4.5 |
|          | One SPCH course                      |     |
|          | Written Communication                | 4.5 |
|          | One ENGL course                      |     |
|          | Behavioral/Social Science            | 4.5 |
|          | One BSAD course                      |     |

**CERTIFICATE:** 4.5

**DIPLOMA:** 9.0

**ASSOCIATE OF APPLIED SCIENCE DEGREE:** 18.0

MATH1000 (or higher level math) is the only General Education course required for the Certificate.

MATH1000 (or higher level math) plus one additional General Education core course is required for the Diploma.

MATH1000 (or higher level math) plus three additional General Education core courses are required for the AAS degree.

# 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.

| PREFIX | NO.  | TITLE          | LOCATION | CLASS | LAB | CR |
|--------|------|----------------|----------|-------|-----|----|
| BIOS   | 1090 | GENERAL BOTANY | BEA      | 45    | 30  | 4  |

|       |                |               |   |       |       |       |
|-------|----------------|---------------|---|-------|-------|-------|
| _____ | _____          | _____         | _____   | _____ | _____ | _____ |
|       |                | Course title  | Campus  |       |       |       |
|       | *Course number |               | Lecture/Classroom hours                           |       |       |       |
| _____ | _____          | _____         | Laboratory hours                                  |       |       |       |
|       |                | Course prefix | Intern/clinical/co-op/skills/practicum hours/term |       |       |       |

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

## SCC CREDIT COURSE PREFIXES

### SCC PROGRAMS OF STUDY CREDIT COURSES STARTS ON PAGE 100

|   |   |  |
|---|---|--|
| AACS (see Continuing Education)   | FIRE Fire Protection Technology   | OFFT Office Technology                                     |
| ACFS Academic Foundation  | FSDT Food Service/Hospitality   | PDSM Parts Marketing & Management                          |
| AGRI Agriculture Business & Management                                    | GENN General Education  | PHED Physical Education                                    |
| ANTH Anthropology   | GEOG Geography  | PHIL Philosophy  |
| ARCH Architectural-Engineering Technology                                 | GEOL Geology  | PHOT Photography   |
| ARTS Art  | HIMS Health Information Medical Services (Medical Coding)               | PHYS Physical Sciences                                     |
| ASEP General Motors ASEP - Automotive Service Educational Program         | HIST History  | POLS Political Science                                     |
| ASST Ford ASSET - Automotive Student Service Educational Training Program | HLTH Health   | PSYC Psychology  |
| AUTB Auto Collision Repair Technology                                     | HMRS Human Services   | RADT Radiologic Technology (see also Continuing Education) |
| AUTT Automotive Technology  | HUMS Humanities   | RESP Respiratory Care                                      |
| BIOS Bioscience   | HVAC Heating, Ventilation, Air Conditioning, & Refrigeration Technology | SIGN Sign Language   |
| BRDC Broadcasting   | INFO Computer Programming Technology, Microcomputer Technology          | SOCI Sociology   |
| BSAD Business Administration  | JDAP John Deere Ag Parts  | SPAN Spanish   |
| CAPP DaimlerChrysler CAP College Automotive Program                       | JDAT John Deere Ag Tech   | SPCH Speech  |
| CHEM Chemistry  | JDCE Deere Construction & Forestry Equipment Tech                       | SURT Surgical Technology                                   |
| CNST Building Construction Technology                                     | JOUR Journalism   | THEA Theatre   |
| CRIM Criminal Justice   | LBST Laboratory Science Technology (see Continuing Education)           | TRUK Professional Truck Driver Training                    |
| DENT Dental Assisting   | LLFW (see Continuing Education)   | VPUB Visual Publications                                   |
| DESL Diesel Technology  | LPNS Practical Nursing  | WELD Welding Technology                                    |
| DRAF Computer Aided Drafting & Design Technology                          | LSCE Land Surveying/Civil Engineering Technology                        |  |
| ECED Early Childhood Education  | MACH Machine Tool Technology  |  |
| ECON Economics  | MATH Math   |  |
| EDUC Education  | MEDA Medical Assisting  |  |
| EIGT Graphic Design   | MEDT Medical Laboratory Technology                                      |  |
| ELEC Electrical Technology  | MFGT Manufacturing Engineering & CAD Technology                         |  |
| Electromechanical Technology  | MSTT Motorcycle, ATV, Personal Watercraft Technology                    |  |
| Electronic Servicing Technology   | MUSC Music  |  |
| Electronic Engineering Technology   |   |  |
| ELET Construction Electrician-IBEW Option                                 |   |  |
| EMTL (see Continuing Education)   | NDTT Nondestructive Testing Technology                                  |  |
| ENGL English  | NURA (see Continuing Education)   |  |
| ESLX (see Continuing Education)   | NURS Associate Degree Nursing   |  |

### SCC CONTINUING EDUCATION CREDIT COURSE PREFIXES STARTS ON PAGE 148

|                                   |
|-----------------------------------|
| AACS Area Community Services      |
| EMTL Emergency Medical Services   |
| ESLX English As a Second Language |
| LLFW Family & Consumer Science    |
| NURA Nursing Assistant            |
| RADT Radiography                  |

## NEBRASKA COMMUNITY COLLEGES NEBRASKA INITIATIVE ASSOCIATE OF ARTS ARTICULATION MATRIX

| Core Area                    | English  | Speech                                     | Fine Arts<br>3.0 HRS                            | Fine Arts<br>3.0 HRS                             | Fine Arts<br>3.0 HRS                               | History<br>3.0 HRS                                    | History<br>3.0 HRS                                    |
|------------------------------|--|--|---|--|--|---|---|
| Community College Course     | ENGL 1010<br>English Composition<br>3 Cr. Hrs. | SPCH 1110<br>Public Speaking<br>3 Cr. Hrs. | ARTS 1010<br>Intro to Visual Arts<br>3 Cr. Hrs. | MUSC 1010<br>Introduction to Music<br>3 Cr. Hrs. | THEA 1010<br>Introduction to Theatre<br>3 Cr. Hrs. | HIST 2010<br>American History<br>3 Cr. Hrs.           | HIST 2020<br>American History<br>3 Cr. Hrs.           |
| Receiving Institution        |  |  |   |  |  |   |   |
| Bellevue University          | EN 101   | CA 103                                     | Art Elective                                    | No Equivalent Course                             | No Equivalent Course                               | HI 151  | HI 152  |
| Chadron State College        | ENG 135  | SP 125                                     | No Equivalent Course                            | MUS 235  | TH 235   | HIST 231  | HIST 232  |
| Clarkson College             | EN 101   | CA 120                                     | No Equivalent Course                            |  |  | HI 201  | HI 202  |
| College of Saint Mary        | ENG 101  | CAC 310                                    | ART 200   |  |  | HPS 131   | HPS 132   |
| Concordia University         | ENG 102  | CTA 103                                    | ART 101   | MU 101   | CTA 151  | HIST 115  | HIST 115  |
| Dana College                 | 21.103   | 15116                                      | Gen. Ed.  | Gen. Ed.   | Gen. Ed.   | 27 201  | 27 202  |
| Doane College                | ENG 101  | CMS 205                                    | ART 204   | FAR 103  | THE 101  | HIS 205   | HIS 206   |
| Grace University             | EN 101, 102                                    | SP 120                                     | No Equivalent Course                            | MU 211   | COM 360  | SS 431  | SS 432  |
| Hastings College             | ENG 100  | SPH 100                                    | ART 200   | MU 200 (2 cr)                                    | THR 200 (2 cr)                                     | HIS 251   | HIS 253   |
| Midland Lutheran             | ENG 101  | SPE 110                                    | ART 120   | MUS 101  | SPE 130  | HIS 205   | HIS 207   |
| Nebraska Christian College   | ENG 101  | SP 101                                     | ART 100   |  |  | HS 205  | HS 206  |
| Nebraska Methodist College   | CM 101   | CM 205                                     | No Equivalent Course                            | No Equivalent Course                             | No Equivalent Course                               | No Equivalent Course                                  | No Equivalent Course                                  |
| Nebraska Wesleyan University | ENG 001  | COMM 001                                   | Fulfill Fine Arts Require.                      | MUSIC 013  | THRE 001   | HIST 001  | HIST 002  |
| Peru State College           | English 101                                    | Speech 152                                 | ART 206   | MUSC 211   | SPCH 232   | History 113   | History 114   |
| Union College                | ENGL 111                                       | COMM 105                                   | ART 104   | MUHL 261   |  | HIST 255  | HIST 455  |
| UNK                          | ENG 101  | SPCH 100                                   | ART 120   | MUS 100  | THEA 120   | HIST 250  | HIST 251  |
| UNL                          | ENGL 150                                       | COMM 209                                   | General Hours Credit                            | MUNM 276G  | THEA 112   | HIST 201  | HIST 202  |
| Wayne State                  | ENG 102  | CNA 100                                    | ART 100   | MUS100   | CNA 101  | HIS 180 / HIS 181<br>Only 3 crs from this block apply | HIS 180 / HIS 181<br>Only 3 crs from this block apply |
| York College                 | ENG 113  | COM 113                                    | ART 203   | MUS 203  | COM 173  | HST 213   | HST 223   |

## NEBRASKA COMMUNITY COLLEGES NEBRASKA INITIATIVE ASSOCIATE OF ARTS ARTICULATION MATRIX

| Core Area                      | Diversity   | Humanities<br>3.0 HRS                             | Humanities<br>3.0 HRS                             | Humanities<br>3.0 HRS                               | Humanities<br>3.0 HRS                             | Humanities<br>3.0 HRS                                      | ECON /<br>Political Science -<br>3.0 HRS          |
|--------------------------------|---|---|---|---|---|--|---|
| Community<br>College<br>Course | SOCI 2150<br>Issues of Unity &<br>Diversity<br>3 Cr. Hrs. | PHIL 1010<br>Intro to<br>Philosophy<br>3 Cr. Hrs. | ENGL 2100<br>Intro to<br>Literature<br>3 Cr. Hrs. | RELS 2610<br>Comparative<br>Religions<br>3 Cr. Hrs. | HUMS 1100<br>Intro to<br>Humanities<br>3 Cr. Hrs. | PHIL 1150<br>Critical &<br>Creative Thinking<br>3 Cr. Hrs. | POLS 1000<br>American<br>Government<br>3 Cr. Hrs. |

### Receiving Institution

|                                    |                             |                         |                         |                                 |                              |                         |  |
|------------------------------------|-----------------------------|-------------------------|-------------------------|---------------------------------|------------------------------|-------------------------|--|
| Bellevue<br>University             | Soc. Elective               | PH 101                  | EN 110                  | PH 215                          | HU 101                       | PH 103                  | PS 102   |
| Chadron State<br>College           | SOC 335                     | PHIL 231                | ENG 233                 | HUM 335                         | HUM 231                      | PHIL 333                | PS 231   |
| Clarkson College                   | No Equivalent<br>Course     | PL 101                  | No Equivalent<br>Course | PL 201                          | No Equivalent<br>Course      | PL 330                  | GV 101   |
| College of Saint<br>Mary           | PSY/EDU 475                 | PHL 101                 | ENG 105 or 106          | THE 104                         | Elective                     | PHL 110                 | HPS 110  |
| Concordia<br>University            | No Equivalent<br>Course     | PHIL 201                | ENG 201                 | THEO 390                        | No equivalent<br>course      | No equivalent<br>course | PS 111   |
| Dana College                       | Gen. Ed.                    | 43201                   | Gen Ed.                 | 38111                           | Gen Ed.                      | Gen Ed                  | 36217  |
| Doane College                      | ANT/SOC 308                 | PRE 110                 | ENG 237                 | PRE 323 (Doane<br>Lincoln Only) | No equivalent<br>course      | No equivalent<br>course | PSI 101  |
| Grace University                   | ED 203                      | HU 221                  | HU 381 or HU<br>382     | HU 321                          | HU 100                       | HU 414                  | SS 433   |
| Hastings College                   | No Equivalent<br>Course     | PHL 100                 | ENG 110                 | REL 200                         | No Equivalent<br>Course      | Any course in PHL       | PSL 100  |
| Midland Lutheran                   | SOC 220                     | PHI 200                 | ENG 110                 | REL 240                         | HIS 260                      | No Equivalent<br>Course | HIS 207  |
| Nebraska<br>Christian College      | SS 118, 119, 120            | PH 301                  | ENG 102                 | MI 206                          | MU 101                       | PHI 310                 | POLS 1110  |
| Nebraska<br>Methodist College      | HU 130                      | No Equivalent<br>Course | No Equivalent<br>Course | No Equivalent<br>Course         | No Equivalent<br>Course      | CM 201                  | No Equivalent<br>Course  |
| Nebraska<br>Wesleyan<br>University | Elective                    | PHIL 010                | Elective                | RELIG 120                       | Elective                     | PHIL 101                | POLSC 001  |
| Peru State<br>College              | Sociology 370               | Philosophy 201          | English 202             | Sociology 321                   | No Equivalent<br>Course      | No Equivalent<br>Course | Political Science 201  |
| Union College                      | SOCI 227                    | PHIL 335                | ENGL 235                | RELT 147                        | HMNT 305                     | No Equivalent<br>Course | PLSC 205   |
| UNK                                | Elective                    | Elective                | ENG 254                 | Elective                        | Hum Elective Gen.<br>Studies | Elective                | PSCI 110   |
| UNL                                | SOCI 217                    | General Hours<br>Credit | ENGL 180                | General Hours Credit            | General Hours<br>Credit      | General hours<br>credit | POLS 100   |
| Wayne State                        | Soc Elective                | PHI 101                 | ENG 150                 | PHE 130                         | No equivalent                | No equivalent           | <b>Only 3 credit hours<br/>from this block<br/>apply</b><br>POS 100 / POS 110<br>ECO 202 / ECO 203 |
| York College                       | EDU 343 (LD credit<br>only) | No Equivalent<br>Course | Sub ENG 213/223         | No Equivalent<br>Course         | Sub MUS 203                  | No equivalent<br>course | POL 123  |

# NEBRASKA COMMUNITY COLLEGES NEBRASKA INITIATIVE ASSOCIATE OF ARTS ARTICULATION MATRIX

| Core Area                          | ECON /<br>Political Science<br>3.0 HRS  | ECON /<br>Political Science -<br>3.0 HRS   | ECON /<br>Political Science -<br>3.0 HRS   | Social Science<br>3.0 HRS                                   | Social<br>Science<br>3.0 HRS                                   | Science<br>7.0 HRS                                      | Science<br>7.0 HRS                                       | Math  |
|------------------------------------|---|--|--|---|--|---|--|---|
| Community<br>College Course        | <b>POLS 1600<br/>International<br/>Relations<br/>3 Cr. Hrs.</b>                                 | <b>ECON 2110<br/>Principles of<br/>Macroeconomics<br/>3 Cr. Hrs.</b>                   | <b>ECON 2120<br/>Principles of<br/>Microeconomics<br/>3 Cr. Hrs.</b>                   | <b>PSYC 1810<br/>Intro to<br/>Psychology<br/>3 Cr. Hrs.</b> | <b>SOCI 1010<br/>Intro to<br/>Sociology<br/>3 Cr. Hrs.</b>     | <b>BIOS 1010<br/>General<br/>Biology<br/>3 Cr. Hrs.</b> | <b>PHYS 1100<br/>Physical<br/>Science<br/>4 Cr. Hrs.</b> | <b>MATH 1150<br/>College<br/>Algebra<br/>3 Cr. Hrs.</b> |
| <b>Receiving Institution</b>       |   |  |  |   |  |   |  |   |
| Bellevue<br>University             | Econ Elective   | EC 201   | EC 202   | PY 101  | SO 101   | BI 101  | PC 101   | MA 102  |
| Chadron State<br>College           | PS 332  | ECON 231   | ECON 232   | PSYC 131  | SOC 231  | BIOL 136 &<br>136L                                      | PHYS 135   | Math 142  |
| Clarkson<br>College                | No Equivalent<br>Course   | BU 200   | BU 202   | PY 101  | SO 101   | BIO 117   | No Equivalent<br>Course                                  | MA 120  |
| College of Saint<br>Mary           | HPS 110   | ECO 131  | ECO 132  | PSY 101   | SOC 101  | BIO 110 &<br>111  | Science Gen<br>Ed.                                       | MTH 114   |
| Concordia<br>University            | No equivalent<br>course   | ECON 101   | ECON 102   | PSY 101   | SOC 101  | Gen Ed<br>Science                                       | Science Gen<br>Ed.                                       | Math 132  |
| Dana College                       | Elective  | 18201  | 18202  | 37101   | 40103  | 12121   | 32112  | 30122   |
| Doane College                      | PSI 214   | ECO 101  | ECO 102  | PSY 117   | SOC 109  | BIO 101   | PHS 105  | MTH 105   |
| Grace University                   | BU 402  | SS 202   | SS 201   | SS 100  | SS 222   | SCI 341   | SCI 342  | MA 201  |
| Hastings<br>College                | No equivalent<br>course   | ECO 213  | ECO 211  | PSY 100   | SOC 200  | BIO 101 or<br>BIO 300                                   | PHY201, CHM<br>124/136 SCI<br>223/ 232                   | No Equiv.<br>Course                                     |
| Midland<br>Lutheran                | N/A   | ECO 201  | ECO 202  | PSY 120   | SOC 130  | BIO 103   | PHY 151  | MTH 140   |
| Nebraska<br>Christian<br>College   | POS 110   | ECON 2130  | ECON 2140  | PS 101  | SOC 2100   | BIO 1010  | Phy 1010   | Math 1140   |
| Nebraska<br>Methodist<br>College   | No equivalent<br>course   | No Equivalent course   | No Equivalent Course   | SS 101  | SS 120   | No<br>Equivalent<br>Course                              | No Equivalent<br>Course                                  | No Equiv.<br>Course                                     |
| Nebraska<br>Wesleyan<br>University | POLSC 009   | ECON 053   | ECON 054   | PSYCH 001 002<br>SS Requirement                             | SOC 003  | BIO 001   | Fulfills Nat. Sci<br>Require.                            | MATH 010  |
| Peru State<br>College              | No equivalent<br>course   | Economics 220  | Economics 221  | Psychology 121  | Sociology 201  | General<br>Science 205                                  | General<br>Science 206                                   | MATH 101  |
| Union College                      | No equivalent<br>course   | ECON 236   | ECON 235   | PSYC 205  | SOCI 105   | BIOL 151  | PHYS 111   | MATH 111  |
| UNK                                | PSCI 168  | ECON 270   | ECON 271   | PSY 203   | SOC 100  | BIOL 103  | PHYS 100   | MATH 102  |
| UNL                                | POLS 160  | ECON 211   | ECON 212   | PSYC 181  | SOCI 101   | BIOS 101 +<br>101L                                      | Gen Science<br>Credit                                    | MATH 101  |
| Wayne State                        | Only 3 credit<br>hours from this<br>block apply<br>POS 100 / POS<br>110<br>ECO 202 / ECO<br>203 | Only 3 credit hours<br>from this block apply<br>POS 100 / POS 110<br>ECO 202 / ECO 203 | Only 3 credit hours<br>from this block apply<br>POS 100 / POS 110<br>ECO 202 / ECO 203 | Only 3 crs from<br>this block apply<br>PSY 101 / SOC<br>101 | Only 3 crs from<br>this block<br>apply PSY<br>101 / SOC<br>101 | BIO 102   | Physical Sci<br>Require.                                 | MAT 115   |
| York College                       | No equivalent<br>course   | ECO 233  | ECO 243  | PSY 113   | SOC 113  | BIO 154 or<br>NSC 163                                   | NSC 153  | MTH 173   |

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## ACFS • ACADEMIC FOUNDATION

|          |                         |      |   |    |     |
|----------|-------------------------|------|---|----|-----|
| ACFS0840 | Collegiate Study Skills | Bea  | - | 30 | 1   |
|          |                         | Linc | - | 30 | 1.5 |
|          |                         | Mil  | - | 30 | 1.5 |

A general information course to help students develop skills for study, research, and test preparation. Includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students class and work schedules. 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 | Linc | 15 | - | 1.5 |
|----------|---------------------|------|----|---|-----|

Individualized approach to learning and applying strategies needed to succeed in college. Designed for students who need help in improving skills such as time management, note-taking, test taking, memory building, and studying/reading textbooks.

|          |                 |      |    |   |     |
|----------|-----------------|------|----|---|-----|
| ACFS0880 | Student Success | Bea  | 45 | - | 3   |
|          |                 | Linc | 45 | - | 4.5 |
|          |                 | Mil  | 45 | - | 4.5 |

How to control learning and how to apply strategies needed to succeed in college. Topics of study and application include time management, goal setting, learning styles, reading/study strategies, memory techniques, note-taking methods, Test taking skills, critical thinking, and diversity.

## AGRI • AGRICULTURE BUSINESS & MANAGEMENT

|          |                        |     |    |    |   |
|----------|------------------------|-----|----|----|---|
| AGRI1116 | Electric & Gas Welding | Bea | 15 | 45 | 2 |
|----------|------------------------|-----|----|----|---|

Introduction to all types of welding, basic to advanced, for use in maintenance and repair of machinery. Electric and gas welders including stick, MIG, TIG, hard-facing, brazing, aluminum and stainless steel.

|          |                      |     |    |   |   |
|----------|----------------------|-----|----|---|---|
| AGRI1123 | Agribusiness Careers | Bea | 45 | 3 | 3 |
|----------|----------------------|-----|----|---|---|

Overviews of occupations in the field of agribusiness. In-depth exploration of several broad occupational areas and personal interview of at least two agribusiness management level employers.

|          |                     |     |    |   |   |
|----------|---------------------|-----|----|---|---|
| AGRI1131 | Crop & Food Science | Bea | 45 | 3 | 3 |
|----------|---------------------|-----|----|---|---|

Principles and practices of production of the major agronomic crops of the high plains.

|          |   |     |    |   |   |
|----------|---|-----|----|---|---|
| AGRI1132 | Horticulture Plant Identification & Selection | Bea | 45 | 3 | 3 |
|----------|---|-----|----|---|---|

Study and identification of a variety of horticulture plants used in landscape design, greenhouses, and nurseries in the Midwest.

|          |                             |     |    |    |   |
|----------|-----------------------------|-----|----|----|---|
| AGRI1135 | Basic Fertilizer Management | Bea | 28 | 20 | 2 |
|----------|-----------------------------|-----|----|----|---|

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 | Bea | 21 | 27 | 2 |
|----------|-------------------|-----|----|----|---|

Introductory study of plant propagation and reproduction. Areas of focus include vegetative reproduction, cross pollination and grafting procedures.

|          |                                  |     |    |    |   |
|----------|----------------------------------|-----|----|----|---|
| AGRI1141 | Livestock Management & Selection | Bea | 42 | 54 | 4 |
|----------|----------------------------------|-----|----|----|---|

Management of livestock production. Work with the school's sow herd in farrowing and nursery, and with sheep during lambing. Basic production systems and methods for beef, sheep and swine.

|          |                   |     |    |   |   |
|----------|-------------------|-----|----|---|---|
| AGRI1143 | Equine Management | Bea | 43 | 5 | 3 |
|----------|-------------------|-----|----|---|---|

An introduction to the fundamental aspects of horse management.

|          |                                    |     |    |    |   |
|----------|------------------------------------|-----|----|----|---|
| AGRI1145 | Agricultural Electricity & Welding | Bea | 10 | 86 | 2 |
|----------|------------------------------------|-----|----|----|---|

Fundamentals of electrical terms, wiring materials and practices. Includes wiring basic switches, lights and outlets. Maintenance of electrical equipment and wiring, electric and gas welding included. Repair of agricultural machinery.

|          |                         |     |    |    |   |
|----------|-------------------------|-----|----|----|---|
| AGRI1153 | Soils & Plant Nutrition | Bea | 42 | 54 | 4 |
|----------|-------------------------|-----|----|----|---|

Study of the physical and chemical properties of soil as they apply to agriculture production, land evaluation and land use planning. Practical application to farming in relation to the characteristics of the soil, conservation of soil, water and conservation tillage.

|          |                       |     |    |    |   |
|----------|-----------------------|-----|----|----|---|
| AGRI1154 | Greenhouse Management | Bea | 21 | 27 | 2 |
|----------|-----------------------|-----|----|----|---|

Study of greenhouse operations including ventilation, lighting, and temperature control. Focuses on economic considerations of operating and maintaining a greenhouse.

|          |                   |     |    |   |   |
|----------|-------------------|-----|----|---|---|
| AGRI1155 | Basic Landscaping | Bea | 45 | 3 | 3 |
|----------|-------------------|-----|----|---|---|

Prerequisite: AGRI1132. Introduction to landscape design and construction using techniques that combine color, plant species, and symmetrical and asymmetrical balance.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

|          |               |     |    |    |   |
|----------|---------------|-----|----|----|---|
| AGRI1171 | Ag Technology | Bea | 21 | 27 | 2 |
|----------|---------------|-----|----|----|---|

Introduction to electronic spreadsheets for solving agricultural problems with emphasis on logical and systematic decision making. Preparation for computer use in subsequent courses.

|          |                   |     |    |   |   |
|----------|-------------------|-----|----|---|---|
| AGRI1177 | Companion Animals | Bea | 45 | 3 | 3 |
|----------|-------------------|-----|----|---|---|

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.

|          |                     |     |    |   |   |
|----------|---------------------|-----|----|---|---|
| AGRI1205 | Enterprise Analysis | Bea | 45 | 3 | 3 |
|----------|---------------------|-----|----|---|---|

Study of record keeping techniques and processes for horticulture, crop, and livestock production units. Manual and computerized record keeping techniques for production operations used to determine alternatives, effective and efficient cash flow operations and cost accounting with the least amount of additional training.

|          |                       |     |    |   |   |
|----------|-----------------------|-----|----|---|---|
| AGRI1211 | Agriculture Marketing | Bea | 45 | 3 | 3 |
|----------|-----------------------|-----|----|---|---|

Introduction to utilization of marketing alternatives in pricing agricultural products. Emphasis on sources of fundamental and technical information, charting, developing local basis estimates and computing hedges.

|          |                         |     |    |   |   |
|----------|-------------------------|-----|----|---|---|
| AGRI1216 | Agribusiness Management | Bea | 45 | 3 | 3 |
|----------|-------------------------|-----|----|---|---|

Introduction to management principles in agribusiness. Management simulation and computer systems illustrate the decision-making process.

|          |                    |     |    |    |   |
|----------|--------------------|-----|----|----|---|
| AGRI1218 | Basic Farm Engines | Bea | 30 | 45 | 3 |
|----------|--------------------|-----|----|----|---|

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.

|          |                     |     |    |    |   |
|----------|---------------------|-----|----|----|---|
| AGRI1221 | Livestock Nutrition | Bea | 60 | 36 | 4 |
|----------|---------------------|-----|----|----|---|

Introduction to animal nutrition and foodstuffs. Feed formulation, feed processing, handling, sales and service.

|          |               |     |    |    |   |
|----------|---------------|-----|----|----|---|
| AGRI1239 | Arboriculture | Bea | 21 | 27 | 2 |
|----------|---------------|-----|----|----|---|

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.

|          |                      |     |    |   |   |
|----------|----------------------|-----|----|---|---|
| AGRI1242 | Turfgrass Management | Bea | 45 | 3 | 3 |
|----------|----------------------|-----|----|---|---|

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.

|          |                         |     |    |    |   |
|----------|-------------------------|-----|----|----|---|
| AGRI1248 | Artificial Insemination | Bea | 10 | 16 | 1 |
|----------|-------------------------|-----|----|----|---|

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.

|          |                           |     |   |    |   |
|----------|---------------------------|-----|---|----|---|
| AGRI1251 | Individualized Laboratory | Bea | - | 90 | 2 |
|----------|---------------------------|-----|---|----|---|

Selected topics in agribusiness arranged on individual contract basis.

|          |  |     |    |   |   |
|----------|--|-----|----|---|---|
| AGRI1257 | Live Animal Selection & Carcass Evaluation | Bea | 45 | 3 | 3 |
|----------|--|-----|----|---|---|

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.

|          |                                    |     |   |    |   |
|----------|------------------------------------|-----|---|----|---|
| AGRI1272 | Intermediate Live Animal Selection | Bea | 8 | 22 | 1 |
|----------|------------------------------------|-----|---|----|---|

Prerequisite: AGRI1257. Introduction in methods of livestock evaluation and oral reasons presentations including beef, swine, sheep and horses. Includes fieldwork in selection.

|          |                         |     |    |    |   |
|----------|-------------------------|-----|----|----|---|
| AGRI2202 | Farm & Ranch Management | Bea | 51 | 45 | 4 |
|----------|-------------------------|-----|----|----|---|

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.

|          |                               |     |    |   |   |
|----------|-------------------------------|-----|----|---|---|
| AGRI2204 | Agribusiness Intern Seminar I | Bea | 45 | 3 | 3 |
|----------|-------------------------------|-----|----|---|---|

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.

|          |                          |     |   |    |   |
|----------|--------------------------|-----|---|----|---|
| AGRI2212 | Ag Machinery Maintenance | Bea | 6 | 90 | 2 |
|----------|--------------------------|-----|---|----|---|

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.

| PREFIX/NO  | COURSE TITLE                                    | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|--|---|-----------------|-----------|---------|--------|
| AGRI2214   | <b>Horticulture Equipment Maintenance</b>       | Bea             | 6         | 90      | 2      |
| Basic study of proper maintenance and repair of horticultural equipment including blade sharpening, small engine repair, and scheduled maintenance.  |   |                 |           |         |        |
| AGRI2219   | <b>Pesticide Certification</b>                  | Bea             | 28        | 20      | 2      |
| 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.  |   |                 |           |         |        |
| AGRI2220   | <b>Ag Chemicals &amp; Equipment Application</b> | Bea             | 23        | 73      | 3      |
| Pre/co-requisite: AGRI1153. 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. |   |                 |           |         |        |
| AGRI2222   | <b>Agriculture Analysis</b>                     | Bea             | 21        | 27      | 2      |
| Prerequisite: AGRI1153 or AGRI2223. Practical course in equipment use, testing procedures and analysis interpretation. Testing in areas of soil, forages, feed stuffs and water.   |   |                 |           |         |        |
| AGRI2223   | <b>Principles of Livestock Feeding</b>          | Bea             | 23        | 25      | 2      |
| Prerequisite: AGRI1221. Provides a practical background in feed formulation, feed processing, handling, sales and service. Includes a basic study of livestock performance and feed trials.  |   |                 |           |         |        |
| AGRI2231   | <b>Animal Breeding</b>                          | Bea             | 66        | 30      | 5      |
| Prerequisites: AGRI1141 or permission. Anatomy and physiology of breeding animals. Breeding management, and pre and postnatal development of farm animals. Includes principles of artificial insemination and embryo transfer.   |   |                 |           |         |        |
| AGRI2232   | <b>Harvesting Equipment</b>                     | Bea             | 42        | 54      | 4      |
| 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.   |   |                 |           |         |        |
| AGRI2233   | <b>Planting &amp; Tillage Equipment</b>         | Bea             | 42        | 54      | 4      |
| Study of tillage and planting equipment used in agriculture crop production. Operation, uses, maintenance and field adjustment of equipment.   |   |                 |           |         |        |
| AGRI2240   | <b>Range &amp; Forage Management</b>            | Bea             | 42        | 54      | 4      |
| 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.  |   |                 |           |         |        |
| AGRI2245   | <b>Animal Health</b>                            | Bea             | 42        | 54      | 4      |
| Study of management of animal health products. Review of common animal health problems and proper use of animal health products and equipment.   |   |                 |           |         |        |
| AGRI2253   | <b>Grain Management</b>                         | Bea             | 25        | 23      | 2      |
| Methods of cereal grain crop storage. Maintenance of grain quality in farm and agribusiness storage facilities.  |   |                 |           |         |        |
| AGRI2254   | <b>Advanced Swine Production</b>                | Bea             | 45        | 3       | 3      |
| Prerequisite: AGR2231. Study of profitable swine production. Consolidates swine production, marketing, meat processing and sales to pork consumers.  |   |                 |           |         |        |
| AGRI2255   | <b>Advanced Sheep Production</b>                | Bea             | 45        | 3       | 3      |
| Study of profitable sheep production. Issues facing sheep producers and lamb feeders as a national industry working toward common goals.   |   |                 |           |         |        |
| AGRI2256   | <b>Advanced Beef Cattle Production</b>          | Bea             | 45        | 3       | 3      |
| Prerequisite: AGRI2231. Study of beef cattle and the interrelationship in the beef production chain.   |   |                 |           |         |        |
| AGRI2258   | <b>Livestock Ultrasound Technology</b>          | Bea             | 25        | 23      | 2      |
| Prerequisites: AGRI2231 and AGRI1257. Principles and technology of the use of ultrasound and supporting computer analysis software as it pertains to livestock.  |   |                 |           |         |        |
| AGRI2265   | <b>Irrigation &amp; Water Management</b>        | Bea             | 42        | 54      | 4      |
| Prerequisite: AGRI1153. Principles of irrigation, soil, water and plant relationships, and operation of irrigation equipment. Irrigation scheduling, chemigation, and management of water to prevent erosion and maintain surface and groundwater quality.   |   |                 |           |         |        |
| AGRI2267   | <b>Advanced Marketing</b>                       | Bea             | 45        | 3       | 3      |
| Prerequisite: AGRI1211. Study and application of option contracts in a market plan in conjunction with other market alternatives. Use of indicators through fundamental and technical analysis for pricing and timing to market ag commodities.  |   |                 |           |         |        |

| PREFIX/NO  | COURSE TITLE  | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|--|---|-----------------|-----------|---------|--------|
| AGRI2272   | <b>Advanced Live Animal &amp; Carcass Selection</b>   | Bea             | 8         | 22      | 1      |
| Prerequisite: AGRI1257. Advanced methods of livestock evaluation. Training in evaluation of live animals and carcasses of beef, sheep, swine and horses. Includes field work in selection. Extensive oral reasons presentations.   |   |                 |           |         |        |
| AGRI2274   | <b>Individual Marketing/Management Laboratory</b>     | Bea             | -         | 45      | 1      |
| Firsthand experience in identifying a management or marketing problem, gathering resources, and developing alternative solutions. Use of computer technology and other management tools.   |   |                 |           |         |        |
| AGRI2279   | <b>Advanced Ag Technology</b>                         | Bea             | 45        | 3       | 3      |
| Prerequisite: AGRI1211 and AGRI1171 or permission. Study and application of decision making techniques and forecasting through the use of microcomputer spreadsheet software, data management software, graphic presentations, and integration of decision making procedures.                                  |   |                 |           |         |        |
| AGRI2280   | <b>Advanced Crops</b>                                 | Bea             | 45        | 3       | 3      |
| Prerequisites: AGRI1131, AGRI1135, AGRI1153. Study of crop production, including the major elements of growth and development, seed formation, fertilization, insect and disease control of crops grown on the high plains.  |   |                 |           |         |        |
| AGRI2281   | <b>Agribusiness Cooperative Internship</b>            | Bea             | -         | 420     | 7      |
| Prerequisite: Must have completed AGRI2204 or instructor permission. 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.   |   |                 |           |         |        |
| AGRI2285   | <b>Agribusiness Cooperative Internship Seminar II</b> | Bea             | 15        | -       | 1      |
| Prerequisites: Must register for AGRI2281 and have completed ten (10) weeks of the internship, or instructor permission. Evaluation of the cooperative experience. Preparation for employment.   |   |                 |           |         |        |
| AGRI2286   | <b>Advanced Landscaping</b>                           | Bea             | 45        | 3       | 3      |
| Prerequisite: AGRI1155. Detailed study of advanced techniques including retaining walls, constructed structures and various color schemes.   |   |                 |           |         |        |
| AGRI2288   | <b>Golf Course Management</b>                         | Bea             | 22        | 26      | 2      |
| Prerequisite: AGRI1242, AGRI1135, AGRI2219; Corequisite: AGRI2265. Study of golf course management practices as they pertain to bunker, green, tee, and fairway construction, and maintenance and upkeep including mowing, fertilization, irrigation, pest management and equipment maintenance and operation. |   |                 |           |         |        |
| AGRI2291   | <b>Agribusiness Sales</b>                             | Bea             | 45        | 3       | 3      |
| Prerequisite: AGRI1123. Exploration of agribusiness sales. Functions and role of sales representatives. Productive relationships between consumers and sales representatives.  |   |                 |           |         |        |
| AGRI2292   | <b>Landscape Maintenance</b>                          | Bea             | 21        | 27      | 2      |
| General understanding of procedures for reviving and maintaining existing landscapes, using annual and perennial plant species.  |   |                 |           |         |        |

## ANTH • ANTHROPOLOGY

|   |                                    |      |    |   |     |
|---|------------------------------------|------|----|---|-----|
| ANTH1120  | <b>General Anthropology</b>        | Bea  | 45 | - | 3   |
|   |                                    | Linc | 45 | - | 4.5 |
| A survey of the study of the races, their characteristics, customs, social relationships and work; the cultural and linguistic diversity of living people.  |                                    |      |    |   |     |
| ANTH2320  | <b>Introduction to Archaeology</b> | Bea  | 45 | - | 3   |
|   |                                    | Linc | 45 | - | 4.5 |
| 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. |                                    |      |    |   |     |

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## ARCH • ARCHITECTURAL- ENGINEERING TECHNOLOGY

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

**ARCH1107 Heating & Air Conditioning Systems I** Mil 30 20 3.5  
Methods of calculating heat loss and heat gain for residential buildings according to ACCA Manual J.

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

**ARCH1150 Computer Aided Drafting I (CAD)** Mil 20 - 2  
Corequisite: ARCH1158. 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** Mil - 100 3  
Corequisite: ARCH1115. 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 II** Mil 50 - 5  
Prerequisites: ARCH1107, ARCH1158 and MATH1080. Corequisite: ARCH1226. Methods of sizing a residential duct work system according to ACCA Manual D.

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

**ARCH1225 Plumbing Systems** Mil 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** Mil - 70 2.5  
Prerequisites: ARCH1107, ARCH1158 and MATH1080. Corequisite: ARCH1208. Methods of drawing duct work systems for residences using calculations from course ARCH1208 as a guide.

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

**ARCH1311 Basic Estimating** Mil 35 - 3.5  
Prerequisites: ARCH1103, ARCH1158 and MATH1080. Methods of performing a quantity survey of a residential building project. Residential construction techniques.

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

**ARCH1328 Structural & Building Systems** Mil 80 4 8  
Prerequisites: ARCH1103, ARCH1115, ARCH1240 and GENN1110. Corequisites: ARCH1329, ARCH1330. Concepts of heavy structural systems. Structural steel and detailing.

**ARCH1329 Structural Concrete & Wood Building Systems** Mil 40 7 4  
Prerequisites: ARCH1103, ARCH1115, ARCH1240 and GENN1110. Corequisite: ARCH1328 and ARCH1330. Concepts of heavy structural systems. Reinforced concrete, commercial and industrial wood applications.

**ARCH1330 Structural Detailing & Design** Mil 20 65 4  
Prerequisites: ARCH1103, ARCH1115, ARCH1240 and GENN1110. Corequisite: ARCH1328 and ARCH1329. Methods of graphically representing structures. Drafting, detailing steel and concrete and wood structural systems. All drawings will be computer generated.

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

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**ARCH1434 Fundamentals of Commercial Architecture** Mil 34 - 3  
Prerequisites: ARCH1329 and ARCH1328. Corequisite: 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** Mil - 172 5.5  
Prerequisites: ARCH1320, ARCH1328, ARCH1329, ARCH1330 and ARCH1340. Corequisite: ARCH1434. Project: Production of architectural and structural working drawings for a small commercial building. All drawings shall be computer generated (CAD).

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

**ARCH2531 Electrical Systems Theory** Mil 50 - 5  
Prerequisite: MATH1080. Techniques for calculating lighting levels, lighting requirements and circuit loads required for the building trades.

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

**ARCH2542 Electrical Systems Drafting** Mil - 75 2.5  
Prerequisite: ARCH1340. Corequisite: ARCH2531. Practice in drafting electrical systems for structures using ARCH2531 as a guide. All drawings will be CAD generated.

**ARCH2544 Advanced Mechanical Systems Drafting** Mil - 75 2.5  
Prerequisites: ARCH1226 and ARCH1340. Corequisite: ARCH2533. Concurrent with ARCH2533. Practice in design of duct work systems required in building using information from ARCH2533 as a guide for the required duct work. All drawings will be CAD generated.

**ARCH2546 Site Planning & Surveying** Mil 25 25 3  
Prerequisites: ARCH1340 and MATH1080. Basic surveying. Practice in running levels and a topographic survey to aid in a site plan. Computations in determining lot measurements, areas of lots, earth work excavation quantities, and contours prepare the student for the site plan for the sixth quarter project.

**ARCH2637 Comprehensive Project Design** Mil 30 - 3  
Prerequisites: ARCH1434, ARCH1436 and ARCH2546. Corequisite: ARCH2648. Logical sequence of steps involved in design of a building following the design and planning of a nearby structure. Instructor and guest consultants provide criteria of the project for the class. An accumulation of the five previous quarters' experiences are used by the student to prepare a functional design that fits the needs and budget of the client. The application of the life safety code to the project will be a major consideration. Minimum of "C" grade for graduation.

**ARCH2639 Construction Estimating** Mil 35 - 3.5  
Prerequisite: ARCH1311. Corequisite: ARCH2648. Methods of performing material takeoff and pricing materials for commercial construction. The building used for estimating will be drawn by the student in ARCH2648. Minimum of "C" grade for graduation.

**ARCH2641 Life Safety Code** Mil 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 Drawing** Mil 28 177 8  
Prerequisites: ARCH1434, ARCH1436, and ARCH2546. Corequisite: ARCH2637. 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.



| PREFIX/NO   | COURSE TITLE  | CAMPUS LOCATION | CLASS HRS  | LAB HRS    | CR HRS     |
|---|---|-----------------|------------|------------|------------|
| <b>ARTS • ART</b>   |   |                 |            |            |            |
| <b>ARTS1010</b>   | <b>Introduction to the Visual Arts (Art Appreciation)</b>             | <b>Bea</b>      | <b>45</b>  | <b>-</b>   | <b>3</b>   |
|   |   | <b>Linc</b>     | <b>45</b>  | <b>-</b>   | <b>4.5</b> |
| 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.   |   |                 |            |            |            |
| <b>ARTS1050</b>   | <b>Introduction to Art History and Criticism I</b>                    | <b>Bea</b>      | <b>45</b>  | <b>-</b>   | <b>3</b>   |
|   |   | <b>Linc</b>     | <b>45</b>  | <b>-</b>   | <b>4.5</b> |
| 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.   |   |                 |            |            |            |
| <b>ARTS1060</b>   | <b>Introduction to Art History and Criticism II</b>                   | <b>Bea</b>      | <b>45</b>  | <b>-</b>   | <b>3</b>   |
|   |   | <b>Linc</b>     | <b>45</b>  | <b>-</b>   | <b>4.5</b> |
| 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.  |   |                 |            |            |            |
| <b>ARTS1110</b>   | <b>Beginning Drawing I</b>  | <b>Bea</b>      | <b>15</b>  | <b>60</b>  | <b>3</b>   |
| Introduction to drawing. Emphasis on basic techniques and composition. Subjects: still life, figure, landscape. Materials: charcoal, graphite, ink wash.  |   |                 |            |            |            |
| <b>ARTS1120</b>   | <b>Beginning Drawing II</b>   | <b>Bea</b>      | <b>15</b>  | <b>60</b>  | <b>3</b>   |
| Prerequisite: ARTS1110. Continuation of Beginning Drawing I with an emphasis on advanced studio problems, techniques, materials, and creative solutions.  |   |                 |            |            |            |
| <b>ARTS1210</b>   | <b>Design &amp; Composition</b>                                       | <b>Bea</b>      | <b>15</b>  | <b>60</b>  | <b>3</b>   |
| Introduction to the principles of design and composition. Skills, techniques and basic ideas necessary to artistic planning. Development of sensitivity and creativity.   |   |                 |            |            |            |
| <b>ARTS1330</b>   | <b>Beginning Ceramics I</b>   | <b>Bea</b>      | <b>15</b>  | <b>60</b>  | <b>3</b>   |
| Introduction to the construction of pottery and sculptural clay forms. Hand building, wheel-throwing, and glaze application.  |   |                 |            |            |            |
| <b>ARTS1340</b>   | <b>Beginning Ceramics II</b>  | <b>Bea</b>      | <b>15</b>  | <b>60</b>  | <b>3</b>   |
| Prerequisite: ARTS1330. Continuation of Beginning Ceramics I with an emphasis on advanced studio problems, techniques, materials and creative solutions.  |   |                 |            |            |            |
| <b>ARTS2210</b>   | <b>Beginning Graphic Design</b>                                       | <b>Bea</b>      | <b>15</b>  | <b>60</b>  | <b>3</b>   |
| Prerequisite: ARTS1110 and ARTS1120 or permission. Introduction to graphic art and the foundations of visual communication. History, principles of design and layout, methods, materials and applications.  |   |                 |            |            |            |
| <b>ARTS2510</b>   | <b>Beginning Painting I</b>   | <b>Bea</b>      | <b>15</b>  | <b>60</b>  | <b>3</b>   |
| Introduction to painting. Emphasis on basic techniques and composition. Subjects: still life, landscape. Materials: alkyds or acrylics.   |   |                 |            |            |            |
| <b>ARTS2520</b>   | <b>Beginning Painting II</b>  | <b>Bea</b>      | <b>15</b>  | <b>60</b>  | <b>3</b>   |
| Prerequisite: ARTS2510. Continuation of ARTS2510. Emphasis on advanced studio problems, materials, techniques, and creative solutions.  |   |                 |            |            |            |
| <b>ARTS2650</b>   | <b>Introduction to Native American Art</b>                            | <b>Bea</b>      | <b>45</b>  | <b>-</b>   | <b>3</b>   |
|   |   | <b>Linc</b>     | <b>45</b>  | <b>-</b>   | <b>4.5</b> |
| Survey of Native American art of North America from prehistory to the present, emphasizing the art of indigenous peoples as a fine art form. History, cultural environment, special issues, art methods and materials.  |   |                 |            |            |            |
| <b>ARTS2750</b>   | <b>Women In Art</b>   | <b>Bea</b>      | <b>45</b>  | <b>-</b>   | <b>3</b>   |
|   |   | <b>Linc</b>     | <b>45</b>  | <b>-</b>   | <b>4.5</b> |
| Survey of the lives and achievements of women artists from prehistory to the present in Europe and America. History, cultural environment, and special issues.  |   |                 |            |            |            |
| <b>ASEP • GENERAL MOTORS<br/>AUTOMOTIVE SERVICE EDUCATIONAL<br/>PROGRAM (ASEP)</b>  |   |                 |            |            |            |
| <b>ASEP1170</b>   | <b>GM Shop Orientation &amp; Safety</b>                               | <b>Mil</b>      | <b>20</b>  | <b>12</b>  | <b>2</b>   |
| Introduction to automotive shop procedures, shop safety. Proper use of hand tools, power tools, and other equipment used by the automotive technician. Thread repair, tube flaring and fasteners.   |   |                 |            |            |            |
| <b>ASEP1171</b>   | <b>GM Welding</b>   | <b>Mil</b>      | <b>10</b>  | <b>8</b>   | <b>1</b>   |
| Theory and practice of "GMAW" welding, braze welding, and oxyacetylene cutting. Equipment setup, safety, and operation is stressed.   |   |                 |            |            |            |
| <b>ASEP1173</b>   | <b>GM Fundamentals</b>  | <b>Mil</b>      | <b>30</b>  | <b>10</b>  | <b>3</b>   |
| Introduction to and proper use of GM service manuals, warranty flat rate manuals, daily time tickets and repair order completion. Complete overview of all service manual sections (0-9) with emphasis on theory of operation of the various systems and components. OSHA hazard communication std/hazard chemical right-to-know included.  |   |                 |            |            |            |
| <b>ASEP1175</b>   | <b>GM Electrical &amp; Electronic Principles</b>                      | <b>Mil</b>      | <b>110</b> | <b>40</b>  | <b>12</b>  |
| Specialized Electronics Training (G.M.S.E.T.) which builds from the electrical principles and concepts through automotive semiconductors to microprocessors. Body electronics, body wiring, circuits, batteries, charging systems, starting systems and ignition system principles, operation, and testing. (Includes GM courses: 18001.02 SET; 16021.01 Batteries, Charging and Cranking Systems.)   |   |                 |            |            |            |
| <b>ASEP1177</b>   | <b>GM Brake Systems</b>   | <b>Mil</b>      | <b>20</b>  | <b>10</b>  | <b>2</b>   |
| Theory, diagnosis, and repair procedures of disc and drum brake systems on current General Motors vehicles. (Includes GM courses: 15000.00 Base Brake Hardware and Hydraulics.)   |   |                 |            |            |            |
| <b>ASEP1179</b>   | <b>GM Heating &amp; Air Conditioning</b>                              | <b>Mil</b>      | <b>20</b>  | <b>10</b>  | <b>2</b>   |
| Theory, operation, and repair of late model General Motors air conditioning, heating, and ventilation systems. Refrigerant recovery and recycling. (Includes GM courses: 11004.00 Introduction of Air Conditioning.)  |   |                 |            |            |            |
| <b>ASEP1268</b>   | <b>Dealer Cooperative Experience</b>                                  | <b>Mil</b>      | <b>-</b>   | <b>480</b> | <b>12</b>  |
| Prerequisites: ASEP1170, 1171, 1173, 1175, 1177 and 1179. Dealer coordinated work experience for the student in accordance with the program schedule. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.  |   |                 |            |            |            |
| <b>ASEP1360</b>   | <b>GM Tune-up &amp; Electronic Fuel Systems</b>                       | <b>Mil</b>      | <b>100</b> | <b>70</b>  | <b>12</b>  |
| Prerequisite: ASEP1268. Study of engine tune-up, oscilloscope use, GM computer system. Basic computer operation, input and output devices, computer system diagnosis. Theory of operation of fuel pumps, fuel tanks, filters, fuel injection systems, emission control systems. (Includes GM courses: 16003.02 Engine Performance Diagnosis; 16018.01 Techline Terminals, 18001.11 Advanced Electronics-Strategy Based Diagnosis, 16018.5 Tech 2)   |   |                 |            |            |            |
| <b>ASEP1363</b>   | <b>GM Engine Repair</b>   | <b>Mil</b>      | <b>80</b>  | <b>50</b>  | <b>9.5</b> |
| Prerequisite: ASEP1268. Operation and construction of General Motors gas and diesel engines. Techniques and skills for testing and diagnosis of engine mechanical condition, cylinder head reconditioning, complete disassembly, inspection, measurement and reassembly of GM gas and diesel engines. Accuracy of measurements, repair decisions and procedures involving correct and safe engine removal and installation. (Includes GM course: 16014.11 40/4.6L Engine Mechanical Systems.) |   |                 |            |            |            |
| <b>ASEP1468</b>   | <b>Dealer Cooperative Experience</b>                                  | <b>Mil</b>      | <b>-</b>   | <b>480</b> | <b>12</b>  |
| Prerequisites: ASEP1360 and ASEP1363. Dealer coordinated work experience. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.  |   |                 |            |            |            |
| <b>ASEP2528</b>   | <b>GM Steering &amp; Suspension Systems</b>                           | <b>Mil</b>      | <b>30</b>  | <b>50</b>  | <b>4.5</b> |
| Prerequisite: ASEP1468. Principles of operations, disassembly procedures, and repair of General Motors steering and suspension systems. Power and manually controlled Integral and Rack and Pinion steering gears. Conventional and McPhearson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, both on and off the vehicle. (Includes GM courses: 13001.10 Steering Service; 13003.00 Suspension, Alignment, and Wheel Balance.)          |   |                 |            |            |            |
| <b>ASEP2529</b>   | <b>GM Manual Transmission, Transaxles, Clutch &amp; Transfer Case</b> | <b>Mil</b>      | <b>60</b>  | <b>30</b>  | <b>7</b>   |
| Prerequisite: ASEP1468. Operating principles and service of General Motors manual transmissions and related drive train components. Diagnosis and repair procedures. (Includes GM courses: 13002.02 Vibration Correction; 14003.04 All Wheel/ Four Wheel Drive.)  |   |                 |            |            |            |
| <b>ASEP2537</b>   | <b>GM Rear Axle Service</b>   | <b>Mil</b>      | <b>20</b>  | <b>10</b>  | <b>2</b>   |
| Prerequisite: ASEP1468. Operation, diagnosis, and repair of drive shafts, universal joint axles, axle bearings, seals, and differentials used on late model General Motors vehicles. (Includes GM course: 14001.00 - Rear Axles and Drive Shafts.)  |   |                 |            |            |            |
| <b>ASEP2538</b>   | <b>GM Advanced Diagnosis, Tune-Up, &amp; Driveability</b>             | <b>Mil</b>      | <b>20</b>  | <b>50</b>  | <b>3.5</b> |
| Prerequisite: ASEP1468. Advanced tune-up, electrical and fuel systems including throttle body, and multiple port injection systems. Diagnosis, adjustments and repair procedures using electrical meters, scopes and Applicable GM Techline Diagnostic equipment. (Includes GM course: 16030.02 OBD II.)  |   |                 |            |            |            |
| <b>ASEP2561</b>   | <b>GM Diesel Fuel &amp; Emission Control System</b>                   | <b>Mil</b>      | <b>20</b>  | <b>10</b>  | <b>2</b>   |
| Prerequisite: ASEP1468. Theory and operation of GM Diesel Fuel Injection Nozzles; operation and repair of the Injector Pump, Injector Nozzles, Glow Plug System and Emission Control Systems. (Includes GM courses: 16015.12 - 6.5L Turbo Diesel Engine and 16015.15 - 6.5L Diesel Electronic Fuel Injection.)  |   |                 |            |            |            |
| <b>ASEP2668</b>   | <b>Dealer Cooperative Experience</b>                                  | <b>Mil</b>      | <b>-</b>   | <b>480</b> | <b>12</b>  |
| Prerequisites: ASEP2528, 2529, 2537, 2538 and 2561. Dealer coordinated work experience. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.  |   |                 |            |            |            |

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**ASEP2745 GM Anti-Lock Brake Systems** Mil 20 10 2  
Prerequisite: ASEP2668. Operation, diagnosis, and service of the electronic brake control systems used on late model GM Vehicles (Includes GM courses: 15004.50 Intro to ABS; 15005.11 Four Wheel ABS; 15005.12 Delphi V1 ABS/TCS; 13003.02 Bosch 5 ABS/TCS.)

**ASEP2746 GM Heating & Air Conditioning** Mil 30 20 3.5  
Prerequisite: ASEP2668. Advanced heating and air conditioning course with emphasis on diagnosis and repair. Theory and repair of all the automatic and electronic air conditioning control systems GM is using (Includes GM course: 11005.25 HVAC System Diagnosis.)

**ASEP2747 GM Body Electrical & Electronics** Mil 50 30 6  
Prerequisite: ASEP2668. Advanced auto electricity course covering theory, testing, diagnosis, and repair of body electrical accessories, electric windows, power seats, windshield wipers, cruise controls, and computer controlled body electronics. (Includes GM courses: 19007.03 GM Audio Systems; 22008.22 - Supplemental Inflatable Restraints.)

**ASEP2748 GM Automatic Transmission & Transaxles** Mil 80 40 9  
Prerequisite: ASEP2668. Operation, diagnosis, adjustment, and repair of the automatic transmissions used in rear-wheel and front-wheel drive General Motors cars. Removal and installation procedures and safety. (Includes GM courses: 17001.21 Auto Transmission Mechanical Services, 17001.22 Auto Transaxle Mechanical Service, 17001.23 Auto Transmission Hyd./Mech. Service, 17001.24 Auto Transaxle Hyd./Mech. Service, 17001.25 Auto Transmission Electronics and Systems Diagnosis.)

**ASEP2749 GM New Product Update** Mil 20 - 2  
Overview of new product features for current model year. Includes available General Motors New Product information such as GM course number 10399.00, 1999 New Model Features.

## ASST • FORD (ASSET) AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING PROGRAM

**ASST1110 Ford Shop Orientation** Mil 15 6 1.5  
Introduction to automotive shop procedures and repair. Proper use of hand and power tools. This course deals with many basic elements of automotive repair.

**ASST1170 Ford Shop Safety & Repair** Mil 15 6 1.5  
This course deals with shop safety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.

**ASST1171 Ford Welding** Mil 10 8 1  
Theory and practice of "GMAW" welding, braze welding, and oxyacetylene cutting. Equipment setup, safety and operation is stressed.

**ASST1173 Ford Fundamentals** Mil 20 10 2  
Introduction and use of Ford service manuals, warranty flat rate manuals, daily time tickets and repair order completion. Overview of service manual groups with emphasis on theory of operation of systems and components, Pre-delivery Inspection and Master Tech Training.

**ASST1175 Ford Electrical & Electronic Principles** Mil 110 40 12  
Study of Electronics Training building from electrical principles and concepts through automotive semiconductors to microprocessors. Batteries, charging systems, starting systems and ignition system principles, operation and testing.

**ASST1177 Ford Brake Systems** Mil 20 10 2  
Theory, diagnosis and repair procedures of disc and drum brake systems on current Ford vehicles.

**ASST1179 Ford Heating & Air Conditioning** Mil 20 10 2  
Study of theory, operation and repair of air conditioning, heating and ventilation systems on late model Ford vehicles.

**ASST1268 Dealer Cooperative Experience** Mil - 480 12  
Coordinated work experience from Ford dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

**ASST1360 Ford Electronic Fuel Systems** Mil 85 55 10  
Study of engine tune-up, oscilloscope use and Ford computer system; basic computer operation, sensor operation and actuator operation. Theory and principles of operation of Ford fuel systems: fuel pumps, fuel tanks, filters and emission control systems. Ford fuel injection systems.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**ASST1361 Ford Diesel Fuel Systems & Emission Control** Mil 35 25 4  
Theory and operation of Ford diesel fuel injection systems: pump repair, operation, nozzle repair. Diagnosis and service of diesel electrical and emission control systems.

**ASST1363 Ford Engine Repair** Mil 65 35 7.5  
Study of operation and construction of Ford gas and diesel engines. Techniques and skills in testing and diagnosing of engine mechanical condition. Cylinder head reconditioning, disassembly, inspection, measurement and reassembly. Accuracy of measurement and repair decisions. Correct and safe engine removal and installation.

**ASST1468 Dealer Cooperative Experience** Mil - 480 12  
Coordinated work experience from dealer in accordance with the program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

**ASST2529 Ford Manual Transmissions, Transaxles, Clutches and Transfer Cases** Mil 60 30 7  
Operating principles and service of Ford manual transmissions and related drive train components. Diagnosis and repair procedures.

**ASST2537 Ford Rear Axle Service** Mil 20 10 2  
Operation, diagnosis and repair of drive shafts, universal joint axles, axle bearings, seals and differentials on late model Ford vehicles.

**ASST2538 Ford Advanced Diagnosis, Tune-up & Driveability** Mil 60 40 7  
Advanced tune-up, electrical and fuel systems. Electronic carburetors, throttle body, multiple injection systems, turbo chargers, electronic and computer controlled ignition systems, charging systems and cranking systems. Diagnosis, adjustments and repair procedures using electrical meters, scopes and infrared diagnostic equipment.

**ASST2546 Ford Heating & Air Conditioning** Mil 30 20 3.5  
Advanced heating and air conditioning with emphasis on diagnosis and repair. Theory and repair of automatic and electronic air conditioning control systems on Ford vehicles.

**ASST2668 Dealer Cooperative Experience** Mil - 480 12  
Coordinated work experience from dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

**ASST2728 Ford Steering & Suspension Systems** Mil 30 40 4  
Study of the principles of operations, disassembly procedures and repair of Ford steering and suspension systems. Power and Manually controlled integral and rack and pinion steering gears. Conventional and McPhearson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, on and off of vehicle.

**ASST2745 Ford Antilock Brake Systems** Mil 20 10 2  
Study of operation, diagnosis and service of electronic brake control systems on late model Ford vehicles.

**ASST2747 Ford Body Electrical & Electronics** Mil 65 30 7.5  
Advanced auto electricity covering theory, testing, diagnosis and repair of body electrical accessories: windows, power seats, windshield wipers, cruise controls and computer controlled body electronics.

**ASST2748 Ford Automatic Transmissions & Transaxles** Mil 70 40 8  
Operation, diagnosis, adjustment and repair of automatic transmissions in rear-wheel and front-wheel drive Ford vehicles. Removal and installation procedures and safety.

**ASST2749 Ford New Product Update** Mil 20 - 2  
Overview of new product features for current model year. Includes available Ford New Product information.

## AUTB • AUTO COLLISION REPAIR TECHNOLOGY

**AUTB1150 Tools and Equipment** Mil 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** Mil 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.

| PREFIX/NO  | COURSE TITLE                      | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|--|-----------------------------------|-----------------|-----------|---------|--------|
| <b>AUTB1160</b>  | <b>Welding Theory</b>             | Mil             | 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 arc cutting and resistance spot welding. Safety factors and equipment selection, application of the theory of expansion and contraction, and the effects of distortion and its control. Heavy emphasis on the MIG welding and structural spot welding used in structural unibody and non-structural panel replacement because of the heavy use of high strength steels used in the modern automobile. |                                   |                 |           |         |        |
| <b>AUTB1165</b>  | <b>Collision Repair Lab</b>       | Mil             | -         | 105     | 3.5    |
| Prerequisites: AUTB1155. Practice in basic metal repair fundamentals as it relates to the repair of nonstructural automobile body panels. Repair on non-structural automobile body panels is done to replicate real world repairs. Automobile body panel alignment on vehicles to ensure quality repairs required according to collision repair industry standards.  |                                   |                 |           |         |        |
| <b>AUTB1170</b>  | <b>Welding Lab</b>                | Mil             | -         | 30      | 1      |
| Prerequisites: AUTB1160. Practical experience in oxyacetylene welding, brazing, MIG welding, aluminum welding, gas and plasma cutting techniques used in collision repair.   |                                   |                 |           |         |        |
| <b>AUTB1175</b>  | <b>Paint Finishes Theory</b>      | Mil             | 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.   |                                   |                 |           |         |        |
| <b>AUTB1250</b>  | <b>Collision Repair Theory II</b> | Mil             | 45        | -       | 4.5    |
| Prerequisites: AUTB1150 through AUTB1175. Application of replacing parts, use of materials, and operating hydraulic external pull equipment. Identification and repair procedures for composites and plastics using the latest repair procedures currently used in the collision repair industry   |                                   |                 |           |         |        |
| <b>AUTB1255</b>  | <b>Collision Repair Lab II</b>    | Mil             | -         | 210     | 7      |
| Prerequisites: AUTB1150 through AUTB1175. Projects will be assigned to students that will include basic metal repair, plastic repair, composite repair, as well as corrosion protection and priming operations with care of vehicle to be taken to ensure customer satisfaction.   |                                   |                 |           |         |        |
| <b>AUTB1260</b>  | <b>Electrical Repair I</b>        | Mil             | 15        | -       | 1.5    |
| Prerequisites: AUTB1150. Theory of the automobile electrical storage and wiring system. Wiring troubleshooting processes and automobile lighting.  |                                   |                 |           |         |        |
| <b>AUTB1350</b>  | <b>Paint Finishes Theory II</b>   | Mil             | 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.  |                                   |                 |           |         |        |
| <b>AUTB1355</b>  | <b>Estimating Theory</b>          | Mil             | 15        | -       | 1.5    |
| Estimating principles and procedures of cost accounting. Emphasis is based on present day business practices and operations of the automobile collision repair field.  |                                   |                 |           |         |        |
| <b>AUTB1360</b>  | <b>Electrical Repair II</b>       | Mil             | 15        | -       | 1.5    |
| Prerequisites: AUTB1260. Introduction to proper usage of diagnostic procedures including flow charts, wiring diagrams, scan tools, digital and analog multimeters. This will include identification of programmable electrical, electronic components, including servicing precautions of body electronic and body computers.  |                                   |                 |           |         |        |
| <b>AUTB1365</b>  | <b>Refinishing Lab I</b>          | Mil             | -         | 165     | 5.5    |
| Prerequisites: AUTB1175 through AUTB1350. Lab experience will include analyzing condition and type of existing finish and determining the sequence of preparation for a high quality, durable finish. The proper use of various refinishing systems and clear top-coatings to perform overall and spot painting tasks will be covered.   |                                   |                 |           |         |        |
| <b>AUTB1370</b>  | <b>Collision Repair Lab III</b>   | Mil             | -         | 45      | 1.5    |
| Prerequisites: AUTB1165. 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.  |                                   |                 |           |         |        |
| <b>AUTB1450</b>  | <b>Structural Repair Theory</b>   | Mil             | 30        | -       | 3      |
| Prerequisites: AUTB1150, AUTB1155. This course will cover the study of conventional frame and unitized body construction, body alignment, steering components and how it relates to frame and unitized body construction of modern day vehicles. The proper identification of structural damages and measurement techniques will be covered. Methods of repair and operation of equipment, safety is stressed at all times.  |                                   |                 |           |         |        |
| <b>AUTB1455</b>  | <b>Safety Restraint Systems</b>   | Mil             | 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.  |                                   |                 |           |         |        |
| <b>AUTB1460</b>  | <b>Collision Repair Lab IV</b>    | Mil             | -         | 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.  |                                   |                 |           |         |        |

| PREFIX/NO   | COURSE TITLE                                     | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|---|--|-----------------|-----------|---------|--------|
| <b>AUTB1465</b>   | <b>Refinishing Lab II</b>                        | Mil             | -         | 120     | 4      |
| Prerequisites: AUTB1350, AUTB1365. Advanced practical experiences in spot painting with the concentration on correct color matching and problem solving.  |  |                 |           |         |        |
| <b>AUTB2550</b>   | <b>Suspension &amp; Alignment Theory</b>         | Mil             | 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.   |  |                 |           |         |        |
| <b>AUTB2555</b>   | <b>Automotive Heating &amp; Air Conditioning</b> | Mil             | 10        | -       | 1      |
| Operation of the automotive cooling system and theory of air conditioning systems, and the repair of damaged components after a collision. Refrigerant recovery and recycling is covered.   |  |                 |           |         |        |
| <b>AUTB2560</b>   | <b>Brake Systems</b>                             | Mil             | 15        | -       | 1.5    |
| Introduction to drum, disc, manual, power-assisted braking systems, theory and operation of the anti-lock brake systems.  |  |                 |           |         |        |
| <b>AUTB2565</b>   | <b>Collision Repair Lab V</b>                    | Mil             | -         | 225     | 7.5    |
| Prerequisites: AUTB1450 through AUTB2560. Laboratory on collision repair with comprehensive practice in problem solving in structural analysis and repair of collision damaged vehicles. Estimating, structural alignment, major body repair, panel replacement, refinishing, glass installation, wheel alignment, mechanical and electrical repairs on a production basis.   |  |                 |           |         |        |
| <b>AUTB2650</b>   | <b>Collision Repair Lab VI</b>                   | Mil             | 15        | 255     | 10     |
| Prerequisites: AUTB2565. Practice in major structural repair operations including body, frame, unitized construction, major panel replacement, mechanical repairs, electrical repairs, paint refinishing, suspension alignment, all of which is based on a production basis following damage reports as used in the collision repair industry. Repairs to vehicles including analysis, through all processes including detailing prior to delivery of the vehicle and will also include delivery to the customer. |  |                 |           |         |        |
| <b>AUTT • AUTOMOTIVE TECHNOLOGY</b>   |  |                 |           |         |        |
| <b>AUTT1000</b>   | <b>Shop Procedures</b>                           | Lin/Mil         | 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.  |  |                 |           |         |        |
| <b>AUTT1010</b>   | <b>Welding</b>                                   | Lin/Mil         | 10        | 20      | 1.5    |
| Theory and practical applications of welding procedures as applied to the automotive field.   |  |                 |           |         |        |
| <b>AUTT1100</b>   | <b>Shop Safety and Repair</b>                    | Lin/Mil         | 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.  |  |                 |           |         |        |
| <b>AUTT1101</b>   | <b>Engine Theory</b>                             | Lin/Mil         | 85        | 30      | 9      |
| 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.   |  |                 |           |         |        |
| <b>AUTT1103</b>   | <b>Drive Trains</b>                              | Lin/Mil         | 20        | 45      | 3.5    |
| Prerequisites determined by location. Theory and principle of power train operation from the engine to the drive wheels on automotive systems.  |  |                 |           |         |        |
| <b>AUTT1104</b>   | <b>Steering and Suspensions I</b>                | Lin/Mil         | 40        | 20      | 4.5    |
| Prerequisites determined by location. Theory of conventional and power steering gears, wheels & tires, balancing, steering components and two and four wheel alignment.   |  |                 |           |         |        |
| <b>AUTT1105</b>   | <b>Automotive Brake Systems</b>                  | Lin/Mil         | 50        | 60      | 7      |
| Prerequisites determined by location. Theory, application and principles of operation of hydraulic disc and drum automotive brakes. This will include anti-lock brake systems with laboratory exercises in brake diagnosis and repair.  |  |                 |           |         |        |
| <b>AUTT1106</b>   | <b>Electrical Concepts</b>                       | Lin/Mil         | 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.  |  |                 |           |         |        |
| <b>AUTT1107</b>   | <b>Automotive Heating &amp; AC</b>               | Lin/Mil         | 40        | 70      | 6      |
| Prerequisites determined by location. Theory and operation of automotive HVAC systems is covered. Laboratory exercises in heating and air conditioning systems, which includes diagnosis, evaluation and repair. Refrigerant recovery and recycling is covered.   |  |                 |           |         |        |

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**AUTT1108 Automotive Fuel and Control Systems** Lin/Mil 70 50 8.5

Prerequisites determined by location. Theory, design and operation of the automotive fuel system are covered. This includes fuel gauges, tanks, pumps and fuel injection components. A study of fuel manufacturing, testing, and fuel reaction as it applies to emission systems is covered. The use of service equipment to diagnose, evaluate and repair components of the fuel system are covered.

**AUTT1201 Engine II** Lin/Mil 40 95 7.0

Prerequisites determined by location. Advanced automotive engine coursework on removal, disassembly, and machining operations for complete major engine overhaul.

**AUTT1203 Manual Transmission/Transaxle Theory** Lin/Mil 30 35 4.0

Prerequisites determined by location. Theory, diagnosis, evaluation and repair of manual transmissions, clutches, drive lines, transfer cases and 4WD components.

**AUTT1204 Steering and Suspension II** Lin/Mil 10 30 2.0

Prerequisites determined by location. Diagnosis and practical experience of power and conventional steering, 2 and 4 wheel alignment and wheel balancing.

**AUTT1206 Automotive Electricity** Lin/Mil 30 15 3.5

Prerequisites determined by location. Starting and charging systems theory, design and operation are covered. Starting and charging systems diagnosis and repair are also covered.

**AUTT1306 Automotive Ignition Systems** Lin/Mil 10 15 1.5

Prerequisites determined by location. Theory, operation and testing of automotive ignition systems is covered. This will include individual component testing, inspection and repair with the use of DVOM meters.

**AUTT1406 Automotive Electronics I** Lin/Mil 30 15 3.5

Prerequisites determined by location. This course is an advanced auto electronics course covering the automotive wiring and accessories. Emphasis is placed on procedures, testing, diagnosing and repairing automotive systems.

**AUTT1408 Advanced Engine Performance** Lin/Mil 60 90 9.0

Prerequisites determined by location. Advanced tune-up, fuel injection systems, ignition systems and vehicle driveability are stressed. Practical experience is gained through the inspection, service and repair to computer controlled engine systems including fuel-injection and ignition systems with the aid of state-of-the-art equipment.

**AUTT1506 Automotive Electronics II** Lin/Mil 30 30 4.0

Prerequisites determined by location. Advanced interpretation and use of wiring diagrams, electronic component testing and repair. The use of advanced test equipment is covered.

**AUTT2102 Automatic Transmission/Transaxle** Lin/Mil 100 80 12.5

Prerequisites determined by location. Theory of operation, basic design, components, disassembly diagnosis and reassembly of automatic transmissions/transaxles is covered. Disassembly, reassembly and dyno-testing of transmissions/transaxles.

**AUTT2303 Manual Transmission/Transaxle Lab** Lin/Mil 25 45 4.0

Prerequisites determined by location. Diagnosis, evaluation and repair of manual transmissions/transaxles, rear axles, transfer cases, drive lines and front axles.

## BIOS • BIOSCIENCE

**BIOS1010 General Biology** Bea 45 30 4  
Linc 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** Bea 45 30 4

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** Bea 45 30 4  
Linc 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** Bea 45 30 4

Spring Semester. 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.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**BIOS1140 Human Anatomy & Lab** Linc 45 30 6

Study and identification of anatomical structures of the human body. Includes a detailed study of: tissues that make up the various body systems, integument, skeletal structures, joints, muscles (origin, insertion, action), peripheral and cranial nerves, brain structures, major blood vessels, heart structures, respiratory, digestive, reproductive, endocrine, and urinary systems. Lab complements the material presented in lecture. Utilize the knowledge in a laboratory setting by studying with a "hands-on" approach using models, dissected tissues, and pictures. Lecture concurrent with lab.

**BIOS1210 Human Anatomy & Physiology** Bea 45 30 4

Introduction to anatomy and physiology for students in biological medical and health related programs. Relationships between structure and function. Chemical, cellular and tissue levels of organization. Introduction to principal systems of the human body. Structure and function of the integumentary skeletal, muscular and nervous systems of the body. Important physiology experiments and structural identification experiments.

**BIOS1220 Human Anatomy & Physiology** Bea 45 30 4

Continuation of the study of BIOS1210. Relationships between structure and function. Detailed study of the major systems of the human body including cardiovascular, respiratory, digestive, urinary, reproductive, endocrine and lymphatic systems. Special senses, immunity, fluid, electrolyte and acid-base dynamics. Important physiology experiments and structural identification experiments.

**BIOS2130 Human Physiology & Lab** Linc 45 30 6

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, endocrinology, reproduction, and immunology. Lab complements the material presented in lecture. Utilize the knowledge in a laboratory setting by studying with a "hands-on" approach using a variety of instruments that are used in hospital settings. Lab concurrent with lecture.

**BIOS2410 General Genetics** Bea 60 - 4

Fall Semester. Prerequisites: 1000 level Bioscience course and one year of high school algebra. Study of heredity factors of plants and animals. Genetic mechanisms of evolution; molecular genetics.

## BRDC • BROADCASTING

**BRDC1710 Survey of Electronic Media** Bea 45 - 3

An historical overview of electronic media with an emphasis on broadcasting structure, processes, effects and social responsibility.

**BRDC1860 Radio Workshop** Bea 15 90 3

Prerequisite: By permission only. Participation in on-air or off-air production work at the College radio station. May be taken twice for credit.

**BRDC2100 Broadcast Media Production** Bea 15 90 3

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.

**BRDC2760 Broadcast Management** Bea 45 - 3

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.

**BRDC2780 Public Relations, Strategies & Techniques** Bea 45 - 3

Study of strategies, problems, and procedures in public relations. Practice in solving public relations problems. Preparation of public relations material.

**BRDC2830 Communication Law & Ethics** Bea 45 - 3

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.

**BRDC2860 Radio Workshop** Bea 15 90 3

Prerequisite: By permission only and a "C" 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.

**BRDC2970 Radio Internship** Bea 15 120 3

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.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## BSAD • BUSINESS ADMINISTRATION

|          |                          |      |    |   |     |
|----------|--------------------------|------|----|---|-----|
| BSAD1010 | Microsoft Applications I | Bea  | 45 | - | 3.0 |
|          |                          | Linc | 45 | - | 4.5 |
|          |                          | Mil  | 45 | - | 4.5 |

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.

|          |                           |      |    |   |     |
|----------|---------------------------|------|----|---|-----|
| BSAD1020 | Microsoft Applications II | Bea  | 45 | - | 3.0 |
|          |                           | Linc | 45 | - | 4.5 |

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.

|          |                |      |    |   |     |
|----------|----------------|------|----|---|-----|
| BSAD1090 | Business Law I | Bea  | 45 | - | 3   |
|          |                | Linc | 45 | - | 4.5 |

Introduction to the history and origin of the legal system. All facets of the course are related to business including ethics and business crimes, contract law relative to dispute settlements, torts, sales contracts under the U.C.C. and agency.

|          |                 |      |    |   |     |
|----------|-----------------|------|----|---|-----|
| BSAD1100 | Business Law II | Bea  | 45 | - | 3   |
|          |                 | Linc | 45 | - | 4.5 |

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.

|          |                      |      |    |   |     |
|----------|----------------------|------|----|---|-----|
| BSAD1230 | Visual Merchandising | Bea  | 45 | - | 3   |
|          |                      | Linc | 45 | - | 4.5 |

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.

|          |                          |      |    |   |     |
|----------|--------------------------|------|----|---|-----|
| BSAD1300 | Introduction to Business | Bea  | 45 | - | 3   |
|          |                          | Linc | 45 | - | 4.5 |
|          |                          | Mil  | 45 | - | 4.5 |

Foundation course on business and its importance in society and everyday life. Introduction to common types of business organizations such as sole proprietorship, partnerships, corporations and cooperatives. Basic factors in the organization, operation, business control and procedures affecting each type. Business vocabulary used to understand and interpret business news and information.

|          |                            |      |    |   |     |
|----------|----------------------------|------|----|---|-----|
| BSAD2010 | Principles of Accounting I | Bea  | 45 | - | 3   |
|          |                            | Linc | 45 | - | 4.5 |
|          |                            | Mil  | 45 | - | 4.5 |

Prerequisite: Previous accounting course work. Introduction to accounting principles and their application. Study of recording transactions, adjusting accounts, preparing statements for a service business and a merchandising business. Special emphasis on cash, accounts receivable and promissory notes, inventory, plant assets, current liabilities, and payroll.

|          |                             |      |    |   |     |
|----------|-----------------------------|------|----|---|-----|
| BSAD2020 | Principles of Accounting II | Bea  | 45 | - | 3   |
|          |                             | Linc | 45 | - | 4.5 |

Prerequisite: BSAD2010. Continuation course of BSAD2010. Includes study of partnerships, corporations, notes payable and bonds, concept of present value, issuance of stocks and bonds, cash flow statement, long-term investments, budgeting, analysis of financial statements, cost-volume-profit analysis, departmental, branch, and manufacturing accounting.

|          |                             |      |   |     |   |
|----------|-----------------------------|------|---|-----|---|
| BSAD2030 | Co-op Supervised Employment | Linc | - | 200 | 5 |
|----------|-----------------------------|------|---|-----|---|

Prerequisites: OFFT2000. 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.

|          |                    |      |    |   |   |
|----------|--------------------|------|----|---|---|
| BSAD2050 | Payroll Accounting | Bea  | 30 | - | 2 |
|          |                    | Linc | 30 | - | 3 |

Prerequisite: BSAD2010 and 2020 or by instructor permission. Comprehensive course in payroll accounting principles and practices. Includes the evolution of payroll laws and regulations, computation of wages and salaries and related withholdings as well as the filings of payroll reports. From the financial accounting perspective it will cover the analysis and journalizing of various payroll transactions.

|          |                 |      |    |   |     |
|----------|-----------------|------|----|---|-----|
| BSAD2090 | Cost Accounting | Bea  | 45 | - | 3   |
|          |                 | Linc | 45 | - | 4.5 |

Prerequisite: BSAD2020. Overview of the basic concepts and objectives of cost accounting for a manufacturing concern. Elements of the job order system is presented in-depth with emphasis on controlling materials, labor, and factory overhead. A business simulation is utilized.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

|          |                                  |      |    |   |     |
|----------|----------------------------------|------|----|---|-----|
| BSAD2100 | Individual Income Tax Procedures | Bea  | 45 | - | 3   |
|          |                                  | Linc | 45 | - | 4.5 |

Preparation of personal income tax returns. Study of tax regulations and completion of various internal revenue forms.

|          |                                |      |    |   |   |
|----------|--------------------------------|------|----|---|---|
| BSAD2110 | Business Income Tax Procedures | Linc | 30 | - | 3 |
|----------|--------------------------------|------|----|---|---|

Prerequisite: BSAD2100. Partnership, Subchapter S and corporation tax returns covered. Study of the regulations and completion of actual internal revenue forms. General business deductions for all business structures covered.

|          |                           |      |    |   |     |
|----------|---------------------------|------|----|---|-----|
| BSAD2130 | Intermediate Accounting I | Bea  | 45 | - | 3.0 |
|          |                           | Linc | 45 | - | 4.5 |

Prerequisite: BSAD2020. Begins with review of basic accounting principles. Provides transition to more rigorous professional levels of accounting. Topics include extraordinary items, long-term construction contracts, earnings per share, cash and receivables, marketable securities and inventories.

|          |                            |      |    |   |     |
|----------|----------------------------|------|----|---|-----|
| BSAD2140 | Intermediate Accounting II | Bea  | 45 | - | 3.0 |
|          |                            | Linc | 45 | - | 4.5 |

Prerequisite: BSAD2020. 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.

|          |                       |     |   |     |   |
|----------|-----------------------|-----|---|-----|---|
| BSAD2170 | Cooperative Education | Bea | - | 300 | 5 |
|----------|-----------------------|-----|---|-----|---|

Prerequisite: By permission only. Placement in an area business for related occupational training under the supervision of a College coordinator.

|          |                         |      |    |   |     |
|----------|-------------------------|------|----|---|-----|
| BSAD2230 | Computerized Accounting | Bea  | 45 | - | 3   |
|          |                         | Linc | 45 | - | 4.5 |

Prerequisites: BSAD2020 and BSAD1010. Microcomputers will be used along with accounting software to complete accounting transactions for a company thru to year-end financial statements, including adjustments. Activities will include accounts payable, accounts receivable, and general ledger activities.

|          |                      |      |    |   |     |
|----------|----------------------|------|----|---|-----|
| BSAD2270 | Professional Selling | Bea  | 45 | - | 3   |
|          |                      | Linc | 45 | - | 4.5 |
|          |                      | Mil  | 45 | - | 4.5 |

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

|          |                 |      |    |   |   |
|----------|-----------------|------|----|---|---|
| BSAD2310 | Business Ethics | Bea  | 30 | - | 2 |
|          |                 | Linc | 30 | - | 3 |

Prerequisite: Writing/English Competency met. Study of different perspectives of ethics and impact on organizations and individuals. Current ethical issues as they relate to business.

|          |                          |      |    |   |     |
|----------|--------------------------|------|----|---|-----|
| BSAD2350 | Principles of Management | Bea  | 45 | - | 3   |
|          |                          | Linc | 45 | - | 4.5 |
|          |                          | Mil  | 45 | - | 4.5 |

Introduction to management theory and practice for supervisors of employees or managers of organizations. Functions of planning, organizing, directing, controlling and supervising. New and rapidly developing areas of management.

|          |                            |      |    |   |     |
|----------|----------------------------|------|----|---|-----|
| BSAD2370 | Human Resources Management | Bea  | 45 | - | 3   |
|          |                            | Linc | 45 | - | 4.5 |

Study of functions of personnel; recruiting selection, assessment, re-muneration, training, union relations. Emphasis on negotiations, communications, ADA, EEOC, leadership, and the legalities of hiring and firing.

|          |                           |      |    |   |     |
|----------|---------------------------|------|----|---|-----|
| BSAD2390 | Small Business Management | Bea  | 45 | - | 3   |
|          |                           | Linc | 45 | - | 4.5 |

Prerequisites: BSAD2020, BSAD1010 and math competency met or instructor permission. How to plan, organize, operate and fund a small business. Creation of a business plan for either a retail, service, franchise or manufacturing operation. Entrepreneurial personality, buying or starting a business from scratch, evaluating franchising opportunities, and planning small business operation.

|          |                         |      |    |   |     |
|----------|-------------------------|------|----|---|-----|
| BSAD2400 | Principles of Retailing | Bea  | 45 | - | 3   |
|          |                         | Linc | 45 | - | 4.5 |
|          |                         | Mil  | 45 | - | 4.5 |

Introduction to retailing principles in major retail areas. Policies and practices, marketing and business systems of small and large retailers are studied.

|          |                         |      |    |   |     |
|----------|-------------------------|------|----|---|-----|
| BSAD2410 | Principles of Marketing | Bea  | 45 | - | 3   |
|          |                         | Linc | 45 | - | 4.5 |
|          |                         | Mil  | 45 | - | 4.5 |

Comprehensive course in marketing theory and application. Emphasis placed on the assessment and satisfaction of consumer needs and wants through strategic implementation of the marketing mix. Topics of marketing environment, marketing planning, marketing research, consumer behavior, organizational purchasing, product strategy, pricing, distribution and promotion.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**BSAD2430 Marketing Communications**      **Bea**    **45**    -    **3**  
**Linc**    **45**    -    **4.5**

Focus on planning for the optimal use of all communication elements: advertising, personal selling, sales promotions, public relations. Combination of these elements must be tightly interwoven for successful management of brand equity, coordinating all aspects to achieve the same goals.

**BSAD2460 Electronic Commerce Marketing**      **Bea**    **45**    -    **3**  
**Linc**    **45**    -    **4.5**

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.

**BSAD2470 International Marketing**      **Bea**    **45**    -    **3**  
**Linc**    **45**    -    **4.5**

Focus on theory and strategy involved in the effective development and implementation of marketing strategies in the global business arena. Emphasis on managerial aspects of import and export marketing and of US products and services relating to the following areas: demand, competition, economics, social-cultural, political-legal, and technology. Special attention placed on the following details: culture, consumer behavior, distribution and trade agreements.

**BSAD2480 Sports Entertainment Marketing**      **Bea**    **45**    -    **3**  
**Linc**    **45**    -    **4.5**

Develop skills based on concepts and theories that are unique to the Sports Marketing arena. Examine basic principles of marketing in the sports environment. Structure provided on the unpredictability of the sports industry and comparisons of the elements of sports and marketing. Research conducted in sports marketing, study the elements of change in all sports and sports globalization.

**BSAD2620 Personal Finance**      **Bea**    **45**    -    **3**  
**Linc**    **45**    -    **4.5**  
**Mil**    **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. Topic include: economic concepts, banking, saving and investment, credit, major purchases (home/auto), risk management (home, life, health, and auto), tax strategies, retirement and estate planning.

**BSAD2860 Human Relations**      **Bea**    **45**    -    **3**

Study of effective work and personal relationships. Topics for discussion include: personality, perception, stress, attitudes, self-concept, values, interpersonal and organizational communication, motivation, leadership, transactional analysis, conflict resolution, ethics, problem solving, decision making, culture and global diversity, and time and career management.

**BSAD2993 Special Projects**      -    -    -    **1-3**  
Must have permission of instructor, program chair, and division dean. Credit hours will vary.

## CAPP • DAIMLERCHRYSLER (CAP) COLLEGE AUTOMOTIVE PROGRAM

**CAPP1110 DaimlerChrysler Shop Orientation**      **Mil**    **15**    **6**    **1.5**  
Introduction to automotive shop procedures and repair. Proper use of hand and power tools. This course deals with the many basic elements of automotive repair.

**CAPP1170 DaimlerChrysler Shop Safety and Repair**      **Mil**    **15**    **6**    **1.5**

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

**CAPP1171 DaimlerChrysler Welding**      **Mil**    **10**    **8**    **1**  
Theory and practice of "GMAW" welding, braze welding, and oxyacetylene cutting. Equipment setup, safety and operation is stressed.

**CAPP1173 DaimlerChrysler Fundamentals**      **Mil**    **20**    **10**    **2**  
Introduction and use of DaimlerChrysler service manuals, warranty flat rate manuals, daily time tickets and repair order completion. Overview of service manual groups with emphasis on theory of operation of systems and components, Pre-delivery Inspection and Master Tech Training.

**CAPP1175 DaimlerChrysler Electrical & Electronic Principles**      **Mil**    **110**    **40**    **12**

Study of Electronics Training building from electrical principles and concepts through automotive semiconductors to microprocessors. Batteries, charging systems, starting systems and ignition system principles, operation and testing.

**CAPP1177 DaimlerChrysler Brake Systems**      **Mil**    **20**    **10**    **2**  
Theory, diagnosis and repair procedures of disc and drum brake systems on current DaimlerChrysler vehicles.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**CAPP1179 DaimlerChrysler Heating & Air Conditioning**      **Mil**    **20**    **10**    **2**

Study of theory, operation and repair of air conditioning, heating and ventilation systems on late model DaimlerChrysler vehicles.

**CAPP1268 Dealer Cooperative Experience**      **Mil**    -    **480**    **12**

Coordinated work experience from DaimlerChrysler dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

**CAPP1360 DaimlerChrysler Electronic Fuel Systems**      **Mil**    **85**    **55**    **10**

Study of engine tune-up, oscilloscope use and DaimlerChrysler computer system; basic computer operation, sensor operation and actuator operation. Theory and principles of operation of DaimlerChrysler fuel systems: fuel pumps, fuel tanks, filters and emission control systems. DaimlerChrysler fuel injection systems.

**CAPP1361 DaimlerChrysler Diesel Fuel Systems & Emission Control**      **Mil**    **20**    **10**    **2**

Theory and operation of DaimlerChrysler diesel fuel injection systems: pump repair, operation, nozzle repair. Diagnosis and service of diesel electrical and emission control systems.

**CAPP1363 DaimlerChrysler Engine Repair**      **Mil**    **80**    **50**    **9.5**

Study of operation and construction of DaimlerChrysler gas and diesel engines. Techniques and skills in testing and diagnosing of engine mechanical condition. Cylinder head reconditioning, disassembly, inspection, measurement and reassembly. Accuracy of measurement and repair decisions. Correct and safe engine removal and installation.

**CAPP1468 Dealer Cooperative Experience**      **Mil**    -    **480**    **12**

Coordinated work experience from dealer in accordance with the program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

**CAPP2528 DaimlerChrysler Steering & Suspension Systems**      **Mil**    **30**    **50**    **4.5**

Study of the principles of operations, disassembly procedures and repair of DaimlerChrysler steering and suspension systems. Power and Manually controlled integral and rack and pinion steering gears. Conventional and McPherson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, on and off of vehicle.

**CAPP2529 DaimlerChrysler Manual Transmissions, Transaxes, Clutches and Transfer Cases**      **Mil**    **60**    **30**    **7**

Operating principles and service of DaimlerChrysler manual transmissions and related drive train components. Diagnosis and repair procedures.

**CAPP2537 DaimlerChrysler Rear Axle Service**      **Mil**    **20**    **10**    **2**

Operation, diagnosis and repair of drive shafts, universal joint axles, axle bearings, seals and differentials on late model DaimlerChrysler vehicles.

**CAPP2538 DaimlerChrysler Advanced Diagnosis, Tune-up & Driveability**      **Mil**    **60**    **40**    **7**

Advanced tune-up, electrical and fuel systems. Electronic carburetors, throttle body, multiple injection systems, turbo chargers, electronic and computer controlled ignition systems, charging systems and cranking systems. Diagnosis, adjustments and repair procedures using electrical meters, scopes and infrared diagnostic equipment.

**CAPP2668 Dealer Cooperative Experience**      **Mil**    -    **480**    **12**

Coordinated work experience from dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

**CAPP2745 DaimlerChrysler Antilock Brake Systems**      **Mil**    **20**    **10**    **2**

Study of operation, diagnosis and service of electronic brake control systems on late model DaimlerChrysler vehicles.

**CAPP2746 DaimlerChrysler Heating & Air Conditioning**      **Mil**    **30**    **20**    **3.5**

Advanced heating and air conditioning with emphasis on diagnosis and repair. Theory and repair of automatic and electronic air conditioning control systems on DaimlerChrysler vehicles.

**CAPP2747 DaimlerChrysler Body Electrical & Electronics**      **Mil**    **70**    **30**    **8**

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.

**CAPP2748 DaimlerChrysler Automatic Transmissions & Transaxes**      **Mil**    **80**    **40**    **9**

Operation, diagnosis, adjustment and repair of automatic transmissions in rear-wheel and front-wheel drive DaimlerChrysler vehicles. Removal and installation procedures and safety.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## CHEM • CHEMISTRY

**CHEM0950 Pre-chemistry** Bea 45 - 3  
 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** Linc 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.

**CHEM1090 General Chemistry I** Bea 45 30 4  
 Linc 45 30 6  
 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** Bea 45 30 4  
 Linc 45 30 6  
 Prerequisite: CHEM1090 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.

**CHEM2510 Organic Chemistry I** Bea 45 60 4  
 Prerequisite: CHEM1100. The chemistry of compounds of carbon, hydrogen, oxygen and other elements. Alkanes; alkenes, petroleum products; alcohol; ethers; acids, fats, and oils; aldehydes and ketones; amino acids and proteins; carbohydrates; and applications to biochemistry.

**CHEM2520 Organic Chemistry II** Bea 45 60 4  
 Prerequisite: CHEM2510. 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** Bea 45 30 4  
 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.

### NOTE:

COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY —  
 SEE DRAF

COMPUTER PROGRAMMING & MICROCOMPUTER  
 TECHNOLOGY — SEE INFO

## CNST • BUILDING CONSTRUCTION TECHNOLOGY

**CNST1121 Concrete & Masonry  
 Tools & Material** Mil 83 - 8  
 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** Mil - 217 7  
 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.

**CNST1223 Residential Blueprint Reading** Mil 20 30 3  
 Prerequisite: MATH1000. Introduction to blueprint reading, residential drawings, reproduction processes of drawings, scale reading, terms, abbreviations, symbols and basic sketching. Estimating procedures for some aspects of construction are covered. The course emphasizes layout and design of a basic residential floor plan with reading specifications and understanding of the Uniform Dwelling Code Book. The student completes a preliminary floor plan with schedules to be utilized in CNST1326, Residential Construction Drafting Lab. Coincides with CNST1225, Tools and Materials.

**CNST1224 Construction Processes  
 & Practices** Mil - 175 5.5  
 Prerequisite: MATH1000. Introduction to hand tools, construction safety, machine woodworking, modern practices and processes used in the building construction industry. Carpentry techniques, competency in blueprint reading, proper layout practices, parts cutting and assembly procedures.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**CNST1225 Tools & Materials** Mil 75 - 7.5  
 Prerequisite: MATH1000. Corequisite: 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** Mil - 84 2.5  
 Prerequisite: CNST1223. 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** Mil 50 - 5  
 Prerequisite: CNST1223. Architectural drafting for beginners including drafting and detailing techniques and methods, lettering, standard symbols and drafting equipment. Concepts for door and window schedules. Floor plans, basement/foundation plan, stair calculations and construction details.

**CNST1328 Residential Construction Estimating  
 Laboratory** Mil - 84 2.5  
 Prerequisite: CNST1223. 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** Mil 50 - 5  
 Prerequisite: CNST1223. Concepts of estimating quantities of residential construction materials. Interpretation of residential construction drawings and an introduction to quantity survey techniques and formulas. Decision making and materials estimate organization.

**CNST1331 Drafting Aids & Trends** Mil 32 - 3  
 Prerequisite: CNST1223. Fundamentals of commercial blueprint reading, introduction to the metric system, and basic design criteria for developing a practical approach to earth-sheltered design.

**CNST1430 Cabinetry & Carpentry Laboratory** Mil - 200 6.5  
 Prerequisites: CNST1223, CNST1224 and CNST1225. Companion course to CNST1433. Application of classroom instruction to job situations through the use of mock-up training aids, cabinets and other projects.

**CNST1433 Carpentry Theory** Mil 100 - 10  
 Prerequisite: CNST1225. Corequisite: CNST1430. Fundamentals of carpentry, emphasizing the process of home building through the study of blueprints and construction texts and references. Site layout, foundations, framing, roofing, exterior trim, interior trim and cabinet making. Prerequisite to house project in the fifth quarter.

**CNST2532 Residential Construction  
 Applications** Mil - 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** Mil 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** Mil 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** Mil - 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** Mil - 76 2.5  
 Prerequisite: CNST1328. 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.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**CNST2639 Commercial Construction Drafting Theory** Mil 37 - 3.5

Prerequisite: CNST1327. 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** Mil 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** Mil 32 - 3

Prerequisites: CNST1327 and CNST1331. Introduction to iron and steel making, structural shapes, design and sizing of steel structural systems, joists, beams and columns.

## CRIM • CRIMINAL JUSTICE

**CRIM1010 Introduction to Criminal Justice** Bea 45 - 3  
Linc 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** Bea 45 - 3  
Linc 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** Bea 45 - 3.0  
Linc 45 - 4.5

Prerequisite: CRIM 1010 or adviser 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** Bea 45 - 3.0  
Linc 45 - 4.5

Prerequisite: ENGL1010 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 for courtroom presentations. In accordance with the legal guidelines of confidentiality, each student maintains a log of classroom and field experiences.

**CRIM2000 Criminal Law** Bea 45 - 3  
Linc 45 - 4.5

Outlines the purpose and function of criminal law. Topics include, but are not limited to the rights and duties of citizens and police in relation to local, state, and federal law (i.e. arrest, search and seizure, confessions); the development, application, and enforcement of laws; constitutional issues; and sentencing.

**CRIM2030 Police and Society** Bea 45 - 3  
Linc 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.

**CRIM2050 Community Based Corrections** Bea 45 - 3  
Linc 45 - 4.5

Prerequisite: CRIM1020 or permission of instructor. A course designed to introduce the correctional process as it is applied in a community setting. The course is designed specifically to focus on probation, parole, and other community based strategies for dealing with the offender.

**CRIM2100 Juvenile Justice** Bea 45 - 3  
Linc 45 - 4.5

Examines the origins, philosophy, and objectives of the juvenile justice system. Topics include, but are not limited to causation of crime (i.e. race/gender, socioeconomic relevance, victimization), the juvenile court system, the law enforcement approach, corrections, and prevention.

**CRIM2150 Social Issues in Criminal Justice** Bea 45 - 3  
Linc 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.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**CRIM2200 Criminology** Bea 45 - 3  
Linc 45 - 4.5

Examines crime and criminology from a broad social perspective. Emphasizes the nature and causes of crimes, investigation and prosecution, and treatment and prevention.

**CRIM2260 Criminal Investigation** Bea 45 - 3  
Linc 45 - 4.5

Introduces criminal investigation procedures. Reviews the historical development and investigative processes related to law enforcement functions. Topics include, but are not limited to the proper collection, organization, and preservation of evidence using basic investigative tools; examining the primary sources of information; analyzing the importance of writing skills; and reviewing the constitutional (legal) limitations of the investigation.

**CRIM2310 Rules of Evidence** Bea 45 - 3  
Linc 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.

**CRIM2940 Criminal Justice Internship** Bea - 360 6  
Linc - 360 9

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

**DENT1103 Oral Sciences I** Linc 30 - 3

Prerequisite: Currently enrolled in the clinical track phase of the program. Basic overview of normal structure of functioning of the cellular, skeletal, cardiovascular, circulatory, neurological, respiratory, and immunological body systems and their interrelationships as related to dental structures.

**DENT1110 Preclinical Concepts** Linc 40 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 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** Linc 50 30 6

Prerequisites: DENT1103, DENT1110, FSDT1106, and MEDA1101. Thorough study of anatomical concepts pertaining to the structures of the face and oral cavity. Application of oral hygiene principles to personal oral hygiene and also to instruct children and adults in oral hygiene and dietary needs.

**DENT1211 Dental Assisting Foundations I** Linc 30 45 4.5

Prerequisites: DENT1103, DENT1110, FSDT1106, and MEDA1101. Continuation of basic skills, manipulation of specific types of dental materials, rubber dam placement, assembly of matrix retainers, basic treatment setups, techniques for control of disease-producing blood-borne pathogens, personal protection, universal precautions, and hazard protection as required by OSHA guidelines for health care providers. Laboratory experiences occur at the U of N Medical Center College of Dentistry and at SCC Lincoln Campus.

**DENT1214 Clinical Concepts** Linc 30 20 3.5

Prerequisites: DENT1103, DENT1110, FSDT1106, 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** Linc 40 60 6

Prerequisites: DENT1103, DENT1110, FSDT1106, and MEDA1101. Emphasis on the principles and techniques of chairside dentistry (including coronal polish) for the dental assistant. Emphasis on dental laboratory asepsis and clinic asepsis with further development in skill, efficiency, and consistency. Interpersonal communication skills, including assertiveness, active listening, and general patient relations.

**DENT1312 Dental Materials I** Linc 15 45 3

Prerequisites: DENT1103, DENT1110, FSDT1106, 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.



| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**DENT1313 Oral Radiography I** Linc 30 30 4  
Prerequisites: DENT1210, DENT1211, DENT1214, and DENT1314. Extensive study in radiography pertaining to the oral cavity. Laboratory emphasis on DXTTR manikin.

**DENT1314 Clinical Education I** Linc 15 150 6.5  
Prerequisites: DENT1210, DENT1211, DENT1214, and DENT1312. Clinical education is scheduled throughout quarters two, three and four. Under supervision, work with patients and application of acquired skills and principles studied in the classroom and laboratory settings.

**DENT1410 Practice Management Skills** Linc 20 30 3  
Prerequisites: DENT1412, DENT1311, DENT1313, and DENT1314. Principles of dental office procedures, resume, letter of application, and inventory control.

**DENT1411 Dental Assisting Foundations III** Linc 35 15 4  
Prerequisites: OFFT1010, OFFT1020, DENT1412, DENT1311, DENT1313, and DENT1314. Principles and techniques associated with the specialties in dentistry.

**DENT1412 Dental Materials II** Linc 15 45 3  
Prerequisites: DENT1210, DENT1211, DENT1214, and DENT1312. Continuation of Dental Materials I course with laboratory emphasis on human patient diagnostic impressions, casts and other specific laboratory projects.

**DENT1413 Oral Radiography II** Linc 10 30 2  
Prerequisites: DENT1412, DENT1311, DENT1313, and DENT1314. Laboratory projects pertaining to human patient x-radiation exposures intra oral with emphasis on quality control and infection control.

**DENT1414 Clinical Education II** Linc 15 150 6.5  
Prerequisites: DENT1412, DENT1311, DENT1313, and DENT1314. Adaptation to new clinical environment with further development in skill efficiency and consistency.

## DESL • DIESEL TECHNOLOGY FARM

**DESL1120 Basic Electrical-Farm** Mil 20 20 2.5  
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** Mil 28 30 3.5  
Prerequisite: DESL1120. Principles, operation and testing of battery ignition systems, motor vehicle cranking motors, switches and drives.

**DESL1122 Charging Systems-Farm** Mil 20 32 3  
Prerequisite: DESL1120. Principles of operation, and procedures for testing and repair of AC and DC type generator charging systems.

**DESL1123 Power Trains I-Farm** Mil 30 22 3.5  
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** Mil 21 37 3  
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** Mil 13 27 1.5  
Theory and practice of oxy acetylene braze 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** Mil 26 22 3  
Prerequisites: DESL1120 through DESL1160. Physical principles, operation, and construction of two and four stroke cycles, single and multiple cylinder engines. Ignition timing of four stroke cycle engines to factory specifications; balance, compression, and cylinder leakage tests; types of internal combustion engine cooling systems, components and coolants.

**DESL1227 Theory of Fuel System Operation-Farm** Mil 34 18 3  
Prerequisites: DESL1120 through DESL1160. Operational theory, construction, testing, and repair methods for spark ignition engine fuel system components. LPG and gasoline fuel systems, as well as air induction and exhaust systems, and the relationship of valve timing, ignition and injection timing to normal combustion. Physical and chemical properties of distillate fuels used in Diesel, LPG and gasoline powered engines. Normal and abnormal combustion theory related to fuel production, testing, storage, handling and engine design methods.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**DESL1228 Valve Trains-Farm** Mil 22 33 3  
Prerequisites: DESL1120 and DESL1160. Theory, construction, and operation of engine valve trains. Valves, valve seats, camshafts, cam followers, valve springs, rocker arm assemblies, push rods and related parts. Valve timing and adjustments will be judged for proficiency by actual engine operation. Basic procedure and operation of valve and seat reconditioning is performed and proficiency evaluated.

**DESL1230 Diesel Engine Overhaul & Inspection-Farm** Mil 34 30 4  
Prerequisites: DESL1120 and DESL1160. Experience in the operation and service methods for the following engine components: crankshafts, connecting rods, pistons, cylinder liners, bearing and crankcase assemblies. Crankcase lubricants, lubrication, and filtration systems. Laboratory in disassembly, inspection, measurements, reassembly, and adjustments performed on agricultural diesel engines.

**DESL1235 Diesel & LPG Fuel Systems I-Farm** Mil 59 22 6  
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 timing of 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** Mil 20 8 2  
Prerequisites: DESL1120 through DESL1235. Introduction of cab-type air conditioning, theory of refrigeration, heat exchange, states of matter, refrigerant oils, and application. The operational function of compressors, condensers, expansion valves, evaporators and lines. Discharging, evacuating, charging, leak testing, testing and proper handling of required service tools are exercises performed in the laboratory. Study of R-12, R134A, and retrofitting systems included.

**DESL1349 Diesel Fuel Injection Systems II-Farm** Mil 54 - 5  
Prerequisites: DESL1120 through DESL1235. Study of diesel fuel injection systems including theory of Roosa Master, CAV, American Bosch, Robert Bosch, and Caterpillar sleeve metering fuel injection systems. Fuel injection nozzles and nozzle holders.

**DESL1351 Mobile Hydraulics-Farm** Mil 60 88 8.5  
Prerequisites: DESL1120 through DESL1235. Principles and application of theory, design, construction, fluid flow, and testing of hydraulic systems including pumps, actuators, reservoirs, and accumulators, lines, fitting, filters and fluids.

**DESL1362 Diesel Fuel Injection Systems Laboratory-Farm** Mil - 70 2  
Prerequisites: DESL1120 through DESL1235. Laboratory experience in servicing and troubleshooting Roosa Master, CAV, American Bosch, Robert Bosch, Caterpillar sleeve metering fuel injection systems, fuel injection nozzles and nozzle holders.

**DESL1453 Post-Cooperative Education Seminar-Farm** Mil 20 - 2  
Prerequisites: DESL1120 through DESL1362. DESL1468. Evaluation of the on-the-job training to share experiences, ideas, and prepare for full-time employment upon graduation.

**DESL1468 Cooperative Education-Farm** Mil - 400 10  
Prerequisites: DESL1120 through DESL1362. On-the-job experience in a diesel repair shop or dealership. Application of skills and knowledge acquired in previous quarters. Meeting with supervising instructor three times throughout the quarter.

**DESL2536 Farm Equipment Diesel Engine Tune-Up & Diagnosis-Farm** Mil 11 35 2  
Prerequisites: DESL1120 through DESL1362. Advanced study of diesel engines. Troubleshooting, cylinder head repair, and dynamometer testing of farm equipment diesel engines. Student projects in repair, testing, and adjustment of farm equipment diesel engines.

**DESL2564 Farm Equipment Electricity-Farm** Mil 56 93 8.5  
Prerequisites: DESL1120 through DESL1362. Advanced study in electrical and electronics. Theory, design, construction, troubleshooting, repair, and testing of farm equipment. Cranking motors, solenoid switches, alternator, regulators and related accessories. Diodes, transistors, and microprocessors. Lab experiences on components.

**DESL2566 Farm Equipment Power Trains-Farm** Mil 23 54 3.5  
Prerequisites: DESL1120 through DESL1362. Advanced study of power trains. Theory, design, construction, troubleshooting, repair, and testing of farm equipment power trains, particularly those transmissions classified as "on-the-go" shift types. Farm equipment clutch systems. Lab projects on components.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**DESL2567 Advanced Air Conditioning-Farm Mil 6 22 1**  
Prerequisites: DESL1120 through DESL1362. Review of Cab Air Conditioning fundamentals and service procedures. Diagnosing, system evaluation, repairing, and recharging exercises in the lab.

**DESL2602 Planting Equipment-Farm Mil 50 77 7.5**  
Prerequisites: DESL1120 through DESL1362. Theory, design, principles of operation, set up and adjustment, troubleshooting and repair of planting equipment. Row crop planters and grain drills. Electronic monitoring systems. Set up, operation, calibration, and troubleshooting of spraying equipment.

**DESL2603 Harvesting Equipment-Farm Mil 50 70 7**  
Prerequisites: DESL1120 through DESL1362. Theory, design, principles of operation, set up, and adjustment, troubleshooting, and repair of harvesting equipment including combines and hay and forage equipment. Electronic monitoring systems.

**DESL2604 Tillage Equipment-Farm Mil 21 32 3**  
Prerequisites: DESL1120 through DESL1362. Theory, design, principles of operation, set up, and adjustment, troubleshooting, and repair of tillage equipment including tool bars, moldboard plows, chisel plows, disk harrows and tooth-type harrows.

## DESL • DIESEL TECHNOLOGY TRUCK

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

**DESL1211 Batteries & Cranking Motors-Truck Mil 24 29 2.5**  
Prerequisite: DESL1201. Purpose, theory, construction, operation, and testing of lead acid batteries. Theory of cranking motor operation and its application to modern cranking systems. Lab activities include component and circuit testing with analogue and digital meters. Review of conventional ignition systems.

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

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

**DESL1241 Diesel Welding-Truck Mil 10 18 1.5**  
Instruction in gas metal arc welding (MIG), oxy acetylene braze welding and cutting, equipment set up, safety and operation is stressed.

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

**DESL2251 Theory of Engine Operation-Truck Mil 25 15 3**  
Prerequisites: DESL1121 and DESL1123. Basic physical operation and construction of two and four stroke cycle, single, and multiple cylinder engines. Ignition timing of four stroke cycle engines to factory specifications balance, compression, and cylinder leakage tests; type of internal combustion engine cooling systems, components and coolants.

**DESL2271 Theory of Fuel System Operation-Truck Mil 30 10 3**  
Study of fuel fundamentals, testing, octane and cetane numbers, additives, and how fuels react during compression and combustion in gasoline and diesel applications. The use of alternate fuels in gasoline and diesel engines including a discussion of the pros and cons. Theory, construction, and operation of fuel tanks, fuel gauges, fuel lift pumps, air and fuel filtering systems, fuel lines and intake/exhaust manifold systems. Includes theory, construction, and operation of heat exchangers. Theory, construction, operation, servicing, and troubleshooting of turbochargers is covered.

**DESL2281 Valve Trains-Truck Mil 21 34 3**  
Prerequisites: DESL1261 and DESL2251. Basic theory, construction and operation of engine valve trains. Valves, valve seats, camshafts, cam followers, valve springs, rocker arm assemblies, push rods, and related parts. Valve timing and adjustments will be judged for proficiency by actual engine operation. Basic procedure and operation of valve and seat reconditioning is performed and proficiency evaluated.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**DESL2301 Engine Overhaul & Inspection-Truck Mil 30 25 3.5**  
Design, construction, operation, and servicing of the following engine components; crankshaft, pistons, piston rings, connecting rods, and bearings. It also covers lubricants, lubrication systems, and filtration systems. Activities include disassembly, inspection, measurements, reassembly, and adjustments. Performance exhibited by assembly and adjustments of engine.

**DESL2321 Diesel & Gas Fuel Injection-Truck Mil 35 20 4**  
Prerequisite: DESL2271. Theory of operation and construction of diesel/gasoline fuel injection system nozzles and injectors. Electronic injectors are covered. Lab work consists of testing and service procedures for nozzles/injectors. Theory of operation and service procedures for emission control devices used on diesel and gasoline applications included.

**DESL2351 Electrical/Electronic Systems I-Truck Mil 35 18 4**  
Theory of operation, troubleshooting, diagnosis, and repair of truck cab/chassis and trailer wiring/lighting systems. Instruments, gauges, and electrical accessories are also covered. Engine/vehicle electronic sensors and computers included.

**DESL3451 Conventional Transmissions & Clutches-Truck Mil 40 85 6.5**  
Prerequisites: All first and second quarter classes. Lecture, demonstration and laboratory course encompassing the principles, design, construction, operation, repair and adjustment of five through eighteen speed manual shift transmissions. Clutch removal, troubleshooting, repair, installation and adjustment plus PTO installation and adjustment are also covered.

**DESL3471 Truck Final Drives-Truck Mil 30 40 4**  
Prerequisites: All first and second quarter classes. Lecture, demonstration and laboratory course encompassing principles, design, construction and repair of truck final drives and related components. Phasing and angularity of drivelines is covered along with operation, inspection and replacement of U-joints.

**DESL3481 Preventative Maintenance & Inspection-Truck Mil 30 75 5.5**  
Prerequisites: All first and second quarter classes. Lecture, demonstration, and laboratory course for the entry level technician designed to introduce the student to correct procedures and practices of vehicle preventative maintenance and inspection.

**DESL4341 Air Brakes-Truck Mil 30 45 4.5**  
Prerequisites: All first and second quarter classes. Principles, components, operation, service, repair, adjustment and troubleshooting of the air brake system used on today's trucks, including safety, brake balance and anti-lock brakes.

**DESL4351 Steering and Suspension-Truck Mil 30 60 5**  
Prerequisites: All first, second and third quarter classes. Principles, components, operation, service, repair, adjustment and troubleshooting of the steering and suspension system used on today's trucks tractor and trailer alignment, use of equipment and shop safety.

**DESL4361 Hydraulic Brakes-Truck Mil 20 30 3**  
Prerequisite: All first, second and third quarter classes. Principles, components, operation, service, repair, adjustment and troubleshooting of the hydraulic brake system used on today's trucks, including safety, brake balance and anti-lock brakes.

**DESL4381 Basic Hydraulics-Truck Mil 20 15 2.5**  
Principles and application of theory design, construction, and testing of hydraulic systems including pumps, actuators, reservoirs, accumulators, lines, fittings, filters and fluids.

**DESL4541 Heating and Air Conditioning I-Truck Mil 30 20 3.5**  
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.

**DESL5412 Post-Cooperative Education/Seminar-Truck Mil 20 - 2**  
Prerequisites: DESL1201 through DESL4541 and DESL5582. Evaluation of the on-the-job training to share experiences, ideas, and preparation for full-time employment upon graduation.

**DESL5582 Cooperative Education-Truck Mil - 400 10**  
Prerequisites: DESL1201 through DESL4541. On-the-job experience in a diesel repair shop. Practice of skills and knowledge acquired in previous quarters.

**DESL6302 Heating & Air Conditioning II-Truck Mil 15 35 2.5**  
Prerequisites: DESL1201 through DESL5582. Study of advanced mobile air conditioning to include heat exchange, diagnosing, evacuating, charging, leak testing, adjusting and proper handling of required service tools in the laboratory.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**DESL6432 Automatic Truck Transmissions-Truck** Mil 25 35 3.5  
 Prerequisites: DESL1201 through DESL5582. Principles, design, and construction of Allison automatic truck transmissions. Lab work in disassembly, inspection, reassembly, adjustment, repair, and testing of the automatic transmission.

**DESL6452 Electrical Systems III-Truck** Mil 40 60 6.0  
 Prerequisites: DESL1201 through DESL5582. Electrical principles and concepts, semiconductors and microprocessors. The use of digital multimeters and wire repairing including weather pack service techniques. Bench and on vehicle diagnostic procedures for present and future diesel electronic systems.

**DESL6482 Electronic Diesel Engine Diagnostics & Tune-Up-Truck** Mil 40 50 5.5  
 Prerequisites: DESL1201 through DESL5582. Lecture, demonstration and laboratory course designed to give students an introduction to the electronic heavy duty diesel engine. Includes tune-up and troubleshooting the electronic engine, setting customer specified parameters, progressive shifting to include the operation and adjustment of the engine brake system.

## DRAF • COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY

**DRAF1110 Drafting Concepts** Linc 30 - 3  
 Basic drafting skills, equipment, & applications. Sketching, measurement, lettering, dimensioning, geometric construction, orthographic projection, pictorial drawings, sections and auxiliary views. Define and apply basic drawing principles and practices.

**DRAF1120 Basic Computer Aided Drafting** Linc 45 15 5  
 Introductory two-dimensional drafting as used in Architectural, Electrical/Electronic, Mechanical, Structural, Piping, Menus, display, coordinates, draw, edit, save, plot, file management, drawing set-up, lettering, line types.

**DRAF1210 Descriptive Geometry** Linc 15 45 3  
 Prerequisite: DRAF1110 and DRAF1120. Graphic analysis of space problems, includes points lines, planes, connections and combinations, solve real world problems.

**DRAF1220 3-D Solid Modeling** Linc 45 15 5  
 Prerequisite: DRAF1110 and DRAF1120. Use of solid primitives, surfaces, objects. Application of attributes and data base information within drawings. 3-D drafting as used in Architectural, Electrical/Electronic Mechanical Structural, Piping.

**DRAF1310 3-D Visualization** Linc 15 45 3  
 Prerequisite: DRAF1110 and DRAF1220. Computer presentation methods of pictorial drawings, exploded view drawings, computer rendering and printing. Introduces software for color rendering

**DRAF1330 Solid Works** Linc 45 15 5  
 Prerequisite: DRAF1110 and DRAF1220. Using Solid Works software students create designs to produce parts, assemblies and drawings of 3D and 2D drawings. Design of products follows industry typical designs from local companies.

**DRAF1340 Strength of Materials** Linc 44 4  
 Prerequisite: DRAF1110 and MATH1080. Theories of forces acting on bodies. Moments of forces, formulas for stresses in materials and structural members.

**DRAF2100 Principles & Materials of Construction** Linc 45 4.5  
 Prerequisite: DRAF1110 and ENGL1010. Commonly used materials and accepted methods of residential and small commercial construction. A study of design data used to select the proper kind and size of structural members.

**DRAF2110 Residential Planning** Linc 15 45 3  
 Prerequisite: DRAF1220 and DRAF2100. Interior/exterior planning. Design concepts for styles, shapes, materials, zoning, traffic patterns, site conditions, preparation of floor plans, foundation plans, site plans, elevations, and wall sections.

**DRAF2120 Residential Structures** Linc 30 3  
 Prerequisite: DRAF1110 and MATH1100 or MATH1080. Materials, methods & concepts used in design and detailing of foundations and basements & structural drawings

**DRAF2140 Electrical & Mechanical Systems** Linc 15 45 3  
 Prerequisite: DRAF2110. Electrical, plumbing, mechanical systems, code requirements, calculation methods, related design techniques, preparation of working drawings to include: plans, legends, symbolization & equipment schedules.

**DRAF2160 Commercial Construction** Linc 15 45 3  
 Prerequisite: DRAF2140. Planning, design, and layout for a commercial building with attention to structural components, commercial building materials, and building code requirements.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**DRAF2170 Structural Steel** Linc 15 45 3  
 Prerequisite: DRAF1120 and DRAF2100. A study of the design and preparation of working drawings for buildings, bridges, tanks, towers, and other structures of steel.

**DRAF2180 Professional Practice-Architectural** Linc 6 60/30 4  
 Prerequisite: DRAF2140. Simulation of circumstances encountered designing and drafting residential house plans. Full-time employees of Southeast Community College-Lincoln Campus volunteer to act as clients and will receive a set of working drawings prepared by students.

**DRAF2190 Construction for Americans with Disabilities** Linc 15 45 3  
 Prerequisite: DRAF2140. Planning, design, and layout for buildings with attention given to the needs of people with special requirements. A study of the compliance for Federal, state, and local building code requirements.

**DRAF2200 Geometric Dimensioning & Tolerancing** Linc 30 3  
 Prerequisite: DRAF1110. Study of the language of geometric dimensioning and tolerancing using ASME Y 14.5M. Application of the rules and symbols for G.D.T. (Required course for DRAF2210)

**DRAF2210 Engineering Materials Processes & Procedures** Linc 15 45 3  
 Prerequisite: DRAF1220 and DRAF2200. Study of the materials and the manufacturing processes used in the fabrication of consumer products. Application of engineering responsibility to the manufacturing, quality assurance, and marketing of products.

**DRAF2220 Flat Pattern Layout** Linc 15 45 3  
 Prerequisite: DRAF1210. Study of flat pattern developments use for consumer products and product packaging. Layout of basic fittings such as elbows, angles, transitions, and various size and shaped cartons and packages for product shipment.

**DRAF2240 Consumer Products-Design** Linc 15 45 3  
 Prerequisite: DRAF2210. Definition of the steps used in the design process. Application of steps in solving typical consumer products design problems. Research current product history and cost related to the manufacture of products.

**DRAF2260 Jig & Fixture-Design** Linc 15 45 3  
 Prerequisite: DRAF2210. Study of the design and economics of work holding devices. Drawing layout for product relationship to fixture use.

**DRAF2280 Power Transmission** Linc 15 45 3  
 Prerequisite: DRAF2210. Study and application of the transmission of power and energy through the use of gears, cams belts, pulleys, and chain drives.

**DRAF2300 Pipe Drafting** Linc 15 45 3  
 Prerequisite: DRAF1110 and DRAF1120. Study and layout of pipe drawings. Representation of piping systems with American Standards Association Symbols.

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

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

**DRAF2540 Printed Circuit Board Layout** Linc 15 45 3  
 Prerequisite: DRAF2520. Study and application of printed circuit board layouts for discrete and logic components. Design of single, double and multi-layered printed circuit boards.

**DRAF2600 Special Drafting** Linc 15 45 3  
 Prerequisite: Permission of Program Chair. Study of a special area in drafting or completion of a special drafting project not previously covered in the curriculum.

**DRAF2620 CO-OP Education-Drafting** Linc - 200 5  
 Prerequisite: Permission of Program Chair. Training in a work situation. Guidance from the instructor/coordinator and the training supervisor. Individualized, specific, written objectives which have been approved by the College. During the co-op period, the student will attend a mandatory related class each week.

**DRAF2621 CO-OP Education II -Drafting** Linc - 200 5  
 Prerequisite: Permission of Program Chair and DRAF2620. A continuation of the DRAF2620 course giving students an extended opportunity to experience a work situation.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## ECED • EARLY CHILDHOOD EDUCATION

**ECED1000 Early Childhood Pre-Practicum Seminar** Linc 25 - 2.5

Prerequisites: Program Permission. Screening course for entry into a student's first ECED practicum or lab. Skills, methods and professional expectations of working with children, families, supervisors and peers. Includes Licensing standards and OSHA certification. A grade of "C" or better is required to pass.

**ECED1101 Introduction to Early Childhood Education** Linc 30 - 3.0

Introduction to various program types and options, caregiver roles and an extensive overview of the entire field of child development / early childhood education.

**ECED1110 Infants and Toddlers** Linc 45 - 4.5

Strongly recommended to be taken in conjunction with ECED1510. Study of normal growth and development of the child from conception to age three. Age appropriate care, interaction and activities. Environmental and equipment needs, daily schedules, and selection of toys and materials. Grade of "C" or better required for ECED1565.

**ECED1112 Advanced Infant and Toddler Concepts** Linc 30 - 3.0

Pre-requisite: ECED1110. 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 examined. Emphasis on supporting partnership with the family as a crucial factor in the child's development and learning. Offered Spring Quarter only.

**ECED1120 Preschool Child** Linc 30 - 3.0

Strongly recommended to be taken in conjunction with ECED1520. Normal growth and development of the child physically, intellectually, emotionally and socially from three to six years of age. Grade of "C" or better required for ECED1565.

**ECED1140 Exceptional Children** Linc 40 15 4.5

Study of the characteristics, causes, preventions and behaviors of children with special needs. Awareness of legislation and community resources, and family needs. Fifteen hours arranged field work with children with special needs.

**ECED1145 School Age Child** Linc 45 - 4.5

Strongly recommended to be taken in conjunction with ECED1545. Four developmental areas of the child from six to twelve. Observations techniques, environment, activities and teaching techniques for working with school age children. Grade of "C" or better required for ECED1565.

**ECED1200 Techniques of Observation, Assessment and Guidance** Linc 45 - 4.5

Introduction to a variety of observation and guidance techniques used in an early childhood setting. Evaluation of personal attitudes toward disciplining while examining behaviors of children. Grade of "C" or better required for ECED1565.

**ECED1222 Preschool Language Arts Curriculum** Linc 30 - 3.0

Planning developmentally appropriate listening, speaking, pre-reading and pre-writing activities for preschool children. Grade of "C" or better required for ECED1565.

**ECED1224 Preschool Math, Science and Social Studies Curriculum** Linc 30 - 3.0

Planning developmentally appropriate activities for children. Grade of "C" or better required for ECED1565.

**ECED1226 Preschool Curriculum Development** Linc 45 - 4.5

Planning developmentally appropriate schedules, units, activities and environments for preschool children. Teaching, assessment and conferencing techniques. Prior knowledge of preschool development and planning is recommended. Grade of "C" or better required for ECED1565.

**ECED1228 Expressive Arts Preschool and Primary Curriculum** Linc 45 - 4.5

Selection, construction and use of materials, activities and experiences that encourage a young child's creativity and aesthetic appreciation through the visual arts, music, body movements and dramatic play. Curriculum designed for three to eight-year-olds. Grade of "C" or better required for ECED1565.

**ECED1235 Early Childhood Health, Safety and Nutrition** Linc 45 - 4.5

Defines interrelationship of safety, nutritional planning & health and how environmental factors affect young lives. Grade of "C" or better required for ECED1565.

**ECED1340 How Children Learn** Linc 30 - 3.0

Theory, methods, and planning techniques for teaching the young child in relation to thinking patterns and learning styles.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**ECED1475 Professional In-home Child Care** Linc 45 - 4.5  
Pre-requisites: ECED1200 and ECED1120. 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 of prospective clients / employers. Activity planning and scheduling for children of diverse ages and abilities. A grade of "B" or better is required for the In-home Child Care Professional Focus.

**ECED1510 Infant and Toddler Practicum** Linc 60 - 2.0

Pre-requisite: Program Permission. Students must be taking or have taken ECED1110. If this is a student's first practicum they must also enroll in ECED1000. Development of skills and observation techniques in working with infants and toddlers. Grade of "B" or better required for ECED1565.

**ECED1520 Preschool Practicum** Linc 60 - 2.0

Pre-requisite: Program Permission. Students must be taking or have taken ECED1120 and 1200. If this is a student's first practicum, they must also enroll in ECED1000. Development of skills and observation techniques in working with preschool age children. Grade of "B" or better required for ECED1565.

**ECED1545 School Age Practicum** Linc 60 - 2.0

Pre-requisite: Program Permission. Students must be taken or have taken ECED1145 and 1200. If this is a student's first practicum, they must also enroll in ECED1000. Development of skills and observation techniques in working with children ages six to twelve. Grade of "B" or better required for ECED1565.

**ECED1565 Child Care Head Teacher Practicum** Linc 150 30 8.0

Open only to declared ECED students. Prerequisites: Program Permission. Overall GPA of 2.5 or above. Current first aid/CPR certification. ECED1222, 1224, 1228, 1226 with a grade of "C" or above. ECED1510, 1520 and 1545 with a grade of B 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** Linc 150 10 6.0

Pre-requisite: Program Permission. Open only to declared students graduating with the In-home Child Care Professional diploma or with program permission. Must have taken or be taking ECED1475. Overall GPA of 2.5 or above. Current first aid/CPR certification. ECED1110 and ECED1120 with a grade of "B" or better. A final grade of "B" or better required. Designed to provide an understanding of the role and duties of an in-home child care provider / nanny. Various areas will include good communication skills, professional practices, planning skills, parental needs and knowledge of business practices. Student will spend 75 hours working in a private home (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** Linc 200 30 8.0

Pre-Requisite Program permission required to register. Student must pass a comprehensive competency exam with a 75% or higher before enrolling. Open only to declared students graduating with the Child Care Professional Diploma. Prerequisites: Overall GPA of 2.8 or above. Current first aid/CPR certification. ECED1110, 1120, 1145, 1222, 1224, 1228, 1226 with a grade of C or above. ECED1510, 1520, and 1545 with a grade of B or above. A grade of B or better to meet graduation requirements. Practical work experience as a teacher in a licensed site. Site must meet certain guidelines set by the program. Presentation and discussion of child development topics and work related experiences. 30 seminar / lecture hours will be arranged with the instructor / supervisor.

**ECED1675 In-Home Child Care Professional Coop** Linc 200 10 6.0

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: Overall GPA of 2.8 or above. ECED1510, 1520, 1228 (with a grade of "B" or better), 1222, 1224, and 1235 (with a grade of "C" or better). Must have completed two of the Gen.Ed. core requirements. Practical work experience in a private home setting as either a professional nanny or an in-home child care provider. Sites must meet the approval of the program and/or meet licensing standards. 10 seminar/lecture hours will be arranged with the instructor/supervisor.

**ECED1700 Independent Study** Linc 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** Linc 15 30 1.0

|      |    |     |
|------|----|-----|
| 1710 | 15 | .5  |
| 1720 | 30 | 1.0 |
| 1730 | 60 | 2.0 |
|      | 90 | 3.0 |

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.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**ECED2150 Working With Families** Linc 30 - 3.0  
Understanding family issues and crises of today's world. Awareness of community resources available to families and providers. Ten to twenty hours of volunteer service learning required.

**ECED2360 Principles & Theories of Early Childhood Programs** Linc 30 - 3.0  
Pre-requisites: ECED1101, 1140, 1510 and 1520. Principles and philosophic basis of various early childhood education programs. Research and study of contemporary issues in early childhood education. Development of personal philosophy of education.

**ECED2455 Child Care Administration** Linc 45 - 4.5  
Pre-requisites: ECED1510, 1520, 1545, 1140, 1235, 1226 and ENGL1010. It is strongly recommended that students have completed their core Behavioral Science and Speech requirements before enrolling in this class. Special program permission to enroll may be given to non-degree seeking administrators with prior administration experience. Analysis of supervisory and administrative procedures for the application of management theory in early childhood programs. A grade of "B" or better required for graduation.

**ECED2457 Advanced Child Care Administration Concepts** Linc 30 - 3.0  
Pre-requisite: ECED2455. A continuation of more in-depth administrative principles designed for students pursuing a management / supervisory position. This class will focus on the application and practice of the administrative duties and skills presented at an awareness level in ECED2455.

**ECED2501 Early Childhood Education Professional Lab** Linc 150 20 7.0  
Prerequisite: Program permission required to register. ECED1565 with grade of B or better. Must be taking or have taken ECED2455. An intensive, inclusive lab experience in a variety of settings. Application of all skills needed for working in a comprehensive child care setting. Discussion and presentation of child development topics and student's lab experiences. A grade of B or better is required. 20 seminar / lecture hours arranged with instructor/supervisor.

**ECED2575 Advanced Practicum** Linc 180 10 7.0  
Prerequisite: Program Permission required to register. Prerequisites: ECED2501 with a "B" or better, ECED2150 and three of the four General Ed. core classes. Overall GPA of 2.5 or above. Current first aid/CPR certification. A grade of B or better required to meet graduation requirements. Advanced practicum experiences as an intern in a variety of child care settings. Presentation and discussion of child development topics and student's practicum experiences. 10 seminar/lecture hours arranged with instructor/supervisor.

**ECED2607 Individualized Practicum** Linc 15 - .5  
2617 Linc 30 - 1.0  
2627 Linc 60 - 2.0  
Pre-requisite: Program permission. Practicum experiences designed to meet individual and program needs. A grade of B or better is required.

**ECED2675 Advanced Coop** Linc 240 10 7.0  
Pre-requisite: Program permission required to register. Pre-requisites: ECED2501 with a "B" or better, ECED2150 and three of the four General Ed. core classes. Open only to declared students graduating with an A.A.S. degree. Overall GPA of 2.8 or above. Current first aid/CPR certification. A grade of B or better to meet graduation requirements. Practical work experience in a licensed or approved child care setting. Work site and job description must meet program standards. 10 seminar/lecture hours arranged with instructor/supervisor.

**ECED2800 Early Childhood Education Graduation Seminar** Linc 10 - 1.0  
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 professional portfolio in preparation for the workplace. A grade of B or better is required.

## ECON • ECONOMICS

**ECON2110 Macroeconomics** Bea 45 - 3  
Linc 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** Bea 45 - 3  
Linc 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.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## EDUC • EDUCATION

**EDUC1080 Observation** Bea 15 30 2  
Linc 15 30 3

Prerequisite: EDUC1310. Guided observation in the public schools. Trends in teaching, certification and other issues in teacher education. Includes on-campus class one hour each week and two hours per week in a public school classroom observation. Graded pass/no pass.

**EDUC1310 Introduction to Education** Bea 45 - 3  
Linc 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** Bea 45 - 3  
Linc 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** Bea 45 - 3  
Linc 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** Bea 45 - 3  
Linc 45 - 4.5

Prerequisite: EDUC1310 for education majors; PSYC1810 for non-education majors. Principles of psychology as applied to classroom teaching. Emphasis on development, learning, motivation, evaluation, adjustment, and education techniques and innovations.

**EDUC2970 Professional Practicum Experiences** Bea 30 - 1.0  
Linc 30 - 1.5

Guided participation and/or observation in schools and/or agencies offering programs for children and/or youth.

**EDUC2971 Professional Practicum Experiences** Bea 60 - 2.0  
Linc 60 - 3.0

Guided participation and/or observation in schools and/or agencies offering programs for children and/or youth.

## EIGT • GRAPHIC DESIGN

**EIGT1120 Drawing/Illustration I** Mil 40 60 6

Prerequisite: Program Permission. This course provides a foundation in basic perceptual, expressive and compositional aspects of drawing with an emphasis on perception and realistic rendering (learning to see with accuracy). A wide range of black and white media will be explored with an emphasis on line art techniques.

**EIGT1122 Introduction to Graphic Design** Mil 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** Mil 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** Mil 40 60 6

Prerequisite: Program Permission. This course features an introduction to the Macintosh operating system and an in-depth look at QuarkXPress. The class explores setting up pages and methods of controlling type, working with different color models and file formats and creating tables and forms, as well as a variety of layout options. Students explore production issues including desktop printers, font management, color separations, and basic image scanning and image importing.

**EIGT1230 Typography II** Mil 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.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**EIGT1234 Computer Graphics II** Mil 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** Mil 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** Mil 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** Mil 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** Mil 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** Mil 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 devoted to the wide variety of creative image making strategies employed by photographers over the past 175 years using traditional film based and digital methods. A portion of this course will include the use of Photoshop as an image-manipulation tool.

**EIGT1460 Package Design** Mil 40 60 6

Prerequisite: Program Permission. Beginning with an analysis of contemporary packaging, this course addresses the functional and aesthetic requirement of 3D package design. Projects are explored in the context of today's marketplace - from environmental to functional to competitive concerns. Production/technical techniques 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).

**EIGT1464 Environmental Design** Mil 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.

**EIGT1485 Web Design I** Mil 40 60 6

Prerequisite: Program Permission. In this course students will explore the development of websites using fundamental skills including project planning/management, content organization, visual design approach and navigation. Emphasis will be placed on creating functional methods that meet clear and concise application/technical requirements. Students will research and explore the unique qualities that make a web site efficient, functional and visually appealing. With the use of Dreamweaver and Fireworks, students will learn the basic strategies necessary to plan and execute a web site and create a visual structure and hierarchy.

**EIGT2567 Web Design II** Mil 40 60 6

Prerequisite: Program Permission. In this course students will explore web development using advanced integrated project planning, organization, navigation and visual skills. This class will explore the use of animation as an additional tool in web development. Students will research and explore the animation methods and applications. With the use of Flash, students will learn the basic techniques necessary to execute animated web site banners.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**EIGT2575 Graphic Design Portfolio I** Mil 40 105 7.5

Prerequisite: Program Permission. In this course students will begin to explore on an individualized basis the development of a personal portfolio with an emphasis on demonstration of typographic, layout and image making skills. Portfolio development will focus on self promotion and development of a full ad campaign. This portfolio will use all the skills and knowledge acquired in the previous four quarters.

**EIGT2585 Print Reproduction Processes** Mil 40 15 4.5

Prerequisite: Program Permission. In this course students learn the fundamental processes and standard technical requirements used in the graphic arts industry. Beginning with service bureau and prepress requirements, digital requirements, film output, platemaking, presses, paper, bindery and finishing and ancillary production issues, students will learn how the graphic arts industry functions and how to establish a professional working relationship with the industry. In addition to lecture and research, students will take field trips to multiple industry work sites to observe the variety of processes that exist within the graphic arts industry.

**EIGT2662 Web Design III** Mil 40 60 6

Prerequisite: Program Permission. In this course each student will create a personal web site that expresses who they are as people and designers and demonstrate their web skills. The site they create will include 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.

**EIGT2664 Graphic Design Portfolio II** Mil 40 120 8

Prerequisite: Program Permission. In this course students will on an individualized basis complete the development of a personal portfolio with an emphasis on demonstration of typographic, layout and image making skills. Portfolio development will focus on self promotion and development of a second full ad campaign. Along with completion of a portfolio, a personal sales/marketing presentation kit and resume will be required.

**EIGT2799 Directed Independent Study in Graphic Design** Mil - - 1-5

Must have permission of instructor and division dean. Credit hours vary.

**EIGT2800 Graphic Design Internship** Mil - 80 2

Prerequisite: Program Permission. Practical graphic design work experience for the development of marketable employment skills. The course is under the guidance of the graphic design faculty.

## ELEC • ELECTRICAL TECHNOLOGY, ELECTROMECHANICAL TECHNOLOGY, ELECTRONIC SERVICING TECHNOLOGY, ELECTRONIC ENGINEERING TECHNOLOGY

**ELEC1131 DC Principles** Linc 100 100 13  
Mil 100 100 13

Prerequisite: Lincoln, MATH0950. Pre/Corequisite: Milford, MATH1080. 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.

**ELEC1217 AC Principles** Linc 100 100 13  
Mil 100 100 13

Prerequisites: ELEC1131 and MATH1080. AC circuits containing resistors, inductors, and capacitors in series and parallel combinations, including resonant and nonresonant circuits. Transient response shapes discussed. Uses of oscilloscope and familiarization with function generator, frequency counter, and DMM.

**ELEC1227 Digital I** Linc 50 50 6.5  
Mil 50 50 6.5

Prerequisite: ELEC1131. Truth tables, Boolean algebra and number systems to explain the operation of AND, OR, and INVERTER functions. Flip-flop registers and arithmetic operations. Lab work includes wiring of pre-designed circuits using ICs.

**ELEC1317 Active Devices** Linc 100 100 13  
Mil 100 100 13

Prerequisites: ELEC1217. Introduction to diodes, transistors, FETs, SCRs and TRIACs which make up complete electronic circuits. Device analysis, basic circuit design, and common troubleshooting practice for these devices.

**ELEC1336 CAD & Electrical Estimating** Mil 20 30 3

Introduction to computer based drafting systems for electrical applications followed by the design of electrical distribution system and computerized cost estimating.

| PREFIX/NO   | COURSE TITLE  | CAMPUS LOCATION | CLASS HRS | LAB HRS  | CR HRS     |
|---|---|-----------------|-----------|----------|------------|
| <b>ELEC1337</b>   | <b>Sketching &amp; CAD</b>                          | Mil             | 20        | 30       | 3          |
| Electromechanical students will learn the fundamentals of freehand sketching and computer based drafting for maintenance purposes.  |   |                 |           |          |            |
| <b>ELEC1344</b>   | <b>Motor Controls</b>                               | Mil             | 20        | 30       | 3          |
| Prerequisites: ELEC1217. Practices in the operation, application, wiring, and troubleshooting of AC electrical control systems.   |   |                 |           |          |            |
| <b>ELEC1356</b>   | <b>Fluid Power</b>                                  | Mil             | 50        | 50       | 6.5        |
| Prerequisite: MATH1080. Study of fluid power (hydraulic and pneumatic) systems. Circuitry and various components, their design, operation, application, and maintenance.  |   |                 |           |          |            |
| <b>ELEC1362</b>   | <b>Electronic Drafting</b>                          | Linc<br>Mil     | 10<br>10  | 10<br>10 | 1<br>1     |
| Prerequisites: Prior computer coursework or experience. Introduction to computer based drafting systems for electronics applications.   |   |                 |           |          |            |
| <b>ELEC1365</b>   | <b>Residential &amp; Commercial Wiring</b>          | Mil             | 150       | 100      | 18         |
| Prerequisites: ELEC1217. Practical experience in the construction of residential wiring systems. Design, layout and estimating of a residential electrical system based on the National Electrical Code (NEC).  |   |                 |           |          |            |
| <b>ELEC1376</b>   | <b>Welding</b>                                      | Mil             | 20        | 30       | 3          |
| Fundamentals of oxyacetylene equipment, OA cutting, brazing, and silver soldering. Arc welding theory and lab practice with emphasis on maintenance welding. Safe operation of equipment and application emphasized.  |   |                 |           |          |            |
| <b>ELEC1422</b>   | <b>Analog Circuits</b>                              | Linc<br>Mil     | 75<br>75  | 75<br>75 | 10<br>10   |
| Prerequisites: ELEC1317. Theory and lab experience in design, testing, troubleshooting, and repair of multistage, small signal and power amplifiers using discrete and integrated circuitry for linear amplifier and oscillator applications. Principles of audio, IF and RF amplifiers are addressed.  |   |                 |           |          |            |
| <b>ELEC1432</b>   | <b>Power Supply Systems</b>                         | Linc<br>Mil     | 25<br>25  | 25<br>25 | 3<br>3     |
| Prerequisites: ELEC1317. Operational theory of voltage regulating supplies and related system components. Troubleshooting techniques and test specifications will be covered and reinforced through lab applications.   |   |                 |           |          |            |
| <b>ELEC1436</b>   | <b>Power Transmission &amp; Lubricants</b>          | Mil             | 50        | -        | 5          |
| Prerequisites: MACH1121 and MFGT1456. Fundamentals of power transmission equipment including belt drives, chain drives, couplings, bearings, lubrication, and open and enclosed gearing.  |   |                 |           |          |            |
| <b>ELEC1446</b>   | <b>Industrial Machines &amp; Mechanical Systems</b> | Mil             | 50        | 50       | 6.5        |
| Prerequisites: ELEC1356, ELEC1376, ELEC1337, MACH1121, and MFGT1456. Troubleshooting and repair of mechanical equipment. Bending, installing conduits, and repair of clutches and brakes.   |   |                 |           |          |            |
| <b>ELEC1452</b>   | <b>Audio Systems</b>                                | Linc<br>Mil     | 25<br>25  | 25<br>25 | 3<br>3     |
| Prerequisites: ELEC1227 and ELEC1317. Pre/Corequisite: ELEC1422. Operational theory of audio systems and components. Trouble-shooting techniques and test specifications will be covered and reinforced through lab applications.   |   |                 |           |          |            |
| <b>ELEC1464</b>   | <b>Transformers, Three-Phase System</b>             | Mil             | 50        | 50       | 6.5        |
| Prerequisites: ELEC1217. Study of transformers including three-phase use with balanced and unbalanced loads. Wiring techniques and performance characteristics of one-phase motors.   |   |                 |           |          |            |
| <b>ELEC1474</b>   | <b>Predictive Maintenance Principles</b>            | Mil             | 40        | 10       | 4          |
| Prerequisites: ELEC1131, ELEC1217. Orientation, planning, and practical application of setting up a predictive maintenance program for inspection, testing, cleaning, fabricating, and adjusting of equipment.  |   |                 |           |          |            |
| <b>ELEC1482</b>   | <b>Digital II</b>                                   | Linc<br>Mil     | 50<br>50  | 50<br>50 | 6.5<br>6.5 |
| Prerequisites: ELEC1227. Digital registers, counters, multiplexers, demultiplexers, encoders, decoders, arithmetic logic circuits, AD and DA conversion, and memory. Lab work includes circuit construction and measurement.  |   |                 |           |          |            |
| <b>ELEC1495</b>   | <b>Industrial Wiring</b>                            | Mil             | 100       | 100      | 13         |
| Prerequisites: ELEC1365. Study of the construction of electrical systems used in the industrial and commercial areas. Circuitry required in lighting, controller systems, power distribution (overhead), and service entrance for electrical systems of public and commercial buildings. Study of the National Electrical Code for industrial wiring. |   |                 |           |          |            |
| <b>ELEC1999</b>   | <b>Basic Electrical Concepts (UNL)</b>              | Linc            | 40        | 40       | 5          |
| Basic electricity course specifically designed for UNL students. Covers DC and AC circuits utilizing Ohm's and Kirchhoff's laws. Series, parallel, and series-parallel circuits are studied. Use of various types of electronic test equipment to analyze these circuits.   |   |                 |           |          |            |

| PREFIX/NO   | COURSE TITLE   | CAMPUS LOCATION | CLASS HRS  | LAB HRS    | CR HRS     |
|---|--|-----------------|------------|------------|------------|
| <b>ELEC2522</b>   | <b>Voice Communications Circuits</b>                 | Linc<br>Mil     | 100<br>100 | 100<br>100 | 13<br>13   |
| Prerequisites: ELEC1422, 1432, 1452, & 1482. Circuit theory of home entertainment and industrial communications transceivers. Principles of AM, FM, SSB, and phase modulation techniques and their applications to various data transmission and reception circuits. Proper alignment, testing and suggested troubleshooting techniques.      |  |                 |            |            |            |
| <b>ELEC2527</b>   | <b>Microprocessor</b>                                | Linc<br>Mil     | 50<br>50   | 50<br>50   | 6.5<br>6.5 |
| Prerequisites: ELEC1482. Introductory course covering instruction set, memory and I/O techniques for microprocessor based machines.   |  |                 |            |            |            |
| <b>ELEC2534</b>   | <b>Programmable Logic Controllers I</b>              | Mil             | 50         | 25         | 5.5        |
| Prerequisite: ELEC1344. Parallel with ELEC2564. An introduction to Logic functions and the Programmable Logic Controller (PLC).   |  |                 |            |            |            |
| <b>ELEC2542</b>   | <b>Telephony Systems</b>                             | Linc<br>Mil     | 20<br>20   | 5<br>5     | 2<br>2     |
| Prerequisites: ELEC1482 and ELEC1422. Introduction to basic telephony concepts. Public and private telephone switching systems. Historical and modern perspectives. Local loop, PBX, Telco wiring schemes. Copper vs. fiber transmissions. Voice channel frequency spectrum. Integrated communications systems. FDM vs. TDM.                  |  |                 |            |            |            |
| <b>ELEC2546</b>   | <b>Electrical Machine Controls</b>                   | Mil             | 20         | 30         | 3          |
| Prerequisites: ELEC1344. Continuation of Industrial Machines & Mechanical Systems with more emphasis on design, troubleshooting and repair of electrical circuits.  |  |                 |            |            |            |
| <b>ELEC2555</b>   | <b>Industrial Communications &amp; Alarm Systems</b> | Mil             | 25         | 25         | 3          |
| Installation and maintenance of data communications systems, security/fire alarm systems, and telephone systems.  |  |                 |            |            |            |
| <b>ELEC2562</b>   | <b>Antennas &amp; Transmission Lines</b>             | Linc<br>Mil     | 20<br>20   | 5<br>5     | 2.0<br>2.0 |
| Prerequisite: ELEC1422, 1482 - concurrent or previous. Introduction to the physical and electrical characteristics of antennas and transmission lines in electromagnetic radiation propagation. Includes copper, fiber-optic and waveguide transmission systems. Troubleshooting antenna and transmission lines.                              |  |                 |            |            |            |
| <b>ELEC2564</b>   | <b>Industrial Electronics</b>                        | Mil             | 75         | 50         | 9          |
| Prerequisite: ELEC1217. Parallel with ELEC2534. Study of solid state components such as transistors, triacs, diacs, and SCR's.  |  |                 |            |            |            |
| <b>ELEC2614</b>   | <b>Industrial Control Systems</b>                    | Mil             | 100        | 50         | 12         |
| Prerequisites: ELEC2534 and ELEC2564. A study of open and closed loop control systems, AC, DC, and brushless DC motor drives used in industry. Systems including process control, servo systems, and Robotics. With hands on experience of installation, setup, and troubleshooting.  |  |                 |            |            |            |
| <b>ELEC2622</b>   | <b>Video Display Systems</b>                         | Linc<br>Mil     | 100<br>100 | 100<br>100 | 13<br>13   |
| 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.   |  |                 |            |            |            |
| <b>ELEC2624</b>   | <b>Programmable Logic Controllers II</b>             | Mil             | 100        | 100        | 13         |
| Prerequisites: ELEC2534 and ELEC2564. Programming, wiring, and troubleshooting of Programmable Logic Controller (PLC).  |  |                 |            |            |            |
| <b>ELEC2672</b>   | <b>Electronic Control Systems</b>                    | Mil             | 50         | 50         | 6.5        |
| Prerequisites: GENN1960 and ELEC1422 and ELEC2743. Study of the use of transducers in the control of industrial processes, characteristics of transducers and their associated circuitry, and characteristics of control systems.   |  |                 |            |            |            |
| <b>ELEC2740</b>   | <b>Networking I</b>                                  | Linc<br>Mil     | 70<br>70   | 30<br>30   | 8<br>8     |
| Prerequisite: ELEC2527 or INFO1381. Introductory course on networking infrastructure which includes switches, hubs, and routers. CCNA course materials for terms one and two are utilized.  |  |                 |            |            |            |
| <b>ELEC2743</b>   | <b>Microcontroller Interfacing &amp; Programming</b> | Mil             | 50         | 75         | 7.5        |
| Prerequisite: ELEC2527. Advanced design, circuit analysis, calibration, maintenance, and troubleshooting of digital systems such as those encountered in computers, digital communications circuits, and other industrial control applications. Programming and interfacing techniques covered for both microprocessors and microcontrollers. |  |                 |            |            |            |
| <b>ELEC2753</b>   | <b>PC Operating Systems &amp; Hardware</b>           | Mil             | 60         | 40         | 7          |
| Prerequisite: ELEC2527. Current operating systems will be discussed and compared. An emphasis will be placed on their application and their interaction with hardware.  |  |                 |            |            |            |

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**ELEC2813 Advanced Digital Communications** Mil 35 50 5  
Prerequisite: ELEC2753. Study of the currently implemented hardware schemes for LAN's/WAN's, including topologies, protocols, and interconnecting devices.

**ELEC2823 Network Operating Systems & Administration** Mil 60 40 7  
Prerequisite: ELEC2813 - concurrent or previous. Study of current network operating systems installation, configuration, and management. Novell Netware and Windows server architecture will be studied.

**ELEC2840 Networking II** Linc 50 40 6  
Mil 50 40 6  
Prerequisite: ELEC2740. A continuation of the study of network infrastructure including switches, hubs, and routers. CCNA course materials three and four are utilized.

**ELEC2853 Hydraulics & Pneumatics** Mil 25 - 2.5  
Prerequisite: ELEC1217. Study of fluid power (hydraulic and pneumatic) systems and devices. Circuitry and various components, their design, operation, and application.

**ELEC2863 PLCs in Automation Systems** Mil 40 60 6  
Prerequisites: ELEC2672 - concurrent or previous, ELEC2743. Lecture and lab projects featuring an in-depth study of industrial process control technologies, practices, and procedures.

**ELEC2883 Robotics in Automation Systems** Mil 20 30 3  
Prerequisites: ELEC2672 - concurrent or previous and ELEC2743. Lecture and lab projects featuring an in-depth study of industrial robotic systems. Programming and interfacing.

## ELET • CONSTRUCTION ELECTRICIAN – IBEW OPTION

**ELET1714 DC Circuits and Blueprint Reading** 120 60 14  
Prerequisite: Successful completion of SCC and IBEW entrance requirements. Corequisite: ELET1715. A first course in electricity and electronics. Covers physical and electrical safety principles, DC electrical circuits, magnetism and blue print reading. Includes the interpretation and application selected articles of the National Electrical Code (NEC).

**ELET1715 Electrical Wiring Applications I** - 520 13  
Prerequisite: Co-requisite in ELET1714. On the Job Training (OJT) to apply construction electrician principles covered in ELET1714.

**ELET1719 AC Circuits and Wire Sizing** 120 60 14  
Prerequisite: ELET1714. Corequisite: ELET1720. Alternating Current (AC) circuits are analyzed. Proper use of test equipment is stressed during lab. Study of the NEC is continued. Wire sizing for branch circuits is discussed. Conduit bending is introduced.

**ELET1720 Electrical Wiring Applications II** - 520 13  
Corequisite ELET1719. Description: On the Job Training (OJT) to apply construction electrician principles covered in ELET1719.

**ELET1724 Electronic Devices and Electrical Grounding** 120 60 14  
Prerequisite: ELET1719. Corequisite ELET1725. Diodes, transistors, silicon controlled rectifiers, triacs, and other active devices used in amplifier and switching circuits. NEC article 250 is covered. Proper electrical system grounding is stressed. Electrical load calculations are introduced.

**ELET1725 Electrical Wiring Applications III** - 520 13  
Corequisite ELET1724. On the Job Training (OJT) to apply construction electrician principles covered in ELET1724.

**ELET1729 Logic Circuits and Electrical Motors** 120 60 14  
Prerequisite: ELET1724. Corequisite ELET1730. Logic devices and functions such as AND, OR, NAND, NOR and Boolean algebra are introduced. General principles of AC and DC motors and their control are studied. Power factor and power quality are discussed.

**ELET1730 Electrical Wiring Applications IV** - 520 13  
Corequisite: ELET1729. On the Job Training (OJT) to apply construction electrician principles covered in ELET1729.

**ELET1734 Process Controllers and Special Electrical Circuits** 120 60 14  
Prerequisite: ELET1729. Corequisite ELET1735. Logic circuit input, output, timing and sequencing are studied. Programmable logic controllers (PLC's) are explored in theory and lab. Alarm and security systems, phone systems, air conditioning and other special control and instrumentation circuits are covered.

**ELET1735 Electrical Wiring Applications V** - 520 13  
Corequisite ELET1734. On the Job Training (OJT) to apply construction electrician principles covered in ELET1734.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## ENGL • ENGLISH

Placement in English courses will be determined by a placement examination. Your advisor will register you for the appropriate English course.

**ENGL0250 Spelling Improvement** Linc 15 - 1.5  
Individualized approach to improving the ability to spell. Students learn to analyze their particular difficulties with spelling and practice various methods to improve spelling and writing vocabulary. Graded pass/no pass.

**ENGL0810 Intensive Grammar** Bea 15 - 1  
Condensed course review of English grammar and usage. Parts of speech, management of the sentence in its various patterns, current usage, punctuation, capitalization, spelling, numbers, etc. ENGL0810 does not fulfill the composition requirement in any program. Graded pass/no pass.

**ENGL0830 Reading Skills Tune-up** Bea 5 30 1  
Linc 5 30 1.5  
Mil 5 30 1.5

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.

**ENGL0840 Language Skills Tune-up** Bea 5 30 1  
Linc 5 30 1.5  
Mil 5 30 1.5

A developmental course to upgrade students' language and writing skills to be successful in ENGL1000 and ENGL1010. 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 grammar rules and writing skills. Graded pass/no pass.

**ENGL0850 Reading Strategies I** Bea 45 15 3  
Linc 45 15 4.5  
Mil 45 15 4.5

Prerequisite: Appropriate placement score. A skills-building course that will help develop and build reading and study skills necessary to succeed in college level classes. Includes: distinguishing main ideas, using different approaches to reading, and building vocabulary. Graded Pass/No Pass.

**ENGL0860 Vocabulary Improvement** Linc 15 - 1.5  
Individualized approach designed to increase college-level vocabulary through the use of context clues, knowledge of word parts, memory aids, and vocabulary in own writing.

**ENGL0880 Reading Strategies II** Bea 45 15 3  
Linc 45 15 4.5  
Mil 45 15 4.5

Prerequisite: Appropriate placement score, minimum grade of "P" in ENGL0850. An intermediate course to further enhance and develop basic reading and study skills necessary to succeed in college level classes Includes: reading comprehension and retention, vocabulary building, synthesizing, inferring. Graded Pass/No Pass.

**ENGL0950 Writing Skills** Bea 45 - 3  
Linc 45 - 4.5  
Mil 45 - 4.5

This course is designed to help students develop their writing skills. Within the context of their own essays, students learn how to improve the structure of their sentences and the expression of their ideas. The integration of thinking, reading, and writing is also emphasized.

**ENGL0980 Basic Writing** Bea 45 - 3  
Linc 45 - 4.5

Prerequisite: Appropriate placement score. A developmental English course which prepares students to succeed in college composition. ENGL0980 does not fulfill the composition requirement in any program. Includes lab. Graded pass/no pass.

**ENGL1000 Written Communications** Bea 45 - 3  
Linc 45 - 4.5  
Mil 45 - 4.5

Prerequisite: Appropriate placement score OR successful completion of developmental course. 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** Bea 45 - 3  
Linc 45 - 4.5  
Mil 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.



| PREFIX/NO   | COURSE TITLE                       | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS   |
|---|------------------------------------|-----------------|-----------|---------|----------|
| ENGL1020  | Composition II                     | Bea<br>Linc     | 45<br>45  | -<br>-  | 3<br>4.5 |
| Prerequisite: A grade of "C" or better in ENGL1010 or equivalent. Continuation of ENGL1010 with emphasis on the study of argumentation and library research techniques and their application.   |                                    |                 |           |         |          |
| ENGL1510  | Introduction to Creative Writing   | Bea<br>Linc     | 45<br>45  | -<br>-  | 3<br>4.5 |
| Prerequisite: ENGL1010 or permission of instructor. Study and practice of the techniques of creative writing of both fiction and poetry.  |                                    |                 |           |         |          |
| ENGL2050  | Modern Fiction                     | Bea<br>Linc     | 45<br>45  | -<br>-  | 3<br>4.5 |
| Prerequisite: ENGL1010 or permission of instructor. Survey of late 19th and 20th century short fiction and novel. Consideration of major literary movements and trends as represented through significant works by international authors.   |                                    |                 |           |         |          |
| ENGL2100  | Introduction to Literature         | Bea<br>Linc     | 45<br>45  | -<br>-  | 3<br>4.5 |
| Prerequisite: ENGL1010 or permission of instructor. Introduction to the major genres and conventions associated with literature. Includes fiction, poetry, drama, and memoir. By employing critical reading/thinking skills and analytical and creative writing skills, students will understand literature more fully. Exposure to a range of authors representing a variety of cultural and ethnic backgrounds.   |                                    |                 |           |         |          |
| ENGL2140  | Introduction to Shakespeare        | Bea<br>Linc     | 45<br>45  | -<br>-  | 3<br>4.5 |
| Prerequisite: ENGL1010 or permission of instructor. Focus is on an examination of the plays by William Shakespeare and the history that influenced the major themes of his canon. Students will study several of his plays for the three major divisions of his work as a playwright; the tragedies, history plays, and the comedies.   |                                    |                 |           |         |          |
| ENGL2150  | Introduction to Woman's Literature | Bea<br>Linc     | 45<br>45  | -<br>-  | 3<br>4.5 |
| 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              | Bea<br>Linc     | 45<br>45  | -<br>-  | 3<br>4.5 |
| Prerequisite: ENGL1010 or permission of instructor. Survey of children's literature for teaching and sharing. Emphasis on methods of evaluating both traditional and recent selections.   |                                    |                 |           |         |          |
| ENGL2440  | African American Literature        | Bea<br>Linc     | 45<br>45  | -<br>-  | 3<br>4.5 |
| Prerequisite: ENGL1010 or permission of instructor. Introduction to literature by African American writers, with emphasis on social and historical context.   |                                    |                 |           |         |          |
| ENGL2450  | Native American Literature         | Bea<br>Linc     | 45<br>45  | -<br>-  | 3<br>4.5 |
| Prerequisite: ENGL1010 or permission of instructor. Introduction to study of Native American prose, poetry, literature oral-tradition, and culture. Discussions, journals, writing.   |                                    |                 |           |         |          |
| ENGL2460  | Latino & Latin American Literature | Bea<br>Linc     | 45<br>45  | -<br>-  | 3<br>4.5 |
| Prerequisite: ENGL1010 or permission of instructor. A study of the relationships and parallel aspects between Latin American and Latino literature in the United States. The course provides a general chronological, and thematic introduction to verse, fiction, travels and memoirs written by Latin American writers and U.S. citizens of Latin American descent and their contribution to U.S. literature. Social, historical, and political backgrounds that have given rise to the literature are also emphasized along with an analysis of the literary techniques and motifs that authors employ in their aesthetic productions. |                                    |                 |           |         |          |
| ENGL2520  | Fiction Writing                    | Bea<br>Linc     | 45<br>45  | -<br>-  | 3<br>4.5 |
| Prerequisite: ENGL1010 or permission of instructor. Designed to teach the fundamentals of writing fiction, both theory and application.   |                                    |                 |           |         |          |
| ENGL2530  | Poetry Writing                     | Bea<br>Linc     | 45<br>45  | -<br>-  | 3<br>4.5 |
| Prerequisite: ENGL1010 or permission of instructor. Designed to teach the fundamentals of writing poetry, both theory and application.  |                                    |                 |           |         |          |
| ENGL2560  | Technical Writing                  | Bea<br>Linc     | 45<br>45  | -<br>-  | 3<br>4.5 |
| Prerequisite: A grade of "C" or better in ENGL1010, equivalent, or permission of instructor. Methods of scientific and technical writing. Abstracts, manuals, reports, proposals, letters, memos and presentations.   |                                    |                 |           |         |          |

| PREFIX/NO  | COURSE TITLE                         | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|--|--------------------------------------|-----------------|-----------|---------|--------|
| <b>FIRE • FIRE PROTECTION TECHNOLOGY</b>   |                                      |                 |           |         |        |
| FIRE1110   | Fire Department Management           | Linc            | 71        | -       | 7      |
| Study of organization and administration of a fire department. Responsibilities of a supervisor. Methods of proper supervision.  |                                      |                 |           |         |        |
| FIRE1113   | Instructor I                         | Linc            | 40        | -       | 4      |
| Principles, procedures and techniques for teaching. Formulating objectives, making lesson plans and conducting a class.  |                                      |                 |           |         |        |
| FIRE1115   | NFPA Fire Instructor I               | Linc            | 25        | -       | 2.5    |
| 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.   |                                      |                 |           |         |        |
| FIRE1117   | Fire Officer I                       | Linc            | 60        | -       | 6      |
| Development of the company level officer charged with the responsibility of commanding an initial response to an incident. Managing/supervising the numerous aspects associated with the daily operations of a fire service organization. Available to members of the Lincoln Fire Department only.  |                                      |                 |           |         |        |
| FIRE1119   | Fire Officer II                      | Linc            | 42        | -       | 4      |
| Administrative and operational aspects associated with the daily routine of a mid-level company officer/supervisor. Addresses many of the highly specialized and complex/technical issues confronted by a first-line to mid-level supervisor during a normal tour of duty. Provides an awareness/exposure to the inner workings and dynamics of a typical fire service organization. Available to members of the Lincoln Fire Department only. |                                      |                 |           |         |        |
| FIRE1120   | Building Construction                | Linc            | 76        | -       | 7.5    |
| Study of building construction and design, and their relationship to fire protection. Expectations if specific type of building construction is involved in a fire.  |                                      |                 |           |         |        |
| FIRE1123   | Public Fire Education                | Linc            | 40        | -       | 4      |
| Creation and organization of programs in fire education for public presentation, and their importance to the community.  |                                      |                 |           |         |        |
| FIRE1131   | Fire Protection Hydraulics           | Linc            | 72        | 8       | 7      |
| Basic hydraulic laws and formulas applied to the fire service. Enables student to apply calculations to water supply problems, and relate this information to practical field applications.  |                                      |                 |           |         |        |
| FIRE1171   | Independent Study                    | Linc            | 90        | -       | 3      |
| Prerequisite: Program chair approval. Study of selected topic in fire protection technology by doing additional research and development in an area of interest.   |                                      |                 |           |         |        |
| FIRE1241   | Introduction to Fire Investigation   | Linc            | 40        | -       | 4      |
| Importance of fire-cause investigation to the fire service, the firefighter's role in detecting and preserving evidence. Methods used to determine fire origin.  |                                      |                 |           |         |        |
| FIRE1245   | Fundamentals of Fire Prevention      | Linc            | 30        | -       | 3      |
| Introduction to NFPA 101 Life Safety Code. Covers the history of codes, the need for codes and how to use the code book.   |                                      |                 |           |         |        |
| FIRE1247   | Firefighter I                        | Linc            | 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.  |                                      |                 |           |         |        |
| FIRE2251   | Hazardous Materials                  | Linc            | 30        | -       | 3      |
| Course provides the training required for the Hazardous Material Awareness and Operations Level as set by NFPA, DOT, EPA, and OSHA.  |                                      |                 |           |         |        |
| FIRE2252   | Fire Detection & Suppression Systems | Linc            | 30        | -       | 3      |
| Study of fire detection and suppression systems. Proper systems needed to provide maximum protection based on occupancy involved.  |                                      |                 |           |         |        |
| FIRE2261   | Fire Fighting Tactics & Strategy     | Linc            | 80        | -       | 8      |
| Strategy and tactics of controlling structural fires and wildland or cropland fires. Decision-making process in determining the strategy that dictates tactics.  |                                      |                 |           |         |        |

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## FSDT • FOOD SERVICE/HOSPITALITY

**FSDT1100 Introduction to the Food Service/Hospitality Industry** Linc 15 - 1.5

Parallel with FSDT1104 and 1105. Career options, mission statements and the professional organizations associated with the industry. Guest speakers will share their experiences. Course will include work simplification techniques, history of the industry, social issues and other career related topics.

**FSDT1102 Sanitation & Safety** Linc 30 45 4.5

Lecture will focus on sanitation as it relates to the food service industry. Covers microbiology of foodborne illnesses, their causes and preventative measure; personal hygiene in food service; establishing a food safety system, such as HACCP; creating a lean and sanitary facility; safety practices; and overall sanitation management. Students will complete projects/assignments relating to foodborne illnesses, HACCP, sanitation of equipment, and developing an inservice of a sanitation topic.

**FSDT1104 Quantity Food Preparation I** Linc 20 - 2

Basic food service/preparation food science. Standardized recipes, terminology, weights and measures, identification of small utensils and preparation. Science of foods: stocks, sauces, soups, meats, poultry, fish and vegetables.

**FSDT1105 Quantity Food Preparation I Lab** Linc - 60 2

Prerequisites: FSDT1102 and FSDT1104 simultaneously or with special permission. Basic quantity food preparation stressing quality food products, care and operation of food service equipment, organization of the workplace, and application of the principles of sanitation and safety.

**FSDT1106 Nutrition I** Linc 30 - 3

Study of cultural influence on food selection. Study of nutrients, digestion, metabolism, fitness, consumer concerns, assessment and nutrition throughout the life-cycle.

**FSDT1108 Food Service Concepts** Linc 15 - 1.5

Introduction to types of food service operations and employment opportunities. Field trips and guest speakers.

**FSDT1110 Quantity Food Preparation II** Linc 20 - 2

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.

**FSDT1111 Quantity Food Preparation II Lab** Linc - 60 2

Prerequisites: FSDT1102, FSDT1104 and FSDT1105 taken simultaneously with FSDT1110 or with special permission. Basic quantity food preparation stressing quality food products. Continuation of principles learned in FSDT1105 with increased application of work improvement techniques.

**FSDT1114 Meal Service I** Linc 15 - 1.5

Study of techniques in American, French and Russian style of meal service, buffet, banquet service, cafeteria service and tray-line service.

**FSDT1115 Meal Service I Lab** Linc - 15 .5

Service and practice emphasizing serving techniques in American, French, Russian and banquet services.

**FSDT1118 Food Purchasing** Linc 40 - 4

Study of quantity purchasing of fresh fruits and vegetables, dairy products, cereal products, fish, poultry, meat, convenience foods, beverages. Pricing of all food products and recipes.

**FSDT1119 Food Purchasing Practices** Linc 15 - 1.5

Prerequisites: FSDT1104, FSDT1110 or related work experience. Practices in quantity food purchasing including field trips to various purveyors and speakers.

**FSDT1122 Beverage Selection & Management** Linc 20 - 2

Study of selection of imported and domestic wines, proper wine service, selection and preparation, and service of beer and spirits for commercial food service. Management, cost control, and laws covering alcohol service.

**FSDT1126 Food Production I** Linc 30 - 3

Prerequisites: FSDT1104, FSDT1105, FSDT1110, FSDT1111, FSDT1118 and FSDT1119. Course work in menu planning, menu descriptions, recipe writing, waste studies, portion and production controls, forecasting, and pricing. Preparation for Food Production II.

**FSDT1127 Food Production I Lab** Linc - 60 2

Prerequisites: FSDT1102, FSDT1104, FSDT1105, FSDT1110, FSDT1111, FSDT1118 and FSDT1119: Taken simultaneously with FSDT1126. Applying principles of food production in salads, baking and cook's area. Applying principles of management function including menu planning, inventory, purchasing, forecasting, pricing and cashiering.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**FSDT1130 Food Service Strategies** Linc 30 - 3

Application of management principles to food service operations, regulations governing the operation of a food service establishment and role and function of a leader in food service.

**FSDT1131 Food Service Strategies Lab** Linc - 45 1.5

Corequisite: FSDT1130. Application of management techniques including orientation, job descriptions, job schedules, evaluations and other principles essential to the leader of a food service institution.

**FSDT1138 Food Cost Control** Linc 40 - 4

Application of accounting and record keeping. Teaches the necessity of controlling costs in all facets of an operation. Overview of food, beverage and labor control. Detailed look at food costs, controlling operation and sales. Operation costs and sales, discussion of labor cost control.

**FSDT1150 Selection of Meat Products** Linc 30 - 3

Course work in the proper selection and preparation of wholesale primal cuts based upon menu and facilities characteristics.

**FSDT1204 Artistry for Baker** Linc 10 20 1.5

Cake decorating using basic techniques, butter cream frosting and royal icing.

**FSDT1208 Advanced Food Preparation I** Linc 20 - 2

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.

**FSDT1209 Advanced Food Preparation I Lab** Linc - 30 1

Prerequisite: FSDT1104 or FSDT1110. Practice in preparation of specialty food products. Taken simultaneously with FSDT1208.

**FSDT1214 Advanced Food Preparation II** Linc 20 - 2

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, and hors d'oeuvres.

**FSDT1215 Advanced Food Preparation II Lab** Linc - 30 1

Prerequisites: FSDT1104, FSDT1110, and FSDT1208. Advanced practicum preparation of specialty food products. Taken simultaneously with FSDT1214.

**FSDT1304 Diet Therapy I** Linc 15 - 1.5

Introduction to diet therapy and its importance. Includes introduction to communication in counseling, role of diet histories, basic therapeutic diets, supplemental nutrition, and nutritional assessment.

**FSDT1305 Diet Therapy I Practicum** Linc - 15 .5

Introduction of basic principles of diet therapy. Basic therapeutic diets, role of the dietetic technician, and job opportunities for dietetic technicians in hospitals and long-term care facilities.

**FSDT1308 Nutrition II** Linc 30 - 3

Prerequisite: FSDT1106. Study of the chemistry of carbohydrate, protein, fat, vitamins and minerals, their digestion and absorption, and the relationship of food to development and maintenance of health; nutrition in pregnancy, infancy, preschool age, adolescence, and school lunch.

**FSDT1309 Nutrition II Practicum** Linc - 30 1

Prerequisite: FSDT1106 taken simultaneously with FSDT1308 or special permission. Application of nutrition principles to normal, healthy individuals of various age groups. Clinical experiences with individuals of various age groups. Clinical experiences with individuals and groups requiring good normal nutrition.

**FSDT1312 Diet Therapy II** Linc 20 - 2

Prerequisites: FSDT1106, FSDT1304, FSDT1308. Continuation of Diet Therapy I emphasizing therapeutic nutrition, techniques of the patient interview and diet history, nutrition assessment, and dietary concerns related to obesity, diabetes, surgery, and trauma and burns.

**FSDT1313 Diet Therapy II Practicum** Linc - 30 1

Prerequisite: FSDT1304. Co-requisite: FSDT1312. Laboratory experience at health care sites. Introduction to medical records, team approach to medical care, and awareness and understanding of the role of normal and therapeutic nutrition in treatment of disease.

**FSDT1344 Diet Therapy** Linc 15 - 1.5

Prerequisite or concurrent: FSDT1106. Relation of nutrition to various health problems where therapeutic diets are beneficial. Nutrition needs and dietary modifications integrated into nursing courses.

| PREFIX/NO       | COURSE TITLE   | CAMPUS LOCATION | CLASS HRS | LAB HRS    | CR HRS     |
|-----------------|--|-----------------|-----------|------------|------------|
| <b>FSDT1350</b> | <b>Basic Nutrition</b>   | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
|                 |  | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
|                 | 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.                                     |                 |           |            |            |
| <b>FSDT1360</b> | <b>Lifetime Fitness</b>  | <b>Linc</b>     | <b>20</b> | <b>-</b>   | <b>2</b>   |
|                 | Study of exercise physiology relating to fitness components, nutrition, physical conditioning, stress management and behavior modification. Pre-assessment to determine entrance level of student.   |                 |           |            |            |
| <b>FSDT1870</b> | <b>Sanitation &amp; Safety</b>   | <b>Linc</b>     | <b>15</b> | <b>-</b>   | <b>1.5</b> |
|                 | 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.   |                 |           |            |            |
| <b>FSDT1872</b> | <b>Food Preparation Techniques</b>   | <b>Linc</b>     | <b>12</b> | <b>-</b>   | <b>1</b>   |
|                 | 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.   |                 |           |            |            |
| <b>FSDT1876</b> | <b>Introduction to Food Service</b>  | <b>Linc</b>     | <b>12</b> | <b>-</b>   | <b>1</b>   |
|                 | 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.  |                 |           |            |            |
| <b>FSDT1879</b> | <b>Protein &amp; Starch Cookery Lab</b>  | <b>Linc</b>     | <b>6</b>  | <b>6</b>   | <b>.5</b>  |
|                 | Prerequisite: FSDT1870. Includes course work and laboratory experience in selection and preparation of high protein foods.   |                 |           |            |            |
| <b>FSDT1881</b> | <b>Yeast Breads &amp; Quick Breads Lab</b>   | <b>Linc</b>     | <b>5</b>  | <b>4</b>   | <b>.5</b>  |
|                 | Prerequisite: FSDT1870. Includes course work and laboratory experience in quality preparation of bread products.   |                 |           |            |            |
| <b>FSDT1883</b> | <b>Fruits, Vegetables &amp; Salads Lab</b>   | <b>Linc</b>     | <b>4</b>  | <b>3</b>   | <b>.5</b>  |
|                 | Prerequisite: FSDT1870. Includes course work and laboratory experience in preparation techniques for retaining quality and nutritional value of fruits, vegetables and salads.   |                 |           |            |            |
| <b>FSDT1885</b> | <b>Desserts Lab</b>  | <b>Linc</b>     | <b>5</b>  | <b>4</b>   | <b>.5</b>  |
|                 | Prerequisite: FSDT1870. Includes course work and laboratory experience in quantity preparation of desserts.  |                 |           |            |            |
| <b>FSDT1886</b> | <b>Basic Nutrition &amp; Menu Planning</b>   | <b>Linc</b>     | <b>21</b> | <b>-</b>   | <b>2</b>   |
|                 | 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.  |                 |           |            |            |
| <b>FSDT1887</b> | <b>School Food Service</b>   | <b>Linc</b>     | <b>10</b> | <b>-</b>   | <b>1</b>   |
|                 | Describes the planning of meals to meet the requirements of USDA school meal patterns, and the involvement of food service personnel in nutritional education.   |                 |           |            |            |
| <b>FSDT1888</b> | <b>Principles of Diet Therapy &amp; Nutritional Assessment</b>   | <b>Linc</b>     | <b>21</b> | <b>-</b>   | <b>2</b>   |
|                 | Focus on the study of modified diets to meet special health needs, and the understanding of nutritional assessment methods.  |                 |           |            |            |
| <b>FSDT1896</b> | <b>Management Skills I</b>   | <b>Linc</b>     | <b>15</b> | <b>-</b>   | <b>1.5</b> |
|                 | 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.  |                 |           |            |            |
| <b>FSDT1898</b> | <b>Management Skills II</b>  | <b>Linc</b>     | <b>21</b> | <b>-</b>   | <b>2</b>   |
|                 | 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. |                 |           |            |            |
| <b>FSDT2140</b> | <b>Food Production II</b>  | <b>Linc</b>     | <b>15</b> | <b>105</b> | <b>5</b>   |
|                 | Prerequisites: FSDT1126 and FSDT1127. Planning, securing, storing, issuing, food preparation, delegation and management of the production, and service of quality food in quantity.  |                 |           |            |            |
| <b>FSDT2142</b> | <b>Meal Service II</b>   | <b>Linc</b>     | <b>20</b> | <b>-</b>   | <b>2</b>   |
|                 | Merchandising, customer relations, menu planning, menu mechanics and a profile of the industry. Development of a restaurant menu.  |                 |           |            |            |
| <b>FSDT2146</b> | <b>Equipment &amp; Layout</b>  | <b>Linc</b>     | <b>30</b> | <b>-</b>   | <b>3</b>   |
|                 | Covers planning a food service operation from ground up. An overview of the planning and design process, along with layout principles and facility and equipment maintenance. Students design a food service kitchen for a given situation.  |                 |           |            |            |

| PREFIX/NO       | COURSE TITLE   | CAMPUS LOCATION | CLASS HRS | LAB HRS    | CR HRS     |
|-----------------|--|-----------------|-----------|------------|------------|
| <b>FSDT2154</b> | <b>Food Service Seminar I</b>  | <b>Linc</b>     | <b>10</b> | <b>-</b>   | <b>1</b>   |
|                 | Prerequisite: Taken simultaneously with FSDT2160 or FSDT2180 or special permission. Presentation and discussion of current food industry topics, job seeking skills and discussion of student's practicum and cooperative work experience.   |                 |           |            |            |
| <b>FSDT2156</b> | <b>Food Service Seminar II</b>   | <b>Linc</b>     | <b>10</b> | <b>-</b>   | <b>1</b>   |
|                 | Prerequisite: Taken simultaneously with FSDT2160 or FSDT2180 or special permission. Presentation and discussion of current food industry topics, job seeking skills, and discussion of student's practicum and cooperative work experience.  |                 |           |            |            |
| <b>FSDT2160</b> | <b>Cooperative Education</b>   | <b>Linc</b>     | <b>-</b>  | <b>220</b> | <b>5.5</b> |
| <b>2162</b>     |  |                 | <b>-</b>  | <b>80</b>  | <b>2</b>   |
| <b>2163</b>     |  |                 | <b>-</b>  | <b>120</b> | <b>3</b>   |
| <b>2164</b>     |  |                 | <b>-</b>  | <b>160</b> | <b>4</b>   |
| <b>2166</b>     |  |                 | <b>-</b>  | <b>240</b> | <b>6</b>   |
| <b>2172</b>     |  |                 | <b>-</b>  | <b>480</b> | <b>12</b>  |
|                 | Prerequisite: Special permission of program supervisor. Students are assigned to a food service facility at a pay scale agreed to by both student and food service facility. Experience in planning, organizing, preparing, and managing the production and service of quality food in quantity. Individual objectives are established for each student. |                 |           |            |            |
| <b>FSDT2180</b> | <b>Food Service Practicum</b>  | <b>Linc</b>     | <b>-</b>  | <b>165</b> | <b>5.5</b> |
| <b>2184</b>     |  |                 | <b>-</b>  | <b>135</b> | <b>4.5</b> |
|                 | Prerequisite: Special permission of program supervisor. Students are assigned to work 16 hours per week at a food service facility providing experience in planning, organizing and managing the production and service of quality food in quantity. Individual objectives are established for each student.   |                 |           |            |            |
| <b>FSDT2191</b> | <b>Special Project</b>   | <b>Linc</b>     | <b>-</b>  | <b>30</b>  | <b>1</b>   |
| <b>2192</b>     |  |                 | <b>-</b>  | <b>60</b>  | <b>2</b>   |
| <b>2193</b>     |  |                 | <b>-</b>  | <b>90</b>  | <b>3</b>   |
| <b>2194</b>     |  |                 | <b>-</b>  | <b>120</b> | <b>4</b>   |
| <b>2195</b>     |  |                 | <b>-</b>  | <b>15</b>  | <b>.5</b>  |
|                 | Prerequisite: Permission of program chair and instructor. Selected educational experiences beyond those included in the regular curriculum. Experiences may include—but are not limited to—advanced study in special areas of interest, workshops, menu courses, conventions, lectures, etc.   |                 |           |            |            |
| <b>FSDT2218</b> | <b>Professional Baking</b>   | <b>Linc</b>     | <b>10</b> | <b>30</b>  | <b>2</b>   |
|                 | Prerequisites: FSDT1104 and FSDT1110. Advanced baking class involving course work with yeast, dough formulas, quick breads, creams, icings, sauces, pastries, pie, and decorating cakes.   |                 |           |            |            |
| <b>FSDT2220</b> | <b>Buffet Decorating &amp; Catering</b>  | <b>Linc</b>     | <b>10</b> | <b>-</b>   | <b>1</b>   |
|                 | Prerequisites: FSDT1208 and FSDT1214. Study of catering techniques including food costing, food preparation, centerpieces & buffet services.   |                 |           |            |            |
| <b>FSDT2221</b> | <b>Buffet Decorating &amp; Catering Lab</b>  | <b>Linc</b>     | <b>-</b>  | <b>30</b>  | <b>1</b>   |
|                 | Prerequisite: Taken simultaneously with FSDT2220. Preparation of foods in buffet decorating and catering.  |                 |           |            |            |
| <b>FSDT2222</b> | <b>International Cuisine</b>   | <b>Linc</b>     | <b>20</b> | <b>30</b>  | <b>3</b>   |
|                 | Exploration of foods from countries and regions world wide. History and makeup of these foods and their origins.   |                 |           |            |            |
| <b>FSDT2224</b> | <b>Restaurant Fundamentals</b>   | <b>Linc</b>     | <b>20</b> | <b>30</b>  | <b>3</b>   |
|                 | Running a restaurant. Work in all capacities in a working restaurant. Job descriptions include kitchen manager, dining room manager, host/hostess, wait staff, cook, garde manger, pastry chef, dishwasher, cashier.   |                 |           |            |            |
| <b>FSDT2226</b> | <b>Culinary Nutrition</b>  | <b>Linc</b>     | <b>20</b> | <b>-</b>   | <b>2</b>   |
|                 | Prerequisite: FSDT1106. The marriage of gourmet cooking and nutrition.   |                 |           |            |            |
| <b>FSDT2228</b> | <b>Garde Manger</b>  | <b>Linc</b>     | <b>10</b> | <b>30</b>  | <b>2</b>   |
|                 | Designed to teach students how to make all foods pleasing to the eye. Involves carving techniques for fruits, vegetables, chocolate and ice. Proper techniques for platter presentations and centerpieces for elaborate banquet and buffets.   |                 |           |            |            |
| <b>FSDT2230</b> | <b>Advanced Pastries</b>   | <b>Linc</b>     | <b>10</b> | <b>30</b>  | <b>2</b>   |
|                 | Specialty class involving advanced techniques in preparation for elaborate European and domestic desserts.   |                 |           |            |            |
| <b>FSDT2318</b> | <b>Diet Therapy III</b>  | <b>Linc</b>     | <b>20</b> | <b>-</b>   | <b>2</b>   |
|                 | Prerequisites: FSDT1304, FSDT1106, FSDT1308, FSDT1312. Continuation of Diet Therapy II with emphasis on the anatomy and physiology of diet and nutrition in relation to cancer, AIDS, cardiovascular, renal, gastrointestinal, and liver and metabolic disorders.  |                 |           |            |            |
| <b>FSDT2319</b> | <b>Diet Therapy III Practicum</b>  | <b>Linc</b>     | <b>-</b>  | <b>30</b>  | <b>1</b>   |
|                 | Prerequisites: FSDT1304, FSDT1106, FSDT1308 and FSDT1312. Corequisite: FSDT2318. Continuation of Diet Therapy II with practicum experience at health care sites. Skills in counseling patients on therapeutic diets with emphasis on cancer, cardiovascular, renal, gastrointestinal and psychiatric nutritional care.                                   |                 |           |            |            |

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**FSDT2324 Dietetic Technology Practicum** Linc - 165 5.5

Prerequisites: FSDT2318 and FSDT2319. Students will gain clinical experience as a member of the health care team. Patient counseling, charting of patient progress, dietary records and procedures, supervision and special diet preparation. Students assigned to clinical sites for 16 hours per week.

**FSDT2326 Dietetic Technology Seminar** Linc 20 - 2

Prerequisite: Taken simultaneously with FSDT2324. Comprehensive view of the role of the dietetic technician as a member of the health care team with emphasis on legal implications, professional organizations and medical ethics. Presentations of clinical case studies and charting.

**FSDT2330 Nutrition III** Linc 30 - 3

Prerequisites: FSDT1106, FSDT1308, FSDT1304, FSDT1312 and FSDT2318. Study of the nutritional needs and health problems associated with adults and aging. Study of wellness and behavior modification, including consumer related nutrition concerns.

## GENN • GENERAL STUDIES

**GENN1110 Elementary Structural Design** Mil 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.

**GENN1230 Computer Essentials** Mil 10 10 1.0

This course is designed to help the student understand and operate a microcomputer and use some common application programs. The student will be able to operate and IBM compatible PC with Windows 95/98. The student will learn to use several application programs including Pain, a web browser, MS Office 2000 with Word, Excel, and PowerPoint. The student will set up an email account and use the Internet.

**GENN1710 Construction Law** Mil 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.

**GENN1730 Principles of TQM** Mil 25 - 2.5

Introductory course covering the rationale for a continuous improvement process, the use of analytical and statistical data to make decisions, and the eight basic TQM tools used to gather and report data.

**GENN1820 Pre-Employment Seminar** Mil 25 - 2.5

Seminar to prepare for job search. Preparing resumes, filling out job application forms and writing employment letters. Effective interview techniques. Graded pass/no pass.

**GENN2020 Career Development** Linc 20 - 2

Overview of career development with emphasis on the skills necessary for a job search, interpersonal skills and communication.

**GENN2040 Industrial Mathematics for Non Destructive Testing** Mil 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.

## GEOG • GEOGRAPHY

**GEOG1400 Introduction to Human Geography** Bea 45 - 3  
Linc 45 - 4.5

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

**GEOG1420 World Regional Geography** Bea 45 - 3  
Linc 45 - 4.5

Study of the major regions of the world. Landforms; climate; economic, cultural and political systems.

**GEOG1500 Physical Geography** Bea 45 - 3  
Linc 45 - 4.5

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

## GEOL • GEOLOGY

**GEOL1010 Physical Geology** Linc 45 30 6

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

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## HIMS • HEALTH INFORMATION MANAGEMENT SERVICES (MEDICAL CODING)

**HIMS1100 Disease Process I** Linc 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** Linc 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 Coding I** Linc 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 Coding II** Linc 60 - 6

Prerequisites: HIMS1100, HIMS1102, concurrent with HIMS1101 or permission. Continuation of Coding I where the student will study and apply more advanced and specialized coding principles. Overview of the prospective payment system and the coder's role in that system included. Practical experience provided through the use of exercises and patient records.

**HIMS1104 Clinical Education** Linc - 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** Bea 45 - 3  
Linc 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** Bea 45 - 3  
Linc 45 - 4.5

Development of Western civilizations from the Reformation to the present, including examination of the political, social, economic, cultural, and religious components.

**HIST1810 Survey of Russian History** Bea 45 - 3

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.

**HIST1820 Survey of Asian History** Bea 45 - 3  
Linc 45 - 4.5

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

**HIST2010 American History I Early America** Bea 45 - 3  
Linc 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** Bea 45 - 3  
Linc 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** Bea 45 - 3  
Linc 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** Bea 45 - 3  
Linc 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** Linc 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.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## HLTH • HEALTH

**HLTH1010 Introduction to Health** Bea 45 - 3  
Spring Semester. Survey of major health problems, diseases and their prevention; drug and alcohol abuse; family planning and birth control; mental health; consumer protection and physical fitness. Issues of individual health choices.

## HMRS • HUMAN SERVICES

**HMRS1101 Human Services Concepts** Linc 45 - 4.5  
Introduction to the human services field including definitions, team planning, community resources, worker roles, and social role valorization.

**HMRS1102 Counseling Theories & Techniques** Linc 35 30 4.5  
Study of functional theories, principles and techniques of counseling. Active listening and problem solving. Practice in techniques and theories.

**HMRS1109 Pre-Clinical Education I** Linc 20 60 4  
Prerequisite: HMRS1102. Screening course for entry into clinical education. Methods of approaching clients, basic communication, and employee values and skills. First Aid and CPR required.

**HMRS1110 Clinical Education I** Linc - 120 4  
Prerequisites: HMRS1109 and permission. Clinical education scheduled throughout the program. Under supervision, work with selected clients and application of acquired skills and principles studied in the classroom.

**HMRS1111 Pre-Clinical Education II** Linc 20 60 4  
Screening course for re-entry into clinical education. Methods of approaching clients, basic communication, employee values, and skills.

**HMRS1150 Communication and Assertiveness Training** Linc 20 - 2  
Communication and assertiveness skills needed in human services settings. Includes practice.

**HMRS1201 Health Foundations** Linc 45 - 4.5  
Health concerns of the human services profession. Body systems, functional aids, activities of daily living, seizure management and medications.

**HMRS1202 Behavior Therapy** Linc 45 - 4.5  
Behavioral techniques in the human services field. Skills needed for developing, implementing and monitoring behavioral programs.

**HMRS1210 Clinical Education II** Linc - 150 5  
Prerequisites: HMRS1110 and permission. For course description, refer to HMRS1110 Clinical Education I.

**HMRS1302 Crisis Intervention** Linc 45 - 4.5  
Prerequisite: HMRS1102. Models for understanding people and their problems including crisis counseling.

**HMRS1310 Clinical Education III** Linc - 150 5  
Prerequisites: HMRS1210 and permission. For course description, refer to HMRS1110 Clinical Education I.

**HMRS1311 Clinical Education for Alcohol/Drug Counseling I** Linc - 150 5  
Prerequisites: HMRS1210 and permission. Intensive counseling experience in the field of alcoholism/drug abuse. Under supervision of a certified Alcohol and Drug Abuse counselor, students perform all twelve core functions required for State of Nebraska certification.

**HMRS1320 Multicultural Competency** Linc 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** Linc 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** Linc 45 - 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.

**HMRS1358 Imagery** Linc 20 - 2  
Imagery techniques for both self and client. Imagery as a low risk, highly effective method of using the mind's ability to effect wellness of body, mind, and spirit.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**HMRS1372 Service Learning in Human Services** Linc 5 30 1.5  
Prerequisite: Admission to HMRS program. Examination of areas of service to people and community problems. Assess personal strengths and abilities. Recognize reciprocity of service-learning and learning to serve.

**HMRS1380 Grant Writing for Human Services** Linc 20 - 2  
Overview of grant writing for human services agencies. Develop and evaluate an actual grant proposal.

**HMRS1381 Wraparound Services** Linc 20 - 2  
Study of theory and application of wraparound services.

**HMRS1402 Group Theory & Process** Linc 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** Linc 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** Linc 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** Linc 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** Linc - 150 5  
Prerequisites: HMRS1310 and permission. For course description refer to HMRS1110 Clinical Education I.

**HMRS1411 Clinical Education for Alcohol/Drug Counseling II** Linc - 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** Linc 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** Linc 30 - 3  
Recognition of signs of domestic abuse (physical, emotional or sexual), the cycle of violence, and community interventions.

**HMRS2362 Child Abuse** Linc 30 - 3  
Definitions of child abuse, recognition of abuse, treatment modalities, and community interventions.

**HMRS2363 The Grieving Process** Linc 20 - 2  
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** Linc 30 - 3  
Working effectively with adult survivors of childhood abuse. Issues of sexuality and intimacy. Counselor roles in diagnosis and treatment.

**HMRS2365 Mental Illness & Family Issues** Linc 30 - 3  
Study of mental illness and impact on the family. Symptoms of schizophrenia bipolar disorder. Community resources, medications, stressors, risk. Recognizing decompensation signs, when to seek professional help. Effective ways of communicating with a person who has a mental illness.

**HMRS2366 Assessment and Referral** Linc 30 - 3  
Study of skills in conducting initial clinical assessments and making appropriate referrals to inpatient or out patient treatment client issues include depression, suicide, eating disorders, sexual abuse, mental illness. Assessment techniques for both youth and adults.

**HMRS2371 Problem Gambling for the Human Services Worker** Linc 20 - 2  
Overview of the history of gambling in the U.S. Impact of problem and pathological gambling on the individual, family, and society. Identification, intervention, and referral of problem/pathological gamblers.

| PREFIX/NO | COURSE TITLE   | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--|-----------------|-----------|---------|--------|
| HMRS2501  | <b>Developmental Disabilities</b><br>Nature, causes, and factors which influence the delivery of services for a select group of developmental disabilities (epilepsy, cerebral palsy, autism and learning disabilities). Assessment techniques included.   | Linc            | 45        | -       | 4.5    |
| HMRS2502  | <b>Activities &amp; Recreation in Human Services</b><br>Selecting and developing recreational and educational activities with clients. Includes computer use.  | Linc            | 45        | -       | 4.5    |
| HMRS2504  | <b>Mental Retardation</b><br>Study of the nature, causes, and factors which influence the delivery of services to people who are mentally retarded. Assessment techniques.   | Linc            | 45        | -       | 4.5    |
| HMRS2505  | <b>Non-aversive Intervention for Problem Behaviors</b><br>Prerequisite: HMRS1202. Overview of non-aversive responses to behaviors typically not acceptable to society. Ethical issues. Optional approaches of intervention.  | Linc            | 25        | -       | 2.5    |
| HMRS2510  | <b>Clinical Education V</b><br>Prerequisites: HMRS1410 and permission. For course description refer to HMRS1110 Clinical Education I.  | Linc            | -         | 150     | 5      |
| HMRS2511  | <b>Clinical Education for Alcohol/Drug Counseling III</b><br>Prerequisites: HMRS1311 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.  | Linc            | -         | 150     | 5      |
| HMRS2516  | <b>Co-Dependency &amp; Dysfunctional Families</b><br>Co-dependency and dysfunctional family systems. Evaluation and assessment, treatment and self-help groups will be discussed.  | Linc            | 45        | -       | 4.5    |
| HMRS2517  | <b>Medical &amp; Psychosocial Aspects of Alcohol/Drug Use, Abuse &amp; Addiction</b><br>Study of physiological and sociological aspects of alcohol/drug use and abuse. Classification and basic pharmacology of drugs and their effects. Assessment and drug testing. Etiological, behavioral, cultural, demographic and spiritual aspects and belief systems concerning alcohol/drug use. Processes of dependence and addiction. Signs, symptoms and behavioral patterns. | Linc            | 45        | -       | 4.5    |
| HMRS2518  | <b>Clinical Treatment Issues in Chemical Dependency</b><br>Prerequisite: HMRS2517 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.  | Linc            | 45        | -       | 4.5    |
| HMRS2521  | <b>Applied Behavior Analysis</b><br>Basic principles of behavior modification. Major assumptions and issues of behavior modification, and recent application.  | Linc            | 45        | -       | 4.5    |
| HMRS2523  | <b>Human Sexuality</b><br>Introduction to human sexuality and sexual function/dysfunction. Attitudes and values about sexuality.   | Linc            | 45        | -       | 4.5    |
| HMRS2524  | <b>Advanced Counseling</b><br>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.  | Linc            | 45        | -       | 4.5    |
| HMRS2533  | <b>Youth &amp; the Juvenile Justice System</b><br>Youth involvement with crime and the justice system. Cause, prevention and consequences.   | Linc            | 45        | -       | 4.5    |
| HMRS2541  | <b>Social Services-Long Term Care Facility</b><br>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.  | Linc            | 45        | -       | 4.5    |
| HMRS2544  | <b>Patient Care &amp; Services</b><br>Physical, psychological, and social aspects of disability; motor and sensory losses; and diseases of the aged.   | Linc            | 45        | -       | 4.5    |
| HMRS2547  | <b>Administration for Long Term Care Facilities</b><br>Study of the functions of a nursing home. Understanding organizational management, governing body, marketing and public relations, financial management, environmental management, personnel and human resources. Current issues in gerontology and nursing home administration.  | Linc            | 45        | -       | 4.5    |

| PREFIX/NO | COURSE TITLE  | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|---|-----------------|-----------|---------|--------|
| HMRS2549  | <b>Rules, Regulations, &amp; Standards Relating to the Operation of a Health Care Facility</b><br>Overview of the Medicaid, Medicare, OBRA regulations including quality indicators and the Minimum Data Set (MDS). Distinction of levels of care within a nursing home along with licensure and certification will be examined.  | Linc            | 45        | -       | 4.5    |
| HMRS2550  | <b>Assisted Living Facility Licensure, Regulations, and Standards</b><br>An in-depth study of the licensure requirements, regulatory standards, and the current standards of practice of assisted living facilities in Nebraska. It defines the role of the assisted living setting in the long-term care continuum, the philosophy of assisted living services, and the current trends and issues both locally and nationally. | Linc            | 45        | -       | 4.5    |
| HMRS2591  | <b>Intra-personal Training for Human Services</b><br>Prerequisite: Admission to Human Services program. Instructor led group training in student issues related to worker skills and attitudes.   | Linc            | 20        | -       | 2      |
| HMRS2610  | <b>Clinical Education VI</b><br>Prerequisites HMRS2510 and permission. For course description refer to HMRS1110 Clinical Education I.   | Linc            | -         | 150     | 5      |
| HMRS2611  | <b>Clinical Education for Alcohol/Drug Counseling IV</b><br>Prerequisites: HMRS2511 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.  | Linc            | -         | 150     | 5      |
| HMRS2710  | <b>Clinical Education VII</b><br>Prerequisites: HMRS2610 and permission. For course description refer to HMRS1110, Clinical Education I. May be used as an elective for additional clinical experience.   | Linc            | -         | 150     | 5      |
| HMRS2711  | <b>Clinical Education for Alcohol/Drug Counseling V</b><br>Prerequisite: HMRS2611 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.  | Linc            | -         | 180     | 6      |
| HMRS2811  | <b>Clinical Education for Alcohol/Drug Counseling VI</b><br>Prerequisite: HMRS2711 and permission. For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.   | Linc            | -         | 180     | 6      |

## HUMS • HUMANITIES

|          |   |             |          |        |          |
|----------|---|-------------|----------|--------|----------|
| HUMS1100 | <b>Introduction to the Humanities</b><br>Prerequisite: Reading/writing at Comp. I level or instructor's approval. Survey course focusing on art, music, theatre, film, dance, architecture, and philosophy which examines the unfolding of the humanistic traditions of the West through the landmarks of Western cultural traditions in order to reawaken our sense of wonder and curiosity about the meaning of life. Criteria to evaluate our own times and situation and in addition enriches our historical perspectives. Shows how the various arts intersect, influence and are influenced by their times. | Bea<br>Linc | 45<br>45 | -<br>- | 3<br>4.5 |
| HUMS1200 | <b>20th-Century Arts &amp; Ideas</b><br>Prerequisite: Read/write at Composition I level or instructor approval. Global and multicultural survey of the fine arts of architecture, drama, music, painting, and sculpture in the 20th century. Emphasis on the effect of revolutionary artistic styles on society. Includes attendance at live performances and art galleries.  | Bea<br>Linc | 45<br>45 | -<br>- | 3<br>4.5 |

## HVAC • HEATING, VENTILATION, AIR CONDITIONING, & REFRIGERATION TECHNOLOGY

|          |   |     |    |     |   |
|----------|---|-----|----|-----|---|
| HVAC1109 | <b>Electrical Fundamentals</b><br>Study of basic electricity for use in the HVAC/R trades, focusing on AC electrical theory, understanding AC electrical circuits, motors, control devices, interpreting AC electrical wiring schematics, and usage of test instruments.  | Mil | 42 | 8   | 4 |
| HVAC1131 | <b>Refrigeration Theory</b><br>Study of the basic fundamentals of refrigeration with emphasis on understanding heat energy, heat transfer, temperature, pressure, refrigerants, refrigerant oils, stratospheric ozone, greenhouse effect, and EPA guidelines.   | Mil | 50 | -   | 5 |
| HVAC1132 | <b>Piping Practices</b><br>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. Plumbing safety, hazard communications and standards, and material safety data sheets. | Mil | -  | 100 | 3 |
| HVAC1133 | <b>Plumbing Theory/Print Reading</b><br>Plumbing tools, materials, and practices shown and discussed. Designing, installing, and testing plumbing systems covered for residential applications. Fundamentals for reading residential blueprints.  | Mil | 50 | -   | 5 |

| PREFIX/NO  | COURSE TITLE  | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|--|---|-----------------|-----------|---------|--------|
| <b>HVAC1226</b>  | <b>Refrigeration Laboratory I</b>                     | Mil             | 40        | 60      | 6      |
| Prerequisite: HVAC1109, HVAC1131 AND HVAC1132. Continuation of HVAC1131. Refrigeration theory with emphasis on physically constructing, leak checking, evacuating, electrical wiring, start up and performing system check on a basic refrigeration system. Assembly of an electrical lab trainer offered.   |   |                 |           |         |        |
| <b>HVAC1230</b>  | <b>Electrical Principles &amp; Practices</b>          | Mil             | 10        | 40      | 2      |
| Prerequisite: HVAC1109. Study of controls and their application. This includes series and parallel circuits, electrical symbols and electrical schematics, ohms law, Kirchoff's voltage & current laws, control transformers and motor starter circuits as applied to residential and light commercial air conditioning.   |   |                 |           |         |        |
| <b>HVAC1234</b>  | <b>Plumbing Code</b>                                  | Mil             | 50        | -       | 5      |
| Prerequisite: HVAC1133. Study of uniform plumbing code. Piping practices, pipe fittings and plumbing fixtures. Drains waste and vent systems are designed and applied to residential structures.   |   |                 |           |         |        |
| <b>HVAC1237</b>  | <b>Refrigeration Theory II</b>                        | Mil             | 50        | -       | 5      |
| Prerequisites: HVAC 1109 and HVAC1131. Study of basic mechanical components used in the operation of a basic commercial refrigeration system. Compressors, condensers, metering devices, evaporators and receivers emphasized.   |   |                 |           |         |        |
| <b>HVAC1251</b>  | <b>Hydronic Theory</b>                                | Mil             | 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.   |   |                 |           |         |        |
| <b>HVAC1330</b>  | <b>Residential HVAC Systems &amp; Controls I</b>      | Mil             | 40        | 10      | 4      |
| Prerequisite: HVAC1230. 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. |   |                 |           |         |        |
| <b>HVAC1331</b>  | <b>Manual J/Manual D</b>                              | Mil             | 40        | 60      | 6      |
| Calculations of heat loss and heat gain for residential structures. Procedures in accordance with ACCA Manual J. Design of heating and air conditioning systems, types of systems, equipment selection and air distribution. Systems designed using ACCA Manual D.   |   |                 |           |         |        |
| <b>HVAC1336</b>  | <b>Sheet Metal Lab</b>                                | Mil             | -         | 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.  |   |                 |           |         |        |
| <b>HVAC1343</b>  | <b>Refrigeration Theory III</b>                       | Mil             | 50        | -       | 5      |
| Prerequisites: HVAC1226,1230, & 1237. Continuation of HVAC1237 with emphasis on commercial refrigeration controls, electrical wiring schematic, theory application of different refrigeration systems, heat load calculation, equipment selection and design.  |   |                 |           |         |        |
| <b>HVAC1363</b>  | <b>Heat Pump Principles</b>                           | Mil             | 50        | -       | 5      |
| Prerequisite: HVAC1230. Study of components, installation, troubleshooting, start-up, standard service procedures, wiring diagrams and annual operating costs.   |   |                 |           |         |        |
| <b>HVAC1434</b>  | <b>Refrigeration Laboratory II</b>                    | Mil             | -         | 100     | 3      |
| Prerequisite: HVAC1343. Laboratory application of commercial refrigeration theory. Exposure to the electrical and mechanical operation of refrigeration systems associated with walk-in coolers and freezers, open freezer case, ice machines, reach-in freezers and coolers, computer diagnostic programs, and electrical wiring panels.                                      |   |                 |           |         |        |
| <b>HVAC1435</b>  | <b>HVAC Welding Practices</b>                         | Mil             | 10        | 20      | 1.5    |
| Study of theory and practice of welding, cutting fundamentals including safety, oxy-fuel, flame cutting, and MIG/ARC welding.  |   |                 |           |         |        |
| <b>HVAC1440</b>  | <b>Mechanical Code</b>                                | Mil             | 15        | -       | 1.5    |
| Study of the Uniform Mechanical Code and its application to the installation and maintenance of heating, air conditioning and ventilation systems.   |   |                 |           |         |        |
| <b>HVAC1447</b>  | <b>Commercial HVAC Fundamentals &amp; Practices I</b> | Mil             | 50        | -       | 5      |
| Prerequisite: HVAC1330. Basic commercial/industrial air conditioning control applications. Electrical-mechanical, electronic-mechanical, and pneumatic (air) actuated control components. Building operations supervisory systems are briefly discussed.   |   |                 |           |         |        |
| <b>HVAC1450</b>  | <b>EPA Refrigerant Certification</b>                  | Mil             | 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. Graded Pass/No Pass.   |   |                 |           |         |        |

| PREFIX/NO  | COURSE TITLE   | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|--|--|-----------------|-----------|---------|--------|
| <b>HVAC1452</b>  | <b>Residential Install Lab</b>                         | Mil             | -         | 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.  |  |                 |           |         |        |
| <b>HVAC1461</b>  | <b>Residential HVAC Systems &amp; Controls II</b>      | Mil             | 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. |  |                 |           |         |        |
| <b>HVAC2500</b>  | <b>Cooperative Education</b>                           | Mil             | -         | 400     | 10     |
| Prerequisites: HVAC1434 and HVAC1452. On-the-job experience doing heating, air conditioning, refrigeration, sheet metal, heat pumps or plumbing with employers. Application of skills and knowledge acquired in previous quarters. Meeting with supervising instructor three times throughout the quarter.   |  |                 |           |         |        |
| <b>HVAC2510</b>  | <b>Post-cooperative Education</b>                      | Mil             | 20        | -       | 2      |
| Evaluation of the on-the-job training. Preparation for full-time employment. Classroom oral presentation and written report of co-op experience.   |  |                 |           |         |        |
| <b>HVAC2600</b>  | <b>HVAC/R Lab</b>                                      | Mil             | -         | 150     | 5      |
| Prerequisite: HVAC1461. Lab setting employing the use of residential and light commercial equipment, training panels and interactive computer programs to acquire experience with wiring, function, operation and troubleshooting of heating, ventilation, air conditioning and refrigeration equipment.   |  |                 |           |         |        |
| <b>HVAC2649</b>  | <b>Commercial HVAC Fundamentals &amp; Practices II</b> | Mil             | 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.   |  |                 |           |         |        |
| <b>HVAC2650</b>  | <b>Troubleshooting Techniques</b>                      | Mil             | 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.   |  |                 |           |         |        |
| <b>INFO • COMPUTER PROGRAMMING<br/>MICROCOMPUTER TECHNOLOGY</b>  |  |                 |           |         |        |
| <b>INFO0101</b>  | <b>Microcomputer Concepts</b>                          | Linc            | 15        | 15      | 2      |
| For those with no prior microcomputer experience. Introduces basic computer terminology. Hands-on experience with the Windows operating system using word processing, spreadsheet, and database software. Course does not count toward Microcomputer Technology program course requirements. Graded pass/no pass.  |  |                 |           |         |        |
| <b>INFO1117</b>  | <b>Microcomputer Applications</b>                      | Mil             | 5         | 45      | 2      |
| Self-paced, hands-on lab format used to introduce students to Windows, word processing software, presentation software, spreadsheet software, and database software.   |  |                 |           |         |        |
| <b>INFO1121</b>  | <b>Microsoft Word</b>                                  | Linc            | 10        | 15      | 1.5    |
|  |  | Mil             | 10        | 15      | 1.5    |
| Prerequisite: Prior computer coursework or experience. Introduction to Word. Basic word processing skills to create, edit, and print documents. Additional word processing commands also covered.  |  |                 |           |         |        |
| <b>INFO1131</b>  | <b>Microsoft Excel</b>                                 | Linc            | 10        | 15      | 1.5    |
|  |  | Mil             | 10        | 15      | 1.5    |
| Prerequisite: Prior computer coursework or experience. Practical experience using Excel spreadsheet. Learn basic and intermediate commands to create and format spreadsheet data.  |  |                 |           |         |        |
| <b>INFO1141</b>  | <b>Windows 2000 Professional</b>                       | Linc            | 15        | 15      | 2      |
| Prerequisite: Prior computer coursework or experience. Introduction to features and capabilities of Microsoft Windows 2000 Professional, including icons, menus, dialog boxes, and accessories.  |  |                 |           |         |        |
| <b>INFO1151</b>  | <b>Microcomputer Fundamentals</b>                      | Linc            | 40        | 15      | 4.5    |
| Prerequisite: Prior computer coursework or experience. Fundamentals of microcomputer concepts and terminology. Topics include hardware components, software overview, business and social aspects of computers, and computer Internet researching.   |  |                 |           |         |        |
| <b>INFO1187</b>  | <b>Computer Fundamentals</b>                           | Mil             | 50        | -       | 5      |
| Introduction to the fundamentals of computers and history of information processing.   |  |                 |           |         |        |
| <b>INFO1211</b>  | <b>Microsoft Access</b>                                | Linc            | 10        | 15      | 1.5    |
| Prerequisite: Prior computer coursework or experience. Introduction to database creation and manipulation using Microsoft Access.  |  |                 |           |         |        |

| PREFIX/NO  | COURSE TITLE  | CAMPUS LOCATION | CLASS HRS | LAB HRS  | CR HRS     |
|--|---|-----------------|-----------|----------|------------|
| INFO1214   | <b>Logic Design &amp; Object Oriented Programming</b> | Linc<br>Mil     | 40<br>40  | 15<br>15 | 4.5<br>4.5 |
| Prerequisites: INFO1141, INFO1151, and MATH1000-Lincoln. No prerequisites for Milford. Fundamental concepts of structured programming techniques. Topics include top-down design, hierarchy charts, flow charts, pseudocode.                                       |   |                 |           |          |            |
| INFO1217   | <b>Database Management</b>                            | Mil             | 50        | -        | 5          |
| Introduction to database management systems. Basics of database design and manipulation covered. Topics include relationships, database normalization, integrity constraints, and Microsoft Access DBMS software.  |   |                 |           |          |            |
| INFO1221   | <b>Introduction to the MVS Environment</b>            | Mil             | 20        | 10       | 2          |
| Prerequisite: INFO1214. This course will address the MVS mainframe environment to include the TSO/ISPF facilities for program development, basic JCL statements, IDCAMS and sort utility programs.   |   |                 |           |          |            |
| INFO1261   | <b>MS-DOS</b>   | Linc            | 20        | 15       | 2.5        |
| Prerequisite: INFO1141. MS-DOS operating system for computers. Common operating system concepts. Commands for file manipulation and batch file creation.   |   |                 |           |          |            |
| INFO1287   | <b>Operating Systems</b>                              | Mil             | 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   | <b>Database Concepts</b>                              | Linc            | 30        | -        | 3          |
| Prerequisite: INFO1211. Introduction to database management concepts. Topics include database terminology, manipulation, organization, and relationships.  |   |                 |           |          |            |
| INFO1314   | <b>Java</b>   | Linc<br>Mil     | 30<br>30  | 45<br>45 | 4.5<br>4.5 |
| Prerequisite: INFO1214. Introduction to programming using Java.  |   |                 |           |          |            |
| INFO1325   | <b>Internet Scripting</b>                             | Linc<br>Mil     | 20<br>20  | 30<br>30 | 3<br>3     |
| Prerequisites: INFO1214 and INFO1431. Introduction to the use of scripting languages in web page development.  |   |                 |           |          |            |
| INFO1337   | <b>AS/400 Application Development</b>                 | Mil             | 30        | 20       | 3.5        |
| Prerequisite: INFO1214. Introduction to the AS/400 operating system and Control Language commands. Physical and logical files are illustrated, using SEU, PDM, and DFU. CLP and SDA are also discussed.  |   |                 |           |          |            |
| INFO1371   | <b>Hardware Installation &amp; Maintenance</b>        | Linc            | 20        | 30       | 3          |
| Prerequisites: INFO1151, INFO1261, and MATH1000. Overview of computer system components. Fundamental concepts of installation, interfacing, and preventive maintenance.  |   |                 |           |          |            |
| INFO1381   | <b>Data Communications &amp; Networking</b>           | Linc<br>Mil     | 40<br>40  | 15<br>15 | 4.5<br>4.5 |
| Prerequisites: INFO1141 and INFO1151-Lincoln. INFO1187-Milford. Introduction to data communications and network terminology. Concepts related to network services, data transmission, and protocols.   |   |                 |           |          |            |
| INFO1391   | <b>TCP/IP</b>   | Linc            | 30        | -        | 3          |
| Prerequisite: INFO1381. An in-depth coverage of all the salient models, protocols, services, and standards that govern TCP/IP.   |   |                 |           |          |            |
| INFO1413   | <b>WordPerfect for Windows</b>                        | Linc            | -         | 60       | 2          |
| Prerequisite: Prior computer coursework or experience. Practical experience using WordPerfect for Windows. Create, edit, and print documents. Other word processing features explored.   |   |                 |           |          |            |
| INFO1414   | <b>Advanced Java</b>                                  | Linc<br>Mil     | 30<br>30  | 45<br>45 | 4.5<br>4.5 |
| Prerequisite: INFO1314. Object-oriented programming covering advanced Java topics.   |   |                 |           |          |            |
| INFO1423   | <b>Microsoft PowerPoint</b>                           | Linc            | 15        | 15       | 2          |
| Prerequisite: INFO1121. Create text pages, charts, drawings, tables using tools to view and organize presentations. Integrate sound, video, graphics, animation for presentations.   |   |                 |           |          |            |
| INFO1428   | <b>COBOL</b>  | Mil             | 50        | 75       | 7.5        |
| Prerequisites: INFO1214, and INFO1221. An in-depth study of the American National Standard COBOL language, ANS COBOL '85 and structured standards. Practice in coding basic business applications and business reporting functions in the related lab assignments. |   |                 |           |          |            |
| INFO1431   | <b>Web Page Fundamentals</b>                          | Linc<br>Mil     | 15<br>15  | 15<br>15 | 2<br>2     |
| Prerequisites: INFO1121, INFO1141, and INFO1151-Lincoln. INFO1117- Milford. Overview of basic web page design. Create and edit web pages.  |   |                 |           |          |            |

| PREFIX/NO  | COURSE TITLE                              | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|--|---|-----------------|-----------|---------|--------|
| INFO1441   | <b>Advanced Windows 2000 Professional</b> | Linc            | 20        | 30      | 3      |
| Prerequisite: INFO1381. Use advanced Windows 2000 Professional features to implement, manage, and troubleshoot Windows 2000 Professional resources.  |   |                 |           |         |        |
| INFO1453   | <b>Customer Support</b>                   | Linc            | 20        | -       | 2      |
| Prerequisite: INFO1151. Different skills and techniques necessary to provide quality technical customer support.   |   |                 |           |         |        |
| INFO1458   | <b>RPG - IV</b>                           | Mil             | 50        | 50      | 6.5    |
| Prerequisite: INFO1337. Programming of the AS/400 computer using RPG IV (Report Program Generator) language. Applications used in RPG IV illustrate basic input/output, calculations, comparisons, control breaks, tables, arrays, and data base file I/O - using DB2/400. Subfile processing is used for on-line applications.  |   |                 |           |         |        |
| INFO1463   | <b>Advanced Hardware Troubleshooting</b>  | Linc            | 20        | 30      | 3      |
| Prerequisite: INFO1371. Diagnose and correct microcomputer hardware problems. Install and test peripheral devices.   |   |                 |           |         |        |
| INFO1473   | <b>Advanced Microsoft Word</b>            | Linc            | -         | 60      | 2      |
| Prerequisite: INFO1121. Advanced features and capabilities of Word.  |   |                 |           |         |        |
| INFO1483   | <b>Advanced Microsoft Excel</b>           | Linc            | -         | 60      | 2      |
| Prerequisite: INFO1131. Advanced spreadsheet design and manipulation using Excel.  |   |                 |           |         |        |
| INFO1491   | <b>Network Security Fundamentals</b>      | Linc            | 20        | 30      | 3      |
| Prerequisite: INFO1391. Provides an overview of information security basics.   |   |                 |           |         |        |
| INFO1493   | <b>Advanced Microsoft Access</b>          | Linc            | -         | 60      | 2      |
| Prerequisite: INFO1211. Advanced database techniques using Access.   |   |                 |           |         |        |
| INFO1495   | <b>Novell Network Administration</b>      | Linc            | 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   | <b>Integrated Applications</b>            | Linc            | -         | 30      | 1      |
| Prerequisites: INFO1121, INFO1131, and INFO1211. Project based course integrating word processing, spreadsheet, database, and presentation software.   |   |                 |           |         |        |
| INFO1511   | <b>Advanced Database Concepts</b>         | Linc            | 20        | 30      | 3      |
| Prerequisite: INFO1311. Advanced topics in database management. Topics include database relationships, SQL, and additional work with DBMS software.  |   |                 |           |         |        |
| INFO1521   | <b>Web Graphics</b>                       | Linc            | 15        | 15      | 2      |
| Prerequisite: INFO1431. Techniques for adding graphical information onto a web page.   |   |                 |           |         |        |
| INFO1525   | <b>Web Server Scripting</b>               | Linc            | 30        | 45      | 4.5    |
| Prerequisites: INFO1314, INFO1325, INFO1511, INFO2531, and INFO2564. Server-side scripting techniques for web database access.   |   |                 |           |         |        |
| INFO1531   | <b>Advanced Web Page</b>                  | Linc            | 20        | 30      | 3      |
| Prerequisite: INFO1431. Techniques to design, build and implement effective web sites.   |   |                 |           |         |        |
| INFO2040   | <b>FORTRAN Programming</b>                | Bea             | 45        | -       | 3      |
| Prerequisite: MATH1200 or equivalent. This course focuses on learning the FORTRAN 90 Language syntax and program construction with mathematical applications involving array processing, functions, parameters, subprograms, and data representations.   |   |                 |           |         |        |
| INFO2050   | <b>C++ Language Programming</b>           | Bea             | 45        | -       | 3      |
| Prerequisite: MATH1200 or equivalent. Study of the beginning concepts of C++ language programming including programming theory, C++ language syntax, and programming practice for applications in business and mathematical problem solving.   |   |                 |           |         |        |
| INFO2511   | <b>Microcomputer Lab Assistant</b>        | Linc            | -         | 30      | 1      |
| Prerequisites: INFO1131, INFO1261, INFO1311, INFO1431, and INFO1441. Practicum in providing microcomputer support in school lab setting.   |   |                 |           |         |        |
| INFO2513   | <b>Software Support</b>                   | Linc            | 20        | -       | 2      |
| Prerequisites: ENGL1010, INFO1131, INFO1141, INFO1211, and INFO1423. Instructor supervised simulation requiring students to troubleshoot software-related problems.  |   |                 |           |         |        |
| INFO2514   | <b>Java Server Programming</b>            | Linc            | 30        | 45      | 4.5    |
| Prerequisites: INFO1414 and INFO1431. Skills needed to develop and implement web-based database applications using Java servlets and JDBC techniques.  |   |                 |           |         |        |
| INFO2528   | <b>Advanced COBOL</b>                     | Mil             | 50        | 75      | 7.5    |
| Prerequisites: INFO1428 and INFO2678. An advanced study of the American National Standard COBOL language, (ANS COBOL /85). Programming techniques include multiple level table and variable length record processing, alternate index processing and embedded SQL, VSAM file processing, COBOL internal sort, and subprograms. Programming experience to apply the advanced techniques in the related lab assignments. |   |                 |           |         |        |



| PREFIX/NO   | COURSE TITLE   | CAMPUS LOCATION | CLASS HRS | LAB HRS  | CR HRS     |
|---|--|-----------------|-----------|----------|------------|
| INFO2531  | <b>UNIX Operating System</b>                           | Linc            | 15        | 15       | 2          |
| Prerequisite: INFO1261. Fundamental concepts and use of the UNIX operating system.  |  |                 |           |          |            |
| INFO2548  | <b>Customer Information Control System Programming</b> | Mil             | 50        | 100      | 8          |
| Prerequisites: INFO1428. 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.   |  |                 |           |          |            |
| INFO2554  | <b>C++</b>   | Linc            | 30        | 45       | 4.5        |
| Prerequisite: INFO1314. Introduction to object-oriented programming using C++.  |  |                 |           |          |            |
| INFO2558  | <b>Systems Analysis &amp; Design</b>                   | Mil             | 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  | <b>Visual Basic</b>                                    | Linc<br>Mil     | 30<br>30  | 45<br>45 | 4.5<br>4.5 |
| Prerequisite: INFO1214 (Lincoln), Concurrent INFO1214 (Milford). Program coding in Visual Basic using a graphical user interface.   |  |                 |           |          |            |
| INFO2585  | <b>Windows 2000 Server Administration</b>              | Linc            | 40        | 15       | 4.5        |
| Prerequisites: INFO1371, INFO1391, and INFO1441. Skills needed for managing a Windows 2000 network including using resources, working with file systems, security, installing applications, and setting up users.   |  |                 |           |          |            |
| INFO2594  | <b>Programming Project Design</b>                      | Linc            | 10        | 15       | 1.5        |
| Prerequisite: INFO1414 and INFO2664. Use proper techniques to develop and document the design of a complete system project.   |  |                 |           |          |            |
| INFO2611  | <b>Microcomputer Practicum</b>                         | Linc            | -         | 90       | 3          |
| Prerequisites: INFO2511 and permission of program chair. Students spend 90 hours at a work site applying microcomputer knowledge and skills in career interest area. Exact nature of work varies. Individual objectives established for each student.   |  |                 |           |          |            |
| INFO2631  | <b>Linux Network Administration</b>                    | Linc            | 40        | 15       | 4.5        |
| Prerequisites: INFO1371, INFO1391, and INFO2531. Skills needed for managing a Linux based network, including installation, using resources, security and setting up users.  |  |                 |           |          |            |
| INFO2638  | <b>Computer Programming Project</b>                    | Mil             | -         | 150      | 5          |
| Prerequisites: INFO2528, INFO2548 and INFO2558. Projects to apply programming languages and systems design in the creation of the total application of an Information System. Student groups work with industry and are responsible for file design, programming operations, documentation, and management output. Formal presentation of the completed system is required. |  |                 |           |          |            |
| INFO2644  | <b>Web Application Programming</b>                     | Mil             | 50        | 100      | 8          |
| Prerequisites: INFO1414, and INFO1431. Java Server Pages, Java Servlets, JDBC, and XML are used to create e-commerce applications on a Web Server. Applications will access data stored on PC, mainframe, and midrange platforms.   |  |                 |           |          |            |
| INFO2654  | <b>Advanced C++</b>                                    | Linc            | 15        | 45       | 3          |
| Prerequisite: INFO2554. Advanced topics in object-oriented programming using C++. Programming projects apply logic and data structures.   |  |                 |           |          |            |
| INFO2664  | <b>Advanced Visual Basic</b>                           | Linc<br>Mil     | 30<br>30  | 45<br>45 | 4.5<br>4.5 |
| Prerequisites: INFO1311 and INFO2564-Lincoln. INFO2564-Milford. Advanced programming in Visual Basic with the application of logic and data structures.   |  |                 |           |          |            |
| INFO2678  | <b>DB2 Database Application &amp; SQL</b>              | Mil             | 30        | 20       | 3.5        |
| Prerequisite: INFO1217. Introductory course of IBM's DB2 Database Management System accessed with SQL (Structured Query Language).  |  |                 |           |          |            |
| INFO2692  | <b>Web Programming Project</b>                         | Linc            | 20        | 75       | 4.5        |
| Prerequisites: INFO1391, INFO1521, INFO1525, and INFO1531. Design, develop, and document web-based programming project which utilized HTML and client/server-side scripting techniques.   |  |                 |           |          |            |
| INFO2694  | <b>Programming Project</b>                             | Linc            | 10        | 60       | 3          |
| Prerequisite: INFO2594. Develop projects applying system design and programming languages in the creation of a total microcomputer application.   |  |                 |           |          |            |
| INFO2695  | <b>Advanced Windows 2000 Server</b>                    | Linc            | 20        | 30       | 3          |
| Prerequisites: INFO1463 and INFO2585. Advanced topics in Windows 2000 Server, including Active Directory Services.  |  |                 |           |          |            |

| PREFIX/NO  | COURSE TITLE                                  | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|--|---|-----------------|-----------|---------|--------|
| <b>JDAP • JOHN DEERE AG PARTS</b>  |   |                 |           |         |        |
| JDAP1140   | <b>Product Knowledge I</b>                    | Mil             | 55        | 45      | 7      |
| Study of function, composition, life expectancy, and nomenclature of the parts. Emphasis on John Deere equipment for harvest and tillage. Principles of diesel and gas engines, electrical system components. Disassembly and reassembly of components. Recognition of worn and defective parts.   |   |                 |           |         |        |
| JDAP1141   | <b>Shipping &amp; Receiving</b>               | Mil             | 10        | 15      | 1.5    |
| Introduction to filling and shipping orders. Receiving inventory, shipping inventory, arranging transportation; and all documents involved in shipping and receiving. Study and use of Hundred Bin System and stock maintenance.   |   |                 |           |         |        |
| JDAP1142   | <b>John Deere Merchandise</b>                 | Mil             | 55        | 45      | 7      |
| Introduction to Deere and Company. History of the company, organizational overview, and company/dealer relationship. Agricultural equipment and consumer products of JD. Major products by factory lines and identification of the top ten JD merchandise products with features and benefits. Product information on other John Deere merchandise.  |   |                 |           |         |        |
| JDAP1143   | <b>Concepts of Merchandising</b>              | Mil             | 30        | 45      | 4.5    |
| Study of basic merchandising, product grouping, and special merchandising. Drawing plan-o-grams of the merchandising area with different types of merchandising techniques. Development of signs and special displays to enhance merchandising. Suggestive selling by using merchandising and demonstrations. Identification of hazardous materials in the work place and proper safety procedures.  |   |                 |           |         |        |
| JDAP1247   | <b>Product Knowledge II</b>                   | Mil             | 55        | 45      | 7      |
| 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.   |   |                 |           |         |        |
| JDAP1248   | <b>References &amp; Electronic Cataloging</b> | Mil             | 25        | 75      | 5      |
| 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.  |   |                 |           |         |        |
| JDAP1249   | <b>Counter Sales</b>                          | Mil             | 25        | 75      | 5      |
| 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 procedure: learning the distribution network, emergency orders, search sequence, the parts telecommunication system, the dealer network system, stock orders, parts terminology, the various divisions of counter work, how to deal with customers. |   |                 |           |         |        |
| JDAP1351   | <b>Dealer Cooperative Education</b>           | Mil             | -         | 480     | 12     |
| Prerequisites: JDAP1140 through JDAP1249. On-the-job experience in a John Deere dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College-Milford Campus John Deere Ag Parts coordinator.   |   |                 |           |         |        |
| JDAP2454   | <b>Inventory Control &amp; Management</b>     | Mil             | 60        | 90      | 9      |
| Prerequisites: JDAP1140 through JDAP1351. Study of PMM (Parts Marketing and Management). Basic inventory control counter operations, file maintenance, ordering, receiving, return stock, daily transmissions, monthly management report, report explanation, operating procedures, policy, goals, obsolescence and recording lost sales. Development of order formula codes, impact on the system, inventory. Application and adjustment of year-end, activity and quarterly status reports. Analysis of dealership fill, turnover, and cost effective index.         |   |                 |           |         |        |
| JDAP2455   | <b>Product Knowledge III</b>                  | Mil             | 25        | 75      | 5      |
| Prerequisites: JDAP1140 through JDAP1351. Continued, in-depth learning of nomenclature through the use of John Deere electronic parts cataloging, parts reference manuals, John Deere merchandise sales manual, bearing guide, seal guide, parts marketing guides, and other available cross reference information.  |   |                 |           |         |        |
| JDAP2558   | <b>Dealer Cooperative Education</b>           | Mil             | -         | 480     | 12     |
| Prerequisites: JDAP1140 through JDAP2455. 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.  |   |                 |           |         |        |
| JDAP2660   | <b>Marketing Strategies</b>                   | Mil             | 50        | 75      | 7.5    |
| Prerequisites: JDAP1140 through JDAP2558. Study of new market opportunities. Identifying John Deere parts for competitors' equipment, retrofit parts, and customer clinics. Positive managerial traits like teamwork with the service department. Marketing and promotional strategies. Seasonal and general promotions, advertising, sales prospecting, market share, sales potential, etc. Pricing strategy, competitors' pricing, buying right, best buy alternatives, margins, and discounts.  |   |                 |           |         |        |

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**JDAP2662 Parts Marketing & Management** Mil 50 75 7.5  
Prerequisites: JDAP1140 through JDAP2558. Review of the parts counter operations and service department requisitions using the Parts Marketing Management System. Analysis of marketing functions of the system. Application of principles learned in the John Deere Marketing and Merchandising Center on campus.

## JDAT • JOHN DEERE AG TECH

**JDAT1140 John Deere Fundamentals** Mil 45 30 5.5  
This course provides an introduction to the John Deere product line, manuals, time management, engine classifications, and serial numbers. Warranty, shop tickets, and John Deere service department policy and procedures are explained as well as an introduction to John Deere Service Advisor.

**JDAT1142 John Deere Orientation & Safety** Mil 30 45 4.5  
The proper use and care of power and hand tools. Encompasses micrometers, dial indicators, torque wrenches, twist drills, tap, dies, screw extractors, thread restoration, tube fittings, and fasteners. Safety, product labels and material safety data sheets, and handling of hazardous materials will be explained. Safe forklift operation will be covered.

**JDAT1144 John Deere Welding** Mil 10 20 1.5  
Theory and practice of oxyacetylene braze welding and cutting including proper operation of equipment. Principles, safety, procedures, and application of gas metal arc welding (MIG).

**JDAT1146 John Deere Electrical/ Electronics I** Mil 84 36 9  
Basic electrical principles and applications of magnetism, electromagnetism, and the safe utilization of electrical test meters are covered. The design, construction, and safe operation and testing of lead acid batteries is part of this class. Principles of operation, testing, and repair of ignition systems, cranking systems, and charging systems are included.

**JDAT1240 John Deere Theory of Engine Operation** Mil 60 30 7  
Prerequisites: JDAT1140 through JDAT1146. This course deals with basic physical principles, operation, and construction of two and four stroke cycle engines. It includes ignition timing of four stroke cycle engines to factory specifications. Basic diagnostic engine test procedures will be practiced on spark and compression ignition engines. This course also covers the types of internal combustion engine cooling systems, lubrication systems, air intake systems, and exhaust systems.

**JDAT1242 John Deere Engine Repair** Mil 50 100 8  
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, reassemble, and adjustments performed on John Deere engines.

**JDAT1244 John Deere Fuel Systems** Mil 20 10 2  
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** Mil 20 10 2  
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** Mil - 480 12  
Prerequisites: JDAT1140 through JDAT1246 On-the-job experience in a John Deere agricultural dealership. Application of skills and concepts learned in previous quarters. Supervised by Southeast Community College-Milford Campus John Deere Ag Tech Instructors.

**JDAT1440 John Deere Heating/ Air Conditioning** Mil 30 30 4  
Prerequisites: JDAT1140 through JDAT1370 Theory, operation, and repair of John Deere air conditioning, heating, and ventilation systems including operation of recovery/recycling equipment. Retrofit procedures for converting equipment from R-12 to R134A refrigerant is also covered. Operation and repair of Climate Control Systems as used on John Deere Agricultural Equipment is included.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**JDAT1442 John Deere Electrical/ Electronics II** Mil 60 30 7  
Prerequisites: JDAT1140 through JDAT1370 Review of electrical fundamentals and safe operation of meters is included. Coverage includes theory, operation, and testing of 24-volt systems. An introduction to combine and tractor electrical systems are included as well as troubleshooting techniques for circuit diagnosis using electrical schematics. Testing electrical circuits with meters is part of the lab exercises.

**JDAT1446 John Deere Hydraulics I** Mil 60 15 6.5  
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** Mil 60 15 6.5  
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** Mil 130 20 13.5  
Prerequisites: JDAT1140 through JDAT1448 John Deere row-crop tractor theories of operation of low pressure, high pressure, and control systems. Theory and function of load sense systems, cooling-lube circuits, and pilot oil. Diagnostic testing and repair of hydraulic components and systems.

**JDAT2542 John Deere Power Trains II** Mil 110 40 12  
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** Mil - 480 12  
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** Mil 30 15 3.5  
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** Mil 30 15 3.5  
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** Mil 20 10 2  
Prerequisites: JDAT1140 through JDAT2670. This course covers the theory, design, principles of operation and adjustment, troubleshooting and repair of tillage equipment and planting equipment. Primary, secondary, and row crop tillage tools will be covered as well as row crop planters and grain drills.

**JDAT2746 John Deere Harvesting Equipment** Mil 60 30 7  
Prerequisites: JDAT1140 through JDAT2670. This course covers the theory, design, principles of operation and adjustment, and troubleshooting of harvesting equipment. Emphasis will be placed in inspection and repair of all combine operational systems as well as the header systems.

**JDAT2748 John Deere Electrical/ Electronics III** Mil 30 30 4  
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** Mil 20 10 2  
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 mapping/monitoring, field documentation (acre counters, fuel consumption, periodical maintenance of machine, etc.), map-based seeding, Accudepth (tillage machines), and Crop Verifeye (tracing crop from planting to harvest).

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## JDCE • DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH

**JDCE1130 Deere Orientation & Safety** Mil 42 6 4  
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** Mil 26 22 3  
Use and care of power and hand tools. Micrometers, dial indicators, torque wrenches, twist drills, taps, dies, screw extractors, thread restoration, tube fittings, and fasteners. Safety and proper operation of pullers and presses.

**JDCE1132 Deere Welding I** Mil 10 20 1.5  
Theory and practice of oxyacetylene welding and cutting including proper operation of equipment, principles, safety, procedures, along with application of Gas Metal Arc Welding on sheet metal.

**JDCE1133 Deere Heating, Ventilation, & Air Conditioning** Mil 22 26 2.5  
Theory, operation, and repair of Deere air conditioning, heating, and ventilation systems. Safety is also stressed.

**JDCE1134 Deere Electrical/Electronics I** Mil 78 48 9  
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.

**JDCE1270 Dealer Cooperative Education** Mil - 480 12  
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** Mil 22 20 2.5  
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** Mil 42 42 5  
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** Mil 60 60 8  
Basic theory, construction, and operation of engine valve train and cylinder head. Valve timing and adjustments of Deere engines. Design, construction, operation, and service methods for the following engine components: crankshafts, connecting rods, piston assemblies, cylinder liners, bearings, and related engine accessories. 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** Mil 24 30 3  
Review of electrical fundamentals and introduction to basic electronics. Procedures and use of digital multimeter in electrical circuits. Techniques of circuit diagnosis using electrical schematics. Function, operation, and testing of semiconductors and transistors. Microprocessor operation, including inputs and outputs. Testing of machine circuits including lighting, accessory, instrumentation, and gauges. Safety is stressed in this course.

**JDCE1470 Dealer Cooperative Education** Mil - 480 12  
Prerequisites: JDCE1130 through JDCE1343 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** Mil 60 40 7  
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.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**JDCE2551 Deere Hydraulics** Mil 50 30 6  
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** Mil 50 40 6  
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** Mil 5 25 1  
Principles and application of arc welding with Shielded Metal Arc and Gas Metal Arc in the flat, horizontal, and vertical positions on plate steel as applied to construction equipment. Safety training will be included.

**JDCE2670 Dealer Cooperative Education** Mil - 480 12  
Prerequisites: JDCE1130 through JDCE2553 On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College-Milford Campus Deere Construction Equipment instructor.

**JDCE2760 Deere Back Hoes/Landscape Loaders** Mil 30 16 3.5  
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Back Hoes/Landscape Loaders. Students will experience actual operation of equipment as available. Safety is stressed.

**JDCE2761 Deere Excavators** Mil 30 16 3.5  
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Excavators. Students will experience actual operation of equipment as available. Safety training will be included.

**JDCE2762 Deere Crawler Dozers/Loaders** Mil 30 16 3.5  
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere crawler dozers/loaders. Students will experience actual operation of equipment as available. Safety is stressed.

**JDCE2763 Deere Motor Graders** Mil 25 16 3  
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere motor graders. Students will experience actual operation of equipment as available. Safety is stressed.

**JDCE2764 Deere Four Wheel Drive Loaders** Mil 30 16 3.5  
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere four wheel drive loaders. Students will experience actual operation of equipment as available. Safety training will be included.

**JDCE2765 Deere Forklifts, Skid Steer Loaders** Mil 10 5 1  
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere forklifts and skid steer loaders. Students will experience actual operation of equipment as available. Safety is stressed.

**JDCE2766 Deere Scrapers/Articulated Trucks** Mil 30 15 3.5  
Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere scrapers and articulated trucks. Students will experience actual operation of equipment as available. Safety training will be included.

## JOUR • JOURNALISM

**JOUR1810 Introduction to Mass Communication** Bea 45 - 3  
Fall semester. 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** Bea 45 - 3  
Spring Semester. Prerequisite: Eligible for ENGL1010. Study of basic techniques of news gathering and news writing. Writing assignments for campus and area newspapers.

**JOUR1840,1880, 2840, 2880 Publications Production** Bea - 30 1  
Individualized Study. Prerequisite: Permission of the instructor. 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** Bea 15 120 3  
Prerequisites: JOUR1820 and PHOT1750 and by permission only. Internship in mass communication field or location where mass communication knowledge and skills are the primary requirements. Guidance from professional staff in employment situation.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## LBST • LABORATORY SCIENCE TECHNOLOGY

**LBST1100 Laboratory Science Orientation** Linc 10 - 1  
Overview of Laboratory Science Technology for new or prospective students. Employment expectations, content of courses, curriculum chronology and other items of concern to new students. Tours of local employment facilities.

**LBST1101 Applied Chemistry I** Linc 33 - 3  
Introductory course in chemistry. Basic chemical concepts. Atomic structure, periodic table, chemical bonding, organic chemistry.

**LBST1102 Applied Chemistry II** Linc 33 - 3  
Prerequisite: LBST1101 and LBST1111 or equivalent. Continuation of introductory chemistry. Measurement, stoichiometry, gas laws, solution preparation, chemical equilibrium and acid/base concepts.

**LBST1111 Applied Chemistry I Laboratory** Linc - 33 1.5  
Laboratory course to accompany LBST1101. Emphasizes qualitative analysis.

**LBST1112 Applied Chemistry II Laboratory** Linc - 33 1.5  
Laboratory course to accompany LBST1102. Practice of concepts learned in LBST1102.

**LBST1121 Analytical Chemistry for Technicians I** Linc 33 - 3  
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** Linc - 44 1.5  
Laboratory course to accompany LBST1121. Practice of concepts learned in LBST1121.

**LBST1161 Organic Chemistry** Linc 33 - 3  
Prerequisites: LBST1102 and LBST1112 or equivalent. Organic chemistry emphasizing nomenclature, physical properties, reactions and structure including elementary infrared spectroscopy.

**LBST1171 Organic Chemistry Laboratory** Linc - 33 1  
Laboratory course to accompany LBST1161. Practice of concepts learned in LBST1161.

**LBST1201 Structure & Function of Organisms** Linc 33 - 3  
Introductory biology course stressing basic biological principles, taxonomy, anatomy, physiology and embryology. Fulfills biology elective requirements.

**LBST1205 Introductory Biology** Linc 33 - 3  
Basic biology course emphasizing cellular and molecular biology. Cell structure and function, the nature of heredity and metabolism.

**LBST1208 Ecology** Linc 33 - 3  
Basic biology course concerned with the interrelationships among organisms and their environments. Emphasis on the roles of microorganisms. Fulfills biology elective requirements.

**LBST1211 Structure & Function of Organisms Laboratory** Linc - 33 1.5  
Laboratory course to accompany LBST1201. Practice of concepts learned in LBST1201.

**LBST1215 Introductory Biology Laboratory** Linc - 33 1.5  
Laboratory course to accompany LBST1205. Practice of concepts learned LBST1205.

**LBST1221 Introduction to Microbiology** Linc 22 - 2  
Prerequisites: LBST1205 and LBST1215 or equivalent. Survey course introducing students to various types of microorganisms. Cell structure, history, and growth of microorganisms. Microscopic examination and handling of cultures.

**LBST1231 Introduction to Microbiology Laboratory** Linc - 44 1.5  
Laboratory course to accompany LBST1221. Practice of concepts learned in LBST1221.

**LBST1301 Water Quality** Linc 33 - 3  
Prerequisite: LBST1102 and LBST1221 or equivalent, or permission. Introduction to natural aquatic environment. Physical, biological and chemical characteristics of freshwater in ponds, lakes, reservoir, and rivers. Addresses water quality issues for water and wastewater treatment. Identification of what constitutes pollution of natural water systems.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**LBST2122 Analytical Chemistry for Technicians II** Linc 33 - 3

Prerequisites: LBST1121 and LBST1131. Introduction to instrumental analytical chemistry emphasizing molecular and atomic spectroscopy. UV/visible absorption and emission, IR and FTIR, NMR, and mass spectrometry, flame atomic absorption and emission, and graphite furnace, and ICP techniques. Computerized data acquisition and analysis.

**LBST2124 Analytical Chemistry for Technicians III** Linc 33 - 3

Prerequisites: LBST2122 and LBST2132. Continuation of the study of instrumental analysis chemistry emphasizing analytical separations and electroanalytical chemistry. Extraction, chromatography, gas chromatography, high performance liquid chromatography, potentiometry and voltammetry. Computerized data handling methods.

**LBST2125 Instrumental Analytical Chemistry** Linc 33 - 3

Prerequisites: LBST1121 and LBST1131. Introduction to instrumental analytical chemistry emphasizing molecular spectroscopy, atomic spectroscopy, gas chromatography, high performance liquid chromatography and potentiometry. Fulfills requirement of Medical Laboratory Technician program only.

**LBST2132 Analytical Chemistry II Laboratory** Linc - 33 1

Laboratory course to accompany LBST2122. Practice of concepts learned in LBST1122.

**LBST2134 Analytical Chemistry III Laboratory** Linc - 33 1

Laboratory course to accompany LBST2124. Practice of concepts learned in LBST2124.

**LBST2135 Instrumental Analytical Chemistry Laboratory** Linc - 33 1

Laboratory course to accompany LBST2125. Practice of concepts learned in LBST2125.

**LBST2162 Biochemistry I** Linc 33 - 3

Prerequisites: LBST1161 and LBST1711 or equivalent; LBST1205 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** Linc 22 - 2

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** Linc - 33 1

Laboratory course to accompany LBST2162. Practice of concepts learned in LBST2162.

**LBST2173 Biochemistry II Laboratory** Linc - 44 1.5

Laboratory course to accompany LBST2163. Practice of concepts learned in LBST2163.

**LBST2261 Sanitation** Linc 15 15 2

Prerequisites: LBST1221 and LBST1231 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** Linc 22 - 2

Prerequisites: LBST1221 and LBST1231 or equivalent. Study of man's interaction with microorganisms. Immunology, the nature of infectious diseases, resistance to diseases.

**LBST2275 Applied Microbiology Laboratory** Linc - 66 2

Laboratory course to accompany LBST2265. Practice of concepts in microbiology, including media preparation, culture techniques, media selection and identification of pathogens.

**LBST2302 Water & Wastewater Technology** Linc 33 - 3

Prerequisite: LBST1301 or permission. Study of development, design and operation of public water supply systems and pollution control facilities. Wells, water treatment plants, distribution systems, wastewater collection systems, design and operation of wastewater treatment plants. Basic types of pumps, motors and valves are included as part of the preparation for the state water certification exam.

**LBST2303 Water-Wastewater Analysis** Linc 22 - 2

Prerequisite: LBST2302 or permission. Standard techniques for water/wastewater analysis. Basic laboratory procedures and techniques. Environmental sample collection and preservation, precision, records and interpretation of results from analysis.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**LBST2313 Water-Wastewater Analysis Laboratory** Linc - 44 1.5  
 Laboratory course to accompany LBST2303. Practice of concepts learned in LBST2303.

**LBST2321 Hazardous Materials** Linc 33 - 3  
 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** Linc 10 - .5  
 Prerequisite: Must be in final quarter of enrollment. Practical examinations by instructors in the Environmental Laboratory Technology program. Students tested individually on lab skills: solution preparation, pipetting, titrations, microbiological culture media preparation, sterile technique, instrumentation and safety.

**LBST2406 Quality in the Analytical Laboratory** Linc 10 - 1  
 Overview of quality assurance practices for laboratory technicians. Topic include elementary statistics, control charts, and good laboratory practices (GLP).

**LBST2407 Water and Wastewater Mathematics** Linc 10 - 1  
 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.

**LBST2501/2502 Practicum Laboratory Methods I & II** Linc - 90 3  
 Prerequisite: Permission of the program chair. Practical, hands-on experience in a local industrial or governmental laboratory. Differentiated from LBST2522 in that student receives no pay but receives three credits for 90 clock hours spent in the laboratory. Credits in LBST2522 may be substituted for credits in this course.

**LBST2522 Cooperative Education** Linc - 200 5  
 Prerequisite: Permission of the program chair. Part-time employment experience in a laboratory or other appropriate setting. Clock hours, pay and exact nature of work are determined by the employer. Credits in this course can be substituted in full or in part for LBST2501/LBST2502.

## LPNS - PRACTICAL NURSING

**LPNS1103 Anatomy & Physiology** Bea 60 - 4  
 Linc 60 - 6  
 Overview of the normal structure and function of the human body systems and their interrelationships.

**LPNS1172 Transition to Practical Nursing** Bea 40 60 4  
 Linc 40 60 6  
 Prerequisites: CPR at the Certification-Heartsaver level AED, Basic Nursing Assistant (BNA) Certification. 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, and physical assessment are introduced.

**LPNS1173 Foundations of Practical Nursing I** Bea 25 60 3  
 Linc 25 60 4.5  
 Prerequisite: LPNS1172. The focus of this course is on basics principles and procedures within the scope of practice for practical nursing. Introductory concepts of geriatric care, death and dying, complications of bedrest and thermoregulation are included.

**LPNS1174 Foundations of Practical Nursing II** Bea 25 60 3  
 Linc 25 60 4.5  
 Prerequisite: LPNS1173. The focus of this course is on basic principles and procedures within the scope of practice for practical nursing. Introductory concepts of wound care, surgical asepsis, urinary needs, and perioperative care.

**LPNS1175 Growth and Development** Bea 45 - 3  
 Linc 45 - 4.5  
 Introduction to human development from conception to death. Explores theories of human development including several major theorists. The physical, psychosocial, cognitive, and moral aspects of development and health promotion are explored throughout the lifespan.

**LPNS1176 Pharmacology** Bea 30 - 2  
 Linc 30 - 3  
 Prerequisite: LPNS1103. Provides an introductory discussion of Pharmacology, drug and patient information, legal standards, drug development, drug actions and classifications across the lifespan.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**LPNS1177 Medication Administration** Bea 10 15 1  
 Linc 10 15 1.5  
 Designed to provide basic knowledge in dosage calculation, preparation and administration of medication and appropriate documentation throughout the lifespan.

**LPNS1178 Practical Nursing Across the Lifespan I** Bea 55 105 6  
 Linc 55 105 9  
 Prerequisite: LPNS1103, LPNS1172, LPNS1173, LPNS1174, LPNS1175, LPNS1176, and LPNS1177. The study of patient needs along the wellness/illness continuum incorporating concepts in maternal/child health and medical/surgical nursing within the scope of practice for the practical nurse. Principles of health prevention, promotion, and maintenance are introduced.

**LPNS1179 Practical Nursing Across the Lifespan II** Bea 55 105 6  
 Linc 55 105 9  
 Prerequisite: LPNS1178. A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in medical/surgical nursing within the scope of practice for the practical nurse. Principles of health prevention, promotion, and maintenance are emphasized.

**LPNS1180 Practical Nursing Across the Lifespan III** Bea 55 105 6  
 Linc 55 105 9  
 Prerequisite: LPNS1179. A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in more complex medical/surgical nursing within the scope of practice for the practical nurse. Principles of health prevention, promotion, and maintenance are utilized in patient care..

**LPNS1181 Practical Nursing Across the Lifespan IV** Bea 55 105 6  
 Linc 55 105 9  
 Prerequisite: LPNS1180. A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in more complex medical/surgical nursing within the scope of practice for the practical nurse. Principles of health prevention, promotion, and maintenance are emphasized.

## LSCE • LAND SURVEYING / CIVIL ENGINEERING

**LSCE1120 Plane Surveying** Mil 60 90 9  
 Study of the use of surveying instruments and equipment. Includes units on measurement, beginning instrument use, field notes, and taping procedures. Care of surveying instruments and surveying safety. Applications of trigonometry. Calculations of lengths of boundaries and elevation changes.

**LSCE1126 Civil Drafting I** Mil 40 60 6  
 Windows applications related to Computer Aided Drafting using AutoCAD software. AutoCAD basic drawing commands and file handling procedures are practiced. Continuation of study and application of surveying mathematics.

**LSCE1128 Construction Materials** Mil 10 15 1.5  
 Study of materials used in construction projects such as wood, stone, brick, cement, iron, steel and alloys. Continuation of study and application of surveying mathematics.

**LSCE1220 Engineering Surveying** Mil 40 60 6  
 Prerequisites: LSCE1120 and MATH1000, and Math1050. Studies related to surveying as carried out in traversing, traverse computations, area and volume. Measuring horizontal and vertical angles using a variety of different instruments and readouts. Solving practical surveying problems using basic trigonometry. Field note forms. Safety practices.

**LSCE1226 Civil Drafting II** Mil 40 70 6  
 Prerequisites: LSCE1126, MATH1000, and MATH1050. Continuation of LSCE1126 Civil Drafting I. Includes exercises in typical civil drawings. Continuation of study and application of surveying mathematics.

**LSCE1230 Earthwork Inspection** Mil 20 30 3  
 Prerequisite: LSCE1128. 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** Mil 20 30 3  
 Programmed study that teaches the fundamentals of reading and interpreting a complete set of highway plans. Continuation of study and application of surveying mathematics.

**LSCE1320 Route & Construction Surveying** Mil 30 60 5  
 Prerequisite: LSCE1220 and MATH1050. Study of circular and vertical curves as employed in construction projects. Area and volume computations. Slope staking, building and pipeline stakeout. Fieldwork for topographic details using total station equipment and electronic data collected. Unit of study also covers sanitary sewer networks and principles of hydraulics and a safety course including CPR and First Aid.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**LSCE1324 Concrete Inspection** Mil 35 15 4

Prerequisite: LSCE1230 and MATH1050. Study based on the fundamental principles of cement and concrete. Understanding of cement, concrete, and concrete products as applied to the job. Reasons behind the "why" of cement and concrete. Study of ingredients, placement, and other factors which affect the quality of pavement and structures. Role of the inspector in maintaining quality control of concrete construction projects. Includes Concrete Field Testing Technician Grade I certification through the American Concrete Institute. Continuation of study and application of surveying mathematics.

**LSCE1326 Civil Drafting III** Mil 10 40 2

Prerequisite: LSCE1226 and MATH1050. Applications of design and layout to sanitary sewage system. Drawings of subdivision plats and computer aided drafting projects. Continuation of study and application of surveying mathematics.

**LSCE1346 Computer Aided Drafting** Mil 40 60 6

Prerequisite: LSCE1226. Use of AutoCAD to draft civil drawings of subdivision plats, municipal plan and profile sheets and standard details. Basic study of city, county and state plat regulations. Continuation of study and application of surveying mathematics.

**LSCE1392 Pre-Cooperative Education** Mil 10 - 1

Guidelines for the upcoming quarter of cooperative education. Applying and interviewing for placement, basic preparation for the on-the-job experience and the explanation of the process used for school supervision and evaluation of the cooperative education experience.

**LSCE1400 Cooperative Education** Mil - 400 10

Prerequisites: LSCE1320, LSCE1346, LSCE1326 and LSCE1392. On-the-job experience doing surveying, drafting, or materials testing/inspection with employers. Application of skills and knowledge acquired in previous quarters.

**LSCE1441 Post-Cooperative Education** Mil 20 - 2

Prerequisite: LSCE1400. Evaluation of the on-the-job training. Preparation for full-time employment. Classroom oral presentation and written report of co-op experience.

**LSCE2520 Geodetic Surveying** Mil 90 60 11

Prerequisites: LSCE1320, LSCE1400, LSCE1441. Study of control surveys, state plane coordinates, photogrammetry, geographic information systems, and global positioning systems. Applications of trigonometry are used to solve surveying problems.

**LSCE2526 Civil Drafting IV** Mil 20 30 3

Prerequisite: LSCE1326. Principles of land use and development with application to the fields of surveying and civil engineering. Theory and calculations cover transportation, the environment, utility projects, plans and specifications. Includes a study of bridge plan reading. Continuation of study and application of surveying mathematics.

**LSCE2546 Applied Computer Aided Drafting** Mil 25 75 5

Prerequisite: LSCE1346. Study and application of AutoDESK Land Development Desktop engineering software including Civil Drafting Design, Land Desktop, Survey, and Map. Includes a full cycle of field surveying to finish drawing projects. Continuation of study and application of surveying mathematics.

**LSCE2620 Boundary Control & Legal Principles** Mil 40 40 5

Prerequisite: LSCE2520. Study of the advanced methods and equipment for making surveying measurements. Using a property description, students conduct a record history search. Field search for locating survey points and field-to-field survey, processing data and drawing is completed.

**LSCE2626 Civil Drafting V** Mil 20 30 3

Prerequisites: LSCE2546 and LSCE2526. Practice in conventional and computer aided drawings from field notes. Student projects are used to complete a variety of drawings. Continuation of study and application of surveying mathematics.

**LSCE2646 Advanced Computer Aided Drafting** Mil 25 75 5

Prerequisite: LSCE2546. Study of advanced computer aided design. Use of engineering software by Softdesk including Earthworks, Design, and Advanced Design modules. Surveying field projects in electronic data collection are downloaded into the computer using Softdesk software. Continuation of study and application of surveying mathematics.

**LSCE2667 Land Survey Systems** Mil 40 30 5

Prerequisite: LSCE2520. Study of the Public Land system of division and the legal descriptions of plots of land, and methods for describing boundaries and locating property including easements and floodplain boundaries.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## MACH • MACHINE TOOL TECHNOLOGY

**MACH1110 Orientation** Linc 5 - .5  
Mil 5 - .5

Orientation to the College philosophy, goals, objectives and rules in the machine tool area.

**MACH1121 Manufacturing Processes** Linc 50 - 5  
Mil 50 - 5

Theory and safe operation of machine and hand tools. Covers metrology, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.

**MACH1156 Blueprint Reading & Drawing** Linc 20 30 3  
Mil 20 30 3

Basic theory and laboratory work in blueprint reading, drafting, equipment utilization, lettering, and geometric constructions. Shape and size description, section views and freehand sketching.

**MACH1172 Machine Tool Lab I** Linc 25 120 6.5  
Mil 25 120 6.5

Prerequisite: MACH1110. Basic operation of the lathe, milling machine, and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.

**MACH1222 Machine Tool Lab II** Linc 10 190 7  
Mil 10 190 7

Prerequisites: MACH1110, MACH1121 and MACH1172. Practice using machine tools. Drill press, lathe, milling machine, surface grinder and cylindrical grinder.

**MACH1225 Materials of Industry** Linc 50 - 5  
Mil 50 - 5

Introduction to materials (steel, irons, etc.) used in industry. Properties, uses, specifications, availability, heat treatment and tool steel.

**MACH1241 Machinery's Handbook** Linc 50 - 5  
Mil 50 - 5

Introduction to technical area handbooks and problems of design. Use of Machinery's Handbook for measurement, circle, geometry, allowance and tolerance, keys and keyseats, gearing problems, cutting speeds, and threads and bearing problems.

**MACH1250 Computer Aided Drafting (CAD)** Linc 20 30 3  
Mil 20 30 3

Fundamentals of Computer Aided Drafting using AutoCAD computer operating system, AutoCAD menus, AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting.

**MACH1324 Machine Tool Lab III** Linc 10 190 7  
Mil 10 190 7

Prerequisite: MACH1222. Practice using machine tools. Lathe, milling machine, surface grinder, cylindrical, and cutter grinder. Projects for lab work. Introduction to die and mold construction.

**MACH1343 Applied Hydraulics & Pneumatics** Linc 40 10 4  
Mil 40 10 4

Introduction to fluid power (hydraulic and pneumatic) and basic circuitry and various components, their design, operation, and application. Analysis and design of practical manufacturing related systems. Use of standard symbols and ANSI fluid symbols.

**MACH1349 Basic CNC** Linc 30 20 3.5  
Mil 30 20 3.5

Basic theory and laboratory work in basic programming, operation and maintenance of CNC machines. Operation and maintenance of Coordinate Measuring Machines (C.M.M.).

**MACH1370 Applied Trigonometry** Linc 45 - 4.5  
Mil 45 - 4.5

Prerequisite: MATH1000. Use of trigonometry for design and shop problems. Electronic calculator is used for most assigned problems.

**MACH1428 Machine Tool Lab IV** Linc 10 140 5.5  
Mil 10 140 5.5

Prerequisite: MACH1324. Advanced projects to improve proficiency on machine tools.

**MACH1451 Advanced CNC Milling Machines** Linc 60 60 8  
Mil 60 60 8

Prerequisites: MACH1250, MACH1349, and MACH1370. Advanced programming, operation, and setup of CNC machines.

**MACH1454 CAM (TekSoft)** Linc 20 10 2  
Mil 20 10 2

Prerequisite: MACH1250, MACH1451. Introduction to the fundamentals of Computer Aided Manufacturing using TekSoft CAM software. Various functions and methods of 3D AND 2D CAM programming will be covered. Basic CAD operations associated with TekSoft will be included.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**MACH2244 Tool & Cutter Grinding** Linc 20 40 3

Prerequisite: MACH1110 through MACH1454. Fundamental operations performed on a tool and cutter grinder. Sharpening of standard cutters, reamers and drills.

**MACH2246 Jigs and Fixtures** Linc 30 90 6

Prerequisite: MACH1110 through MACH1454. Introduction to design and construction principles and requirements for manufacturing. Clamping, loading, unloading, location, and materials to be used with commercially available components. Construction of a jig or fixture.

**MACH2256 Die Construction** Linc 30 130 7

Prerequisite: MACH1110 through MACH1454. Introduction to principles of operation, use and design of dies for manufacturing sheet metal parts. Types of dies in use today and associated equipment in metal working industries.

**MACH2258 Quality Control** Linc 30 - 3

Prerequisites: MACH1110 through MACH1454. Inspection procedures used to determine product quality. Application of shop methods to produce parts in accordance with blueprint specifications using a variety of measuring instruments. Statistical Process Control (SPC) will be introduced.

**MACH2266 Advanced Die Construction** Linc 20 175 7.5

Prerequisite: MACH2256. Continuation of MACH2256. Utilizing laboratory equipment to design and make a progressive die and produce 100 pieces to specifications.

**MACH2530 Die Design I** Linc 10 40 2  
Mil 10 40 2

Prerequisites: MACH1110 through MACH1454. Study of the design of piercing and blanking dies. Laboratory work in developing and preparing working drawings for a die which the student will construct during the fifth quarter.

**MACH2532 Die Making Lab I** Mil 10 190 7

Prerequisites: MACH1110 through MACH1454. Practical experience in construction of metal dies. Two types of dies are built, one from the student's own blueprint designed in Die Design I. Use of form ground and wire EDM (electric discharge machine) construction methods.

**MACH2535 Mold Theory** Mil 50 - 5

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.

**MACH2537 Injection Mold Design I** Mil 10 40 2

Prerequisites: MACH1110 through MACH1454. Basic principles and design of injection molds, gating methods, and runner systems. Study of mold making materials and standard mold bases and components. Use of basic principles and designs in developing plans for a single cavity mold that will be constructed as a laboratory project.

**MACH2538 Mold Making Lab I** Mil 10 190 7

Prerequisites: MACH1110 through MACH1454. Construction of plastic injection molds, one from the student's prints designed in the injection mold design class. Construction of two other molds to pre-designed specifications. Construction of some components using CNC lathe and mills.

**MACH2547 Die Theory** Mil 50 - 5

Prerequisites: MACH1110 through MACH1454. Study of the design and construction of shearing, blanking, piercing, cutoff, bending, and forming. Punch presses and die sets.

**MACH2634 Die Design II** Mil 10 40 2

Prerequisites: MACH1110 through MACH1454. Laboratory experience in basic designs and preparing working drawings for a compound die which the student will construct during the sixth quarter.

**MACH2636 Die Making Lab II** Mil 10 190 7

Prerequisites: MACH1110 through MACH1454. Practical experience in construction of two dies. Construction of one die following blueprints developed in Die Design II. Electrical discharge machine EDM die construction methods. Electrode is made on CNC mill.

**MACH2640 Injection Mold Design II** Mil 10 40 2

Prerequisites: MACH1110 through MACH1454. Design of a single cavity injection mold. Laboratory work in developing and preparing working drawings for a mold to be constructed during the sixth quarter.

**MACH2642 Mold Making Lab II** Mil 10 190 7

Prerequisites: MACH1110 through MACH1454. Practical experience in constructing two molds. Construction of one injection mold from blueprints developed in the Injection Mold Design II class. Use of wire feed and ram type electrical discharge machining and engraving. Completed projects are set up and run to evaluate the quality of the finished molds.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## MATH • MATHEMATICS

**MATH0400 Math Fundamentals** Linc 15 - 1.5

Review basic concepts of whole numbers, fractions, decimal numbers, ratio, proportions and percents. Graded pass/no pass.

**MATH0500 Applied Mathematics** Mil 45 - 4.5

Introduction to applied mathematics. Fraction/decimal review, percents, formulas and equations. Application to practical industrial problems. Graded pass/no pass.

**MATH0550 Pre-Algebra** Mil 45 - 4.5

For students entering technical programs in which algebra is used extensively. Study of exponents, variables, and solving linear equations. Application to practical industrial problems. Graded pass/no pass.

**MATH0860 Math Review & Tune-up** Bea 15 - 1  
Linc 15 - 1.5  
Mil 15 - 1.5

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. Should be taken before attempting the above listed courses as test scores indicate. Graded pass/no pass.

**MATH0900 Developmental Mathematics** Bea 45 - 3

Basic computational skills are covered, for review or initial mastery. Topics include fractions and decimals; ratio; proportion and percent; operations with numbers; geometry and measurement; problem solving and estimation; basic study skills for mathematics.

**MATH0950 Beginning Algebra** Bea 45 - 3  
Linc 45 - 4.5

Prerequisite: Completion of MATH0900, or GENN0400 or equivalent, or math placement test. Study of elementary concepts of algebra. Emphasis on developing functional competency. Practical applications. Graded pass/no pass.

**MATH0980 Geometry** Bea 45 - 3  
Linc 45 - 4.5

Prerequisite: MATH0950 or one year of high school algebra or equivalent. Development of spatial awareness and critical thinking skills. Through use of contraction, labs and proofs, discovery of properties of lines, angles, polygons, circles. With the use of Cartesian, coordination of the relationship between algebra and geometry. Graded pass/no pass.

**MATH1000 Basic College Mathematics** Bea 45 - 3  
Linc 45 - 4.5  
Mil 45 - 4.5

Review of fractions, decimals and percents. Topics include powers and exponents, basic algebra (order of operations, solving linear equations, and word problems), measurement, and geometry (perimeter, area, volume, Pythagorean Theorem). Various relevant applications discussed.

**MATH1050 Math I for Surveyors** Mil 25 - 2.5

Prerequisite: MATH1000 or equivalent. Introduction to the six trigonometric functions, cofunctions, and complements of angles. Solving right triangles using the Pythagorean Theorem and right triangle trigonometry. Solving oblique triangles using the Laws of Sines and Cosines. Complex practical applications requiring auxiliary lines.

**MATH1051 Math II for Surveyors** Mil 45 - 4.5

Prerequisite: MATH1050. Ratios, proportions, direct and inverse variation. Special angles and polygons, similar polygons, determining angles, lengths of sides, and interior and exterior angles of polygons. Areas and volumes of various geometric figures including composite figures and frustums. Systems of linear equations, graphing both linear and quadratic equations. Topics are discussed in detail with many complex practical application problems.

**MATH1080 Algebra & Trigonometry** Linc 45 - 4.5  
Mil 45 - 4.5

Prerequisite: MATH0950 or or equivalent or one year of high school algebra and math placement test. Review of topics in a second year high school algebra and trigonometry course. Topics include: real numbers, 1st and 2nd degree equations and inequalities, rational equations, exponents and radicals, basic geometry, right triangle trigonometry, vectors, solving oblique triangles (Law of Sines and Law of Cosines). Does not fulfill the math requirement for the associate of arts or associate of science degrees.

**MATH1100 Intermediate Algebra** Bea 45 - 3  
Linc 45 - 4.5

Prerequisite: MATH0950 or one year of high school algebra or math placement test. Review of topics in a second year high school algebra course taught at the college level. Topics include: real numbers, 1st and 2nd degree equations and inequalities, linear systems, polynomials and rational functions, exponents and radicals, functions and relations, exponential and logarithms. Does not fulfill the math requirement for the associate of arts or associate of science degrees.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

|          |                 |      |    |   |     |
|----------|-----------------|------|----|---|-----|
| MATH1150 | College Algebra | Bea  | 45 | - | 3   |
|          |                 | Linc | 45 | - | 4.5 |

Prerequisites: A grade or "C" or better in MATH1100 or two years of high school algebra and math placement test. Study of college algebra. Emphasis on 1) equations and inequalities, 2) functions and graphs, 3) polynomial and rational functions, 4) exponential and logarithmic functions, 5) systems of equations and inequalities, and 6) analytic geometry. A graphing calculator may be required.

|          |                       |      |    |   |     |
|----------|-----------------------|------|----|---|-----|
| MATH1180 | Elementary Statistics | Linc | 45 | - | 4.5 |
|          |                       | Mil  | 45 | - | 4.5 |

Prerequisites: Two years of high school algebra and math placement test or MATH1100. Study of descriptive statistic, probability and probability distributions, topics from inferential statistics such as estimates, sampling, hypothesis testing and inferences. Correlation and regression multinomial experiments and nonparametric statistics. Use of some statistical software packages.

|          |              |      |    |   |     |
|----------|--------------|------|----|---|-----|
| MATH1200 | Trigonometry | Bea  | 45 | - | 3   |
|          |              | Linc | 45 | - | 4.5 |

Prerequisite: MATH1150 or equivalent, or math placement test. Study of trigonometry. Definitions of trigonometric functions, relations between the functions, identities, use of tables, graphs of the functions, solution of equations and triangles, inverse trigonometric functions, complex numbers and polar coordinates.

|          |             |      |    |   |     |
|----------|-------------|------|----|---|-----|
| MATH1300 | Precalculus | Bea  | 75 | - | 5   |
|          |             | Linc | 75 | - | 7.5 |

Prerequisites: MATH1100. Appropriate placement exam score, one year high school geometry, and two years high school algebra. Intensive review of college algebra and trigonometry. Study of the concept of a function and its graph. Study of certain specific functions: polynomial, rational, exponential, logarithmic and trigonometric functions. Covers analytic trigonometry, some applications of trigonometry, conic sections, and systems of equations. Most study uses three points of view: algebraic, graphical, and numerical. Graphical and numerical approaches using a graphing calculator. A graphing calculator is required for the course.

|          |                  |      |    |   |     |
|----------|------------------|------|----|---|-----|
| MATH1400 | Applied Calculus | Bea  | 45 | - | 3   |
|          |                  | Linc | 45 | - | 4.5 |

Prerequisite: MATH1150 or equivalent, or math placement test. Fundamentals of differential and integral calculus with emphasis on applications from business, economics and the life sciences. Not open to pre-engineering or pre-architectural majors.

|          |                                |      |    |   |     |
|----------|--------------------------------|------|----|---|-----|
| MATH1600 | Calculus & Analytic Geometry I | Bea  | 75 | - | 5   |
|          |                                | Linc | 75 | - | 7.5 |

Prerequisites: MATH1150 and MATH1200 or equivalent, or math placement test. Review of functions, introduction to limits, differentiation of algebraic and trigonometric functions, applications, anti-differentiation and the definite integral. A graphing calculator is required.

|          |                                 |      |    |   |     |
|----------|---------------------------------|------|----|---|-----|
| MATH1700 | Calculus & Analytic Geometry II | Bea  | 75 | - | 5   |
|          |                                 | Linc | 75 | - | 7.5 |

Prerequisite: 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 | Bea  | 45 | - | 3   |
|          |                          | Linc | 45 | - | 4.5 |

Prerequisites: Two years of high school algebra, or MATH1100, and one year of geometry or equivalent. Applications of quantitative reasoning and methods to problems and decision making in the areas of management, statistics and social choice. Topics include networks, critical paths, linear programming, sampling, central tendency, inference, voting methods, power index, game theory, and fair division problems.

|          |                                    |      |    |   |   |
|----------|------------------------------------|------|----|---|---|
| MATH2080 | Calculus & Analytical Geometry III | Bea  | 60 | - | 4 |
|          |                                    | Linc | 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 | Bea  | 45 | - | 3   |
|          |                        | Linc | 45 | - | 4.5 |

Prerequisite: MATH2080. Introduction to the theory and applications of differential equations. Linear differential equations, elementary existence theorems, power series methods of solution, boundary value problems and linear systems.

|          |                    |     |    |   |   |
|----------|--------------------|-----|----|---|---|
| MATH2450 | Applied Statistics | Bea | 45 | - | 3 |
|----------|--------------------|-----|----|---|---|

Prerequisite: MATH1150 or equivalent. Study of descriptive statistics, basic probability and probability distributions, sampling, statistical inference, regression and correlation, ANOVA and computer applications using MINITAB.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## MEDA • MEDICAL ASSISTING

|          |                       |      |    |   |   |
|----------|-----------------------|------|----|---|---|
| MEDA1101 | Medical Terminology I | Linc | 20 | - | 2 |
|----------|-----------------------|------|----|---|---|

Introduction to medical terms. System for building a basic structure of medical terms. Pronouncing, spelling, defining terms and common medical abbreviations included.

|          |                               |      |    |   |   |
|----------|-------------------------------|------|----|---|---|
| MEDA1102 | Medical Assisting Orientation | Linc | 20 | - | 2 |
|----------|-------------------------------|------|----|---|---|

Prerequisites: Admission to Medical Assisting program and appropriate assessment score. Introduction to medical assisting. Addresses interactions of medical assistants with all health professionals. Provides general knowledge needed for administrative duties. Fire safety included. Required for first quarter students who are accepted into Medical Assisting program.

|          |                        |      |    |   |   |
|----------|------------------------|------|----|---|---|
| MEDA1201 | Medical Terminology II | Linc | 30 | - | 3 |
|----------|------------------------|------|----|---|---|

Prerequisite: MEDA1101. Continuation of MEDA1101. Terminology relating to body systems and disorders. Intended to increase medical vocabulary. Continuing system for building a medical vocabulary with emphasis on anatomy, physiology and diseases. Divided into "Basic Understanding and Greater Comprehension."

|          |                                |      |    |   |     |
|----------|--------------------------------|------|----|---|-----|
| MEDA1202 | Communication in Allied Health | Linc | 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 | Linc | 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 | Linc | 20 | - | 2 |
|----------|-----------|------|----|---|---|

First aid and emergency care developed in cooperation with the National Safety Council.

|          |                             |      |    |    |     |
|----------|-----------------------------|------|----|----|-----|
| MEDA1301 | Examination Room Techniques | Linc | 55 | 60 | 7.5 |
|----------|-----------------------------|------|----|----|-----|

Prerequisites: MEDA1102, MEDA1202, MEDA1203. Major activities include assisting with physical examinations, minor surgery, EKG's and medical emergencies. Sterilization techniques, handling of instruments, pharmacology, injections, housekeeping and inventory included. Introduction to physical therapy and radiology.

|          |                    |      |   |     |   |
|----------|--------------------|------|---|-----|---|
| MEDA1401 | Clinical Education | Linc | - | 240 | 8 |
|----------|--------------------|------|---|-----|---|

Prerequisites: MEDA1301, MEDT1181. Practical experience under supervision in physician's office or clinic.

|          |                         |      |    |   |   |
|----------|-------------------------|------|----|---|---|
| MEDA1402 | Senior Clinical Seminar | Linc | 30 | - | 3 |
|----------|-------------------------|------|----|---|---|

Prerequisite: Concurrent with MEDA1401. Informal class for reviewing and critiquing clinical procedures with correlation of classroom theory. Expansion of special procedures and pharmacology. Resumé preparation.

|          |                  |      |    |   |   |
|----------|------------------|------|----|---|---|
| MEDA1404 | Medical Diseases | Linc | 30 | - | 3 |
|----------|------------------|------|----|---|---|

Prerequisites: MEDA1101 and LPNS1103 or instructor approval. Introduction to symptoms and mechanics of diseases and conditions that affect the human body. Includes bacteriology as related to health, immunology and infectious disease.

|          |                                  |      |    |   |     |
|----------|----------------------------------|------|----|---|-----|
| MEDA1405 | Insurance for the Medical Office | Linc | 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 | Linc | 20 | - | 2 |
|----------|--------------------|------|----|---|---|

Prerequisite: LPNS1103 or BIOS1210. Introduction to legal aspects and government regulations, medication resource material, types of medication, route of administration, actions and effects of drugs and drugs used on various systems.

|          |                      |      |    |   |   |
|----------|----------------------|------|----|---|---|
| MEDA1407 | Medical Calculations | Linc | 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.



| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## MEDT • MEDICAL LABORATORY TECHNOLOGY

**MEDT1100 Procedures in Phlebotomy** Linc 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** Linc 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.

**MEDT1161 Basic Urinalysis & Microbiology for the Office Laboratory** Linc 10 - 1  
Prerequisite: Concurrent with MEDA1301. Study of routine medical office procedures: urine and throat cultures, wet preps, gram stains, and complete UA with microscopic. Specimen collection, handling, quality control methods, and laboratory safety.

**MEDT1171 Basic Urinalysis & Microbiology Laboratory** Linc - 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** Linc 10 - 1  
Prerequisite: Concurrent with MEDA1301. Study of hematology tests required in medical offices: automated cell counts, hematocrit, hemoglobin, 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** Linc - 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** Linc 20 - 2  
Prerequisite: MATH1100. 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** Linc 20 - 2  
Prerequisites: LBST1221, LBST1231, MEDT1101. Study of routine procedures in clinical microbiology emphasizing the isolation and identification of common pathogenic bacteria.

**MEDT1311 Clinical Microbiology I Laboratory** Linc - 60 2  
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1301. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

**MEDT1321 Hematology I** Linc 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** Linc - 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** Linc 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** Linc - 60 2  
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1401. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

**MEDT1421 Hematology II** Linc 20 - 2  
Prerequisites: MEDT1321 and MEDT1331. Study of advanced hematology procedures, disease states, and the identification of abnormal cellular constituents of the blood.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**MEDT1431 Hematology II Laboratory** Linc - 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** Linc 10 - 1  
Prerequisites: MEDT1421 and MEDT1431. Study of normal and abnormal chemical and cellular constituents of urine.

**MEDT2511 Urinalysis Laboratory** Linc - 30 1  
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2501. Skills and laboratory techniques corresponding to the theoretical information presented in the lecture listed above.

**MEDT2521 Immunochemistry I** Linc 10 - 1  
Prerequisites: MEDT1421 and MEDT1431. Study of the theories and procedures of routine blood bank testing. Blood grouping and antibody detection and identification, the genetics of the clinically important blood groups, and functions of the immune system.

**MEDT2531 Immunochemistry I Laboratory** Linc - 30 1  
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2521. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

**MEDT2541 Clinical Chemistry I** Linc 25 - 2.5  
Prerequisites: LBST1121, LBST1131, and MEDT1201. Study of theory and application of clinical chemistry procedures. Manual and automated testing, disease states and quality control.

**MEDT2551 Clinical Chemistry I Laboratory** Linc - 60 2  
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2541. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

**MEDT2561 Immunology** Linc 20 - 2  
Prerequisites: MEDT1401 and MEDT1411. Introduction to Immunology. Immune system, antigens, antibodies, complement, and reactions of antigens and antibodies. Relationships to diseases that are immunologically involved.

**MEDT2571 Immunology/Serology Laboratory** Linc 10 30 2  
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2561. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

**MEDT2581 Hemostasis** Linc 15 - 1.5  
Prerequisites: MEDT1421 and MEDT1431. Principles of blood coagulation and basic coagulation procedures.

**MEDT2591 Hemostasis Laboratory** Linc - 30 1  
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.

**MEDT2601 Parasitology** Linc 10 - 1  
Prerequisites: MEDT1401 and MEDT1411. Procedures for proper specimen collection and preparation. Identification of common human parasites and their life cycles.

**MEDT2611 Parasitology Laboratory** Linc - 30 1  
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2601. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

**MEDT2621 Immunochemistry II** Linc 10 - 1  
Prerequisites: MEDT2521 and MEDT2531. Continuation of immunochemistry, including theory and application of blood banking practices and procedures. Compatibility testing, transfusion reactions, and special testing procedures.

**MEDT2631 Immunochemistry II Laboratory** Linc - 30 1  
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2621. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

**MEDT2641 Clinical Chemistry II** Linc 25 - 2.5  
Prerequisites: MEDT2541 and MEDT2551. Advanced study in the theory and application of clinical chemistry procedures. Manual and automated testing, disease states and quality control.

**MEDT2651 Clinical Chemistry II Laboratory** Linc - 60 2  
Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2641. Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

|   |  |      |       |     |     |
|---|--|------|-------|-----|-----|
| <b>MEDT2681</b>   | <b>Clinical Orientation I</b>            | Linc | 20    | -   | 2   |
| 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.  |  |      |       |     |     |
| <b>MEDT2690</b>   | <b>Clinical Education I</b>              | Linc | -     | 72  | 2.5 |
| Phlebotomy experience and additional learning opportunities within a clinic laboratory. Application of theory and skills acquired in classroom and laboratory courses.  |  |      |       |     |     |
| <b>MEDT2701</b>   | <b>Clinical Education II</b>             | Linc | -     | 330 | 11  |
| 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.      |  |      |       |     |     |
| <b>MEDT2702</b>   | <b>Clinical Seminar I</b>                | Linc | 20    | -   | 2   |
| Must be taken concurrently with MEDT2701. Group interaction, participation, and presentation relating to various aspects of the clinical laboratory.  |  |      |       |     |     |
| <b>MEDT2703</b>   | <b>Clinical Education Orientation II</b> | Linc | 20    | -   | 2   |
| Concurrent with MEDT2701. Review of clinical laboratory theory and technical skills for Clinical Education II and III. Requirements and clinical rotation schedules are presented.  |  |      |       |     |     |
| <b>MEDT2710</b>   | <b>Clinical Project I (optional)</b>     | Linc | 30-90 | -   | 1-3 |
| Special papers or projects as suggested by the college or clinical sites.   |  |      |       |     |     |
| <b>MEDT2801</b>   | <b>Clinical Education III</b>            | Linc | -     | 330 | 11  |
| 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. |  |      |       |     |     |
| <b>MEDT2802</b>   | <b>Clinical Seminar II</b>               | Linc | 20    | -   | 2   |
| Must be taken concurrently with MEDT2801. Group interaction, participation, and presentation relating to various aspects of the clinical laboratory.  |  |      |       |     |     |
| <b>MEDT2810</b>   | <b>Clinical Project II (optional)</b>    | Linc | 30-90 | -   | 1-3 |
| Special papers or projects as suggested by the College or clinical sites.   |  |      |       |     |     |

## MFGT • MANUFACTURING

### ENGINEERING & CAD TECHNOLOGY

|   |  |     |    |     |     |
|---|--|-----|----|-----|-----|
| <b>MFGT1125</b>   | <b>Materials of Industry</b>                 | Mil | 50 | -   | 5   |
| Introduction to materials (steel, irons, etc.) used in industry. Properties, uses, specifications, availability, and heat treatment. Special attention given to tool steel.   |  |     |    |     |     |
| <b>MFGT1144</b>   | <b>Industrial Drafting I</b>                 | Mil | 30 | 170 | 8.5 |
| Basic industrial drafting. Drawing instruments, lettering, geometric construction, orthographic projections, dimensioning and sectioning, auxiliary views, gears, cams and splines, and detail and assembly drawings.   |  |     |    |     |     |
| <b>MFGT1250</b>   | <b>Industrial Drafting II</b>                | Mil | 30 | 145 | 7.5 |
| 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.   |  |     |    |     |     |
| <b>MFGT1333</b>   | <b>Applied Hydraulics &amp; Pneumatics</b>   | Mil | 70 | 30  | 8   |
| Prerequisite: MATH1000, MFGT1350 and MFGT1250. 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.  |  |     |    |     |     |
| <b>MFGT1350</b>   | <b>Computer Aided Drafting</b>               | Mil | 30 | 45  | 4.5 |
| 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.                        |  |     |    |     |     |
| <b>MFGT1354</b>   | <b>Elementary Tool Design</b>                | Mil | 50 | 50  | 6.5 |
| 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.   |  |     |    |     |     |
| <b>MFGT1362</b>   | <b>Plant Layout &amp; Materials Handling</b> | Mil | 30 | 20  | 3.5 |
| 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.   |  |     |    |     |     |
| <b>MFGT1413</b>   | <b>Electrical Fundamentals</b>               | Mil | 50 | -   | 5   |
| Prerequisite: MATH1000. Fundamental concepts of electricity. Energy, basic electrical fundamentals, and circuits and devices. Application of Ohm's Law, power and efficiency formulas to problems involving basic circuits. Sources and effects of electric current, magnetism, electromagnetism, generators, and motors. |  |     |    |     |     |

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

|  |  |     |    |    |     |
|--|--|-----|----|----|-----|
| <b>MFGT1421</b>  | <b>Manufacturing Processes I</b>                         | Mil | 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.   |  |     |    |    |     |
| <b>MFGT1429</b>  | <b>CNC Machines</b>                                      | Mil | 30 | 20 | 3.5 |
| Prerequisites: MFGT1250 and MFGT1350. Basic programming, operation, and maintenance of CNC machining centers.  |  |     |    |    |     |
| <b>MFGT1441</b>  | <b>Machine Design</b>                                    | Mil | 50 | -  | 5   |
| Introduction to technical handbooks and problems of design. Use of Machinery's Handbook for measurement, circle, geometry, allowance and tolerance, keys and keyseats, gearing problems, cutting speeds, and threads and bearing problems.   |  |     |    |    |     |
| <b>MFGT1456</b>  | <b>Manufacturing Processes II</b>                        | Mil | 20 | 80 | 4.5 |
| Basic operation of the lathe, milling machine and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.   |  |     |    |    |     |
| <b>MFGT1458</b>  | <b>Electrical Drafting</b>                               | Mil | 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.  |  |     |    |    |     |
| <b>MFGT2549</b>  | <b>Quality Assurance &amp; SPC</b>                       | Mil | 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.  |  |     |    |    |     |
| <b>MFGT2551</b>  | <b>Time &amp; Motion Study</b>                           | Mil | 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.   |  |     |    |    |     |
| <b>MFGT2559</b>  | <b>Advanced Geometric Dimensioning &amp; Tolerancing</b> | Mil | 50 | -  | 5   |
| Prerequisite: MFGT1250. Study and application of current methods, symbols, and principles of geometric dimensioning and tolerancing as per ASME 14.5M-1994.  |  |     |    |    |     |
| <b>MFGT2560</b>  | <b>Manufacturing Processes III</b>                       | Mil | 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.  |  |     |    |    |     |
| <b>MFGT2566</b>  | <b>Tool &amp; Product Design</b>                         | Mil | 10 | 90 | 4   |
| Prerequisites: PHYS1010, 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.  |  |     |    |    |     |
| <b>MFGT2635</b>  | <b>Plastics: Design &amp; Engineering</b>                | Mil | 50 | -  | 5   |
| Study of the physical, chemical, and mechanical properties of plastics. Study of molding techniques and processes. Product design considerations and guidelines.   |  |     |    |    |     |
| <b>MFGT2643</b>  | <b>Strength of Materials</b>                             | Mil | 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.  |  |     |    |    |     |
| <b>MFGT2668</b>  | <b>Design &amp; Production Problems</b>                  | Mil | 5  | 95 | 3.5 |
| Prerequisites: PHYS1010, 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.  |  |     |    |    |     |
| <b>MFGT2670</b>  | <b>Advanced CAD/CAE--Autodesk Inventor</b>               | Mil | 35 | 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.                 |  |     |    |    |     |
| <b>MFGT2672</b>  | <b>Mechanisms</b>  | Mil | 50 | -  | 5   |
| Prerequisites: MATH1000, MFGT1250, 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. |  |     |    |    |     |

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## MSTT • MOTORCYCLE, ATV, PERSONAL WATERCRAFT TECHNOLOGY

**MSTT1000 Shop Procedures & Hand Tools** Linc 35 30 4.5  
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** Linc 30 65 5  
Prerequisite MSTT1000. 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** Linc 33 - 3  
Introduction to metric system (SI). Practice in measurements of area, volume, weight and capacity. Proper use of metric precision measuring equipment.

**MSTT1120 Wheels & Tires** Linc 25 35 3  
Prerequisite MSTT1112. Theory and maintenance of stamped steel, spoked and magnesium wheels. Inspection, service, repair and balance of various tire designs.

**MSTT1122 Frames, Suspensions, & Brakes** Linc 15 60 3.5  
Prerequisite MSTT1120. Theory of frame geometry and function of the suspensions units. Proper procedures for maintaining and rebuilding of various types of steering heads, forks, shocks, swing arms and suspension components on motorcycles and ATV's. Theory and operation and proper service procedures of drum and disk brakes.

**MSTT1125 Electrical Concepts** Linc 45 7 4.5  
Basic electrical and electronic principles, Ohm's law, magnetism and electromagnetism as applied to the motorcycle, ATV, and Power product are covered. The proper and effective use of analog and digital meters.

**MSTT1131 Electrical Circuits** Linc 90 30 10  
Prerequisite MSTT1125. Theory of electrical circuits and ignition systems for motorcycles, ATV's and Power Products. Troubleshooting and repair of electrical circuits.

**MSTT1132 Fuel & Ignition Systems** Linc 40 30 5  
Prerequisite MSTT1131. Introduction to carburetion and fuel injection systems used on motorcycles, ATV's, personal watercraft and power products.

**MSTT1133 Tune up & Rideability** Linc 40 110 7.5  
Prerequisite MSTT1132. Proper procedures for diagnosis and troubleshooting of engine performance problems. Procedures for adjustment of ignition systems, valve trains and fuel delivery systems.

**MSTT1138 Personal Watercraft** Linc 22 18 3  
Prerequisite MSTT1133. Proper repair and maintenance of various types of personal watercraft with special attention to steering, cooling systems, fuel delivery, and propulsion operation and repair.

**MSTT1140 Transmission and Final Drives** Linc 30 20 3.5  
Prerequisite MSTT1133. Theory of clutches, gear ratios, drive trains for constant mesh and automatic transmissions as used on motorcycles and ATV's.

**MSTT1141 Engine Rebuild and Overhaul** Linc 20 60 4  
Prerequisite MSTT1145. Disassembly and reassemble procedures of two-cycle and four-cycle motorcycle, ATV, personal watercraft, and power products engines.

**MSTT1145 Engine Machine Operations** Linc 20 30 3  
Prerequisite MSTT1000-MSTT1112. Study and application of machining operations used in the repair and maintenance of two-cycle and four-cycle engines. Boring and honing cylinders, rebuilding crankshafts, grinding valves and valve seats.

**MSTT1146 Rideability and Electrical Update** Linc 40 60 6  
Prerequisite MSTT1133. Advanced electrical update and review covering all systems and diagnosis relating to engine performance and emissions.

**MSTT1147 Rideability and Electrical Update with Coop** Linc 40 90 6  
Prerequisite: MSTT1133. Advanced electrical update and review of all systems and diagnosis relating to engine performance and emission. Lab time is split approximately 50% Coop work experience at a local dealership.

**MSTT1150 Advanced Small Engine Repair** Linc - 135 4.5  
Prerequisite MSTT1112. Advanced Engine overhaul with emphasis on electrical, lubrication, and ignition systems. Accessories incorporated in today's power equipment.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## MUSC • MUSIC

**MUSC1010 Introduction to Music** Bea 45 - 3  
Linc 45 - 4.5

An introduction of musical forms, styles, and composers within a historical perspective. Includes an introduction to music elements as well as a range of music literature.

**MUSC1015/1020, 2010/2020, 2030/2040 Individual Instruction in Voice** Bea - 15 1

**MUSC1220/1230, 2200/2210, 2220/2230 Individual Instruction in Brass** Bea - 15 1

**MUSC1240/1250, 2240/2250, 2280/2290 Individual Instruction in Woodwinds** Bea - 15 1

**MUSC1260 Class Piano I** Bea - 30 1  
Beginning fundamentals of piano performance. Scales, fingering, sight-reading and transposing included. Assumes no prior knowledge of music.

**MUSC1270 Class Piano II** Bea - 30 1  
Prerequisite: MUSC1260 or permission of instructor. Continuation of MUSC1260 Class Piano I. Increasing technical facility and functional skills, playing by ear, and adding improvisation and harmonization skills.

**MUSC1410/1420, 2390/2400, 2410/2420 College Chorus** Bea - 45 1  
Study and performance of standard choral literature for mixed voices. Public appearance both on and off campus required.

**MUSC1430, 1440, 2430, 2440 Vocal Ensemble: Showcase Singers** Bea - 60 2  
Participation by audition only and permission of instructor. Select group of singers with performance emphasis on jazz repertoire. Includes several off-campus performances.

**MUSC1480/1490, 2480/2490 2500/2510 College Band** Bea - 30 1  
Performance of standard band music. Appearances at designated functions both on and off campus are required.

**MUSC1610 Music Theory I** Bea 45 30 4  
Fall semester, alternate years Introduction to the fundamentals of music, notation, rhythm, meter, scales, keys, intervals, triads, seventh chords, inversion and figured bass. Sight singing, dictation and keyboard.

**MUSC1620 Music Theory II** Bea 45 30 4  
Spring semester, alternate years. Prerequisite: MUSC1610 or permission of instructor. Study of basic harmonic techniques of the baroque, classical and romantic periods including chord progressions, cadences, harmonization, completion and composition. Elements of form, such as phrase, period and phrase group. Continued work in sight singing, dictation and keyboarding.

**MUSC2260 Class Piano III** Bea - 30 1  
Prerequisite: MUSC1270 or permission of instructor. Preparation of repertoire for performance. Continue working on piano fundamentals, and playing by ear. Additional chords and scales presented.

**MUSC2270 Class Piano IV** Bea - 30 1  
Prerequisite: MUSC2260 or permission of instructor. Preparation of solo repertoire as well as accompaniments from vocal/instrumental literature. Improvisation, harmonizing, sight-reading and transposition stressed. Review of scales and chords.

**MUSC2520/2530, 2540/2550, 2580/2590 Individual Instruction in Piano** Bea - 15 1  
Prerequisite: MUSC2270 or instructor permission.

**MUSC2720 Music History & Literature I** Bea 45 - 3  
Linc 45 - 4.5

Tracing the historical development of music from Middle Ages through end of Baroque. Comprehensive survey with emphasis on styles and characteristics of Gregorian Chant, early polyphony, and music of the Renaissance and Baroque periods.

**MUSC2730 Music History & Literature II** Bea 45 - 3  
Linc 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** Bea 45 - 3  
Linc 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.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**NOTE: NEBRASKA LAW ENFORCEMENT  
SEE CRIM**

## NDTT • NONDESTRUCTIVE TESTING TECHNOLOGY

**NDTT1121 Visual Inspection Method** Mil 30 45 4.5  
Concepts and applications of visual inspection as it relates to other NDT methods. Use of optical devices, precision measurement tools and gauges. Use of various tools in laboratory and field situations.

**NDTT1133 Manufacturing Processes** Mil 100 - 10  
Study of metal forming casting and forging processes, metals production, plastic, and other material types. Materials joining processes and nontraditional machining methods along with allied cutting processes.

**NDTT1138 Welding Processes** Mil 20 30 3  
Introduction to the theory and practice of oxy-acetylene hand torch cutting. SMAW practice includes study of variables and parameters of equipment and operation. Safety of welding and cutting equipment and lab work emphasized.

**NDTT1164 Blueprint Reading & CAD** Mil 40 35 5.0  
Study of industrial graphics language for shape description, size description, instrument drawing, blueprint reading, pictorial drawing (isometric and oblique drawing) and CAD.

**NDTT1236 Electrical & Electronic Fundamentals** Mil 50 - 5  
Prerequisite: MATH1000. Introduction to electrical and electronic fundamentals. Sources and effects of electric current, magnetism, and electromagnetism. Formulas for problem solving in basic circuitry. Instrumentation used in NDT. System concepts and basic troubleshooting.

**NDTT1255 NDT Methods** Mil 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** Mil 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** Mil 20 30 3  
Prerequisites: NDTT1121 and NDTT1255. Study of proper penetrant testing techniques and applications. Process control for the solvent removable, post emulsifiable, and water wash penetrant techniques. Study of codes, standards, inspection procedures, and job specifications for liquid penetrant inspection.

**NDTT1360 Ultrasonics I** Mil 40 110 7.5  
Prerequisites: MATH1000 and NDTT1255. Applications and ultrasonic inspection techniques. Technique requirements specified in selected codes, standards, and job specifications. Examination and reporting consistency. Introduction to ultrasonic system configuration and computers.

**NDTT1450 Eddy Current I** Mil 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.

**NDTT1458 Magnetic Particle** Mil 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** Mil 60 90 9  
Prerequisites: GENN2040 and NDTT1255. Applications and radiographic inspection techniques. Technique requirements specified in selected codes, standards, and job specifications. Examination and reporting consistency. Methods for developing RT techniques in situations where limited information is available about a test object or where codes and standards do not exist.

**NDTT1470 Radiation Safety & Administration** Mil 50 - 5  
Prerequisites: GENN2040 and NDTT1255. Study of operational and functional radiation safety programs. Exercise of personal responsibilities related to safety in industrial radiography. Practical aspects of x-ray and radioisotope operations. Program administrative responsibilities and radiation physics.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**NDTT2569 Radiography II & Film Interpretation** Mil 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. Including lab projects related to interpreting and evaluating radiography of welds, castings, forgings, electrical components and composite materials.

**NDTT2570 Eddy Current II** Mil 75 75 10  
Prerequisite: NDTT1450. Continued study of electromagnetic testing. Advanced theory and operation of single and multifrequency, and multiparameter data acquisition systems. Multifrequency data collection and evaluation. System calibration and standardization methods related to phase analysis instrumentation. Data analysis concepts and computer based analysis and reporting systems. Introduction to Remote Field Testing (RFT) theory, instrumentation, calibration or equipment and data acquisition.

**NDTT2652 Ultrasonics II** Mil 50 100 8  
Prerequisites: GENN2040 and NDTT1360. Continued study of ultrasonic testing. Developing testing techniques and procedures. Instrumentation, calibration methods, code requirements, evaluation procedures. Computer assisted motion control and data acquisition systems.

**NDTT2675 Computer Applications in NDT** Mil 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** Mil 35 40 4.5  
Development of technical skills for writing qualifiable test procedures. Audit and surveillance procedures and implementation. Quality assurance functions.

## NURS • ASSOCIATE DEGREE NURSING

**NURS1206 Introduction to Professional Nursing** Linc 20 - 2  
Prerequisites: BIOS1140, BIOS1110, ENGL1010, BIOS2130, PSYC1810, and CHEM1050. Overviews 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** Linc 10 - 1  
Prerequisites: BIOS1110, BIOS1140, BIOS2130, CHEM1050, ENGL1010, FSDT1350, MEDA1407, PSYC1810, PSYC2960, SOCI1010. Required for the licensed practical nurse (licensed in Nebraska) requesting advanced placement into the Associate Degree Nursing program. Oriented toward developing associate degree level nursing skills for new role of student nurse. An overall introduction to the philosophy, objectives and curriculum framework of the Associate Degree Nursing program is presented. Includes the nursing process and the roles and functions of the associate degree nurse.

**NURS1305 Basic Nursing Concepts I** Linc 30 15/75 6  
Prerequisites: NURS1206, MEDA1406/1407, PSYC2960, SOCI1010, and FSDT1350. The nursing process as a method of problem solving is discussed and related to a nursing care plan framework. Emphasis is placed on technical skills and identification of basic human needs as it relates to the nursing process. Nursing techniques taught in the program lab are correlated with scientific principles and applied in the clinical setting. Basic pharmacological principles and drug classification are included when administration is introduced. Clinical experiences are provided to apply nursing techniques, apply nursing process to patient care, and introduce the nurse and client role in a variety of health care settings.

**NURS1306 Pathophysiology** Linc 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 included. Physiological adaptation, diagnostic tests and treatment procedures for each body system are explained.

**NURS1307 Nursing Concepts II** Linc 5 15/60 3  
Prerequisite or concurrent with NURS1305, NURS1306. Introduces the student to the principles and skills needed to care for individual clients with common disease conditions along the wellness/illness continuum. The nursing process is utilized to identify health problems that are common to all age groups, as well as to identify those problems that are unique to each group. Pathophysiology, diet therapy and pharmacology will be integrated. Clinical experience to correlate with theory is provided in a variety of health care settings.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**NURS2400 Nursing Assessment** Linc 30 30/15 4.5  
Prerequisite: NURS1304/NURS1305 or concurrent with NURS2403/2404. Focuses on the acquisition of skills used in the comprehensive health assessment of children and adults in the nursing process. Emphasis on well clients with the identification of some deviations from the normal. Introduction to communication skills and the assessment of the person in his/her physical, developmental, psychological and sociocultural environment.

**NURS2403 Gerontological Nursing Concepts** Linc 20 45 3.5  
Prerequisite: NURS1305. Focuses on the nursing process as a problem solving tool in assisting older clients' adaptation to stress related to chronic and terminal illness. Gerontological principles and rehabilitative aspects of nursing are examined. Pathophysiological concepts, therapeutic nutrition and pharmacology are integrated.

**NURS2404 Nursing Concepts III** Linc 30 15/75 6  
Prerequisite: NURS1305/1306/1307. or concurrent with NURS2400/2403 Focus on the nursing process applied to clients' adaptive responses to stressors, including hospitalization and the disease process. Perioperative nursing principles are included. Related 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.

**NURS2501 Nursing Concepts Related to the Childbearing Family** Linc 30 90 6  
Prerequisite: NURS2404. Normal psychological and physiological changes/adaptations that occur during the maternity cycle are examined along with pre-, post- and perinatal stressors/adaptations of the maternity client/childbearing family. The student explores family structures, stressors, and subsequent adaptation of the family and gynecological client. Concepts of cultural differences on childbearing and self-care abilities are considered. Nursing experiences are provided in postpartum, labor and delivery, normal newborn nursery, and selected hospital/community observational experiences.

**NURS2502 Nursing Concepts Related to Child Rearing Family** Linc 30 90 6  
Prerequisite: NURS2404. Utilizes the nursing process based on the knowledge of childhood variations to specific pediatric problems while reinforcing normal growth and developmental processes. Concepts of nutrition, pharmacology and pathophysiology are integrated in the course. The student gains insight within the secondary care setting by helping the pediatric client/child rearing family cope with the stress of illness and by promoting family health.

**NURS2602 Mental Health Nursing Concepts** Linc 30 15/75 6  
Prerequisite: NURS2501/2502 or concurrent with NURS2603. A study of behavioral reactions to social, physical and emotional stress as seen in clients receiving psychotherapeutic care is studied. Introduces nursing interventions in dysfunctional behavior in secondary care settings. Further development of the nurse-client relationship, techniques and therapeutic communication skills are emphasized. Overview of the modes of therapy (including psychopharmacology) and intervention in recurring maturational and situational crises. Pathophysiology and diet therapy are integrated. Clinical experiences are provided in a variety of health care settings.

**NURS2603 Nursing Concepts IV** Linc 30 15/90 6.5  
Prerequisite: NURS2501/2502 or concurrent with NURS2602. Introduction to more complex cognitive and psychomotor skills needed to care for individuals with more complex disease conditions along the wellness/illness continuum. The clinical course emphasizes setting priorities of needs with emphasis on the distinction between normal and abnormal adaptation to multiple stressors affecting the client systems. Crisis theory interventions are introduced. Pathophysiology, diet therapy and pharmacology are integrated. Clinical experience to correlate with theory is provided in a variety of acute health care settings. The clinical portion of this course allows the student to practice decision-making skills for groups of clients in selected health care settings and to further develop communicative and technical skills. Content includes legal/ethical issues in nursing and health care, nursing roles, trends in nursing and reality shock.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## OFFT • OFFICE TECHNOLOGY

All prerequisite courses must be passed with a "C" or better.

**OFFT1010 Beginning Keyboarding I** Bea 20 - 1  
Linc 20 - 2

Suitable for beginning students or for review using touch method. Introduces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent rhythmic keyboarding skills. A minimum of 20 Gross Words a Minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass. Graded pass/no pass.

**OFFT1020 Beginning Keyboarding II** Bea 20 - 1  
Linc 20 - 2

Prerequisite: OFFT1010 or equivalent. Reinforces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent rhythmic keyboarding skills. A minimum of 30 GWAM with three or fewer errors on three-minute timings must be achieved to pass. Graded pass/no pass.

**OFFT1040 Records Management** Bea 30 - 2  
Linc 30 - 3

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.

**OFFT1110 Business Communications** Bea 45 - 3  
Linc 45 - 4.5

Prerequisite: ENGL1010. Recommended word processing courses of OFFT1710, BSAD1010, or INFO1121 with a "C" or better. Principles and techniques of writing business letters, electronic and written messages, and reports. Principles of grammar and correct word usage that have practical application in writing for business purposes.

**OFFT1120 Medical Terminology** Bea 45 - 3

Study of medical vocabulary for practitioners in the field of medicine. Much of the course is auto-instructional with extra drill and practice during class sessions.

**OFFT1160 Keyboarding III** Bea 30 - 2  
Linc 30 - 3

Prerequisite: OFFT1020 or equivalent. Uses a comprehensive diagnostic approach to build speed while maintaining a high degree of accuracy. A speed of 40 GWAM is a C and 50 GWAM is an A on five-minute timings with five or fewer errors.

**OFFT1170 Keyboarding IV** Bea 30 - 2  
Linc 30 - 3

Prerequisite: OFFT1160 or equivalent. Uses appropriate practice material to produce significant gains in speed and accuracy. A speed of 50 GWAM is a C and 60 GWAM is an A on five-minute timings with five or fewer errors.

**OFFT1190 Medical Assisting Machine Transcription** Linc 45 - 4.5

Prerequisites: ENGL1010, MEDA1201, OFFT1160, and OFFT1710. For medical assisting. Practice in using medical abbreviations, terminology, and phrases. Transcription of basic hospital reports from recorded dictation using MS Word.

**OFFT1200 WordPerfect for Windows** Bea 45 - 3

Prerequisite: OFFT1600. Practical experience using WordPerfect for Windows. Create, edit, and print documents. Other word processing features explored.

**OFFT1210 Medical Coding** Bea 45 - 3

Prerequisite: OFFT1120. Instruction for the medical secretarial student. Study of coding guidelines used in conjunction with the International Classification of diseases (ICD-9-CM). Applicable to vital statistics reporting, morbidity reporting, and many third-party payment systems in the United States including Medicare.

**OFFT1220 Business Math** Bea 45 - 3  
Linc 45 - 4.5  
Mil 45 - 4.5

Prerequisite: Appropriate math placement score (COMPASS or ACT). Touch control operation of a ten-key pad to solve business problems. Review of mental math skills/principles.

**OFFT1310 Office Accounting** Bea 45 - 3  
Linc 45 - 4.5

Introduction to basic principles of accounting for a personal service enterprise. Analyzing, sorting, classifying, journalizing, and posting business transactions; taking a trial balance; preparing a work sheet; adjusting and closing the books; preparing an income statement, a statement of owner's equity and a balance sheet; and working with payroll records.

**OFFT1430 Microsoft Excel** Bea 15 - 1

Prerequisite: OFFT1600. Instruction in Excel spreadsheet features include commands, constructing math formulas and functions, formatting different style attributes, creating and enhancing charts, and designing and manipulating databases.

| PREFIX/NO   | COURSE TITLE                         | CAMPUS LOCATION | CLASS HRS | LAB HRS    | CR HRS     |
|---|--------------------------------------|-----------------|-----------|------------|------------|
| <b>OFFT1470</b>   | <b>Advanced Microsoft Excel</b>      | <b>Bea</b>      | <b>15</b> | <b>-</b>   | <b>1</b>   |
| Prerequisite: OFFT1430. Features and functions include advanced database operation, H and V lookup functions, what-if analysis, pivot tables, macros, and enhanced charts and work sheets.  |                                      |                 |           |            |            |
| <b>OFFT1480</b>   | <b>Microsoft Access</b>              | <b>Bea</b>      | <b>15</b> | <b>-</b>   | <b>1</b>   |
| Prerequisite: OFFT1600. Create database tables, sort and filter those tables, create simple and complex queries, design and modify forms and reports.   |                                      |                 |           |            |            |
| <b>OFFT1600</b>   | <b>Windows for the Office</b>        | <b>Bea</b>      | <b>15</b> | <b>-</b>   | <b>1</b>   |
|   |                                      | <b>Linc</b>     | <b>15</b> | <b>-</b>   | <b>1.5</b> |
| Prerequisite: OFFT1020 or equivalent. An introduction for office professionals to Windows with emphasis on file management as well as browser and e-mail programs.  |                                      |                 |           |            |            |
| <b>OFFT1680</b>   | <b>Web Page Support</b>              | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
|   |                                      | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisites: OFFT1710 or BSAD1010 or equivalent Windows/Word skills. Reinforces using Web browser and e-mail programs efficiently, searching, and downloading/uploading while presenting essential skills for today's office professional to create and maintain Web pages.   |                                      |                 |           |            |            |
| <b>OFFT1710</b>   | <b>Word Applications I</b>           | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
|   |                                      | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisites: OFFT1600. Create, format, and edit basic business office documents, letters, memos, and reports using Microsoft Office. Emphasis on usable/mailable copy.  |                                      |                 |           |            |            |
| <b>OFFT1720</b>   | <b>Word Applications II</b>          | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
|   |                                      | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisite: OFFT1710 with a minimum grade of "C". Create, format, and edit advanced office documents, tables, letters with special parts, two-page memos, and long reports using Microsoft Office. Emphasis on usable/mailable copy.  |                                      |                 |           |            |            |
| <b>OFFT1730</b>   | <b>Word Applications III</b>         | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
|   |                                      | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisite: OFFT1720 with a minimum grade of "C". Create reports with enhancements, labels, business forms, and macros. Use productivity tools and merge documents using Microsoft Office. Emphasis on usable/mailable copy.  |                                      |                 |           |            |            |
| <b>OFFT2000</b>   | <b>Employment Techniques</b>         | <b>Bea</b>      | <b>30</b> | <b>-</b>   | <b>2</b>   |
|   |                                      | <b>Linc</b>     | <b>30</b> | <b>-</b>   | <b>3</b>   |
| Prerequisite: Declared students only. OFFT1110 or HIMS1103. Development of techniques and skills necessary for students to be successful in seeking or retaining employment within career area. Taken immediately before Co-op Supervised Employment/Cooperative Education and graduation for associate degree or diploma students. |                                      |                 |           |            |            |
| <b>OFFT2020</b>   | <b>Co-op Supervised Employment</b>   | <b>Linc</b>     | <b>-</b>  | <b>200</b> | <b>5</b>   |
| Prerequisite: OFFT2000. 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.   |                                      |                 |           |            |            |
| <b>OFFT2090</b>   | <b>Machine Transcription I</b>       | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
|   |                                      | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisites: OFFT1710 and eligible to take ENGL1010. 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.                                 |                                      |                 |           |            |            |
| <b>OFFT2130</b>   | <b>Medical Machine Transcription</b> | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
|   |                                      | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisites: MEDA1201 or OFFT1120 and OFFT2090. Practice using medical abbreviations, terminology, and phrases; transcription of basic hospital cases from recorded dictation using MS Word.  |                                      |                 |           |            |            |
| <b>OFFT2140</b>   | <b>Machine Transcription II</b>      | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
|   |                                      | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisite: OFFT2090. Study of vocabulary common to business. Mastery of transcription skills for the production of attractive, high-quality business documents using MS Word.  |                                      |                 |           |            |            |
| <b>OFFT2180</b>   | <b>Keyboarding V</b>                 | <b>Bea</b>      | <b>20</b> | <b>10</b>  | <b>1.5</b> |
|   |                                      | <b>Linc</b>     | <b>20</b> | <b>10</b>  | <b>2</b>   |
| Prerequisite: OFFT1170 or equivalent. Uses lessons designed to develop both speed and accuracy at the same time while also encouraging students to reach high goals on an individual basis. A speed of 60 GWAM is a C and 70 GWAM is an A on five-minute timings with five or fewer errors.   |                                      |                 |           |            |            |

| PREFIX/NO  | COURSE TITLE                                     | CAMPUS LOCATION | CLASS HRS | LAB HRS    | CR HRS     |
|--|--|-----------------|-----------|------------|------------|
| <b>OFFT2210</b>  | <b>Legal Processes I</b>                         | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
|  |  | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisite: OFFT1710. Concurrent with OFFT2090. Introduction to legal terminology, spelling, and punctuation of legal terms. Preparation of legal documents, instruments, and correspondence. Responsibilities of legal secretaries including nontechnical skills, such as making decisions; exercising initiative; following through; exercising confidentiality; and interacting with employers, coworkers, clients, and other people involved in the legal field. |  |                 |           |            |            |
| <b>OFFT2220</b>  | <b>Legal Processes II</b>                        | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
|  |  | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisite: OFFT2210. Continuation of Legal Processes I. Further study of legal terminology including spelling and punctuation. Use of legal terms through the preparation of documents, instruments, and correspondence.  |  |                 |           |            |            |
| <b>OFFT2230</b>  | <b>Legal Processes III</b>                       | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
|  |  | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisite: OFFT2220. Should be taken concurrently with OFFT2260. Continuation of Legal Processes II. Further study of legal terminology and responsibilities of legal secretaries including nontechnical skills such as decision making, following through with projects, and exercising confidentiality on the job.  |  |                 |           |            |            |
| <b>OFFT2260</b>  | <b>Legal Research</b>                            | <b>Bea</b>      | <b>30</b> | <b>-</b>   | <b>2</b>   |
|  |  | <b>Linc</b>     | <b>30</b> | <b>-</b>   | <b>3</b>   |
| Prerequisites: BSAD1090 and OFFT2220. Should be taken concurrently with OFFT2230. Hands-on experience in legal research and citation. Use of law library, and Internet (online) resources. How to properly cite statutory law, case law, and other resources.  |  |                 |           |            |            |
| <b>OFFT2290</b>  | <b>Cooperative Education</b>                     | <b>Bea</b>      | <b>-</b>  | <b>300</b> | <b>5</b>   |
| Prerequisite: By permission only. Placement in a local business for related occupational training under the supervision of a College coordinator.  |  |                 |           |            |            |
| <b>OFFT2330</b>  | <b>Excel Applications for Office Accounting</b>  | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisites: INFO1131 and BSAD2010. Entire accounting cycle for a retail business reviewed by completing a practice set manually and completing financial reports on a microcomputer using Excel.  |  |                 |           |            |            |
| <b>OFFT2400</b>  | <b>Organizational Procedures</b>                 | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
| Prerequisites: OFFT2220 and BSAD1010. Study of the electronic office and the skills necessary for success in business. Topics include records management, telephone procedures, human relations skills, office mail, ethics, and career planning. Touch calculator and keyboard timed writings and drills will also be included.   |  |                 |           |            |            |
| <b>OFFT2410</b>  | <b>Administrative Professional Procedures I</b>  | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
|  |  | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisites: OFFT1710. Comprehensive coverage of relevant skills and procedures in the performance of office duties including the role of the administrative assistant, communication skills, and reference sources. Provides the student with the opportunity to apply relevant skills for today's automated work environment.  |  |                 |           |            |            |
| <b>OFFT2420</b>  | <b>Administrative Professional Procedures II</b> | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
|  |  | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisites: OFFT2410. Continued coverage of office procedures including information processing procedures, travel and conference arrangements, mail processing procedures, organizational skills, and decision making. Provides students with a strong background in administrative skills and knowledge.   |  |                 |           |            |            |
| <b>OFFT2430</b>  | <b>Administrative Office Management</b>          | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisites: OFFT1710 and OFFT2410 (may be taken concurrently). Designed to acquaint the administrative assistant with the various theories of management and related concepts relevant to their office duties and responsibilities.   |  |                 |           |            |            |
| <b>OFFT2440</b>  | <b>Medical Office Procedures</b>                 | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
|  |  | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisites: MEDA1101 or OFFT1120, OFFT1160, and OFFT1710. Integration of relevant medical office skills and procedures in the performance of modern medical office duties. Simulations included.  |  |                 |           |            |            |
| <b>OFFT2460</b>  | <b>Office Simulation</b>                         | <b>Bea</b>      | <b>45</b> | <b>-</b>   | <b>3</b>   |
|  |  | <b>Linc</b>     | <b>45</b> | <b>-</b>   | <b>4.5</b> |
| Prerequisites: INFO1211 or OFFT1430, BSAD2010 or OFFT1310, INFO1131 or OFFT1480, OFFT1110, and OFFT2410, or by permission. Corequisite: OFFT2420. Uses previously learned office skills and procedures in an interactive work environment. Jobs include managers, assistant managers, supervisors, and administrative assistants in human resources, marketing, ordering, and accounting departments.  |  |                 |           |            |            |

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**OFFT2600 Emerging Business Technologies**      **Bea 45 - 3**  
**Linc 45 - 4.5**  
Prerequisites: OFFT1710 and OFFT1110 or Instructor permission. This course will give students practical experience implementing PC troubleshooting techniques, maintaining electronic equipment, and reviewing emerging technologies.

**OFFT2700 Multimedia Office Applications**      **Bea 45 - 3**  
**Linc 45 - 4.5**  
Prerequisites: OFFT1720. Add multimedia enhancements to office documents utilizing features of Microsoft Office Word and Publisher. Apply desktop publishing concepts and design elements consistently in newsletters and other office documents. Emphasis on the importance of usable/available copy.

**OFFT2710 Microsoft Office Integration I**      **Bea 45 - 3**  
**Linc 45 - 4.5**  
Concurrent with OFFT1730. Prerequisites: INFO1211 or OFFT1430, INFO1131 or OFFT1480. Integrate basic business office documents using Microsoft Office Professional applications. Emphasis on usable/available copy.

**OFFT2720 Microsoft Office Integration II**      **Bea 45 - 3**  
**Linc 45 - 4.5**  
Prerequisite: OFFT2710. Project-based class requires advanced skills to integrate data among Microsoft Word, Excel, Access, PowerPoint, and the Internet while working in a simulated office situation. Ability to work independently and in teams will be necessary as students apply skills and knowledge acquired in previous courses to initiate and complete Microsoft integration projects. Emphasis on available documents.

**OFFT3010 Special Projects**      **Linc 10 - 1**  
Prerequisites: Completion of at least 55 credit hours; a minimum 2.5 GPA; permission of adviser and program chair. Study of a particular area in the office technology field arranged with the student's adviser and approved by the program chair. Admittance by permission only.

**OFFT3020 Special Projects**      **Linc 20 - 2**  
Prerequisites: Completion of at least 55 credit hours; a minimum 2.5 GPA; permission of adviser and program chair. Study of a particular area in the office technology field arranged with the student's adviser and approved by the program chair. Admittance by permission only.

**OFFT3030 Special Projects**      **Linc 30 - 3**  
Prerequisites: Completion of at least 55 credit hours; a minimum 2.5 GPA; permission of adviser and program chair. Study of a particular area in the office technology field arranged with the student's adviser and approved by the program chair. Admittance by permission only.

## PDSM • PARTS MARKETING & MANAGEMENT

**PDSM1120 Nomenclature I**      **Mil 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**      **Mil 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**      **Mil 35 15 4**  
Prerequisites: PDSM1120 through PDSM1131. Continuation of commonly requested parts, their function, composition, life expectancy, and nomenclature. Also the principles of transmissions, differentials, steering, suspension, brakes, and air conditioning. Followed by mixing paint and products used in preparation for collision repair.

**PDSM1222 Dealership Cataloging, & Obsolescence II**      **Mil 40 60 6**  
Prerequisites: PDSM1120 through PDSM1221. Study and use of dealers parts cataloging and the various levels of pricing retail, wholesale, and dealer goods. There will be a continued learning of nomenclature by using these references.

**PDSM1223 Warranty Policies, Tools & Equipment**      **Mil 20 30 3**  
Prerequisites: PDSM1120 through 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.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**PDSM1226 Counter Sales & Operations**      **Mil 10 40 2**  
Prerequisites: PDSM1120 through PDSM1131. Introduction to inventory control, computerized systems, and other functions performed in the typical parts store, i.e., shipping and receiving inventory, counter sales, posting invoices, telephone skills and customer relations are performed in the college parts store.

**PDSM1321 Parts Management & Advanced Counter Operations**      **Mil 20 30 3**  
Prerequisites: PDSM1120 through PDSM1226. Continuation of lab activities for the parts department. Positions available, knowledge required for each position, and what level each position carries within the department. Individuals will manage the college parts store.

**PDSM1325 Merchandising & Advertising**      **Mil 40 10 4**  
Prerequisites: PDSM1120 through PDSM1226. Basic merchandising, product grouping, and special merchandising. Draw plan-o-grams of the merchandising areas with different types of merchandising techniques. Signs and special displays developed to enhance merchandising. Suggestive selling by doing merchandising. Skills used in advertising.

**PDSM1327 Customer Sales & Relations**      **Mil 30 20 3.5**  
Prerequisites: PDSM1120 through PDSM1226. Guidelines for the parts person regarding customer relations, telephone manners, grooming, good sales objectives, and courtesy. Material Safety Data sheets on hazardous materials.

**PDSM1339 Computer Electronic Cataloging**      **Mil 40 60 6**  
Prerequisites: PDSM1120 through PDSM1226. Use of the various parts, microfiche and electronic cataloging. Individualized training in the field he/she has chosen for cooperative training.

**PDSM1428 Cooperative Education**      **Mil - 400 10**  
Prerequisites: PDSM1120 through PDSM1339. Cooperative training with a jobber or dealership for on-the-job experience. Application of acquired skills. Expectations of employees in a parts department. Work experience is supervised by the Southeast Community College Coordinator.

**PDSM1429 Cooperative Education Experience Analysis Seminar**      **Mil 20 - 2**  
Prerequisites: PDSM1120 through PDSM1339. Group evaluation of field experience and individual performance during cooperative education and prepare students for full time employment upon graduation.

## PHED • PHYSICAL EDUCATION

**PHED1000 Lifetime Fitness**      **Linc 45 15 4.5**  
Theoretical and practical information on the relationship of life-style habits to productivity, quality of life and one's potential. Topics include life-style related risks, nutrition, physical fitness, and stress management encompassing the mind-body health perspective of wellness.

**PHED1010 Golf**      **Bea - 30 1**  
Fall Semester. Basic skills and fundamentals of golf. Scoring, selection and care of equipment for the beginning golfer.

**PHED1030/2030/2035 1025/2040 Physical Fitness Activities**      **Bea - 30 1**  
**Linc - 30 1.5**  
Study of and participation in chosen activities, such as weight training, cardiovascular conditioning, flexibility, basketball, volleyball and weight control. Planning and participating in an individualized program for development.

**PHED1050/2050 Recreational Sports**      **Bea - 30 1**  
Participation in recreational sports for the student with a disability who is unable to participate in a regularly scheduled required program. Credit can be earned by nonathletic participation in the intercollegiate athletic program such as keeping statistics, videotaping, care and handling of equipment, and game site management. Other options include managerial involvement in school's intramural or physical education programs.

**PHED1060 Fitness Throughout Life**      **Bea 15 30 2**  
Study and application of theories which promote wellness throughout the life cycle. Emphasis on cardiovascular conditioning, flexibility, muscular strength, endurance, body composition, and nutrition maintenance programs.

**PHED1610 Standard First Aid**      **Bea 45 - 3**  
Fall Semester. Principles and techniques for administration of first aid. Legal aspects of emergency care, cardiorespiratory emergencies, hemorrhage control, wound maintenance, shock control, poisoning, heat and cold injuries.

**PHED1750 Introduction to Physical Education**      **Bea 45 - 3**  
Fall Semester. 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.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**PHED1600 Introduction to Recreation** **Bea 45 - 3**  
 Spring Semester. Principles, history and philosophy of recreation and leisure. Introduces recreation as a profession. Explores recreation and leisure studies throughout the life cycle.

**PHED1800 Physical Education in the Elementary School** **Bea 45 - 3**  
 Spring Semester. For the prospective elementary teacher and the physical education major. Study of curriculum and methods of teaching of physical education at the elementary level. Needs and characteristics of elementary school-age child by grade level.

**PHED2010/2020 Officiating Sports** **Bea 30 - 2**  
 Study and application of rules, techniques and interpretations for becoming officials or coaches in football, volleyball, soccer, basketball, softball or baseball.

**INTERCOLLEGIATE ATHLETICS**  
 The following courses will allow student athletes to earn credit through participation in intercollegiate athletics. Regular attendance and participation in all squad activities required.

**PHED1300/2300, 1310/2310 Intercollegiate Golf** **Bea - - 1**

**PHED1320/2320, 1330/2330 Intercollegiate Basketball (men)** **Bea - - 1**

**PHED1340/2340, 1350/2350 Intercollegiate Basketball (women)** **Bea - - 1**

**PHED1360/2360 Intercollegiate Volleyball** **Bea - - 1**

## PHIL • PHILOSOPHY

**PHIL1010 Introduction to Philosophy** **Bea 45 - 3**  
**Linc 45 - 4.5**

Prerequisite: Reading/writing skills at ENGL1010 level or instructor's permission. Introduction to the components of philosophy through readings from the history of philosophy (ancient, modern, and contemporary) combined with the examination of topics such as metaphysics, logic, ethics, epistemology, aesthetics, philosophy of religion, freedom, and self-identity. Exposure to a range of ideas and readings representing a variety of cultural and ethnic backgrounds.

**PHIL1060 Applied Ethics** **Bea 45 - 3**  
**Linc 45 - 4.5**

Introduction to different approaches to moral decision-making and how to tell the difference between good and bad reasoning in applied ethics. Includes some of most recent philosophical writings on a variety of issues.

**PHIL1150 Critical and Creative Thinking** **Bea 45 - 3**  
**Linc 45 - 4.5**

Prerequisite: Reading/writing skills at ENGL1010 level or instructor's permission. Designed to increase critical (convergent thinking) and creative (divergent thinking) thinking skills. Explores the use of logic and perception to analyze ideas, construct and evaluate arguments, and draw logical conclusions. Raise level of problem identification, idea-generation, solution finding and implementation. Exposure to a range of ideas and readings representing a variety of cultural and ethnic backgrounds.

**PHIL2110 Introduction to Modern Logic** **Bea 45 - 3**  
**Linc 45 - 4.5**

Prerequisite: MATH1100 or two years of high school algebra. 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** **Bea 45 - 3**  
**Linc 45 - 4.5**

Prerequisite: ENGL1010 or equivalent. Philosophical study of moral problems in the health care industry. Exploration of issues that include the allocation of scarce medical resources, patients' rights, biomedical research and transplants, abortion, material-fetal conflict, death and dying, socialized medicine, and the right to health care.

**PHIL2610 Comparative Religions** **Bea 45 - 3**  
**Linc 45 - 4.5**

Prerequisite: Reading/writing skills at ENGL1010 level or instructor's permission. This course will offer a cross-cultural introduction to the world's major religious/philosophical traditions or faith systems through a comparison of historical origins, rituals, beliefs, practices, and sacred texts and sources.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## PHOT • PHOTOGRAPHY

**PHOT1750 Beginning Photography** **Bea 30 30 3**  
 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** **Bea 30 30 3**  
 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** **Bea 30 30 3**  
 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** **Bea 30 30 3**  
 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 flatbed and negative scanners.

## PHYS • PHYSICAL SCIENCE

**PHYS1005 Physics/Welding** **Mil 40 10 4.5**  
 Introduction to physics for welding. Partial self-study. Lectures and laboratory experiments. Measurement (metric), vectors, equilibrium, friction, energy and power, simple machines, strength of material, thermal expansion and electricity.

**PHYS1010 Physics/Manufacturing** **Mil 35 15 4**  
 Prerequisite: MATH1000. Introduction to physics applied to manufacturing. Partial self-study. Lectures and laboratory experiments. Areas of measurement (metric), vectors, equilibrium, friction, energy, and power, simple machines, strength of material and thermal expansion.

**PHYS1015 Physics Electrical/Electromechanical** **Mil 35 15 4**  
 Prerequisite: MATH1080. Study of physics applied to electrical and electromechanical trades. Measurement, mechanics, and heat. Metric system, conversion of units, use of precision instruments, equilibrium, friction, energy, power, simple machines, thermal expansion and heat transfer.

**PHYS1020 Physics/Non-Destructive Testing** **Mil 30 20 4**  
 Prerequisite: MATH1080. Study of physics for NDT technicians. Concepts associated with nondestructive testing. Acoustics, electromagnetics, optics, radiation and properties of liquids.

**PHYS1030 Astronomy** **Linc 45 30 6**  
 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.

**PHYS1110 Survey of Physical Science** **Bea 45 30 4**  
 Survey course in the physical sciences with emphasis on scientific processes. Includes topics from chemistry, physics, astronomy, geology and meteorology. Includes lab.

**PHYS1150 Descriptive Physics** **Bea 45 30 4**  
**Mil 45 - 4.5**  
**Linc 45 30 6**

Prerequisite(s) and/or co-requisite(s): MATH0950 or equivalent. Conceptual view of physics for the non-science major. Concepts included will be from the areas of mechanics, matter, heat, sound, light, optics, electricity, magnetism, radioactivity, and nuclear energy. Recommended for student who wants to know the concepts behind modern technology.

**PHYS1410 General Physics I** **Bea 60 30 5**  
**Linc 60 30 7.5**

Prerequisite: High school trigonometry with "B-" or better, or MATH1200 or equivalent. Study of mechanics, heat phenomena, wave motion and sound.

**PHYS1420 General Physics II** **Bea 60 30 5**  
**Linc 60 30 7.5**

Prerequisite: PHYS1410 or equivalent. Study of optics, electricity, magnetism and modern physics.

**PHYS2010 College Physics I** **Bea 60 30 5**  
 Prerequisites: High school physics or by permission, and concurrent with MATH1600. Study of mechanics, fluids, heat, wave motion and sound.

**PHYS2020 College Physics II** **Bea 60 30 5**  
 Prerequisites: MATH1700 preceding or concurrent; PHYS2010 or equivalent. Study of optics, electricity, magnetism and modern physics.



| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## POLS • POLITICAL SCIENCE

|          |                     |      |    |   |     |
|----------|---------------------|------|----|---|-----|
| POLS1000 | American Government | Bea  | 45 | - | 3   |
|          |                     | Linc | 45 | - | 4.5 |

Study of the functioning of the political system through an analysis and application of its underlying theories.

|          |                      |      |    |   |     |
|----------|----------------------|------|----|---|-----|
| POLS1040 | Comparative Politics | Linc | 45 | - | 4.5 |
|----------|----------------------|------|----|---|-----|

Focus on the description and analysis of modern political systems and their respective ideologies. First half of course focuses on broad structural features of government. Second half of course looks at several individual nation states. Final part of course analyses problems facing modern political systems.

|          |   |      |    |   |     |
|----------|---|------|----|---|-----|
| POLS1600 | Introduction to International Relations | Linc | 45 | - | 4.5 |
|----------|---|------|----|---|-----|

Introductory survey of the actors, institutions, processes, and theories of international relations - including a study of contemporary global issues.

|          |                          |      |    |   |     |
|----------|--------------------------|------|----|---|-----|
| POLS2020 | State & Local Government | Bea  | 45 | - | 3   |
|          |                          | Linc | 45 | - | 4.5 |

Prerequisite: POLS1000 or permission of instructor. Study of the structure and operation of state and local government with special attention to the direct impact on the individual citizen.

|          |                   |      |    |   |     |
|----------|-------------------|------|----|---|-----|
| POLS2300 | Political Parties | Linc | 45 | - | 4.5 |
|----------|-------------------|------|----|---|-----|

Prerequisite: POLS1000 strongly recommended. Comprehensive review of party politics and elections in the United States. Emphasis on the historical development of the American party system; political party organization in America; voting and elections; and the activity of parties in government.

NOTE: PRACTICAL NURSING — SEE LPNS

NOTE: PROFESSIONAL TRUCK DRIVING — SEE TRUK

## PSYC • PSYCHOLOGY

|          |                               |      |    |   |     |
|----------|-------------------------------|------|----|---|-----|
| PSYC1010 | Academic & Career Orientation | Linc | 15 | - | 1.5 |
|----------|-------------------------------|------|----|---|-----|

Recommended to be taken during the first term of the Academic Transfer program-Lincoln Campus) Insight into career satisfaction and selection, understanding of self, full scope of career exploration, development and professional relationships, overview of the A.A. and A.S. degrees, and development of an academic plan to help achieve career goals. Designed to foster a positive adjustment to college and work environments.

|          |                         |      |    |   |     |
|----------|-------------------------|------|----|---|-----|
| PSYC1250 | Interpersonal Relations | Linc | 45 | - | 4.5 |
|          |                         | Mil  | 45 | - | 4.5 |

Personal development and adjustment, self-esteem building, values clarification and decision-making, interpersonal communication skills, appreciation of diversity, development of healthy personal and professional relationships.

|          |                            |      |    |   |     |
|----------|----------------------------|------|----|---|-----|
| PSYC1810 | Introduction to Psychology | Bea  | 45 | - | 3   |
|          |                            | Linc | 45 | - | 4.5 |

Introduction to the science of psychology including the study of learning theory, memory, personality, growth and development, neurological aspects, abnormal behavior therapies, intelligence, motivation, emotion, sensation, perception and theoretical perspectives.

|          |                               |      |    |   |     |
|----------|-------------------------------|------|----|---|-----|
| PSYC2870 | Psychology of the Personality | Bea  | 45 | - | 3   |
|          |                               | Linc | 45 | - | 4.5 |

Prerequisite: PSYC1810 or permission of the instructor. Systematic study of personality theories, the factors influencing personality development and the dynamics of personal adjustment.

|          |                   |      |    |   |     |
|----------|-------------------|------|----|---|-----|
| PSYC2880 | Social Psychology | Bea  | 45 | - | 3   |
|          |                   | Linc | 45 | - | 4.5 |

Prerequisite: PSYC1810 or SOC11010 or permission of the instructor. Exploration of human social behavior including development and understanding of the self as a social being; social perception; attitudes and persuasion; social influence; attraction, interactions, and relationships; prosocial and antisocial behavior; and group behavior.

|          |                  |      |    |   |     |
|----------|------------------|------|----|---|-----|
| PSYC2890 | Child Psychology | Bea  | 45 | - | 3   |
|          |                  | Linc | 45 | - | 4.5 |

Prerequisite: PSYC1810 or permission of the instructor. Study of developmental approach to human behavior from conception to adolescence. Personality, cognition, language, behavioral change and emotion will be discussed.

|          |                       |      |    |   |     |
|----------|-----------------------|------|----|---|-----|
| PSYC2900 | Adolescent Psychology | Bea  | 45 | - | 3   |
|          |                       | Linc | 45 | - | 4.5 |

Prerequisite: PSYC1810 or permission of the instructor. Study of developmental approach to normal adolescence from puberty to young adulthood. Impact of social factors on psychological behavior development.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

|          |                            |      |    |   |     |
|----------|----------------------------|------|----|---|-----|
| PSYC2950 | Introduction to Counseling | Bea  | 45 | - | 3   |
|          |                            | Linc | 45 | - | 4.5 |

Prerequisite: PSYC1810 or permission of instructor. Overview of major counseling theories and intervention strategies. Skills involved in providing feedback to clients, crisis intervention and other methods of short-term counseling. Cross-cultural approaches to counseling.

|          |                             |      |    |   |     |
|----------|-----------------------------|------|----|---|-----|
| PSYC2960 | Life-span Human Development | Bea  | 45 | - | 3   |
|          |                             | Linc | 45 | - | 4.5 |

Prerequisite: PSYC1810 or permission of instructor. Integration of the basic concepts and principles of physical, cognitive and psychosocial development at each major stage of life. Provides an essential background for students in psychology, nursing, education, social welfare and home economics; for workers in community service; and for parents and prospective parents.

|          |  |     |    |   |   |
|----------|--|-----|----|---|---|
| PSYC2970 | Introduction to Psychological Research | Bea | 45 | - | 3 |
|----------|--|-----|----|---|---|

Prerequisite: PSYC1810 or permission of instructor. Introduction to the methodological aspects of psychology. Survey of research reports from a variety of psychological perspectives. Scientific research methods in psychology. Significant biases in human thought. Designing individual experiments. For nursing students only.

|          |                     |      |    |   |     |
|----------|---------------------|------|----|---|-----|
| PSYC2980 | Abnormal Psychology | Bea  | 45 | - | 3   |
|          |                     | Linc | 45 | - | 4.5 |

Prerequisite: PSYC1810 or permission of instructor. Course covers etiology, treatment and prevention of abnormal behavior, use of DSM IV as diagnostic tool, effects of labeling.

## RADT • RADIOLOGIC TECHNOLOGY

|          |                       |      |    |   |   |
|----------|-----------------------|------|----|---|---|
| RADT1100 | Radiologic Technology | Linc | 20 | - | 2 |
|----------|-----------------------|------|----|---|---|

Introduction to the Radiologic Technology program. Orientation to the hospital and clinic settings. Assisting patients and patient transfers, proper handling of cassettes, darkroom procedures, and clinical setting office procedures.

|          |                         |      |    |    |     |
|----------|-------------------------|------|----|----|-----|
| RADT1111 | Radiographic Production | Linc | 45 | 10 | 4.5 |
|----------|-------------------------|------|----|----|-----|

Prerequisites: High school algebra and geometry. Essentials of radiographic exposure formulation. Elements contributing to radiographic quality in the areas of density, contrast, recorded detail and distortion.

|          |                           |      |    |    |     |
|----------|---------------------------|------|----|----|-----|
| RADT1112 | Radiographic Procedures I | Linc | 55 | 10 | 4.5 |
|----------|---------------------------|------|----|----|-----|

Active participation in radiology departments, radiographic and fluoroscopic rooms with elementary safety practices. Anatomy and positioning of the chest and abdomen. Application of procedural terminology and clinical data. Application of infection control, ethics and pharmacology in the radiography practice.

|          |                      |      |   |     |   |
|----------|----------------------|------|---|-----|---|
| RADT1119 | Clinical Education I | Linc | - | 150 | 5 |
|----------|----------------------|------|---|-----|---|

Adaptation to the hospital environment and, with supervision, correlating classroom theory with performance of basic radiographic procedures. Competency evaluations of routine chest and KUB exams.

|          |                            |      |    |    |   |
|----------|----------------------------|------|----|----|---|
| RADT1123 | Radiographic Procedures II | Linc | 45 | 15 | 5 |
|----------|----------------------------|------|----|----|---|

Prerequisites: College anatomy and physiology. Radiographic anatomy and positioning of the abdominal contents with contrast media and upper extremity. Image evaluation/critique of these procedures.

|          |                    |      |    |   |     |
|----------|--------------------|------|----|---|-----|
| RADT1124 | Radiologic Science | Linc | 45 | - | 4.5 |
|----------|--------------------|------|----|---|-----|

Prerequisite: College physics. Continuation of the study of fundamental physical principles from mechanics to electromagnetism. Application of these principles to the construction and operation of fundamental x-ray equipment. Analysis of basic x-ray circuit, construction and operation of tomographic, mobile and fluoro equipment; comparison of image detectors and timers.

|          |                       |      |   |     |     |
|----------|-----------------------|------|---|-----|-----|
| RADT1129 | Clinical Education II | Linc | - | 225 | 7.5 |
|----------|-----------------------|------|---|-----|-----|

Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of more difficult chest and abdomen exams.

|          |                             |      |    |    |   |
|----------|-----------------------------|------|----|----|---|
| RADT1133 | Radiographic Procedures III | Linc | 45 | 15 | 5 |
|----------|-----------------------------|------|----|----|---|

Prerequisite: RADT1123. Anatomy and positioning of shoulder girdle, lower extremity, pelvic girdle and the vertebral column. Image evaluation/critique of these procedures.

|          |                   |      |    |   |   |
|----------|-------------------|------|----|---|---|
| RADT1134 | Radiation Biology | Linc | 30 | - | 3 |
|----------|-------------------|------|----|---|---|

Prerequisite: RADT1124. Nature of x-rays. Interaction with matter. Effects of radiation exposure. Review of patient and personnel radiation protection. Limiting standards, units of measurement and regulatory agencies.

|          |                        |      |   |     |     |
|----------|------------------------|------|---|-----|-----|
| RADT1139 | Clinical Education III | Linc | - | 225 | 7.5 |
|----------|------------------------|------|---|-----|-----|

Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of contrast media exams.

|          |                            |      |    |    |   |
|----------|----------------------------|------|----|----|---|
| RADT1143 | Radiographic Procedures IV | Linc | 45 | 16 | 5 |
|----------|----------------------------|------|----|----|---|

Prerequisite: RADT1133. Anatomy and positioning of the bony thorax, cranium, facial bones, sinuses and other skull exams. Image evaluation/critique of these procedures.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**RADT1147 Specialized Imaging** Linc 45 - 4.5

Prerequisites: Computer course and see program advisor. Two part course. Part I: Construction of equipment necessary to perform specialized vascular procedures. Rapid filmer, pressure injectors and programmers, appropriate positioning, technique and evaluation of radiographs for diagnostic value. Part II: Survey specialty areas including sonography, MRI, nuclear medicine and radiation therapy. Use of computers in radiography with applications in computed tomography and digital radiography, and applicable cross sectional anatomy.

**RADT1149 Clinical Education IV** Linc - 225 7.5

Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of skull and facial exams.

**RADT2253 Radiographic Procedures V** Linc 45 - 4.5

Advanced imaging procedures of the pediatric patient, traumatized patient, neurologic procedures such as myelography, arthrography, and a variety of miscellaneous procedures including mammography. Advanced discussion of film evaluation and application of critical thinking.

**RADT2259 Clinical Education V** Linc - 225 7.5

Clinical practice with less assistance to foster increased proficiency and responsible decision-making in a variety of situations. Competency evaluations of the girdles, bony thorax and spine.

**RADT2265 Pathophysiology** Linc 55 - 5.5

Review of human physiology. Pathologies and congenital abnormalities of all systems. Advanced discussion of film evaluation and application of critical thinking.

**RADT2269 Clinical Education VI** Linc - 225 7.5

Clinical practice with less assistance to foster increased proficiency and responsible decision-making in a variety of situations. Competency evaluations of cranial exams.

**RADT2276 Imaging Systems & Equipment** Linc 55 - 5.5

Exploration of advanced concepts of radiographic production, radiographic processing, conservative use of equipment and quality assurance techniques. Advanced discussion of film evaluation and application of critical thinking.

**RADT2279 Clinical Education VII** Linc - 225 7.5

Clinical practice with less assistance to foster increased efficient and responsible decision-making in a variety of situations. Competency evaluations of miscellaneous procedures such as surgery, trauma, etc.

**RADT2288 Senior Seminar** Linc 45 - 4.5

Review and testing of all areas of the program. Resume preparation and a test anxiety presentation will also be included in preparation for taking the ARRT exam.

**RADT2289 Clinical Education VIII** Linc - 225 7.5

Clinical practice with less assistance to foster increased efficiency and responsible decision-making in a variety of situations. Competency evaluations of miscellaneous procedures will be continued. Arthrograms, myelograms, etc.

## RESP • RESPIRATORY CARE

**RESP1111 Respiratory Physiology** Linc 45 - 4.5

Prerequisites: Admission to Respiratory Care program; Human Anatomy and Physiology. In-depth study of respiratory system, including anatomical structures, ventilation mechanics, oxygen transport, and acid-base balance with emphasis on clinical application.

**RESP1112 Respiratory Care Procedures I** Linc 45 - 4.5

Prerequisites: Admission to Respiratory Care Program and current BLScard. Study of technical aspects of medical gas and aerosol administration, including required equipment and patient application.

**RESP1113 Respiratory Pharmacology** Linc 30 - 3

Prerequisite: Human Anatomy and Physiology. Study of drugs affecting the cardiorespiratory and autonomic nervous systems. Includes drug dosage calculation, administration, and clinical side effects.

**RESP1114 Patient Care Principles** Linc 30 - 3

Development of skills in asepsis, isolation techniques, and controlling the spread of diseases. Development of assessment skills in regards to patient history, physical exam, and laboratory studies with emphasis on proper charting of assessments.

**RESP1117 Respiratory Care Lab I** Linc - 60 2

Prerequisite: Basic Life Support certification. Selected aspects of respiratory physiology measurements, adjuncts for basic life support, gas and aerosol administration, body mechanics, basic infection control practices, and cardiopulmonary assessment techniques.

**RESP1121 Cardiopulmonary Pathology** Linc 45 - 4.5

Prerequisites: RESP1111 through RESP1117. Study of the etiology, pathology, diagnosis, complications, prevention, and treatment of respiratory and related diseases.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**RESP1122 Respiratory Care Procedures II** Linc 45 - 4.5

Prerequisites: RESP1111 through RESP1117. Fundamentals of hyperinflation therapy, breathing exercises, pulmonary drainage, and airway management.

**RESP1124 Biomedical Ethics** Linc 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.

**RESP1127 Respiratory Care Lab II** Linc - 60 2

Prerequisites: RESP1111 through RESP1117. Practical application of breathing exercises, pulmonary drainage, hyperinflation maneuvers, and adjuncts for airway care.

**RESP1129 Clinical Education II** Linc - 48 1.5

Prerequisites: RESP1111 through RESP1117. Co-requisite: RESP1122. 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** Linc 30 - 3

Prerequisites: RESP1121 through RESP1129. Study of arterial blood gas analysis, basic pulmonary function testing, and electrocardiogram monitoring and recording.

**RESP1132 Mechanical Ventilation & Lab** Linc 45 60 6.5

Prerequisites: RESP1121 through RESP1129 or instructor permission. Study of adult mechanical ventilators, ventilation techniques with critical care monitoring and management. Lab complements the material presented in lecture. Utilizing the knowledge in a laboratory setting by practicing the set-up, application, monitoring of various adult ventilators used in the hospital setting. Lab is concurrent with lecture.

**RESP1137 Cardiopulmonary Diagnostics Lab** Linc - 30 1

Prerequisites: RESP1121 through RESP1129. Practice drawing arterial blood samples, performing and calculating pulmonary function studies, and recording electrocardiograms.

**RESP1139 Clinical Education III** Linc - 160 5

Prerequisites: RESP1121 through RESP1129. Practice in basic respiratory care procedures, including gas and aerosol administration, resuscitation, airway management, incentive breathing, IPPB, IPV, and postural drainage. Includes clinical conferences.

**RESP1141 Cardiopulmonary Pathology II** Linc 45 - 4.5

Prerequisites: RESP1131 through RESP1139. Study of the respiratory management of patients in critical care settings with emphasis on using critical thinking skills in patient assessment and monitoring, and recommending alternative therapies.

**RESP1143 Neonatal & Pediatric Respiratory Care** Linc 45 - 4.5

Prerequisites: RESP1131 through RESP1139. Study of neonatal and pediatric physiology, pathology, clinical situation management, infant and pediatric mechanical ventilation. Includes simulated practice.

**RESP1144 Respiratory Rehab & Home Care** Linc 30 - 3

Prerequisites: RESP1131 through RESP1139. Overview of pulmonary rehabilitation, subacute care, and home care principles and practices.

**RESP1149 Clinical Education IV** Linc - 240 8

Prerequisites: RESP1131 through RESP1139. Practice in adult critical care, basic pulmonary function testing, arterial bloods gases, EKGs, mechanical ventilation, and emergency airway management. Includes clinical conferences and a student case presentation.

**RESP2251 Cardiovascular Physiology** Linc 45 - 4.5

Prerequisites: RESP1141 through RESP1149 or permission of instructor. Study of the cardiovascular system with emphasis on hemodynamic monitoring of the critically ill and pharmacologic control of cardiac output.

**RESP2257 Cardiopulmonary Procedures Lab** Linc - 30 1

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** Linc 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** Linc - 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.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**RESP2263 Patient Education** Linc 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** Linc - 60 2  
Prerequisites: RESP2251 through RESP2259. Practice in information gathering and decision making in a variety of selected respiratory care scenarios.

**RESP2268 Seminar Review** Linc 40 - 4  
Prerequisites: RESP2251 through RESP2259; Completion of CRT & SAE's. Review of course and clinical materials to prepare for National Board exam.

**RESP2269 Clinical Education VI** Linc - 240 8  
Prerequisites: RESP2251 through RESP2259. A continuation of Clinical Education V.

## SIGN • SIGN LANGUAGE

**SIGN1010 American Sign Language I** Linc 40 - 3  
First in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar including phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about the deaf culture and the deaf community's place in citizen diversity.

**SIGN1030 American Sign Language 2** Linc 40 - 3  
Prerequisite: SIGN1010 or permission of instructor. Second in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar, including the phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about deaf culture and the deaf community's place in citizen diversity.

**SIGN1050 American Sign Language 3** Linc 40 - 3  
Prerequisites: SIGN1030 or permission of instructor. Third in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar, including the phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about deaf culture and the deaf community's place in citizen diversity.

**SIGN1070 American Sign Language 4** Linc 40 - 3  
Prerequisite: SIGN1050 or permission of instructor. Fourth in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar, including the phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about deaf culture and the deaf community's place in citizen diversity.

**SIGN2020 American Sign Language 5** Linc 40 - 3  
Prerequisite: SIGN1070 or permission of instructor. Fifth in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar, including the phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about deaf culture and the deaf community's place in citizen diversity.

**SIGN2040 American Sign Language 6** Linc 40 - 3  
Prerequisite: SIGN2020 or permission of instructor. Sixth in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar, including the phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about deaf culture and the deaf community's place in citizen diversity.

**SIGN2060 American Sign Language 7** Linc 40 - 3  
Prerequisite: SIGN2040 or permission of instructor. Seventh in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar, including the phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about deaf culture and the deaf community's place in citizen diversity.

**SIGN2080 American Sign Language 8** Linc 40 - 3  
Prerequisite: SIGN2060 or permission of instructor. Eighth in a series of eight courses in American Sign Language (ASL). Using ASL as the medium of instruction, students learn ASL vocabulary and grammar, including the phonological, morphosyntactic and pragmatic rules of ASL. Promotes inquiry about deaf culture and the deaf community's place in citizen diversity.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## SOCI • SOCIOLOGY

**SOCI1010 Introduction to Sociology** Bea 45 - 3  
Linc 45 - 4.5

Introduction to the basic principles of sociology including the study of culture, socialization, social structure, social institutions, investigative behavior, deviance, inequalities, and theoretical perspectives.

**SOCI1020 Diversity in Society** Bea 45 - 3  
Linc 45 - 4.5

On 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.

**SOCI2000 Women in Contemporary Society** Bea 45 - 3  
Linc 45 - 4.5

Prerequisite: SOCI1010 or permission of instructor. Interdisciplinary examination of the contributions of women to society, gender issues, and the progress toward equality.

**SOCI2010 Social Problems** Bea 45 - 3  
Linc 45 - 4.5

Prerequisite: SOCI1010 or permission of instructor. Analysis and suggested treatment of the principal problem areas in contemporary society, and the multilevel causes that perpetuate social problems.

**SOCI2150 Issues of Unity and Diversity** Bea 45 - 3  
Linc 45 - 4.5

Increases awareness and sensitivity of commonalities and differences among people. Promotes positive exchange in our diverse and global society.

**SOCI2250 Marriage and the Family** Bea 45 - 3  
Linc 45 - 4.5

Prerequisite: SOCI1010 or permission of instructor. Emphasis on diversity in the family, and examination of factors that affect families and the process of family development.

**SOCI2260 Parenting** Bea 45 - 3  
Linc 45 - 4.5

Prerequisite: PSYC2960 or permission of instructor. This course will introduce the student to effective parenting skills and strategies for solving family problems. Emphasis is placed on parent-child relationships, developmental milestones of infants through adolescence, family communication, family composition and issues related to abuse and neglect. Parenting challenges such as single-parenthood, divorce, custody issues, stepfamily systems and conflict management will be explored.

## SPAN • SPANISH

**SPAN1000 Spanish Fundamentals** Linc 45 - 4.5

Preparatory class specially designed for students with no previous background in Spanish. Student-oriented class that provides insight into the cultural, social and grammatical aspects of the language. Develops pronunciation skills and comprehension of basic written and spoken Spanish. This course does not transfer.

**SPAN1010 Elementary Spanish I** Bea 75 30 5  
Linc 75 30 7.5

Prerequisites: Spanish placement test and eligible for ENGL1010. First of a beginning four level language sequence focusing on the essentials of Spanish. Covers fundamental mechanical and grammatical concepts which are built upon progressively. Emphasizes using Spanish from the onset and developing basic proficiency in the four linguistic skills: listening, speaking, reading and writing. (Laboratory required.)

**SPAN1020 Elementary Spanish II** Bea 75 30 5  
Linc 75 30 7.5

Prerequisites: SPAN1010 (Spanish I) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010. Second of the four level language sequence focusing on the essentials of Spanish. Further develops basic proficiency in the four linguistic skills and expands upon mechanical and grammatical concepts from SPAN1010. (Laboratory required)

**SPAN2010 Second-year Spanish** Bea 45 - 3  
Linc 45 - 4.5

Prerequisites: SPAN1020 (Spanish II) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010. Third of the four level language sequence. Includes: intensive and extensive reading of moderately difficult Spanish texts, thorough review of minimum essentials of Spanish grammar; conversational practice supplemented by in-class discussions and work in laboratory. Conducted primarily in Spanish. (Laboratory may be required)

**SPAN2020 Second-year Spanish II** Bea 45 - 3  
Linc 45 - 4.5

Prerequisite: SPAN2010 (Spanish II) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor, and eligible for ENGL1010. Last course of the four level language sequence. Provides ample opportunities to develop vocabulary, strengthen the four linguistic skills, and increase awareness and appreciation of contemporary Hispanic literature. Conducted primarily in Spanish. (Laboratory may be required.)

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

|          |                               |             |           |           |            |
|----------|-------------------------------|-------------|-----------|-----------|------------|
| SPAN2030 | <b>Intensive Conversation</b> | <b>Bea</b>  | <b>45</b> | <b>15</b> | <b>3</b>   |
|          |                               | <b>Linc</b> | <b>45</b> | <b>15</b> | <b>4.5</b> |

Prerequisite: SPAN2020, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor. Focuses on the development of oral proficiency so that students may be able to express and discuss their ideas and experiences in clear, direct Spanish. The primary goals are fluency and cultural comprehension - reinforced through reading, writing and listening activities.

|          |                          |             |           |           |            |
|----------|--------------------------|-------------|-----------|-----------|------------|
| SPAN2040 | <b>Intensive Writing</b> | <b>Bea</b>  | <b>45</b> | <b>15</b> | <b>3</b>   |
|          |                          | <b>Linc</b> | <b>45</b> | <b>15</b> | <b>4.5</b> |

Prerequisite: SPAN2020, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor. Focuses on the achievement of oral and written communication proficiency so the students learn to express their own ideas and experiences in a coherent manner. Special emphasis on thematic content, organizational skills and self-editing.

|          |  |             |           |          |          |
|----------|--|-------------|-----------|----------|----------|
| SPAN2100 | <b>Accelerated Second-year Spanish</b> | <b>Linc</b> | <b>90</b> | <b>-</b> | <b>9</b> |
|          |  |             |           |          |          |

Prerequisite: SPAN1020 (Spanish II) or equivalent score on Spanish placement exam and departmental permission. An accelerated version of SPAN2010 (a three-hour course) and SPAN2020 (a three-hour course). Fulfills requirements for both SPAN2010-2020. (Laboratory may be required)

### SPCH • SPEECH

|          |  |             |           |          |            |
|----------|--|-------------|-----------|----------|------------|
| SPCH1090 | <b>Fundamentals of Human Communication</b> | <b>Bea</b>  | <b>45</b> | <b>-</b> | <b>3</b>   |
|          |  | <b>Linc</b> | <b>45</b> | <b>-</b> | <b>4.5</b> |
|          |  | <b>Mil</b>  | <b>45</b> | <b>-</b> | <b>4.5</b> |

Provides a theoretical basis and practical experience in basic communication skills. Topics include the communication process, language, self-concept, verbal and nonverbal communication, perception, listening, interpersonal and group communication, interviewing, audience analysis and public speaking.

|          |                        |             |           |          |            |
|----------|------------------------|-------------|-----------|----------|------------|
| SPCH1110 | <b>Public Speaking</b> | <b>Bea</b>  | <b>45</b> | <b>-</b> | <b>3</b>   |
|          |                        | <b>Linc</b> | <b>45</b> | <b>-</b> | <b>4.5</b> |
|          |                        | <b>Mil</b>  | <b>45</b> | <b>-</b> | <b>4.5</b> |

Provides both theoretical basis and practical instruction for speaking effectively in public. Emphasis on training in basic speech skills, development of voice, topic selection, audience analysis, speech preparation and organization, researching, strategic and creative language use, effective listening and delivery skills, and common types of public speeches, acknowledging the influence of various cultural and ethnic backgrounds.

|          |                                       |             |           |          |            |
|----------|---------------------------------------|-------------|-----------|----------|------------|
| SPCH2050 | <b>Oral Performance of Literature</b> | <b>Bea</b>  | <b>45</b> | <b>-</b> | <b>3</b>   |
|          |                                       | <b>Linc</b> | <b>45</b> | <b>-</b> | <b>4.5</b> |

Introductory course in the art, theory, analysis and appreciation of a work of literary art. Methods and skills of communicating literature orally to an audience.

|          |                                    |             |           |          |            |
|----------|------------------------------------|-------------|-----------|----------|------------|
| SPCH2110 | <b>Intercultural Communication</b> | <b>Linc</b> | <b>45</b> | <b>-</b> | <b>4.5</b> |
|          |                                    |             |           |          |            |

Introduction to current theories and scholarship in intercultural communication. Critical thinking skills directly applicable to cultural interactions and communication styles. Patterns of interaction and expectations based on cultural differences. Assignments and examinations for practical experience and application of intercultural concepts.

|          |  |             |           |          |            |
|----------|--|-------------|-----------|----------|------------|
| SPCH2810 | <b>Business and Professional Communication</b> | <b>Bea</b>  | <b>45</b> | <b>-</b> | <b>3</b>   |
|          |  | <b>Linc</b> | <b>45</b> | <b>-</b> | <b>4.5</b> |

Study of communication skills and theory intended to function successfully with others in the work place. Focus on the basic process of communications, developing interpersonal relationships, interviewing techniques, oral presentations, small group work and organizational networks, acknowledgment of the influence of various diversity issues.

### SURT • SURGICAL TECHNOLOGY

|          |   |             |           |          |          |
|----------|---|-------------|-----------|----------|----------|
| SURT1600 | <b>Orientation to Surgical Technology</b> | <b>Linc</b> | <b>20</b> | <b>-</b> | <b>2</b> |
|          |   |             |           |          |          |

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 | <b>Techniques in Surgical Asepsis</b> | <b>Linc</b> | <b>20</b> | <b>20</b> | <b>2.5</b> |
|          |                                       |             |           |           |            |

Prerequisites: SURT1600. Introduction to preparation, packaging, sterilization, and/or disinfection of supplies, instruments and equipment. Principles of aseptic technique are applied in laboratory setting related to the sterile and unsterile roles of the Surgical Technologist.

|          |  |             |           |          |          |
|----------|--|-------------|-----------|----------|----------|
| SURT1603 | <b>Fundamentals of Surgical Technology</b> | <b>Linc</b> | <b>50</b> | <b>-</b> | <b>5</b> |
|          |  |             |           |          |          |

Study of supplies and equipment used in the perioperative process of surgery.

|          |  |             |           |          |          |
|----------|--|-------------|-----------|----------|----------|
| SURT1604 | <b>Concepts of Surgical Procedures</b> | <b>Linc</b> | <b>20</b> | <b>-</b> | <b>2</b> |
|          |  |             |           |          |          |

Taken concurrent with SURT1603 and SURT1601. Study of the resection concept, abdominal incisions, commonly used instruments, sutures and needles required for basic surgical procedures.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

|          |                             |             |           |              |            |
|----------|-----------------------------|-------------|-----------|--------------|------------|
| SURT1701 | <b>Clinical Orientation</b> | <b>Linc</b> | <b>20</b> | <b>30/45</b> | <b>4.5</b> |
|          |                             |             |           |              |            |

Introduction to specific hospital techniques and duties of the surgical team members. Clinical experience in sterile processing and distribution also included.

|          |   |             |           |          |          |
|----------|---|-------------|-----------|----------|----------|
| SURT1704 | <b>Surgical Procedures &amp; Techniques I</b> | <b>Linc</b> | <b>60</b> | <b>-</b> | <b>6</b> |
|          |   |             |           |          |          |

The introduction of surgical procedures to include: concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment.

|          |  |             |           |          |          |
|----------|--|-------------|-----------|----------|----------|
| SURT1705 | <b>Principles of Surgical Technology</b> | <b>Linc</b> | <b>40</b> | <b>-</b> | <b>4</b> |
|          |  |             |           |          |          |

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.

|          |   |             |           |          |          |
|----------|---|-------------|-----------|----------|----------|
| SURT1803 | <b>Fundamentals of Surgical Technology II</b> | <b>Linc</b> | <b>20</b> | <b>-</b> | <b>2</b> |
|          |   |             |           |          |          |

Prerequisite: Concurrent with SURT1810. Development of critical thinking and case management skills necessary to function as an effective member of the surgical team.

|          |  |             |           |          |          |
|----------|--|-------------|-----------|----------|----------|
| SURT1804 | <b>Surgical Procedures &amp; Techniques II</b> | <b>Linc</b> | <b>50</b> | <b>-</b> | <b>5</b> |
|          |  |             |           |          |          |

Prerequisite: SURT1704. Study of advanced surgical procedures to include: concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment.

|          |                             |             |          |            |          |
|----------|-----------------------------|-------------|----------|------------|----------|
| SURT1810 | <b>Clinical Education I</b> | <b>Linc</b> | <b>-</b> | <b>210</b> | <b>7</b> |
|          |                             |             |          |            |          |

Prerequisites: All previous program courses. Clinical practice with application of the student's basic skills, aseptic technique, and instrument knowledge to operative procedures in the hospital.

|          |   |             |           |          |          |
|----------|---|-------------|-----------|----------|----------|
| SURT2904 | <b>Surgical Procedures &amp; Techniques III</b> | <b>Linc</b> | <b>50</b> | <b>-</b> | <b>5</b> |
|          |   |             |           |          |          |

Prerequisite: SURT1804. Continued study of specialized surgical procedures including: concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment.

|          |                       |             |           |          |          |
|----------|-----------------------|-------------|-----------|----------|----------|
| SURT2907 | <b>Senior Seminar</b> | <b>Linc</b> | <b>20</b> | <b>-</b> | <b>2</b> |
|          |                       |             |           |          |          |

Prerequisites: All previous program courses. Preparation for employment, professional organization membership, and the study of ethical and legal aspects of the surgical environment.

|          |                                 |             |           |           |            |
|----------|---------------------------------|-------------|-----------|-----------|------------|
| SURT2909 | <b>Correlated Patient Study</b> | <b>Linc</b> | <b>12</b> | <b>15</b> | <b>2.5</b> |
|          |                                 |             |           |           |            |

Prerequisites: All previous program courses. Study of obstetrical concepts and post anesthesia care incorporating patient centered clinical experiences and all aspects of the perioperative care to the surgical patient.

|          |                              |             |          |            |          |
|----------|------------------------------|-------------|----------|------------|----------|
| SURT2910 | <b>Clinical Education II</b> | <b>Linc</b> | <b>-</b> | <b>240</b> | <b>8</b> |
|          |                              |             |          |            |          |

Prerequisites: All previous program courses. Adapting to a new hospital environment with further development in skill efficiency and consistency.

|          |  |             |          |              |          |
|----------|--|-------------|----------|--------------|----------|
| SURT2920 | <b>Individualized Clinical Instruction</b> | <b>Linc</b> | <b>-</b> | <b>30/60</b> | <b>5</b> |
|          |  |             |          |              |          |

Prerequisites: All previous program courses. Study of expanded roles and further development in skills relating to advanced surgical specialties.

|          |                               |             |          |            |            |
|----------|-------------------------------|-------------|----------|------------|------------|
| SURT2930 | <b>Clinical Education III</b> | <b>Linc</b> | <b>-</b> | <b>140</b> | <b>4.5</b> |
|          |                               |             |          |            |            |

Prerequisites: All previous program courses. The application of the student's acquired skills and aseptic technique to the operating room team and environment on a more independent basis.

### THEA • THEATRE

|          |                                |             |           |          |            |
|----------|--------------------------------|-------------|-----------|----------|------------|
| THEA1120 | <b>Introduction to Theatre</b> | <b>Bea</b>  | <b>45</b> | <b>-</b> | <b>3</b>   |
|          |                                | <b>Linc</b> | <b>45</b> | <b>-</b> | <b>4.5</b> |

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.

|                                  |                           |            |                 |          |            |
|----------------------------------|---------------------------|------------|-----------------|----------|------------|
| THEA1850, 1860, 2850, 2860, 2880 | <b>Theatre Production</b> | <b>Bea</b> | <b>30-60-90</b> | <b>-</b> | <b>1-3</b> |
|                                  |                           |            |                 |          |            |

Prerequisite: By permission of play director. Introduction to theory and principles of theatre production. Concentration on all phases of theatre production. Public performance produced.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## TRUK • PROFESSIONAL TRUCK DRIVER TRAINING

**TRUK1110 Professional Truck Driver Training** Linc 68 262 15  
 Prerequisite: Special program requirements prior to start of class. Intensive training course for tractor/trailer drivers. Accident procedures, daily driver's log, trip planning, hazard perception, speed management, vehicle preventative maintenance, extreme driving conditions, hands-on-defensive driving and skills development in coupling and uncoupling, backing, shifting, and city and highway driving.

## VPUB • VISUAL PUBLICATIONS

**VPUB1110 Publishing Concepts** Linc 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** Linc 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 Pagemaker.

**VPUB1112 Elements of Design** Linc 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** Linc 20 90 5  
 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** Linc 40 15 4.5  
 Prerequisites: VPUB1110, VPUB1111, & VPUB1112. 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.

**VPUB1122 Page Layout I** Linc 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.

**VPUB1125 Digital Typography** Linc 20 - 2  
 Prerequisites: VPUB1110, VPUB1111, & VPUB1112. 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.

**VPUB1130 Pre Production Techniques** Linc 30 45 4.5  
 Prerequisites: VPUB1121, VPUB1122. 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.

**VPUB1131 PhotoShop II** Linc 45 - 4.5  
 The second level of PhotoShop will expand on techniques used in PhotoShop I. Web graphics will be covered as well as color correction tools, and interaction with other software, using Photoshop in conjunction with ImageReady.

**VPUB1132 Page Layout II** Linc 45 - 4.5  
 Prerequisite: VPUB1122. Building on the fundamentals introduced in Page layout I, this course will introduce new construction elements with a focus on the essentials required for successful layout. Rules and tips for dealing with images and color. Students will preflight, print composites and color separation documents using Quark XPress.

**VPUB1133 Creative Troubleshooting** Linc 20 - 2  
 Prerequisites: VPUB1110, VPUB1111, & VPUB1112. Demonstrate creative troubleshooting strategies and problem solving skills as it relates to the printing and publishing field.

**VPUB1134 Web Design I** Linc 25 60 4.5  
 Prerequisites: VPUB1121 & VPUB1132 or advisor permission. 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.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**VPUB2241 PhotoShop III** Linc 25 60 4.5  
 Prerequisite: VPUB1131. 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.

**VPUB2242 Computer Illustration I** Linc 35 30 4.5  
 Prerequisites: VPUB1110, VPUB1111, & VPUB1112. Introduces the student to using the computer as a creative drawing tool. Basic draw program skills are learned that generate computer effects, styles and illustrations using Macromedia Freehand.

**VPUB2244 Web Design II** Linc 35 30 4.5  
 Prerequisite: 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 with text using Macromedia Flash in conjunction with Dreamweaver.

**VPUB2245 Premiere** Linc 10 30 2  
 Prerequisites: VPUB1134. Students will experiment with basic tools of the program to create video by incorporating film clips, graphics, text and audio.

**VPUB2252 Computer Illustration II** Linc 35 30 4.5  
 Prerequisite: VPUB2242. This course builds on the foundation achieved in Computer Illustration I. Emphasis is placed on expansion of techniques and interaction with other software programs using Adobe Illustrator.

**VPUB2254 Web Design III** Linc 30 45 4.5  
 Prerequisite: VPUB2253. Advanced techniques and software skills are applied to create animation, graphics, page layout, ftp, and site control. Web pages will be used to exhibit student's ability and creativity.

**VPUB2255 Portfolio Development** Linc 30 - 3  
 Prerequisites: VPUB1132, VPUB2241, VPUB2252, & VPUB2254. 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.

**VPUB2260 Design Fieldwork** Linc - 180 4.5  
 Prerequisites: VPUB2255 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.

**VPUB2265 3D Design** Linc 30 45 4.5  
 Prerequisites: VPUB1131, VPUB1111, & VPUB2242. Introduces the student to computer 3D design fundamentals. Exploring tools, textures, forms, light and shadow along with perceptual development using Maxon's Cinema 4DXL.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## WELD • WELDING

|  |   |         |    |    |     |
|--|---|---------|----|----|-----|
| <b>WELD1100</b>  | <b>Welding Orientation</b>                  | Lin/Mil | 10 | -  | 1   |
| Orientation to the college philosophy, goals, objectives within the welding program area.  |   |         |    |    |     |
| <b>WELD1110</b>  | <b>SMAW Theory</b>                          | Lin/Mil | 20 | -  | 2   |
| Prerequisite: WELD1100. Study of Shielded Metal Arc Welding theory, safety, applications, procedures, and welding practices. Study and selection of power sources and electrodes.  |   |         |    |    |     |
| <b>WELD1112</b>  | <b>SMAW Lab I</b>                           | Lin/Mil | 20 | 60 | 4   |
| Prerequisite: WELD1110. Beginning welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.   |   |         |    |    |     |
| <b>WELD1113</b>  | <b>SMAW Lab II</b>                          | Lin/Mil | 20 | 60 | 4   |
| Prerequisite: WELD1112. Intermediate welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.  |   |         |    |    |     |
| <b>WELD1115</b>  | <b>Equipment &amp; Tools</b>                | Lin/Mil | 15 | -  | 1.5 |
| Prerequisite: WELD1100. Explanation of safe operation and the proper use of equipment, power tools, and hand tools.  |   |         |    |    |     |
| <b>WELD1117</b>  | <b>Oxyacetylene Theory</b>                  | Lin/Mil | 20 | -  | 2   |
| Prerequisite: WELD1100. Study of the theory, safety, equipment and applications of the Oxyacetylene Welding process.   |   |         |    |    |     |
| <b>WELD1119</b>  | <b>OA Welding &amp; Cutting</b>             | Lin/Mil | 10 | 60 | 3   |
| Prerequisite: WELD1117. Laboratory exercises with the Oxyacetylene Welding, Braze Welding, Oxyacetylene Cutting and related processes.   |   |         |    |    |     |
| <b>WELD1120</b>  | <b>SMAW Lab III</b>                         | Lin/Mil | 25 | 75 | 5   |
| Prerequisite: WELD1113. Advanced welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.  |   |         |    |    |     |
| <b>WELD1122</b>  | <b>GMAW Theory</b>                          | Lin/Mil | 30 | -  | 3   |
| Prerequisite: WELD1100. Study of Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Study and use of various filler wires and shielding gases and welding power source set-up.           |   |         |    |    |     |
| <b>WELD1124</b>  | <b>GMAW Lab I</b>                           | Lin/Mil | 10 | 60 | 3   |
| Prerequisite: WELD1122. Beginning welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.  |   |         |    |    |     |
| <b>WELD1126</b>  | <b>GMAW Lab II</b>                          | Lin/Mil | 10 | 60 | 3   |
| Prerequisite: WELD1124. Advanced welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.   |   |         |    |    |     |
| <b>WELD1128</b>  | <b>Blueprint Reading &amp; Weld Symbols</b> | Lin/Mil | 50 | -  | 5   |
| Prerequisite: WELD1100. Introduction to blueprint reading and drawing procedures. Interpretation and drawing of isometric, oblique, and orthographic views, welding symbols, and bill of materials.  |   |         |    |    |     |
| <b>WELD1129</b>  | <b>Computer Aided Drafting</b>              | Lin/Mil | 20 | 15 | 2.5 |
| Prerequisite: WELD1128. Fundamentals of computer aided drafting using AutoCAD®. Study of the AutoCAD® menus, settings and drawing setup, draw and edit commands, AutoCAD® coordinate system, symbols, practice drawings and plotting.              |   |         |    |    |     |
| <b>WELD1130</b>  | <b>Metallurgy I</b>                         | Lin/Mil | 40 | -  | 4   |
| Prerequisite: WELD1100. Study of the production of metals, methods of identification, properties of metals, methods of metallurgical examination, mechanical testing and chemistry of welding.   |   |         |    |    |     |
| <b>WELD1135</b>  | <b>Advanced OA &amp; Plasma Cutting</b>     | Lin/Mil | 10 | 30 | 2   |
| Prerequisite: WELD1119. Theory of the Plasma Arc Cutting process and advanced laboratory exercises to include the use of automated equipment.  |   |         |    |    |     |
| <b>WELD1139</b>  | <b>Welding Measurement &amp; Layout</b>     | Lin/Mil | 30 | 30 | 4   |
| Prerequisite: WELD1100. Explanation of layout procedures used in the welding and fabrication industry.   |   |         |    |    |     |
| <b>WELD1140</b>  | <b>Metallurgy II</b>                        | Lin/Mil | 30 | -  | 3   |
| Prerequisite: WELD1130. Study of the structure of metals, heat treatment and welding, and the control of stresses in welding.  |   |         |    |    |     |
| <b>WELD1143</b>  | <b>Pipe Welding &amp; Cutting</b>           | Lin/Mil | 30 | 30 | 4   |
| Prerequisites: WELD1113, WELD1119, WELD1139. Study and practical applications in pipe welding and cutting. Includes pattern making, layout, cutting, fitting, and welding.   |   |         |    |    |     |
| <b>WELD1144</b>  | <b>GTAW Theory</b>                          | Lin/Mil | 20 | -  | 2   |
| Prerequisite: WELD1100. Study of Gas Tungsten Arc Welding theory, safety, principles, applications, procedures, and welding practices. Study and use of tungsten electrodes, filler wires, shielding gases, and power source selection and set-up. |   |         |    |    |     |

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

|  |   |         |    |     |     |
|--|---|---------|----|-----|-----|
| <b>WELD1148</b>  | <b>GTAW (Mild Steel)</b>                  | Lin/Mil | 15 | 75  | 4   |
| Prerequisite: WELD1144. Welding of carbon steel with the Gas Tungsten Arc Welding process in all positions and on various joint configurations.  |   |         |    |     |     |
| <b>WELD1149</b>  | <b>GTAW (SS &amp; AL)</b>                 | Lin/Mil | 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.  |   |         |    |     |     |
| <b>WELD1252</b>  | <b>GMAW (SS &amp; AL)</b>                 | Lin/Mil | 20 | 60  | 4   |
| Prerequisite: WELD1122. Theory and practical exercises using the Gas Metal Arc Welding process in the welding of stainless steel and aluminum.   |   |         |    |     |     |
| <b>WELD1273</b>  | <b>Special Welding Applications</b>       | Lin/Mil | 10 | 60  | 3   |
| Course requirements and objectives arranged with program chair.  |   |         |    |     |     |
| <b>WELD2250</b>  | <b>FCAW</b>                               | Lin/Mil | 15 | 75  | 5   |
| Prerequisite: WELD1122. Study of the Flux Cored Arc Welding process theory and laboratory exercises using the process in all positions and on various joint configurations.  |   |         |    |     |     |
| <b>WELD2254</b>  | <b>Welding Codes &amp; Standards</b>      | Lin/Mil | 25 | -   | 2.5 |
| Prerequisites: WELD1110, WELD1117, WELD1122, WELD1128, WELD1144. Study of welding codes and standards required for the qualification and certification of welding personnel.   |   |         |    |     |     |
| <b>WELD2256</b>  | <b>Welder Pre-Qualification</b>           | Lin/Mil | 25 | 105 | 6   |
| Prerequisite: WELD2254. Practice of techniques and procedures within established codes and standards in preparation for taking a qualification test.   |   |         |    |     |     |
| <b>WELD2258</b>  | <b>Welder Qualification/Certification</b> | Lin/Mil | 20 | 60  | 4   |
| Prerequisite: WELD2256. Student qualification/certification tests in structural and/or pipe welding in compliance with the code and/or standards of American Welding Society, American Society of Mechanical Engineers or recognized codes and standards of industry.        |   |         |    |     |     |
| <b>WELD2262</b>  | <b>Welding Fabrication &amp; Repair</b>   | Lin/Mil | 10 | 90  | 4   |
| Prerequisite: WELD1113, WELD1126, WELD1128, WELD1135, WELD1139, WELD1140, WELD1148, WELD1149. Design and fabrication of various projects to include the basic design and use of jigs and fixtures. Repair and maintenance of projects employing the major welding processes. |   |         |    |     |     |
| <b>WELD2264</b>  | <b>Quality Control &amp; NDT Methods</b>  | Lin/Mil | 60 | -   | 6   |
| Prerequisite: WELD1100. Theory of nondestructive testing methods, welding discontinuities, weld inspection and quality assurance.  |   |         |    |     |     |
| <b>WELD2550</b>  | <b>Post-Cooperative Education</b>         | Lin/Mil | 20 | -   | 2   |
| Prerequisite: 5th Quarter Standing. Corequisite: WELD2551. Evaluation of the on-the-job training experience. Preparation for full-time employment.   |   |         |    |     |     |
| <b>WELD2551</b>  | <b>Cooperative Education</b>              | Lin/Mil | -  | 400 | 10  |
| Prerequisite: 5th Quarter Standing. Corequisite: WELD2550. On-the-job experience within an industrial welding/metallurgy related company. Practice of skills and knowledge acquired through previous quarters.   |   |         |    |     |     |

## • SPECIAL AND INDIVIDUALIZED COURSES •

Special topics courses (numbered 2799) are one-time class offerings. Approval of the program chair and the campus administrator must be secured before the course is offered. If the course is to be offered more than once, it must be submitted through the normal channels and assigned its own course number. No course will be offered by independent study unless prior permission has been given by the program chair and the campus administrator as well as the instructor.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## • CONTINUING EDUCATION CREDIT COURSES •

The following courses are non-program credit courses offered at Southeast Community College, and may or may not be used as electives in programs offered. These courses may appear on a student's transcript and are approved credit courses of the College.

|                  |             |                                      |
|------------------|-------------|--------------------------------------|
| <b>Prefixes:</b> | <b>AACS</b> | <b>Area Community Services</b>       |
|                  | <b>EMTL</b> | <b>Emergency Medical Services</b>    |
|                  | <b>ESLX</b> | <b>English As a Second Language</b>  |
|                  | <b>LLFW</b> | <b>Family &amp; Consumer Science</b> |
|                  | <b>NURA</b> | <b>Nursing Assistant</b>             |
|                  | <b>RADT</b> | <b>Radiography</b>                   |

## AACS • AREA COMMUNITY SERVICES

**AACS1104 Advanced Farm & Ranch Management** 24 36 3.5  
Prerequisites: AACS1100, AACS1101, and AACS1102 or instructor approval. Instruction to farmers and ranchers on how to utilize previous year's records to make business decisions based on the analysis of accurate records. Assistance in analyzing records and an understanding of the importance of complete record system of production and household records.

**AACS1100 Farm & Ranch Management Year 1** 36 36 4.5  
Assistance to the farmer or rancher on gathering information to make business decisions based on the analysis of accurate records. Topics identify the need for maintaining an accurate and complete system of production and household records used in future analysis.

**AACS1101 Farm & Ranch Management Year 2** 36 36 4.5  
Prerequisite: AACS1100. Use of previous year's information and analysis to make business and family decisions. Importance of maintaining and utilizing accurate and complete production and household records. Major changes considered utilizing two years of records to reflect various opportunities for improvement.

**AACS1102 Farm & Ranch Management Year 3** 36 36 4.5  
Prerequisites: AACS1100 and AACS1101. Use of previous year's information and analysis to make business and family decisions. Recognizing the importance of maintaining and utilizing accurate and complete production and household records. Major changes considered utilizing three years of records to reflect various opportunities for improvement.

**AACS1112 Gold Medal Management** 60 10 6  
Designed to instruct borrowers in financial and production management. Specific topics include: identify and write family and business goals; prepare the complete a balance sheet and an income statement; develop a family and business cash flow budget; construct specific enterprise records that permit enterprise analysis; and identify and define the level of risks related to production, marketing, technology and the financial areas of the family business. Specific units of instruction incorporated relative to the management of livestock and crop production. Class is specifically designed for individuals who have borrowed from the Farm Service Agency.

## EMTL • EMERGENCY MEDICAL SERVICES

**EMTL1220 EMT-Basic** 91 69 11  
Prerequisite: Minimum 18 years of age, high school diploma or GED, current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card. 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. An Emergency Medical Technician (EMT) responds to emergency calls, assesses the scene and the patients and renders emergency medical care to adult, infant and child, medical and trauma patients according to established guidelines.

**EMTL1240 EMT-Intermediate** 200 275 29  
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 assessment and treatment based upon the 1999 U.S. Department of Transportation curriculum and scope of practice for an Advanced Emergency Medical Technician Intermediate.

**EMTL1242 First Responder Transition to EMT Basic** 64 48 8  
Prerequisite: First Responder Certification, current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card. This curriculum covers the material that is necessary for a student to progress from the level of Nebraska First Responder to Emergency Medical Technician Basic. This course is unique to Nebraska. It is adapted from the DOT EMT-B course and therefore uses DOT objectives.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

**EMTL1245 EMT-Intermediate Bridge to Paramedic**  
Prerequisite: EMTL1240. This is a course designed for ambulance personnel who have completed the 1999 EMT Intermediate course. This course will review the Intermediate objectives and expand the student's knowledge and skill level to meet the objectives for the 1999 Department of Transportation Emergency Medical Technician Paramedic curriculum and scope of practice.

**EMTL1265 First Responder** 38 19 4  
Prerequisite: Minimum 18 years of age, high school diploma or GED. Emergency procedures and skills appropriate for the first responder at medical emergency. Especially appropriate for rescue squad members, law enforcement and fire personnel and persons needing advance first aid skills. This course includes AHA Healthcare Provider CPR, and the AED addition.

## ESLX • ENGLISH AS A SECOND LANGUAGE

**ESLX0810 Advanced English As A Second Language I** Linc 60 - 6  
Prerequisite: Placement test. A developmental ESL course which helps students build on their foundation of grammar structures, sentence patterns and vocabulary while developing advanced reading skills.

**ESLX0830 Advanced English As A Second Language II** Linc 60 - 6  
Prerequisites: ESLX0810 or placement test. A developmental ESL course which helps students develop more complex sentence structures and vocabulary, and develop more advanced reading skills.

## LLFW • FAMILY & CONSUMER SCIENCE

**LLFW1155 Designing with Cut Flowers** 3 15 .5  
Hands-on course to develop basic skills in designing fresh flower arrangements.

**LLFW1157 Wedding Designs** 10 20 1.5  
Focus on the design and construction of floral compositions and decorations for wedding ceremonies and receptions.

**LLFW1159 Contemporary European Designs** 10 20 1.5  
Examination of contemporary European floral forms. Designing of floral arrangements using a variety of forms, contemporary design techniques, and positive/negative space.

**LLFW1160 Interpretive Oriental Design** 8 16 1  
History and development of oriental floral design and its influence on modern designs.

**LLFW1164 Designing Table Decorations** 10 20 1.5  
Study of the importance of coordinating floral designs with the environment in which they will be used. Create a variety of floral designs for different themes and occasions.

**LLFW1165 Floral Merchandise and Display** 10 20 1.5  
Study of the fundamentals of merchandising floral products and related gift ware. Elements and principles of design in relation to the composition of window and shop display.

**LLFW1166 In Remembrance** 10 20 1.5  
Focus on the construction of traditional floral pieces and their proper use for funerals and times of mourning.

**LLFW1167 Designing with Tropical Flowers** 8 4 .5  
Identification, care, and design techniques used with tropical flowers.

**LLFW1170 Floral Design Theory and Methods** 20 10 2  
Prerequisite for other floral classes. Study of floral design, including history, elements and principles of floral design, and design styles.

**LLFW1171 Celebrating with Flowers** 10 20 1.5  
Discussion and creation of various holiday and special occasion design styles and traditions.

**LLFW1172 Care and ID of Floral Material** 25 5 2.5  
Study of fresh, everlasting, and permanent flowers available in the floral industry. Identification, preparation, care, and handling practices will be covered.

**LLFW1198 Furniture Reupholstery** 15 15 2  
Hands-on course reupholstering a chair. Learn with tools, equipment, parts, disassembly, measuring and reassembly of upholstered furniture.

**LLFW1199 Couch Reupholstery** 15 15 2  
Prerequisite: LLFW1198. Develop intermediate skills through reupholstering a couch.

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|

## NURA • NURSING ASSISTANT

**NURA1401 Basic Nursing Assistant** 50 50 6.5  
 Completion of the class meets the Nebraska Department of Health requirements for employment as a Nursing Assistant. The course includes classroom, nursing lab, and clinical experience in a health care facility.

## RADT • RADIOGRAPHY

### Mammography

These courses provide RT's with the knowledge and skills that will enable them to safely produce quality mammographic images according to MQSA requirements. Only available to registered Radiologic Technologists.

|                 |   |  |    |   |   |
|-----------------|---|--|----|---|---|
| <b>RADT1430</b> | <b>Patient Education, Assessment in Mammography</b>           |  | 12 | - | 1 |
| <b>RADT1431</b> | <b>Instrumentation &amp; Quality Assurance in Mammography</b> |  | 24 | - | 2 |
| <b>RADT1432</b> | <b>Anatomy, Physiology, &amp; Pathology of the Breast</b>     |  | 12 | - | 1 |
| <b>RADT1433</b> | <b>Positioning &amp; Image Evaluation</b>                     |  | 20 | 4 | 2 |
| <b>RADT1434</b> | <b>Mammographic Technique</b>                                 |  | 12 | - | 1 |

### MRI

These courses were designed for RT's to explore imaging components. Study instrumentation, review general anatomy, identify positioning concepts, and investigate contrast media. Only available to registered Radiologic Technologists.

|                 |   |  |    |    |     |
|-----------------|---|--|----|----|-----|
| <b>RADT1429</b> | <b>Patient Care &amp; MRI Safety</b>          |  | 16 | -  | 1.5 |
| <b>RADT1442</b> | <b>Imaging &amp; Procedures in MRI</b>        |  | 24 | 20 | 3   |
| <b>RADT1445</b> | <b>Physical Principles of Image Formation</b> |  | 16 | -  | 1.5 |
| <b>RADT1444</b> | <b>Data Acquisition &amp; Processing</b>      |  | 36 | 20 | 4   |

### CT

These courses were designed for RT's to learn about cardiovascular procedures such as cardiac catheterization, carotid angiography, and percutaneous transluminal angioplasty. Only available to registered Radiologic Technologists.

|                 |                   |  |    |    |     |
|-----------------|-------------------|--|----|----|-----|
| <b>RADT1453</b> | <b>CT Part I</b>  |  | 32 | 12 | 3.5 |
| <b>RADT1455</b> | <b>CT Part II</b> |  | 32 | 12 | 3.5 |

| PREFIX/NO | COURSE TITLE | CAMPUS LOCATION | CLASS HRS | LAB HRS | CR HRS |
|-----------|--------------|-----------------|-----------|---------|--------|
|-----------|--------------|-----------------|-----------|---------|--------|



# Chapter 9 - Personnel

## PERSONNEL

Southeast Community College's faculty and staff concentrate on excellence in teaching, and dedicate themselves to helping students prepare for successful careers. The College is governed by an eleven-member Board of Governors, ten of whom are elected by district to staggered four-year terms. One member is elected at large from the entire 15-county district for a four-year term.

Advisory committees are chosen from the business and industrial areas to advise SCC in the planning, implementing and maintaining of our educational programs.

- Board of Governors
- SCC Faculty and Staff
- Advisory Committees
- Index

## BOARD OF GOVERNORS

### Allensworth, Jacki - District 5

1812 Devoe Drive • Lincoln, NE 68506

### Baker, Darryl - District 3

1600 South Ninth • Beatrice, NE 68310

### Feit, Robert J., - District 3

1305 North 11th Street • Beatrice, NE 68310

### Griffin, Helen E., Chair - District 5

6629 Shenandoah Court • Lincoln, NE 68510

### Heiden, Ed C. - District 2

RR 1, Box 117 • Sterling, NE 68443

### Johnson, Ruth M., Vice Chair - District 4

819 North 33rd Street • Lincoln, NE 68503

### Merryman, Doug - District 1

808 Road P • Geneva, NE 68361

### Schluckebier, Lynn, Secretary - District 1

215 East Jackson Avenue • Seward, NE 68434

### Scott, Richard O. - At Large

7531 North Hampton Road • Lincoln, NE 68506

### Seim, Nancy A. - District 4

2515 North 76th Street • Lincoln, NE 68507

### Watermeier, Gene, Treasurer - District 2

646 South 22 Road • Unadilla, NE 68454

### Beltz, Bill, Faculty Representative

SCC Milford Campus • Milford, NE 68405

## ADMINISTRATIVE / PROFESSIONAL

**Robert J. Aguilar, Superintendent, Physical Plant**  
Diploma, Northeast High School 1960;  
Master Plumber 1972

**Bill E. Backes, Student Activities Coordinator**  
BS, Kearney State College 1966

**Lori Balke, Admissions Representative**  
BS, University of Nebraska-Lincoln 1985

**Donna Barga, Director, Financial Aid**  
BA, Doane College, Crete, NE 1994

**Catherine A. Barringer, Learning Resource Center Dean**  
BA, Mount Marty 1971;  
MA, University of South Dakota 1975

**Mary Bartels, Academic Advisor**  
BA, University of Nebraska-Lincoln 1971

**Kaye Bartels-Eiland, Admissions Representative**  
BA, Doane College-Lincoln 1998

**Kenneth Baughman, Trainer John Deere Program Manager**  
Automotive Certification, Flint Hills Area Vo-Tech 1977;  
AAA, Colby Community College 1978;  
BS, Pittsburg State University 1979;  
MS, Pittsburg State University 1980

**Karen Becker, Assistant Director, Continuing Education Health Occupations, EMS**  
EMTA Certificate, Central Community College 1988;  
Paramedic Certificate, McCook Community College 1990

**Donald L. Byrnes, Vice President for Human Resources and Staff Development**  
BS, University of Nebraska-Lincoln 1964;  
MA, Kearney State College 1969;  
Six-year Educational Administration Specialist, University of Nebraska-Lincoln 1973

**Mona A. Callies, Dean, Continuing Education**  
BS, Eastern Illinois University 1981;  
MPE, University of Nebraska-Lincoln 1986;  
PhD, University of Nebraska-Lincoln 2000

**Thomas Cardwell, Dean, Student Services/Student Support Programs & Services**  
BA, University of Nebraska-Lincoln 1975;  
MA, University of Nebraska-Lincoln 1977;  
PhD, University of Nebraska-Lincoln 2000

**Don Carlson, Dean, Business Occupations/Mass Media Communication Occupations**  
BS, University of Nebraska-Omaha 1985;  
MBA, University of Nebraska-Omaha, 1988

**Clinton Chapman, Publications Director**  
AAS, Southeast Community College-Milford, NE 1988

**Janet Claassen, Tech Prep Coordinator**  
BA, Nebraska Wesleyan University 1970;  
Teacher Certification, University of Nebraska-Omaha 1971;  
MA, University of Nebraska-Lincoln 1978

**Gary Cooper, Superintendent, Physical Plant,**  
Diploma, Milford High School 1964; U.S. Naval Schools  
Construction; Air Force CDC & ECI;  
University of Nebraska-Lincoln, Nebraska Dept. of Health

**Susan Dauber, Distance Learning Curriculum Designer/Technical Coordinator**  
AA, Southeast Community College 1975;  
BA, Kearney State College 1977;  
MA, University of Nebraska-Lincoln 1983

**Babette Dickinson, Assistant Director, ABE**  
BA, University of Nebraska-Lincoln 1971

**Joel R. Dickinson, Admissions Representative**  
BS, Black Hills State University 1986

**Tom Duis, Dean, Agricultural/Laboratory Science/Family & Consumer Science Occupations**  
BS, Kansas State University 1975

**Susan Dunn Stewart, ADA/Affirmative Action/Equity Specialist**  
BFA, Doane College 1978;  
MLS-Library Science, Emporia State University 1979;  
MLS-Legal Studies, University of Nebraska-Lincoln College of Law 1992

**Gerald R. Eigsti, Director, Placement, Alumni & Advisory Services**  
AAS, National Business Institute;  
BS, University of Nebraska-Lincoln 1964;  
MEd, Colorado State University 1970

**Kathy Eitzmann, Director, Business/Continuing Education**  
BS, Truman University-Missouri 1988;  
MA, Doane College, Crete, NE 2002

**Pat Enevoldsen, Child Development Center Director**  
BS, University of Nebraska-Lincoln 1970

**Bruce Exstrom, Director, Assessment and Student Learning**  
AA, Northeast Community College 1981;  
BS, University of Nebraska-Lincoln 1983;  
MA, University of Nebraska-Lincoln 1994

**Margarita Feyerherm, Student Retention/Multicultural Recruitment Specialist**  
BA, University of Nebraska-Lincoln 1990;  
MA, University of Nebraska-Lincoln 1997

**Earl R. Fosler, Dean, Electronic/Computer Occupations**  
Diploma, Nebraska Vocational Technical School 1964;  
AAS, Southeast Community College-Milford, NE 1973;  
BS, University of Nebraska-Lincoln 1972

**Patricia Frakes, Admissions Representative**  
High School Diploma 1967

**Jennifer Gay, Partners in Education Coordinator**  
BA, Midland Lutheran College-Fremont 1994

**Brooke Glenn, Student Activities Coordinator**  
BS, Nebraska Wesleyan University 1999

**Janet R. Going, Financial Aid Associate Director**  
Diploma, West Point High 1964

**Marcy Grace, Career Counselor/Assessment**  
BS, Peru State College 1993

**Donna L. Havener, Associate Registrar**  
Diploma, Malcolm High School;  
AAS, Southeast Community College 2001

**Dennis A. Headrick, Vice President for Instruction/Campus Director**  
AA, Southeast Community College 1974;  
BA, University of Nebraska-Kearney 1976;  
MA, University of Nebraska-Omaha 1985

**Randy V. Hiatt, Director, Distance and Extended Learning**  
BS, University of Nebraska-Lincoln 1971;  
MA, University of Nebraska-Lincoln 1976

**Jeanette Hoffman, Food Service Manager/Cook**  
AAS, Southeast Community College 1997

**James M. Holen, Assistant Director, Continuing Education**  
BA, Kearney State College 1964;  
MEd, University of Nebraska-Lincoln 1982

**Nancy Holman, Director, Continuing Education/Family & Consumer Science and Leisure Activities**  
BS, University of Nebraska-Lincoln 1975

**Cindy Hradec, Student Retention Specialist**  
AAS, Southeast Community College 1995;  
BA, Doane College 1997

**Jack J. Huck, President**  
BA, Nebraska Wesleyan University 1969;  
MEd, University of Nebraska-Lincoln 1971;  
EdD, University of Nebraska-Lincoln 1975

**Shirley A. Huttenmaier, Financial Aid Associate Director**  
BS, Peru State College 1991

**Susan Kash-Brown, Assistant Director, ESL**  
BA, University of Nebraska-Lincoln 1980;  
Masters School for International Training 1989

## PERSONNEL

**Sheila Kepler, Staff Development Coordinator**  
BAEd, University of Nebraska-Lincoln 1969;  
MA, University of Nebraska-Lincoln 1984

**Robert F. Kluge, Career Counselor/Assessment**  
BA, Wayne State College 1963;  
MAE, University of Nebraska-Lincoln 1968

**Larry A. Kness, Dean, Construction Occupations**  
Diploma, Nebraska Vocational Technical School 1963;  
BA, Kearney State College 1972;  
MEd, University of Nebraska-Lincoln 1986

**Rosemary J. Machacek, Vice President for Public Information**  
BS, Doane College 1969;  
MA, Southern Illinois University 1970;  
MA, University of Nebraska-Lincoln 1973

**Jerry Alan Magorian, Director, Continuing Education/ Trades & Industry/Customized Training Services**  
AAS, Southeast Community College 1974;  
BS, University of Nebraska-Lincoln 1975

**Barry R. Masin, Assistant Campus Director**  
BS, University of Nebraska-Lincoln 1973

**Rachel J. Mason, Student Activities Coordinator**  
BS, Kearney State College 1981

**Aditha McLaughlin, Testing Center Specialist**  
BA, Northwest Missouri State University, Maryville, MO 1972

**Douglas Meyer, Admissions Representative**  
BS, University of Nebraska-Lincoln 1990

**John W. Meyer, Information Services Manager**  
AAS, Southeast Community College 1968;  
BS, Colorado State University 1975

**Larry E. Meyer, Dean, Student Services/Enrollment & Registration**  
AAS, Norfolk Junior College 1960;  
BA, Wayne State College 1962;  
MA, Connecticut Wesleyan 1968

**Sherine A. Miller, Director, Career Services**  
BS, University of Nebraska-Lincoln 1993;  
MA, University of Nebraska-Lincoln 1995

**Mary Lou Mittan, TRIO, Career Advisor/Counselor**  
BS, University of Nebraska-Lincoln 1975;  
MS, Wayne State College, Wayne, NE 1994

**Arden M. Mohrman, Learning Resource Center Dean**  
AAS, Nebraska Wesleyan University 1976

**Robin M. Moore, Director, Registration & Records**  
BS, University of Nebraska-Lincoln 1984

**Robert D. Morgan, Assistant Campus Director/Director of Distance Learning**  
BS, University of Nebraska-Lincoln 1980;  
MA, University of Nebraska 1995

**Emerson "Lyle" Neal, Vice President for Technology/ Campus Director**  
BBA, Evangel College 1971

**Susan Noler, Dean, Health Occupations**  
BSN, Creighton University 1968;  
MSN, University of Washington-Seattle 1974

**Rebecca O'Connor, Partners in Education Coordinator**  
BA, University of Nebraska-Lincoln 1978

**Charles Pegram, TRIO Career Advisor/Counselor**  
BA, Truman State University, Kirksville, MO 1997;  
MS, Western Illinois University, Macomb, IL 2000

**Gregory B. Peters, Career Counselor/Assessment**  
BS, University of Nebraska-Lincoln 1972;  
MS, University of Nebraska-Lincoln 1974

**Frederick J. Petsch, Director, John Deere Pro Tech Training**  
AAS, Southeast Community College 1971;  
BS, University of South Dakota 1975

**Russell R. Plessel, Data Base Administrator**  
AAS, Southeast Community College 1983

**Michele Richards, Academic Advisor**  
AAS, Lincoln School of Commerce 1992;  
BA, Doane College 1998

**Diane Rink, Associate Registrar**  
AAS, Southeast Community College 1990;  
BS, Doane College 1992;  
MS, University of Oklahoma 1994

**Richard A. Ross, Dean, Academic Education**  
BS, Emporia State University 1964;  
MA, Louisiana State University 1969

**Brian Rundquist, Bookstore Manager**  
BA, University of Nebraska-Lincoln 1992

**Karen S. Sachtleben, Career Counselor/Assessment**  
BS, University of Nebraska-Lincoln 1976;  
MA, University of Nebraska-Lincoln 1998

**April Schueths, Director, TRIO Grant Project**  
BA, University of Nebraska-Lincoln 1997  
MSW, University of Nebraska-Omaha 2000

**Kelly Schwisow, Assistant Director, Continuing Education**  
AAS, Southeast Community College 1990

**Pam Sedlacek, Bookstore Manager**  
AA, Southeast Community College 1983;  
BA, Chadron State College 1991

**Brian Seger, Trainer/Instructor, John Deere Training Center**  
AAS, Southeast Community College-Milford 1985

**Jerry Shald, Trainer, John Deere Program Technician**  
AAS, Southeast Community College 1979

**Judy Shoner, Resource Development Specialist**  
BS, University of Nebraska-Lincoln 1966

**Reginal Simonsen, Trainer, John Deere Program Technician**  
AAS, Southeast Community College-Milford 1984

**Jenifer Snook, Director, Purchasing**  
BA, Concordia University-Seward 1998

**Ronald D. Snyder, Director, Continuing Education/ Customized Training Services**  
Diploma, Cleveland Institute of Electronics 1971;  
BA, University of Nebraska-Lincoln 1967;  
MA, University of Nebraska-Lincoln 1973;  
PhD, University of Nebraska-Lincoln 1985

**David A. Sonenberg, Dean, Student Services/Financial Aid**  
AS, Ames Community College 1977;  
BEd, Colorado State University 1984;  
MEd, Colorado State University 1986

**José J. Soto, Vice President for Affirmative Action/Equity/Diversity**  
BA, Inter-American University of Puerto Rico 1975;  
JD, University of Nebraska-Lincoln College of Law 1984

**Monte E. Specht, Dean, Manufacturing Occupations**  
AAS, Southeast Community College 1965;  
BS, University of Nebraska-Lincoln 1972;  
MEd, University of Nebraska-Lincoln 1982

**Lisa St. Louis, Area Buyer**  
BA, Doane College, Crete, NE 1986

**Philip Steffen, Food Service Assistant Manager**  
AAS, Southeast Community College-Lincoln 2000

**Theodore G. Suhr, Vice President for Administrative Services**  
BS, University of Nebraska-Lincoln 1968;  
MBA, University of Nebraska-Lincoln 1972

**Rhonda C. Taft, Director, Continuing Education/ Manufacturing & Transportation**  
Diploma, Southeast Community College 1981

**Lila J. Thomas, Associate Registrar**  
AA, Fairbury Jr. College 1972;  
BS, Peru State College 1993

**Margaret Tvrdy, Financial Aid Associate Director**  
BS, University of Nebraska-Lincoln 1993

**Lori Vancura, Coordinator of Assessment/Data Management**  
BA, Briar Cliff College 1985;  
MA, University of Wisconsin 1993

**Jeanette L. Volker, Vice President for Student Services/Campus Director**  
BS, University of Nebraska-Lincoln 1965;  
MA, University of Nebraska-Lincoln 1983

**Elizabeth "Lisa" Vosta, Supervisor, Print Shop**  
Diploma, Southeast Community College 1979

**Fred Wagner, Assistant Director, Customized Training Services**  
AAA, Nebraska Vocational Technical School,  
Milford, NE 1969

**Jeanette Walsh, Director, Continuing Education/Health Programs**  
RN, Diploma, Nebraska Methodist Hospital School of Nursing 1975;  
BSN, University of Nebraska Medical Center College of Nursing

**Maxine Ward, Bookstore Manager**  
AA, Fairbury Jr. College 1958;  
BS, Peru State College 1988

**Amy Weides, Placement Specialist**  
BS, University of Nebraska-Lincoln 1999

**Charles E. Whitehead, Superintendent, Physical Plant**  
High School Diploma 1963

**Lynn Willey, Placement Specialist**  
AAS, National College of Business 1972;  
BA, Doane College 1991

**Glen Williams, Dean, Transportation Occupations**  
BS, University of Nebraska-Lincoln 1976;  
MS, Central State University-Oklahoma 1986

**Merlyn J. Williams, Financial Aid Associate Director**  
Diploma, Milford High School

**Paula S. Young, Accounting Specialist**  
BS, University of Nebraska-Lincoln 1987

**Rebecca Zabel, Business Coordinator**  
AA, Worthington Community College 1979;  
BS, Peru State College 1983

## FACULTY

**Michael B. Aalberg, Instructor, Electronic Servicing & Electronic Engineering Technology**  
AA, University of South Dakota;  
BS, University of South Dakota 1982;  
MEd, University of Nebraska-Lincoln 2002

**Michael Anderson, Instructor, Machine Tool Technology**  
Diploma, Southeast Community College 1984;  
AAS, Southeast Community College 1996

**Janice Radil Arnold, Program Co-chair/Instructor Social Sciences**  
BS, University of Nebraska-Lincoln 1968;  
MEd, University of Nebraska-Lincoln 1973

**Susan L. Asher, Program Chair/Instructor, Dental Assisting**  
Diploma, Lincoln Technical College 1970;  
BS, University of Nebraska-Lincoln 1991

**William A. August, Program Chair/Instructor, Diesel Technology and John Deere Ag Tech**  
AAS, Southeast Community College 1966

**Virginia Backes, Lab Assistant, Graphic Design**  
Diploma, Sutherland High School

**Alicia A. Baillie, Program Chair/Instructor, Early Childhood Education**  
BA, University of Northern Colorado 1963

**Scot Baillie, Instructor, Business Administration**  
AAS, Southeast Community College-Milford 1982;  
BS, Peru State College, Peru, NE 1984

**Doris Amanda Baron, Program Co-chair/Instructor, Humanities/Spanish**  
BA, Sarilape de Bogota-Columbia, South America 1983;  
MA, Sarilape de Bogota-Columbia, South America 1988;  
PhD, University of Nebraska-Lincoln 1999

**Charles D. Barringer, Instructor, Mathematics and Statistics**  
BA, Nebraska Wesleyan University 1970;  
MAT, University of Nebraska-Lincoln 1972;  
EdS, University of Nebraska-Lincoln 1976

- Steven E. Bassett, Instructor, Anatomy and Physiology**  
BA, Hastings College 1978;  
MS, Kearney State College 1982
- Dennis W. Bauman, Instructor, Automotive Technology**  
AAS, Southeast Community College 1964
- Howard D. Bay, Program Co-chair/Instructor, Related Welding Technology**  
AA, Nebraska Vocational Technical School 1968
- Teresa Beacom, Instructor, English**  
BA, College of Saint Benedict 1988;  
MA, University of Missouri-Kansas City 1996
- Marian L. Beckner, Instructor, Adult Guided Studies**  
BS, Nebraska Wesleyan University 1965;  
MEd, University of Nebraska-Lincoln 1972
- William C. Beltz, Program Chair/Instructor, General Education**  
BA, Wayne State College 1970;  
MEd, University of Nebraska-Lincoln 1981
- Michael P. Berg, Instructor, Machine Tool Technology**  
AAS, Southeast Community College 1983
- Linda A. Bettinger, Program Co-chair/Instructor, Microcomputer Technology**  
BA, Nebraska Wesleyan University 1976;  
MA, University of Nebraska-Lincoln 1978
- Janis K. Bible, Program Chair/Instructor, Medical Laboratory Technology**  
BA, Doane College 1968;  
MT(ASCP), Lincoln General Hospital School of Medical Technology 1969
- Sheri Blok, Instructor, Speech**  
AA, Grand Rapids Community College 1986;  
BA, Central Michigan University 1989;  
MA, Central Michigan University 1992;  
PhD, University of Nebraska-Lincoln, NE 2002
- Jeff Boaz, Instructor, Heating, Ventilation, Air Conditioning, & Refrigeration Technology**  
Degree, Redwing Area Vocational Technical Institute 1981;  
BA, Concordia University-Seward 1998
- John Bockoven, Instructor, Machine Tool Technology**  
AAS, Southeast Community College 1990
- Donald L. Bossung, Instructor, Microcomputer Technology**  
Diploma, Southeast Community College 1983
- Lester E. Breidenstine, Instructor, Diesel Technology**  
AAS, Southeast Community College 1972
- Jennifer Brocky, Instructor, Chemistry**  
BA, Trinity International University, Deerfield, IL 1995;  
MS, University of Nebraska-Lincoln 2000
- Dean A. Bruha, Instructor, Automotive Technology and Diesel Technology-Heavy Duty Truck Program**  
AAS, Southeast Community College 1976
- Alan W. Brunkow, Program Chair/Instructor, Electronic Servicing & Electronic Engineering Technology**  
AAS, Southeast Community College 1978
- Tracy Buch, Instructor, Clinical Radiologic**  
AAS, Washburn University, Topeka, KS 1996
- Nancy Buchli, Instructor, Transportation Math**  
BS, Concordia College-Seward 1989
- Paul J. Buell, Instructor, Architectural-Engineering Technology**  
AAS, Southeast Community College 1980
- Daren Buettner, Instructor, Electronic Service & Engineering Technology/Electrical & Electromechanical Programs**  
AAS, Southeast Community College-Milford 1995
- J. Michael Burdic, Instructor, Welding Technology**  
AS, Southeast Community College 1976
- Rebecca M. Burt, Instructor, Life Sciences**  
BA, Chadron State College 1984;  
MA, University of Nebraska-Omaha 1988
- Doris L. Buttell, Instructor, Business**  
BA, Kearney State College 1970;  
MEd, University of Nebraska-Lincoln 1990
- William C. Campbell, Instructor, Social Sciences**  
BS, University of Nebraska-Lincoln 1974;  
MEd, Peru State College 1988
- Roxana Carlo, Instructor, Psychology**  
AA, Miami-Dade Community College 1983;  
BA, Florida International University 1986;  
MC, Arizona State University 1990
- Alan L. Carter, Instructor, Machine Tool Technology**  
AAS, Southeast Community College 1974
- Duane E. Cassem, Instructor, Machine Tool Technology**  
Diploma, American Jet School
- Erin C. Caudill, Instructor, Food Service/Hospitality**  
BA, University of Nebraska-Lincoln 1975;  
MS, University of Nebraska-Lincoln 1979
- Carla Chapman, Instructor, Speech**  
BS, University of Nebraska-Kearney, Kearney, NE 1997;  
MA, University of Nebraska-Kearney, Kearney, NE 2000
- Dhiren K. Chatterji, Instructor, Respiratory Care**  
BS, Ravi Shanker University 1975;  
Diploma, Southeast Community College 1981;  
Diploma, Creighton University 1982;  
MS, Fort Hays State University 1991
- Janice V. Chramosta, Instructor, Practical Nursing**  
BSN, Kearney State College 1988
- Bridget Christensen, Instructor, Sociology**  
BA, University of Nebraska-Lincoln 1993;  
MA, State University of New York, Binghamton, NY 1995
- Mark Christensen, Instructor, GM Automotive Service Education Program (ASEP)**  
BS, University of Nebraska-Lincoln 1985;  
AAS, Southeast Community College 1990
- Opal Christensen, Instructor, Practical Nursing**  
CNTC School of Practical Nursing 1972;  
BS, Idaho State University 1989
- James Cliber, Instructor, Mathematics**  
AAS, Community College of the Air Force 1984, 1990;  
BA, University of Maryland 1981;  
MEd, University of Oklahoma 1983;  
MA, University of Nebraska-Lincoln 2000
- Lois E. Cockerham, Instructor, Food Service/Hospitality**  
BS, University of Nebraska-Lincoln 1971;  
Certificate, Southeast Community College 1982
- Joyce Colombe, Instructor, Medical Laboratory Technology**  
BS, University of Nebraska Medical Center-Division of Medical Technology-Omaha 1976; MT (ASCP);  
MEd, University of Nebraska-Lincoln, NE 2002
- Roxann Coudeyras, Instructor, Office Technology**  
AAS, Peru State College 1977;  
BS, University of Nebraska-Lincoln 1979;  
MS, University of Nebraska-Lincoln 1989
- Pamela Crocker, Instructor, Associate Degree Nursing**  
BSN, University of Iowa College of Nursing 1976;  
MSN, Andrews University 1992
- Cynthia Cronick, Instructor, Dental Assisting**  
AAS, Elgin Community College-Illinois 1985;  
BS, Bellevue University-Nebraska 1997
- Robert Crumbliss, Instructor, DaimlerChrysler Dealer Apprenticeship Program (DCAP)**  
AAS, Southeast Community College 1991
- Paul Cummins, Instructor, Electronic Service & Engineering Technology/Electrical & Electromechanical Programs**  
AAS, Southeast Community College-Milford 1984
- Patricia Dankenbring, Instructor, General Studies-Math**  
BS, Lincoln University-Missouri 1972;  
MA, University of Nebraska-Lincoln 1994
- Beth Deinert, Instructor, General Education**  
BS, University of Nebraska-Lincoln 1992;  
MA, University of Nebraska-Lincoln 1997
- Linda Delgado, Instructor, Coding Certificate**  
BS, Chadron State College 1973;  
ART, American Medical Record Association 1988
- Danny DeLong, Instructor, English**  
BA, Kearney State College, Kearney, NE 1969;  
MEd, University of Nebraska-Kearney 1995
- Michael DeWitt, Instructor, Radiologic Technology**  
AAS, Southeast Community College-Lincoln 1999
- Sharon K. Dexter, Program Chair/Instructor, Business Administration**  
BA, Nebraska Wesleyan University 1969;  
MEd, University of Nebraska-Lincoln 1991
- Hildy A. Dickinson, Instructor, Computer Programming Technology**  
AAS, Southeast Community College 1983
- Stanley H. Docter, Instructor, Computer Aided Drafting & Design Technology**  
AS, Southeast Community College 1966
- Carla Dorman, Instructor, Land Surveying/Civil Engineering Technology**  
AAS, Southeast Community College 1990
- Mary Douglass, Instructor, Speech & Theater**  
BFA, University of Nebraska-Lincoln 1986
- Richard L. Douglass, Instructor, Agriculture**  
BS, University of Nebraska-Lincoln 1965;  
MS, University of Nebraska-Lincoln 1968;  
PhD, University of Nebraska-Lincoln 1971
- Cheri Drago, Instructor, Business**  
AA, Johnson County Community College 1988;  
BS, Avila College 1991;  
MA, Doane College 1996
- Mark A. Duffek, Instructor, John Deere Ag Parts**  
Diploma, Southeast Community College 1980;  
BS, University of Nebraska-Lincoln 1998
- Robert L. Eddy, Jr., Program Chair/Instructor, Math/Science, Chemistry**  
BS, Chadron State College 1972;  
MS, Kearney State College 1984
- Mark W. Eilers, Instructor, Manufacturing Engineering & CAD Technology**  
AAS, Southeast Community College 1992;  
BS, Bellevue University 1996
- Wayne A. Embrey, Instructor, GM Automotive Service Education Program (ASEP)**  
NOCTI, University of Nebraska-Kearney 1992
- Michael Estes, Instructor, Heating, Ventilation, Air Conditioning, & Refrigeration Technology**  
AAS, Southeast Community College 1997;  
BS, Kansas State University 1970;  
MS, Kansas State University 1971
- Daniel Everhart, Instructor, English**  
BA, Drake University, Des Moines, IA 1990;  
MA, Drake University, Des Moines, IA 1993
- Barbara Fechner, Instructor, Business Administration**  
AS Community College of Denver, Denver, CO 1971;  
BA, Metropolitan State College, Denver, CO 1975;  
MBA, University Texas, El Paso, TX 1995
- Frank Ferrante, Instructor, Developmental Studies**  
BS, University of Nebraska-Omaha 1983;  
MA, Appalachian State University, Boone, NC 1990
- John W. Fiedler, Instructor, Electronic Servicing & Electronic Engineering Technology**  
Diploma, Lincoln High School 1971
- Kelly Findley, Program Co-chair/Instructor, Radiologic Technology**  
AAS, University of Nebraska Medical Center 1979
- Jo Ann Frazell, Program Chair/Instructor, Office Technology**  
BA, Nebraska Wesleyan University 1963;  
MEd, University of Nebraska-Lincoln 1968

## PERSONNEL

**Dolen D. Freeouf, Instructor, Physics and Mathematics**  
BA, Doane College 1965;  
MEd, University of Nebraska-Lincoln 1974

**Gerald C. Fritz, Program Chair/Instructor, Mass Media**  
BA, University of Nebraska-Omaha 1991;  
MA, University of Nebraska-Omaha 1995

**Mark Fuerniss, Instructor, Mathematics**  
BS, Regis College, Denver, Co, 1969;  
MST, University of Nebraska-Lincoln 1980;  
MS, University of Nebraska-Lincoln 1982

**Gene L. Furry, Instructor, Automotive Technology**  
Diploma, Southeast Community College 1971

**John D. Gabelhouse, Program Co-chair/Instructor, Machine Tool Technology**  
AAS, Nebraska Vocational Technical College 1970

**Mary "Pat" Galitz, Instructor, Business Administration**  
BS, University of Nebraska-Lincoln 1983;  
MA, University of Nebraska-Lincoln 1995

**Jeannette Gallagher, Instructor, Speech**  
BS, Kearney State College 1987;  
MS, Kearney State College 1989

**Deborah Gaspard, Instructor, Business Administration**  
BA, Tulane University, New Orleans, LA 1997;  
MBA, Tulane University, New Orleans, LA 2000

**Elizabeth Gausman, Instructor, Early Childhood Education**  
BS, University of Minnesota, Twin Cities, MN 1979

**Lori Gaydusek, Instructor, Practical Nursing**  
BSN, Midland Lutheran College 1988

**Karim Gharzai, Instructor, Electronic Servicing & Electronic Engineering Technology**  
MS, University of Nebraska-Lincoln 1979;  
PhD, University of Nebraska-Lincoln 1984

**Deb Glathar, Instructor, Office Technology**  
BS, University of Nebraska-Lincoln 1982;  
MA, University of Nebraska-Lincoln 1984

**Maureen D. Gobel, Program Chair/Instructor, Humanities, Journalism, Photography**  
AA, Fairbury Junior College 1959;  
BA, Kansas State University 1961;  
MA, Arizona State University 1965

**Mark Goes, Instructor, Agriculture Business & Management Technology**  
BS, University of Nebraska-Lincoln 1986

**Randy L. Goldsmith, Program Chair/Instructor, Electronic Servicing & Electronic Engineering Technology**  
AAS, Southeast Community College 1983

**Jeanette M. Goodwin, Program Chair/Instructor, Medical Assisting**  
Diploma, St. Vincent's Hosp. School of Nursing 1963;  
BS, University of Nebraska-Lincoln 1980;  
BSN, Union College 1990

**David B. Grant, Instructor, Professional Truck Driver Training**  
Diploma, Lincoln Northeast High School 1964;  
Nebraska CDL

**Lyle Gruntorad, Instructor, Professional Truck Driver Training**  
Diploma, Malcom High School 1958;  
Nebraska CDL

**Gordon Haag, Instructor, Business Administration**  
AAS, McCook College, McCook, NE 1976;  
BA, Kearney State College, Kearney, NE 1979;  
MEd, Doane College, Lincoln, NE 2000

**Paul Haar, Instructor, Physics**  
AB, University of Chicago 1989;  
PhD, Stanford University 1996

**Nancy Hagler-Vujovic, Instructor, Art**  
BA, Northern Illinois University 1981;  
MAA, Northern Illinois University 1985;  
MFA, University of Wyoming 1990

**Sharon L. Hanna, Program Chair/Instructor, Social Science**  
BA, Nebraska Wesleyan University 1962;  
MS, University of Nebraska-Lincoln 1980

**Shannon Hansen, Program Co-chair/Instructor, Welding Technology**  
AA, Western Community College-Sidney 1986;  
AAS, Southeast Community College-Milford 1990;  
Bachelor of Technology Division of Continuing Education, Peru State College 1999

**Nancy Harr, RN, Instructor, Medical Assisting**  
BSN, Union College 1962;  
MA, University of Nebraska 1978

**Mark J. Hawkins, Instructor, Welding Technology**  
AAS, Southeast Community College 1981

**Carolyn "Carrie" L. Rocco Healy, Instructor, Human Services**  
AAS, Southeast Community College 1981;  
BS, University of Nebraska-Lincoln 1983;  
MS, University of Nebraska-Lincoln 1984

**David Hennings, Instructor, Chemistry, Physics/Math**  
BS, University of Nebraska-Omaha 1964;  
MS, University of Nebraska-Omaha 1969;  
PhD, University of Nebraska-Omaha 1980

**Karen A. Hermsen, Instructor, Office Technology**  
BS, University of Nebraska-Lincoln 1973;  
ME, University of Nebraska-Lincoln 1990

**Sally Herrin, Instructor, English**  
AB, Indiana University, Bloomington, IN 1973;  
MS, Louisiana State University, Baton Rouge, LA 1974;  
MA, University of Nebraska-Lincoln, 1977;  
PhD, University of Nebraska-Lincoln, 1983

**Virginia Ann Hess, Program Chair/Instructor, Associate Degree Nursing**  
Diploma, Lincoln School of Nursing 1970;  
BS Education, University of Nebraska-Lincoln 1987;  
MSN, Andrews University 1992

**Rodney R. Hieenthal, Instructor, Machine Tool Technology**  
Diploma, Nebraska Vocational Technical School 1962;  
BED, Colorado State University 1970

**Crystal R. Higgins, Program Chair/Instructor, Practical Nursing**  
Diploma, RN, Nebraska Methodist Hospital School of Nursing 1975;  
BSN, University of Nebraska Medical Center 1987;  
MS, Andrews University 1992

**Thomas A. Hohman, Instructor, Diesel Technology**  
AAS, Fairbury Junior College 1972;  
BS, University of Nebraska-Lincoln 1974

**Sandeep Holay, Program Chair/Instructor, Mathematics/Science**  
BSC, University of Poona-India 1983;  
MSC, University of Poona-India 1985;  
MS, Purdue University 1989;  
PhD, University of Nebraska-Lincoln 1994

**Susan K. Holland, Instructor, Business Administration**  
BS, University of Nebraska-Lincoln 1982;  
MEd, University of Nebraska-Lincoln 1987

**Martha Howe, Instructor, Practical Nursing**  
LPN, Fairbury Jr. College 1974;  
RN, Bryan Memorial Hospital 1988;  
BSN, Nebraska Wesleyan University 1997

**Anton Humlicek, Instructor, Automotive Technology**  
AAS, Southeast Community College 1985

**Tad Hunt, Instructor, Respiratory Care**  
AAS, Southeast Community College-Lincoln 1990;  
CETT, Northwestern University 1987;  
BA, Concordia University 2000

**Mick Hutcheson, Instructor, Motorcycle, ATV, Power Products Technology**  
AAS, Area II Community College 1970;  
Bachelor Technology-Supervision, Peru State College 2000

**James Isemann, Instructor, History**  
BA, Truman State University 1991;  
MA, Truman State University 1992

**Mark A. Jacobsen, Instructor, Automotive Technology**  
AAS, Southeast Community College 1982

**Linda C. Jaeger, Instructor, Office Technology**  
BS, University of Nebraska-Lincoln 1979;  
MEd, University of Nebraska-Lincoln 1983

**Barbara A. Jauken, Instructor, Microcomputer Technology**  
AAS, McCook Community College 1974;  
BS, Kearney State College 1983

**Ken L. Jefferson, Program Chair/Instructor, Automotive Technology**  
AAS, Southeast Community College 1970;  
Bachelor of Technology, Peru State College, Peru, NE 2002

**Jeff Jensby, Instructor, Agribusiness**  
BS, Kansas State University 1986

**Daniel B. Johnson, Program Co-chair/Instructor, Social Sciences**  
BS, Iowa State University 1975;  
MS, Iowa State University 1977

**Douglas A. Johnson, Instructor, Business Administration**  
BS, Nebraska Wesleyan University 1973

**Keith E. Jones, Instructor, Diesel Technology-Heavy Duty Truck Program**  
Diploma, Central Community College 1972

**Veronica Jones-Aki, Instructor, Human Services**  
BA, Rider University-New Jersey 1979

**Michael J. Kadavy, Instructor, Human Services**  
AAS, Southeast Community College 1981;  
BS, College of St. Mary 1986

**Scott A. Kahler, Program Chair/Instructor, Machine Tool Technology**  
AAS, Southeast Community College 1977;  
BS, University of Nebraska-Lincoln 1981

**John V. Kenkel, Instructor, Laboratory Science Technology**  
BS, Iowa State University 1970;  
MA, University of Texas-Austin 1972

**Patty H. Killman, Instructor, Office Technology**  
AAS, Wichita State University 1972;  
BA, Wichita State University 1974

**Laurie Kilzer, Instructor, Microcomputer Technology**  
Diploma, Southeast Community College 1988;  
AAS, Southeast Community College-Lincoln 1998

**Brian Kirchner, Instructor, English**  
BS, Emporia State University, Emporia, Kansas 1990;  
MA, Emporia State University, Emporia, Kansas 1992;  
MFA, University of Alabama, Tuscaloosa, AL 1995

**Janet Kirchner, Instructor, English/Developmental Writing**  
BA, Regis University, Denver, CO 1990  
MA, University of Alabama, Tuscaloosa, AL 1993

**Roger L. Kness, Program Chair/Instructor, Architectural-Engineering Technology**  
AAS, Southeast Community College 1962

**Michael Knisely, Instructor, English**  
MFA, University of Arizona, Tucson, AZ 1989

**Rob Koch, Instructor, Automotive Technology**  
AAS, Southeast Community College-Milford 1986;  
BA, University of Nebraska-Kearney 1990

**Richard Louis Kohn, Instructor, Business Administration**  
BS, University of Nebraska-Lincoln 1975;  
JD, University of Nebraska Law College 1982

**Julie Kohtz, Instructor, Computer Programming Technology**  
AAS, Southeast Community College 1991

**James Kollars, Instructor, Machine Tool Technology**  
Nebraska Vocational Technology College 1970

**Nancy M. Krumland, Instructor, Business Administration**  
BS, University of Nebraska-Lincoln 1975;  
MS, University of Nebraska 1979

**Gordon L. Kuklish, Instructor, Human Services**  
BA, Nebraska Wesleyan University 1966;  
MSW, University of Nebraska-Lincoln 1973

**David F. Lamb, Program Chair/Instructor, Human Services**  
BA, Texas Technological University 1971

**Toni Landenberger, Instructor, Business Occupations/Office Technology**  
BS, Peru State College, Peru, NE 1993;  
MEd, University of Nebraska-Lincoln, 2001

**Cathryn "Kit" Landkamer, Instructor, Electronic Servicing & Electronic Engineering Technology**  
AAS, Southeast Community College 1990

**Barb Langdon, Instructor, English**  
BA, Bellevue University 1989;  
MA, University of Nebraska-Omaha 1992

**Luann Larsen, Instructor, Psychology**  
BA, University of Nebraska-Lincoln 1982;  
MA, University of Nebraska-Lincoln 1987

**Dale Lawver, Instructor, John Deere Ag Tech**  
AAS, Southeast Community College 1992

**Linda L. Liston, Instructor, Practical Nursing**  
BSN, University of Nebraska College of Medicine 1962

**Brian C. Livingston, Program Co-chair/Instructor, Machine Tool Technology**  
Certificate, U.S.N. Aviation Machines Tech School, 1959

**Patricia Lorenz, Instructor, Practical Nursing**  
RN Diploma, Bryan School of Nursing 1971;  
BSN, Nebraska Wesleyan University 2000

**Wendy Love, Instructor, Architectural-Engineering Technology**  
AAS, Southeast Community College 1990

**Julie MacDonald, Instructor, English**  
BA, Rutgers University 1989;  
MFA, Wichita State University 1996

**Sheryl L. Malchow, Instructor, Business**  
BA, Kearney State College 1968;  
ME, University of Nebraska-Lincoln 1977

**Dan D. Masters, Program Chair/Instructor, Computer Aided Drafting & Design Technology**  
AAS, Southeast Community College 1967

**Theresa Mattern, Instructor, Radiologic Technology**  
AAS, Southeast Community College 1995

**George H. Matzen, Program Chair/Instructor, Manufacturing Engineering & CAD Technology**  
AAS, Southeast Community College 1972;  
BS, University of Nebraska-Lincoln 1979

**Danny McCulloch, Instructor, Welding Technology**  
AAS, Southeast Community College 1998

**Georgan F. McReynolds, Instructor, Office Technology**  
BS, University of Nebraska-Lincoln 1965

**Dennis J. Medinger, Program Chair/Instructor, John Deere Ag Parts & Parts Marketing and Management**  
Diploma/AAS, Southeast Community College 1978;  
BS, University of Nebraska-Lincoln 1998

**William P. Meehan, Program Chair/Instructor, Fire Protection Technology**  
Nebraska Vocational Education Teaching Certificate 1977

**Lawrence R. Merriman, Instructor, Electronic Servicing & Electronic Engineering Technology**  
BA, University of Nebraska-Lincoln 1969

**Richard Mildenberger, Instructor, Microcomputer Technology**  
AAS, Southeast Community College 1999

**Robert Mitchell, Instructor, Music/Humanities**  
BM, University of Massachusetts-Lowell, Lowell MA 1990;  
MM, Florida State University, Tallahassee, FL 1996

**Timothy Mittan, Instructor, Business Administration**  
BS, Peru State College, Peru, NE 1986;  
MA, Doane College-Lincoln, Lincoln, NE 2001

**Robin D. Monroe, Program Co-chair/Instructor, Laboratory Science Technology**  
BA, St. Cloud State College 1971;  
BA, St. Cloud State University 1973;  
MA, St. Cloud State University 1975

**Rick D. Morphew, Program Chair/Instructor, Automotive Technology/CAP/ASEP**  
AAS, Iowa Lakes Community College 1972

**Todd Morrill, Instructor, DaimlerChrysler Dealer Apprenticeship Program (DCAP)**  
AA, Northeast Community College, Norfolk, NE 1984

**Dale Mueller, Program Chair/Instructor, Land Surveying/Civil Engineering Technology**  
AS, St. Cloud Technical College 1997

**Donald P. Mumm, Program Co-chair/Instructor, Laboratory Science Technology**  
BS, Dana College 1972;  
MA, University of Texas 1975

**Barbara Nelson, Instructor, Developmental English**  
BA, Bethany College, Lindsborg, KS 1965;  
MEd, University of Arkansas, Fayetteville, AR 1983

**Barbara Neuwerth, Instructor, Business**  
AS, Northern Montana College, Havre, MT 1984;  
Bachelor of Technology, Northern Montana College, 1984;  
MBA, Northern Arizona University, Flagstaff, AZ 1990

**Beverly Niewohner, Program Co-chair/Instructor, Radiologic Technology**  
AAS, Southeast Community College 1989;  
BS, Bellevue University 1998;  
MEd, University of Nebraska-Lincoln 2002

**Dana Nimic, Instructor, Mathematics**  
Diploma, Southeast Community College 1984;  
BS, University of Nebraska-Lincoln 1988;  
Nebraska Teaching Certification 1988;  
MSA, University of Nebraska-Lincoln 1990;  
MS, University of Nebraska 1991

**Gerald D. Norris, Instructor, Automotive Technology**  
AAS, Southeast Community College 1981

**Patricia Novak, Instructor, Business Administration**  
BS, University of Nebraska-Lincoln 1968;  
MEd, University of Nebraska-Lincoln 1972;  
Master's of Professional Accountancy, University of Nebraska-Lincoln 1988

**Anita J. O'Hare, Instructor, General Education**  
BS, University of Wyoming 1970

**Steven B. Ottmann, Instructor, Mathematics/Physics**  
BS, University of Nebraska-Lincoln 1972

**Mark Packard, Instructor, Sociology**  
BS, Morningside College 1973;  
Teaching Certification 1980;  
MS, University of Nebraska-Lincoln 1992

**Susan Pallas, Instructor Business Administration**  
BA, Chadron State College, Chadron, NE 1987;  
MBA, University of Nebraska-Omaha 1997

**Renea Panska, Instructor, Mathematics**  
BS, Mississippi University for Women 1967;  
MAT, University of Nebraska-Lincoln 1983

**Theresa Parker, Instructor, Human Services/Nursing Home Administrator**  
AAS, Southeast Community College-Lincoln 1985;  
BA, College of Saint Mary, Omaha, NE 1988

**H. Duane Parrish, Program Chair/Instructor, Welding Technology**  
Diploma, Chase County High School 1967

**Charlotte L. Pasco, Program Chair/Instructor, Respiratory Care**  
Certificate, School of Respiratory Therapy-Sioux Valley 1972;  
Diploma, Creighton University 1981;  
BA, Doane College 1997

**Glenn E. Pasho, Program Chair/Instructor, Heating, Ventilation, Air Conditioning, & Refrigeration Technology**  
AAS, Stevens Trade School 1979;  
AAS, University of South Dakota 1981;  
BS, University of South Dakota 1982

**James Pedersen, Instructor, Machine Tool Technology**  
AAS, Southeast Community College 1985;  
BS, University of Nebraska-Kearney 1991

**Jeffrey Pelster, Program Co-chair/Instructor, Welding Technology**  
AAS, Southeast Community College-Lincoln 1996;  
Certified ASME/AWS

**Carol Ann Penrosa, Instructor, Associate Degree Nursing**  
BSN, Union College 1976;  
MSN, Andrews University 1989

**Sharon J. Penry, Instructor, Computer Programming Technology**  
BA, Midland Lutheran College 1984

**Stanley J. Peters, Instructor, Business Administration**  
BS, University of Nebraska-Lincoln 1978;  
MBA, University of Nebraska-Lincoln 1983

**Dennis Peterson, Instructor, Electronic Servicing & Electronic Engineering Technology**  
BS, Missouri Institute of Technology 1974

**Merrill Peterson, Program Chair/Instructor, Graphic Design**  
AA, Indian Hills Community College 1967;  
BA, University of Northern Iowa 1969;  
MA, University of Northern Iowa 1971

**Ronald R. Petsch, Program Chair/Instructor, Building Construction Technology**  
AAS, Southeast Community College 1974;  
BS, University of Nebraska-Lincoln 1978;  
MEd, University of Nebraska-Lincoln 1991

**Angela Phillips, Instructor, Nondestructive Testing Technology**  
AAS, Southeast Community College 1997

**Sheryl Piening, Instructor, General Education**  
BS, 1974; MS, 1989; University of Nebraska-Lincoln

**John C. Pierce, Instructor, Electronic Servicing & Electronic Engineering Technology**  
AAS, Central Community College 1975;  
Diploma, Central Community College 1978;  
BS, Bellevue University 1994

**Rose Pollard, Instructor, Business Administration**  
AAS, University of Nebraska-Curtis 1976;  
BA, University of Nebraska-Kearney 1989;  
MEd, University of Nebraska-Lincoln 1994

**Deborah Price, Instructor, Practical Nursing**  
BSN, Union College 1990;  
MSN, Nebraska Wesleyan University 2002

**Barb Proescholdt, Instructor, Practical Nursing**  
Diploma, Immanuel Hospital School of Nursing 1971;  
BSN, Nebraska Wesleyan University 1994

**Gerald B. Ptacek, Instructor, Diesel Technology-Heavy Duty Truck Program**  
AAS, Southeast Community College 1966

**David M. Rainforth, Instructor, Building Construction Technology**  
BS, Peru State College 1969

**John Ratliff, Instructor, Surgical Technology**  
AAS, Mount Hood Community College, Gresham, OR 1994

**Glenn Ray, Instructor, Microcomputer Technology**  
Diploma, Southeast Community College-Lincoln 1987;  
AAS, Southeast Community College-Lincoln 1999

**Danny I. Reams, Instructor, Social Sciences**  
BA, University of Iowa 1960;  
MA, Washington State University 1970;  
MA, Iowa State University 1976

**Robert A. Redler, Instructor, Electronic Servicing & Electronic Engineering Technology**  
AAS, Southeast Community College 1986

**Jennifer Reeder, Instructor, Surgical Technology**  
CST Diploma, Southeast Community College 1984;  
BS, Nebraska Wesleyan University 1994

## PERSONNEL

**Sharon K. Rehn, Instructor, Surgical Technology**  
CST Diploma, Southeast Community College 1981;  
ADN, College of Saint Mary 1984;  
BS, Doane College, Lincoln, NE 2001

**Patty Reifenrath, Instructor, Mathematics**  
BAE, Wayne State College 1975;  
MBA, University of Nebraska-Lincoln 1996

**Kent Reinhard, Instructor, Mathematics/Physics**  
BS, University of Nebraska-Lincoln 1985;  
MS, University of Nebraska-Lincoln 1989

**Kenneth G. Reinsch, Program Chair/Instructor, Electrical & Electromechanical Technology**  
AAS, Southeast Community College 1977

**Doug Reznicek, Instructor, John Deere Ag Tech**  
AAS, Southeast Community College 1981

**Dianne Riensche, Instructor/Associate Degree Nursing**  
BS, Midland Lutheran College, Fremont, NE 2002

**Carolee Ritter, Program Co-chair/Instructor, Humanities/English**  
BA, Rutgers College/University-New Jersey 1989;  
MA, Colorado State University 1992

**Jack Robinson, Instructor, Agriculture Business & Management Technology**  
BS, University of Wyoming 1980;  
MS, University of Wyoming 1982

**Dean R. Roll, Instructor, Architectural-Engineering Technology**  
AAS, Southeast Community College 1960

**Philip Ross, Instructor, Developmental English**  
BS, Kearney State College, Kearney, NE 1987;  
MA, University of Nebraska-Lincoln 1992

**Jered Roth, Instructor, Auto Collision Repair Technology**  
AAS, Southeast Community College 1989

**Alan Rumbaugh, Instructor, Livestock Production**  
BS, Tarleton State University-Texas 1989

**Kathryn Samuelson, Instructor, English**  
BA, University of Nebraska-Lincoln 1969;  
MA, University of Nebraska-Lincoln 1990

**Clifford L. Sawyer, Program Chair/Instructor, Professional Truck Driver Training**  
GED, U.S. Marine Corps 1964

**Anthony Schafers, Instructor, Ford ASSET**  
AAS, Southeast Community College 1981

**Robin Schindler, Instructor, Mathematics**  
AAS, Northeast Technical Community College 1990;  
BA, Wayne State College 1992;  
MA, University of Nebraska-Lincoln 1998

**Lynn Schlake, Instructor, Agriculture Business & Management Technology**  
BS, University of Nebraska-Lincoln 1980

**Brent Schluckebier, Instructor, Electronic Servicing & Electronic Engineering Technology**  
AAS, Southeast Community College 1997

**Debbie Schmeckle, Instructor, Mathematics**  
BS, University of Nebraska-Kearney 1994;  
MS, University of Nebraska-Kearney 1997

**Robert J. Schmid, Instructor, Heating, Ventilation, Air Conditioning, & Refrigeration Technology**  
AAS, Nebraska Vocational Technical School 1970

**Renee S. Schnieder, Instructor, Associate Degree Nursing**  
RN Diploma, Saint Joseph Mercy School of Nursing 1977;  
BSN, Nebraska Wesleyan University 1992;  
MSN, University of Nebraska Medical Center 1998

**Eldon D. Schoonveld, Instructor, Auto Collision Repair Technology**  
AAS, Southeast Community College 1972

**Gerrine A. Schreck-Kirby, Instructor, Food Service/Hospitality**  
Diploma, Des Moines Area Community College 1978

**Jo A. Schuster, Program Co-chair/Instructor, Microcomputer Technology**  
BS, Kearney State College 1983

**Allen Scribner, Instructor, Building Construction Technology**  
Diploma, Lincoln Northeast High School 1967

**Rebecca J. Shacklett, Instructor, Human Services**  
Diploma, Lincoln General Hospital School of Nursing 1969;  
BS, University of Nebraska-Lincoln 1979;  
MEd, University of Nebraska-Lincoln 1984

**Craig Shaw, Instructor, Auto Collision Repair Technology**  
AAS, Southeast Community College-Milford 1988

**Ann-Michelle Sherman, Instructor, Associate Degree Nursing Program and Practical Nursing Program**  
BSN, University of Kansas, Lawrence, KS 1989;

**Carol J. Sherman, Instructor, Practical Nursing**  
Diploma, Bryan Memorial Hospital School of Nursing 1962;  
BS, Nebraska Wesleyan University 1963

**Jeff Slafter, Instructor, John Deere Ag Tech**  
AAS, Southeast Community College 1985

**William H. Slater, Instructor, Agriculture Business & Management Technology**  
BS, Kansas State University 1982;  
MS, Kansas State University 1987

**Robert Smejkal, Instructor, Auto/Diesel Technology**  
AAS, Southeast Community College 1964

**Eric Smith, Instructor, Mathematics**  
BS, University of Nebraska-Lincoln 1994;  
MS, University of Nebraska-Lincoln 1998

**Matthew Smith, Instructor, Automotive Program**  
AAS, Southeast Community College-Lincoln 1999

**Michael Smith, Instructor, English**  
BA, George Washington University 1971;  
MA, University of Nebraska-Lincoln 1982

**Randee L. Soto, Program Chair/Instructor, Printing Technology**  
Diploma, Southeast Community College 1987

**Michael J. Stalker, Instructor, Electrical & Electromechanical Technology**  
AAS, Southeast Community College 1988

**Loran A. Stara, Instructor, Building Construction Technology**  
AAS, Southeast Community College 1983

**Jody Starr, Instructor, Horticulture-Agribusiness**  
BA, University of Nebraska-Lincoln 1998

**Bruce Stephen, Instructor, Anatomy & Physiology/Biology**  
BS, State University of New York, Cortland, NY 1991;  
MS, University of Massachusetts Dartmouth, North Dartmouth, MA 1994

**Karen A. Stevens, Instructor, Practical Nursing**  
ADN, University of Nebraska Medical Center 1986;  
BSN, University of Nebraska Medical Center 1989

**Edward A. Stich, Instructor, Agriculture Business and Management Technology**  
BS, University of Nebraska-Lincoln 1965;  
MS, University of Nebraska-Lincoln 1970

**Norman Stimbirt, Instructor, Microcomputer Technology**  
AAS, Southeast Community College-Lincoln 1985;  
AAS, Southeast Community College-Lincoln 1985;  
AAS, Southeast Community College-Lincoln 2000

**September Stone, Instructor, Practical Nursing**  
BSN, Union College 1992

**Doug Strope, Program Chair/Instructor, Business Administration**  
BS, University of Nebraska-Lincoln 1978;  
MEd, University of Nebraska-Lincoln 1980

**Beth Stutzman, Program Chair/Instructor, Computer Programming Technology**  
Diploma, Southeast Community College 1982;  
AAS, Southeast Community College 1991

**Roxanne R. Stutzman, Instructor, Computer Programming Technology**  
AAS, Southeast Community College 1979

**Pablo A. Suarez Faillace, Instructor, Ford ASSET**  
AAS, Southeast Community College 1984;  
Certificate, Electrical Climate Controls, Ford Motor Company

**Rose Suggett, Instructor, Psychology**  
BS, Peru State College 1992;  
MS, University of Nebraska-Lincoln 1995

**Elmer Linn Sunderland, Instructor, Learning Center**  
BS, Kansas State University 1969;  
ME, University of Nebraska-Lincoln 1988

**Bernardine "Jo" Taylor, Program Chair/Instructor, Food Service/Hospitality**  
BS, University of Nebraska-Lincoln 1972;  
Dietetic Internship, University of Nebraska-Lincoln 1973;  
MA, University of Nebraska-Lincoln 1989

**Keith Tempel, Instructor, John Deere Construction Equipment Tech**  
AAS, Southeast Community College 1992

**Brad L. Thiel, Instructor, Human Services**  
BS, Nebraska Wesleyan University 1973;  
MA, University of Nebraska-Lincoln 1978

**Debra L. Thomas, Instructor, Early Childhood Education**  
BA, University of Nebraska-Lincoln 1974;  
MS, University of Nebraska-Lincoln 1976

**Stan Thorpe, Instructor, Building Construction Technology**  
BA, Wayne State College 1959

**Terri M. Tiedeman, Instructor, General Education**  
BS, University of Nebraska-Lincoln 1978

**Kevin Timoney, Instructor, Electrical & Electromechanical Technology**  
AAS, Southeast Community College 1992

**Dennis Toalson, Instructor, Agribusiness**  
BS, University of Missouri 1971

**Daniel L. Tonjes, Instructor, Electrical & Electromechanical Technology**  
AAS, Southeast Community College 1979

**Cheryl J. Trail, Instructor, Human Services**  
BA, University of Nebraska-Lincoln 1970;  
MA, University of Nebraska-Lincoln 1975

**Helen Trotter, Instructor, Associate Degree Nursing**  
Diploma, Central Community College-Hastings 1982;  
BSN, Creighton University 1995

**Mary Trumble, Instructor, Practical Nursing**  
LPN, Des Moines Area College 1979;  
RN, St. Lukes School of Nursing 1981;  
BSN, Mankato State University 1990

**Michael Tyrrell, Instructor, Agribusiness**  
BS, University of Nebraska-Lincoln 1978;  
MS, University of Nebraska-Lincoln 1983

**Kevin Uhler, Instructor, Automotive Technology**  
AAS, Southeast Community College 1995;  
BS, Bellevue University 1996

**Kathleen J. Uribe, Program Chair/Instructor, Surgical Technology**  
CTS Diploma, Lincoln Technical Community College 1973;  
BS, University of Nebraska-Lincoln 1981;  
MA, University of Nebraska-Lincoln 1994

**Elaine Vavra, Instructor, Manufacturing Engineering & CAD Technology**  
AAS, Southeast Community College 1993;  
BA, Concordia College 1997

**Ronald Veys, Instructor, Math/Physics**  
BS, University of Nebraska-Lincoln 1973;  
MA, University of Nebraska-Lincoln 1976

**William E. Vocasek, Program Chair/Instructor, Auto Collision Repair Technology**  
AAS, Southeast Community College 1977;  
AAS, Southeast Community College 1979

**Randall L. Walbridge, Program Chair/Instructor, Nondestructive Testing Technology**  
AAS, Southeast Community College 1981

**Kimberly Waswick, Instructor, Microcomputer Technology**  
AA, Minot State University 1990;  
BA, Minot State University 1990;  
MS, Minot State University 1998

**Alyce W. Watson, Instructor, Medical Laboratory Technology**  
BS, University of Nebraska-Lincoln 1959;  
SM (ASCP) 1970

**William A. Wiley, Instructor, Nondestructive Testing Technology**  
AAS (2), Southeast Community College 1979

**Margaret "Peggy" Wilkinson, Instructor, Early Childhood Education**  
BS, University of Nebraska-Lincoln 1986

**Roger A. Will, Instructor, Associate Degree Nursing**  
Diploma, Mary Lanning School of Nursing 1975;  
BS, University of Nebraska-Kearney 1977;  
BSN, University of Nebraska College of Nursing 1987;  
MSN, Bishop Clarkson-Omaha 1995

**Leon J. Williams, Instructor, Electronic Servicing & Electronic Engineering Technology**  
AAS, Southeast Community College 1968;  
BS, University of Nebraska-Lincoln 1972

**Robert L. Williams, Instructor, Life Sciences**  
BS, University of Nebraska-Lincoln 1973;  
PhD, University of Nebraska-Lincoln 1984

**Tim Wismer, Instructor, Auto/Diesel Technology**  
AA, Nebraska Technical College-Milford 1971

**John W. Witzel, Instructor, Diesel Technology**  
AAS, Southeast Community College 1965

**Janet C. Wulf, Instructor, Office Technology**  
BS, Midland Lutheran College 1964;  
ME, University of Nebraska-Lincoln 1970

**Gary Lane Yocum, Instructor, Agriculture Business & Management Technology**  
AS, Cloud County Community College 1984;  
BS, Kansas State University 1986;  
MS, Kansas State University 1987

**Margo A. Youker, Instructor, Office Technology**  
Diploma, Davenport Institute 1957;  
BS, University of Nebraska-Lincoln 1971;  
MS, University of Nebraska-Lincoln 1981

**Thomas Young, Instructor, Social Sciences**  
BS, University of Nebraska-Lincoln 1979;  
MS, University of Nebraska-Omaha 1981;  
PhD, University of Nebraska-Lincoln 1985

**Robert "Dan" Zabel, Instructor, Welding Technology**  
AAS, Southeast Community College 1980

**Edouardo Zendejas, Instructor, Business Law**  
BS, University of Nebraska-Omaha 1987;  
JD, Brigham Young University, Provo, UT, 1991

**Judy M. Zieg, Instructor, General Education**  
BS, University of Minnesota-Duluth 1970;  
MA, University of Nebraska-Lincoln 1971

## SUPPORT STAFF

**Rita Anderson, Secretary II - Academic Education**

**Sandra Avila, Secretary I/Receptionist - Area Office**

**Stacey D. Barnard-Dorn, Executive Secretary - Campus Director's Office**

**Jerrid D. Barton, Maintenance Worker II - Physical Plant**

**Gary Beethe, Maintenance Worker I - Physical Plant**

**Janice L. Bell, Receptionist/Switchboard Operator - Business Office**

**Mark Billesbach, Maintenance Worker II - Physical Plant**

**Marcia I. Blender, Secretary II - Academic Education**

**John Blowers, Maintenance Worker I - Physical Plant**

**Barbara A. Borgmann, Secretary II - Health Occupations**

**Becky J. Brown, Computer Operator - Information Services**

**Melinda A. Brown, Child Care Assistant Coordinator - Child Development Center**

**Diane Bruna, Food Service Worker - Cafeteria/Snack Bar**

**Marla Bush, Secretary I - Academic Education**

**Loretta Butts, Custodian I - Physical Plant**

**Tobbie R. Campbell, Custodian II - Physical Plant**

**Stephany A. Canning, Account Clerk III - Business Office**

**Richard Cashen, Shipping & Receiving Clerk - Business Office**

**Dolores Cast, Account Clerk II - Business Office**

**Amy Chesley, Admissions Technician - Admissions**

**Harold Clover, Custodian II - Physical Plant**

**Rex Coleman, Information Systems Technician - Information Services**

**Carolyn Cozine, Custodian I - Physical Plant**

**Larry Cronk, Parts Store Manager - Transportation Occupations**

**Donald D. Danekas, Maintenance Worker II - Physical Plant**

**Jim Davenport, Maintenance Worker II - Physical Plant**

**Barbara K. Davis, Custodian II - Physical Plant**

**Rosella Decker, Secretary I - Continuing Education**

**Stephen Dietz, Secretary I - Admissions**

**Nicole Do, Secretary I - Financial Aid**

**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, Secretary II -**

**Construction Occupations/Electronic & Computer Occupations/Manufacturing Occupations/Transportation Occupations**

**William R. Evans, Computer Programmer - Information Services**

**D. Marie Garber, Secretary I - LRC**

**Shawn Geiszler, Custodian I - Physical Plant**

**Michelle Going, Account Clerk I - Business Office**

**Gordon G. Goldsmith, Shipping & Receiving Clerk - Business Office**

**Jill Gurney, Executive Secretary - Campus Director's Office**

**Carol Gustafson, Child Development Center Group Supervisor - Child Development Center**

**Rodney Gustafson, Information Systems Technician - Information Services**

**Patricia A. Haddow, Registration Technician - Registration & Records**

**Ann M. Hajek, Secretary I - Career Services**

**Jim S. Hamilton, Custodian II - Physical Plant**

**Tanya Hare, Account Clerk III - Business Office**

**Allen Harms, Custodian II - Physical Plant**

**Mary Ann Harms, Admissions Technician - Admissions**

**Lynda R. Heiden, Executive Secretary - Area Office**

**Donna Hill, Secretary I - Financial Aid**

**Tina Holtmeier, Fitness & Wellness Coordinator - Student Services**

**Reynaldo Huamancha, Custodian II - Physical Plant**

**Wendy Hunt, Residential Services Manager - Student Services**

**Raymond Jantzen, Maintenance Worker I - Physical Plant**

**Randy Jewell, Custodian I - Physical Plant**

**Janice Jillson, Learning Resource Technician - LRC**

**Jeffrey Jolly, Custodian I - Physical Plant**

**Sherri Jones-Parks, Account Clerk II - Business Office**

**Karen Killham, Teaching Lab Assistant II -**

**Electronic/Computer Occupations**

**Alexander C. Koch, Custodian I - Physical Plant**

**Emily Kounovsky, Secretary I - Continuing Education**

**Crystal Kozak, Child Development Group Supervisor - Child Development Center**

**Jenny Kroger, Secretary I - Continuing Education**

**Marlar W. Landell, Account Clerk I - Business Office**

**Eric Landkammer, Maintenance Worker II - Physical Plant**

**Rosemarie Lange, Secretary I - Health Occupations**

**Mindy Lemon, Secretary I - Admissions**

**Ruth Lewis, Custodian I - Physical Plant**

**Brian J. Liska, Assistant Parts Store Manager - Transportation Occupations**

**Marilyn Love, Account Clerk III - Business Office**

**Leon S. Lovitt, Farm Manager - Agriculture/Laboratory Science Technology**

**Rita Miller, Account Clerk II - Business Office**

**Dean Minchow, Maintenance Worker I - Physical Plant**

**Ronald G. Mohrhoff, Maintenance Worker II - Physical Plant**

**Beth A. Naylor, Secretary II - Physical Plant**

**Wesley Oden, Maintenance Worker II - Physical Plant**

**Mark Overman, Custodian I - Physical Plant**

**Pamela S. Overman, Custodian II - Physical Plant**

**Cheryl Parks, Secretary II - Student Services**

**Lorraine Pasika, Food Service Worker - Cafeteria/Snack Bar**

**Larry Peterson, Maintenance Worker II - Physical Plant**

**Patricia Peterson, LRC Technician - LRC**

**Janalee Petsch, LRC Specialist - LRC**

**Rhonda Pickrel, Financial Aid Technician - Financial Aid**

**Brian Piontek, Press Operator - Print Shop**

**Charlene M. Prai, Secretary I - Registration & Records**

**Reidith A. Rediger, Computer Programmer - Information Services**

**S. Clark Rediger, Maintenance Worker I - Physical Plant**

**Eugene Reil, Residential Services Manager - Student Services**

**Marilyn Reil, Assistant Residential Services Manager - Student Services**

**Karen A. Reitz, Executive Secretary - Campus Director's Office**

**Renee Reynolds, Secretary I - Career Services**

**Denise Roth, Secretary II - Transportation Occupations**

**Lora Roth, Account Clerk II - Purchasing**

**Theresa Rucker, Secretary I - Registration & Records**

**James Sasmann, Custodian II - Physical Plant**

**Dennis D. Schmidt, Information Systems Technician - Information Services**

**Ross Schmidt, Information Systems Technician - Information Services**

**Doretta J. Schweitzer, Data Entry Clerk - Information Services**

**Bruce A. Schwisow, Maintenance Worker II - Physical Plant**

**Joanne C. Shimmin, LRC Specialist - LRC**

**Bruce Spitzer, Parts Store Manger - Transportation Occupations**

**John Stabenow, Maintenance Worker II - Physical Plant**

**Joy Steckly, Account Clerk III - Business Office**

**Jason Steele, Custodian I - Physical Plant**

**Jayne Steffens, Financial Aid Technician - Financial Aid**

**Carrie Stollar, Child Development Group Supervisor - Child Development Center**

**Sandra L. Studnicka, Custodian II - Physical Plant**

**Donald D. Stutzman, Maintenance Worker II - Physical Plant**

**Jolene Stutzman, Payroll Specialist - Business Office**

**Judith Stutzman, Custodian I - Physical Plant**

**Jennifer Swantek, Copy Machine Operator - Print Shop**

**Richard L. Tetherow, Custodian II - Physical Plant**

**Laura L. Thompson, Publications Assistant - Area Office**

**Shelly Tolle, Secretary II - Career Services**

**Bang Tran, Media Services Specialist - LRC**

**Nancy Travis, Secretary I - Business Occupations/Mass Media Communications**

**Melissa Troyer, Financial Aid Technician - Financial Aid**

**Paul Trvdy, Maintenance Worker II - Physical Plant**

**Eric Unrau, Child Development Group Supervisor - Child Development Center**

**Daniel Vajgrt, Assistant Bookstore Manager - Student Services**

**Marcia VanAndel, Secretary I - Admissions**

**Julie A. Vasey, Secretary II - Physical Plant**

**Larry Mark Vasey, Custodian II - Physical Plant**

**Janet Vaughn, Child Development Group Supervisor - Child Development Center**

**Judy Vitosh, Secretary I - Campus Director's Office**

**William R. Vlasnik, Custodian II - Physical Plant**

**Patricia A. Wagner, Secretary II - LRC**

**Teresa Walkenhorst-Treinen, Secretary I - Career Services**

**Gilbert Wallman, Custodian I - Physical Plant**

**Jennifer Warren, Assistant Bookstore Manager - Student Services**

**Carolyn "Susie" Watson, Assistant Bookstore Manager - Student Services**

**Carol Wells, Secretary II - Student Services**

**Connie S. Wergin, Admissions Technician - Admissions**

**Gloria R. Whitney, LRC Technician - LRC**

**Sheri L. Wiemann, Child Development Group Supervisor - Child Development Center**

**Joyce Wiencke, Call Center Technician - Information Services/LRC**

**Janet S. Willet, Receptionist/Switchboard Operator - Student Services**

**Arlene J. Williams, Custodian I - Physical Plant**

**Randy Williams, Network Systems Technician - Information Services**

**Sharon E. Wittler, Secretary I - Physical Plant**

**Sally D. Wobig, Executive Secretary - Area Office**

**Patsy L. Wohlgemuth, Account Clerk III - Continuing Education**

**Michael Wood, Maintenance Worker I - Physical Plant**

**Beth H. Woofter, LRC Specialist - LRC**

**Cynthia Zimmerman, Custodian I - Physical Plant**

**Sharon Zuhlke, Food Service Coordinator - Cafeteria/ Snack Bar**

**Larry L. Zweerink, Maintenance Worker I - Physical Plant**

## ADVISORY COMMITTEES

### ADULT BASIC EDUCATION CONTINUING EDUCATION DIVISION

|                  |                                     |
|------------------|-------------------------------------|
| Kathy Adams      | Eiseley Branch Library              |
| Jim Baird        | Cornhusker Place Inc.               |
| Mike Balters     | Senior Technologies                 |
| Vicki Bauer      | Nebraska Department of Education    |
| Mona Callies     | Southeast Community College         |
| Diane Dunning    | Lincoln East High School            |
| Helen Fagan      | BryanLGH Medical Center             |
| Deane Finnigan   | Leadership Lincoln                  |
| Jeff Gottwald    | U.S. Foods                          |
| Kent Griffith    | Lancaster Correctional Facility     |
| Dave Hauswald    | Division of Rehabilitation Services |
| Jim Holen        | Southeast Community College         |
| Dr. Christy Horn | University of Nebraska Lincoln      |
| Susan Kash-Brown | Southeast Community College         |
| John Kopetzky    | Cedars Youth Services & Cedars Home |
| Dave Masilko     | Work USA                            |
| Brian Mathers    | Lincoln Action Program              |
| Rena Worth       | Lincoln Housing Authority           |
| Kathy Tichota    | Southeast Community College         |
| Jane Zatechka    | Southeast Community College         |

### ACADEMIC TRANSFER

|                   |  |
|-------------------|--|
| Jan Belohavy      | Meridian School  |
| Al Blankenship    | Waverly High School  |
| D'Vee Buss        | UNL - College of Business Administration                   |
| Sara Crook        | Peru State College   |
| Beth Dunker       | Tri County High School                                     |
| Coreen Forbes     | Raymond Central High School                                |
| George Gibson     | Union College  |
| David Goswick     | Nebraska City High School                                  |
| Janice Hadfield   | Doane College  |
| Patti Hall        | Nebraska Wesleyan University                               |
| Kim Jacobson      | Crete High School  |
| Ann Kopera        | UNL - College of Arts & Sciences                           |
| Dave Lambert      | Seward High School   |
| Dave London       | Lincoln High School  |
| Carla Meyer       | Beatrice High School                                       |
| Jennifer Nelson   | University of Nebraska                                     |
| George Pfeiffer   | UNL - College of Agricultural Sciences & Natural Resources |
| Maryann Spahni    | Lincoln East High School                                   |
| Kathi Thaden      | Lincoln Southeast High School                              |
| Dennis Van Fossen | Milford High School  |
| Ann Wahl          | UNL - Admissions Dept                                      |
| Bill Wrightsman   | Lincoln Northeast High School                              |

### AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY

|                   |                                    |
|-------------------|------------------------------------|
| Steve Ermer       | York Equipment                     |
| Brian Fleming     | Agrialiance                        |
| Marlene Gakle     | Gakle Consulting, Inc              |
| John Hawley       | Hawley Farms                       |
| Tom Herman        | Plymouth Coop                      |
| John Immink       | Golden Link, Inc                   |
| Doug Karl         | Mid-America                        |
| Lester Kettlehake | Weibusch Implement                 |
| Tim Koch          | Farm Credit Services of America    |
| Peter Kruse       | Servi-Tech                         |
| Dale Kumpf        | Buffalo Equipment                  |
| Lester Laue       | Laue Charlois Ranch                |
| William McClure   | Pioneer Seed Company               |
| Hector Ogaz       | Cryovac Div. - WR Grace & Co       |
| Nathan Schwab     | Earl May Co                        |
| Dean Thernes      | Plymouth Coop                      |
| Buzz Vance        | Nebraska Department of Agriculture |
| Lisa Wiegand      | Wiegand Farms                      |
| Stan Wirth        | Pinnacle Bank                      |
| Brian Zimmerman   | Gage County Farms                  |

### ARCHITECTURAL-ENGINEERING TECHNOLOGY

|                |                               |
|----------------|-------------------------------|
| Cyndi Bouc     | Sampson Construction          |
| Terrence Brown | Black & Veatch                |
| Gary Cooper    | Alvine & Associates           |
| Jill Davidson  | Nebraska Department of Roads  |
| John Duensing  | JEO Consulting Group          |
| Doug Elting    | Davis Design                  |
| Jeff Hankel    | Black & Veatch                |
| Richard Horeis | HDR Inc                       |
| Dennis Klawonn | Techline Studio of Lincoln    |
| Clarence Lind  | HDR Architecture, Inc         |
| Corey Lynch    | Structural Components Systems |
| Dennis Lyon    | Dennis J Lyon Architects      |
| Greg Newport   | The Clark Enersen Partners    |
| Ken Rittgarn   | Lincoln Electric System       |
| Sean Sherman   | T K Architects                |
| Mel Smeall     | Dale Schnackel Company        |
| Terry Stohs    | Alvine & Associates           |

### ASSOCIATE DEGREE NURSING

|                        |                                   |
|------------------------|-----------------------------------|
| Carmen Draper, R.N.    | ADN Alumni                        |
| Sharon Duffy, R.N.     | Madonna Rehabilitation Hospital   |
| Emily Firestine, LPN   | BryanLGH Medical Center           |
| Joyce Harb, R.N.,BA    | BryanLGH Medical Center           |
| Laura Lea, R.N.        | The Hearthstone                   |
| Mary Malmkar, R.N.     | ADN Alumni                        |
| Pat Meierhenry, R.N.   | Tabitha Home Health Care Services |
| Pat Morin, R.N., Ph.D. | Nebraska Wesleyan University      |
| Patricia Reynolds, LPN | Madonna Rehabilitation Hospital   |
| Rollin Schneider       | Community Member                  |
| Sue Seckman, R.N.      | Tabitha Health Care Services      |
| Shirley Travis, R.N.   | BryanLGH Medical Center           |

### AUTO COLLISION REPAIR TECHNOLOGY

|                   |                                       |
|-------------------|---------------------------------------|
| Glen Beeman       | Beeman Automotive                     |
| Valerian J. Benes | Auto Body Supply                      |
| Larry Haughton    | State Farm Insurance                  |
| Lowell Hiebner    | Hiebner Body Shop                     |
| Kenton Hobelman   | Allied Insurance                      |
| Brian Johnson     | Redshaw Paint Supply                  |
| Doug Keller       | Eustis Body Shop                      |
| Tom Menze         | In-Line Collision Repair              |
| Gail D. Nielsen   | Nielsen Body Shop                     |
| Denny Parr        | Sid Dillon                            |
| Greg Petersen     | Carstar                               |
| Larry Plasek      | Larry's Automotive Service            |
| Steve Rexroth     | Miracle 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 Wortmann      | Intertech Collision Center            |

### AUTOMOTIVE TECHNOLOGY

|                  |                                     |
|------------------|-------------------------------------|
| Dick Agee        | Agee's Automotive Repair            |
| Dave Coleman     | Blum's Auto Repair                  |
| Peter Fink       | Certified Transmission              |
| Mark Fredrickson | Pro Automotive                      |
| Roger Hansen     | Williamson Auto Center              |
| Doyle Helmink    | A & D Auto & Truck Service          |
| Jeff Hillis      | Hillis 66 Service                   |
| Dick Hobson      | Aamco Transmissions                 |
| Randall Jensen   | Copple Chevrolet                    |
| Craig Kinberg    | Southside Auto Tech                 |
| Jerry Miller     | Woodhouse Ford                      |
| Mike Moerer      | State Transportation Service Bureau |
| Burnell Mussman  | Honda Cars of Bellevue              |
| Roger Pickering  | Eastern Nebraska Auto Recyclers     |
| Rex Rasmussen    | Rasmussen Auto Supply               |
| Craig Sparks     | Custom Automotive Care              |
| Sherri Stock     | Russwood Chrysler Plymouth          |
| Roy Stoner       | DuTeau Chevrolet                    |
| Ron Suing        | Lincoln Public Schools              |
| Cathy Watts      | George Witt Service                 |
| Dennis Zoucha    | Atchley Ford                        |



**BUILDING CONSTRUCTION TECHNOLOGY**

Jim Andel ..... Andel Building Corp  
 Walt Broer ..... Associated General Contractor  
 Tom Busboom ..... Crete Ready Mix  
 Mark Carpenter ..... Fulton Construction  
 Jim Christo ..... Christo Design Build  
 Nadine Condello ..... Home Builders Association of Lincoln  
 Dennis Einspahr ..... Einspahr Construction  
 Beki Ferguson ..... Stephens & Smith Construction  
 Steve Fulton ..... Fulton Construction  
 Rex Keeler ..... Prairie Homes  
 Jerry Kessler ..... Jerry Kessler Construction  
 Wes Oestreich ..... Cheever Construction  
 Gary Sherwood ..... Earl Carter Lumber Company  
 Greg Shinaut ..... Peoples Natural Gas  
 Carson "Kit" Smith ..... Ready Mixed Concrete  
 Dale Stertz ..... City of Lincoln  
 Mike Wenzl ..... Wenzl Construction

**BUSINESS ADMINISTRATION**

Carol Andringa ..... Lincoln Public Schools  
 Darla Atkinson ..... The National Management Association  
 Jerry Batliner ..... Community Member  
 Doug Bauch ..... TierOne  
 Doreen Busboom ..... Martin Luther Home Society  
 Charles Clifford ..... Community Member  
 Kathy Diekman ..... Exmark Manufacturing  
 Vern Gillett ..... Compudesign  
 George Graham ..... Micro R&D  
 Ruth Jones ..... Dana F Cole & Co  
 Jan Lehmkühl ..... Department of Corrections Central Offices  
 Rick Lewien ..... Parker Hannifin Corporation  
 Janice Mumm ..... Mumm & Associates, P.C. CPA's  
 Chris Nelson ..... Beatrice Board of Education  
 Neal Niedfeldt ..... Norris Public Power District  
 Stephanie Perkins ..... Valentino's  
 Ray Ringlein ..... Rothchild's Mens Clothing  
 Sherry Savener ..... American Tool  
 Dick Tegmeier ..... Encore Mfg  
 Verdella Vetrovsky ..... First National Bank

**COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY**

Troy Bernadt ..... Johnston Heat Recovery  
 Bob Brubacher ..... American Meter Co  
 Lora Buck ..... Schoenleber, Shriner & Hittle  
 Dennis Lyon ..... Dennis J. Lyon Architects  
 Jack Meister ..... Department of Correctional Services  
 Dave Merchant ..... Lester Electrical  
 Doug Nelson ..... New Ventures  
 Larry Pester ..... Valmont Industries  
 Duane Smid ..... Lincoln Public Schools-CMS Bldg  
 Lana Tolbert ..... Building & Safety, City of Lincoln  
 Jeremy Woitaszewski ..... Kenneth Hahn Architects

**COMPUTER PROGRAMMING TECHNOLOGY**

Karen Brandt ..... Alltel  
 Jeanette Coleman ..... DST Systems  
 Gretchen Craig ..... DST Systems  
 Mike Flanagan ..... Lincoln Public Schools  
 Thomas Giltner ..... Information Technology  
 Vince Haman ..... Acton Group Ltd  
 David Hattan ..... State of Nebraska  
 Dorothy Iwan ..... Ameritas Life Insurance  
 Sue Lobsiger ..... First National Bank  
 Terry Lowe ..... City of Lincoln  
 Allan Olson ..... Duncan Aviation  
 Daniel Pruss ..... Avaya Communications  
 Tracey Wolzen ..... State Street  
 Joanna Workman ..... Alltel

**DAIMLERCHRYSLER (CAP) COLLEGE AUTOMOTIVE PROGRAM**

Tandy Bailey ..... Rhoden Dodge  
 Vic Bender ..... Wallman Chrysler Plymouth  
 Dave Borg ..... Rhoden Auto Center  
 Mike Cameron ..... Jim Earp Chrysler Plymouth  
 Greg Canning ..... Russwood Chrysler Plymouth  
 Randy Christensen ..... Gib Walter Motors  
 Joe Coleman ..... Coleman Motors  
 J. C. Diehl ..... Chrysler Corporation  
 Bill Dittmer ..... Jerry Spady Jeep Eagle  
 Gerry Doty ..... Roy's Grand Dodge  
 George Erdkamp ..... Erdkamp Motors  
 Craig Farrell ..... Baxter Chrysler Plymouth  
 Darin Grewek ..... Gene Steffy Chrysler Jeep  
 Mike Hageman ..... Ross Perry Motors  
 Ted Hoffman ..... McCarty Motors  
 Roger Hoppe ..... Subway Motors  
 John Kisby ..... John Kohl Auto Center  
 Jim Kobza ..... Kobza Motors  
 Gary Larson ..... Jeff Spady Chrysler Plymouth  
 Tim McClain ..... Meginnis Jeep Eagle  
 Chris Michaels ..... Stan Olsen Auto Center  
 Bill Miller ..... Coleman Motors  
 Jerry Miller ..... Woodhouse Chrysler  
 Steve Ohm ..... Motor Inn of LaMars  
 Larry Ortegren ..... Performance Chrysler  
 Randy Pickinpaugh ..... Cornhusker Auto Center  
 Vic Powers ..... Great Plains Chrysler Plymouth  
 Pat Prokupek ..... Phil Spady Chrysler Dodge  
 Al Rajace ..... Cornhusker Auto Center  
 Peter Riccardi ..... DaimlerChrysler Corporation  
 Tom Richey ..... Mardock Motors  
 Harold Rowe ..... Rowe Motor Company  
 Ron Sankey ..... Sankey Motors  
 Richard Schlichtman ..... Fairbury Motors  
 Ron Schwartz ..... Armbruster Motor Company  
 Steve Semback ..... Charlie Zook Motors  
 Gene Smith ..... Laukemper Motors  
 Doug Southers ..... Woodhouse Chrysler  
 Dick Stoddard ..... Herppolsheimer's Inc  
 Matt Stout ..... Tincher Chevrolet  
 Loran Vos ..... Vos Motor Sales  
 Mark Ward ..... DaimlerChrysler Corporation  
 Todd Webster ..... Baxter Chrysler Plymouth  
 Mike Wiles ..... Hansen Motors  
 Scott Woodworth ..... Lincoln Dodge

**DENTAL ASSISTING**

Charles Anderson, DDS  
 Chad Angel, CDA ..... Office of Dr. Chris Haag  
 Doug Barrett ..... Dental Designs  
 Alan Beck, DDS  
 Rick Brunmeier, DDS  
 Dan Byers ..... Patterson Dental Supply Co.  
 Timothy Dinkelman, DDS  
 Mary Drahota ..... Office of Dr. Jack Schneider  
 Lon Flagtwet, DDS  
 James Ganser, DDS  
 Jenny Hageman ..... Office of Dr. Lon Flagtwet  
 Steven Kerns, DDS  
 Scott Kleppinger, DDS  
 Curt Kuster, DDS ..... UNMC College of Dentistry  
 Deb Meyerhoff, RDH ..... City-County Dental Clinic  
 Lori Palensky ..... Saint Elizabeth Foundation  
 James Sahling, DDS  
 Larry Smith, DDS ..... Seward Dental Clinic  
 Betty Tenhulzen ..... Office of Dr. Timothy Dinkelman

## ADVISORY COMMITTEES

### DIESEL TECHNOLOGY - FARM

|                  |                            |
|------------------|----------------------------|
| Randy Auer       | Stubbenick Implement       |
| Larry Blauhorn   | Toners Inc                 |
| John Evans       | Nebraska Machinery Company |
| Dave Frazier     | Virgl Implement Company    |
| Dean Fritz       | Interstate Equipment       |
| Bob Goltz        | Farragut Truck & Tractor   |
| Leonard Havlovic | Polk County Equipment      |
| David Janes, Sr. | Nebraska Equipment         |
| Kirk Jennings    | Keim Farm Equipment        |
| Bruce Keim       | Keim Farm Equipment        |
| Tim Lottman      | Interstate Equipment       |
| Arnold Rief      | Midwest Diesel             |
| Marvin Siefert   | Blue River Implement       |
| Ryan Simpson     | Ord Equipment              |

### DIESEL TECHNOLOGY - TRUCK

|                    |                                 |
|--------------------|---------------------------------|
| Robert Barjenbruch | Schmode's Inc                   |
| Tom Berg           | Wick's Sterling Trucks          |
| Chris Blaha        | Thomas Built Buses              |
| Alan Broeker       | Seward Motor Freight            |
| Scott Dickey       | Murphy Tractor Co               |
| Dave Jacobs        | Technical Advancement Center    |
| Al Jirsa           | Cummins Great Plains            |
| Rich Leuty         | Nebraska Machinery Company      |
| Todd Miles         | Fremont Contract Carriers       |
| Dave Mumm          | Crane Sales & Service           |
| T. J. Novak        | Nebraska Truck & Equipment      |
| Randy Polak        | Crete Carrier                   |
| Arnold Rief        | Midwest Diesel                  |
| Jack Schrader      | Nebraska Department of Roads    |
| Gary Stepanek      | Salem Truck Service             |
| Harry Swenson      | Cornhusker International Trucks |
| Eldon Walters      | Nebraska Machinery Company      |
| Jerry Wessel       |                                 |
| Jim Woita          | J & J Diesel Service            |

### EARLY CHILDHOOD EDUCATION

|                 |                                     |
|-----------------|-------------------------------------|
| Marti Beard     | Cedars Youth Services               |
| Carolyn Edwards | University of Nebraska              |
| Maria Farrell   | T.E.A.C.H.                          |
| Chris Hudson    | Ivy League Child Development Center |
| Sharon Kimmons  | BryanLGH Child Development Center   |
| Linda Meyers    | State Department of Education       |
| Cyndi Miller    | Knowledge Beginnings                |
| Sherry Moser    | Lincoln Public Schools              |
| Glenda Nelson   | Lincoln High School                 |
| Karen Poore     | Lincoln Northeast High School       |
| Terry Rohren    | Early Childhood Training Center     |
| Pat Schmidt     | Lincoln Public Schools              |
| Christy Tanner  | SENCA Head Start                    |
| Sherry Thimijan | Messiah Lutheran Preschool          |
| Deanna Turner   | Trinity Infant/Child Care           |
| Holly Unrau     | Holly's Childcare Home              |

### ELECTRICAL TECHNOLOGY

|               |   |
|---------------|---|
| James Adams   | Black & Veatch                              |
| Steve Brase   | Brase Electrical Contracting                |
| Ray Bruegman  | Miller Electric Company                     |
| Bob Bym       | Nebraska Public Power District              |
| Jason Cloutd  | Security Equipment                          |
| Jim Essman    | Homestead Electric                          |
| Randy Frietag | Plymouth Electric                           |
| Joel Harper   | Square D Company                            |
| Jerry Henkel  | City of Lincoln                             |
| Daryl Holle   | Irwin Industrial Tools                      |
| Roy Lamb, II  | Lincoln Electrical JATC                     |
| Brendel Maier | Dutton Lainson                              |
| Jim Mason     | Mason Electric                              |
| Mark Morris   | Mechanical Sales                            |
| Jim Paladino  | IBEW/NECA Apprenticeship                    |
| Randy Parde   | 3M Company                                  |
| Donald Petri  | Shanahan Mechanical & Electrical            |
| Roger Russell | Bryant Air Conditioning, Heating & Electric |
| Bob Ryan      | MidAmerican Energy Company                  |
| Ross Scholz   | Harold K Scholz Company                     |

|                  |                    |
|------------------|--------------------|
| Donald Schroeder | Schroeder Electric |
| Duane Weber      | Fagen Inc          |
| Verle Weimer     | Wesco Distribution |
| Jason Wolfe      | Wolfe Electric     |

### ELECTROMECHANICAL TECHNOLOGY

|                  |                                |
|------------------|--------------------------------|
| John Aden        | Aden Engineering               |
| Terry Andre      | Pfizer Global Manufacturing    |
| Doug Badje       | Molex                          |
| Mark Beacom      | Lozier Corporation             |
| Branch DeVries   | Nebraska Public Power District |
| Allen Fangmeyer  | Hamilton Sundstrand            |
| Chris Geis       | Power/Mation                   |
| Robert Hain      | Kawasaki Motors Mfg Corp       |
| Jerry Hardnock   | Novartis Consumer Health       |
| Geoffrey Horejs  | Lozier Corporation             |
| Joe Krause       | Goodyear Tire & Rubber         |
| Dennis O'Melia   | Nebraska Public Power District |
| Gregg Poe        | 3M Company                     |
| Chuck Rabstajnek | Natural Gas Pipeline           |
| Jason Reimers    | National Crane Corp            |
| Mike Rudloff     | Neapco                         |
| Troy Sather      | Automated Concepts             |
| Orville Stuhr    | American Tool Company          |
| David Swavely    | Neapco                         |
| Tom Wortman      | Vishay/Dale Electronics        |

### ELECTRONIC SERVICING/ELECTRONIC ENGINEERING TECHNOLOGY

|                 |                                 |
|-----------------|---------------------------------|
| John Aden       | Aden Engineering                |
| Dewain Auten    | Aksarben TV Service Co          |
| Cory Barber     | Square D Company                |
| Mark Bauer      | Lester Electrical               |
| Carol Brungardt | Woodward Governor               |
| Jason Cloudt    | Security Equipment              |
| Francis Coffey  | Nebraska State Patrol           |
| John Dodds      | Electronic Contracting          |
| Brian Drahota   | Senior Technologies             |
| Pat Gatzmeyer   | Lincoln Public Schools          |
| Mary Halsey     | Federal Aviation Administration |
| Jeff Hatcliff   | Lester Electrical               |
| Steve Hazelton  | Zenith Electronics Corp         |
| Bruce Henderson | Alltel                          |
| Jack Hopson     | First Electronics Service       |
| Vern Killion    | KRVN Radio                      |
| Ron Lehms       | Nebraska State Patrol           |
| Paul Marxhausen | University of Nebraska          |
| Paul McKinney   | Eakes Office Plus               |
| Daryl Michl     | Television Service Company      |
| Kevin Miesbach  | Duncan Aviation                 |
| Pat Milke       | Novartis Consumer Health        |
| Larry Moore     | Encorp                          |
| Mark Oliva      | Oliva Audio-Visual Repair       |
| Clinton Pebley  | Senior Technologies             |
| Allan Petersen  | Sperry TV Service               |
| Tim Renker      | Friskies Pet Care               |
| Joseph Ruzicka  | Seward Electronics              |
| Dale Scherbring | KPTM-Pappas Telecasting         |
| Matt Schnell    | Nebraska Public Power District  |
| Mike Selting    | Senior Technologies             |
| Rick Sharp      | Hillyard Technical Center       |
| David Shaul     |                                 |
| Herman Siegl    | Nebraska Educational Television |
| David Sueper    | Avaya Inc                       |
| Richard Teel    | Duncan Aviation                 |
| Jerry Topil     | Square D Company                |
| Phil Weber      | Gallup Inc                      |
| Randy Williams  | Southeast Community College     |
| Rory Zink       | Lincoln Benefit Life            |
| Jim Zvolanek    | Kinder Morgan                   |

**FIRE PROTECTION TECHNOLOGY**

|                         |                              |
|-------------------------|------------------------------|
| Chief Terry Burger      | Beatrice Fire Department     |
| Brian Daake             | Beatrice Fire Department     |
| Chief Darrell Eastin    | Salina Fire Department       |
| Norman Hoeft            | David City Fire Department   |
| Deputy Chief John Huff  | Lincoln Fire Department      |
| Troy Hughes             | Grand Island Fire Department |
| Captain Rick Klein      | Lincoln Fire Department      |
| Drill Master Kim McKay  | Lincoln Fire Department      |
| Merle (Fritz) Moss      | Community Member             |
| Eric Rasmussen          | Nebraska Forest Service      |
| Chief Curt Rohling      | Grand Island Fire Department |
| Roseanne Scurto         | Community Member             |
| Chief Mike Spadt        | Lincoln Fire Department      |
| Chief Rod Vbrka         | Tecumseh Fire Department     |
| Chief Shane Weidner     | Norfolk Fire Department      |
| Deputy Chief Dan Wright | Lincoln Fire Department      |

**FOOD SERVICE/HOSPITALITY**

|                         |                                       |
|-------------------------|---------------------------------------|
| Jared Beckman           | Olive Garden Restaurant               |
| Danielle Brown          | The Village at Williamsburg           |
| Brian Chestnut          | Cashwa Foods                          |
| Damon Debowey           | Transfiguration                       |
| Brian Everman           | Everchef                              |
| John Goff               | Community Member                      |
| Fayrene Hamouz, Phd. RD | UNL-Lincoln                           |
| Brandon Harpster        | Yankee Hill                           |
| Ed Janousek, CEC        | Brewsky's Corporate                   |
| Peggy Johnson, RD       | Beatrice Public Schools               |
| Nick Kavan              | Sunrise Manor                         |
| Glen Lacy               | Skeeter Barnes                        |
| Mark Lutz               | Nebraska Restaurant Association       |
| Charlis Marshall        | Sunrise Manor                         |
| Mike Miller             | Country Club of Lincoln               |
| Sherri Moser            | Lincoln Public Schools                |
| Shirley Smith, RD, LMNT | Tabitha Health Care Services          |
| Ruth & Larry Stoll      | Atwood House Bed & Breakfast          |
| Jan Wadell              | St. Elizabeth Regional Medical Center |

**FORD (ASSET) AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING PROGRAM**

|                  |                                 |
|------------------|---------------------------------|
| Steve Allen      | Anderson Bros Ford              |
| Tony Alvarez     | Platte Valley Auto Mart         |
| Harry Arnhort    | Bassett Motors                  |
| Perry Barth      | Meginnis Ford                   |
| Scott Berner     | Diers Ford                      |
| Bill Bischoff    | Imperial Country Ford           |
| Robert Blankenau | Blankenau Motor Company         |
| Don Blazek       | Stan Olsen Auto Center          |
| Chris Bristol    | Woodhouse South Lincoln Mercury |
| Lynn Byrd        | John Markel                     |
| Menno Classen    | Wortman Motor Company           |
| Cliff Cooper     | Auburn Ford                     |
| Randy Covests    | Bill Summers Ford               |
| Cliff Daberkow   | Lubkers Ford                    |
| Jim Davidson     | Hullman's Ford                  |
| Patrick Dean     | Dean Bros Lincoln Mercury       |
| Harry Dittmer    | Kastens Ford                    |
| Lee Dodge        | Wagner Ford Mercury             |
| Garrett Engle    | Lee Sapp Ford Mercury           |
| Jeff Ewoldt      | Riverside Truck Center          |
| Ron Fox          | Fox Auto                        |
| Chuck Goll       | Tekamah Motors                  |
| Kurt Groskopf    | Scottsbluff Ford & Toyota       |
| Lee Hertz        | Big John's Ford                 |
| Chuck Higginson  | Jack Keef Ford                  |
| Laverne Hrdlicka | Moses Motor Company             |
| James Jaeschke   | Ericson Ford                    |
| Bryce Jenkins    | Geneva Motors                   |
| Kevin Johnson    | C & O Ford Mercury              |
| Jim Jones        | Laird Motors                    |
| Rick Kassebaum   | Kass Ford Sales                 |
| Brenda Linn      | Ranchland Ford                  |
| Jerry Miller     | Woodhouse Ford                  |
| Steve Newman     | Janssen & Sons Ford             |
| Randall Parr     | Kenesaw Motor Company           |
| Paul Passauer    | H P Smith Ford                  |
| Randy Peterson   | Crossroads Ford                 |
| Reg Pischel      | Ainsworth Motors                |
| Dave Polacek     | Trowbridge Motor Company        |
| Steve Pope       | Field Ford Mercury              |
| Jeffery Reinecke | Reinecke Motor Co               |
| Larry Reusink    | Brooks Ford                     |

|                   |                      |
|-------------------|----------------------|
| Pat Robertson     | Bauer-Hedlund        |
| Ron Scheinost     | Anderson Ford        |
| Jerry Schmidt     | Jeff Schrier Ford    |
| Matt Stout        | Tincher Ford Mercury |
| Clark Stubbendeck | Larson Motors        |
| Steve Voboril     | Swanson Ford         |
| Jeff Vogel        | Jacobs Ford          |
| Rod Wiese         | Harold Knoles        |
| Frank Williamson  | Burnham Motors       |
| Dennis Zoucha     | Atchley Ford         |

**GENERAL MOTORS (ASEP) AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM**

|                  |                       |
|------------------|-----------------------|
| Jerry Bader      | Killion Motors        |
| Mike Ball        | Pettijohn Auto Center |
| Andrew Bangston  | Gregg Young Chevrolet |
| Sean Cahill      | Carriage Motors       |
| Darrell Callahan | H & H Chevrolet       |
| Gary Edgar       | Briggs Motor Company  |
| Matt Faw         | Faw Motors            |
| Dick Hans        | Rolfseimer Motors     |
| Mark Harms       | Sid Dillon Chevrolet  |
| Rod Hill         | Husker Auto           |
| Mike Hook        | Plaza Pontiac         |
| John Melton      | Melton Motor Company  |
| Mike Morgan      | Midway Chevrolet      |
| Orwin Olsen      | Husker Auto           |
| Keith Penrose    | Kerr Chevrolet        |
| John Pflpelson   | Clements Chevrolet    |
| Tom Pieper       | Sid Dillon Motors     |
| Gordon Pynn      | Knoepfler Chevrolet   |
| John Quackenbush | Sid Dillon Motors     |
| Doug Russell     | Knoepfler Chevrolet   |
| Dewayne Saathoff | Nebraska Truck Center |
| Kelvin Shearer   | Midway Chevrolet      |
| Mike Weber       | Brinkman Brothers     |

**GRAPHIC DESIGN**

|                  |                            |
|------------------|----------------------------|
| Mark Edmonds     | Swanson Russell Associates |
| Anne Holz        | ispi                       |
| Sid Kamprath     | Laminated Wood Systems     |
| Todd Kelley      | Graphics Plus              |
| Heath Miller     | KOLN/KGIN TV               |
| Shawn Morrissey  | Swanson Russell Associates |
| Reynold Peterson | A to Z Printing            |
| Gary Pickering   | Pickering Boe Studio       |
| Tim Reigert      | Nebraskaland Magazine      |
| Scott Smetter    | Smetter Design Studio      |

**HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY**

|                  |   |
|------------------|---|
| Kim Cafferty     | Johnstone Supply                            |
| Tom Chapman      | Bryant Air Conditioning, Heating & Electric |
| Jack Clagg       | Dennis Supply                               |
| Keith Everly     | Everly Plumbing & Heating                   |
| Scott Getzschman | Getzschman Service Experts                  |
| Gary Hakenkamp   | Omaha Winair                                |
| Tom Hardesty     | Wellmann Heating & AC                       |
| Todd Hilfiker    | Shanahan Mechanical & Electrical            |
| Doug Kreifels    | Action Plumbing, Heating & Air Conditioning |
| Mike Kroese      | Green Furnace & Plumbing                    |
| James Lemen      | Mankin-Jamesway                             |
| Rick McConnell   | McConnell Service                           |
| Don McGinnis     | Lennox Industries                           |
| John Morris      | John's Plumbing                             |
| Gary Osentowski  | York Heating & Air Conditioning             |
| Ronald Preissler | 3M Company                                  |
| Dennis Rice      | Omaha Public Power District                 |
| Garry Ruliffson  | Doctor Energy LLC                           |
| Ray Schwarz      | Biggerstaff Plumbing & Heating              |
| Rod Schwindt     | Pfizer Animal Health                        |
| Merl Scott       | City of Lincoln                             |
| John Sigerson    | O'Connor Trane Company                      |
| James Smejkal    | B G Peterson Company                        |
| Nelson Stephens  | Lincoln Electric System                     |
| Kevin Swain      | Lennox Industries                           |
| Dave Swett       | HVAC Training Center                        |
| Bruce Tesarek    | BTR Commercial Refrigeration                |
| James Zieg       | McQuay Service                              |

## ADVISORY COMMITTEES

### HUMAN SERVICES

|                   |  |
|-------------------|--|
| Danna Bacon       | Big Brothers/Big Sisters-Heartland                 |
| B.J. Brittenham   | Independence Center                                |
| Deb Davidson      | Blue Valley Mental Health Center                   |
| Joyce Ebmeier     | Tabitha Nursing/Rehab Center/ Health Care Services |
| Nancy Erickson    | Saint Monica's                                     |
| Ruth Few          | BryanLGH Medical Center West                       |
| Dorothy Gappa     | Madonna Adult Day Services                         |
| Nancy Herdman     | Nebraska Health/Human Services System              |
| James Jones       | Affiliated Computer Services                       |
| Bobbi Magnuson    | Lincoln Action Program                             |
| T.J. McDowell     | Lighthouse   |
| Alan Radke        | Lincoln Public Schools                             |
| Kierstin Reed     | ARC of Lincoln/Lancaster                           |
| Sharon Schweitzer | Region V Services Lincoln                          |
| Joann Stransky    | Cedars Youth Services                              |
| Shari Terry       | Haven House  |
| Amy Vajgret       | Friendship Home                                    |
| Jolene Zochol     | Lancaster Manor                                    |

### JOHN DEERE AG PARTS

|                  |                            |
|------------------|----------------------------|
| Tony Badertscher | McClymont Implement        |
| Denny Bauer      | Central Nebraska Implement |
| Ed Bauer         | Central Nebraska Implement |
| Ken Buell        | John Deere Company         |
| Mike Christopher | Stutheit Implement Company |
| Chris Cole       | Smith County Implement     |
| Duane Criswell   | L & L Implement            |
| Scott Czarnick   | Vacin Inc                  |
| Bill Desutter    | Wright Implement           |
| Mary Eisenzimmer | 21st Century Equipment     |
| Eric Everingham  | Polk County Equipment      |
| Bruce Faimon     | Interstate Equipment       |
| Cinda Frain      | Macedonia Implement        |
| Steve Gerk       | 21st Century Equipment     |
| Pam Gibbons      | John Deere Company         |
| Mike Goering     | Stutheit Implement         |
| Leonard Havlovic | Polk County Equipment      |
| Steve Heinz      | NAAMC                      |
| Terry Jarzynka   | Samuelson Equipment        |
| Terry Korth      | Gerry Miller Implement     |
| Jim Lunnis       | 21st Century Equipment     |
| Michael Lynch    | Vacin Inc                  |
| Scott Madsen     | Laurens Equipment          |
| Brien McCready   | Macedonia Implement        |
| Richard McKinsey | Interstate Equipment       |
| Brian Miller     | Macedonia Implement        |
| Tom Nobbe        | William Nobbe & Company    |
| Lonnie Nottmeier | William Nobbe & Company    |
| Owen Palm        | 21st Century Equipment     |
| Larry Pounds     | L & L Implement            |
| Dick Samuelson   | Samuelson Equipment        |
| Jim Sock         | Central Nebraska Implement |
| Stan Stutheit    | Stutheit Implement Company |
| Lyle Tietjen     | Twin Valley Implement      |
| Gale Weber       | Interstate Equipment       |
| Russ Wimer       | Tri-Co Equipment           |
| John Wright      | Wright Implement           |

### JOHN DEERE AG TECH

|                     |                             |
|---------------------|-----------------------------|
| Max Anderson        | Samuelson Equipment Co      |
| Scott Anderson      | Platte Valley Equipment     |
| Todd Barker         | Barker Implement & Motor Co |
| Jason Boyd          | Horizon Equipment           |
| Chris Bruna         | Marshall County Equipment   |
| Russel Bubke        | Schenkelberg Implement      |
| Larry Buhlman       | Husker Ag Sales             |
| Dave Canfield       | Concordia Tractor           |
| Duane Carlson       | Pedersen Machine            |
| Kevin Clement       | Miller-Tomlinson Implement  |
| Charles Dovel       | Athens Implement            |
| Randy Dvorak        | St Paul Equipment           |
| Mary Eisenzimmer    | 21st Century Equipment      |
| John Emahizer       | Green Line Equipment        |
| Larry Fesbeck       | 21st Century Equipment      |
| Alan Finn           | Northeast Equipment         |
| Alan Forbes         | Green Line Equipment        |
| Dean Fritz          | Interstate Equipment        |
| Ben Grove           | Hiawatha Implement          |
| Mike Haack          | Plains Power & Equipment    |
| Leonard Havlovic    | Polk County Equipment       |
| Joe Hays            | McClymont Implement         |
| Mike Hoffaker       | Wells Implement             |
| Richard Kenkel      | Bennington Implement        |
| Kurt Klover         | Twin Valley Implement       |
| Earl Kramer         | Custer County Implement     |
| Garry Krueger       | Green Way Equipment         |
| Gary Kulhanek       | Kearney Implement           |
| Tony Leighton       | Southwest Iowa Equipment    |
| Wayne Lempka        | Stutheit Implement          |
| Tim Lottman         | Interstate Equipment        |
| Steve Mattes        | The Machinery Station       |
| Brian Miller        | Macedonia Implement         |
| Chris Raymond       | Niobrara Valley             |
| Roger Ridge         | Northwest Implement         |
| Randy Riley         | Barker Implement & Motor    |
| Joe Ruskamp         | Platte Valley Equipment     |
| Randy Schlick       | Vacin Inc                   |
| Paul Schopke        | Pender Implement            |
| Stan Smith          | Southwest Iowa Equipment    |
| Jim Sock            | Central Nebraska Implement  |
| Dave Stara          | Interstate Equipment        |
| Richard Urbanek     | Vacin Inc                   |
| Junior Vandergiesen | Smith County Implement      |

### JOHN DEERE CONSTRUCTION EQUIPMENT TECH

|               |                                      |
|---------------|--------------------------------------|
| Bill Bardshar | Murphy Tractor & Equipment           |
| K C Clarendon | John Deere Construction Equipment Co |
| Mike Curry    | Murphy Tractor & Equipment           |
| Scott Dickey  | Murphy Tractor & Equipment           |
| Terry Dueser  | Murphy Tractor & Equipment           |
| Jim Erickson  | Murphy Tractor & Equipment           |
| Tom Everett   | Murphy Tractor & Equipment           |
| Mike Jury     | Murphy Tractor & Equipment           |
| Mike Karst    | Murphy Tractor & Equipment           |
| Kurt Kruse    | Murphy Tractor & Equipment           |
| Harold Larson | Murphy Tractor & Equipment           |
| Mark Lynch    | Murphy Tractor & Equipment           |
| Richard Park  | John Deere Construction Equipment Co |
| William Rehn  | John Deere Construction Equipment Co |
| Ken Rice      | Murphy Tractor & Equipment           |
| Gary Sherrieb | Murphy Tractor & Equipment           |
| Ed Sobotka    | Murphy Tractor & Equipment           |
| Gary Strehle  | Murphy Tractor & Equipment           |
| Tom Udland    | Murphy Tractor & Equipment           |
| Dave Vossberg | Murphy Tractor & Equipment           |
| Skip Welte    | Murphy Tractor & Equipment           |
| Mark Wierenga | Murphy Tractor & Equipment           |

**LABORATORY SCIENCE TECHNOLOGY**

|                         |                             |
|-------------------------|-----------------------------|
| Clayton Allsman         | MDS Pharma Services         |
| Larry Arnold            | National Soil Survey Lab    |
| Charlie Focht           | State Agriculture Lab       |
| John Hannon             | Novartis Consumer Health    |
| Thomas C. Johnson       | MDS Pharma Services         |
| Patty Jones             | NRCS Soil Survey Lab        |
| Eric Lee                | Lincoln Water System        |
| Lynda Marshall-Siffring | Li Cor, Inc.                |
| Reza Rafat              | Pfizer Global Manufacturing |
| Reuben Rieke            | Rieke Metals                |
| Tim Welcomer            | Novartis Consumer Health    |

**LAND SURVEYING/CIVIL ENGINEERING TECHNOLOGY**

|                   |   |
|-------------------|---|
| William Arneson   | Geotechnical Services                   |
| Jonathan Brakeman | City of Lincoln                         |
| Allan Brock       | Nebraska Department of Roads            |
| James Brown       | Nebraska State Surveyor                 |
| Tom Bruggeman     | Olsson Associates                       |
| Will Clark        | Kirkham & Michael                       |
| Gary Donnelson    | Dawson County Surveyor                  |
| Mike Frecks       | Lamp Rynearson & Associates             |
| Jerry Hain        | JEO Consulting Group                    |
| James Hawks       | Lincoln County Highway Department       |
| Bob Heese         | MACTEC                                  |
| David Hoffart     | Transit Works                           |
| Mitchell Humphrey | Buffalo Surveying                       |
| Vince Koenig      | Nebraska Department of Roads            |
| Bob Lewis         | Hampton Development Services            |
| Jayne Malone      | Community Land Surveying & Engineering  |
| Marsha Munter     | Nebraska Department of Roads            |
| Jerry Penry       | Lancaster County Engineering            |
| Mark Streit       | Ross Engineering                        |
| Gary Tinkham      | Tinkham Land Surveying                  |
| William Wehling   | Wehling Engineers                       |
| Larry Worrell     | Lancaster County Engineering Department |

**MACHINE TOOL TECHNOLOGY**

|                        |                         |
|------------------------|-------------------------|
| Randy Badman           | American Tool Company   |
| Paul Bahle             | Square D Company        |
| John Banark            | Lozier Corp             |
| John Buse              | Precision Machine       |
| Randall Campbell       | Thermo King Corp        |
| Lon Clark              | Kendall Inc             |
| Dan Collingham         | Lenco                   |
| Jeff Ditzler           | American Tool Company   |
| Pat Gatzmeyer          | Lincoln Public Schools  |
| Michael Hays           | Airlite Plastics        |
| Lynn Hedell            | Millard Mfg Corp        |
| Gary Hinkley           | Lincoln Public Schools  |
| Tom Jorgensen          | Vishay Dale Electronics |
| Don Knop               | Lincoln Machine         |
| A.J. (Andy) Leatherman | Creative Technologies   |
| Steve Neubaum          | R D Tool Industries     |
| Arnie Rudder           | Omega Machine           |
| Chuck Schultz          | Avaya Inc               |
| Matt Stryson           | Hughes Brothers         |
| Mike Voog              | Custom Machine & Design |
| Jim Vyhldal            | Tri-V Tool & Mfg        |
| Brian Wulf             | Garner Industries       |

**MANUFACTURING ENGINEERING & CAD TECHNOLOGY**

|                  |                         |
|------------------|-------------------------|
| Doug Badje       | Molex Inc               |
| Shannon Eggert   | Tri Con Industries      |
| Randy Hartline   | Valmont Industries      |
| Ramon Huber      | National Crane          |
| Richard Jedlicka | IntoMetal               |
| Keith Lang       | Square D Company        |
| John Nepper      | Design Plastics         |
| Randy Perry      | Boeing Aircraft         |
| Len Rayburn      | Black & Veatch          |
| Jack Runge       | Parker Hannifin         |
| Patrick Schmid   | Square D Company        |
| Jack Schreiner   | Bruckman Rubber Company |
| Scott Shaw       | Molex Inc               |
| Ray Swick        | Lester Electrical       |

**MASS MEDIA**

|              |                 |
|--------------|-----------------|
| Rick Siebert | KUTT/KGMT Radio |
| Jay Stalder  | KWBE Radio      |

**MEDICAL ASSISTING**

|                          |   |
|--------------------------|---|
| Jane Baldassano, LPN     | Family Health Physicians                |
| Wally Boever             | Holy Family Specialties                 |
| Sandy Corkle, RN         | Lincoln Family Practice                 |
| Pat Harvey, CMA          | Allergy, Asthma & Immunology Associates |
| Richard Jirovec, MD      | Williamsburg Family Physicians          |
| Oksana Kovaliv, CMA      | Antelope Creek Family Physicians        |
| Sherri Martin, CMA, PLRT | North Lincoln Family Medical Center     |
| Mary Beth Mika           | Lincoln Pediatric Group                 |
| Lori Moormeir, CMA       | South Lincoln Family Physicians         |
| Connie Sabata, RN        | Williamsburg Family Physicians          |
| Vickie Torres, CMA       | Holmes Lake Family Health Center        |

**MEDICAL LABORATORY TECHNOLOGY**

|                          |  |
|--------------------------|--|
| Ruth Ann Bartels         | Physicians Laboratory Services, Inc.                 |
| Sandy Burkhardt          | Lincoln Centre Clinic                                |
| Lynne Cady               | Adams Street Laboratory-Quest Diagnostics            |
| Michael Dixon            | BryanLGH Medical Center                              |
| Christa Engel            | BryanLGH Medical Center                              |
| Patty Eschliman          | Madonna Rehabilitation Hospital Laboratory           |
| Pam Guevara              | VA Nebraska-Western Iowa Health Care System          |
| Gaye Homer               | University of Nebraska Health Center                 |
| Maggie Horak             | Saint Elizabeth Regional Medical Center              |
| Tanya Keller             | Prairie View Hematology-Oncology Clinic              |
| Darla Knobel             | Arthritis Center of Nebraska                         |
| Robin Kosmicki           | Southeast Nebraska Hematology & Oncology Consultants |
| Cindy McGill             | Nebraska Hematology- Oncology, P.C.                  |
| Robin McKelvey           | Elizabeth Park South Laboratory                      |
| Ryan Nelsen              | BryanLGH Medical Center                              |
| Robin Nore               | Memorial Health Care Systems                         |
| Judy Robertson           | Columbus Community Hospital - Quest Diagnostics      |
| Aina I. Sileniekis, M.D. | Pathology Medical Services, P.C.                     |
| Polly Sindelar           | Wedgewood Medical Associates, P.C.                   |
| Carla Snyder             | Community Blood Bank                                 |
| Mary Sorensen            | Saint Elizabeth Regional Medical Center              |
| Marcia Vasek             | Community Member                                     |

**MICROCOMPUTER TECHNOLOGY**

|                |                                      |
|----------------|--------------------------------------|
| Mark Bartles   | The Gallup Organization              |
| Dan Brown      | Nebraska Online                      |
| Dennis Brydl   | Alltel                               |
| Dan Delzell    | Foundation for Educational Funding   |
| Don Doucet     | Experian                             |
| Chuck Friesen  | Lincoln Public Schools               |
| Ed Gilmore     | Duncan Aviation                      |
| Tom Giltner    | Information Technology, Inc.         |
| Dale Hermsen   | Information Services, Computing, UNL |
| Jane Moore     | Software Technology, Inc.            |
| Rob Nickolaus  | Digital IMS                          |
| Randy Pease    | Bizco Technologies                   |
| David Sheesley | State of Nebraska                    |
| Heather Thomas | Sandhills Publishing                 |

**MOTORCYCLE/ATV/POWER PRODUCTS TECHNOLOGY**

|                  |                                |
|------------------|--------------------------------|
| Frank Ekeler     | Rod's Outdoor Power            |
| Dave Fischer     | Frontier Harley-Davidson/Buell |
| Ken Fraley       | Avenue Cycle                   |
| Gene Gard        | Breeze Cycle                   |
| Lance Genung     | Frontier Harley-Davidson/Buell |
| Mark Hadeen      | Tim O'Neill Motor Sports       |
| Rod Hanquist     | Hanquist Service               |
| Brad Hayes       | Frontier Harley-Davidson/Buell |
| Ralph Hert       | Tim O'Neill Motor Sports       |
| Randy Keiser     | Great Plains Cycle Supply      |
| Ron Kubalek      | Lincoln Cycle & ATV            |
| Terry Kuebler    | Robertson Cycle                |
| Trevor Nebesniak | Star City Motor Sports         |
| Frank Robbins    | Community Member               |
| Mark Robertson   | Robertson Cycle                |
| Sam Wittstruck   | Lincoln Cycle & ATV            |
| Steve Zook       | Advanced Cycles                |

## ADVISORY COMMITTEES

### NONDESTRUCTIVE TESTING TECHNOLOGY

|                     |                               |
|---------------------|-------------------------------|
| Curt Akeson         | Capital Contractors           |
| Mark Armstrong      | Valmont Industries            |
| Wayne Awtry         | Special Inspection Services   |
| Jerry Beasley       | Omaha Public Power District   |
| Bryce Boe           | Raytheon                      |
| Rick Braun          | Duncan Aviation               |
| Neil Breslow        | Radiatronics NDT              |
| Frank Dohmen        | Duane Arnold Energy Center    |
| Leonard Fortner     | Herzog Services               |
| Derek Fralin        | Exmark Manufacturing Co       |
| Kirk Henning        | Longview Inspection           |
| Nathan Maruthamuthu | EPRI                          |
| Jeri Matza          | AGFA Corporation              |
| Dennis McMullin     | Longview Inspection           |
| Joseph Michel       | Hamilton Sundstrand           |
| Glenn Miller        | General Dynamics              |
| Bob Saathoff        | Cessna Aircraft Company       |
| Nick Sowa           | Conam Inspection              |
| Michael Wechsler    | Conam Inspection              |
| Michael Wedemeyer   | Fisher Controls International |
| Erv Woodard         | DBI Inc                       |

### OFFICE TECHNOLOGY

|                       |   |
|-----------------------|---|
| Susan Barnard         | Norris Public Power District                          |
| Bonnie Bartels        | Beatrice State Development Center                     |
| Linda Burgett         | Community Member                                      |
| Laura Church          | J & J Wire, Inc.                                      |
| Carol Connors         | BryanLGH Medical Center                               |
| Barbie Culbertson     | Wolf, Snowden, Hurd, Luers & Ahl                      |
| Liz Daubendick        | Store Kraft Manufacturing                             |
| Christine Etheridge   | Consultative Nephrology & Organ Transplantation       |
| Suzanne Mahel Tyrrell | MSP Resources, Inc.                                   |
| Betty McConaughy      | Lincoln Public Schools                                |
| Linda Nuismar         | Beatrice Medical                                      |
| Ardith Rut            | Community Member                                      |
| Debbie Schwab         | Knudsen, Berkheimer, Richardson & Endacott            |
| Bonnie Sibert         | Nebraska Department of Education                      |
| Deb Stark             | BryanLGH Medical Center                               |
| Terri Storer          | City Attorney's Office County-City Building           |
| Lora Vanschoiack      | Nebraska Department of Education                      |
| Kim Woodward          | BryanLGH Medical Center East Child Development Center |

### PARTS MARKETING & MANAGEMENT

|                    |                            |
|--------------------|----------------------------|
| Bo Boone           | Advance Auto Parts         |
| Michael Brabec     | Sid Dillon Olds            |
| Lynn Buller        | Lincoln Truck Center       |
| Todd Cernin        | Diers Ford Lincoln Mercury |
| Dennis Christensen | Russwood Chrysler          |
| Todd Davidson      | Osceola Implement & Supply |
| Bob Davis          | DuTeau Chevrolet           |
| Ray Fuchs          | Nebraska Machinery Company |
| Timothy Jensen     | Vermeer Equipment          |
| Brian Johnson      | Redshaw Paint              |
| Craig M. Nash      | Advance Auto Parts         |
| Brent Roth         | A Street Auto Parts        |
| Sherri Stock       | Russwood Chrysler          |
| John Swanson       | Kearney Implement          |
| Mike Yates         | O'Reilly Auto Parts        |
| Richard Znamenacek | Nebraska Equipment Company |

### PRACTICAL NURSING

|                         |   |
|-------------------------|---|
| Lynne Caruso            | Beatrice Community Hospital & Health Center, Inc. |
| Emily A. Firestine, LPN | BryanLGH Medical Center                           |
| Patricia Gamble, LPN    | Madonna Rehabilitation Hospital                   |
| Judy McGee              | Jefferson County Hospital                         |
| Senator Marian Price    |   |
| Patricia Reynolds, LPN  | Madonna Rehabilitation Hospital                   |
| Shirley Travis, R.N.    | BryanLGH Medical Center                           |
| Dorothy Zimmerman       | Beatrice Community Hospital & Health Center, Inc. |

### PROFESSIONAL TRUCK DRIVER TRAINING

|                 |                                       |
|-----------------|---------------------------------------|
| Matt Coatney    | Nebraska Department of Motor Vehicles |
| Jeff Friesel    | Crete Carrier Corp                    |
| Rob Kuhl        | Beatrice Motor Freight                |
| Bill Linton     | Nebraska State Patrol                 |
| Ken Mach        | Nebraska Department of Motor Vehicles |
| Fred Reedy      | Nebraska State Patrol                 |
| Donnie Robertus | U.S. Xpress                           |
| Ben Rogers      | Seward Motor Freight                  |
| Steve Schreiner | Sunflower Carriers                    |
| Sheila Todd     | Beatrice Motor Freight                |

### RADIOLOGIC TECHNOLOGY

|                     |                                       |
|---------------------|---------------------------------------|
| Sue Eells           | BryanLGH Medical Center               |
| Sharon Harms        | BryanLGH Medical Center               |
| Michael Hopkins     | St. Elizabeth Regional Medical Center |
| Stephanie Johnson   | St. Elizabeth Regional Medical Center |
| Christy Kerkman, RT | Community Member                      |
| Larry Kohmetscher   | St. Elizabeth Regional Medical Center |
| Tim Kriz            | Elizabeth Park South                  |
| Connie Lyon         | Community Member                      |
| Judy Mieth, RT      | Faith Regional Health Services        |

### RESPIRATORY CARE

|                      |                                       |
|----------------------|---------------------------------------|
| Deb Bailey, RN       | BryanLGH Medical Center               |
| Jerry Eisenhauer     | The Ambassador-Lincoln                |
| Mark Hoffa           | The Ambassador-Omaha                  |
| Jane McReynolds, RRT | St. Elizabeth Regional Medical Center |
| Nancy Nathenson, RRT | Madonna Rehabilitation Hospital       |
| Lillian O'Neill      | BryanLGH Medical Center               |
| Jim Pelton           | Madonna Rehabilitation Hospital       |
| Doug Phillipi        | BryanLGH Medical Center               |
| Karen Riva, RRT, RN  | Community Member                      |
| John Rudersdorf, MD  | Medical Advisor                       |
| Jill Sand            | BryanLGH Medical Center               |
| Linda Scheffert, RRT | BryanLGH Medical Center               |
| Jay Snyder, RRT      | St. Elizabeth Regional Medical Center |
| Tamara Stepanek, RN  | The Ambassador-Omaha                  |
| Marcy Wyrens, RRT    | BryanLGH Medical Center               |

### SURGICAL TECHNOLOGY

|                         |                                       |
|-------------------------|---------------------------------------|
| Tonya Alford, CST       | St. Elizabeth Regional Medical Center |
| Barb Baker, RN          | Nebraska Surgery Center               |
| Sherri Bosworth, CST    | BryanLGH Medical Center               |
| Linda Dewey, RN         | St. Elizabeth Regional Medical Center |
| Sam Dostal, CST         | St. Elizabeth Regional Medical Center |
| Stephanie Drawbaugh     | BryanLGH Medical Center               |
| Janice Falck            | Community Member                      |
| Evelyn Jacobson, CST    | Lincoln Surgical Center               |
| Shirley Kraus, CST      | St. Elizabeth Regional Medical Center |
| Jeri Phillips, RN       | BryanLGH Medical Center               |
| Phillip Pickard, AS CST | BryanLGH Medical Center               |
| Debra Sears, RN         | BryanLGH Medical Center               |
| Sheila Shinn, CST       | ENT Surgery Center                    |
| Jeff Thompson, CST      | BryanLGH Medical Center               |

### VISUAL PUBLICATIONS

|                   |                                |
|-------------------|--------------------------------|
| Terry Adair       | Jacob North Companies          |
| Gary Ashmore      | Eagle Printing                 |
| Eric Aspergrin    | Pickering Boe Graphic Arts     |
| Russell Bartholow | University of Nebraska-Lincoln |
| Lana Brennan      | Lancaster House Printing       |
| Deb Bridges       | Dbresults                      |
| Keith Burge       | Enovation Graphic Systems, Inc |
| Kim Davis         | UNL Printing & Copy Services   |
| Jami Fristo       | Ameritas                       |
| Randy Hawthorne   | Digital IMS                    |
| David Polson      | Sterling Communications, Inc.  |
| Cyndy Wendt       | Sir Speedy                     |
| Linda Young       | Freelance                      |
| Paige Zutavern    | Strictly Business Magazine     |

### WELDING TECHNOLOGY

|                   |                                  |
|-------------------|----------------------------------|
| Scott Bartels     | Tuttle Sales & Construction      |
| Kevin Christensen | Kawasaki Motors Mfg Corp         |
| Wade Frank        | GT Exhaust Systems               |
| Rick Madsen       | Nebraska Boiler                  |
| Gary Marcoe       | Lincoln Manufacturing            |
| Bryan Masek       | Shanahan Mechanical & Electrical |
| Jeff Plager       | Praxair                          |
| Chris Rech        | Lincoln Steel Company            |
| Roland Reis       | NIFCO Mechanical Systems         |
| Todd Rivers       | Rivers Metal Products            |
| Ron Samuelson     | Linweld                          |
| Steve Schlegel    | Pfizer Inc                       |
| Dan Smith         | Truck Equipment Servicing        |
| Jeff Trausch      | Linweld                          |
| John Vannoy       | Apollo Steel Co                  |
| Pat Wagner        | Southeast Community College      |

# Index

## A

|   |            |
|---|------------|
| (ADA) AMERICANS WITH DISABILITIES ACT - REASONABLE ACCOMMODATIONS           | 2, 23      |
| A.A.  | 13         |
| A.A.S.  | 13         |
| A.S.  | 13         |
| AACS • AREA COMMUNITY SERVICES  | 96, 149    |
| ACADEMIC ADVISING   | 23         |
| ACADEMIC BANKRUPTCY   | 16         |
| ACADEMIC HONORS   | 16         |
| ACADEMIC INTEGRITY  | 19         |
| ACADEMIC PROBATION  | 19         |
| ACADEMIC PROBATION AND SUSPENSION   | 19         |
| ACADEMIC STANDING   | 19         |
| ACADEMIC SUPPORT  | 23         |
| ACADEMIC SUSPENSION   | 19         |
| ACADEMIC TRANSFER   | 37, 38, 39 |
| ACADEMIC TRANSFER EDUCATION   | 2          |
| ACADEMIC WARNING  | 19         |
| ACCREDITATION   | 2          |
| ACFS • ACADEMIC FOUNDATION  | 96, 100    |
| ADDRESS CHANGE  | 16         |
| ADMISSION REQUIREMENTS  | 7          |
| ADN   | 46         |
| ADULT BASIC EDUCATION   | 32         |
| ADVANCED STANDING   | 8, 18      |
| ADVISING  | 23         |
| ADVISORY COMMITTEES   | 158        |
| AGRI • AGRICULTURE BUSINESS & MANAGEMENT                                    | 100        |
| AGRI AGRICULTURE BUSINESS & MANAGEMENT                                      | 96         |
| AGRIBUSINESS CLUB   | 26         |
| AGRICULTURE   | 3, 32      |
| AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY                                | 37, 43     |
| AGRONOMY CLUB   | 26         |
| ALCOHOL   | 21         |
| ALUMNI  | 23         |
| AMERICAN SOCIETY FOR NONDESTRUCTIVE TESTING                                 | 27         |
| AMERICAN WELDING SOCIETY  | 27         |
| AMERICANS WITH DISABILITIES ACT   | 2, 23      |
| ANIMALS AT SCC  | 14         |
| ANNOUNCEMENTS & CANCELLATIONS   | 24         |
| ANTH • ANTHROPOLOGY   | 96, 101    |
| APPEARANCE  | 14         |
| APPLICATION FOR ADMISSION   | 7, 10      |
| APPLYING FOR FINANCIAL AID  | 10         |
| ARCH • ARCHITECTURAL-ENGINEERING TECHNOLOGY                                 | 96, 102    |
| ARCHITECTURAL-ENGINEERING TECHNOLOGY  | 37, 45     |
| ARTICULATION MATRIX   | 97, 98, 99 |
| ARTS • ART  | 96, 103    |
| ASEP • GENERAL MOTORS AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM (ASEP)         | 96, 103    |
| ASSESSMENT  | 14, 24     |
| ASSOCIATE DEGREE NURSING  | 37, 46     |
| ASSOCIATE OF APPLIED SCIENCE DEGREE   | 13         |
| ASSOCIATE OF ARTS DEGREE  | 13, 39     |
| ASSOCIATE OF SCIENCE DEGREE   | 13, 39     |
| ASSOCIATED GENERAL CONTRACTORS  | 27         |
| ASST • FORD (ASSET) AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING PROGRAM | 96, 104    |
| ATHLETICS   | 25         |
| ATTENDANCE  | 13         |
| ATTENDANCE POLICY   | 13         |
| AUTB • AUTO COLLISION REPAIR TECHNOLOGY                                     | 96, 104    |
| AUTO COLLISION REPAIR TECHNOLOGY  | 37, 47     |
| AUTOMOTIVE TECHNOLOGY   | 37, 48     |
| AUTT • AUTOMOTIVE TECHNOLOGY  | 96, 105    |
| AWARDS  | 2          |

## B

|                                  |            |
|----------------------------------|------------|
| BAND                             | 27         |
| BEHAVIOR/SOCIAL SCIENCE          | 38         |
| BIOS • BIOSCIENCE                | 96, 106    |
| BOARD OF GOVERNORS               | 14, 151    |
| BOOKSTORE                        | 25         |
| BRDC • BROADCASTING              | 96, 106    |
| BSAD • BUSINESS ADMINISTRATION   | 96, 107    |
| BUILDING CONSTRUCTION TECHNOLOGY | 37, 49     |
| BUS SERVICE                      | 25         |
| BUSINESS ADMINISTRATION          | 36, 37, 50 |

## C

|   |            |
|---|------------|
| CAFETERIA   | 11, 25     |
| CAFETERIA REFUNDS                                       | 11         |
| CALENDAR  | 2, 25      |
| CAMPUS FEES   | 12         |
| CAMPUS SECURITY   | 14         |
| CAMPUS/STUDENT LIFE                                     | 24         |
| CANCELLATIONS   | 24         |
| CAPP • DAIMLERCHRYSLER (CAP) COLLEGE AUTOMOTIVE PROGRAM | 96, 108    |
| CAREER ADVISING SERVICES                                | 23         |
| CAREER EARNINGS   | 2          |
| CERTIFICATE   | 13         |
| CEU   | 34         |
| CHEATING  | 19         |
| CHEERLEADING  | 25         |
| CHEM • CHEMISTRY  | 96, 109    |
| CHILD CARE / CHILDREN                                   | 14, 26     |
| CITIZENSHIP   | 32         |
| CLEP  | 18         |
| CLUBS   | 26         |
| CNST • BUILDING CONSTRUCTION TECHNOLOGY                 | 96, 109    |
| COLLEGE CHORUS  | 27         |
| COLLEGE COLORS  | 28         |
| COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)                | 18         |
| COLLEGE POLICIES  | 13         |
| COLLEGE/COMMUNITY BAND                                  | 27         |
| COMMUNICABLE DISEASE                                    | 14         |
| COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY             | 37, 52     |
| COMPUTER PROGRAMMING TECHNOLOGY                         | 37, 53     |
| COMPUTER USAGE  | 28         |
| CONDUCT EXPECTATIONS                                    | 19         |
| CONFIDENTIALITY   | 22         |
| CONSTRUCTION ELECTRICIAN - IBEW OPTION                  | 37, 54, 61 |
| CONTINUING EDUCATION                                    | 2, 32      |
| CONTINUING EDUCATION CREDIT COURSES                     | 149        |
| CONTINUING EDUCATION UNITS                              | 34         |
| CONTROLLED SUBSTANCE                                    | 21         |
| COPYRIGHT   | 21         |
| COPYRIGHT RESTRICTIONS                                  | 28         |
| COUNSELING  | 22, 23     |
| COURSE DESCRIPTIONS                                     | 96         |
| CREDIT BY EXAMINATION                                   | 8, 18      |
| CREDIT BY WAIVER  | 8, 18      |
| CREDIT TRANSCRIPT                                       | 17         |
| CREDIT TYPES  | 17         |
| CRIM • CRIMINAL JUSTICE                                 | 96, 110    |
| CRIMINAL JUSTICE  | 35         |
| CROPS JUDGING TEAM                                      | 26         |
| CUSTOMIZED TRAINING SERVICES                            | 33         |

## D

|  |        |
|--|--------|
| DAIMLERCHRYSLER (CAP) - COLLEGE AUTOMOTIVE PROGRAM     | 37, 55 |
| DATA PROCESSING MANAGEMENT ASSOCIATION-STUDENT CHAPTER | 27     |
| DEAN'S LIST  | 16     |
| DEBTS  | 11, 28 |

## INDEX

|  |         |
|--|---------|
| DENT • DENTAL ASSISTING                            | 96, 110 |
| DENTAL ASSISTING                                   | 37, 57  |
| DESL • DIESEL TECHNOLOGY FARM                      | 96, 111 |
| DESL • DIESEL TECHNOLOGY-TRUCK                     | 96, 112 |
| DIESEL TECHNOLOGY - FARM                           | 37, 58  |
| DIESEL TECHNOLOGY - TRUCK                          | 37, 59  |
| DIPLOMA  | 13      |
| DISCIPLINARY HEARING                               | 20      |
| DISCIPLINARY PROCEDURES                            | 20      |
| DISCRIMINATION                                     | 15, 21  |
| DISMISSAL  | 20      |
| DISTANCE EDUCATION                                 | 2, 35   |
| DISTANCE LEARNING                                  | 35      |
| DIVERSITY  | 24      |
| DRAF • COMPUTER AIDED DRAFTING & DESIGN TECHNOLOGY | 96, 113 |
| DRILLS AND EVACUATION                              | 15      |
| DRIVING  | 30      |
| DROP/ADD/WITHDRAWAL                                | 8       |
| DRUG   | 21      |
| DRUG AND ALCOHOL TESTING                           | 22      |

## E

|  |             |
|--|-------------|
| EARLY CHILDHOOD EDUCATION  | 37, 60      |
| ECED • EARLY CHILDHOOD EDUCATION   | 96, 114     |
| ECON • ECONOMICS   | 96, 115     |
| EDUC • EDUCATION   | 96, 115     |
| EDUCATIONQUEST   | 10          |
| EIGHT • GRAPHIC DESIGN   | 96, 115     |
| ELEC • ELECTRICAL TECHNOLOGY, ELECTROMECHANICAL TECHNOLOGY, ELECTRONIC SERVICING TECHNOLOGY, ELECTRONIC ENGINEERING TECHNOLOGY | 116         |
| ELEC ELECTRICAL TECHNOLOGY   | 96          |
| ELECTRICAL & ELECTROMECHANICAL TECHNOLOGY  | 37, 61      |
| ELECTROMECHANICAL TECHNOLOGY   | 61, 96      |
| ELECTRONIC ENGINEERING   | 62, 96      |
| ELECTRONIC SERVICING   | 62, 96      |
| ELECTRONIC SERVICING & ELECTRONIC ENGINEERING TECHNOLOGY   | 37, 62      |
| ELECTRONIC TECHNOLOGY - NAVY OPTION  | 37, 63      |
| ELET • CONSTRUCTION ELECTRICIAN – IBEW OPTION  | 96, 118     |
| EMERGENCY PROCEDURES   | 15          |
| EMPLOYMENT   | 23, 28      |
| EMTL • EMERGENCY MEDICAL SERVICES  | 96, 149     |
| ENGL • ENGLISH   | 96, 118     |
| ENROLLMENT   | 2, 7        |
| EQUITY & DIVERSITY   | 15          |
| ESL ENGLISH AS A SECOND LANGUAGE   | 32, 96, 149 |
| ESLX • ENGLISH AS A SECOND LANGUAGE  | 96, 149     |
| EVALUATION OF FACULTY  | 14          |

## F

|   |     |
|---|-----|
| FACILITIES USE  | 28  |
| FACTS   | 8   |
| FACTS MONTHLY PAYMENT PLAN  | 11  |
| FACULTY   | 152 |
| FAFSA   | 10  |
| FAMILY & CONSUMER SCIENCE   | 34  |
| FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT                           | 16  |
| FAX   | 28  |
| FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FEDERAL SEOG) | 9   |
| FEDERAL LAWS  | 15  |
| FEDERAL PARENT LOAN   | 9   |
| FEDERAL PARENT LOAN FOR UNDERGRADUATE STUDENTS (FPLUS)            | 9   |
| FEDERAL PELL GRANT  | 9   |
| FEDERAL STAFFORD LOAN   | 9   |
| FEDERAL STAFFORD STUDENT LOAN PROGRAMS                            | 9   |
| FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)        | 9   |
| FEDERAL WORK-STUDY  | 9   |
| FELLOWSHIP OF CHRISTIAN ATHLETES                                  | 26  |
| FERPA   | 16  |

|  |         |
|--|---------|
| FIBER OPTICS   | 35      |
| FINANCIAL AID  | 10      |
| FINANCIAL AID PROGRAMS   | 9       |
| FINANCIAL PLANNING   | 9       |
| FIRE • FIRE PROTECTION TECHNOLOGY                                      | 96, 119 |
| FIRE PROTECTION TECHNOLOGY   | 37, 64  |
| FIREARMS/WEAPONS   | 14      |
| FIRST AID  | 28      |
| FITNESS  | 26      |
| FOOD AND DRINKS  | 29      |
| FOOD SERVICE   | 25      |
| FOOD SERVICE/HOSPITALITY   | 37, 65  |
| FOOD SERVICE TRAINING COURSES  | 36      |
| FORD (ASSET) - AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING PROGRAM | 37, 67  |
| FSDT • FOOD SERVICE/HOSPITALITY  | 96, 120 |
| FWS  | 9       |

## G

|  |         |
|--|---------|
| GED  | 32      |
| GENERAL EDUCATION REQUIREMENTS                                 | 38      |
| GENERAL FEES   | 12      |
| GENERAL LIABILITY INSURANCE                                    | 14      |
| GENERAL MOTORS (ASEP) - AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM | 37, 68  |
| GENN • GENERAL STUDIES / RELATED STUDIES                       | 96, 122 |
| GEOG • GEOGRAPHY 96, 122                                       |         |
| GEOL • GEOLOGY 96, 122   |         |
| GOING THE DISTANCE   | 35      |
| GPA  | 17      |
| GRADE CHANGES OR REMOVALS                                      | 16      |
| GRADE POINT AVERAGE  | 17      |
| GRADE REPORTS  | 16      |
| GRADES, ENROLLMENT, & RECORDS                                  | 16      |
| GRADES/TRANSCRIPTS   | 16      |
| GRADUATION AWARDS  | 13      |
| GRADUATION RATES   | 13      |
| GRADUATION REQUIREMENTS  | 13      |
| GRADUATION WITH DISTINCTION                                    | 13      |
| GRADUATION WITH HIGH DISTINCTION                               | 13      |
| GRANTS   | 10      |
| GRAPHIC DESIGN   | 37, 69  |
| GRIEVANCES   | 20      |

## H

|   |         |
|---|---------|
| HARASSMENT  | 15      |
| HEALTH, SAFETY, & SECURITY  | 14      |
| HEARING PROCEDURES  | 20      |
| HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY         | 37, 70  |
| HIMS • HEALTH INFORMATION MANAGEMENT SERVICES (MEDICAL CODING)            | 96, 122 |
| HIST • HISTORY  | 96, 122 |
| HLTH • HEALTH   | 96, 123 |
| HMRS • HUMAN SERVICES   | 96, 123 |
| HOOVER HALL   | 12      |
| HORTICULTURE CLUB   | 26      |
| HOUSING   | 2, 29   |
| HOUSING FEES  | 12      |
| HUMAN SERVICES  | 37, 71  |
| HUMS • HUMANITIES   | 124     |
| HVAC • HEATING, VENTILATION, AIR CONDITIONING, & REFRIGERATION TECHNOLOGY | 96, 124 |

## I

|  |         |
|--|---------|
| IDENTIFICATION CARDS   | 26      |
| ILLNESS, ACCIDENT AND INJURY   | 14      |
| INFO • COMPUTER SCIENCE, COMPUTER PROGRAMMING TECHNOLOGY, MICROCOMPUTER TECHNOLOGY | 96, 125 |
| INSTRUCTION  | 2       |
| INTERCOLLEGIATE ATHLETICS  | 25, 142 |
| INTERNATIONAL STUDENTS   | 8       |
| INTERNET   | 35      |
| INTERNET USAGE   | 28      |
| INTRAMURAL ATHLETICS   | 25      |
| ITEMS OF PUBLIC DISPLAY  | 19      |



|   |         |
|---|---------|
| <b>J</b>  |         |
| JACKSON HALL .....  | 12      |
| JDAP • JOHN DEERE AG PARTS .....                                  | 96, 127 |
| JDAT • JOHN DEERE AG TECH .....                                   | 96, 128 |
| JDCE • JOHN DEERE CONSTRUCTION & FORESTRY<br>EQUIPMENT TECH ..... | 96, 129 |
| JOHN DEERE AG PARTS .....   | 37, 72  |
| JOHN DEERE AG TECH .....  | 37, 73  |
| JOHN DEERE CONSTRUCTION EQUIPMENT TECH .....                      | 37, 56  |
| JOUR • JOURNALISM .....   | 96, 129 |

**K****L**

|  |         |
|--|---------|
| LABORATORY SCIENCE TECHNOLOGY .....                                | 37, 74  |
| LAND SURVEYING/CIVIL ENGINEERING TECHNOLOGY .....                  | 37, 75  |
| LBST • LABORATORY SCIENCE TECHNOLOGY .....                         | 96, 130 |
| LEARNING RESOURCE CENTER .....                                     | 29      |
| LIBRARY .....  | 29      |
| LICENSED PRACTICAL NURSES ASSOCIATION OF<br>NEBRASKA (LPNAN) ..... | 26      |
| LICENSURE REQUIREMENTS .....                                       | 8       |
| LINCOLN MANAGEMENT SOCIETY (LMS) .....                             | 27      |
| LIVESTOCK JUDGING TEAM .....                                       | 26      |
| LLFW • FAMILY & CONSUMER SCIENCE .....                             | 96, 149 |
| LOANS .....  | 10      |
| LOCATION .....   | 2       |
| LOST AND FOUND .....   | 29      |
| LPNS - PRACTICAL NURSING .....                                     | 96, 131 |
| LRC .....  | 29      |
| LSCE • LAND SURVEYING / CIVIL ENGINEERING .....                    | 96, 131 |

**M**

|   |             |
|---|-------------|
| MACH • MACHINE TOOL TECHNOLOGY .....                            | 96, 132     |
| MACHINE TOOL TECHNOLOGY .....                                   | 37, 76      |
| MAIL .....  | 29          |
| MAKEUP TESTING .....  | 29          |
| MANUFACTURING ENGINEERING & CAD TECHNOLOGY .....                | 37, 77      |
| MARRIED STUDENT HOUSING .....                                   | 12          |
| MASS MEDIA .....  | 37, 78      |
| MATH • MATHEMATICS .....  | 96, 133     |
| MATHEMATICS/PHYSICAL SCIENCE .....                              | 38          |
| MEDA • MEDICAL ASSISTING .....                                  | 96, 134     |
| MEDIA SERVICES .....  | 29          |
| MEDICAL ASSISTING .....   | 37, 79      |
| MEDICAL CODING .....  | 35, 79, 122 |
| MEDICAL LABORATORY TECHNOLOGY .....                             | 37, 80      |
| MEDT • MEDICAL LABORATORY TECHNOLOGY .....                      | 96, 135     |
| MESO .....  | 26          |
| MESSAGES .....  | 29          |
| MGFT • MANUFACTURING ENGINEERING &<br>CAD TECHNOLOGY .....      | 96, 136     |
| MICROCOMPUTER TECHNOLOGY .....                                  | 37, 81      |
| MIDTERM PROGRESS REPORTS .....                                  | 16          |
| MINORITY ETHNIC STUDENT ORGANIZATION (MESO) .....               | 26, 27, 28  |
| MOTORCYCLE, ATV, PERSONAL WATERCRAFT<br>TECHNOLOGY .....        | 37, 83      |
| MSTT • MOTORCYCLE, ATV, PERSONAL WATERCRAFT<br>TECHNOLOGY ..... | 96, 137     |
| MUSC • MUSIC .....  | 96, 137     |

**N**

|   |            |
|---|------------|
| NATIONAL ASSOCIATION OF HOME BUILDERS .....       | 28         |
| NATIONAL GUARD .....                              | 9          |
| NATIONAL STUDENT NURSES' ASSOCIATION (NSNA) ..... | 27         |
| NDTT • NONDESTRUCTIVE TESTING TECHNOLOGY .....    | 96, 138    |
| NEB*SAT .....                                     | 35         |
| NEBRASKA AND CORNHUSKER HALLS .....               | 12         |
| NEBRASKA INITIATIVE .....                         | 97, 98, 99 |
| NEBRASKA LAW ENFORCEMENT .....                    | 37, 84     |
| NEBRASKA LAWS AND POLICIES .....                  | 15         |
| NEBRASKA RESIDENCY REQUIREMENTS .....             | 7          |
| NEBRASKA TRANSFER INITIATIVE .....                | 16, 38     |

|   |              |
|---|--------------|
| NEWSPAPERS .....                        | 30           |
| NONCREDIT TRANSCRIPT .....              | 17           |
| NONDESTRUCTIVE TESTING TECHNOLOGY ..... | 37, 85       |
| NON-TRADITIONAL STUDENTS .....          | 23           |
| NOTARY .....                            | 30           |
| NURA • NURSING ASSISTANT .....          | 96, 149, 150 |
| NURS • ASSOCIATE DEGREE NURSING .....   | 96, 138      |

**O**

|                                       |         |
|---------------------------------------|---------|
| OFFICE TECHNOLOGY .....               | 37, 86  |
| OFFICIAL "DROP" FORMS .....           | 11      |
| OFFICIAL WITHDRAWALS .....            | 11      |
| OFFT • OFFICE TECHNOLOGY .....        | 96, 139 |
| ON-CAMPUS POLICIES AND SERVICES ..... | 28      |
| ONLINE .....                          | 35      |
| ONLINE PROGRAMS .....                 | 36      |
| ORAL COMMUNICATION .....              | 38      |
| ORGANIZATION GUIDELINES .....         | 26      |
| ORGANIZATIONS .....                   | 26      |

**P**

|   |         |
|---|---------|
| PARKING .....                                       | 30      |
| PARKING AND DRIVING .....                           | 30      |
| PARTS MARKETING & MANAGEMENT .....                  | 37, 88  |
| PAYMENT OF TUITION AND FEES .....                   | 8       |
| PAYMENT POLICY .....                                | 11      |
| PDSM • PARTS MARKETING & MANAGEMENT .....           | 96, 141 |
| PERFORMING ARTS .....                               | 27      |
| PERSONAL ENRICHMENT .....                           | 34      |
| PERSONNEL .....                                     | 151     |
| PHED • PHYSICAL EDUCATION .....                     | 96, 141 |
| PHI BETA LAMBDA .....                               | 26      |
| PHI THETA KAPPA (PTK)-ALPHA PI LAMBDA CHAPTER ..... | 27      |
| PHI THETA KAPPA-ETA ALPHA CHAPTER .....             | 26      |
| PHIL • PHILOSOPHY .....                             | 96, 142 |
| PHOT • PHOTOGRAPHY .....                            | 96, 142 |
| PHOTOCOPY .....                                     | 31      |
| PHYS • PHYSICAL SCIENCE .....                       | 96, 142 |
| PIONEER HALL .....                                  | 12      |
| PLACEMENT .....                                     | 2, 23   |
| PLACEMENT SERVICES .....                            | 23      |
| PLAGIARISM .....                                    | 19      |
| PLUS .....  | 9       |
| POLS • POLITICAL SCIENCE .....                      | 96, 143 |
| PRACTICAL NURSING .....                             | 37, 89  |
| PRE-ADMISSION ADVISING AND TESTING .....            | 7       |
| PREFIX .....  | 96      |
| PREREQUISITES .....                                 | 8       |
| PROBATION .....                                     | 20      |
| PROFESSIONAL TRUCK DRIVER TRAINING .....            | 37, 90  |
| PROGRAM RESERVATION FEES .....                      | 11, 12  |
| PROGRAM REVIEW .....                                | 14      |
| PROGRAMS OF STUDY .....                             | 37      |
| PSYC • PSYCHOLOGY .....                             | 96, 143 |
| PUBLIC DISPLAY .....                                | 19      |

**Q**

|                         |    |
|-------------------------|----|
| QUALITY ASSURANCE ..... | 14 |
|-------------------------|----|

**R**

|   |              |
|---|--------------|
| RACIAL/ETHNIC HARRASSMENT .....               | 15           |
| RADIOLOGIC TECHNOLOGY .....                   | 36, 37, 91   |
| RADT • RADIOLOGIC TECHNOLOGY .....            | 96, 143      |
| RADT • RADIOGRAPHY CONTINUING EDUCATION ..... | 96, 149, 150 |
| READMISSION STEPS .....                       | 7            |
| REASONABLE ACCOMMODATIONS .....               | 20           |
| REFUND CHECKS .....                           | 11           |
| REFUND POLICY .....                           | 11           |
| REGISTRATION FORMS .....                      | 8            |
| REGISTRATION PROCEDURES .....                 | 8            |
| RESERVE AND GUARD TRAINING .....              | 13           |
| RESIDENCE HALL .....                          | 12           |
| RESIDENCE HALL ASSOCIATION .....              | 27, 28       |
| RESIDENCE HALL REFUNDS .....                  | 11           |

## INDEX

|                                       |            |
|---------------------------------------|------------|
| RESIDENCE HALLS                       | 11         |
| RESP • RESPIRATORY CARE               | 96, 144    |
| RESPIRATORY CARE                      | 36, 37, 92 |
| RESTITUTION                           | 20         |
| RETENTION OF STUDENT RECORDS          | 16         |
| RETURN OF FEDERAL FINANCIAL AID FUNDS | 10         |
| RIGHT TO APPEAL                       | 20         |
| RODEO CLUB                            | 27         |
| ROOSEVELT HALL                        | 3, 12      |

## S

|   |            |
|---|------------|
| SAFETY GLASSES  | 14, 31     |
| SAFETY PROCEDURES AND PRACTICES                         | 15         |
| SATELLITE   | 35         |
| SATELLITE COURSES                                       | 35         |
| SATISFACTORY PROGRESS                                   | 10         |
| SCC TUITION GRANTS                                      | 9          |
| SCC-BEATRICE CAMPUS                                     | 3          |
| SCC-LINCOLN CAMPUS                                      | 5          |
| SCC-LINCOLN CAMPUS - ENERGY SQUARE LOCATION             | 6          |
| SCC-MILFORD CAMPUS                                      | 4          |
| SCHOLARSHIP ASSISTANCE PROGRAM (SAP)                    | 9          |
| SCHOLARSHIPS  | 9          |
| SCIENCE CLUB  | 27         |
| SCIP PROGRAM  | 24         |
| SCORE   | 32         |
| SEMESTER HOUR TO QUARTER HOUR CONVERSION                | 18         |
| SERVICE CORPS OF RETIRED EXECUTIVES                     | 32         |
| SERVICES  | 2          |
| SERVICES TO STUDENTS WITH DISABILITIES                  | 24         |
| SEX OFFENDER REGISTRY                                   | 14         |
| SEXUAL HARASSMENT                                       | 15         |
| SHOWCASE SINGERS  | 27         |
| SIGN • SIGN LANGUAGE                                    | 96, 145    |
| SMOKING AND CHEWING TOBACCO                             | 29         |
| SOCI • SOCIOLOGY  | 96, 145    |
| SOCIAL SCIENCE CLUB                                     | 27         |
| SOCIAL SECURITY NUMBER                                  | 8, 16      |
| SOCIETY OF MANUFACTURING ENGINEERS S218                 | 28         |
| SOUTHEAST NEBRASKA DISTANCE LEARNING CONSORTIUM (SNDLC) | 35         |
| SPAN • SPANISH  | 96, 145    |
| SPCH • SPEECH   | 96, 146    |
| STATE SCHOLARSHIP AWARD PROGRAM (SSAP)                  | 9          |
| STEPS FOR ADMISSION TO PROGRAMS OF STUDY                | 7          |
| STUDENT ACTIVITIES                                      | 2          |
| STUDENT AMBASSADORS                                     | 26         |
| STUDENT CENTERS   | 26         |
| STUDENT DIVERSITY                                       | 2          |
| STUDENT FEES  | 12, 26     |
| STUDENT GOVERNMENT                                      | 26         |
| STUDENT GRANTS  | 10         |
| STUDENT IDENTIFICATION CARDS (I.D.'S)                   | 26         |
| STUDENT LEARNING  | 14         |
| STUDENT LOANS   | 10         |
| STUDENT MISCONDUCT                                      | 19         |
| STUDENT POPULATION                                      | 2          |
| STUDENT REPRESENTATIVE                                  | 14         |
| STUDENT RIGHTS & RESPONSIBILITIES                       | 19         |
| STUDENT SENATE  | 26         |
| STUDENT SERVICES  | 23         |
| STUDENT STATUS  | 8          |
| SUPPORT STAFF   | 157        |
| SURGICAL TECHNOLOGY                                     | 36, 37, 93 |
| SURT • SURGICAL TECHNOLOGY                              | 96, 146    |
| SUSPENSION  | 20         |

## T

|  |         |
|--|---------|
| TECH PREP ADVANCED PLACEMENT               | 18      |
| TECHNICAL & CAREER EDUCATION               | 2       |
| TELECOURSE                                 | 35      |
| TELEPHONE                                  | 31      |
| TESTING                                    | 24, 29  |
| THE MISSION                                | 1       |
| THEA • THEATRE                             | 146     |
| THEA THEATRE                               | 96      |
| THEATRE                                    | 27      |
| TITLE IV REFUND INFORMATION                | 10      |
| TITLE IV REFUNDS                           | 10      |
| TOEFL                                      | 8       |
| TOOLS                                      | 31      |
| TOOLS/SAFETY GLASSES                       | 31      |
| TORNADOES, SEVERE STORMS OR NUCLEAR ATTACK | 15      |
| TRANSCRIPT KEY                             | 17      |
| TRANSCRIPTS                                | 16      |
| TRANSFER                                   | 16      |
| TRANSFER AGREEMENTS                        | 16      |
| TRANSFER COURSES                           | 38      |
| TRANSFER CREDITS                           | 18      |
| TRANSFER OF CREDIT                         | 8       |
| TRIO                                       | 24      |
| TRIO STUDENT SUPPORT SERVICES              | 24      |
| TRUK • PROFESSIONAL TRUCK DRIVER TRAINING  | 96, 147 |
| TUITION - NEBRASKA RESIDENT                | 12      |
| TUITION - OUT-OF-STATE                     | 12      |
| TUITION AND FEES                           | 12      |
| TUITION REFUNDS                            | 8       |
| TUTORING                                   | 24      |

## U

|                        |    |
|------------------------|----|
| UNDECLARED STUDENTS    | 8  |
| UNOFFICIAL WITHDRAWALS | 11 |

## V

|   |         |
|---|---------|
| VETERAN                                       | 16      |
| VETERANS                                      | 9       |
| VETERANS' BENEFITS                            | 10      |
| VHS TAPES                                     | 35      |
| VISUAL PUBLICATIONS                           | 37, 94  |
| VOCATIONAL/INDUSTRIAL CLUBS OF AMERICA (VICA) | 27      |
| VPUB • VISUAL PUBLICATIONS                    | 96, 147 |

## W

|                           |         |
|---------------------------|---------|
| WEATHER                   | 25      |
| WELD • WELDING TECHNOLOGY | 96, 148 |
| WELDING TECHNOLOGY        | 37, 95  |
| WELLNESS                  | 26      |
| WORKKEYS                  | 33      |
| WRITTEN COMMUNICATION     | 38      |

## XYZ

# SCC PROGRAMS of STUDY • LENGTH • LOCATIONS • AWARDS • STARTING TERMS

| <u>PROGRAM TITLE</u>   | <u>LENGTH OF PROGRAM*</u> | <u>LOCATION OFFERED</u> | <u>AWARDS OFFERED</u> | <u>STARTING TERM</u> |
|--|---------------------------|-------------------------|-----------------------|----------------------|
| Academic Transfer  | 18-24 months              | Beatrice/Lincoln        | AA/AS                 | All terms            |
| Agriculture Business & Management Technology                         | 24                        | Beatrice                | AAS                   | All terms            |
| Architectural-Engineering Technology                                 | 18                        | Milford                 | AAS                   | Winter, Summer       |
| Associate Degree Nursing   | 18                        | Lincoln                 | AAS                   | Winter, Summer       |
| Auto Collision Repair Technology                                     | 18                        | Milford                 | AAS                   | Winter, Summer       |
| Automotive Technology  | 18                        | Lincoln/Milford         | AAS                   | All terms            |
| Building Construction Technology                                     | 18                        | Milford                 | AAS                   | Spring, Fall         |
| Business Administration  | 18                        | Beatrice/Lincoln        | AAS/Dip               | All terms            |
| Computer Aided Drafting & Design Technology                          | 18-24                     | Lincoln                 | AAS                   | All terms            |
| Computer Programming Technology                                      | 18                        | Milford                 | AAS                   | Winter, Summer       |
| Construction Electrician - IBEW Option                               | 18                        |                         | AAS                   | Call Admissions      |
| DaimlerChrysler (CAP) College Automotive Program                     | 21                        | Milford                 | AAS                   | Call Admissions      |
| Deere Construction & Forestry Equipment Tech                         | 21                        | Milford                 | AAS                   | Call Admissions      |
| Dental Assisting   | 12                        | Lincoln                 | Dip                   | All terms            |
| Diesel Technology-Farm   | 18                        | Milford                 | AAS                   | Winter, Summer       |
| Diesel Technology-Truck  | 18                        | Milford                 | AAS                   | Winter, Summer       |
| Early Childhood Education  | 18                        | Lincoln                 | AAS/Dip               | All terms            |
| Electrical & Electromechanical Technology                            | 18                        | Milford                 | AAS/Dip               | Winter, Summer       |
| Electronic Servicing & Electronic Engineering Technology             | 18-30                     | Lincoln/Milford         | AAS                   | L-All; M-Win, Sum    |
| Electronic Technology-Navy Option                                    | 12                        |                         | AAS                   | Call Admissions      |
| Fire Protection Technology   | 18                        | Lincoln                 | AAS                   | Call Admissions      |
| Food Service/Hospitality   | 18                        | Lincoln                 | AAS/Dip/Cert          | All terms            |
| Ford (ASSET) Automotive Student Service Educational Training Program | 21                        | Milford                 | AAS                   | Call Admissions      |
| General Motors (ASEP) Automotive Service Educational Program         | 21                        | Milford                 | AAS                   | Call Admissions      |
| Graphic Design   | 18                        | Milford                 | AAS                   | Call Admissions      |
| Heating, Ventilation, Air Conditioning & Refrigeration Technology    | 18                        | Milford                 | AAS                   | Winter, Summer       |
| Human Services   | 24                        | Lincoln                 | AAS/Dip               | All terms            |
| John Deere Ag Parts  | 18                        | Milford                 | AAS                   | Call Admissions      |
| John Deere Ag Tech   | 21                        | Milford                 | AAS                   | Call Admissions      |
| Laboratory Science Technology  | 18                        | Lincoln                 | AAS/Dip               | All terms            |
| Land Surveying/Civil Engineering Technology                          | 18                        | Milford                 | AAS                   | Call Admissions      |
| Machine Tool Technology  | 18                        | Lincoln/Milford         | AAS/Dip               | All terms            |
| Manufacturing Engineering & CAD Technology                           | 18                        | Milford                 | AAS/Dip               | Winter, Summer       |
| Mass Media   | 18-24                     | Beatrice                | AAS                   | All terms            |
| Medical Assisting  | 12                        | Lincoln                 | Dip                   | Spring, Fall         |
| Medical Laboratory Technology  | 18                        | Lincoln                 | AAS                   | Summer               |
| Microcomputer Technology   | 18                        | Lincoln                 | AAS/Cert              | All terms            |
| Motorcycle, ATV, Personal Watercraft Technology                      | 12                        | Lincoln                 | Dip/Cert              | Summer               |
| Nebraska Law Enforcement   | 21                        | Lincoln                 | AAS                   | All terms            |
| Nondestructive Testing Technology                                    | 18                        | Milford                 | AAS                   | Winter, Summer       |
| Office Technology  | 18                        | Beatrice/Lincoln        | AAS/Dip/Cert          | All terms            |
| Parts Marketing & Management   | 15                        | Milford                 | AAS/Dip               | Fall                 |
| Practical Nursing  | 12                        | Beatrice/Lincoln        | Dip                   | Call Admissions      |
| Professional Truck Driver Training                                   | 3                         | Lincoln                 | Cert                  | All terms            |
| Radiologic Technology  | 36                        | Lincoln                 | AAS                   | Winter, Summer       |
| Respiratory Care   | 30                        | Lincoln                 | AAS                   | Summer               |
| Surgical Technology  | 18                        | Lincoln                 | AAS                   | Call Admissions      |
| Visual Publications  | 18                        | Lincoln                 | AAS                   | Call Admissions      |
| Welding Technology   | 18                        | Lincoln/Milford         | AAS/Dip/Cert          | All terms            |

**Awards:** AA=Associate of Arts, AS=Associate of Science, AAS=Associate of Applied Science, Dip=Diploma, Cert=Certificate

|  |   |   |
|--|---|---|
| <p style="text-align: center;"><b>Beatrice Campus</b></p> <p>4771 West Scott Road • Beatrice, NE 68310-7042<br/>         FAX: 402-228-2218<br/>         Phone: 402-228-3468 • 1-800-233-5027</p> <p style="text-align: center;">Admissions: ext. 214</p>     | <p style="text-align: center;"><b>Lincoln Campus</b></p> <p>8800 O Street • Lincoln, NE 68520-1299<br/>         FAX: 402-437-2404 • Deaf TDD: 402-437-2702<br/>         Phone: 402-471-3333 • 1-800-642-4075</p> <p style="text-align: center;">Admissions: ext. 2600</p> | <p style="text-align: center;"><b>Milford Campus</b></p> <p>600 State Street • Milford, NE 68405-8498<br/>         FAX: 402-761-2324<br/>         Phone: 402-761-2131 • 1-800-933-7223</p> <p style="text-align: center;">Admissions: ext. 8243</p> |
| <p><b>Quarter System: Lincoln/Milford – 4 quarters per year • Semester System: Beatrice – 2 semesters per year + 2 summer sessions</b></p> <p><i>*For a student attending full-time, average length of time - in months - for graduation/completion.</i></p> |   |   |



## 2003 - 2004 SCC College Catalog



### BEATRICE

### LINCOLN

### MILFORD

### CONTINUING EDUCATION

4771 West Scott Road  
Beatrice, NE 68310-7042  
Phone: 402-228-3468  
1-800-233-5027 ext. 214

8800 O Street  
Lincoln, NE 68520-1299  
Phone: 402-471-3333  
1-800-642-4075 ext. 2600  
Deaf TDD: 402-437-2702

600 State Street  
Milford, NE 68405-8498  
Phone: 402-761-2131  
1-800-933-7223 ext. 8243

Offered on the campuses  
and at local sites  
throughout southeast  
Nebraska

8800 O Street  
Lincoln, NE 68520-1299  
Phone: 402-437-2700  
1-800-828-0072



***Southeast community college***

[www.southeast.edu](http://www.southeast.edu)