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Southeast community college

college catalog 2008 2009



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Academic Transfer
Grand Island, Nebraska

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Electronic Systems Technology
Weeping Water, Nebraska

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Business Administration
Lincoln, Nebraska

SOUTHEAST COMMUNITY COLLEGE

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Martell, Nebraska

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nebraska

TABLE OF CONTENTS

Introduction	1
Ch 1 Enrollment	11
Ch 2 Financial Planning	19
<i>Tuition, Fees, and Housing Chart</i>	<i>26</i>
Ch 3 Grades and Records	27
Ch 4 Student Policies and Services	35
Ch 5 Continuing Education	61
Ch 6 Distance Education	65
Ch 7 SCC Programs of Study	67
Ch 8 Course Descriptions	139
Ch 9 Personnel	201

2008–2009 CALENDAR

SUMMER 2008: JULY 14–SEPTEMBER 23

Holiday - College closed..... Sep 1

FALL 2008: OCTOBER 2–DECEMBER 17

Holiday - College closed..... Nov 27-28

WINTER 2009: JANUARY 7–MARCH 19

Holiday - College closed..... Jan 19

SPRING 2009: APRIL 1–JUNE 11

Holiday - College closed..... May 25

SCC LOCATIONS

BEATRICE CAMPUS

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

LINCOLN CAMPUS

8800 O Street • Lincoln, NE 68520-1299
Phone: 402-471-3333 • 1-800-642-4075
Deaf TDD: 402-437-2702 FAX: 402-437-2404

MILFORD CAMPUS

600 State Street • Milford, NE 68405-8498
Phone: 402-761-2131 • 1-800-933-7223
FAX: 402-761-2324

Energy Square Location (ESQ)–Lincoln

1111 O Street • Suite 112, Lincoln, NE 68508-3614
Phone: 402-323-3441 • FAX: 402-323-3453

Entrepreneurship Center–Lincoln

285 S. 68th Street Place • Lincoln, NE 68510-2449
Phone: 402-323-3383 • FAX: 402-323-3399

Continuing Education Center–Lincoln

301 S. 68th Street Place • Lincoln, NE 68510-2449
Phone: 402-437-2700 • 1-800-828-0072
FAX: 402-437-2703

SCC-Area Office

301 S. 68th St. Place, 5th floor • Lincoln, NE 68510-2449
Phone: 402-323-3400 • FAX: 402-323-3420

President 323-3415
Administrative Services..... 323-3414
Affirmative Action/Equity/Diversity..... 323-3412
Educational Foundation..... 323-3411
Human Resources..... 323-3408
Professional Development 323-3409
Public Information & Marketing..... 323-3401
Resource Development..... 323-3410

PHONE NUMBERS

BEATRICE—800 233-5027 | LINCOLN—800 642-4075
MILFORD—800 933-7223

DIRECT DIAL—NEBRASKA AREA CODE(402)

Direct-dial numbers are listed below. You can also call the Toll Free number plus the extension number. Extension numbers for campus offices are **boldfaced** and underlined below.

ADMISSIONS

Beatrice 228-8214
Lincoln 437-**2600**
Milford 761-**8243**

ALUMNI

Beatrice 228-8216
Lincoln 437-**2622**
Milford 761-**8242**

ATHLETICS (INTERCOLLEGIATE)

Beatrice 228-8232

BOOKSTORE

Beatrice 228-8267
Lincoln 437-**2560**
Milford 761-**8214**

BUSINESS OFFICE/CASHIER

Beatrice 228-8203
Lincoln 437-**2669**
Milford 761-**8246**

CAMPUS TOURS

Beatrice 228-8252
Lincoln 437-**2600**
Milford 761-**8243**

CAREER ADVISING

Beatrice 228-8242
Lincoln 437-**2620**
Milford 761-**8202**

CASHIER (TUITION)

Beatrice 228-8203
Lincoln ... 437-**2669/2663/2757/2558**
Milford 761-**8230/8246**

CONTINUING EDUCATION

Beatrice 228-8244
Lincoln ... 1-800-828-0072 • 437-2700

ENTREPRENEURSHIP CENTER

Lincoln 323-**3383**

FINANCIAL AID

Beatrice 228-8212
Lincoln 437-**2610/2611/2862/2538/2616**
Milford 761-**8250**

GED CLASSES

Beatrice 228-3468 ext. **1345**
Lincoln 437-**2717**
Milford 761-**8202**

HOUSING

Beatrice 228-8290
Milford 761-7398

LRC (LEARNING RESOURCE CENTER)

Beatrice 228-8224
Lincoln 437-**2585**
Milford 761-**8245**

PARENTS OF ALL AGES PROGRAM (POAA)

Beatrice 228-3468 ext. **1350**

PLACEMENT (GRADUATES)

Beatrice 228-8216
Lincoln 437-**2622**
Milford 761-**8242**

REGISTRATION/RECORDS

Beatrice 228-8213
Lincoln ... 437-**2605/2607/2608/2641**
Milford 761-**8222**

STUDENT ACTIVITIES

Beatrice 228-3468 ext. **1353**
Lincoln 437-**2630**
Milford 761-**8227**

STUDENT RETENTION / MULTICULTURAL RECRUITMENT

Beatrice 228-3468 ext. **1351**
Lincoln 437-**2660/2678**
Milford 761-**8243**

STUDENT SERVICES

Beatrice 228-8210
Lincoln 437-**2799**
Milford 761-**8243**

TESTING/ASSESSMENT CENTER

Beatrice 228-8242
Lincoln 437-**2715**
Milford 761-**8202**

TRIO STUDENT SUPPORT SERVICES

Beatrice 228-3468 ext. **1361**
Lincoln 437-**2766**
Milford 761-**8235**

TRIO UPWARD BOUND

Beatrice 228-3468 ext. **1405**

WEATHER HOTLINE

Beatrice 228-3468
Lincoln 437-**2405**
Milford 761-2131
or go to my.southeast.edu

DEAN OF STUDENT SERVICES

Beatrice 228-8220
Lincoln 437-**2619**
Milford 761-**8270**

COMPUTER HELPDESK

Lincoln 437-2447
E-mail helpdesk@southeast.edu

COLLEGE WEB SITE

www.southeast.edu

Welcome



Dr. Jack J. Huck, President

On behalf of the Board of Governors, the administration, faculty and staff, welcome to Southeast Community College. We will do everything we can to make your Southeast experience is a positive one.

This catalog contains detailed information about our various programs, including what type of job you can expect after successful completion, what skills you will use on the job, and an entry level salary range. There also is a section on the many continuing education opportunities available throughout our service area. With so many options to choose from, we believe you will find a program or class that is perfect for you.

Southeast is a two-year public institution of higher education located in southeast Nebraska. With campuses in Beatrice, Lincoln and Milford, plus continuing education centers located in each of the 15 counties served by the College, SCC is ideally positioned to serve the citizens who live and work in the region.

Southeast's major educational emphasis is on career/technical programs that provide students with the skills necessary to compete in today's workforce. The College also offers an academic transfer program for students who wish to complete the first two years of a four-year degree. SCC also offers continuing education in a variety of fields, including professional growth and customized training services for business and industry. And the College's entrepreneurship center is one of only a few in the United States to hold the highest accreditation available.

Southeast takes great pride in putting students first. The classes are small, creating a comfortable learning environment. And our award-winning faculty focuses on excellence in teaching and your success, whether it's getting a job or preparing to transfer to a four-year institution. Our staff of dedicated professionals provides 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.

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

Congratulations and best wishes. You have become part of a team dedicated to your success.

A handwritten signature in dark ink, reading "Jack J. Huck".

2008-2009

Board of Governors



Nancy A. Seim
Chair, Lincoln



Lynn Schluckebier
Vice Chair, Seward



Robert J. Feit
Secretary, Beatrice



Ed C. Heiden
Treasurer, Sterling



Jacki Allensworth
Lincoln



Darryl Baker
Beatrice



James J. Garver
Lincoln



Helen Griffin
Lincoln



Ruth M. Johnson
Lincoln



Doug Merryman
Geneva



Gene Watermeier
Unadilla



Steve Ottmann,
Faculty Representative

The SCC Mission...

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

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

College Administration

Dr. Jack J. Huck, President

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

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

Lyle Neal, Vice President for Technology/Milford Campus Director

Ted Suhr, Vice President for Administrative Services/Resource Development

Don Byrnes, Vice President for Human Resources/Staff Development

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 this catalog during the life of the catalog and without notice.

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

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

About SCC



LOCATIONS

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

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

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

ENROLLMENT

The College enrolls approximately 15,280 full-time and part-time credit students on its three campuses. Another 17,129 students take advantage of non-credit courses annually.

CALENDAR

SCC operates on a quarter calendar system with terms that start in January, April, July and October. Shorter summer sessions also are available.

TECHNICAL & CAREER EDUCATION

Students may choose from applied technology programs grouped into ten divisions:

- 1) Agriculture/Laboratory Science
- 2) Business
- 3) Construction
- 4) Continuing Education
- 5) Electronic/Computer
- 6) Family and Consumer Science
- 7) Health
- 8) Manufacturing
- 9) Mass Media/Communication
- 10) Transportation

Job opportunities in each area are growing as the demands for employees with technical knowledge and skills increase. Business and industry advisory groups provide suggestions on standards, trends, emerging technology and course content.

ACADEMIC TRANSFER EDUCATION

SCC offers the first two years of college course work for transfer to four-year colleges and universities. Students enrolled in the Academic Transfer program may earn an **Associate of Arts** or an **Associate of Science Degree**. Transfer of credits has become easier since the approval of the Nebraska Transfer Initiative in 1995. Students who begin their college careers at SCC, and transfer credits to a four-year college, graduate at rates comparable to those who began their college work at a four-year institution.

AWARDS

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

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

CONTINUING EDUCATION

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

- **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
- **Community Services**—many types of classes offered in communities throughout southeast Nebraska
- **Computer**—software and certification classes
- **Driver Education** and Safety

- **Family and Consumer Science**—training for school food service supervisors and child care professionals
- **Health**—updates (CEUs) for nurses, nursing assistants, emergency medical technicians and many other classes
- **Industrial, Technical and Vocational Trades**—training in automotive, boiler operation, custodial maintenance, electrical, machine tool and more
- **Personal Enrichment**—many types of classes in arts, crafts, floristry, recreation and fitness, woodworking, travel and much more
- **Professional Development**—Customized Training classes in all areas tailored to meet the needs of *business and industry*, scheduled at convenient times and places

DISTANCE EDUCATION

SCC makes education more accessible and convenient by offering a wide variety of off-campus educational opportunities.

Students can earn college credit through **online courses** via the Internet or through **interactive TV** classes offered at over 50 high school locations in our 15-county area.

Students, faculty, staff, alumni and the general public can access a variety of information about the College through iTunes U. The free service allows users to download promotional videos on various College programs and services and to listen to podcasts created by Southeast faculty. Content will be added to the site throughout the year. Visit us online at <http://itunes.southeast.edu/>.

(Please see Chapter 6 for more information on SCC's Distance learning opportunities.)

STUDENT ACTIVITIES

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

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

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

HOUSING

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

PLACEMENT

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

INSTRUCTION

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

SERVICES

SCC provides students with a wide variety of services, such as academic advising, disability services, financial aid, tutoring, TRIO Student Support Services, and TRIO Upward Bound. Students also have access to cafeterias, ample parking, housing (Beatrice and Milford), and a child development center in Lincoln. The College provides libraries, computer labs with Internet access, and placement services. These services support classroom experiences and help make a college education more accessible to prospective students.

STUDENT POPULATION

Nearly half of the nation's first-time freshmen enroll at community colleges. More and more students take classes simultaneously at two colleges. Flexible schedules, cost, convenient locations and small classrooms make community colleges a good education investment. Nebraska community colleges and four-year institutions work together to make co-enrollment and transfer of credit as easy as possible.

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



SCC-Beatrice Campus
4771 W. Scott Road
Beatrice, NE 68310-7042

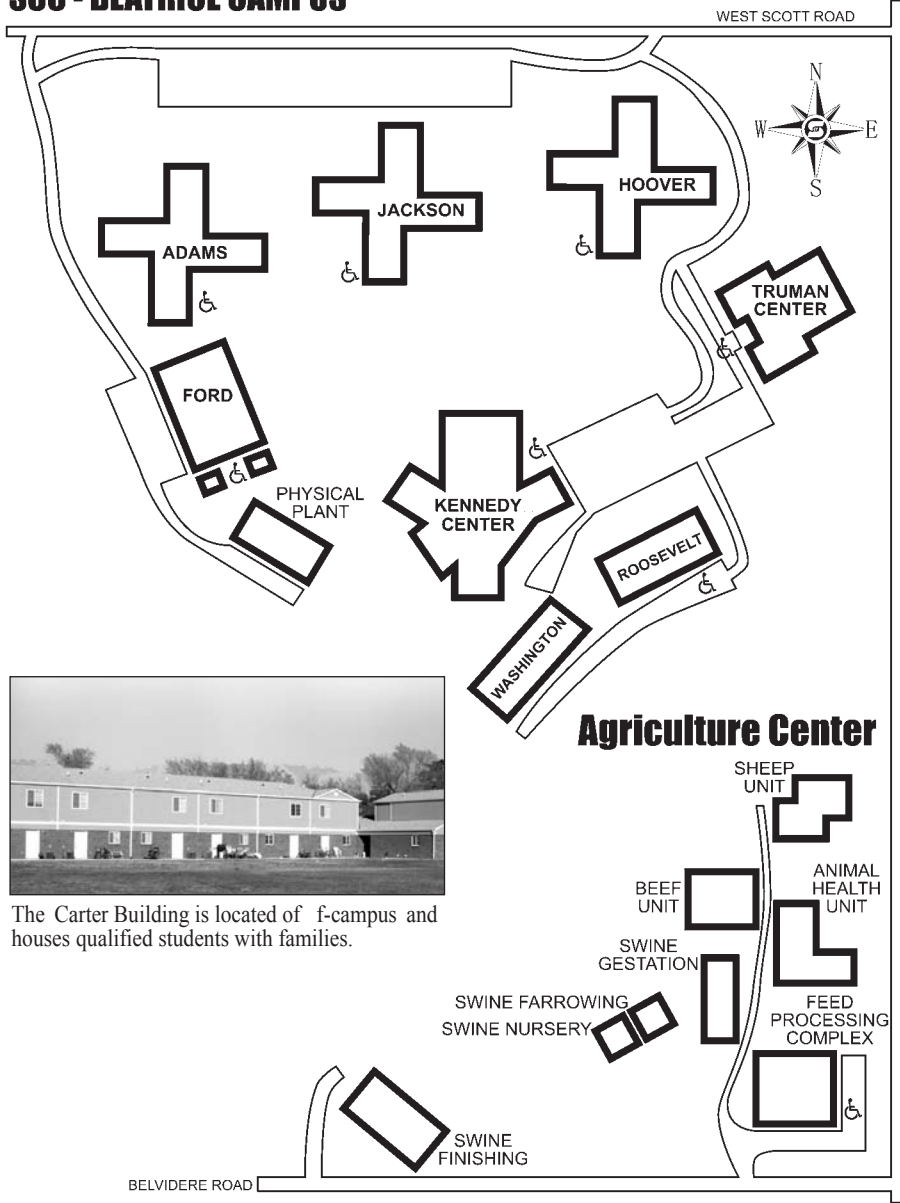
The campus is located on 640 acres on the west edge of Beatrice, Nebraska.

Schedule a visit online or call to schedule a tour at:
1-800-233-5027, ext. 1252.

The campus offers the **Academic Transfer** program as well as the following career/technical programs:

Agriculture Business & Management Technology
Business Administration
Business Information Technology
Criminal Justice
Pharmacy Technician
Practical Nursing

SCC - BEATRICE CAMPUS



The Carter Building is located off-campus and houses qualified students with families.

Adams Hall: One-Stop Community Resource Center

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

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

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

Hoover Hall: Pharmacy Technician, TRIO Student Support Services, TRIO Upward Bound, Residence Hall

Jackson Hall: ABE/GED, Career Advising Center, Retention, Testing & Assessment

Classrooms for: Broadcasting, Business Administration, Business Information Technology, Distance Learning, Journalism, Practical Nursing, Photography.

Kennedy Center: Administration, Admissions, Advising, Athletics, Bookstore, Cashier, Computer Lab, Continuing Education, Financial Aid, Learning Resource Center, Placement, Registration, Student Center, Snack Bar, Student Services

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

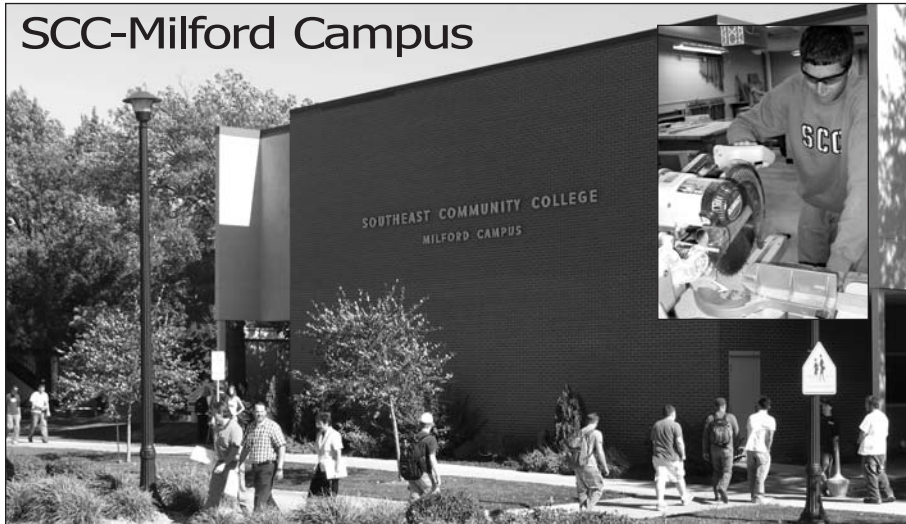
Roosevelt Hall: Residence Hall

Truman Center: Gymnasium, Theatre, Wellness Center.

Classrooms for: Art, Theatre, Speech, Music

Washington Hall: Residence Hall

SCC-Milford Campus



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

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

Schedule a visit online or call to schedule a tour of the SCC-Milford Campus:
1-800-933-7223, ext. 8243.

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

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; Business Administration; Computer Programming Technology; Chrysler (CAP) College Automotive Program; Deere Construction and Forestry Equipment Tech; Diesel Technology-Farm; Diesel Technology-Truck; Electrical & Electromechanical Technology; Electronic Systems Technology; Ford (ASSET) Automotive Student Service Educational Training; General Motors (ASEP) Automotive Service Education Program; Graphic Design; John Deere Tech; Land Surveying/Civil Engineering Technology; Machine Tool Technology; Manufacturing Engineering Technology; Nondestructive Testing Technology; Parts Marketing & Management; Renewable Energy Technology; 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 Tech

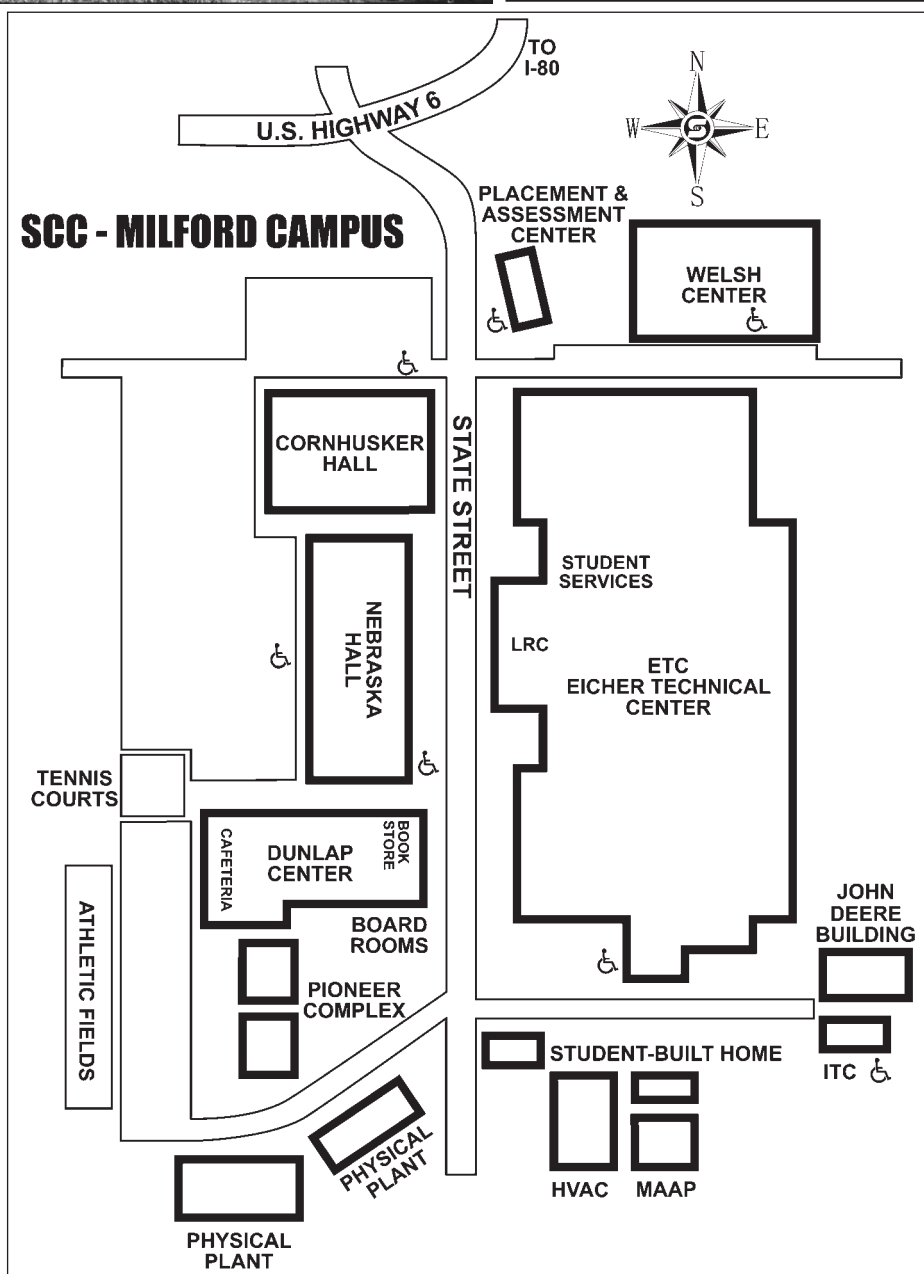
Lowell A. Welsh Center: Legacy Room, Gymnasium, Heritage Room, Student Center

MAAP: Classrooms for: Major Appliance Professional Technology

Nebraska Hall: Residence Hall

Pioneer Complex: Residence Halls

Placement & Assessment Center: Assessment/Testing, Career Advising, Placement



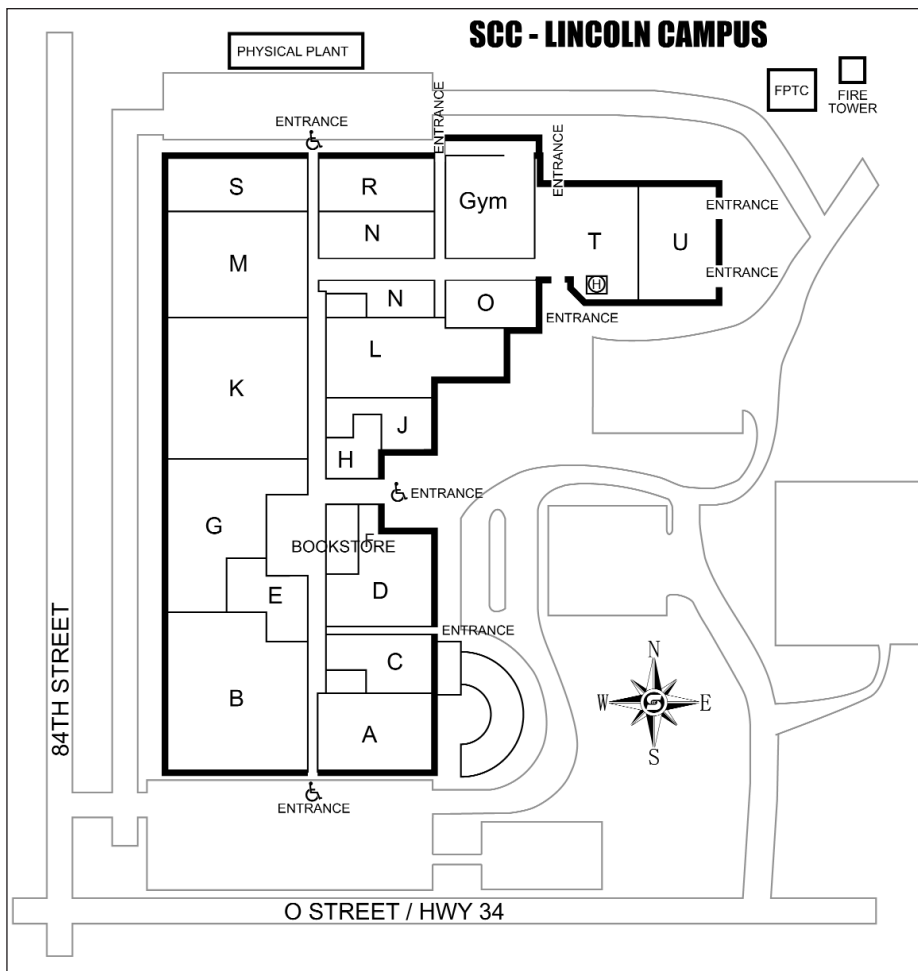
SCC-Lincoln Campus



SCC-Lincoln Campus
8800 O Street
Lincoln, NE 68520

The Lincoln Campus is located on the east edge of the capital city and houses a 320,000 square-foot facility on 117 acres.

Schedule a visit online or call to schedule a tour of the Lincoln Campus and downtown Energy Square location:
1-800-642-4075, ext. 2600.



SCC-Lincoln offers the Academic Transfer program and the following career/technical programs: Associate Degree Nursing; Automotive Technology; Business Administration; Business Information Technology; Computer Aided Design Drafting; Criminal Justice; Dental Assisting; Early Childhood Education; Electronic Systems Technology; Emergency Medical Services/Paramedic; Laboratory Science Technology; Fire Protection Technology; Food Service/Hospitality; Health Information Management Systems; Human Services; Machine Tool Technology; Medical Assisting; Medical Laboratory Technology; Microcomputer Technology; Motorcycle, ATV, & Personal Watercraft Technology; Practical Nursing; Polysomnographic Technician; Professional Truck Driver Training; Radiologic Technology; Respiratory Care; Surgical Technology; Visual Publications; and Welding Technology.

- A Classrooms for: Laboratory Science, General Studies
- B Classrooms for: Associate Degree Nursing, Dental Assisting, Health Information Management Systems; Medical Assisting, Medical Laboratory Technology, Polysomnographic 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: Food Service/Hospitality
- H Media Production, Placement Office, Retention Office, TRIO Student Support Services
- J Continuing Education
- K Classrooms for: Machine Tool Technology; Motorcycle, ATV, & Personal Watercraft Technology; Welding Technology
- L ABE/GED, Advising, Assessment & Testing, Career Advising Center, Computer Lab, Learning Resource Center, Multi-Academic Center
- M Classrooms for: Automotive Technology
- N Classrooms for: Computer Aided Design Drafting; Electronic Systems 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 Center, Gym, Student Center, Wellness Center
- R Classrooms for: Microcomputer Technology
- S Classrooms for: Professional Truck Driver Training
- T Classrooms for: Business Administration, Business Information Technology
- U Academic Advising; Classrooms for: Academic Education, Continuing Education, Human Services, Visual Publications, and a Multi-Purpose Room

SCC-Lincoln Campus Energy Square Location



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

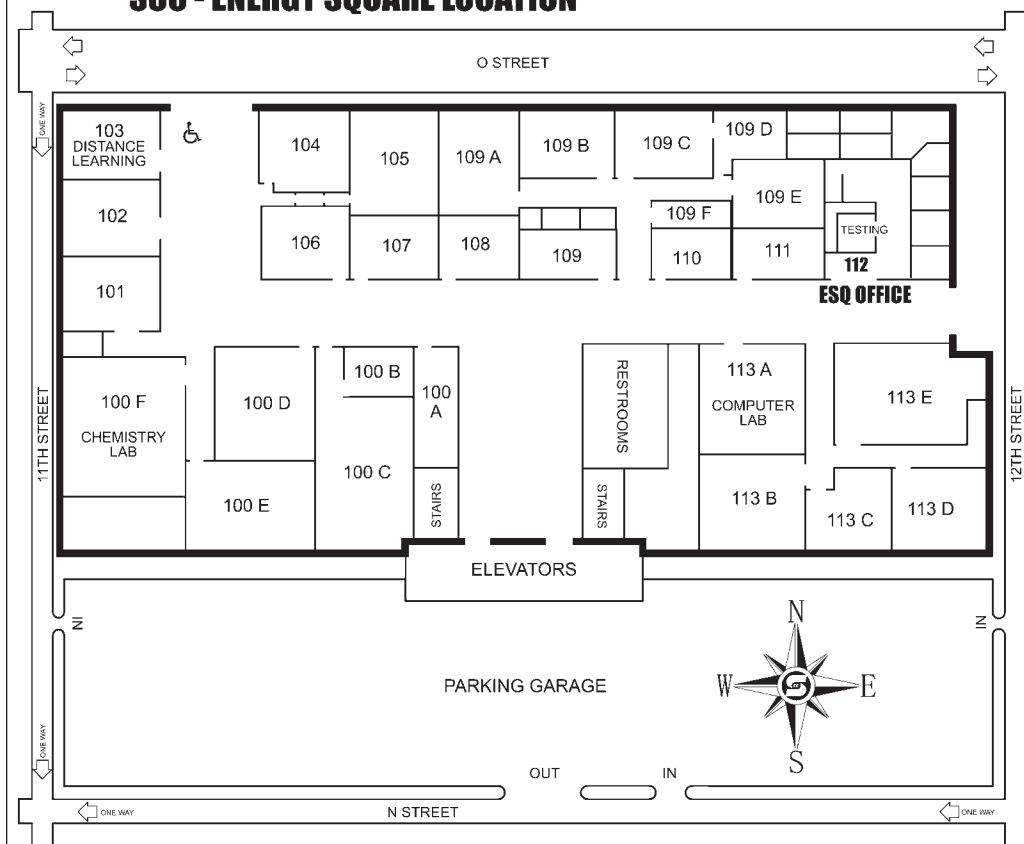
The Lincoln Campus has a downtown location on the first floor of the Energy Square Building.

The downtown location offers **Academic Transfer** classes.

402-323-3441

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

SCC - ENERGY SQUARE LOCATION



Suite 112:
Energy Square Office for
Academic Transfer;
Criminal Justice;
Information

Room 100F:
Chemistry Laboratory

Room 103:
Distance Learning

Room 104:
ABE/GED

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

Room 113C & 113D:
Professional Development
Customized Training for
Business & Industry

ESQ Students: There are
discount parking MAGNETIC
STRIPS available.
Tickets are sold at CITY OF
LINCOLN PARKING
OFFICE, 317 S. 12th Street,
Suite 101, 402-441-6472,
7:30 am-5:30 pm. You must
bring your student ID and
CURRENT TERM class
schedule.



NCEE - (Located off-campus) **Nebraska Center for Excellence in Electronics:**
4740 Discovery Drive, Lincoln NE

Classrooms for:

Professional Development Customized Training Services for business and industry.

SCC-Continuing Education & Entrepreneurship Centers



SCC-Continuing Education Center

301 S. 68th St. Place
Lincoln, NE 68510-2449
402-437-2700, 800-828-0072



SCC-Entrepreneurship Center

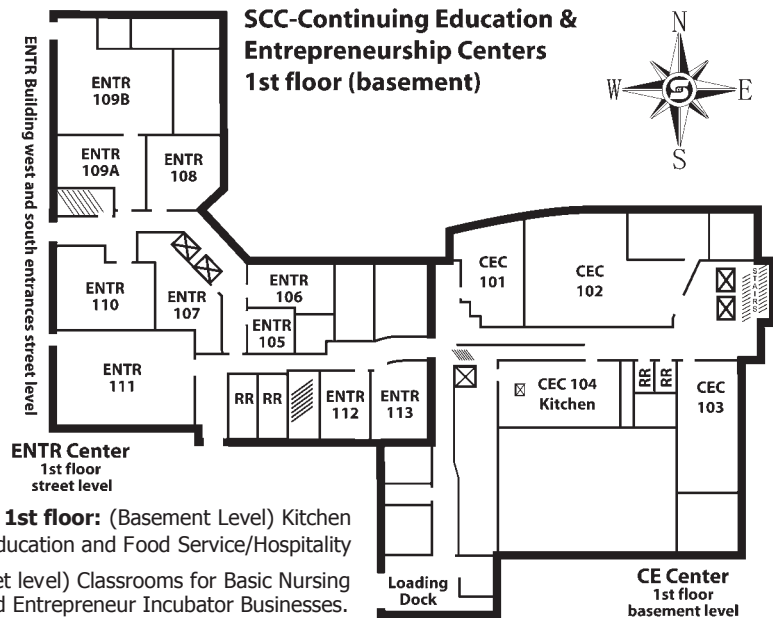
285 S. 68th St. Place
Lincoln, NE 68510-2449
402-437-2524

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

The **Continuing Education Center** is used for a variety of purposes, including special classes and seminars in personal development and Professional Development Customized Training programs for business and industry. The College Food Service/Hospitality program uses the first floor of the Center as a satellite training laboratory.

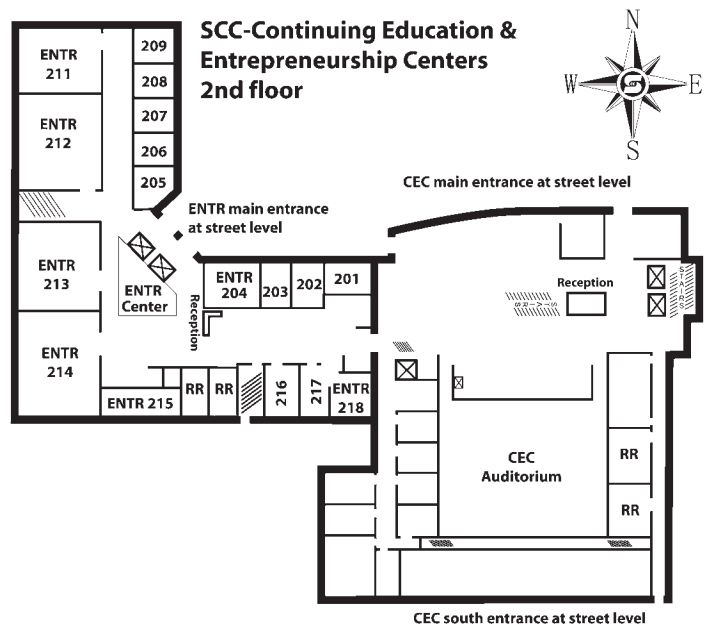
The College Administration (SCC–Area Office) is located on the fifth floor of the building.

The **Entrepreneurship Center** is used for nursing, business-related offerings and entrepreneur incubator businesses.



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

ENTR 1st floor: (west side entrance at street level) Classrooms for Basic Nursing Assistant, Food Service/Hospitality, Business and Entrepreneur Incubator Businesses.
Access between CEC and ENTR buildings is allowed through double doors.



CEC 2nd floor: (Street Level)

Auditorium, Commons Area, Reception Desk, Vending Machines

Offices for Continuing Education Directors of Professional Development - Customized Training Services for Business and Industry

ENTR 2nd floor: (main entrance at Street Level)

Commons Area, Reception Desk, Vending Machines

Offices for Entrepreneurship focus, Food Service/Event Schedule Coordinator, Workforce Development Classrooms and Computer Lab

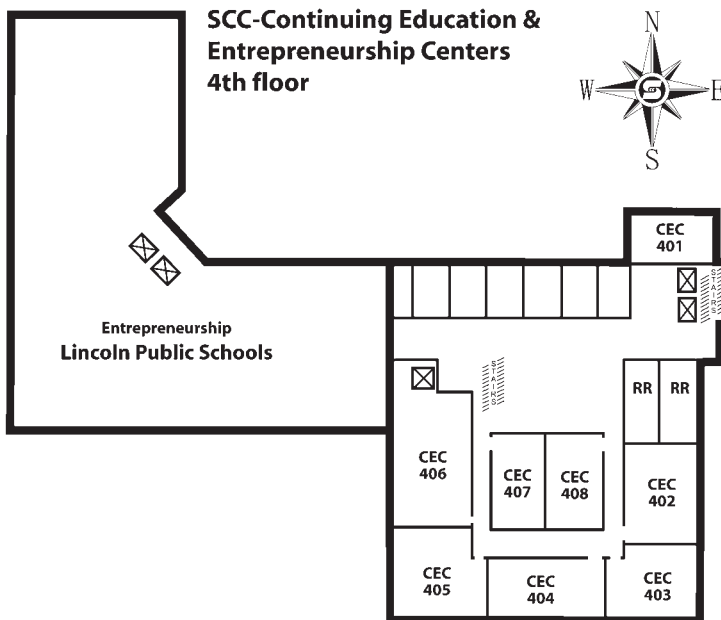
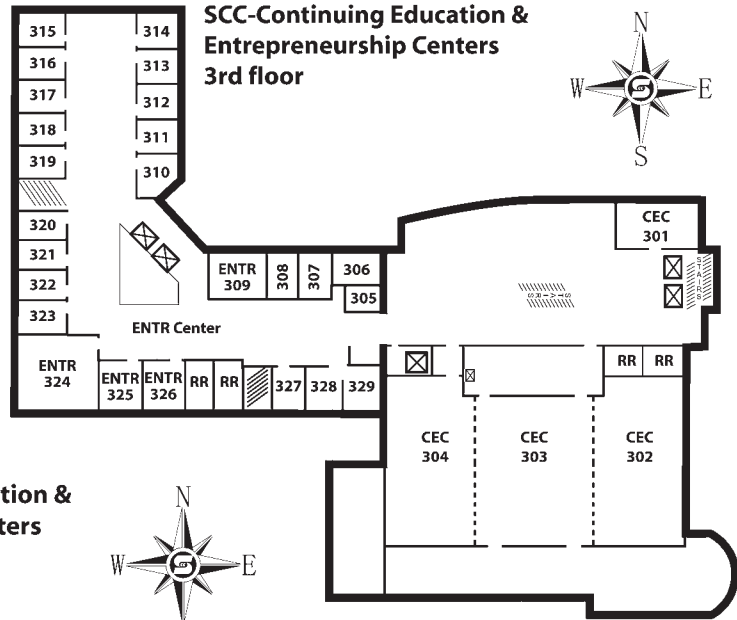
Access between CEC and ENTR buildings is allowed through double doors.

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

ENTR 3rd floor:

Classrooms
Offices for Junior Achievement
Entrepreneurship Incubator Businesses

Access between CEC and ENTR buildings is
allowed through double doors.



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

Classrooms for: Continuing Education
Computer Labs

ENTR 4th floor:

Offices for Lincoln Public Schools
Entrepreneurship

Access between CEC and ENTR buildings is not
allowed through alarmed doors.

CEC 5th floor: SCC-Area Office

Offices for College Administration including:

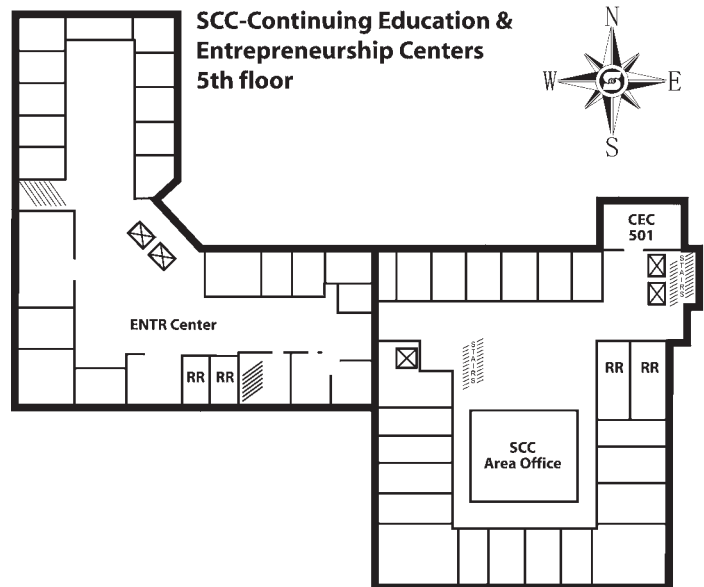
- Administrative Services
- Affirmative Action / Equity / Diversity
- Educational Foundation
- Human Resources
- Public Information

ENTR 5th floor:

Offices for Business Resources

- Community Development Resources
- Nebraska Business Development Center
- SCORE (Service Corps of Retired Executives)

Access between CEC and ENTR buildings is not
allowed through alarmed doors.



Chapter 1

ENROLLMENT

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

ADMISSION REQUIREMENTS

Pre-admission Advising and Testing

Admission Requirements

Re-admission Steps

APPLICATION FOR ADMISSION

Steps for Admission into a Program of Study

NEBRASKA RESIDENCY REQUIREMENTS

ADVANCED STANDING

INTERNATIONAL STUDENTS

UNDECLARED STUDENTS

REGISTRATION PROCEDURES

PREREQUISITES

STUDENT CRIMINAL BACKGROUND CHECKS

LICENSURE REQUIREMENTS

DROP/ADD/WITHDRAWAL

ADMISSION REQUIREMENTS

PRE-ADMISSION ADVISING AND TESTING

All applicants for admission are provided opportunities for pre-admission basic skills assessment/placement testing, advising and career planning. Applicants who desire pre-admission basic academic skills testing and/or career advising should contact the appropriate Admissions Office for arrangements. Southeast Community College promotes the philosophy that all applicants should possess certain levels of academic ability in order to succeed in their selected program of study.

Applicants required to complete COMPASS/ASSET basic skills testing will be notified by the appropriate campus. Students may be required to complete developmental course work before advancing to certain program courses. Specific information about developmental course work is available through campus admissions and career advising staff.

ADMISSION REQUIREMENTS

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

The student who has not graduated from high school or who does not have a GED certificate must take an independently administered assessment/placement test and must achieve specified test scores in order to demonstrate an "ability to benefit." This is required by federal regulation governing Title IV programs. The ASSET/COMPASS assessment/placement used by Southeast Community College is one of these tests approved by the U.S. Department of Education to determine a student's ability to benefit.

Transcript requirements may be waived under certain circumstances. Contact the College Admissions Office for more information.

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

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

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

Some programs offered by the College may require completion of **prerequisite** courses, physical examinations and other special requirements such as CPR training or a certified copy of their driving record.

Some programs of study will require a **criminal background check**. (See Prerequisites, this Chapter, and the specific program of study, Chapter 7.)

All special requirements for admission are available in the campus Admissions Offices.

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

RE-ADMISSION STEPS

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

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

APPLICATION FOR ADMISSION

All new students seeking admission to a program of study at SCC must complete an Application for Admission. Students need to complete only one **Application for Admission** form to attend classes at any SCC campus location. There is no Application for Admission fee. Forms are available in the Student Services Offices on each campus and at www.southeast.edu.

BASIC STEPS FOR ADMISSION INTO A PROGRAM OF STUDY

- I. COMPLETE AND SUBMIT AN APPLICATION FORM
- II. SUBMIT TRANSCRIPTS
- III. COMPLETE AN ASSESSMENT/PLACEMENT TEST
- IV. SUBMIT ANY ADDITIONAL INFORMATION REQUIRED FOR YOUR CHOSEN PROGRAM OF STUDY.

STEPS FOR ADMISSION INTO A PROGRAM OF STUDY

I. COMPLETE AND SUBMIT AN APPLICATION FORM

A. APPLICATION FORM

1. All students seeking admission to a program of study at SCC must complete an Application for Admission form indicating the campus to which they are applying.
2. Application for Admission forms are available in the Student Services Offices on each campus and at www.southeast.edu.

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

1. *LIKE PROGRAMS OFFERED ON MORE THAN ONE CAMPUS*
 - a. For like programs offered on more than one campus (i.e. Welding, LPN, Academic Transfer), a student can only be admitted to the program at one location for a given year and term.
 - b. Current students desiring to transfer from their current program of study on one campus to the same program on a different campus must contact the program chair at the second location to determine if an opening is available. If an opening is available, the program chair will grant permission for the student to transfer and register. If an opening is not available, the student must complete the steps for admission to a program of study in order to reserve a place for a future term in the program at the second location.
2. *DIFFERENT PROGRAMS IN SAME YEAR AND TERM*
Unless there is a conflict in scheduling, a student can be admitted into two different programs on the same or different campuses for the same year and term. (Contact the campus Admissions Office for additional information.)
3. *DIFFERENT PROGRAMS IN DIFFERENT YEARS AND/OR TERMS*
A student can be admitted into two or more different programs in different years and terms. (Contact the campus Admissions Office for additional information.)

C. EFFECTS ON FINANCIAL AID IF APPLYING FOR ADMISSION TO MORE THAN ONE PROGRAM OF STUDY

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

- Be enrolled in a program of study leading to the completion of a diploma or associate degree at SCC
- Has received aid for no more than one program of study at a time
- Can receive financial aid only for a limited period of time
- Make satisfactory progress toward completing a program of study
- Intends to complete his/her program of study
- Register only for courses required for the completion of their declared program of study at SCC. (Contact the campus Financial Aid Office for additional information.)

II. SUBMIT TRANSCRIPTS

A. HIGH SCHOOL or GED TRANSCRIPTS

1. Request that a copy of your high school, GED or College transcript be sent directly to the SCC Admissions Office at the appropriate campus.
2. High school transcripts provide evidence of high school graduation and credit by participation in Tech Prep. High school transcripts and College transcripts identify specific courses taken in high school and college that may affect the courses that students register for in their SCC college program of study.
3. Prior to entering a program of study, students who have **NOT** completed a high school diploma or a GED program must demonstrate the ability to benefit from college classes by achieving a minimum score on the SCC assessment/placement exam. (Contact the campus Testing and Assessment Office for additional information.)
4. Students must have a high school diploma or equivalent to receive an Associate Degree, Diploma or Certificate from Southeast Community College.
5. A GED program is available at SCC for students who have not graduated from high school and who do not have a GED certificate. (Contact the campus Testing and Assessment Office for additional information.)
6. Home-schooled students must submit a typed transcript of all courses completed, signed by the school administrator **and** a copy of the letter from the Nebraska State Department of Education that confirms your school has filed the appropriate paperwork to be recognized with 'exempt status'.

B. POSTSECONDARY TRANSFER CREDIT

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

Testing/Assessment Center

Beatrice 402-228-8242 or 800-233-5027 x1242
 Lincoln 402-437-2715 or 800-462-4075 x2715
 Milford 402-761-8202 or 800-933-7223 x8202

III. COMPLETE AN ASSESSMENT/PLACEMENT TEST

Applicants for admission will complete placement testing to assess readiness in basic reading, written expression and mathematics to determine whether their skill level is consistent with program requirements. Applicants can request help from the career advising staff to determine the entrance requirements for specific programs.

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

A. INITIAL ASSESSMENT/PLACEMENT TESTING REQUIRED

All students entering SCC programs **MUST** demonstrate readiness through at least one of the following basic skill assessment/placement tests:

1. Achieve appropriate ACT scores in each of the areas of language, reading and math as required by a specific program. These scores may be sent directly by ACT to SCC or be reported on the high school transcript; **OR**
2. Provide evidence of three (3) hours or more of transfer credit from an accredited postsecondary institution with a grade of "C" or better in each of the areas of English, math and a course which indicates reading ability, e.g., social studies, psychology; **OR**
3. Achieve COMPASS/ASSET placement scores as required by the specific program of study for which the individual is applying. The first COMPASS/ASSET basic skills assessment/placement is available at each campus free of charge. Retests are available for \$15.

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

COMPASS testing is required when an individual has taken a prerequisite in English or mathematics and the course is older than 5 years or the necessary ACT score is older than 5 years.

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

B. RETESTING

Retesting is possible for individuals who believe their placement test scores do not reflect their current skill levels in reading, written expression and mathematics. If the student has previously taken the COMPASS or ASSET test, a **\$15 re-take fee** is required (in advance) **per testing session** regardless of whether the individual is taking the entire test (3 parts) or subtests. If individuals want to take one section at a time, they have five (5) business days to complete that testing.

1. Current high school students may test at no charge. High school students may also retest at no charge.
2. Individuals having any test scores older than 5 years will be asked to retake the COMPASS test but will not be charged for retesting. **Additional retests are \$15.**
3. When an SCC instructor in English, writing or math, or an SCC Testing/Assessment Center staff person requests a retest, there will be no fee assessed.
4. Individuals who wish to retake the COMPASS test must have completed additional study in the test area(s) that they did not pass the first time, and be able to demonstrate that additional study to SCC Testing Center staff before they will be allowed to retest. Individuals must wait 30 days between the first and second testing to allow adequate time to study in the problem areas and prepare for the second test. Individuals will not be permitted a second retest (third time of testing) until 30 days after the first retest (second time of testing).

IV. SUBMIT ANY ADDITIONAL INFORMATION REQUIRED FOR YOUR CHOSEN PROGRAM OF STUDY.

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

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

NEBRASKA RESIDENCY REQUIREMENTS

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

An individual will qualify as a resident of the state of Nebraska for tuition purposes at Southeast Community College if the standards set forth in any one of the following eight (8) categories are met:

1. An individual who is a graduate of an accredited Nebraska senior high school, or has previously been enrolled at Southeast Community College as a resident student.
2. An individual who has married a resident of Nebraska.
3. A person of legal age who is dependent for federal income tax purposes on a parent or guardian who has established a home in Nebraska.
4. A minor whose parent(s) or guardian who for a period of six months have established a home in Nebraska where such parent(s) or guardian are habitually present with the bona fide intention of making Nebraska their permanent place of residence.
5. A person of legal age or an emancipated minor who for a period of six months shall have established a home in Nebraska where he/she is habitually present, and shall verify by documentary proof that he/she intends to make Nebraska his/her permanent residence. (Examples that may satisfy Nebraska residency: voter registration, Nebraska driver's license, vehicle registration, payroll records, apartment lease agreement.)
6. An individual who is an alien and who for a period of at least two years has established a home in Nebraska where he/she is habitually present with the bona fide intention of becoming a permanent resident alien of the United States and making Nebraska his/her permanent residence.
7. An individual who is a dependent of a permanent full-time staff member of Southeast Community College, the University of Nebraska system, one of the Nebraska state colleges, or one of the other technical community college areas.
8. An individual on active duty with the armed services of the United States who has been assigned a permanent duty station in Nebraska, or a dependent of an individual who is a member of the armed services assigned to a permanent duty station in Nebraska.

Any student who has been classified as a non-resident and believes he/she may qualify as a resident must file a residency application form with the Dean of Student Services before the end of the fourth week of the quarter for which the tuition fee was charged. Residency application forms, as well as further information regarding residency classification, are available from each campus Student Services Office. **It is the student's responsibility to initiate a change for residency status, provide documentation, and schedule an appointment with the Dean of Student Services.**

STUDENT STATUS

Full time = 12 or more credit hours per term

Part time = fewer than 12 credit hours per term

3/4 time = 9 through 11.5 credit hours per term

1/2 time = 6 through 8.5 credit hours per term

Less than 1/2 time = Fewer than 6 credit hours per term

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

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, 173 if computer-based, or 61 for Internet version. Scores must be sent directly to the College by using institutional code 6795. The TOEFL requirement may be waived by the Dean of Students when the international student comes from a predominantly English-speaking country.
4. Signed Financial Resource Statement showing resources sufficient to cover course of study and transportation expenses to and from the home country. A minimum of \$10,000 for one year is required.

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

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

UNDECLARED STUDENTS

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

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

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

REGISTRATION PROCEDURES

It is recommended that prior to registration, students consult with advisors or instructors. Registration dates are published and available in the Student Services Office prior to each registration period. Additional information also will be made available by faculty and program advisors.

General registration information is distributed each term by the Registration and Records Office on each campus. It is each student's responsibility to become familiar with registration schedules, deadlines, completion of registration forms, and any required signatures. Students who are declared in a program of study are allowed to register before general registration.

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 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.

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

Arranged and Independent Study Classes - Students who register for any arranged classes or independent study classes must report to the instructor for **each** class on the **first day** of class, at the beginning of the term. Students who register for any arranged or independent study classes after the term begins (adding classes with drop/add form) must report within five (5) days, not including Saturdays, Sundays and holidays.

STUDENT CRIMINAL BACKGROUND CHECKS

If a Criminal Background Check (CBC) or a student's self-disclosure indicates that the student has a criminal history, he or she may be prohibited from participating in designated programs of study.

For purposes of this procedure, a student has a criminal history if he or she:

- (a) has been convicted of a criminal offense;
- (b) has pled guilty to a criminal offense;
- (c) has entered a plea of no contest to a criminal offense;
- (d) has entered into a program of pre-trial diversion; or
- (e) has criminal charges are pending.

The existence of a criminal history will not automatically disqualify a student from participating in a designated program of study. A criminal history which involves one or more felony offenses will generally be disqualifying.

A criminal history which involves only misdemeanor offenses will generally be disqualifying only if the offense(s) involve a crime of violence; sexual assault; the abuse of a child, elderly person with a disability, or person under the care of the student in any type of medical or mental health setting; the unlawful use, possession or sale of narcotics or controlled substances; or if the offenses are so numerous or of such a character to indicate that the student may pose a threat to the employees, clients, or property of the designated program or the College.

Subject to the foregoing, the following criteria will be considered in determining whether an affected student will be permitted to participate in a designated program:

1. The date, nature and number of arrests and convictions;
2. The relationship which the arrest or conviction bears to the duties and responsibilities of the affected student in a clinical setting;
3. Successful efforts toward rehabilitation;
4. Rules and regulations of the clinical program;
5. Whether the criminal history is likely to prevent the student from obtaining necessary licensing or other credentials needed to obtain employment in his or her chosen field; and
6. Other criteria which are determined by College administrators to be relevant.

A CBC will be conducted for all students declared in or taking classes in the following programs:

- Criminal Justice
- Early Childhood Education
- Nondestructive Testing
- **All Health-Related** classes and programs:
Basic Nursing Assistant, Dental Assisting, Emergency Medical Services/Paramedic, Health Information Management, Human Services, Medical Assisting, Medical Laboratory Technology, Nursing (PN and ADN), Radiology Technology, Respiratory Care, Surgical Technology

Any student not continuously enrolled in the College will be required to have an additional CBC conducted. The CBC will be completed only once, if no more than one year elapses in enrollment. After the initial CBC, students will complete a self-disclosure statement annually.

LICENSURE REQUIREMENTS

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

DROP/ADD/WITHDRAWAL

STUDENT-INITIATED DROP OR WITHDRAWAL

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

To drop or withdraw from classes, a student must

- a.) submit an **"Official Drop/Add Form For Credit Classes"** to the Registration and Records Office located in the Student Services Office **OR**
- b.) **drop the class using WebAdvisor.**

FAILURE TO ATTEND CLASSES DOES NOT CONSTITUTE A DROP OR WITHDRAWAL. Students must submit an official drop form **prior to the refund deadline** to be eligible for a tuition refund. Failure to attend classes does not absolve the student from making complete payment for all tuition and fees associated with the student's registration.

IMPORTANT DEADLINE DATES

The date on which 12.499% of time has elapsed since the first day of the class will be

1. The last date a student is allowed to register for a class for that term.
2. The last date a student can drop a class to get a refund of tuition for that term
3. The date that all instructors are required to report students who have never attended class ("No Show" Students)

"No Show" students will be removed from the class rosters.

SPECIFIC DEADLINE DATES FOR EACH TERM WILL BE POSTED IN STUDENT SERVICES AT EACH CAMPUS LOCATION.

CALENDAR DAYS/AUTOMATIC COMPUTER CALCULATIONS

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

AUTOMATIC COMPUTER CALCULATIONS: Percent of time elapsed is automatically calculated by the College computer and based on calendar days from the first day of class.

"NO SHOW" STUDENTS

1. Under federal rules, the College cannot pay financial aid to students who never attend class. Financial aid will not be distributed to students who have been reported as never having attended class ("No Show" students).
2. "No Show" students will be billed and held responsible for full payment of the tuition and fees for the classes they are registered for because the "no show" student did not drop the class with an **"Official Drop/Add Form For Credit Classes"** within the designated refund period. (See "Student-Initiated Drop or Withdrawal")
3. All students with a "hold" on their account (including "No Show" Students) will not be allowed to register for classes for the next term until the account is paid in full.

LAST DATE A STUDENT IS ALLOWED TO START A CLASS

If a student is registered for a class, the instructor must allow the student to start class prior to 12.499% of the time elapsed.

After 12.50% of the time has elapsed since the first day of class, the instructor may allow a student to start a class "ONLY" with special permission from the Program Chair and Division Dean.

All 12.499% and 12.500% time elapsed calculations are based on calendar days, including Saturdays, Sundays, holidays and weekdays, from the first day of the class.

Specific dates will be posted at the Student Services Office on each campus.

ADDING COURSES AFTER INITIAL REGISTRATION

To add a course(s) **PRIOR to 12.499%** of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays and weekdays, a student must:

1. Complete an "Official Drop/Add Form For Credit Classes"
2. Have the course instructor or program designee sign the form to approve the student adding the course
3. Submit the form to the Campus Registration and Records Office no later than 12.499% of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays and weekdays.

Courses that vary in length from the regular term dates identified in the schedule will follow the same procedures as listed above. Courses that vary in length can be added within the first 12.499% of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays and weekdays.

To add a course or courses **AFTER the first 12.499%** of time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays and weekdays, a student must:

1. Complete an "Official Drop/Add Form For Credit Classes"
2. Have BOTH the Program Chair and Division Dean for the course sign the form, approving the student's adding the course.
3. Submit the form to the Campus Registration and Records Office.

Some courses are taught on an individualized basis and offer continuous enrollment if space is available. If those courses are added after 12.499% of the time elapsed since the first day of the start of class, the signature of both the Program Chair and Division Dean are required prior to being submitted to the Campus Registration and Records Office.

A STUDENT IS ENTITLED TO A REFUND COMPUTED ON THE FOLLOWING FORMULA AND TABLES:**CREDIT CLASSES**

<u>% elapsed</u>	<u>% of refund</u>
0.000 - 12.499	.100
12.5 and over	.0

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

NON-CREDIT CLASSES

<u>% elapsed</u>	<u>% of refund</u>
day before	.100
start day or after	.0

LAST DATE A STUDENT IS ALLOWED TO DROP A CREDIT CLASS AND GET A REFUND.

The student is entitled to a **100% refund** for any credit class **officially dropped prior to 12.499% of the** time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays and weekdays.

"NO" refund is allowed after 12.500% of time has elapsed since the first day of the start of class, including Saturdays, Sundays, holidays and weekdays. A student's transcript will not show any registration data if the student drops or withdraws prior to 12.499% of the time elapsed since the first day of the start of class, including Saturdays, Sundays, holidays and weekdays.

Refunds are not automatic. To obtain a refund or adjustment on your account, you must

- a.) drop the class using WebAdvisor or
- b.) submit an "Official Drop/Add Form For Credit Classes" prior to the deadline for dropping and receiving a refund. Refunds will not be granted after these deadlines.

Refunds for classes cancelled by the College are automatically processed and students are not required to submit a drop or withdrawal form for any classes cancelled by the College.

Refund checks are mailed to the student's current address. Refund checks usually take 2–3 weeks to process after notification. Please do not contact the College to inquire about a refund prior to the third week deadline.

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

To determine a student's eligibility for a refund, all 12.499% and 12.500% time elapsed calculations are automatically calculated by the College computer and based on calendar days from the first day of the start of class, including Saturdays, Sundays, holidays and weekdays.

LAST DATE A STUDENT IS ALLOWED TO DROP A NON-CREDIT CLASS AND GET A REFUND.

The student is entitled to a **100% refund** for any non-credit class if the class is dropped **the day before class begins**. If a student drops a class the day class begins or after, there will be no refund.

DEADLINE FOR DROPPING CLASS(ES) AND RECEIVING A GRADE OF “W”

The deadline for dropping a class and receiving a grade of “W” is 75% of the elapsed time of the term. Student-initiated drop or withdrawals which occur between the 12.499% of the time elapsed since the first day of the class and prior to the 75% drop deadline will receive a grade of “W.” Students may request an administrative-approved withdrawal (awarding of a grade of “W”) after the 75% deadline for dropping classes, only if extenuating circumstances exist. Personal problems such as illness, job change or a move out of town may be considered by individual instructors and approved by the Division Dean. **Withdrawals will not be processed for non-attendance.** Non-attendance after the deadline for dropping usually results in the student receiving an unsatisfactory grade. “U.”

COURSE REPEAT PROCEDURE

Students may not take an academic/vocational course more than two times, whether to improve a passing grade or to repeat a course in which the grade was “W,” “I,” “U,” “AU,” without prior approval. Prior to a student registering for a course for the third time, a plan of action (repeat course form) must be completed and approved by the student’s advisor and Program Chair of the course.

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

Note: Financial aid recipients can receive aid for a class twice. The third time the student must pay for the course on their own.

Chapter 2

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 available to qualified persons. Remember, the key to obtaining financial assistance is to apply early.

FINANCIAL AID PROGRAMS

Priority filing deadline dates

FEDERAL FINANCIAL AID

Federal Pell Grant
Federal Supplemental Educational Opportunity Grant (SEOG)
Academic Competitiveness Grant (ACG)
Federal Work-Study
Federal Stafford Loan
Federal Parent Loan (PLUS)

NEBRASKA STATE FINANCIAL AID

Nebraska State Grant (NSG)

INSTITUTIONAL FINANCIAL AID

SCC Tuition Grant (TGA)
Scholarships

TO APPLY FOR SCC SCHOLARSHIPS

OTHER SOURCES OF ASSISTANCE

FINANCIAL AID AWARDS

APPLYING FOR VETERANS' BENEFITS

SATISFACTORY ACADEMIC PROGRESS (SAP)

APPLYING FOR FINANCIAL AID

Title IV Code for SCC

RETURN OF TITLE IV REFUND INFORMATION

INSTITUTIONAL TUITION REFUND POLICY

Official Withdrawals
Unofficial Withdrawals

CAFETERIA/RESIDENCE HALLS CONTRACT REFUND POLICY

PAYMENT POLICY

DEBTS

FACTS MONTHLY PAYMENT PLAN

OTHER CHARGES

2008-2009 TUITION, FEES, & HOUSING CHART



SCC FINANCIAL AID OFFICES

Beatrice, 4771 W. Scott Road, Beatrice, NE 68310
1-800-233-5027 ext. 1212 or 402-228-8212.

Lincoln, 8800 O St., 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.

Please note: More phone numbers are located inside the front cover.

FINANCIAL AID PROGRAMS

Southeast Community College (SCC) believes that qualified students who wish to attend the College should not be prevented from doing so for financial reasons. Although the Department of Education expects students and families to have primary responsibility for funding their education, the College will make every effort to assist those who need help. Through extensive financial aid programs we seek to put educational costs within the reach of every prospective student enrolled in an eligible program at the College.

More than 70% of the student body receives some form of financial assistance. Financial assistance is given through scholarships, grants, loans, and part-time employment. The amount is determined on the basis of need and/or scholastic achievement. "Demonstrated financial need" is defined as the difference between the amount it costs to attend the College and the amount the Department of Education says the student or student's family can reasonably contribute towards those costs.

Costs include education-related expenses such as tuition and fees, books and supplies, room and board, transportation and personal expenses.

SCC participates in FEDERAL AND STATE financial aid programs, as well as INSTITUTIONAL FINANCIAL AID. Students are advised to complete necessary forms early, by the posted **"Priority Filing deadline dates,"** to avoid delays in receipt of a financial aid award. Aid is awarded on a first-come, first-served basis.

PRIORITY FILING DEADLINE DATES ARE AS FOLLOWS.

April 1for summer term

July 1for fall term

October 1for winter term

January 1for spring term

Southeast Community College participates in the following financial aid programs:

FEDERAL FINANCIAL AID

FEDERAL PELL GRANT

The Federal Pell Grant is a grant from the federal government that does not have to be paid back. The Pell grant may only be awarded to undergraduate, degree seeking students who have not already obtained a bachelor's degree. The award amount is based on a student's financial need as determined by the Free Application for Federal Student Aid (FAFSA) application.

FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FEDERAL SEOG)

Federal SEOG awards are made to undergraduate students with exceptional financial need. SCC has a limited amount of funds to award to eligible students. Eligible Federal Pell Grant recipients with the lowest Expected Family Contribution (EFC's) are considered first for available Federal SEOG funds. Awards vary from \$25 to \$200 per term.

ACADEMIC COMPETITIVENESS GRANT (ACG)

The Academic Competitiveness Grant (ACG) is a Federally-funded/need-based grant for undergraduate students who graduated from High School after January 1, 2005.

The Academic Competitiveness Grant is a grant to full-time students that have completed rigorous high school coursework as well as meeting other criteria. Students must be seeking a qualified 2-year degree, and maintain a cumulative 3.0 GPA.

FEDERAL WORK-STUDY PROGRAM (FWS)

Southeast Community College participates in the Federal Work-Study Program. FWS funds are awarded to students on the basis of financial need. Students seeking Federal Work-Study need to complete and return a **Work-Study Application** for consideration. Forms can be picked up at the **Placement Office** on the campus where you will be completing your program of study.

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 \$3,500 per school year. Dependent second year students may borrow a maximum of \$4,500 per school year (subject to other restrictions per federal regulations). Independent first year students may borrow a maximum of \$7,500 per school year. Independent second year students may have a loan limit of \$8,500.

FEDERAL PARENT LOAN (PLUS)

The Federal PLUS is for parent borrowers of dependent students and provides additional funds for educational expenses. Federal PLUS loans enable parents with good credit histories to borrow for each dependent child who is enrolled at least halftime. Federal PLUS loans are made by a lender such as a bank, credit union or savings and loan association.

Applicants do not have to show financial need, but must undergo a credit analysis. Repayment begins within 60 calendar 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.

NEBRASKA STATE FINANCIAL AID

NEBRASKA STATE GRANT (NSG)

NSG funds are awarded to Nebraska residents on the basis of financial need eligibility. Students apply by completing the Free Application for Federal Student Aid (FAFSA). Eligibility is determined by state guidelines. Awards vary from \$100 to \$700 per term.

INSTITUTIONAL FINANCIAL AID

SCC TUITION GRANT (TGA)

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

SCHOLARSHIPS

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

Scholarships are awarded on the basis of academic achievement and/or financial need. Applicants are evaluated on criteria specified by the scholarship donor. Selection is made by one of the SCC campus Scholarship Committees or the scholarship donor. Students applying for scholarships awarded on the basis of financial need must file a FAFSA.

Scholarships are added to the student's aid package. In case a student withdraws, unused funds are returned to the appropriate fund. Scholarships available include those that 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.

TO APPLY FOR SCC SCHOLARSHIPS

Students currently attending classes at SCC who have successfully completed one or more quarters of their program of study or a minimum of 15 credit hours by the application deadline date may apply for academic and need-based scholarships.

Deadline dates are April 15 for Summer/Fall awards and November 1 for Winter/Spring awards.

The online application is accessible through the SCC Web site at www.southeast.edu 30 calendar days prior to the deadline date. Access closes automatically at midnight. Applicants are considered for all scholarships being offered each round.

High school seniors planning to attend SCC may complete the Southeast Community College Educational Foundation Scholarship form online through the SCC Web site at www.southeast.edu **between December 1 and February 1 of their senior year.** Access closes automatically at midnight on February 1.

In addition to completing the online scholarship application, high school seniors must forward a copy of their high school transcript to the **SCC Area Scholarship Coordinator, 600 State St., Milford, NE, 68405-8498.**

OTHER SOURCES OF ASSISTANCE

Financial aid for educational expenses also is available from the:

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

Contact the respective agency for information.

FINANCIAL AID AWARDS

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

APPLYING FOR VETERANS' BENEFITS

Students applying for veterans' benefits need to complete an **"Application for Veterans' Educational Benefits."** These forms are available 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 also must be submitted to SCC within 30 calendar days after initial enrollment for review. Transcripts are required even if no credits were earned. Students receiving veterans' benefits cannot count audited courses in determining course load. Soon after enrollment, SCC will certify the students' credit hour load. This certification initiates the payment process, and students should receive their first payment in six weeks.

Payment is mailed directly to the student's home address.

SATISFACTORY ACADEMIC PROGRESS (SAP)

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

MINIMUM STANDARDS FOR MAINTAINING SATISFACTORY ACADEMIC PROGRESS (SAP):

1. Must have a cumulative GPA of 2.0 or higher
2. Must pass at least 66% of the credit hours attempted by the census date (the 10th day of the quarter)
3. Must not exceed 150% of the minimum number of credit hours required for completion of the student's specific program of study

APPLYING FOR FINANCIAL AID

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

1. Be accepted for Admission to SCC.

Students must be accepted for admission to the College and must enroll in an eligible program of study.

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

The Financial Aid Office encourages completion of the FAFSA online. Access to the FAFSA link online can be obtained by going directly to www.fafsa.ed.gov.

Paper applications (FAFSA) are available through the Financial Aid Office or your high school guidance office. Carefully complete all questions, not leaving any blank, and submit it as early as possible.

IMPORTANT:

It is very important to list the Title IV Code for Southeast Community College on the FAFSA form.

Title IV code for SCC = 007591

PROCESSING TIME FOR THE FAFSA WILL BE APPROXIMATELY TWO TO FOUR WEEKS.

The U.S. Department of Education will mail the student a **Student Aid Report (SAR)**, or e-mail a notice if the student applied online, when processing is complete. This form should be reviewed for accuracy upon receipt. At the same time the SAR is received by the student, all schools listed to receive processed FAFSA results will be sent information electronically (called an ISIR).

In some cases, the College will be required to verify the information reported on the FAFSA.

The student whose application is selected for verification will be sent a letter requesting (1) copies of the student's/spouse's and/or parent's signed federal income tax, if applicable, and (2) the completion of a Verification Worksheet. Students having previously attended SCC must be in compliance with Satisfactory Academic Progress policies, to be eligible to receive financial aid.

The SCC Financial Aid Office staff is available to assist students with completing the FAFSA. Students also can make an appointment with **EducationQuest**.

EducationQuest is open Monday through Friday, 8:30 a.m. to 5 p.m.

To schedule an appointment with EducationQuest, call the location nearest you.

Kearney

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

Lincoln

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

Omaha

Rockbrook Village (108th & W. Center Road)

11031 Elm Street, Omaha, NE 68144, 402-391-4033, 888-357-6300

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

3. New students wanting to be considered for a STAFFORD STUDENT LOAN,

must complete a Master Promissory Note. New borrowers also must complete an Entrance Interview. The MPN and the Entrance Interview can be completed online by visiting the Financial Aid Office's Web site.

Note: A student must be enrolled for at least six (6) credit hours per quarter 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.

4. Students interested in FEDERAL WORK-STUDY

need to complete and return a Work-Study Application form, available in the SCC Placement Office.

RETURN OF TITLE IV REFUND INFORMATION

A recipient of federal Title IV financial aid who withdraws from school during a payment period or period of enrollment in which the student began attendance, will have the amount of Title IV funds he/she did not earn calculated according to federal regulations. This calculation will be based on the student's last date of attendance.

The period of time in which Title IV financial aid is earned for a payment period or period of enrollment is the number of **calendar days** the student has been enrolled for the payment period or period of enrollment up to the student's last date of attendance, divided by the total calendar days in the payment period or period of enrollment.

The percentage is multiplied by the amount of Title IV financial aid for the payment period or period of enrollment for which Title IV financial aid was awarded to determine the amount of Title IV financial aid earned. The amount of Title IV financial aid that has not been earned for the payment period or period of enrollment and must be returned is the complement of the amount earned.

The amount of Title IV financial aid earned and the amount of Title IV financial aid not earned will be calculated based on the amount of Title IV financial aid that was disbursed for the payment period or period of enrollment upon which the calculation was based.

A student will have earned 100% of the Title IV financial aid disbursed for the payment period or period of enrollment if the student last attended after completing 60% of the payment period or period of enrollment.

If the amount of unearned Title IV financial aid disbursed exceeds the amount that is returned by the school, the student (or parent, if a Federal Plus loan) must return or repay, as appropriate, the remaining grant and loan funds.

The College Business Office will notify the student if repayment is required and will provide the student with instructions for repayment. The student will not qualify for further federal aid until the repayment is satisfied.

A STUDENT IS ENTITLED TO A REFUND COMPUTED ON THE FOLLOWING FORMULA AND TABLES:

CREDIT CLASSES

<u>% elapsed</u>	<u>% of refund</u>
0.000 - 12.499	100
12.5 and over	0

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

NON-CREDIT CLASSES

<u>% elapsed</u>	<u>% of refund</u>
day before	100
start day or after	0

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

INSTITUTIONAL TUITION REFUND POLICY

Federal regulations require that an institution's refund/repayment policy be available to all students. The following information is provided in compliance with federal regulation 34CFR682.606 (a) (2). Students who discontinue their studies may receive a prorated refund of tuition.

The amount of time the student attends as a percent of the total course length will be the method of the computation.

THE DROP DATE WILL BE THE DATE THE STUDENT PROVIDES THE COLLEGE'S "REGISTRATION AND RECORDS OFFICE" WITH AN OFFICIAL **REQUEST TO DROP/WITHDRAW** or **DROPS USING WEBADVISOR**.

Oral notification to the Registration and Records Office is allowed only when the student is dropping all classes and withdrawing from the College.

Failure of the student to attend a class does not constitute an official drop/withdrawal.

A student's failure to attend classes does not dismiss a student's responsibility to pay unpaid account balances owed to the College on courses not officially dropped.

Official "Drop" forms are available at the campus Registration and Records Office.

The College Business Office will apply any eligible financial aid transmitted to the student's account toward tuition, fees and applicable book charges incurred by the student.

If a balance owed remains, it is the responsibility of the student to pay this balance before they would be allowed to register for future courses at Southeast Community College. If a credit balance remains after all charges have been addressed, a credit refund check for the balance will be mailed to the student by the College Business Office with 2-3 weeks.

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

CREDIT CLASSES

The student is entitled to a 100% refund for any credit class officially dropped prior to 12.499% of the time elapsed since the first day of the start of class. "NO" refund is allowed after 12.500% of time has elapsed since the first day of the start of class.

NON-CREDIT CLASSES

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

OFFICIAL WITHDRAWALS

When a student officially withdraws from all classes, before the end of the sixth week of classes for the term in which Title IV federal financial aid is awarded, the campus Financial Aid Office will calculate how much of a student's financial aid must be returned to the U.S. Department of Education and/or to a Stafford/Plus loan lender. Students called to non-training active military duty should provide documentation to the campus Dean of Student Services.

UNOFFICIAL WITHDRAWALS

A student who receives all "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 MID-POINT of the term, unless the College documents a date later than the mid-point of the term.

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

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

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

The amount of financial aid includes funds actually disbursed, plus funds that had been authorized but not yet disbursed by the date the student withdrew. If the student withdraws prior to the Pell census date (the 10th day of the quarter), the only Title IV federal aid which may have been disbursed would have been Stafford loans the student received.

If the student withdraws prior to the 10th day (and the student was eligible for a Pell Grant), the Pell fund may be used to pay a portion of institutional costs UNLESS the student withdraws during the 100% tuition refund period.

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

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

Step 3: Determine who must return the unearned aid.

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

ONCE IT IS DETERMINED HOW MUCH TITLE IV AID MUST BE RETURNED, THE FEDERAL FUNDS MUST BE RETURNED IN THE ORDER SPECIFIED BY THE LAW. THIS PRIORITY ORDER IS AS FOLLOWS:

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

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

**CAFETERIA/RESIDENCE HALLS
CONTRACT REFUND POLICY**

- 1. Termination:** If a student wishes to terminate a cafeteria (Milford) or residence hall contract (Beatrice or Milford), he or she **must secure approval of termination** before a refund can be made. Refunds are made only upon **written** request and after satisfactory completion of formal checkout procedures. Detailed information regarding refunds of housing deposits or fees can be found in the housing contract or by contacting the housing office.
- 2. Disciplinary action:** No refund will be made if a student is suspended from the residence hall and/or cafeteria due to disciplinary action.
- 3. Residence hall/cafeteria refunds** for those who pay, enter and drop from the College will follow a specific refund schedule.
During the first week (5 days, not including Saturdays, Sundays and holidays) of the term, 80% will be refunded.
During the second week (6-10 days, not including Saturdays, Sundays and holidays) 60% will be refunded.
During the third and fourth week (11-20 days, not including Saturdays, Sundays and holidays) 40% will be refunded.
After the fourth week, there will be no refund. Residents moving out for reasons not stipulated in the housing contract terms or in the HALL handbook also forfeit their deposits.

PAYMENT POLICY

Full payment of tuition, student services fees and room and board charges are due 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. Non-payment of tuition and fees may affect enrollment status. SCC accepts VISA, Mastercard and Discover credit cards for payment.

For more information on Payment Options, please see the College Web site's Payment Options page.

DEBTS

ALL FINANCIAL OBLIGATIONS TO THE COLLEGE MUST BE PAID BEFORE A STUDENT MAY REGISTER FOR ANY NEW TERM AND BEFORE TRANSCRIPTS, AWARDS AND CREDENTIALS MAY BE RELEASED. Financial obligations include, but are not limited to, tuition and fees, college loans, library and parking fines. The College will charge \$30 for every insufficient funds check.

FACTS MONTHLY PAYMENT PLAN

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

OTHER CHARGES

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

Tuition, Fees and Housing at Southeast Community College

Tuition and fees must be paid by the first day of class.
The following tuition and fees rates are effective **July 1, 2008–June 30, 2009:**

TUITION RATES

Nebraska resident All credit hours taken (per credit hour/per term)	\$47
Out-of-State All credit hours taken (per credit hour/per term)	\$57.50

GENERAL FEES

Student Services Fee for Beatrice/Lincoln/Milford (per credit hour/per term)	\$1
Graduation fee (non-refundable)	\$25

HOUSING FEES**Beatrice Campus**

Housing Costs (per quarter - rates include Internet access, cable TV and phone service)	Per Student
Deposit (refundable damage/surety deposit)	\$100
Roosevelt and Washington Halls (apartment style)	
2-4 per room-per student	\$960
Hoover Hall (residence hall)	
2 per room-per student	\$960
3 or more per room-per student	\$723

Milford Campus

Residence Hall Costs (per quarter - rates include Internet access, cable TV and phone service)	Per Student
Deposit (refundable damage/surety deposit)	\$100
Nebraska and Cornhusker Residence Halls (men's residence halls) (includes housing and board - cafeteria & residence hall)	
1 per room-per student (dorm style-Nebraska Hall with commons area)	\$1,146
2 per room-per student (Nebraska and Cornhusker Halls)	\$1,283
3 per room-per student (Nebraska and Cornhusker Halls)	\$1,128
4 per room-per student (Nebraska Hall)	\$1,033
Pioneer Hall Complex (apartment style)	
Cafeteria and apartment (per quarter) (4 per unit-per student)	\$1,401
Board only - cafeteria rates per quarter (14 meals per week)	\$750
Housing only - apartment housing per quarter (4 per unit -per student)	\$651
Married/Single Parent Student Housing - per month	\$654

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

Chapter 3

GRADES AND RECORDS

GRADES & RECORDS

ADDRESS CHANGE

ATTENDANCE

- Attendance Policy
- Reserve and Guard Training

GRADUATION

- Graduation Awards / Honors
- Graduation Rates
- Graduation Requirements
 - Advanced Standing
 - Transfer Credit*
 - Credit by Waiver*
 - Tech Prep Advanced Placement
 - Credit by Examination*
 - College Level Examination Program (CLEP)

GRADES & RECORDS

- FERPA
- Retention of Student Records

GRADES & TRANSCRIPTS

- End-of-Quarter Grades
- Academic Honors
- Midterm Grades
- Grade Changes
- Grade Point Average (GPA)
 - Academic Standing
 - Good Academic Standing
 - Academic Warning
 - Academic Probation and Suspension
 - Academic Probation
 - Academic Suspension
- Academic Bankruptcy
- Issuance of Transcripts
- Transfer Agreements
- Credit Types
- Explanation of Credit Transcript
- Credit Transcript Key
- Non-credit Transcript Key
- Semester-to-Quarter Hour Conversion Chart

ADDRESS CHANGE

Students must advise Student Services of any address change to facilitate sending correspondence to the students' correct address. Address changes can be submitted via WebAdvisor.

Attendance ATTENDANCE POLICY

Regular, punctual attendance is required in all credit courses. Each instructor will inform students by means of a written syllabus of attendance requirements at the first class meeting. Any class or lab session missed, regardless of cause, reduces the opportunity for learning and may affect achievement. Students are responsible for all instruction missed, regardless of the reason for the absence. The student will be held responsible for notifying the instructor of any anticipated absences. The instructor has the prerogative to decide whether the student will be permitted to make up work missed during the absence.

The College reserves the right and has the responsibility to obtain a doctor's release when it is determined that a student's absence has been the result of a serious medical problem that might jeopardize the health of the student or other students. Programs involving clinical or off-campus assignments may require telephone notice of all absences. The College has no leave of absence policy for students.

RESERVE AND GUARD TRAINING

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

Graduation

GRADUATION AWARDS / HONORS

Southeast Community College awards the following:

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

- **Diploma:** Awarded upon successful completion of a minimum of 45 quarter credit hours and the requirements of a prescribed program or course of study.
- **Certificate:** Awarded for successful completion of a prescribed course of study that requires fewer credit hours than a diploma program.

GRADUATION RATES

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

GRADUATION REQUIREMENTS

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

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

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

ADVANCED STANDING

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

To be granted advanced standing credit:

- 1) A student must be accepted for admission to a College degree program.
- 2) A minimum of one-third (1/3) of the credit hours required for a degree must be completed at Southeast Community College, the degree granting institution, except under statewide or college partnership agreements with the division deans' approval.
- 3) Up to two-thirds (2/3) of the credit hours required for a program of study may be waived through the **three methods** established for advanced standing; (credit by transfer, waiver, and examination).
 - a. Up to two-thirds (2/3) of the credits for advanced standing may be **transfer** credits, except under statewide or college partnership agreements with the division deans' approval.
 - b. Credit hours granted by **waiver or examination** or by any combination of waiver and examination may be awarded up to limits established by each department but may not exceed one-third (1/3) of the total credit hours required for a program award.

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

TRANSFER CREDIT

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

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

CREDIT BY WAIVER

To apply for Credit by Waiver the applicant must be accepted for admission to a College degree program. Students requesting advanced standing Credit by Waiver must complete an application for Credit by Waiver and supply supportive documents such as competency reports, proficiency certificates or training records.

Credit granted by Waiver and Examination or any combination of Waiver and Examination may be awarded up to limits established by each department of the College but not exceeding one-third (1/3) of the total credit hours required for a program award. The application must be submitted for evaluation to the campus department responsible for teaching the course. Upon successful completion of the evaluation, both the application and evaluation will be submitted to the campus Registration and Records Office for recording credit on the student's transcript.

Courses in which credit is granted by waiver will be recorded on the transcript with a "CW" grade and will not be included in calculating a student's grade point average. Credit granted by waiver is subject to evaluation by other institutions and may not be accepted for transfer credit.

TECH PREP ADVANCED PLACEMENT

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

In order to receive Tech Prep Advanced Placement, a student must:

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

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

CREDIT BY EXAMINATION

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

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

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

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

To have CLEP credit posted to an SCC Transcript, a student must have been accepted for admission into a college degree program.

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

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

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

When available, the student's address, telephone number and e-mail 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) classroom days, not including Saturdays, Sundays, and holidays, 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) classroom day, not including Saturdays, Sundays, and holidays, written notice to the campus Student Services Office to become effective.

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

RETENTION OF STUDENT RECORDS

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

Grades & Transcripts

END-OF-QUARTER GRADES

Grades are posted to WebAdvisor within one week following the end of the term. Grades become part of the student's permanent record. It is the student's responsibility to review his/her grades for accuracy. If there is a question or disagreement with the grade, a student must contact the campus Registration and Records Office.

Grade disputes must be resolved within ten (10) classroom days (not counting Saturdays, Sundays, or holidays) after the start date of the next term. On the 11th classroom day of the next term, the grade is considered to be "permanent." Students can access their grades on-line with WebAdvisor using login ID and password. Contact Student Services for more information.

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.)

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

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

MIDTERM GRADES

At midterm all instructors are required to review students' academic progress. Instructors enter midterm grades for students with unsatisfactory academic progress. It is the students' responsibility to check mid-term grades on WebAdvisor. The purpose of mid-term grades is to advise the students of unsatisfactory academic progress. It is the responsibility of each student to seek help from a College Career Services Adviser, Retention Specialist, TRIO Student Support personnel, the instructor or any other person the student feels can assist. Midterm grades do not become part of the student's permanent record.

GRADE CHANGES

If a student questions or is in disagreement with the grade the instructor issued for a class, the student must contact the campus Registration and Records Office. It is the student's responsibility to review his/her grades for accuracy. Grade disputes must be resolved within ten (10) classroom days (not counting Saturdays, Sundays, or holidays) after the start date of the next term. On the 11th classroom day of the next term, the grade is considered to be "permanent."

1. A grade reported and recorded as "permanent" may be changed only in the event of an instructor or institutional error.
2. A grade may be removed from the student's cumulative GPA by:
 - a. repeating the course and receiving a higher grade. All courses will appear on the transcript in their respective session. The course with the lower grade will be indicated as a repeated course and will not be included in the cumulative GPA.
 - b. declaring academic bankruptcy.

GRADE POINT AVERAGE (GPA)

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.

Example:

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)

ACADEMIC STANDING

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 have that mid-term grade posted on WebAdvisor. The student will be contacted by the Student Retention Office to address the issue of coursework being 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+ through D, or U) are covered under these standards.

ACADEMIC PROBATION

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

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

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

ACADEMIC SUSPENSION

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

Options for Students on Academic Suspension

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

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

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

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

ACADEMIC BANKRUPTCY

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

A student may be granted academic bankruptcy only one time. A student must have completed 18 quarter credit hours with a minimum grade point average of 3.00; or 37.5 quarter credit hours with a minimum grade point average of 2.50 following the term(s) for which bankruptcy is sought.

A student may elect to retain courses from the bankrupt term. Any course that is a requirement for graduation from the student's current program of study will be retained and will be included in the student's cumulative GPA.

Courses and grades which are granted academic bankruptcy will remain on the student's official transcript, but will be marked with a # symbol.

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

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

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

ISSUANCE OF TRANSCRIPTS

1. SCC issues a transcript on **written request** by the student.
 - a. The request must include the student's name (at the time of attendance), social security number, approximate dates of attendance, and signature, along with the address where the transcript is to be sent.
 - b. Telephone requests will not be honored.
 - c. SCC will accept FAX requests for transcripts but cannot return the transcript by FAX.
 - d. Walk-in (immediate) transcript service is available at a cost of \$5 per request.
2. There is no charge for issuing a transcript (except walk-in-immediate transcript service at a cost of \$5 per request.) However, SCC will not issue a transcript if the student or contracting agency responsible for payment of student tuition has financial obligations to the College.
3. Transcripts may be picked up or mailed as requested after three (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.

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 to a participating institution **will be:**

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

Students are encouraged to visit with a college transfer advisor. Please see Transferring Your Credits, the Articulation Matrix and Transfer Agreements in Chapter 7 - Programs of Study in the College Catalog for more information.

CREDIT TYPES

AU Audit
 PX Pass-Exam
 TR Transfer
 CW Credit by Waiver
 # Bankruptcy
 CR Credit
 NC Non-credit
 BF Balance forward as of 7/1/94
 CIP 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 as Pass/No-Pass. Divisions will also establish the maximum Pass/No Pass hours that may be earned and applied to completion of a prescribed course of study.
- 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 submitted at the time the Incomplete grade is issued. The deadline for work to be completed is the end of the term immediately following the term in which the Incomplete grade was awarded.
 2. The time period of a contract may be extended one additional term with the approval of the division dean. A notice of the extension must be filed with the campus Registration and Records Office.
 3. If a student does not initiate and complete a "Contract for Removal of Incomplete," he/she must reregister and successfully complete that course to receive credit.
 4. A student may not drop a course for which he/she has negotiated a "Contract."
 5. The student may progress to the next sequential course only if a "Contract" has been negotiated.
 6. It is the student's responsibility to:
 - a. initiate contract negotiations
 - b. file the contract with the campus Registration and Records Office
 - c. fulfill the contract
 7. It is the instructor's responsibility to:
 - a. determine if a grade of Incomplete is appropriate
 - b. notify the student and the campus Registration and Records Office that an Incomplete has been given to the student
 - c. negotiate the contract
 - d. file notice of grade change with the campus Registration and Records Office when appropriate to change the "I" grade to a permanent letter grade.
 8. If the student thinks the contract is unfair, he/she has the right of appeal beginning at the program level.

- W Withdrawal:** The letter "W" is assigned when a student withdraws from a course within the college withdrawal deadlines.
- U Unsatisfactory:** The letter "U" is assigned when a student has not attained the required level of performance in a course. No credit is granted.
- TR Transfer Credit:** "TR" is assigned to indicate transfer credit from another college.
- CW Credit by Waiver:** "CW" is assigned for advanced placement credit based on evaluation by the appropriate campus department.
- IP In Progress:** Currently enrolled classes. Will print with "IP" in the grade column.
- BK Bankruptcy:** A # symbol will appear on the transcript in front of the grade for the course which has been bankrupt. Bankrupt grades will not count in the cumulative GPA, but will count in the term GPA.
- R* Repeat:** The highest letter grade received for a course will be used in computing the cumulative grade point average when a course has been repeated. Courses which have been repeated are noted with "same as course number" followed by the term date where the highest grade has been earned.

Repeated course grades will continue to be included in the calculation of the term grade point average.

CREDIT TRANSCRIPT KEY

Grade	Status	Honor Points	Description	Percentage
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

NON-CREDIT 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	Non-credit
PX	Pass-Exam

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

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

SEMESTER-HOUR TO QUARTER-HOUR CONVERSION CHART

One quarter = 10 weeks.

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

Semester	Quarter	Semester	Quarter
0.330.5	4.336.5
0.671.0	4.677.0
1.001.5	5.007.5
1.332.0	5.338.0
1.672.5	5.678.5
2.003.0	6.009.0
2.333.5	6.339.5
2.674.0	6.6710.0
3.004.5	7.0010.5
3.335.0	7.3311.0
3.675.5	7.6711.5
4.006.0	8.0012.0

Chapter 4

STUDENT POLICIES AND SERVICES

STUDENT POLICIES

AFFIRMATIVE ACTION/EQUITY/DIVERSITY

- Disability Services
- Equity & Diversity
- Harassment/Discrimination
 - Federal Laws
 - Nebraska Laws and Policies
 - SCC Policies
 - Racial/Ethnic Harassment
 - Sexual Harassment

CONDUCT EXPECTATIONS

- Academic Integrity
- Cell Phones
- Computer Usage
 - Student Housing Data Network (Acceptable Use Policy)
 - Pornography
 - Prohibited Internet Usage
 - Computer Use Violations
 - Electronic Devices
- Copyright Law
- Debts
- Discrimination
- Drug, Alcohol & Controlled Substance Policy
- Smoking and Chewing Tobacco

STUDENT RIGHTS & RESPONSIBILITIES

- Disciplinary Procedures
- Disciplinary Hearing
- Hearing Procedures for Student Grievances
- Student Grievance

HEALTH, SAFETY, AND SECURITY

- Appearance
- Campus Security
- Children on Campus
- Communicable Disease
- Firearms/Weapons Strictly Prohibited
- General Liability Insurance
- Sex Offender Registry

ILLNESS, ACCIDENT AND INJURY

- Drills and Evacuation
- Emergency Procedures
- Eyewear
- Safety Procedures and Practices
- Tornadoes, Severe Storms or Other Emergencies

PARKING AND DRIVING

QUALITY ASSURANCE

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

STUDENT SERVICES

ACADEMIC SUPPORT

- Career Advising Services
 - Academic Advising
 - Disability Services
 - Non-Traditional Students
 - Personal Counseling
 - Testing and Assessment
 - Test Proctoring
 - Tutoring Services
- Placement Services

- Alumni
- Employment

TRIO

- Student Support Services
- Upward Bound

CAMPUS/STUDENT LIFE

Announcements & Cancellations

- Athletics
- Bookstore
- Bus Service
- Cafeteria/Food Service
- Calendar
- Child Care
- Clubs & Organizations
- College Colors
- Commons Areas
 - Student Centers
 - Wellness/Fitness Center

Employment

Facilities Use

Fax

Fees

First Aid

Food and Drinks

Government & Leadership

- Student Ambassadors
- Student Senate
- Residence Hall Assistants
- Student Representative on the Board

Housing

I.D. cards

Law Enforcement Contact

Learning Resource Centers (LRC)

- Library and Media Services

Lost and Found

Makeup Testing

Mail

Messages

Newspapers

Notary

Photocopy

Telephones

Tools

Web Tools

Student Policies

AFFIRMATIVE ACTION/EQUITY/DIVERSITY

DISABILITY SERVICES

Southeast Community College provides reasonable accommodations for students with disabilities to ensure access to educational programs and services.

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 by contacting the Career Advising Center on the campus they wish to attend.

Any student with a documented disability should complete the Student Request for Reasonable Accommodations form and mail, fax, e-mail, or deliver it to the Career Advising 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. Information regarding accommodations for students with disabilities is available from:

BEATRICE

Career Advising Center, Jackson Hall (phone)

LINCOLN

Career Advising Center, Learning Resource Center (LRC)

MILFORD

Placement & Assessment Center

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

• Presence & Use of Animals at SCC Facilities and Events

Bona fide service animals may accompany students, employees, and visitors with disabilities to all SCC events, activities, and locations. Local, state, and federal laws regulate the use of service animals at SCC locations and/or events. Animals associated with a college-related program of study (e.g. livestock) or research laboratory activity (e.g. livestock, mice) are 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.

EQUITY & DIVERSITY

Equal Opportunity and Nondiscrimination Policy

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

HARASSMENT/DISCRIMINATION

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

BEATRICE

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

LINCOLN

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

MILFORD

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

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

• Federal Laws

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

• Nebraska Laws and Policies

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

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

• SCC Policies

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

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

• 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.

• 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.

CONDUCT EXPECTATIONS

ACADEMIC INTEGRITY

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

STUDENT CONDUCT

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

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

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

1. Cheating and plagiarism, knowingly furnishing false information to the College, forgery, alteration or misuse of College documents or records. (See Academic Integrity)
2. Disruption or obstruction of teaching, research, administration, disciplinary procedures or other College activities or public service functions.
3. Physical, mental, or verbal abuse to others or self on College owned or controlled property or at College sponsored or supervised functions, or conduct which threatens or endangers the health and safety of such persons. This abuse includes all forms of harassment and discrimination.
4. Participating in or inciting a riot or an unauthorized or disorderly assembly.
5. Seizing, holding, commandeering or damaging any property or facility of the College, or threatening to do so.
6. Refusing to depart from any property or facility belonging to or being used by the College upon a reasonable request of an authorized College official.
7. Unlawful possession, use, distribution, or 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.
19. 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.
20. Testing Center Cheating
 - a. A student caught cheating in the Testing Center will have the test confiscated immediately.
 - b. The instructor will be notified as soon as possible by the Testing Center.
 - c. The instructor will address the situation as it is outlined in the course syllabus.
 - d. The student will be suspended from use of the Testing Center, for that class, until written notification is received by the Testing Center. The written notification will be from the instructor and must request reinstatement of Testing Center use for that student.
 - e. If that student is caught cheating a second time, whether or not it occurs for the same class, that student will be barred from using the Testing Center.

CELL PHONES

Cell phone use is not allowed in the classroom. Students are to shut off their cell phones prior to entering the classroom.

The use of cell phones is strictly prohibited in all locker rooms. "Locker Room" is defined to include any designated area/room/facility where students or employees can change clothes and which contains lockers or temporary storage for clothing and personal possessions. Violators will be subject to disciplinary action, and maybe reported to law enforcement officials. Suspected violators of this ban should be reported immediately to the Campus Director or Dean of Student Services. (See also "Electronic Devices" and "Telephones".)

COMPUTER USAGE

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

SCC also provides excellent software on its computers. Students are not to use software other than the software installed on the SCC machines and are not to modify the computers' directory structure in any way. According to federal regulations, the unauthorized operation or duplication of software is a prosecutable crime.

Users will abide by the guidelines regarding the use of computers and software. There is a charge for all paper printed in the computer labs.

• Student Housing Data Network Acceptable Use Policy

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

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

• Pornography

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

• Prohibited Internet Usage

(Applies to all computers used by students at Southeast Community College):

1. Any receipt, retransmission or destruction of software or data must observe copyright laws, license restrictions and SCC policies. Sharing copyrighted material such as MP3's and software is strictly prohibited.
2. Copying College-owned or licensed software or data for personal or external use without prior approval.
3. Attempting to modify College-owned or licensed software or data without prior approval.
4. Use of the SCC Internet connection for gambling, viewing/downloading/distributing pornography, or other illegal activities.
5. Attempting to damage or disrupt operation of computing equipment, data communications equipment or data communications lines. Attempting to create or launch viruses or other malicious programs designed to interfere with the SCC or State of Nebraska computing resources including the Internet access system.
6. In-room connections may not be altered or extended beyond their intended use. No more than one device should be connected to each active network port. Network hubs are prohibited.

7. In-room connections may not be used to provide access to the Internet or SCC resources to individuals not formally affiliated with the College.
8. Any attempt to capture transmissions on the network not addressed to your location is prohibited. In other words, "sniffing" – the digital equivalent of wire-tapping – is not allowed.
9. You may not use the network to attempt to gain access to any data, software or services, without explicit permission of the owner.
10. You may not attempt to conceal or misrepresent your or another's identity through the use of your network connections. Examples: Never attempt to send electronic mail under an assumed name. Never share your login password with another individual.
11. SCC computing resources, including your in-room connections, may not be used for personal profit, business ventures, or for any political purpose. In particular, these resources may not be used to support or oppose the candidacy of any person for political office, or to support or oppose any ballot question.
12. The network is a shared resource. Excessive use of network resources that interferes or inhibits the use of the network or Internet access of others is prohibited. This includes but is not limited to applications that use a large amount of bandwidth (for example, Quake, Half-life, downloading MP3's and MPEGs). Sending out mass e-mails and/or spamming is also prohibited. Academic use of the network is top priority.
13. Electronic communications over the network may not be used to send messages that are fraudulent, harassing, obscene, threatening, or other messages that are a violation of applicable federal, state or other law or College policy.
14. Class Assignment Exception to Computer Usage Restriction: In the rare instance that an instructor may include viewing pornography as part of a legitimate research assignment for a class, the following rules must be followed prior to using college-owned computers or college-owned Internet connection to conduct such research.
 - The instructor must provide each student with the specific assignment in writing. This document serves to authorize a student to access Internet sites that would otherwise be prohibited.
 - To access the restricted sites on a college-owned computers or college-owned Internet connection, the student must first clear such access with the LRC staff or the computer lab attendant in the area where the computer is located. Students must provide the LRC staff their name, SCC ID number, and term of the course.
 - The student who is expected to use a computer for these purposes must do so in a discrete location to minimize incidental viewing of restricted sites and materials by others in the immediate area.

NOTE: Failure to comply with these expectations may result in disciplinary action, which may include being suspended or expelled from the College.

• Computer Use Violations

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

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

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

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

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

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

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

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

• Electronic Devices

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

COPYRIGHT LAW

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

DEBTS

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

DISCRIMINATION

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

DRUG, ALCOHOL AND CONTROLLED SUBSTANCE POLICY

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

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

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

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

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

Drug and Alcohol Testing Procedures for Students

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

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

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

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

Reasonable Cause: When cause exists as determined by staff, a student suspected of being under the influence of drugs, alcohol or controlled substance while on campus or at a College activity may be requested to submit to a drug/alcohol

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

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

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

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

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

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

A written record of the chain of custody of the specimen shall be maintained from the time of the collection of the specimen until the specimen is no longer required.

All laboratory results will be reported by the laboratory to a MRO designated by the College. Negative test results shall be reported by the MRO to the College. Before reporting a positive test to the College, the MRO will attempt to contact the student to discuss the test results. If the MRO is unable to contact the student directly, the MRO will contact the College management official, designated in advance by the College, who shall in turn, contact the student and direct the student to contact the MRO. Upon being so directed, the student shall contact the MRO immediately or, if after the MRO's customary business hours, then at the start of the next business day. In the MRO's sole discretion, a determination will be made as to whether a result is positive or negative.

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

All specimens, which result in a finding of drugs or alcohol, shall be refrigerated and preserved in a sufficient quantity for retesting for a period of at least 180 calendar days.

Alcohol Tests: The College will perform alcohol tests using an evidential breath-testing device. The College will utilize the evidential breath-testing device provided by a vendor or agent. Students shall report to the site of the evidential breath-testing device as directed by the College. The evidential breath-testing device will be operated by the breath alcohol technician. The student shall follow all instructions given by the breath alcohol technician. Students with tests indicating breath alcohol concentration in excess of U.S. Department of Transportation "DOT Regulations" (defined as 0.02 or greater) are considered to have engaged in conduct prohibited by this procedure which may result in disciplinary action up to and including dismissal.

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

Confidentiality: The results of any urinalysis conducted under this procedure shall be made available to the student, the Vice President for Student Services, and the campus Dean of Student Services. The results of such tests shall not otherwise be divulged to any other person except when necessary for the conduct of the College's student affairs. The College shall not be precluded, however, from divulging such test results upon request to 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.

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.

STUDENT RIGHTS & RESPONSIBILITIES

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

- A. The submission of an application for admission to the College represents a voluntary decision on the part of the prospective student to participate in the programs offered by the institution pursuant to the policies, rules and regulations of SCC, the Southeast Area administration and the SCC Board of Governors. Acceptance of the application, in turn, represents the extension of a privilege to participate in educational programs and activities; and to remain a student so long as the academic and behavior standards of the College are met.
- B. Each individual student is guaranteed the privilege of exercising his/her rights without fear or prejudice. Such rights include the following:
 1. Students are free to pursue their educational goals; appropriate opportunities for learning in the classroom and on campus shall be provided by the College.
 2. No disciplinary action may be imposed upon any student without due process.
 3. Free inquiry, expressions and assembly are guaranteed to all students provided their actions do not interfere with the rights of others, interfere with the teaching-learning process or the normal operation of the school.
 4. Academic evaluation of student performances shall be neither arbitrary nor capricious.
 5. Students, faculty and staff of the College have the right to expect personal safety, protection of property and the continuity of the educational process.
- C. Students have the right to inspect and review their educational records. They have the right to a hearing to challenge the contents of their records and the right to receive copies of all or parts of their records. These rights are in accordance with the Family Rights & Privacy Act, state laws, and campus rules and regulations.
- D. All students have the right of due process in filing and resolving grievances concerning abridgement of rights (See Disciplinary Hearing Procedures.)

DISCIPLINARY PROCEDURES' DEFINITIONS

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

Days: Shall be defined as days that the College is in session (excluding Saturdays, Sundays, and holidays.)

1. When a student is suspected of violating a rule or regulation he or she will be immediately made aware of these suspicions. The rule or regulation that may have been violated and the evidence supporting the complaint should be thoroughly discussed with the student. The purpose of this discussion is to determine the seriousness of the misconduct and to determine the appropriate response (sanction). The following sanctions are options which may be considered and rendered:
 - A. **Warning** - An oral or written statement to a student alleging that he/she is violating or has violated College rules or regulations and may be subject to more severe disciplinary action.
 - B. **Restitution** - Required payment for damage or misappropriation of property. This obligation may be

satisfied by payment of money or other appropriate services. Failure to make restitution could result in a more severe sanction.

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

DISCIPLINARY HEARING

Students who are considered for disciplinary suspension or dismissal are entitled to a disciplinary hearing. They will receive a written notice from the Dean of Student Services which outlines the misconduct and the reasons which would justify suspension or dismissal from the College. The notice will inform the student of the option of a disciplinary hearing. The student must indicate a desire for a hearing within 5 days of receipt of the letter from the Dean.

The hearing must be held within five days of the receipt (from the student) of notice that he or she desires a hearing. This notice will include the location, time, and date of the hearing. The disciplinary hearing committee and hearing format will be the same as that used by the process for student grievances. (See "Hearing Procedures for Student Grievances.")

1. The results of disciplinary hearings will be submitted in writing to students within 5 days of the hearing.
2. Students who violate rules or regulations are generally granted warnings and sometimes probation prior to suspension or dismissal from the College. HOWEVER, SUSPENSION OR DISMISSAL MAY BE THE FIRST ACTION TAKEN WHEN THE MISCONDUCT IS SERIOUS AND SUCH ACTION IS DEEMED APPROPRIATE. Students who are scheduled for a disciplinary hearing will generally be allowed to continue attending classes until the hearing is completed EXCEPT when such continued attendance presents a volatile situation and attendance is not recommended until the hearing is completed.
3. All students have the right to appeal action(s) taken against them. Appeals shall be submitted to the Campus Director. In order to provide an orderly procedure with due process and justice, the following procedures will be required:
 - A. A written notice of appeal must be submitted by the student to the Campus Director within five (5) days of the disciplinary action.
 - B. A hearing before the Campus Director will be provided when requested by the student. Appeal decisions will be made solely by the Campus Director. All requests for an appeal hearing will be honored within 20 days of the request.
 - C. Use of legal counsel - Appeal hearings are not intended to be a judicial type adversary procedure, but simply a

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

- D. A record of the hearing will be kept by the College. Copies may be requested by the student. Written decisions will be given following appeal hearings.
- E. The student shall be advised of appeal procedures.
- F. The decision of the Campus Director may be appealed in writing to the College President within five (5) days following the receipt of the decision.
- G. Only matters involving a student's suspension, expulsion or termination may be appealed to the Board of Governors.

HEARING PROCEDURES FOR STUDENT GRIEVANCES

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

- Disciplinary action
- Student scholastic progress
- Grades
- Financial aid
- Actions or activities of the College
- Americans with Disabilities Act (ADA) Reasonable Accommodations ^{1, 2}

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

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

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

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

Otherwise Qualified: A student with a disability is considered otherwise qualified if she/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.

GRIEVANCES INVOLVING SUSPENSION OR EXPULSION

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

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

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

STUDENT GRIEVANCE

Section 1: Purpose

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

Section 2: Definitions

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

Grievant: A student who files a grievance.

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

Days: Shall be defined as days that the College is in session (excluding Saturdays, Sundays, and holidays.)

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

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

Section 3: Informal Procedure

An attempt should be made by both parties to resolve the grievance immediately and at the lowest level of involvement.

The grievance must

- a. be raised by the student 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.
- b. the student must talk to the instructor, the program chair, the division dean, and the involved support staff.
- c. if the problem is not resolved at this level, the formal grievance procedure may be initiated.

Students are encouraged to seek resolution of the grievance through the informal procedure.

Section 4: Formal Procedure

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

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

Step 1.1 Requesting and Completing a Grievance Form

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

The completed form must include the following information:

- The grievant's name, address and phone number
- A full description of the problem
- The remedy requested
- Whether the grievant desires to appear in person at the appeal hearing to review the grievance.
- Name of faculty, staff, or SCC students who will serve as witnesses at the grievance hearing for the student.
- Student permission to release the student's related grades and other related Academic information to the grievance hearing committee members.

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

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

Grievance/Hearing Committee

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

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

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

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

Grievance Hearing Guidelines

1. The student may request to appear in person to review the complaint. Such a request must be indicated on the formal grievance form.
2. The instructor, the program chair, the division dean, and the involved support staff who the student has filed a grievance against will be invited, as witnesses, to present their facts and information relating to the student-filed grievance.
3. Committee members, the student and witnesses will receive copies of the formal grievance when deemed appropriate.
4. The student will be notified in writing of the date, time and place of the hearing.
5. Hearings are not open to the public, or to College staff not specifically invited by the involved parties to participate in the hearing.
6. Witnesses will be excused after their statements are given and questioning has ended.
7. Conformity to technical rules or judicial procedures is not required. The chairperson may make any procedural rulings necessary to expedite the hearing, to exclude unreliable or prejudicial evidence, and to safeguard the confidentiality of statements and evidence given at the hearing. Specific procedures will be explained by the committee chairperson prior to the beginning of the meeting or hearing.
8. The student may have witnesses and an adviser of his/her choice, who have specific knowledge of the grievable situation, to be selected from faculty, staff or student body of the College. (See Sect 6: Use of Legal Counsel for exception to these guidelines.) In no instance will another person be permitted to speak independently for the student or in his/her stead.
9. 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.
10. 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.
11. An audio recording will be made of the testimony presented and a copy will be made available to the student grievant and the SCC staff attending the hearing upon their request to the grievance committee chair. A separate audio recording will be made of the grievance committee discussion after the student grievant and the witnesses have been excused after their statements are given and questions of the witnesses and student grievant has ended. This separate audio recording will be sent/shared only with the appropriate SCC employee(s) if the student grievant requests an appeal hearing following the steps outlined in the appeal process.
12. 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.
13. 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.
14. 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.

15. A decision requires a simple majority vote of the committee members present.
16. Within 5 days that the College is in session, excluding Saturdays, Sundays and holidays, from the date that the hearing was conducted, a written response shall be prepared and sent to the student. The response shall include:
 - a. result of the grievance hearing
 - b. directing the student to the current College Catalog/Handbook for the next step in the grievance appeal process
 - c. the name, address, and contact information for the next step in the appeal process.

The response will be delivered to the student via either:

- a. Registered Mail with Return Receipt Requested OR
 - b. Delivered in person to the student with the student signing their signature acknowledging receipt of the response.
17. Copies of the decision/response to the student shall be sent to those against whom the grievance was filed, the Vice President for Student Services, grievance committee members, campus director, college Vice President that the domain of the grievance pertained to (instruction, technology, student services)
 18. If the student grievant requests an appeal hearing following the steps outlined in the appeal process, the grievance committee chairperson shall forward all grievance evidence and audio recordings to the next SCC employee (s) outlined in the appeal process.
 19. The Dean of Student Services who chaired the grievance hearing shall retain and file all grievance evidence in the Dean of Student Services' Office.

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.

The grievance committee chairperson shall forward all grievance evidence and audio recordings to the next appropriate SCC employee if the student grievant requests an appeal hearing following the steps outlined in the appeal process.

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

Step 5. Appeal to the Board of Governors

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

1. If the grievant is not satisfied with the decision of the President, he/she may request a hearing within five (5) days 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. The Board will hold the appeal hearing request within twenty (20) days of the date the request was received.

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.

HEALTH, SAFETY, AND SECURITY

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

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

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

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

APPEARANCE

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

CAMPUS SECURITY

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

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

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. 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 STRICTLY PROHIBITED

SCC policy prohibits the possession of firearms, fireworks, or concealed weapons such as bowie knife, dirk or knife with dirk blade attachment, brass or iron knuckles, or any other deadly weapon" - Nebraska Revised Statute 28-1202) on College property or at any College-sponsored event.

Effective January 1, 2007, Nebraska State Statute 28-1202 makes it unlawful to carry a concealed handgun into a meeting of the governing body of a political subdivision, or collegiate athletic event; school, school grounds, school-owned vehicle, or school-sponsored activity or athletic event.

These prohibitions apply to EVERYONE (employees, students, invitees, and visitors) except Law Enforcement Officials carrying guns in conjunctions with their official duties, and are enforceable EVERYWHERE (all college property and all college-related events.) Violations of these prohibitions will result in disciplinary and/or law enforcement action.

GENERAL LIABILITY INSURANCE

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

SEX OFFENDER REGISTRY

The Nebraska Sex Offender Registration Act (Neb. Rev. Statute 29-4001-29-4115) requires certain classes of sex offenders to register with local law enforcement officials. Registry information regarding Level 3 (high risk) offenders is published in local newspapers and is also available to the public at <http://www.nsp.state.ne.us> on the Nebraska State Patrol's Website.

1. 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.
2. Upon their enrollment for classes each term at any College facility, all registered sex offenders are hereby required to register with the Dean of Student Services.

Should you have an interest in accessing registry information while on campus, computers are available in the Learning Resource Center at each SCC facility.

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

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

ILLNESS, ACCIDENT AND INJURY

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.

Drills and Evacuation

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

Emergency Procedures

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

Eyewear

In compliance with Nebraska statute 85-901, students at Southeast Community College are required to obtain and wear appropriate industrial quality eye protective devices while participating in or observing the following courses of instruction in designated areas of campus facilities:

- (a) Vocational, technical, industrial arts, chemical, chemical-physical, involving exposure to:
 - (i) Hot molten metals or other molten materials;
 - (ii) Milling, sawing, turning, shaping, cutting, grinding, or stamping of any solid materials;
 - (iii) Heat treatment, tempering or kiln firing of any metal or other materials;
 - (iv) Gas or electric arc welding or other forms of welding processes;
 - (v) Repair or servicing of any vehicle; or
 - (vi) Caustic or explosive materials;
- (b) Chemical, physical, or combined chemical-physical laboratories involving caustic or explosive materials, hot liquids or solids, injurious radiations, or other hazards not enumerated.

Unless otherwise required, industrial-quality eye protective devices means devices which meet the standard of the American National Standard Practice for Occupational and Educational Eye and Face Protection, Z 87.1(1979) as approved by the American National Standards Institute, Inc.

Students are required to use safety eye protection that is marked with ANSI Z87.1 or Z87.2 standards, must have side shield protection at all times when there is a hazard potential from flying objects, molten metal, liquid chemicals, acids, or caustic liquids, chemical gasses or vapors, or potentially injurious light radiation. Non Side Shield eyewear is not acceptable.

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.

Tornadoes, Severe Storms or Other Emergencies

In case of a severe weather or threat of a tornado, students will be notified by an alarm signal. Students are to follow the instructor's directions and move in an orderly fashion to a shelter area. When an "all clear" has been sounded, students will be notified and given further instructions.

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

BEATRICE

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

LINCOLN

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

MILFORD

Eicher Technical Center

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

PARKING AND DRIVING

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

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

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

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

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

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

BEATRICE

Driving

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

Parking/Permits

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

Fines

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

Other Regulations

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

Snow Removal Parking Regulations

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

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

LINCOLN

Driving

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

Parking

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

Violation Fees

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

Handicapped Parking Permits

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

SCC Temporary Permit

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

Downtown Energy Square ESQ Parking

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

MILFORD**Parking Permits**

1. All students are required to register the vehicles they will be driving on campus. All vehicles parked on campus must have a valid permanent or temporary parking permit.
2. Permits are available on the day of class registration or from the parking office in the Physical Plant Building
Hours: 7:30am–Noon and 1–4:15 pm
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 towing or booting of their vehicle at their expense plus the expense of the parking violation. Towing charges will be paid by the violator to the tow service. Booting charges of \$20 will be paid to the Parking Office.
4. Persons receiving parking tickets who have not paid their fines within 5 school days will be sent a letter from the Campus Parking Office, stating that the fine will be doubled.
5. Fines are paid to the Parking Office located in the Physical Plant Building.
6. Persons who have acquired a parking permit may receive a replacement permit if identifiable remnants of the original permit are presented to the Campus Parking Office. Persons

unable to comply with this requirement must submit an acceptable statement that the original permit has been destroyed and is not available. All violations incurred on the old permit will be charged to the original permit holder.

Appeals

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

Parking Violations Appeals Team

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

Other Regulations

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

Winter Parking (Nov. 1 - March 31)

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

QUALITY ASSURANCE

Assessment of Student Learning and Program Review

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

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

Student Evaluation of Faculty

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

Student Representative on the Board of Governors

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

Student Services

ACADEMIC SUPPORT

CAREER ADVISING SERVICES

Career advising services are available to students, alumni and the general public. The planning process includes assistance in matching students to potential careers that merge values, interests and abilities and help in researching academic and career paths.

The Career Advising Center at each campus can provide the following services:

Academic Advising

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

Disability Services

Southeast Community College provides services for students with disabilities. Students who are requesting an accommodation based on a documented disability are advised to make the request known as soon as possible to ensure timely service. Failure to do so may result in a delay in determining whether a student has a documented disability and whether accommodations may be granted and put in place. This may delay entrance into some classes that require extensive accommodations. Information regarding accommodations for students with disabilities is available from:

BEATRICE

Career Advising Center, Jackson Hall

LINCOLN

Career Advising Center, Learning Resource Center (LRC)

MILFORD

Placement & Assessment Center

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

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.

Testing and Assessment

Students who wish to take certain college level English and mathematics classes must offer evidence that they are academically ready to be successful in these courses. SCC administers the Asset/Compass tests on site at each campus to evaluate initial academic readiness. The test administration is provided at no charge but retesting costs \$15. Contact the Career Advising Center on each campus for details. (See "Steps for Admission into a Program of Study" section III.)

Test Proctoring

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

Tutoring Services

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

BEATRICE

Student Retention / Multicultural Recruitment Office

LINCOLN

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

MILFORD

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

PLACEMENT SERVICES

Placement services include

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

Alumni

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

Employment

Current SCC students interested in current off-campus employment opportunities should contact the Placement Office on their campus.

Lifetime Placement Services

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

TRIO STUDENT SUPPORT SERVICES

TRIO Student Support Services is a federally funded program that helps first-generation, low income, and students with disabilities with demonstrated academic need to overcome class, social and cultural barriers to higher education. The goal of the program is to increase retention, graduation and transfer rates from two-year to four-year institutions of eligible students. TRIO/SSS is available to 160 SCC students who have applied and have been accepted each year.

To qualify students must meet at least one of the following criteria:

- Be a first-generation student (neither parent is a four-year college graduate)
- Be within the Federal TRIO Program low-income guidelines
- Be a qualified individual with a documented disability
- Demonstrate academic need, as evidenced by one of the following:
 - A. College entrance scores (COMPASS, ASSET, ACT) indicating academic need
 - B. High school grade point average of 2.00 or less (C)
 - C. College grade point average of 2.00 or less (C)
 - D. Enrollment in developmental courses
 - E. Early evidence from college performance indicating academic risk
 - F. Individual assessment made by counselor or referral

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

- You and your counselor will jointly develop an Individual Success Plan.
- You will have access to intensive academic advising, personal counseling, mentoring, laptop computers, the textbook lending programs, and assistance with transferring to four-year colleges.
- You will benefit from personal assistance in applying for and managing financial aid, as well as TRIO/SSS grant aid to those that qualify.
- You will participate in guided career exploration and job shadowing.
- You will enjoy taking part in special off-campus cultural activities, leadership and campus visits with other TRIO/SSS students.
- Special topics in SSS workshops:
 - Study skills
 - Stress management
 - Leadership
 - Time management
 - Recognizing and developing your strengths
 - Money management
 - Emotional intelligence
 - Developing a resume

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

Beatrice – Hoover Hall

Lincoln – Media Center, H1

ESQ – by appointment only

Milford – Eicher Technical Center-100Q

TRIO UPWARD BOUND

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

The SCC Upward Bound program began September 1, 2003 and is located on the Beatrice Campus. The College is partnering with three southeast Nebraska high schools to serve 50 eligible students. Participating high schools are Beatrice, Fairbury, and Southern (Wymore-Blue Springs).

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

For more information visit The Upward Bound staff - Hoover Hall.

CAMPUS/STUDENT LIFE

ANNOUNCEMENTS & CANCELLATIONS**IN BEATRICE**

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

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

Television:

Channel 10-11 KOLN-KGIN TV (Lincoln)

Channel 8 KLKN TV (Lincoln)

Radio:

KWBE 1450 AM, KGMT 1310 AM, KUTT 99.5 FM, KZKX (96-KX) 96.9 FM, KTGL (THE EAGLE) 92.9 FM, KNDY 1570 AM, 103.1 FM, or 105.5 Translator/Beatrice, KBRZ 102.7 FM (THE BREEZE), KFGF 98.1 FM, KFRX 106.3 FM

Web: See my.southeast.edu for inclement weather and closing information.

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

IN LINCOLN

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

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

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

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

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

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

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

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

Television:

Channel 10-11 KOLN-KGIN TV (Lincoln)

Channel 8 KLKN TV (Lincoln)

Radio:

KBBK 107.3 FM, KFGF 98.1 FM, KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KBRZ 102.7 FM (THE BREEZE), KKUL 105.3 FM, KLIN 1400 AM, KLMS 1480 AM, KRKR 95.1 FM, KTGL (THE EAGLE) 92.9 FM, KZKX 96.9 FM, KFAB 1110 AM

Web: See my.southeast.edu for inclement weather and closing information.

IN MILFORD

Posted Announcements - Information concerning College matters is posted daily in each program area and on first floor bulletin boards of the Eicher Technical Center. All announcements and notices posted must be approved by the Student Services Office and hung only on bulletin boards.

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

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

Television:

Channel 10-11 KOLN-KGIN TV (Lincoln)

Channel 8 KLKN TV (Lincoln)

Radio:

KFOR 1240 AM, KFRX 106.3 FM, KIBZ 104.1 FM (THE BLAZE), KZKX (96-KX) 96.9 FM, KFGF 98.1 FM, KTGL (THE EAGLE) 92.9 FM, KQKQ 98.5

Web: See my.southeast.edu for inclement weather and closing information.

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

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

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 and women's basketball, men's golf and baseball, and women's volleyball and softball**. 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.

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 additional information about the intramurals on campus, contact the Student Activities Office on campus.

BOOKSTORE

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

BUS SERVICE

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

CAFETERIA/FOOD SERVICE

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

BEATRICE

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

Students eating in the snack bar are requested to be considerate of others. Reasonable cleanliness and appearance in dress are expected. Snack bar customers are to bus their own dishes and leave the table clean for the next person.

Vending machines and microwave are also available in the snack bar area. Catering service is available by special arrangements.

LINCOLN

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

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

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

MILFORD

Contract food service is provided at the campus cafeteria. Non-contract meals for visitors and guests 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. Cafeteria customers are to bus their own dishes and leave the table clean for the next person. Reasonable cleanliness and appearance in dress are expected, and it is requested that shoes be worn, shirts buttoned and dirty gym clothes covered with a jacket or shirt.

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

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

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

CALENDAR

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

A College calendar with each campus beginning, ending, registration, and graduation dates is available on the College Web site, www.southeast.edu.

CHILD CARE

BEATRICE

The **Beatrice campus** provides information to those needing day care services. Contact Student Services for more information. A **part-time preschool** program is available in Adams Hall for eligible students. The program accepts children ages 3-5. Space is limited. Applications are available in the TRIO Office or the Parents of All Ages Office.

LINCOLN

The **Child Development Center** located on the **Lincoln campus** provides SCC-Lincoln students with 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.

Summer Day-camps are available June-August for children ages 6-11.

Adventure Mini-Camps for K-5th grade children are available during the school year for specified days that the Lincoln Public Schools are not in session. Applications for both programs are available in the Child Development Center, Room C-1.

MILFORD

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

The U.S. Department of Education CCAMPIS grant provides a limited number of scholarships for eligible students for the following child care services.

CLUBS & ORGANIZATIONS

Student Organizations

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

Student Organization Guidelines

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

BEATRICE

AGRICULTURE CLUB: The Agriculture program has a club with several "interest areas" for members. It includes divisions for Agribusiness, Agronomy, Crops judging, and Horticulture. See listings below...

Agribusiness – Agribusiness students develop leadership skills by participating in activities which improves their qualifications for professional employment. The members and officers of the Agribusiness Club will learn the skill of "involvement" which is highly sought by employers who seek to motivate their current workforce and increase productivity.

Agronomy – Agronomy students learn expert crop judging. Members participate in the annual NACTA Crops Judging contests and sponsor students in the annual fall Collegiate Crops Judging Contest in Kansas City and Chicago. Invaluable experience is gained in grain grading, seed analysis, identification and general agronomic knowledge by participating on these teams.

Horticulture – Horticulture students participate in activities such as community landscaping projects, the annual bedding plant sale, and the annual golf tournament. Students are able to further their professional development by improving their leadership and teamwork skills. Members will participate in various conferences and trade shows related to their field of study such as the NNL A (Nebraska Nursery & Landscape Association), and GCSAA (Golf Course Superintendents Association of America) annual conference and trade show.

Livestock Judging – Students learn leadership skills and gain an opportunity to participate in college level livestock judging competitions. Students will have an opportunity to travel and compete in contests throughout the Midwest including Louisville, Kansas City and Denver. To compete at livestock judging contests students must first enroll in Introduction to Livestock Evaluation and Advanced Livestock Evaluation classes. These courses are not required to become a club member. Expenses for travel are raised by the club through various activities. College scholarships are available to members of the Livestock Judging Club.

Rodeo/Horse Show – Students gain leadership skills and have opportunities to participate in Intercollegiate Rodeo and Intercollegiate Horse Show Association events. Membership is open to all SCC Students beginning each fall with new members welcomed throughout the year. The Rodeo participants affiliate with the Great Plains Section of the National Intercollegiate Rodeo Association (NIRA) and may compete in ten sanctioned Great Plains Rodeos each school year collecting points to qualify them for the National Finals held each June. The Horse Show participants affiliate with Zone 9, Region 3, of the Intercollegiate Horse Shows Association, (IHSA) and may compete in ten sanctioned Region 3 Horse Shows each year collecting points to qualify them for Region, Zone, Super Zone and National Finals held in March, April and May. Other club activities include community service, support for horse events and involvement in college activities.

HUMANITIES CLUB: This club provides students with opportunities to experience the visual and performing arts at SCC and in eastern Nebraska. Student participants plan group trips to visit local art galleries, museums, plays, and musical performances. The purpose of Humanities Club is to promote student appreciation and understanding of the arts. This club is open to all interested students regardless of program major.

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS (IAAP) STUDENT CHAPTER: This organization is an affiliate program of the professional organization, International Association of Administrative Professionals. Membership is open to any student enrolled in at least one course in a business curriculum. It's purpose is to

provide information, support and networking to students who are interested in a business-related profession, more specifically in an administrative professional vocation. Members will be encouraged to participate in monthly meetings, educational programs, and community service projects throughout the school year. The program is designed to provide students an additional opportunity for educational and leadership training, community involvement, and personal and professional camaraderie.

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

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

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

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

PERFORMING ARTS—BEATRICE

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

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

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

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

LINCOLN

American Welding Society—The SCC Chapter is designed to advance the science and technology of welding and promote the educational opportunities for student members.

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

INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS (IAAP) STUDENT CHAPTER—This organization is an affiliate program of the professional organization, International Association of Administrative Professionals. Membership is open to any student enrolled in at least one course in a business curriculum. It's purpose is to provide information, support and networking to students who are interested in a business-related profession, more specifically in an administrative professional vocation. Members will be encouraged to participate in monthly meetings, educational programs, and community service projects throughout the school year. The program is designed to provide students an additional opportunity for educational and leadership training, community involvement, and personal and professional camaraderie.

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

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

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

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

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

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

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

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

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

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

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

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

SURGICAL TECH STUDENT ASSOCIATION—This organization has a purpose to establish and promote an atmosphere conducive to optimum learning and career preparation based on a sense of tradition, camaraderie and teamwork encompassing all students currently enrolled in the Surgical Technology program.

ZETA THETA TAU—Fire Society of SCC Their purpose is to promote Fire Societies as well as fellowship on campus. They will promote good will and harmonious relationship among student organizations and civic and university communities. The group provides programs and activities, both developmental and social, for all members to help improve their functioning and to provide common experiences that encourage cooperation and unity at SCC.

MILFORD**AMERICAN SOCIETY FOR NONDESTRUCTIVE**

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

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

ASSOCIATED GENERAL CONTRACTORS—This group is a student chapter of the Associated General Contractors, Nebraska Building Chapter and is open to students enrolled in Heating, Ventilation, Air Conditioning, & Refrigeration;

Architecture; Land Surveying / Civil Engineering, and Building Construction Technology. AGC is designed to promote the educational aspects of the construction industry and work towards professional development in all areas.

ASSOCIATION OF INFORMATION TECHNOLOGY PROFESSIONALS (AITP)

– student chapter—This group is an affiliate of the Cornhusker chapter of AITP in Lincoln and open to all Computer Programming Technology students. AITP is designed to provide opportunities for professional association membership; provide opportunities to learn more about information processing; and to open up an exchange of information with people in the information processing community.

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

DATA PROCESSING MANAGEMENT ASSOCIATION-STUDENT CHAPTER

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

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

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

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

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

SOCIETY OF MANUFACTURING ENGINEERS S218—This group is a student affiliate of the Lincoln Senior Chapter 222 open to Manufacturing Engineering & CAD and Machine Tool & CAD/CAM and students in other programs related to

manufacturing. The organization is designed to promote higher levels of understanding in areas related to manufacturing, to provide an opportunity for professional association membership, and to allow students opportunities for professional development in the world of manufacturing.

COLLEGE COLORS

The College's colors are blue and white.

COMMONS AREAS

Student Centers

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

Wellness/Fitness Center

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

EMPLOYMENT

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

FACILITIES USE

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

FAX

BEATRICE

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

LINCOLN

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

MILFORD

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

FEES

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

FIRST AID**BEATRICE**

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

LINCOLN

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

MILFORD

The campus first aid 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.

GOVERNMENT & LEADERSHIP**Student Ambassadors**

Student Ambassadors is designed for students to experience and assist with campus public relations activities. The ambassadors serve as tour guides, admissions assistants and goodwill ambassadors for the College. If you are interested in becoming an ambassador, contact Student Services.

Student Senate

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

Residence Hall Assistants

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

Student Representative on the Board of Governors

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

HOUSING

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

BEATRICE

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

(For information on housing costs see the Tuition, Fees, & Housing Chart.)

Beatrice campus 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 the Tuition, Fees, & Housing Chart.)

I.D. CARDS

Free photo identification cards (IDs) are available for each student for use on campus in the LRC, Business Office, bookstore, entry to College activities, etc. Photo IDs are not transferable. A \$5.00 fee is charged to replace lost cards lost in the current term. A new ID card would be issued without the \$5.00 replacement charge for students returning to school who have not taken classes for one or more terms. Students transferring to a different campus would be considered a new student and would not be charged for a replacement ID card. Photo times will be announced and taken at the following locations.

BEATRICE

Learning Resource Center (LRC)

LINCOLN

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

MILFORD

Assessment Center

LAW ENFORCEMENT CONTACT

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

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

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

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

LEARNING RESOURCE CENTERS (LRC) - LIBRARY AND MEDIA SERVICES

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

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

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

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

LOST AND FOUND**BEATRICE**

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

LINCOLN

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

MILFORD

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

MAKEUP TESTING**LINCOLN**

The campus Testing Center is located in room L-3. The center provides makeup testing services for students who cannot attend their regularly scheduled testing date due to circumstances beyond their control. It also provides distance learning class testing. The instructor will complete and attach a "Makeup Test" cover slip to each test submitted. The following procedures are implemented to ensure proper authorization for testing and identification of each examinee:

1. All tests must have a makeup test form properly completed and attached.
2. Students referred for testing must know the title or name of the test, know the instructor's name, and present a picture ID or positive identification by SCC personnel.
3. It is very important that the test be available in the testing center once permission has been given for the student to test.
4. Students will have a maximum of two (2) weeks from their date of return to complete a makeup test. Tests not completed will be returned to the instructor and will become ineligible for utilization in the testing center.
5. Instructors are responsible for picking up the completed tests.

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

MAIL**BEATRICE**

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

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

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

LINCOLN

Lincoln campus does not have incoming mail for students. An outgoing mail box is available in the campus Bookstore and stamps may be purchased there.

MILFORD

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

Name
Southeast Community College-Milford
____ Hall, Room # ____
611 State Street
Milford, NE 68405-8498

Outgoing - A mailbox for outgoing mail is located on campus by the Eicher Technical Center on the north side of the LRC.

MESSAGES

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

NEWSPAPERS

BEATRICE

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

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

LINCOLN

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

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

MILFORD

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

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

NOTARY

BEATRICE

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

LINCOLN

Notary service is available free of charge in the following locations:

- Business Occupations T100
- Continuing Education Office J2
- Testing Center L3
- Financial Aid E1
- Campus Director's Office F1

MILFORD

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

PHOTOCOPY

Copy machines are available in each campus LRC for student use; some copiers are coin-operated. Copyright restrictions apply. For more information on copyright law, please contact the LRC staff.

TELEPHONES

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

TDD (Telecommunication Device for the Deaf) - The Lincoln campus has a TDD located in the main hallway by the "M" section. (See also "Cell Phones" and "Electronic Devices".)

TOOLS

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

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

Students should carry insurance for their personally-owned equipment.

WEB TOOLS

Students, faculty, staff, alumni and the general public can access a variety of information about the College through iTunes U (itunes.southeast.edu).

The free service allows users to download promotional videos on various College programs and services and to listen to podcasts created by Southeast faculty. Content will be added to the site throughout the year.

Chapter 5

CONTINUING EDUCATION

Southeast Community College offers a wide variety of 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 college credit.

Professional Development is customized training for business and industry and 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.

ADULT GUIDED STUDIES

ABE/GED/ESL/Citizenship

AGRICULTURE

BUSINESS

COMPUTER TRAINING

DRIVER EDUCATION & SAFETY

ED2GO

EMERGENCY MEDICAL SERVICE/PARAMEDIC

FAMILY AND CONSUMER SCIENCE

FOOD SERVICE TRAINING

HEALTH

HOME IMPROVEMENT

INDUSTRIAL & TECHNICAL TRADES

MAJOR APPLIANCE PROFESSIONAL TECHNOLOGY

PERSONAL ENRICHMENT & LEISURE

PROFESSIONAL DEVELOPMENT

Customized Training Services for Business & 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 non-credit 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.

BUSINESS

A variety of non-credit 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 meet the educational, occupational, and recreational needs of area residents in the fields of Webmaster Certificate Program, Microsoft Certification Programs, Cisco Networking Academy, and Microcomputer classes for Business & Home. Also available are 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.

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.

SCC is the first college in the state of Nebraska to be approved for the online Driver Education lecture component of the curriculum. Call 402-437-2710 for more information.

ED2GO

Our ed2go online courses are informative, fun, convenient, and highly interactive. The instructors are famous for their ability to create warm and supportive communities of learners.

All courses offer expert instructors, 24-hour access, and run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office. Any time of the day or night.

To get started,

1. Visit our Online Instruction Center:

www.ed2go.com/scnc

2. Click the **Courses** link, choose the department and course title you are interested in and select the **Enroll Now** button. Follow the instructions to enroll and pay for your course. Here you will enter your e-mail and choose a password that will grant you access to the Classroom.
3. When your course starts, return to our Online Instruction Center and click the Classroom link. To begin your studies, simply log in with your e-mail and the password you selected during enrollment.

EMERGENCY MEDICAL SERVICE/PARAMEDIC

The EMS/Paramedic program is a two-year program offered at the Lincoln Campus of SCC. The program prepares graduates to provide advanced level prehospital care for ambulance services and in hospital emergency departments. Students will gain the knowledge, skills and attitudes consistent with the expectations of the public and the profession.

The EMS/Paramedic students will complete the coursework in classrooms and laboratories and they will gain hands-on training while working in hospitals and working with ambulance services. Instruction in the program will be delivered by field-experienced paramedics. Graduates of the program will be awarded an Associate of Applied Science degree.

Certified paramedics have many opportunities for employment in a variety of settings including fire/rescue departments, private ambulance services, hospitals, clinics, industrial organizations and educational institutions.

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.

FOOD SERVICE TRAINING

FOOD SERVICE TRAINING CERTIFICATE COURSES

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

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

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



HEALTH

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

Southeast Community College, Continuing Education Division, is an approved provider of continuing nursing education by the Nebraska Nurses Association, an accredited approver by the American Nurses Credentialing Center Commission on Accreditation.

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

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

HOME IMPROVEMENT

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

INDUSTRIAL, TECHNICAL, & VOCATIONAL TRADES

Credit and non-credit 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.

MAJOR APPLIANCE PROFESSIONAL TECHNOLOGY

With the assistance of leaders in this industry, these courses are designed to prepare future technicians with the knowledge and skills to read wiring and system diagrams to diagnose malfunctions, repair major appliances in homes and provide personal customer service. In addition to technical skills, students will have the opportunity to gain oral and written communication skills, computer literacy, computation skills and critical thinking skills.

Modern, high-efficiency appliances have many mechanical, electrical and electronic systems and components which have contributed to the growing shortage of professional technicians. In addition to many opportunities with large and small service organizations, there are entrepreneurial opportunities for technicians. More than 20 percent of major appliance professionals are self-employed.

The Major Appliance Professional Technology diploma can be earned in as little as nine months of full-time attendance of the Milford Campus. All classes are taught for college credit.

PERSONAL ENRICHMENT

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

PROFESSIONAL DEVELOPMENT

CUSTOMIZED TRAINING SERVICES FOR BUSINESS AND INDUSTRY

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

Seminars/Classes

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

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

Economic Development

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

WorkKeys

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

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

SKILLS FOR A LIFETIME.



CUSTOMIZED TRAINING OPTIONS FOR YOUR BUSINESS

Business-Related Skills

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

Computer Skills

- Access
- Cisco
- Excel
- Internet
- PowerPoint
- Quickbooks
- Web Page Design
- Windows
- Word

Intercultural

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

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

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

Need something more personalized?
Contact us today to discuss training options that work for you.

SCC Continuing Education - Professional Development

301 S. 68th Street Place, Lincoln, NE 68510

402-437-2700 or 800-828-0072



Chapter 6

DISTANCE EDUCATION

Southeast Community College is an **iTunes University** striving to bring the best education possible through technologies of today and tomorrow. Check us out at **itunes.southeast.edu** as we continue to strive to offer exciting ways to use technology to enhance education at SCC. You can download pod casts about SCC and about distance learning.

We are 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 fiber-optics, Internet, and off-campus courses.

DISTANCE LEARNING ACADEMY

WEB-BASED ONLINE/INTERNET

online.southeast.edu

COOPERATIVELY OFFERED PROGRAMS

Early Childhood Education

Library Technical Assistant Program

Medical Coding (Health Information Management Services)

FIBER OPTICS

OFF-CAMPUS COURSES

DISTANCE LEARNING ACADEMY

The SCC Distance Learning Academy allows students to take classes online while remaining in their communities and regions. At the same time SCC works with their local community colleges and local hospitals to ensure that the general education component of the plan is in place.

Students are admitted to the Radiologic Technology, Surgical Technology or Respiratory Care program. Students will complete core education classes in areas such as composition and math at their local community colleges or through the Distance Learning Academy. They will begin their health care provider programs with SCC instructors who teach the courses online. The online classroom allows instructors and students to engage in discussion and interactions through modern technology. Depending on the agreements reached with local hospitals the online portion of the program can serve students anywhere in the nation or world.

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

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

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

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

Contact Bob Morgan, Director, Distance Learning Academy at 402-228-8272 or 800-233-5027 x1272 or e-mail bmorgan@southeast.edu for more information.

WEB-BASED ONLINE/INTERNET

SCC Online addresses the changing nature of work, home life, and learning with the creative use of educational technology. You are at the gates of our virtual campus, a campus that extends SCC's educational programs to learners around the globe. Our online program provides a complete academic environment. It draws on the expertise of SCC's faculty, it provides learner support that ranges from advising to online registration, and it offers access to a wide range of resources including the College's Library System. You have an opportunity to do homework with others in your class, to join in collaborative discussions led by the instructor, and to participate in a wide range of educational activities—all thanks to a cyberspace journey of just a few seconds.

SCC Programs currently provided entirely online include:

- | | |
|-----------------------------------|--|
| • Business Administration | • Radiologic Technology |
| • Business Information Technology | • Respiratory Care |
| • Dental Assisting | • Surgical Technology |
| • Food Service Certifications | • As well as a full complement of Academic Transfer and general education courses. |
| • Microcomputer Technology | |
| • Practical Nursing | |

COOPERATIVELY OFFERED PROGRAMS

EARLY CHILDHOOD EDUCATION

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

LIBRARY TECHNICAL ASSISTANT

Nebraska's six community colleges, in partnership with the Nebraska Library Commission and the University of Nebraska-Omaha, offer a library technical assistant associates of arts degree throughout the state. All eight library science courses required for this program are offered online and can be taken as the student works with SCC to complete general studies and elective courses at any of the three SCC campuses or online. For more information please contact Mike Pegram via e-mail at cpeggram@southeast.edu or 402-437-2788, or 800-642-4074 x2788.

MEDICAL CODING (HEALTH INFORMATION MANAGEMENT SERVICES)

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

FIBER OPTICS

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

Academic and career/technical course offerings are available through this system. Both day and evening courses are available.

Southeast Nebraska Distance Learning Consortium (SNDLC) is a fiber optic system in southeast Nebraska that includes four SCC locations (Beatrice, Lincoln, Milford, Energy Square), Peru State College, Educational Service Units (ESU) 3, 4, 5, and 6, and more than 50 public school districts.

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.

Chapter 7

PROGRAMS OF STUDY

PROGRAM INFORMATION


- **Program Chart including:** Program Names, Focus Areas, Length of Program, Location Offered, Awards Offered, and Starting Terms
- **Articulation Matrix**
- **General Education Requirements**
- **Transferring your credits**






SCC PROGRAMS OF STUDY

- Academic Transfer
- Agriculture Business & Management Technology
- Architectural-Engineering Technology
- Associate Degree Nursing
- Auto Collision Repair Technology
- Automotive Technology
- Building Construction Technology
- Business Administration
- Business Information Technology
- Chrysler (CAP) - College Automotive Program
- Computer Aided Design Drafting
- Computer Programming Technology
- Construction Electrician - IBEW Option
- Criminal Justice
 - Nebraska Law Enforcement
- Deere Construction & Forestry Equipment Tech
- Dental Assisting
- Diesel Technology - Farm
- Diesel Technology - Truck
- Early Childhood Education
- Electrical & Electromechanical Technology
- Electronic Systems Technology
- Emergency Medical Services/ Paramedic
- Fire Protection Technology
- Food Service/Hospitality
- Ford (ASSET) - Automotive Student Service Educational Training Program
- General Motors (ASEP) - Automotive Service Educational Program
- Graphic Design
- Heating, Ventilation, Air Conditioning & Refrigeration Technology
- Health Information Management Systems (Medical Coding)
- Human Services
- John Deere Tech
- Laboratory Science Technology
- Land Surveying/Civil Engineering Technology
- Machine Tool Technology
- Major Appliance Professional Technology
- Manufacturing Engineering Technology
- Medical Assisting
- Medical Laboratory Technology
- Microcomputer Technology
- Motorcycle, ATV, & Personal Watercraft Technology
- Nondestructive Testing Technology
- Occupational Studies
- Parts Marketing & Management
- Pharmacy Technician
- Practical Nursing
- Professional Truck Driver Training
- Radiologic Technology
- Renewable Energy Technology
- Respiratory Care
 - Polysomnographic Technician
- Surgical Technology
- Visual Publications
- Welding Technology


SOUTHEAST COMMUNITY COLLEGE—NEBRASKA


Program Chart	Length of Program	Location Offered	Awards Offered	Starting Terms
ACADEMIC EDUCATION DIVISION				
ACADEMIC TRANSFER With articulated associate-to-bachelor degree examples in • Broadcast/Journalism • Business Focus • Early Childhood Education • Library Technical Assistant • Pre-Education • Pre-Engineering	18-24 months	B/L	AA/AS	All terms
CRIMINAL JUSTICE With Focus Area in • Nebraska Law Enforcement (AAS)	18-24	B/L	AAS	All terms
AGRICULTURE/LABORATORY SCIENCE DIVISION				
AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY With Focus Areas in • Agribusiness (AAS) • Horticulture (AAS) • Crops (AAS) • Livestock (AAS) • Diversified Agriculture (AAS) • Golf Turfgrass Management (AAS)	24	B	AAS	All terms
LABORATORY SCIENCE TECHNOLOGY	18	L	AAS/Dip	All terms
BUSINESS DIVISION				
BUSINESS ADMINISTRATION  With Focus Areas in • Accounting (AAS) • Entrepreneurship (AAS) • General Business (AAS) • Marketing (AAS) • Nursing Home Administration / Assisted Living (AAS) • Information Systems (AAS)	18	B / L / M	AAS/Dip/Cert	All terms
BUSINESS INFORMATION TECHNOLOGY  With Focus Areas in • General Office (Cert / Dip) • Microsoft Office (Cert) • Medical Transcription (Dip) • Administrative Office (AAS) • Legal Office (AAS) • Medical Office (AAS)	18	B / L	AAS/Dip/Cert	All terms
CONSTRUCTION DIVISION				
ARCHITECTURAL-ENGINEERING TECHNOLOGY	18	M	AAS	Win, Sum Call Adms
BUILDING CONSTRUCTION TECHNOLOGY	18	M	AAS	Spring, Fall
COMPUTER AIDED DESIGN DRAFTING	24	L	AAS	All terms
FIRE PROTECTION TECHNOLOGY	18-24	L	AAS	Call Adms
HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY	18	M	AAS	Winter, Summer
LAND SURVEYING/CIVIL ENGINEERING TECHNOLOGY	18	M	AAS	Call Adms
CONTINUING EDUCATION DIVISION				
EMERGENCY MEDICAL SERVICES/PARAMEDIC	24	L	AAS	Call Adms
MAJOR APPLIANCE PROFESSIONAL TECHNOLOGY	9	M	Dip	Summer
ELECTRONIC/COMPUTER DIVISION				
COMPUTER PROGRAMMING TECHNOLOGY	18	M	AAS	Winter, Summer
CONSTRUCTION ELECTRICIAN - IBEW OPTION			AAS	Call Adms
ELECTRICAL & ELECTROMECHANICAL TECHNOLOGY With Focus Areas in • Construction Electrician (Dip) • Electrical Systems (AAS) • Electromechanical Systems (AAS)	18	M	AAS/Dip	Winter, Summer
ELECTRONIC SYSTEMS TECHNOLOGY With Focus Areas in • Computers, Automation, and Networking Systems (AAS) • Electronic Systems Technician (AAS) • Military Electronic Systems (AAS)	18-24	L/M	AAS	L-Fall; M-Fall, Spr
MICROCOMPUTER TECHNOLOGY  With Focus Areas in • Network Manager (AAS) • PC Support Specialist (AAS) • Microcomputer Programmer (AAS) • Web Applications Programmer (AAS)	18-24	L	AAS/Cert	All terms
RENEWABLE ENERGY TECHNOLOGY With Focus Area in • Ethanol	6-9	M	Cert	Call Adms

Awards: AA=Associate of Arts AS=Associate of Science AAS=Associate of Applied Science AOS=Associate of Occupational Studies Dip=Diploma Cert=Certificate
Call Adms = Call the Admissions Office on the campus where you want to attend for the next starting term.
Locations: B=Beatrice, L=Lincoln, M=Milford. **Length of Program** is the expected time to graduate based on full-time attendance. =Program also offered On-line.


Program Chart	Length of Program	Location Offered	Awards Offered	Starting Terms
FAMILY & CONSUMER SCIENCE DIVISION				
EARLY CHILDHOOD EDUCATION With Focus Areas in • In-Home Child Care (Cert) • Child Care Professional (Dip)	18-24	L	AAS/Dip/ Cert	All terms
FOOD SERVICE/HOSPITALITY With Focus Areas in • Food Service Management • Dietetic Technician • Culinary Arts • Lodging	18	L	AAS/Dip	All terms
HEALTH DIVISION				
ASSOCIATE DEGREE NURSING	21 months	L	AAS	Win, Sum
DENTAL ASSISTING 	12	L	Dip	Spring, Fall
HEALTH INFORMATION MANAGEMENT SYSTEMS (Medical Coding)			Dip	Call Adms
HUMAN SERVICES With Focus Area in • Nursing Home Administration / Assisted Living (AAS)	24	L	AAS	All terms
MEDICAL ASSISTING	12	L	Dip	Spring, Fall
MEDICAL LABORATORY TECHNOLOGY	24	L	AAS	Summer
PHARMACY TECHNICIAN	12	B	Dip	Summer
PRACTICAL NURSING 	12	B/L	Dip	Call Adms
RADIOLOGIC TECHNOLOGY 	24	L	AAS	Win, Sum
RESPIRATORY CARE  - Polysomnographic Technician (Cert)	24	L	AAS	Summer
SURGICAL TECHNOLOGY 	18	L	AAS	Call Adms
MANUFACTURING DIVISION				
MACHINE TOOL TECHNOLOGY With Focus Areas in • Die Maker (AAS) • Mold Maker (AAS) • Tool and Die Maker (AAS)	18	L/M	AAS/Dip	L-All terms M-Summer, Winter
MANUFACTURING ENGINEERING TECHNOLOGY	18	M	AAS	Winter, Summer
NONDESTRUCTIVE TESTING TECHNOLOGY	18	M	AAS	Winter, Summer
WELDING TECHNOLOGY	18	L/M	AAS/Dip/ Cert	All terms
MASS MEDIA/COMMUNICATION DIVISION				
GRAPHIC DESIGN	18	M	AAS	Call Adms
VISUAL PUBLICATIONS With Focus Areas in • Digital Publishing (Dip) • Digital Publishing (Cert) • Offset Printing (Cert)	18	L	AAS/Dip/ Cert	Call Adms
TRANSPORTATION DIVISION				
AUTO COLLISION REPAIR TECHNOLOGY	18	M	AAS	Winter, Summer
AUTOMOTIVE TECHNOLOGY	18	L/M	AAS	L-Win, Sum M-All
CHRYSLER (CAP) College Automotive Program	21	M	AAS	Call Adms
DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH	21	M	AAS	Call Adms
DIESEL TECHNOLOGY-FARM	18	M	AAS	Winter, Summer
DIESEL TECHNOLOGY-TRUCK	18	M	AAS	Winter, Summer
FORD (ASSET) Automotive Student Service Educational Training Program	21	M	AAS	Call Adms
GENERAL MOTORS (ASEP) Automotive Service Educational Program	21	M	AAS	Call Adms
JOHN DEERE TECH	21	M	AAS	Call Adms
MOTORCYCLE, ATV, & PERSONAL WATERCRAFT TECHNOLOGY	12	L	Dip	Winter, Summer
OCCUPATIONAL STUDIES - John Deere Focus			AOS/Dip/ Cert	Call Adms
PARTS MARKETING & MANAGEMENT	15	M	AAS/Dip	Fall, Winter
PROFESSIONAL TRUCK DRIVER TRAINING	3	L	Cert	All terms


Awards: AA=Associate of Arts AS=Associate of Science AAS=Associate of Applied Science AOS=Associate of Occupational Studies Dip=Diploma Cert=Certificate
Call Adms = Call the Admissions Office on the campus where you want to attend for the next starting term.

Locations: B=Beatrice, L=Lincoln, M=Milford. **Length of Program** is the expected time to graduate based on full-time attendance. =Program also offered On-line.

Nebraska Community Colleges • Nebraska Initiative • Associate of Arts Articulation Matrix										
	English	Speech	Fine Arts			Business Classes				
	ENGL 1010	SPCH 1110	ARTS 1010	MUSC 1010	THEA 1010	BSAD 1050	BSAD 2520	BSAD 2540	ACCT 1200	ACCT 1210
	English Composition	Public Speaking	Intro to Visual Arts	Introduction to Music	Introduction to Theatre	Introduction to Business	Principles of Marketing	Principles of Management	Principles of Accounting I	Principles of Accounting II
Bellevue University	EN 101	CA 103	Art Elective	No Equivalent Course	No Equivalent Course	BA 101	BA 252	BA 232	AC 205	AC 206
Chadron State College	ENG 135	SP 135	No Equivalent Course	MUS 235	TH 235	N/A	MKTG 231	MGMT 230	ACTG 241	ACTG 242
Clarkson College	EN 101	CA 120	No Equivalent Course							
College of Saint Mary	ENG 101	CAC 310	ART 200							
Concordia University	ENG 102	CTA 103	ART 101	MU 101	CTA 151					
Dana College	ENG 103	COM 116	Gen. Ed.	MUS209	Gen. Ed.	Elective	BUS 311	BUS 303	ACC 101	ACC 102
Doane College	ENG 101	CMS 210	ART 204	FAR 103	THE 101	Business Elective	BUS 251	BUS 242	ACC 103	ACC 104
Grace University	EN 101, 102	SP 120	No Equivalent Course	MU 211	COM 360	BU 101	BU 312	N/A	BU 201	BU 202
Hastings College	ENG 100	SPH 100	ART 200	MU 200 (2 cr)	THR 200 (2 cr)	N/A	BUS 340	BUS 330	ACC 100	ACC 110
Midland Lutheran	ENG 101	SPE 110	ART 120							
Nebraska Christian College	ENG 101	SP 101	ART 100			N/A	N/A	AM 350	N/A	N/A
Nebraska Methodist College	CM 101	CM 205	No Equivalent Course	No Equivalent Course	No Equivalent Course	N/A	N/A	N/A	N/A	N/A
Nebraska Wesleyan University	ENG 001	COMM 001	Fulfill Fine Arts Require.	MUSIC 013	THRE 001	Technical Credit	BUSAD 115	BUSAD 100	ACCT 031	ACCT 032
Peru State College	English 101	Speech 152	ART 206	MUSC 211	SPCH 232	Elective	BUS 328	Elective	BUS 231	BUS 232
Union College	ENGL 111	COMM 105	ART 104			BUAD Dynamics of Business	Elective	Elective	ACCT 211	ACCT 212
UNK	ENG 101	SPCH 100	ART 120	MUS 100	THEA 120	BSAD 115	Elective	Elective	BACC 250	BACC 251
UNL	ENGL 150	COMM 209	General Hours Credit	MUNM 276G	THEA 112	100 Level Bus Elective	MRKT 341	MNGT 320	ACCT 201	ACCT 202
UNO	ENGL 1150	SPCH 1110	ART 1010	MUS 1090	DART 1010	Business Elective	N/A	N/A	ACCT 2010	ACCT 2020
Wayne State	ENG 102	CNA 100	ART 100	MUS100	CNA 101	BUS 124	N/A	N/A	BUS 240	BUS 241
York College	ENG 113	COM 113	ART 203	MUS 203	COM 173	BUS 133	MKT 323	MGM 313	ACC 213	ACC 223

Nebraska Community Colleges • Nebraska Initiative • Associate of Arts Articulation Matrix

History			Humanities					Diversity
	<i>HIST 2010</i>	<i>HIST 2020</i>	<i>PHIL 1010</i>	<i>ENGL 2100</i>	<i>RELS 2610</i>	<i>HUMS 1100</i>	<i>PHIL 1150</i>	<i>SOCI 2150</i>
	American History	American History	Intro to Philosophy	Intro to Literature	Comparative Religions	Intro to Humanities	Critical & Creative Thinking	Issues of Unity & Diversity
Bellevue University	HI 151	HI 152	PH 101	EN 110	PH 215	HU 101	PH 103	Soc. Elective
Chadron State College	HIST 231	HIST 232	PHIL 231	ENG 233	HUM 335	HUM 231	PHIL 333	SOC 335
Clarkson College	HI 201	HI 202	PL 101	No Equivalent Course	PL 201	No Equivalent Course	PL 330	No Equivalent Course
College of Saint Mary	HPS 131	HPS 132	PHL 101	ENG 105 or 106	THE 104	Elective	PHL 110	PSY/EDU 475
Concordia University	HIST 115	HIST 115	PHIL 201	ENG 201	THEO 390	No equivalent course	No equivalent course	No Equivalent Course
Dana College	HIS 103	HIS 104	PHI 201	ENG 120	REL 111	Gen Ed.	Gen Ed	Gen. Ed.
Doane College	HIS 205	HIS 206	PRE 110	ENG 237	Gen Ed Equivalent	No equivalent course	Gen Ed Equivalent	SOC 324
Grace University	SS 431	SS 432	HU 221	HU 381 or HU 382	HU 321	HU 100	HU 414	ED 203
Hastings College	HIS 251	HIS 253	PHL 100	ENG 110	REL 200	No Equivalent Course	Any course in PHL	No Equivalent Course
Midland Lutheran	HIS 205	HIS 207	PHI 200	ENG 110	REL 240	HIS 260	No Equivalent Course	SOC 210
Nebraska Christian College	HS 205	HS 206	PH 301	ENG 102	MI 206	MU 101	PHI 310	SS 118, 119, 120
Nebraska Methodist College	No Equivalent Course	No Equivalent Course	No Equivalent Course	No Equivalent Course	No Equivalent Course	No Equivalent Course	CM 201	HU 130
Nebraska Wesleyan University	HIST 001	HIST 002	PHIL 010	Elective	RELIG 120	Elective	PHIL 101	Elective
Peru State College	History 113	History 114	Philosophy 201	English 202	Sociology 321	Humanities Requirement	Humanities Requirement	Sociology 370
Union College	HIST 255	HIST 455	PHIL 335	ENGL 235	RELT 147	HMNT 305	No Equivalent Course	SOCI 227
UNK	HIST 250	HIST 251	No equivalent	ENG 254	No equivalent	Hum Elective Gen. Studies	PHIL 110	Elective
UNL	HIST 201	HIST 202	General Hours Credit	ENGL 180	General Hours Credit	General Hours Credit	General hours credit	SOCI 217
UNO	HIST 1110	HIST1120	PHIL 1010	ENGL 2300	BGS CREDIT	Elective	BGS CREDIT	BGS CREDIT
Wayne State	HIS 180/HIS 181 Only 3 crs from this block apply	HIS 180/HIS 181 Only 3 crs from this block apply	PHI 101	ENG 150	PHE 130	No equivalent	No equivalent	Soc Elective
York College	HST 213	HST 223	No Equivalent Course	Sub ENG 213/223	No Equivalent Course	Sub MUS 203	No equivalent course	EDU 343 (LD credit only)

Nebraska Community Colleges • Nebraska Initiative • Associate of Arts Articulation Matrix									
	ECON/Political Science				Social Science		Science		Math
	POLS 1000	POLS 1600	ECON 2110	ECON 2120	PSYC 1810	SOCI 1010	BIOS 1010	PHYS 1100	MATH 1150
	American Government	International Relations	Principles of Macro-economics	Principles of Micro-economics	Intro to Psychology	Intro to Sociology	General Biology	Physical Science	College Algebra
Bellevue University	PS 102	Econ Elective	EC 201	EC 202	PY 101	SO 101	BI 101	PC 101	MA 102
Chadron State College	PS 231	PS 332	ECON 231	ECON 232	PSYC 131	SOC 231	BIOL 136 & 136L	PHYS 135	Math 141
Clarkson College	GV 101	No Equivalent Course	BU 200	BU 202	PY 101	SO 101	BIO 117	No Equivalent Course	MA 120
College of Saint Mary	HPS 110	HPS 110	ECO 131	ECO 132	PSY 101	SOC 101	BIO 110 & 111	Science Gen Ed.	MTH 114
Concordia University	PS 111	No equivalent course	ECON 101	ECON 102	PSY 101	SOC 101	Gen Ed Science	Science Gen Ed.	Math 132
Dana College	POL 217	Elective	ECO 201	ECO 202	PSY 101	SOC 103	NAT 111	NAT 112	MAT 122
Doane College	PSI 101	PSI 214	ECO 203	ECO 204	PSY 117	SOC 109	BIO 101	PHS 105	MTH 105
Grace University	SS 433	BU 402	SS 202	SS 201	SS 100	SS 222	SCI 341	SCI 342	MA 201
Hastings College	PSL 100	No equivalent course	ECO 213	ECO 211	PSY 100	SOC 200	BIO 101 or BIO 300	PHY201, CHM 124/136 SCI 223/ 232	No Equiv. Course
Midland Lutheran	HIS 207	N/A	ECO 201	ECO 202	PSY 120	SOC 130	BIO 103	PHY 151	MTH 140
Nebraska Christian College	POLS 1110	POS 110	ECON 2130	ECON 2140	PS 101	SOC 2100	BIO 1010	Phy 1010	Math 1140
Nebraska Methodist College	No Equivalent Course	No equivalent course	No Equivalent course	No Equivalent Course	SS 101	SS 120	No Equivalent Course	No Equivalent Course	No Equiv. Course
Nebraska Wesleyan University	POLSC 001	POLSC 009	ECON 053	ECON 054	PSYCH 001 002 SS Requirement	SOC 003	BIO 001	Fulfills Nat. Sci Require.	MATH 010
Peru State College	Political Science 201	Elective	Economics 222	Economics 221	Psychology 121	Sociology 201	BIOS 130	ESCI 206	MATH 112
Union College	PLSC 205	No equivalent course	ECON 236	ECON 235	PSYC 205	SOCI 105	BIOL 151	PHYS 111	MATH 111
UNK	PSCI 110	PSCI 168	ECON 270	ECON 271	PSY 203	SOC 100	BIOL 103	PHYS 100	MATH 102
UNL	POLS 100	POLS 160	ECON 211	ECON 212	PSYC 181	SOCI 101	BIOS 101 + 101L	Gen Science Credit	MATH 101
UNO	PSCI 1100	PSCI 2210	ECON 2220	ECON 2200	PSYC 1010	SOC 1010	BIOL1020	Elective GENERAL EDUCATION	MATH 1320 OR GET 1010
Wayne State	Only 3 credit hours from this block apply POS 100 / POS 110 ECO 202 / ECO 203	Only 3 credit hours from this block apply POS 100 / POS 110 ECO 202 / ECO 203	Only 3 credit hours from this block apply POS 100 / POS 110 ECO 202 / ECO 203	Only 3 credit hours from this block apply POS 100 / POS 110 ECO 202 / ECO 203	Only 3 crs from this block apply PSY 101 / SOC 101	Only 3 crs from this block apply PSY 101 / SOC 101	BIO 102	Physical Sci Require.	MAT 121
York College	POL 123	No equivalent course	ECO 233	ECO 243	PSY 113	SOC 113	BIO 154 or NSC 163	NSC 153	MTH 173

GENERAL EDUCATION REQUIREMENTS

Role/Mission of General Education

General Education at Southeast Community College enhances the development of the whole person, increases knowledge beyond specific occupational skills, and encourages flexibility. The college provides opportunities for academic, occupational, personal, and social growth. General Education broadens students' horizons and helps them become contributing citizens of a diverse and changing world.

Every Program of Study requires students to take **General Education classes** as well as **Program Core classes**. To complete an associate of applied science, associate of arts or associate of science degree at Southeast Community College a student must successfully complete a minimum of 22.5 quarter credits selected from the general education core areas. **Oral Communication** and **Written Communication** areas are **required for every associate program** and one course from three of the other five areas. A certificate program must complete one course from the core areas, and a diploma program must complete one course in two core areas. One exception is the Professional Truck Driver Training Certificate.

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

(Please note: ***ORAL** and ***WRITTEN COMMUNICATION** General Education Requirements are required for all **Associate Degrees**.)

Course# Title Credits Needed

*ORAL COMMUNICATION 4.5

SPCH1090 Fundamentals of Human Communication
SPCH1110 Public Speaking
SPCH2810 Business and Professional Communication

*WRITTEN COMMUNICATION 4.5

ENGL1000 Written Communications
ENGL1010 Composition I
ENGL1015 Composition and Literature

Take one course from three of the following areas.

MATHEMATICS 4.5

MATH1040 Business Math
MATH1050 Thinking Mathematically
MATH1080 Applied Algebra & Trigonometry
MATH1100 Intermediate Algebra
MATH1150 College Algebra
MATH1180 Elementary Statistics
MATH1200 Trigonometry
MATH1300 Pre-Calculus
MATH1400 Applied Calculus
MATH1600 Calculus & Analytic Geometry I
MATH2030 Contemporary Mathematics

SCIENCE 4.5-7.5

BIOS1010 General Biology
BIOS1090 General Botany
BIOS1110 Biology of Microorganisms

BIOS1140 Human Anatomy & Lab
BIOS1210 Human Anatomy & Physiology I
BIOS1220 Human Anatomy & Physiology II
BIOS2130 Human Physiology
CHEM1050 Chemistry and the Citizen
CHEM1090 General Chemistry I
FSDT1350 Introduction to Nutrition
GEOL1010 Physical Geology
GEOL1060 Environmental Geology
PHYS1017 Technical Physics
PHYS1030 Astronomy
PHYS1110 Survey of Physical Science
PHYS1150 Descriptive Physics
PHYS1410 General Physics I
PHYS2010 College Physics I

SOCIAL SCIENCE 4.5

ANTH1120 General Anthropology
ANTH2320 Introduction to Archaeology
ECON1200 Personal Finance
ECON2110 Macroeconomics
ECON2120 Microeconomics
GEOG1420 World Regional Geography
HIST1000 Western Tradition I
HIST1010 Western Tradition II
HIST1810 Survey of Russian History
HIST1820 Survey of Asian History
HIST2010 American History I
HIST2020 American History II
HIST2100 Survey of World History to 1500
HIST2110 Survey of World History 1500 to present
HIST2960 Survey of African American History
POLS1000 American Government
POLS1040 Comparative Politics
POLS1080 Introduction To Political Science
POLS1600 Introduction To International Relations

PSYC1250 Interpersonal Relations
PSYC1810 Introduction to Psychology
SOCI1010 Introduction to Sociology
SOCI1020 Diversity in Society
SOCI2150 Issues of Unity and Diversity

HUMANITIES 4.5

ARTS1010 Introduction to Visual Arts
ARTS1050 Introduction to Art History & Criticism I
ARTS1060 Introduction to Art History and Criticism II
ARTS2650 Native American Art
ARTS2750 Women in Art
GERM1010 Elementary German I
HUMS1100 Introduction To Humanities
HUMS1200 20th Century Arts & Ideas
MUSC1010 Introduction To Music
MUSC2720 Music History & Literature I
MUSC2730 Music History & Literature II
MUSC2750 Introduction to American Music
PHIL1010 Introduction To Philosophy
PHIL1060 Applied Ethics
PHIL1150 Critical and Creative Thinking
PHIL2610/RELS2610 Comparative Religions
SIGN1010 American Sign Language I
SPAN1010 Elementary Spanish I ..
THEA1120 Introduction To Theatre
THEA1140 Basic Acting

COMPUTER TECHNOLOGY 4.5

BSAD1010 Microsoft Applications I
INFO1010 Computer Literacy

TRANSFERRING YOUR CREDITS

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

THE MOST IMPORTANT STEP: Contact an adviser from the institution to which you plan to transfer to as soon as possible!

START TODAY – don't wait until the last minute to find out if you've taken the correct classes to meet general education requirements. You will need:

- A list of general education courses required for your major.
- A list of admissions requirements for the college – including the minimum GPA you will need from SCC to get accepted for your major.
- Information on which SCC classes will transfer and how those classes apply to your baccalaureate degree.

HOW TRANSFERRING CREDITS WORKS:

- The receiving school always has final approval of how they will use your previous credits.
- Courses must have a grade of 'C' or better to transfer the credits.

- Four-year schools require a minimum cumulative GPA of a 2.0 ('C' average) to transfer. Many schools or majors require a higher GPA.
- Remember: credits transfer – grades do not. Your GPA at any school is based on the classes you took at that institution.
- Your grades at SCC will be used to make an admissions decision for the school you plan to transfer to. After you transfer, however, you will have credits on your transcripts but no GPA until you complete courses at your transfer institution.
- The number of credits you are able to transfer over does not include developmental classes.
- Your transfer school will want an official transcript from SCC once you transfer. To do this, go to the Student Services Office in room E1 to request a transcript.
- Apply to your transfer school at least 6-9 months before you wish to attend. Some schools have earlier deadlines.

THE NEBRASKA TRANSFER INITIATIVE

The Nebraska Transfer Initiative (see the Associate of Arts Articulation Matrix chart at the beginning of this Chapter) provides seamless transition for SCC Academic Transfer graduates. The Initiative is a cooperative effort by Nebraska's public and private higher education institutions to facilitate the transfer of students who have earned an associate of arts degree into baccalaureate-level programs.

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

THE FOLLOWING FOUR-YEAR COLLEGES AND UNIVERSITIES HAVE APPROVED COURSE ARTICULATION AGREEMENTS WITH SOUTHEAST COMMUNITY COLLEGE.

(See pages 68-70 for the Nebraska Transfer Initiative Articulation MATRIX.)

- 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
- University of Phoenix
- Wayne State College
- York College

UNIVERSITY/COLLEGE TRANSFER COURSES FOR SPECIFIC MAJORS:

Copies of university/college degree requirements are available in the Registration and Records Office in Beatrice and Milford and in Career Services in Lincoln for the following majors:

Accounting
Agricultural Sciences
 Agribusiness
 Agricultural Economics
 Agricultural Journalism
 Agronomy
 Animal Science
 Biochemistry
 Crop Protection
 Grazing Livestock Systems
 Horticulture
 Veterinary Science
 Veterinary Technologist
Architecture
Art
Art History
Business Administration
Clothing and Textiles
Commercial Art
Computer Science
Construction Science
Criminal Justice
Dietetics
Early Childhood Education
Education
 Art K-12
 Athletic Training
 Elementary
 Exercise Science
 Industrial Technology Education
 Middle Grades Education
 Music
 Secondary

Electronics Technology
Engineering
 Aerospace
 Chemical
 Civil
 Computer
 Electrical
 Engineering Management
 Engineering Mechanics
 Industrial
 Mechanical
 Metallurgical
 Mining
 Natural Resources
 Nuclear
 Petroleum
Food Science and Technology
Human Relations
Information Systems
Interior Design
Journalism and Mass Communication
 Advertising
 Broadcasting
 News-Editorial
 Public Relations
Liberal Arts and Sciences
 Actuarial Science
 Anthropology
 Astronomy
 Biological Sciences
 Chemistry
 Communication Studies
 Computer Science
 Economics
 English
 Environmental Studies
 Foreign Language
 Geography
 Geology
 History
 Humanities

Mathematics
Philosophy
Physics
Political Science
Psychology
Sociology
Spanish
Speech
Statistics
Library Technician Assistant
Management
Marketing
Medical Technology
Music
Natural Resources
Nursing
Occupational Therapy
Pharmacy
Physical Education
Pre-Professional Studies
 Pre-Chiropractic
 Pre-Dental Hygiene
 Pre-Dentistry
 Pre-Law
 Pre-Medicine
 Pre-Mortuary Science
 Pre-Nursing
 Pre-Occupational Therapy
 Pre-Optometry
 Pre-Pharmacy
 Pre-Physical Therapy
 Pre-Physician's Assistant
 Pre-Veterinary
Social Work
Textiles, Clothing and Design
Theater

Academic Transfer

The Academic Transfer Program enables students to complete the first two years of general education credit or to take specific academic courses for transfer.

Academic Transfer courses are carefully designed to meet transfer specifications, and SCC instructors are qualified professional educators in their subject areas. The result is that SCC students are consistently well prepared for success in their transfer colleges.

Students who satisfactorily complete a two-year Academic Transfer Program may earn an Associate of Arts or an Associate of Science degree from Southeast Community College. The associate degree validates an ability to successfully complete college level studies and may expand student options for further study and for career advancement.

For further information about this program, please contact:

Academic Advisers

Mary Bartels-Lincoln
402-437-2802, 800-642-4075 x2802
mbartels@southeast.edu
Mike Pegram-Lincoln
402-437-2788, 800-642-4075 x2788
cpegam@southeast.edu
Michele Richards-Lincoln
402-437-2602, 800-642-4075 x2602
mrichard@southeast.edu

Humanities

Denise Elmer, Co-Chair-Beatrice
402-228-8249, 800-233-5027 x1249
Nancy Hagler-Vujovic, Co-Chair-Beatrice
402-228-8268, 800-233-5027 x1268
Amanda Baron, Co-Chair-Lincoln
402-323-3451
Carolee Ritter, Co-Chair-Lincoln
402-437-2476, 800-642-4075 x2476

Math/Science/Chemistry

Bob Eddy, Math/Sci./Chem.Chair-Beatrice
402-228-8243, 800-233-5027 x1243
Sandeep Holay, Math Chair-Lincoln
402-323-3444
Steven Bassett, Science Chair-Lincoln
402-437-2487, 800-642-4075 x2487

Social Studies

Jan Arnold, Co-Chair-Beatrice
402-228-8229, 800-233-5027 x1229
Dan Johnson, Co-Chair-Beatrice
402-228-8232, 800-233-5027 x1232
Rose Suggett, Chair-Lincoln
402-437-2464, 800-642-4075 x2464

or the College Admissions Office

Beatrice 402-228-8214, 800-233-5027 x1214
Lincoln 402-437-2600, 800-642-4075 x2600



ACADEMIC TRANSFER

Beatrice and Lincoln Campuses

ASSOCIATE OF ARTS DEGREE OR ASSOCIATE OF SCIENCE DEGREE

Prepares students for transfer to a senior college/university

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

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

Competency in the basic skills – reading writing and computation

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

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

Mathematics, English and Reading

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



ACADEMIC TRANSFER

ASSOCIATE OF ARTS DEGREE (A.A.)

The associate of arts degree is for students who plan to complete their first two years of a bachelor's degree in **education, humanities, social science, or social work** before transferring to a college or university. Students are encouraged to meet with their adviser and receiving college or university to determine a program of transfer courses that will meet the requirement for the student's field of study. Not all courses will be available at all campuses.



Credit Hours Required for Graduation:

AA Degree 90.0

COURSE#	COURSE TITLE	CREDIT HRS
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A. Written Communication ** 9.0

ENGL1010	Composition I or	
ENGL1015	Composition and Literature and	
ENGL1020	Composition II or	
ENGL2560	Technical Writing or	
OFFT1110	Business Communications	
	B. Speech ** 4.5	

(One class from the following)

SPCH1090	Fund of Human Communication	
SPCH1110	Public Speaking	
SPCH2810	Business & Professional Communication	

C. Mathematics/Logic ** 4.5

(One class from the following)

MATH1150	College Algebra	
MATH1180	Elementary Statistics	
MATH1200	Trigonometry	
MATH1300	Precalculus	
MATH1400	Applied Calculus	
MATH1600	Calculus & Analytical Geometry I	
MATH2030	Contemporary Mathematics	
PHIL2110	Introduction to Modern Logic	

D. Natural Science with lab ** 10.5

(One class from Biological Science and one class from Physical Science. At least one course must have a lab.)

BIOLOGICAL SCIENCE

BIOS1010	General Biology	
BIOS1090	Generally Botany	
BIOS1110	Biology of Microorganisms	
BIOS1120	Introduction to Zoology	
BIOS1140	Human Anatomy	
BIOS1210	Human Anatomy & Physiology	
BIOS2130	Human Physiology	
FSDT1350	Basic Nutrition	

PHYSICAL SCIENCE

CHEM1050	Chemistry and the Citizen	
CHEM1090	General Chemistry I	
GEOG1500	Physical Geography	
GEOL1010	Physical Geology	
GEOL1060	Environmental Geology	
LBST1101/1111	Applied Chemistry I/Lab and	
LBST1102/1112	Applied Chemistry II/Lab	
PHYS1030	Astronomy	
PHYS1110	Survey of Physical Science	
PHYS1150	Descriptive Physics	
PHYS1410	General Physics I	
PHYS2010	College Physics I	

E. Humanities ** 13.5

1. Literature or Philosophy 4.5

(One class from the following)

ENGL1510 Introduction to Creative Writing
 ENGL2050 Modern Fiction
 ENGL2100 Introduction to Literature
 ENGL2140 Introduction to Shakespeare
 ENGL2150 Introduction to Women's Literature
 ENGL2160 Children's Literature
 ENGL2165 Adolescent Literature
 ENGL2440 African American Literature
 ENGL2450 Native American Literature
 ENGL2460 Latino/a & Latin American Literature
 ENGL2470 Asian American Literature
 ENGL2520 Fiction Writing
 ENGL2530 Poetry Writing
 PHIL1010 Introduction to Philosophy
 PHIL1060 Applied Ethics
 PHIL1150 Creative & Critical Thinking
 PHIL2130 Bioethics
 PHIL2610/RELS2610 Comparative Religions

2. Take one class in any two different fields below 9.0

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
 ARTS1210 Design & Composition
 ARTS1330 Beginning Ceramics I
 ARTS2510 Beginning Painting I
 ARTS2650 Native American Art
 ARTS2750 Women in Art
 BRDC1710 Survey of Electronic Media
 BRDC2780 Public Relations Strategies & Techniques
 ENGL1510 Introduction to Creative Writing
 ENGL2050 Modern Fiction
 ENGL2100 Introduction to Literature
 ENGL2140 Introduction to Shakespeare
 ENGL2150 Introduction to Women's Literature
 ENGL2160 Children's Literature
 ENGL2165 Adolescent Literature
 ENGL2440 African American Literature
 ENGL2450 Native American Literature
 ENGL2460 Latino/a & Latin American Literature
 ENGL2470 Asian American Literature
 ENGL2520 Fiction Writing
 ENGL2530 Poetry Writing
 GERM1010 Elementary German I
 GERM1020 Elementary German II
 GERM2010 Second Year German I
 GERM2020 Second Year German II
 HUMS1100 Introduction to the Humanities
 HUMS1200 20th-Century Arts & Ideas
 JOUR1810 Introduction to Mass Communications
 JOUR1820 News Writing & Reporting
 MUSC1010 Introduction to Music
 MUSC1610 Music Theory I
 MUSC1620 Music Theory II
 MUSC2720 Music History & Literature I
 MUSC2730 Music History & Literature II
 MUSC2750 Introduction to American Music
 PHIL1010 Introduction to Philosophy
 PHIL1060 Applied Ethics
 PHIL1150 Creative & Critical Thinking
 PHIL2130 Bioethics
 PHIL2610/RELS2610 Comparative Religions
 PHOT1750 Beginning Photography
 SIGN1010 Beginning American Sign Language I
 SIGN1020 Beginning American Sign Language II
 SIGN2010 Second Year American Sign Language I (ASL)
 SIGN2020 Second Year American Sign Language II (ASL)

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

SPCH2050 Oral Performances of Literature
 SPAN1010 Elementary Spanish I
 SPAN1020 Elementary Spanish II
 SPAN2010 Second Year Spanish I
 SPAN2020 Second Year Spanish II
 SPAN2030 Intensive Conversation
 SPAN2040 Intensive Writing
 SPAN2100 Accelerated Second Year of Spanish
 SPCH2110 Intercultural Communication
 THEA1120 Introduction to Theater
 THEA1140 Basic Acting

F. Social Sciences ** 18.0

1. Social/Behavior Science 4.5

(One class from the following)

ANTH1120 General Anthropology
 PSYC1250 Interpersonal Relations
 PSYC1810 Introduction to Psychology
 SOCI1010 Introduction to Sociology
 2. Economics or Political Science 4.5

(One class from the following)

ECON2110 Macroeconomics
 ECON2120 Microeconomics
 POLS1000 American Government
 POLS1600 Introduction to International Relations

3. Geography or History 4.5

(One class from the following)

GEOG1400 Intro to Human Geography
 GEOG1420 World Regional Geography
 HIST1000 Western Tradition I
 HIST1010 Western Tradition II
 HIST1810 Survey of Russian History
 HIST1820 Survey of Asian History
 HIST2010 American History I
 HIST2020 American History II
 HIST2100 World History to 1500
 HIST2110 World History since 1500
 HIST2960 Survey of African American History

4. The fourth class taken from any of the following: 4.5

ANTH1120 General Anthropology
 ANTH2320 Introduction to Archaeology
 ECON2110 Macroeconomics
 ECON2120 Microeconomics
 EDUC1310 Introduction to Education
 EDUC2610 Educational Psychology
 GEOG1400 Intro to Human Geography
 GEOG1420 World Regional Geography
 HIST1000 Western Tradition I
 HIST1010 Western Tradition II
 HIST1810 Survey of Russian History
 HIST1820 Survey of Asian History
 HIST2010 American History I
 HIST2020 American History II
 HIST2100 World History to 1500
 HIST2110 World History since 1500
 HIST2960 Survey of African American History
 POLS1000 American Government
 POLS1040 Comparative Politics
 POLS1080 Introduction to Political Science
 POLS1600 Introduction to International Relations
 POLS2020 State & Local Government
 POLS2300 Political Parties
 PSYC1250 Interpersonal Relations
 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
 PSYC2980 Abnormal Psychology
 SOCI1010 Introduction to Sociology
 SOCI1020 Diversity in Society
 SOCI2000 Women in Contemporary Society

SOCI2010 Social Problems
 SOCI2150 Issues of Unity & Diversity
 SOCI2250 Marriage and the Family
 SOCI2260 Parenting

G. Race, Ethnicity & Gender ** 4.5

ARTS2650 Native American Art
 ARTS2750 Women in Art
 ENGL2150 Introduction to Woman's Literature
 ENGL2440 African American Literature
 ENGL2450 Native American Literature
 ENGL2460 Latino/a and Latin American Literature
 ENGL2470 Asian American Literature
 GLST2980 Global Studies
 HIST1820 Survey of Asian History
 HIST2960 African American History
 SOCI1020 Diversity in Society
 SOCI2000 Women in Contemporary Society

SOCI2150 Issues of Unity & Diversity
 SPCH2110 Intercultural Communication

H. Electives that fulfill the Associate Degree Requirements: 25.5

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

ACCT1200 Principles of Accounting I
 ACCT1210 Principles of Accounting II
 ACFS1010 Academic & Career Development
 AGRI1131 Crop & Food Science
 AGRI1141 Livestock Management & Selection
 AGRI1153 Soils & Plant Nutrition
 AGRI1171 Ag Technology
 ANTH2320 Introduction to Archeology
 ARTS1120 Beginning Drawing II
 ARTS1340 Beginning Ceramics II
 ARTS2210 Beginning Graphic Design
 ARTS2520 Beginning Painting II
 BIOS1220 Human Anatomy & Physiology
 BIOS2410 General Genetics
 BRDC1860 Radio Workshop
 BRDC2100 Broadcast Media Production
 BRDC2830 Communication Law & Ethics
 BRDC2860 Radio Workshop
 BRDC2970 Radio Internship
 BSAD1050 Introduction to Business
 BSAD1090 Business Law I
 BSAD1100 Business Law II
 BSAD2520 Principles of Marketing
 BSAD2540 Principles of Management
 CHEM1100 General Chemistry II
 CHEM2510 Organic Chemistry I
 CHEM2520 Organic Chemistry II
 CHEM2610 Biochemistry
 CRIM1010 Introduction to Criminal Justice
 CRIM1020 Introduction to Corrections
 CRIM1030 Courts & the Judicial Process
 CRIM1050 Introduction to Forensic Science
 CRIM1140 Reporting Techniques for Criminal Justice
 CRIM2000 Criminal Law
 CRIM2030 Police & Society
 CRIM2050 Community Based Corrections
 CRIM2100 Juvenile Justice
 CRIM2150 Social Issues in Criminal Justice
 CRIM2200 Criminology
 CRIM2260 Criminal Investigation
 CRIM2310 Rules of Evidence
 CRIM2940 Criminal Justice Internship
 DRAF1120 Basic Computer Aided Drafting
 ECON1200 Personal Finance
 EDUC1080 Professional Practicum Experience I
 EDUC2500 Fundamentals of Child Development for Education
 EDUC2510 Fundamentals of Adolescent Development for Education
 EDUC2970 Professional Practicum Experiences I
 EDUC2971 Professional Practicum Experiences II
 ENGR1010 Freshman Multidisciplinary Design

ENGR1020	MATLAB Programming and Problem Solving
ENGR2010	Introduction to Circuits and Electronics
ENGR2020	Engineering Statics
HLTH1010	Introduction to Health
HMRS1404	Introduction to Social Work
HMRS2541	Social Services-Long Term Care Facilities
JOUR1810	Introduction to Mass Communications
JOUR1820	News Writing & Reporting
JOUR1840/1880/2840/2880	Publications Production
JOUR 2970	Communication Internship
LBST2162&2172&2163&2173	Biochemistry I & II w/lab
LIBR1010	Introduction to Library and Information Resources
LIBR1110	Administration of Library and Information Environments
LIBR1210	Public Services in Library and Information Sciences
LIBR1510	Reference Services in Library and Information Environments
LIBR1610	Introduction to Children and Young Adult Services
LIBR2200	Introduction to Library Collection Management
LIBR2400	Introduction to Technical Services – Cataloging
LIBR2940	Library Science Capstone Practicum
MATH1700	Calculus & Analytic Geometry II
MATH2080	Calculus & Analytic Geometry III
MATH2200	Differential Equations
MEDA1101	Medical Terminology I
MEDA1201	Medical Terminology II
MEDA1406	Basic Pharmacology
MUSC1015/1020,2010/2020,2030/2040	Individual Instruction in Voice
MUSC1220/1230,2200/2210,2220/2230	Individual Instruction in Brass
MUSC1240/1250,2240/2250,2280/2290	Individual Instruction in Woodwinds
MUSC1260/1270/2260/2270	Class Piano I, II, III, IV
MUSC1410/1420,2390/2400,2410/2420	College Chorus
MUSC1430,1440,2430,2440	Vocal Ensemble: Showcase Singers
MUSC1480/1490,2480/2490,2500/2510	College Band
MUSC2520/2530,2540/2550,2580/2590	Individual Instruction in Piano
NURS1306	Pathophysiology
NURS1308	Pathophysiology through the Lifespan
PHED1000	Lifetime Fitness
PHOT1760	Creative Photography
PHOT1780	Color Photography
PHOT2750	Photojournalism
PHYS1420	General Physics II
PHYS2020	College Physics II
THEA1850/1860/2850/2860/2880	Theatre Production

** 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 a pre-professional program** (pre-vet, pre-dentistry, pre-med) before transferring to a college or university. Students are encouraged to meet with their adviser and receiving college or university to determine a program of transfer courses that will meet the requirement for the student's field of study. Not all courses will be available at all campuses.



Credit Hours Required for Graduation:

AS Degree90.0

COURSE #	COURSE TITLE	CREDIT HRS
A. Written Communication ** 9.0		
ENGL1010	Composition I or	
ENGL1015	Composition and Literature and	
ENGL1020	Composition II or	
ENGL2560	Technical Writing or	
OFFT1110	Business Communications	
B. Speech ** 4.5		
(One class from the following)		
SPCH1090	Fund of Human Communication	
SPCH1110	Public Speaking	
SPCH2810	Business & Professional Communication	
C. Mathematics/Logic ** 9.0		
MATH1150	College Algebra	
MATH1180	Elementary Statistics	
MATH1200	Trigonometry	
MATH1300	Precalculus	
MATH1400	Applied Calculus	
MATH1600	Calculus & Analytical Geometry I	
MATH1700	Calculus & Analytical Geometry II	
MATH2030	Contemporary Mathematics	
PHIL2110	Introduction to Modern Logic	
D. Natural Science with lab ** 12.0		
(One class from Biological Science and one class from Physical Science)		
BIOLOGICAL SCIENCE		
BIOS1010	General Biology	
BIOS1090	General Botany	
BIOS1110	Biology of Microorganisms	
BIOS1120	Introduction to Zoology	
BIOS1140	Human Anatomy	
BIOS1210	Human Anatomy & Physiology I	
BIOS2130	Human Physiology	
PHYSICAL SCIENCE		
CHEM1050	Chemistry and the Citizen	
CHEM1090	General Chemistry I	
GEOL1010	Physical Geology	
GEOL1060	Environmental Geology	
LBST1101&1102	Chemistry I and Chemistry II and Chem I & II with Labs	
PHYS1030	Astronomy	
PHYS1110	Survey of Physical Science	
PHYS1150	Descriptive Physics	
PHYS1410	General Physics I	
PHYS2010	College Physics I	

(One class from the following)

SPCH1090 Fund of Human Communication
 SPCH1110 Public Speaking
 SPCH2810 Business & Professional Communication

C. Mathematics/Logic ** 9.0

MATH1150 College Algebra
 MATH1180 Elementary Statistics
 MATH1200 Trigonometry
 MATH1300 Precalculus
 MATH1400 Applied Calculus
 MATH1600 Calculus & Analytical Geometry I
 MATH1700 Calculus & Analytical Geometry II
 MATH2030 Contemporary Mathematics
 PHIL2110 Introduction to Modern Logic

D. Natural Science with lab ** 12.0

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

BIOLOGICAL SCIENCE

BIOS1010 General Biology
 BIOS1090 General Botany
 BIOS1110 Biology of Microorganisms
 BIOS1120 Introduction to Zoology
 BIOS1140 Human Anatomy
 BIOS1210 Human Anatomy & Physiology I
 BIOS2130 Human Physiology

PHYSICAL SCIENCE

CHEM1050 Chemistry and the Citizen
 CHEM1090 General Chemistry I
 GEOL1010 Physical Geology
 GEOL1060 Environmental Geology
 LBST1101&1102

Chemistry I and Chemistry II and Chem I & II with Labs
 PHYS1030 Astronomy
 PHYS1110 Survey of Physical Science
 PHYS1150 Descriptive Physics
 PHYS1410 General Physics I
 PHYS2010 College Physics I

E. Humanities ** 4.5

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
 ENGL2150 Introduction to Women's Literature
 ENGL2160 Children's Literature
 ENGL2165 Adolescent Literature
 ENGL2440 African American Literature
 ENGL2450 Native American Literature
 ENGL2460 Latino/a & Latin American Literature
 ENGL2470 Asian American Literature
 GERM1010 Elementary German I
 GERM1020 Elementary German II
 GERM2010 Second Year German I
 GERM2020 Second Year German II
 HUMS1100 Introduction to the Humanities
 HUMS1200 20th-Century Arts & Ideas
 MUSC1010 Introduction to Music
 PHIL1010 Introduction to Philosophy
 PHIL1060 Applied Ethics
 PHIL1150 Creative & Critical Thinking
 PHIL2130 Bioethics
 PHIL2610/RELS2610 Comparative Religions
 SPAN1010 Elementary Spanish I
 SPAN1020 Elementary Spanish II
 SPAN2010 Second Year Spanish I
 SPAN2020 Second Year Spanish II
 SPAN2030 Intensive Conversation
 SPAN2040 Intensive Writing
 SPAN2100 Accelerated Second Year of Spanish

F. Social Sciences ** 4.5

ANTH1120 General Anthropology
 ECON2110 Macroeconomics
 ECON2120 Microeconomics
 PSYC1250 Interpersonal Relations
 PSYC1810 Introduction to Psychology
 SOCI1010 Introduction to Sociology

G. Race, Ethnicity & Gender ** 4.5

ARTS2650 Native American Arts
 ARTS2750 Women in Art
 ENGL2150 Introduction to Woman's Literature
 ENGL2440 African American Literature
 ENGL2450 Native American Literature
 ENGL2460 Latino/a and Latin American Literature

ENGL2470 Asian American Literature
 GLST2980 Global Studies
 HIST1820 Survey of Asian History
 HIST2960 African American History
 SOCI1020 Diversity in Society
 SOCI2000 Women in Contemporary Society

SOCI2150 Issues of Unity & Diversity
 SPCH2110 Intercultural Communication

H. Electives that fulfill the Associate Degree Requirements: 42.0

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

ACCT1200 Principles of Accounting I
 ACCT1210 Principles of Accounting II
 ACFS1010 Academic & Career Orientation
 AGRI1131 Crop & Food Science
 AGRI1141 Livestock Management & Selection
 AGRI1153 Soils & Plant Nutrition
 AGRI1171 Ag Technology
 ANTH2320 Introduction to Archeology
 ARTS1110 Beginning Drawing I
 ARTS1120 Beginning Drawing II
 ARTS1210 Design & Composition

ARTS1330 Beginning Ceramics I
 ARTS1340 Beginning Ceramics II
 ARTS2210 Beginning Graphic Design
 ARTS2510 Beginning Painting I
 ARTS2520 Beginning Painting II
 BIOS1090 General Botany
 BIOS1120 Introduction to Zoology
 BIOS1220 Human Anatomy & Physiology
 BIOS2410 General Genetics
 BRDC1860 Radio Workshop
 BRDC2100 Broadcast Media Production
 BRDC2780 Public Relations Strategies & Techniques
 BRDC2830 Communication Law & Ethics
 BRDC2860 Radio Workshop
 BRDC2970 Radio Internship
 BSAD1050 Introduction to Business
 BSAD1090 Business Law I
 BSAD1100 Business Law II
 BSAD2520 Principles of Marketing
 BSAD2540 Principles of Management
 CHEM1100 General Chemistry II
 CHEM2510 Organic Chemistry I
 CHEM2520 Organic Chemistry II
 CHEM2610 Biochemistry
 CRIM1010 Introduction to Criminal Justice
 CRIM1020 Introduction to Corrections
 CRIM1030 Courts & the Judicial Process
 CRIM1050 Introduction to Forensic Science
 CRIM1140 Reporting Techniques for Criminal Justice
 CRIM2000 Criminal Law
 CRIM2030 Police & Society
 CRIM2050 Community Based Corrections
 CRIM2100 Juvenile Justice
 CRIM2150 Social Issues in Criminal Justice
 CRIM2200 Criminology
 CRIM2260 Criminal Investigation
 CRIM2310 Rules of Evidence
 CRIM2940 Criminal Justice Internship
 DRAF1120 Basic Computer Aided Drafting
 ECON1200 Personal Finance
 EDUC1080 Professional Practicum Experience I
 EDUC1310 Introduction to Education
 EDUC2500 Fundamentals of Child Development for Education
 EDUC2510 Fundamentals of Adolescent Development for Education
 EDUC2590 Institutional Technology
 EDUC2610 Educational Psychology
 EDUC2970 Professional Practicum Experiences I
 EDUC2971 Professional Practicum Experiences II
 ENGL1510 Introduction to Creative Writing
 EDUC2160 Children's Literature
 EDUC2165 Adolescent Literature
 ENGL2440 African American Literature
 ENGL2520 Fiction Writing
 ENGL2530 Poetry Writing
 ENGR1010 Freshman Multidisciplinary Design
 ENGR1020 MATLAB Programming and Problem Solving
 ENGR2010 Introduction to Circuits and Electronics
 ENGR2020 Engineering Statics
 FSOT1350 Basic Nutrition
 GEOG1400 Intro to Human Geography
 GEOG1420 World Regional Geography
 GEOG1500 Physical Geography
 HIST1000 Western Tradition I
 HIST1010 Western Tradition II
 HIST1810 Survey of Russian History
 HIST2010 American History I
 HIST2020 American History II
 HIST2100 World History to 1500
 HIST2110 World History since 1500
 HLTH1010 Introduction to Health
 HMRS1404 Introduction to Social Work
 HMRS2541 Social Services-Long Term Care Facilities

JOUR1820 News Writing & Reporting
 JOUR1840/1880/2840/2880 Publications Production
 JOUR 2970 Communication Internship
 LBST2162&2172&2163&2173 Biochemistry I & II w/lab
 LIBR1010 Introduction to Library and Information Resources
 LIBR1110 Administration of Library and Information Environments
 LIBR1210 Public Services in Library and Information Sciences
 LIBR1510 Reference Services in Library and Information Environments
 LIBR1610 Introduction to Children and Young Adult Services
 LIBR2200 Introduction to Library Collection Management
 LIBR2400 Introduction to Technical Services – Cataloging
 LIBR2940 Library Science Capstone Practicum
 MATH2080 Calculus & Analytic Geometry III
 MATH2200 Differential Equations
 MEDA1101 Medical Terminology I
 MEDA1201 Medical Terminology II
 MEDA1406 Basic Pharmacology
 MUSC1015/1020,2010/2020,2030/2040 Individual Instruction in Voice
 MUSC1220/1230,2200/2210,2220/2230 Individual Instruction in Brass
 MUSC1240/1250,2240/2250,2280/2290 Individual Instruction in Woodwinds
 MUSC1260/1270/2260/2270 Class Piano I, II, III, IV
 MUSC1310/1320,2310/2320,2610/2620 Individual Instruction in Strings
 MUSC1410/1420,2390/2400,2410/2420 College Chorus
 MUSC1430,1440,2430,2440 Vocal Ensemble: Showcase Singers
 MUSC1480/1490,2480/2490,2500/2510 College Band
 MUSC1610 Music Theory I
 MUSC1620 Music Theory II
 MUSC1630 Music Theory III
 MUSC1640 Music Theory IV
 MUSC2520/2530,2540/2550,2580/2590 Individual Instruction in Piano
 MUSC2720 Music History & Literature I
 MUSC2730 Music History & Literature II
 MUSC2750 Introduction to American Music
 NURS1306 Pathophysiology
 NURS1308 Pathophysiology through the Lifespan
 PHED1000 Lifetime Fitness
 PHOT1750 Beginning Photography
 PHOT1760 Creative Photography
 PHOT1780 Color Photography
 PHOT2750 Photojournalism
 PHYS1420 General Physics II
 PHYS2020 College Physics II



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
 PSYC2890 Child Psychology
 PSYC2900 Adolescent Psychology
 PSYC2950 Introduction to Counseling
 PSYC2960 Life-span Human Development
 PSYC2970 Introduction to Psychological Research
 PSYC2980 Abnormal Psychology
 SIGN1010 Beginning American Sign Language I
 SIGN1020 Beginning American Sign Language II
 SIGN2010 Second Year American Sign Language I (ASL)
 SIGN2020 Second Year American Sign Language II (ASL)
 SOCI2010 Social Problems
 SOCI2250 Marriage and the Family
 SOCI2260 Parenting
 SPCH2050 Oral Performance of Literature
 THEA1120 Introduction to Theatre
 THEA1140 Basic Acting
 THEA1860/2850/2860/2880 Theatre Production

** A course may meet only one graduation requirement



Articulated examples / suggested courses for associate-to-bachelor degree.

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

BUSINESS FOCUS:

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

COURSE #	COURSE TITLE	CREDIT HRS
A. Written Communication		9.0
ENGL1010	Composition I	
B. Speech Communication		4.5
SPCH2810	Business & Professional Communication	
C. Mathematics/Logic (Select one)		4.5
MATH1400	Applied Calculus	
MATH1600	Calculus & Analytic Geometry I (1600 Required for major in Actuarial Science)	
D. Natural Science with Lab		10.5
Students must take one Biological Science and one Physical Science. At least one course must have a lab.		
Biological Science (Select one)		
Physical Science (Select one)		

E. Humanities	13.5
1. Literature or Philosophy (Select one)	4.5
2. Arts (Select one)	4.5
3. Third Humanities (Select one)	4.5
F. Social Sciences	18.0
1. Social/Behavioral Science (Select one)	4.5
2. Macroeconomics	4.5
3. History (Select one)	4.5
4. Fourth Social Science (Select one)	4.5
G. Race, Ethnicity & Gender (Select one)	4.5
H. Other Required Courses	27.0
ACCT1200	Principles of Accounting I
ACCT1210	Principles of Accounting II
BSAD1090	Business Law I
BSAD2520	Principles of Marketing
ECON2120	Microeconomics
MATH1180	Elementary Statistics

I. Computer Proficiency Requirement	
INFO1005	Microsoft Office Applications
*This course will meet the computer proficiency requirement of UNL-CBA; however, the hours do not transfer as degree-applicable hours. This requirement may be met at UNL, but it must be completed before the student will be allowed to enroll in any junior level business courses.	

Articulated example of suggested courses with the University of Nebraska-Lincoln (UNL), Peru State College (PSC), Chadron State College (CSC), or the University of Nebraska-Kearney (UNK)

EARLY CHILDHOOD EDUCATION FOCUS: (birth to grade 3)

Please work closely with your SCC Academic Adviser. Suggested courses vary depending on your transfer school. Ultimately, it is the student's responsibility to check with the institution where credit is being transferred.

COURSE #	COURSE TITLE	CREDIT HRS
A. Written Communication		9.0
See adviser for suggested courses for specific schools.		
B. Speech (Select one)		4.5
See adviser for suggested courses for specific schools.		
C. Mathematics/Logic (Select one)		4.5
See adviser for suggested courses for specific schools.		
D. Natural Science with lab		10.5
Students must take one Biological Science and one Physical Science. At least one course must have a lab. See adviser for suggested courses for specific schools.		
E. Humanities		13.5
UNL requires at least one of the following.		
PSC, CSC, and UNK require both:		
ECED1160	Early Language and Literacy	
ENGL2160	Children's Literature	
See adviser for other suggested courses for specific schools.		

F. Social Sciences	18.0
1. Social/Behavioral Science (Select one)	
PSYC1810	Introduction to Psychology
SOCI1010	Introduction to Sociology (Recommended for PSC)
2. Economics/Political Science (Select one)	
See adviser for suggested courses for specific schools.	
3. History (Select one)	
HIST2010	American History I
HIST2020	American History II
4. Fourth Social Science (Select one)	
See adviser for suggested courses for specific schools.	
G. Race, Ethnicity and Gender (Select one)	4.5
See adviser for suggested courses for specific schools.	
H. Required Educational and Other Courses	39.0-51.0 hrs.
ECED1050	Expressive Arts (All schools)
ECED1060	Observation, Assessment & Guidance (All schools)
ECED1110	Infant and Toddler Development (All schools)

ECED1120	Preschool Child Development (All schools)
ECED1150	Introduction to Early Childhood Education (UNL, PSC, UNK)
ECED1220	Pre-Practicum (SCC prerequisite course)
ECED1221	Infant and Toddler Practicum (All schools)
ECED1224	Preschool Math, Sci. & Soc. Studies Curric. (PSC, CSC, UNK)
ECED1230	School Age Child Development
ECED1520	Preschool Practicum
ECED1545	School Age Child Practicum
ECED2050	Children with Exceptionalities (UNL, PSC, CSC)
ECED2060	Early Childhood Ed. Curriculum Planning (PSC, CSC, UNK)
ECED2070	Family & Community Relationships (PSC, CSC, UNK)
ECED2800	Graduation Seminar (Satisfies Ed. Program admissions requirement)
EDUC1310	Introduction to Education (UNL)
HLTH1010	Introduction to Health (UNK)
PHED1000	Lifetime Fitness (UNL, PSC, CSC)

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

LIBRARY TECHNICAL ASSISTANT FOCUS:

Please work closely with your SCC Academic Adviser.

It is ultimately the student's responsibility to check with the institution where credit is being transferred.

Credit Hours Required for Graduation:		
AA Degree with LTA Focus		
		100.5
COURSE #	COURSE TITLE	CREDIT HRS
A. Written Communication		9.0
B. Speech **		4.5
C. Mathematics/Logic **		4.5
D. Natural Science with lab **		10.5
(One class from Biological Science and one class from Physical Science)		
E. Humanities **		13.5
F. Social Sciences **		18.0
G. Race, Ethnicity & Gender **		4.5

H. Electives that fulfill the Associate Degree – Library Technical Assistant Focus Requirements:	36.0
Check with your SCC adviser or your receiving institution.)	
LIBR1010	Introduction to Library and Information Resources
LIBR1110	Administration of Library and Information Environments
LIBR1210	Public Services in Library and Information Sciences
LIBR1510	Reference Services in Library and Information Environments

LIBR1610	Introduction to Children and Young Adult Services
LIBR2200	Introduction to Library Collection Management
LIBR2400	Introduction to Technical Services – Cataloging
LIBR2940	Library Science Capstone Practicum

** A course may meet only one graduation requirement

Articulated example / suggested courses with Nebraska four-year colleges/universities

PRE-EDUCATION FOCUS: (elementary, middle, secondary)

This focus allows pre-education students to complete some education and practicum courses as part of the A.A. degree and prepares students for transfer into education programs at Nebraska four-year colleges and universities.

As bachelor's degree requirements may vary from one college to another, please work closely with your SCC Academic Adviser. It is ultimately the student's responsibility to check with the institution where credit is being transferred.

COURSE #	COURSE TITLE	CREDIT HRS	F. Social Sciences	18.0	EDUC2500	Fundamentals of Child Development for Education or
A. Written Communication		9.0	1. Social/Behavioral Science (Select one)		EDUC2510	Fundamentals of Adolescent Development for Education
B. Speech Communication (Select one)		4.5	2. Economics/Political Science (Select one)		EDUC2590	Instructional Technology
C. Mathematics/Logic (Select one)		4.5	3. Geography/History (Select one)		EDUC2610	Educational Psychology
D. Natural Science with Lab		10.5	4. Fourth Social Science		EDUC2970	Professional Practicum Experiences I
E. Humanities		13.5	H. Other Required Courses	44.5	EDUC2971	Professional Practicum Experiences II
			EDUC1080 Practicum		ECED1409	PPST Preparation (recommended)
			EDUC1310 Introduction to Education			
			EDUC2160 Children's Literature or			
			EDUC2165 Adolescent Literature			

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

BROADCAST/JOURNALISM FOCUS:

This focus allows pre-broadcasting or pre-journalism student at Southeast Community College to complete the first two years of a journalism degree and transfer to a 4 years college or University. The broadcasting/journalism focus will also prepare a student for entry level positions in radio broadcasting or community newspapers. Please work closely with your SCC Academic Adviser.

It is ultimately the student's responsibility to check with the institution where credit is being transferred.

COURSE #	COURSE TITLE	CREDIT HRS	Journalism/Public Relations Focus	GENERAL EDUCATION REQUIREMENTS:
Broadcasting Focus				
BRDC2100	Broadcast Media Production	4.5	JOUR1810 Intro to Mass Comm.	4.5
BRDC1860	Radio Workshop	4.5	JOUR1820 News Writing	4.5
BRDC2780	Public Relations	4.5	JOUR1840, 1880, 2840	4.5
BRDC2830	Comm. Law & Ethics	4.5	Pub Productions (Jour Focus) or	4.5
BRDC2860	Radio Workshop	4.5	Broadcast Media Productions	9.0
BRDC2970	Radio Internship	4.5	(PR focus)	12.0
JOUR1810	Intro to Mass Comm.	4.5	BRDC2100	4.5
BSAD2430	Marketing Communications	4.5	BRDC2830	4.5
BSAD2520	Principles of Marketing	4.5	PHOT1750	4.5
	Elective	1.5	PHOT2750	4.5
		42.0	BSAD1050	4.5
			BRDC2780	4.5
			BSAD2520	4.5
			Elective	1.5
				42.0

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

PRE-ENGINEERING FOCUS:

This focus allows a pre-engineering student at Southeast Community College to complete the first two years of an engineering degree program (STEP) and transfer to the University of Nebraska – Lincoln. Requirements vary with each engineering major. Please work closely with your SCC Academic Adviser. It is ultimately the student's responsibility to check with the institution where credit is being transferred.

COURSE #	COURSE TITLE	CREDIT HRS	D. Science	27.0	Other Required Courses:
A. Written Communication		9.0	i. BIOS1010 General Biology		PSYC1250 Interpersonal Relations
i. ENGL1010 Composition I			ii. CHEM1090 General Chemistry I		ENGR1010 Freshman Multidisciplinary Design
ii. ENGL2560 Technical Writing			iii. PHYS2010 College Physics I		ENGR1020 MATLAB Programming & Problem Solving
B. Speech Communication		4.5	iv. PHYS2020 College Physics II		ENGR2010 Introduction to Circuits and Electronics
SPCH2810 Business & Professional Communication			E. Humanities (Take 1)	4.5	ENGR2020 Engineering Statics
C. Mathematics		25.5	F. Social Science (Take 1)	4.5	
i. MATH1600 Calculus I			G. Race, Ethnicity, and Gender	4.5	
ii. MATH1700 Calculus II					
iii. MATH2080 Calculus II					
iv. MATH2200 Differential Equations					

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

AGRICULTURAL SCIENCES & NATURAL RESOURCES FOCUS:

This focus allows students to complete the AS degree while fulfilling general education requirements for most majors at the College of Agricultural Sciences & Natural Resources at UNL. Please work closely with your SCC Academic Adviser. It is ultimately the student's responsibility to check with the institution where credit is being transferred.

COURSE #	COURSE TITLE	CREDIT HRS				
A. Written Communication			D. Natural Science with Lab	12.0	H. Other Required Courses	49.5
ENGL1010	Composition I	4.5	BIOS1010 General Biology	6.0	MATH1180 Elementary Statistics	4.5
Select one:			CHEM1090 General Chemistry I	6.0	CHEM1100 General Chemistry II	6.0
ENGL1020	Composition II	4.5			CHEM2510 Organic Chemistry I	6.0
ENGL2560	Technical Writing		E. Humanities	4.5	CHEM2520 Organic Chemistry II	6.0
OFFT1110	Business Communications	4.5	See SCC Adviser for recommendations.		PHYS1410 General Physics I	7.5
B. Speech Communication (Select One)			F. Social Sciences	4.5	Art/Music (See adviser for recommendations)	4.5
C. Mathematics/Logic			Select one:		History (See adviser for recommendations)	4.5
MATH1200	Trigonometry	4.5	ECON2110 Macroeconomics	4.5	Social Sci. (See adviser for recommendations)	4.5
Select one:			ECON2120 Microeconomics	4.5	Biological Sci. (See adviser for recommendations)	6.0
MATH1400	Applied Calculus	4.5				
MATH1600	Calculus & Analytic Geometry I	7.5	G. Race, Ethnicity & Gender (Select one)	4.5		
			See SCC Adviser for recommendations			

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

CHILD, YOUTH, & FAMILY STUDIES FOCUS:

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

COURSE #	COURSE TITLE	CREDIT HRS				
A. Written Communication			E. Humanities	13.5	H. Other Required Courses	22.5
ENGL1010	Composition I	4.5	1. Literature or Philosophy (Select one)	4.5	HMRS1102 Counseling Theories & Techniques	4.5
Select one:			2. Arts (Select one)	4.5	HMRS1320 Multicultural Competency	4.5
ENGL1020	Composition II	4.5	3. Third Humanities (Select one)	4.5	HMRS1357 Multicultural Counseling	4.5
OFFT1110	Business Communications	4.5	a. Assessment, Case Planning/Management & Professional Ethics for A&D		HMRS2523 Human Sexuality	4.5
B. Speech Communication (Select One)			b. Case Management & Ethics for Human Services		PSYC2980 Abnormal Psychology	4.5
C. Mathematics/Logic (Select One)			F. Social Sciences	18.0	I. Electives	9.0 – 13.5
MATH1180	Elementary Statistics	4.5	PSYC1810 Introduction to Psychology	4.5	Students will take a maximum of three SCC courses in an approved minor or area of concentration. See your UNL adviser for recommendations.	
MATH2030	Contemporary Math	4.5	Economics/Political Science (Select one)	4.5		
D. Natural Science with Lab			History (Select one)	4.5		
Students must take one Biological Science and one Physical Science. At least one course must have a lab. See SCC Academic Adviser for recommendations.			PSYC2960 Lifespan Human Development	4.5		
			G. Race, Ethnicity & Gender (Select one)	4.5		

Agriculture Business & Management Technology

What type of job could I get?

A wide range of highly rewarding careers are available for graduates of the Agriculture Business & Management Technology program.

Careers include golf course superintendent, grain elevator manager, livestock genetics sales, crop consultant, landscaper, equipment sales, research technician, crop and livestock production, commercial pesticide application, GPS precision specialist, agronomist, AND conservationist.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$13.70 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

This program is available only on the Beatrice campus. Students are admitted in every quarter. Students may focus in Agribusiness, Horticulture, Crops, Livestock, Golf Turfgrass Management, or Diversified Agriculture.

For more information contact:

Jeff Jensby, Program Chair
402-228-8206, 800-233-5027 x1206
jjensby@southeast.edu

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



AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY

Beatrice Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares student for careers in agribusiness, horticulture, crops, golf turfgrass, livestock, diversified agriculture, and biotechnology



Credit Hours Required for Graduation:

Associate of Applied Science Degree:

Agribusiness Focus:	132.0
Horticulture Focus:	132.0
Crops Focus:	132.0
Golf Turfgrass Management Focus:	132.0
Livestock Focus:	132.0
Diversified Agriculture Focus:	132.0

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

AGRI CORE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
AGRI1123	Agribusiness Careers	4.5
AGRI1131	Crop & Food Science	4.5
AGRI1141	Livestock Management & Selection*	6.0
AGRI1171	Ag Technology	3.0
AGRI1205	Enterprise Analysis	4.5
AGRI1211	Agricultural Marketing	4.5
AGRI1216	Agribusiness Management	4.5
AGRI2204	Agribusiness Intern Seminar I	4.5
AGRI2281	Agribusiness Cooperative Internship	10.5
AGRI2285	Agribusiness Internship Seminar II	1.5
AGRI2291	Ag Business Sales	4.5
		52.5

*Horticulture Focus may substitute AGRI1177 Companion Animals (4.5).

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

(Three classes from five areas below)

- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

AGRIBUSINESS FOCUS:

AGRI1135	Basic Fertilizer Management	3.0
AGRI1221	Livestock Nutrition	6.0
AGRI1153	Soils & Plant Nutrition	6.0
AGRI2219	Pesticide Certification	3.0
AGRI2232	Harvesting Equipment or	
AGRI2233	Planting and Tillage Equipment	6.0
AGRI2267	Advanced Marketing	4.5
AGRI2279	Advanced Ag Technology	4.5

Select 21 hours from the following:

HORT1132	Horticulture Plant Identification & Selection	4.5
AGRI1143	Introduction to Equine Management	4.5
HORT1154	Greenhouse Management	3.0
HORT1155	Basic Landscaping	4.5
HORT1239	Arboriculture	3.0
HORT1242	Turfgrass Management	4.5
AGRI1257	Live Animal Selection & Carcass Evaluation	4.5
AGRI2202	Farm & Ranch Management	6.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2223	Principles of Livestock Feeding	3.0
AGRI2231	Animal Breeding	7.5
AGRI2245	Animal Health	6.0
AGRI2253	Grain Management	3.0
AGRI2258	Livestock Ultrasound Technology	3.0
AGRI2265	Irrigation and Water Management	6.0
AGRI2280	Advanced Crops	4.5

Agribusiness Focus: **54.0**
Electives: **3.0-57.0**

HORTICULTURE FOCUS:

HORT1132	Horticulture Plant Identification & Selection	4.5
AGRI1153	Soils & Plant Nutrition	6.0
AGRI2219	Pesticide Certification	3.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2265	Irrigation & Water Management	6.0
	Select 21 hours from the following:	
AGRI1116	Electric & Gas Welding	2.0
AGRI1135	Basic Fertilizer Management	3.0
HORT1136	Plant Propagation	3.0
HORT1154	Greenhouse Management	3.0
HORT1155	Basic Landscaping	4.5
HORT1242	Turfgrass Management	4.5
HORT2214	Horticulture Equipment Maintenance	3.0
AGRI2222	Agriculture Analysis	3.0
HORT2292	Landscape Maintenance	3.0

Select 9 hours from the following:

HORT1239	Arboriculture	3.0
AGRI2240	Range & Forage Management	6.0
AGRI2279	Advanced Ag Technology	4.5
AGRI2286	Advanced Landscaping	4.5
HORT2288	Golf Course Management	6.0

Horticulture Focus: **54.0**
Electives: **3.0-57.0-58.5**



CROPS FOCUS:

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

Select 9 hours from the following:

HORT1136	Plant Propagation	3.0
HORT1154	Greenhouse Management	3.0
AGRI2212	Ag Machinery Maintenance	3.0
AGRI2240	Range & Forage Management	6.0
HORT1242	Turfgrass Management	4.5
AGRI2222	Agriculture Analysis	3.0
AGRI2253	Grain Management	3.0
AGRI2280	Advanced Crop	4.5

Crops Focus: **54.0**Electives: **3.0-4.5****57.0-58.5****GOLF TURFGRASS MANAGEMENT FOCUS:**

AGRI1123	Ag Careers	4.5
AGRI1131	Crop and Food Science	4.5
AGRI1171	Ag Technology	3.0
AGRI1205	Enterprise Analysis	4.5
AGRI1216	Agribusiness Management	4.5
AGRI2204	Agribusiness Intern Seminar I	4.5
AGRI2281	Agribusiness Cooperative Internship	10.5
AGRI2285	Agribusiness Internship Seminar II	1.5
AGRI2291	Ag Business Sales	4.5

Total: 42.0**General Education Requirements 22.5****Core Courses within the focus**

AGRI1135	Basic Fertilizers	3.0
HORT1132	Horticulture Plant Identification and Selection	4.5
AGRI1153	Soils and Plant Nutrition	6.0
AGRI2219	Pesticide Certification	3.0
AGRI2220	Ag Chem and Equip Application	4.5
AGRI2265	Irrigation and Water Management	6.0
HORT1242	Turfgrass Management	4.5
HORT2288	Golf Course Management	6.0
HORT1190	Management of Turfgrass Pests	4.5
HORT2214	Horticulture Equipment Maintenance	3.0
HORT2295	Advanced Golf Course Management	8.0

Select 10.5 hours from the following:

HORT1136	Plant Propagation	3.0
HORT1155	Basic Landscape Design	4.5
HORT1239	Arboriculture	3.0
HORT2292	Landscape Maintenance	3.0
AGRI2286	Advanced Ag Technology	4.5
HORT1154	Greenhouse Management	3.0
Golf Turfgrass Management Focus		63.5
Electives		4.0

67.5**LIVESTOCK FOCUS:**

AGRI1221	Livestock Nutrition	6.0
AGRI2223	Principles of Livestock Feeding	3.0
AGRI2231	Animal Breeding	7.5
AGRI2245	Animal Health	6.0
AGRI1257	Live Animal Selection & Carcass Evaluation	4.5

Select 18 hours from the following courses:

AGRI1135	Basic Fertilizer Management	3.0
AGRI1258	Introduction to Meats	4.5
AGRI2202	Farm & Ranch Management	6.0
AGRI2222	Agriculture Analysis	3.0
AGRI2232	Harvesting Equipment	6.0
AGRI2233	Planting & Tillage Equipment	6.0
AGRI2240	Range & Forage Management	6.0
AGRI2253	Grain Management	3.0
AGRI2258	Livestock Ultrasound Technology	3.0
AGRI2267	Advanced Marketing	4.5

Select 9 hours from the following courses:

AGRI1143	Introduction to Equine Management	4.5
AGRI2254	Advanced Swine Production	4.5
AGRI2255	Advanced Sheep Production	4.5
AGRI2256	Advanced Beef Cattle Production	4.5

Livestock Focus: **54.0**Electives: **3.0****57.0****DIVERSIFIED AGRICULTURE FOCUS:**

AGRI1153	Soils & Plants Nutrition	6.0
AGRI1221	Livestock Nutrition	6.0

Agribusiness Courses**Take a minimum of 6 credits**

AGRI2202	Farm & Ranch Management	6.0
AGRI2223	Principles of Livestock Feeding	3.0
AGRI2253	Grain Management	3.0
AGRI2267	Advanced Marketing	4.5
AGRI2274	Individual Marketing/Management Lab	1.5
AGRI2279	Advanced Ag Technology	4.5

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

AGRI1143	Introduction to Equine Management	4.5
AGRI1257	Live Animal Selection & Carcass Evaluation	4.5
AGRI2231	Animal Breeding	7.5
AGRI2240	Range & Forage Management	6.0
AGRI2245	Animal Health	6.0
AGRI2254	Advanced Swine Production	4.5
AGRI2255	Advanced Sheep Production	4.5
AGRI2256	Advanced Beef Production	4.5
AGRI2258	Livestock Ultrasound Technology	3.0

Crops Courses**Take a minimum of 12 credits**

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

Mechanics Courses**Take a minimum of 9 credits**

AGRI1116	Electric & Gas Welding	2.0
AGRI1145	Ag Electricity & Welding	2.0
AGRI1195	Advanced Electric and Gas Welding	2.0
AGRI1218	Basic Farm Engines	4.5
AGRI2212	Ag Machinery Maintenance	3.0
HORT2214	Horticulture Equipment Maintenance	3.0
AGRI2232	Harvesting Equipment	6.0
AGRI2233	Planting & Tillage Equipment	6.0

Diversified Agriculture Focus: **51.0**Electives: **6.0****57.0****PROGRAM ELECTIVES**

AGRI1116	Electric & Gas Welding	2.0
AGRI1124	Basic Ag Leadership	4.5
AGRI1135	Basic Fertilizer Management	3.0
AGRI1143	Introduction to Equine Management	4.5
AGRI1145	Ag Electricity & Welding	2.0
AGRI1153	Soils & Plant Nutrition	6.0
AGRI1177	Companion Animals	4.5
AGRI1195	Advanced Electric and Gas Welding	2.0
AGRI1218	Basic Farm Engines	4.5
AGRI1221	Livestock Nutrition	6.0
AGRI1251	Individualized Laboratory	3.0
AGRI1257	Live Animal Selection & Carcass Evaluation	4.5
AGRI1258	Introduction to Meats	4.5
AGRI1272	Intermediate Live Animal Selection	1.5
AGRI2202	Farm & Ranch Management	6.0
AGRI2212	Ag Machinery Maintenance	3.0
AGRI2219	Pesticide Certification	3.0
AGRI2220	Ag Chemicals & Equipment Application	4.5
AGRI2222	Agriculture Analysis	3.0
AGRI2223	Principles of Livestock Feeding	3.0
AGRI2225	Advanced Leadership Skills	3.0
AGRI2231	Animal Breeding	7.5
AGRI2232	Harvesting Equipment	6.0
AGRI2233	Planting & Tillage Equipment	6.0
AGRI2240	Range & Forage Management	6.0
AGRI2245	Animal Health	6.0
AGRI2253	Grain Management	3.0
AGRI2254	Advanced Swine Production	4.5
AGRI2255	Advanced Sheep Production	4.5
AGRI2256	Advanced Beef Cattle Production	4.5
AGRI2258	Livestock Ultrasound Technology	3.0
AGRI2265	Irrigation & Water Management	6.0
AGRI2267	Advanced Marketing	4.5
AGRI2272	Advanced Live Animal Evaluation & Carcass Selection	1.5
AGRI2274	Individual Marketing/Management Laboratory	1.5
AGRI2279	Advanced Ag Technology	4.5
AGRI2280	Advanced Crops	4.5
AGRI2291	Agribusiness Sales	4.5
HORT1130	Introduction to Horticulture	4.5
HORT1132	Horticulture Plant Identification & Selection	4.5
HORT1136	Plant Propagation	3.0
HORT1154	Greenhouse Management	3.0
HORT1155	Basic Landscaping	4.5
HORT1190	Management of Turfgrass Pests	4.5
HORT1239	Arboriculture	3.0
HORT1242	Turfgrass Management	4.5
HORT2214	Horticulture Equipment Maintenance	3.0
HORT2286	Advanced Landscaping	4.5
HORT2288	Golf Course Management	6.0
HORT2292	Landscape Maintenance	3.0
HORT2295	Advanced Golf Course Management	8.0



Architectural-Engineering Technology

What type of job could I get?

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

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

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$16.10 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

For more information contact:

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

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



ARCHITECTURAL-ENGINEERING TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in architectural and engineering building technologies



Credit Hours Required for Graduation:

Associate of Applied Science Degree: 135.0

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: ALL Architectural classes must have a minimum grade of "C" or above for graduating from this program. Corequisite classes must be taken during the same quarter, as theory & lab information changes each quarter. All classes, ARCH1103 through ARCH2546 are prerequisites for acceptance into the 6th quarter.

ARCHITECTURAL-ENGINEERING TECHNOLOGY COURSES:

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
ARCH1210	Elementary Structural Design	4.5
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	5.0
ARCH1320	Freehand Drawing for Design Detailers	1.0
ARCH1328	Structural Building Systems I	5.0
ARCH1329	Structural Building Systems II	5.0
ARCH1330	Structural Detailing & Design I	1.5
ARCH1332	Structural Detailing & Design II	1.5
ARCH1340	Computer Aided Drafting III (CAD)	1.5
ARCH1434	Fundamentals of Commercial Architecture	3.0
ARCH1436	Commercial Architectural Drafting	5.5
ARCH1438	Residential Design and Drafting	4.5
ARCH2531	Electrical Systems Theory	5.0
ARCH2533	Advanced Mechanical Systems Theory	5.0
ARCH2542	Electrical Systems Drafting	2.5
ARCH2544	Advanced Mechanical Systems Drafting	2.5
ARCH2546	Site Planning & Surveying	3.0
ARCH2637	Comprehensive Project Design	3.0
ARCH2639	Construction Estimating	3.5
ARCH2641	Life Safety Code	3.0
ARCH2648	Comprehensive Project Drawing	8.0
ARCH2710	Construction Law	4.5
		112.5

GENERAL EDUCATION REQUIREMENTS:

22.5 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS

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

(Two classes from the areas below)

- SOCIAL SCIENCE
- COMPUTER TECHNOLOGY
- SCIENCE
- HUMANITIES

No two classes may be selected from the same area.



Associate Degree Nursing

What type of job could I get?

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

Many employment opportunities are available in acute care, surgery centers, clinics, long-term care facilities, and hospitals as a staff nurse.

Program graduates are currently working in small and large facilities throughout Nebraska and the United States.

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$20.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits.

Program overview

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

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

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

Application requirements

Students must fulfill the Special Program Requirements before they will be admitted into the Associate Degree Nursing program core courses. Contact the College Admissions Office for a self-advising sheet and more information.

For more information contact:

Virginia Hess, Program Chair
402-437-2730, 800-642-4075 x2730
vhess@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600



ASSOCIATE DEGREE NURSING

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as a registered nurse



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

Credit Hours Required for Graduation:

Associate of Applied Science Degree: 108.0

PROGRAM REQUIREMENTS:

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

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

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

SPECIAL PROGRAM REQUIREMENTS FOR ADMISSION TO ASSOCIATE DEGREE NURSING (NURS) CORE COURSES:

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

OTHER COURSES TO IMPROVE SUCCESS:

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

A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this background check.

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

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

ASSOCIATE DEGREE NURSING CORE COURSES:

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

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

*Course has a prerequisite

**Required for LPNS advanced placement students only.

GENERAL EDUCATION REQUIREMENTS:

A student must complete general education credit hours for this program. See page 73.

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

(One class from each of the following areas)	
• ORAL COMMUNICATIONS	4.5
• WRITTEN COMMUNICATIONS	
ENGL1010 Composition I	4.5
• SCIENCE	
FSDT1350 Basic Nutrition	4.5
	13.5

REQUIRED SUPPORT COURSES:

MEDA1406* Basic Pharmacology	2.0
MEDA1407* Medical Calculations	1.0
PSYC2960 Life-span Human Development	4.5
	7.5

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



Auto Collision Repair Technology

What type of job could I get?

Following graduation the collision repair technology student has opportunities in the following areas:

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

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$11.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

For more information contact:

Bill Vocasek, Program Chair
402-761-8241, 800-933-7223 x8241
bvocasek@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243



AUTO COLLISION REPAIR TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in the automotive collision repair industry



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

Credit Hours Required for Graduation:

Associate of Applied Science Degree:
105.0-106.5

The Auto Collision Repair Technology program is ASE certified by the National Automotive Technicians Educational Foundation (NATEF), and was the first Auto Collision Repair program certified in the state of Nebraska. Students gain the entry-level basics of auto collision repair and master the skills required for today's structural and non-structural body components. This is the only Auto Collision Repair Technology Program in the state of Nebraska to offer I-CAR (Inter-Industry Conference on Auto Collision Repair) Welding Qualification Certification.

AUTO COLLISION REPAIR CORE 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 Conditioning	1.0
AUTB2560	Brake Systems	1.5
AUTB2565	Collision Repair Lab V	7.5
AUTB2650	Collision Repair Lab VI	10.0
BSAD2270	Professional Selling	4.5
		82.5



GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 HOURS

A student must complete general education credit hours for this program. See page 73. (6 classes minimum)

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

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

- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

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



This SCC Program is Affiliated with ASE



Automotive Technology

What type of job could I get?

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

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$10.15 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

For more information contact:

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

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

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



AUTOMOTIVE TECHNOLOGY

Lincoln and Milford Campuses

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in the automotive service and repair industry



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

Credit Hours Required for Graduation:

Associate of Applied Science Degree:
128.5-130.0

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

SPECIAL PROGRAM REQUIREMENTS:

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

AUTOMOTIVE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
AUTT1000	Shop Procedures	2.0
AUTT1010	Welding	1.5
AUTT1100	Shop Safety & Repair	2.5
AUTT1103	Drive Trains	3.0
AUTT1105	Automotive Brake Systems	7.0
AUTT1106	Electrical Concepts	6.0
AUTT1107	HVAC I	4.5
AUTT1108	Automotive Fuel and Control Systems	8.5
AUTT1203	Manual Transmission/Transaxle Theory	4.0
AUTT1204	Steering & Suspension	6.0
AUTT1206	Automotive Electricity	3.5
AUTT1207	HVAC II	2.0
AUTT1221	Engine Theory	5.0
AUTT1222	Engine II	11.0
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
		101.5



GENERAL EDUCATION REQUIREMENTS: 28.5 HOURS

A student must complete general education credit hours for this program. See page 73. (6 classes minimum)

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- SCIENCE

PHYS1150 Descriptive Physics

(Plus two classes from the any of the four areas below)

- MATHEMATICS
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

PLUS ONE ELECTIVE 4.5

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

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

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



This SCC Program is Affiliated with ASE



NATEF Accredited by NATEF



Building Construction Technology

What type of job could I get?

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

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

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$13.95 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

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

For more information contact:

Ron Petsch, Program Chair
402-761-8213, 800-933-7223 x8213
rpetsch@southeast.edu

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



BUILDING CONSTRUCTION TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

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



Credit Hours Required for Graduation:

Associate of Applied Science Degree: 121.0

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

BUILDING CONSTRUCTION TECHNOLOGY COURSES:

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	3.0
ECON1200	Personal Finance	4.5
		98.5

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS 4.5
- WRITTEN COMMUNICATIONS 4.5

ENGL1000 or higher

(Three classes from the areas below)

- MATHEMATICS 4.5

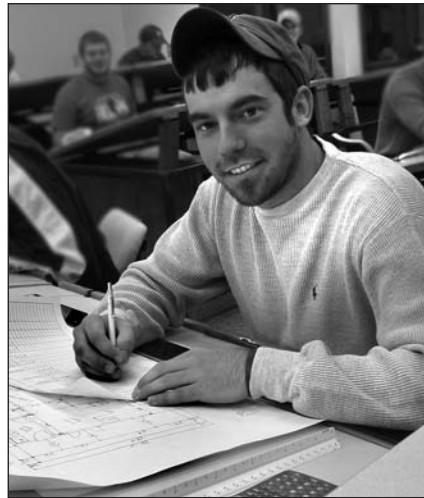
MATH1040 or higher

- SOCIAL SCIENCE 4.5
- COMPUTER TECHNOLOGY 4.5

BSAD1010 Microsoft Applications I

No two classes may be selected from the same area.

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



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

As Business Administration graduates, students in **marketing** are trained to work in a retail environment, insurance company, or in non-profit organizations. Some positions include Assistant Manager, Sales Associate, Executive Director Assistant, Human Resources Assistant, Customer Service Associate, and Insurance Agent.

Students in **entrepreneurship** will be able to create business ventures for themselves or take over the family business.

Students in **accounting** can hold positions as Accounting Clerk, Accounts Receivable Manager, Billing Clerk, Bookkeeper, and Office Assistant.

Students in the **Information Systems Focus** can hold positions as Business Analyst, working as a liaison with IT and business to design and implement computer systems to support the needs of business.

Students in the **General Business Focus** can hold positions in the marketing, accounting, and business management fields.

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

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$10.70 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

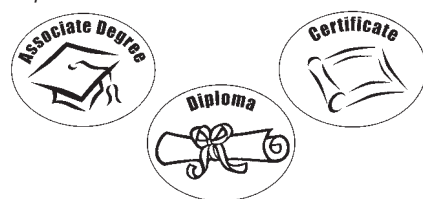
The program is available at all three campuses in Lincoln, Beatrice, and Milford. Students may focus in General Business, Accounting, Marketing, Entrepreneurship, Information Systems, or Nursing Home Administration.

**BUSINESS ADMINISTRATION**

Beatrice, Lincoln, & Milford Campuses

>ASSOCIATE OF APPLIED SCIENCE DEGREE
>DIPLOMA >CERTIFICATE

Prepares students for careers in business



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

Credit Hours Required for Graduation:

- **Certificate:** 36.0
- **Diploma:** 51.0
- **Associate of Applied Science Degree:**
 - Accounting Focus: 107.0
 - Entrepreneurship Focus: 110.0
 - Marketing Focus: 110.0
 - Information Systems Focus: 109.5–112.0
 - General Business Focus: 109.5
 - Nursing Home Administration Focus: 109.5

Students may pursue a basic course of study leading to a certificate, diploma or choose from focus areas, which lead to an associate of applied science degree. The focus areas are accounting, entrepreneurship, marketing, general business, information systems, 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.

For more information contact:

Sharon Dexter, Co-Chair Beatrice
402-228-8284, 800-233-5027 x1284
sdexter@southeast.edu

Toni Landenberger, Co-Chair Beatrice
402-228-3468 x1332, 800-233-5027 x1332
tlandenb@southeast.edu

Doug Strope, Co-Chair Lincoln
402-437-2415, 800-642-4075 x2415
dstrope@southeast.edu

Nancy Krumland, Co-Chair Lincoln
402-437-2427, 800-642-4075 x2427
nkrumlan@southeast.edu

Bill Beltz, Program Chair Milford
402-761-8237, 800-933-7223 x8237
bbeltz@southeast.edu

or the College Admissions Office
Beatrice 402-228-8214, 800-233-5027 x1214
Lincoln 402-437-2600, 800-642-4075 x2600
Milford 402-761-8243, 800-933-7223 x8243

A.A.S. BUSINESS ADMINISTRATION CORE CLASSES:

* Course has prerequisite.

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

COURSE #	COURSE TITLE	CREDIT HRS
ACCT1200	Principles of Accounting I	4.5
ACCT1210	*Principles of Accounting II	4.5
BSAD1020	*Microsoft Applications II	4.5
BSAD1090	Business Law I	4.5
OFFT1110	Business Communications	4.5
BSAD1050	Introduction to Business	4.5
OFFT2000	*Employment Techniques	3.0
BSAD2310	Business Ethics	3.0
BSAD2540	Principles of Management	4.5
ECON2110	Macroeconomics	4.5
ECON2120	Microeconomics	4.5
		46.5

ACCOUNTING FOCUS: (B/L/M)

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

BSAD2030	*Co-op Supervised Employment	5.0
ACCT2050	*Payroll Accounting	3.0
ACCT2090	*Cost Accounting	4.5
ACCT2100	Individual Income Tax Procedures	4.5
ACCT2130	*Intermediate Accounting I	4.5
ACCT2230	*Computerized Accounting	4.5
BSAD2390	*Small Business Management	4.5
ECON1200	Personal Finance	4.5
		35.0

ADVISER APPROVED ELECTIVES:

ACCT2140	*Intermediate Accounting II	4.5
ACCT2110	*Business Income Tax Procedures	3.0
ACCT2700	*ACAT Preparatory Course	4.5
ACCT2800	*Applied Accounting Capstone	4.5
		3.0
		38.0



**ENTREPRENEURSHIP FOCUS:
(B/L/M)**

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

BSAD2370	Human Resource Management	4.5
ENTR1050	Introduction to Entrepreneurship	4.5
ENTR1060	Entrepreneurship Opportunity Analysis	4.5
ENTR2050	Marketing for the Entrepreneur	4.5
ENTR2060	Entrepreneurship Legal Issues	4.5
ENTR2070	Entrepreneurship Taxes & Financial Topics	4.5
		27.0

(Choose one class from the two options below.)

BSAD2030	Co-op Supervised Employment	5.0
BSAD2365	Leadership Practicum	5.0
		5.0

(Choose one class from the seven options below.)

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

The Capstone course listed below:

ENTR2090	*Entrepreneurship Business Plan	4.5
		41.0

MARKETING FOCUS: (B/L/M)

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

BSAD2030	*Co-op Supervised Employment or	
BSAD2365	Leadership Practicum	5.0
BSAD2270	Professional Selling	4.5
BSAD2520	Principles of Marketing	4.5
BSAD2430	Marketing Communications	4.5
ECON1200	Personal Finance	4.5
		23.0

(Choose one class from the two options below.)

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

(Choose one class from the two options below.)

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

(Choose two electives from the options below. Must not have been previously taken for another category.)

BSAD1100	*Business Law II	4.5
BSAD1230	Visual Merchandising	4.5
BSAD2370	Human Resources Management	4.5
BSAD2390	*Small Business Management	4.5
BSAD2400	Principles of Retailing	4.5
BSAD2460	Electronic Commerce Marketing	4.5
BSAD2470	International Marketing	4.5
BSAD2480	Sports Entertainment Marketing	4.5
OFFT1680	*Web Page Support	4.5
BSAD2365	Leadership Practicum	5.0
		9.0
		41.0

* Course has prerequisite.

**GENERAL BUSINESS FOCUS:
(B/L/M)**

This business focus is designed for students to customize their courses and skills in a business degree. Choose from the following approved elective courses (40.5 credit hours) in Business Administration, Business Information Technology, and Visual Publications to complete an A.A.S. Degree.

ACCT2050	*Payroll Accounting	3.0
ACCT2090	*Cost Accounting	4.5
ACCT2100	Individual Income Tax Procedures	4.5
ACCT2110	*Business Income Tax Procedures	3.0
ACCT2130	*Intermediate Accounting I	4.5
ACCT2140	*Intermediate Accounting II	4.5
ACCT2230	*Computerized Accounting	4.5
ACCT2700	*ACAT Preparatory Course	4.5
ACCT2800	*Applied Accounting Capstone	4.5
BSAD1100	*Business Law II	4.5
BSAD1230	Visual Merchandising	4.5
BSAD1730	Quality Management	2.5
BSAD2030	*Co-op Supervised Employment	5.0
BSAD2270	Professional Selling	4.5
BSAD2365	Leadership Practicum	5.0
BSAD2370	Human Resources Management	4.5
BSAD2390	*Small Business Management	4.5
BSAD2400	Principles of Retailing	4.5
BSAD2430	Marketing Communications	4.5
BSAD2460	Electronic Commerce Marketing	4.5
BSAD2470	International Marketing	4.5
BSAD2480	Sports Entertainment Marketing	4.5
BSAD2520	Principles of Marketing	4.5
ECON1200	Personal Finance	4.5
ENTR1050	Introduction to Entrepreneurship	4.5
ENTR1060	Entrepreneurship Opportunity Analysis	4.5
ENTR2050	Marketing for the Entrepreneur	4.5
ENTR2060	Entrepreneurship Legal Issues	4.5
ENTR2070	Entrepreneurship Taxes and Financial Topics	4.5
ENTR2090	*Entrepreneurship Business Plan	4.5
OFFT1680	*Web Page Support	4.5
VPUB1110	Publishing Concepts	4.5
VPUB1111	Platform Manipulation	4.5
VPUB1112	Elements of Design	4.5
	(any other OFFT, VPUB or INFO courses with adviser approval)	9.0
		40.5


**NURSING HOME
ADMINISTRATION FOCUS:
(B/L/M)**

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.

BSAD2370	Human Resources Management	4.5
BSAD2520	Principles of Marketing	4.5
ECON1200	Personal Finance	4.5
HMSR2541	Social Services-Long-Term Care Facility	4.5
HMSR2542	Financial Management for Long-Term Care	4.5
HMSR2544	Patient Care and Services	4.5
HMSR2547	Administration for Long-Term Care Facilities	4.5
HMSR2549	Rules, Regulations, and Standards Relating to the Operation of a Health Care Facility	4.5
HMSR2550	Introduction to Assisted Living	4.5
		40.5

In addition to having an associate degree and the five core educational requirements for nursing home administration, the student/candidate must complete a 640 hour administrator in training (AIT) or mentoring program through and determined by the State of Nebraska. Lastly, the student/candidate will need to pass the NAB (National Association of Boards of Examiners for Long-Term Care Administration) exam. There will be additional fees that will need to be paid to the State of Nebraska and NAB.

Please note: The Nursing Home Administration and Assisted Living classes are also offered through the **Human Services program**. For more information, please contact: Theresa Parker, Nursing Home Administration and Assisted Living Adviser 402-437-2750, 800-642-4075 x2750 tparker@southeast.edu



**INFORMATION SYSTEMS FOCUS:
(M/L)**

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

INFO1151	Computer Fundamentals	4.5
INFO1214	Program Design and Problem Solving	4.5
INFO1217	Database Management	5.0
INFO1325	*Internet Scripting	3.0
INFO1431	*Web Page Fundamentals	3.0
		20.0

(Choose one class from the two options below.)

INFO1314	Java	4.5
INFO2564	Visual Basic	4.5
		4.5

(Choose one class from the two options below.)

INFO1414	*Advanced Java	4.5
INFO2664	*Advanced Visual Basic	4.5
		4.5

**OPTION 1:
SYSTEMS INFRASTRUCTURE**

INFO1287	Operating Systems	5.0
INFO1381	*Data Communications & Networking	4.5
ELEC2760	*Networking Infrastructure	3.5
		13.0

**OPTION 2:
SYSTEM Z (ENTERPRISE SERVER)**

INFO1221	*Introduction to the MVS Environment	2.0
INFO1428	*COBOL	8.0
INFO2678	*DB2 Database Applications & SQL	3.5
		13.5

**OPTION 3:
SYSTEM I (MID-RANGE AS/400)**

INFO1337	*Introduction to the iSeries	3.5
INFO1458	*RPG IV	8.0
		11.5

**OPTION 4
WEB APPLICATIONS**

BSAD2520	Principles of Marketing	4.5
INFO1511	Advanced Database Concepts	3.0
INFO1521	*Web Graphics	2.0
INFO2514	*Java Server Programming	4.5
		14.0
		40.5-43.0

**GENERAL EDUCATION REQUIREMENTS:
22.5 HOURS**

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

• ORAL COMMUNICATIONS	
• WRITTEN COMMUNICATIONS	
• MATHEMATICS	
• SOCIAL SCIENCE	
ENGL1010 ~Composition I	4.5
• COMPUTER TECHNOLOGY	
BSAD1010 Microsoft Applications I	4.5
No two classes may be selected from the same area.	

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

**BUSINESS ADMINISTRATION
DIPLOMA: (B/L/M)**

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

DIPLOMA CORE COURSES:

ACCT1200	Principles of Accounting I	4.5
BSAD1010	Microsoft Applications I	4.5
BSAD1020	*Microsoft Applications II	4.5
BSAD1050	Introduction to Business	4.5
BSAD2310	Business Ethics	3.0
BSAD2540	Principles of Management	4.5
OFFT1110	Business Communications	4.5
OFFT2000	*Employment Techniques	3.0

ADVISER APPROVED ELECTIVES:	9.0
(BSAD, ECON, ENTR, ACCT)	42.0

**DIPLOMA GENERAL EDUCATION
REQUIREMENTS: 9 HOURS**

• Written Communications	
ENGL 1010 Composition I	4.5
• Mathematics	4.5
	9.0
Total 51.0	

Please note: All INFO courses are also offered through the **Computer Programming Technology** or **Microcomputer Technology** programs.

For more information please contact:

Computer Programming
Beth Stutzman, Program Chair
402-761-8395, 800-933-7223 x8395
bstutzma@southeast.edu
or the College Admissions Office
Milford 402-761-8243, 800-933-7223 x8243

For more information contact:

Microcomputer Technology
Linda Bettinger, Program Co-chair
(402) 437-2490, 800-642-4075 x2490
lbetting@southeast.edu

Jo Schuster, Program Co-chair
(402) 437-2492, 800-642-4075 x2492
jschuste@southeast.edu
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

* Course has prerequisite.

**BUSINESS ADMINISTRATION
CERTIFICATE: (B/L/M)**

This certificate in Business Administration is designed to provide a comprehensive study in entrepreneurship and the basic skills needed to start a business venture.

CERTIFICATE CORE COURSES:

ENTR1050	Introduction to Entrepreneurship	4.5
ENTR1060	Entrepreneurship Opportunity Analysis	4.5
ENTR2090	*Entrepreneurship Business Plan	4.5
ENTR2050	Marketing for the Entrepreneur	4.5
ENTR2060	Entrepreneurship Legal Issues	4.5
ENTR2070	Entrepreneurship Taxes and Financial Topics	4.5
BSAD2540	Principles of Management	4.5
	Approved General Education Elective	4.5
		Total: 36.0

SPECIAL PROGRAM REQUIREMENTS:

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

1. Students will need previous accounting work experience or course work in accounting, which can be validated from high school and/or college transcripts.
2. Students will need to demonstrate keyboarding skills of at least 30 words per minute minimum.

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

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



Business Information Technology

What type of job could I get?

As a valuable professional in an administrative and information support position, you are eligible for a variety of careers such as administrative assistant, office manager, general office clerk, medical transcriptionist, legal office assistant, medical office assistant, executive assistant, desktop publisher, customer service assistant, receptionist, computer operator, or various other related positions. Graduates are equipped with knowledge of cutting-edge technology and software, a professional attitude, and enhanced skills in the office environment.

You can expect to use traditional office skills on the job as well as new technology such as speech recognition, digital handwriting tablets, and PDAs. Soft skills such as teaming, ethics, attitude, and professional work habits and responsibilities are also covered.

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$10.05 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

The program is available on the Lincoln and Beatrice campuses. Students may choose a certificate focusing on general office or Microsoft Office skills, a diploma focusing on general office or medical transcription skills, or an associate of applied science degree focusing on administrative, legal, or medical office skills.

For more information contact:

Sharon Dexter, Program Co-Chair—Beatrice
402-228-8284, 800-233-5027 x1284
sdexter@southeast.edu

Toni Landenberger, Program Co-Chair—Beatrice
402-228-3468 x1332, 800-233-5027 x1332
tlandenb@southeast.edu

Karen Hermesen, Program Chair—Lincoln
402-437-2426, 800-642-4075 x2426
khermesen@southeast.edu

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

BUSINESS INFORMATION TECHNOLOGY

Beatrice and Lincoln Campuses

>ASSOCIATE OF APPLIED SCIENCE DEGREE
>DIPLOMA >CERTIFICATE

*Prepares students for careers
in office professions*



Credit Hours Required for Graduation:

- **Certificate:**
 - General Office Focus: 39.0
 - Microsoft Office Focus: 40.5
- **Diploma:**
 - General Office Focus: 83.0
 - Medical Transcription Focus: 83.5
- **Associate of Applied Science Degree:**
 - Administrative Office Focus: 110.0
 - Legal Office Focus: 113.0
 - Medical Office Focus: 113.0

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

SPECIAL PROGRAM REQUIREMENTS:

Students who wish to pursue their education in Business Information Technology must complete the college admissions requirements and the special program requirements:

1. Students will complete the pre-admission COMPASS test administered by SCC. This test will help determine the skills students currently have in math, writing, and reading comprehension. Scores from this test will be used to place students in appropriate math and writing courses as well as an early developmental reading program that may be necessary. Developmental courses include the following:

ENGL0850	Reading Strategies I
ENGL0880	Reading Strategies II
ENGL0950	Writing Skills
ENGL0980	Basic Writing
MATH0900	Math Fundamentals
MATH0950	Beginning Algebra

Your adviser will assist you in interpreting placement scores and determining if you are required to take the prescribed developmental courses.

2. Students' high school or college transcripts must validate successful completion of an accounting course. Two semesters of high school accounting or one semester/quarter of college accounting must have been completed with a B average or better.

Students who cannot validate previous accounting course work will be required to take OFFT1310 Office Accounting.

3. Prerequisite competencies required in the program include a typing/keyboarding skill of a minimum of 30 words per minute with three or fewer errors on a three-minute timing. Students who do not meet this requirement will complete Beginning Keyboarding I (OFFT1010) and/or Beginning Keyboarding II (OFFT1020).
4. If your adviser determines that you must take developmental or prerequisite courses, they will be taken during the first part of the program. The credit hours earned in these classes will not count toward graduation requirements.

PREREQUISITE COURSES OR EQUIVALENTS

(Credit not counted toward graduation requirements)

(Course numbers preceded by an asterisk (*) have prerequisites.)

COURSE #	COURSE TITLE	CREDIT HRS
OFFT1010	Beginning Keyboarding I	2.0
*OFFT1020	Beginning Keyboarding II	2.0
OFFT1310	Office Accounting	4.5

AAS BUSINESS INFORMATION TECHNOLOGY CORE COURSES:

OFFT1110	Business Communications	4.5
*OFFT1160	Keyboarding III	4.5
*OFFT1170	Keyboarding IV	3.0
*OFFT1710	Word Applications I	4.5
*OFFT1720	Word Applications II	4.5
*OFFT2000	Employment Techniques	3.0
*OFFT2020	Co-op Supervised Employment	5.0
*OFFT2060	Voice Recognition/Transcription	4.5
*OFFT2340	Records and Information Management	4.5
*OFFT2410	Administrative Procedures I	4.5
*OFFT2420	Administrative Procedures II	4.5
*OFFT2460	Office Simulation	4.5
*BSAD1020	Microsoft Applications II	4.5
		56.0



ADMINISTRATIVE FOCUS COURSES:

BSAD1050 Introduction to Business (Bea) or	
*OFFT2430 Administrative Office Management (Linc.)	4.5
*ACCT1200 Principles of Accounting I	4.5
*OFFT1680 Web Page Support	4.5
*OFFT1740 Desktop Publishing Applications	4.5
*OFFT1760 Project Management Applications	4.5
*OFFT2310 Financial Computer Applications	4.5
*OFFT2720 Microsoft Office Integration	4.5
	31.5

LEGAL FOCUS COURSES:

BSAD1050 Introduction to Business (Bea) or	
*OFFT2430 Administrative Office Management (Linc.)	4.5
*ACCT1200 Principles of Accounting I	4.5
BSAD1090 Business Law I	4.5
*BSAD1100 Business Law II	4.5
*BSAD2310 Business Ethics	3.0
*OFFT2210 Legal Processes I	4.5
*OFFT2220 Legal Processes II	4.5
*OFFT2310 Financial Computer Applications	4.5
	34.5

MEDICAL FOCUS COURSES:

BSAD1050 Introduction to Business (Bea) or	
*OFFT2430 Administrative Office Management (Linc.) or	
*ACCT1200 Principles of Accounting I	4.5
*BIOS1000 Structure and Function of the Human Body or	6.0
BIOS1210 Anatomy and Physiology (Bea)	
MEDA1101 Medical Terminology I (Linc.) and	2.0
*MEDA1201 Medical Terminology II (Linc.) or	3.0
OFFT1120 Medical Terminology (Bea)	4.5
*MEDA1203 Medical Law, Ethics, and Bioethics (Linc.)	3.0
*MEDA1404 Medical Diseases	4.5
*MEDA1405 Insurance for the Medical Office	3.0
*OFFT2130 Medical Machine Transcription	4.5
*OFFT2440 Medical Office Procedures	4.5
	34.5/35.0

AAS GENERAL EDUCATION REQUIREMENTS:
22.5 credit hours

A student must complete general education credit hours for this program. See page 73.

COMPUTER TECHNOLOGY

BSAD 1010 Microsoft Applications I	4.5
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WRITTEN COMMUNICATIONS

ENGL1010 Composition I	4.5
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MATHEMATICS

MATH1040 (Business Math) or higher	4.5
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SOCIAL SCIENCE

PSYC1250 Interpersonal Relations	4.5
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ORAL COMMUNICATIONS**22.5****DIPLOMA CORE COURSES:**

OFFT1110 Business Communications	4.5
*OFFT1160 Keyboarding III	4.5
*OFFT1170 Keyboarding IV	3.0
*OFFT1710 Word Applications I	4.5
*OFFT1720 Word Applications II	4.5
*OFFT2000 Employment Techniques	3.0
*OFFT2020 Co-op Supervised Employment	5.0
*OFFT2060 Voice Recognition/Transcription	4.5
*BSAD1020 Microsoft Applications II	4.5
	38.0

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

GENERAL OFFICE FOCUS:

MATH1040 Business Math	4.5
*OFFT1680 Web Page Support or	
*OFFT1740 Desktop Publishing Applications or	
*OFFT1760 Project Management Applications or	
*OFFT2310 Financial Computer Applications	4.5
*OFFT2340 Records and Information Management	4.5
*OFFT2410 Administrative Procedures I	4.5
*OFFT2420 Administrative Procedures II	4.5
Adviser Approved Electives	9.0
	31.5

MEDICAL TRANSCRIPTION FOCUS:

*BIOS1000 Structure and Function of the Human Body or	6.0
BIOS1210 Anatomy and Physiology (Bea)	
MEDA1101 Medical Terminology I (Linc.) and	2.0
*MEDA1201 Medical Terminology II (Linc.) or	3.0
OFFT1120 Medical Terminology (Bea)	4.5
*MEDA1203 Medical Law, Ethics, and Bioethics (Linc.)	3.0
*MEDA1404 Medical Diseases (Linc.)	4.5
*MEDA1405 Insurance for the Medical Office	3.0
*MEDA1406 Basic Pharmacology (Linc.)	2.0
*OFFT2130 Medical Machine Transcription	4.5
*OFFT2440 Medical Office Procedures	4.5
	32.0/32.5

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

REQUIRED GENERAL EDUCATION**DIPLOMA COURSES:**

BSAD1010 Microsoft Applications I	4.5
ENGL1010 Composition I	4.5
PSYC1250 Interpersonal Relations	4.5
	13.5

**CERTIFICATE**

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

GENERAL OFFICE FOCUS:

OFFT1110 Business Communications or	
*OFFT2060 Voice Recognition/Transcription	4.5
*OFFT1160 Keyboarding III	4.5
*OFFT1710 Word Applications I	4.5
*OFFT2000 Employment Techniques	3.0
MATH1040 Business Math	4.5
PSYC1250 Interpersonal Relations	4.5
Adviser Approved Electives	9.0
	34.5

MICROSOFT OFFICE FOCUS:

*BSAD1020 Microsoft Applications II	4.5
*OFFT1680 Web Page Support	4.5
*OFFT1710 Word Applications I	4.5
*OFFT1720 Word Applications II	4.5
*OFFT1740 Desktop Publishing Applications	4.5
*OFFT1760 Project Management Applications	4.5
*OFFT2060 Voice Recognition/Transcription	4.5
*OFFT2340 Records and Information Management	4.5
	36.0

REQUIRED GENERAL EDUCATION CERTIFICATE COURSE:

BSAD1010 Microsoft Applications I	4.5
	4.5

(Course numbers preceded by an asterisk (*) have prerequisites.)



Chrysler CAP College Automotive Program

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

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

What type of job could I get?

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$12.10 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

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

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

For more information contact:

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

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



CHRYSLER (CAP) COLLEGE AUTOMOTIVE PROGRAM Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as service technicians in Chrysler dealerships

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



Credit Hours Required for Graduation:

- Associate of Applied Science Degree: **144.0-145.5**

CHRYSLER (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	Chrysler Shop Orientation	1.5
CAPP1170	Chrysler Shop Safety and Repair	1.5
CAPP1171	Chrysler Welding	1.0
CAPP1173	Chrysler Fundamentals	2.0
CAPP1175	Chrysler Electrical & Electronic Principles	12.0
CAPP1177	Chrysler Brake System	4.0
CAPP1268	Dealer Cooperative Experience	12.0
CAPP1360	Chrysler Electronic Fuel Systems	9.0
CAPP1362	Chrysler Body Electrical and Electronics	6.0
CAPP1364	Chrysler Advanced Drivability Diagnosis	7.0
CAPP1468	Dealer Cooperative Experience	12.0
CAPP2528	Chrysler Steering & Suspension Systems	4.5
CAPP2530	Chrysler HVAC Systems	5.5
CAPP2531	Chrysler Engine Repair	8.5
CAPP2668	Dealer Cooperative Experience	12.0
CAPP2740	Chrysler Manual Transmission, Transaxles, Clutch and Transfer Case	7.0
CAPP2741	Chrysler Rear Axle Service	2.0
CAPP2742	Chrysler Diesel Fuel and Emission System	2.0
CAPP2748	Chrysler Automatic Transmissions & Transaxles	9.0
CAPP2749	Chrysler New Product Update	2.0



GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 HOURS

A student must complete general education credit hours for this program. See page 73. (5 classes minimum)

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

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

- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

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



**This SCC Program is
Affiliated with ASE**



NATEF

Accredited by NATEF



Computer Aided Design Drafting

What type of job could I get?

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

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

What skills will I use on the job?

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level hourly rates averaged \$12.40 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

For more information contact:
Dan Masters, Program Chair
402-437-2650, 800-642-4075 x2650
dmasters@southeast.edu

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



COMPUTER AIDED DESIGN DRAFTING

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for employment in a wide range of industries as a Computer Aided Design Drafter



Credit Hours Required for Graduation:

Associate of Applied Science Degree: 120.5

Computer Aided Design Drafting is communication through the use of graphic representation and creation of 3-D designs. Students take courses that prepare them for employment in a variety of exciting and rewarding areas of computer aided design. Students take courses using computer-aided-drafting software in the first three quarters as a prerequisite for advanced computer aided drafting courses. Computer design labs are designed to give students hands-on training in an atmosphere commonly found in industry. With the use of 3-dimensional rapid prototyping plotters students produce solid ABS plastic parts. This simulates the activities Design Drafters would be involved in working with many companies. Please note: Students may substitute academic transfer courses for vocational general study courses. A minimum grade of "C" or 70% is required in all courses for graduation from this program.

Students must take an **entry evaluation test** for the Basic Computer Aided Drafting course DRAF1120. Students must have a test score of B+ or better or take the DRAF1120 course for placement into the CADD program.

CORE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
DRAF1110	Design Drafting Concepts	3.0
DRAF1220	3-D Solid Modeling	5.0
DRAF1310	3-D Visualization	3.0
DRAF1330	Solid Works	5.0
DRAF1340	Strength of Materials	4.0
DRAF1400	Architectural Design with Rivet	5.0
DRAF2100	Principles & Materials of Construction	4.5
DRAF2110	Architectural Planning	3.0
DRAF2120	Building Structures	3.0
DRAF2130	Industrial Plastics	3.0
DRAF2140	Building Systems	3.0
DRAF2150	Structural Steel Design with SDS/2	5.0
DRAF2160	Commercial Construction	3.0
DRAF2180	Professional Practice-Architectural	4.0
DRAF2200	Geometric Dimensioning & Tolerancing	3.0
DRAF2210	Engineering Processes	3.0
DRAF2215	Plastics Part Design	3.0
DRAF2220	Flat Pattern Layout	3.0
DRAF2230	Design Concepts	3.0
DRAF2240	Consumer Product Design	3.0
DRAF2260	Jigs & Fixture-Design	3.0
DRAF2440	Topographic/Civil Drafting	3.0
DRAF2520	Electronic Drafting	3.0
ACFS2020	Career Development	2.5
		83.0

DRAFTING TECHNICAL ELECTIVES: 9.0 HOURS

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

DRAF2190	Construction For Americans with Disabilities	3.0
DRAF2600	Special Projects	3.0
DRAF2620	Co-op Education Drafting I	3.0
DRAF2621	Co-op Education Drafting II	3.0
MACH1172	Machine Tool Lab I	6.5
MACH1222	Machine Tool Lab II	7.0

GENERAL EDUCATION REQUIREMENTS: 24.0 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

ORAL COMMUNICATIONS

WRITTEN COMMUNICATIONS

MATHEMATICS

MATH1080	Applied Algebra & Trigonometry (or higher)	4.5
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SCIENCE

PHYS1150	Descriptive Physics (or higher)	6.0
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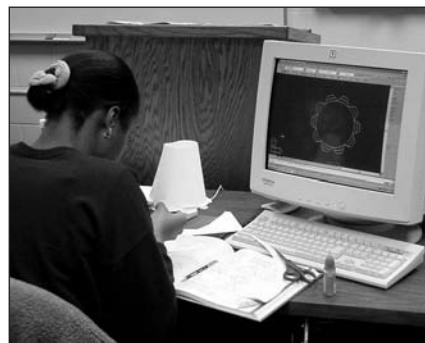
COMPUTER TECHNOLOGY

INFO1010	Computer Literacy	4.5
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No two classes may be selected from the same area.

GENERAL EDUCATION ELECTIVES: 4.5 HOURS

BIOS1140	Human Anatomy & Lab
BSAD1090	Business Law I
CHEM1090	General Chemistry I
ECON1200	Personal Finance
ECON2110	Macroeconomics
ECON2120	Microeconomics
HIST2010	American History I
HIST2020	American History II
POLS1000	American Government
POLS1600	Introduction To International Relations
SOCI1010	Introduction to Sociology
SOCI1020	Diversity in Society
HUMS1100	Introduction To Humanities
PHIL1150	Critical and Creative Thinking
SIGN1010	American Sign Language I



Computer Programming Technology

What type of job could I get?

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

The microcomputer(PC) courses include Visual Basic, Java, HTML, JavaScript, Java Servlets, embedded SQL and JSP's as well as Microsoft Office products.

These courses will provide the programming skills needed to develop, implement and maintain web-based applications.

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

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

Students in the Computer Programming Technology program will have hands-on experience on all three platforms and will develop an understanding of how these platforms work together in a multi-platform environment typically found in business and industry today.

Computer Programming Technology will prepare students for attaining employment in a competitive Information Technology market. Students will be able to choose companies based on their experience with a single platform or on experience with a multi-platform environment.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$18.30 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

COMPUTER PROGRAMMING TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in programming for business applications



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

COMPUTER PROGRAMMING TECHNOLOGY CORE COURSES:

Not listed in curriculum sequence or order.

COURSE#	COURSE TITLE	CREDIT HRS
INFO1111	Logic and Design	5.0
INFO1117	Microcomputer Applications	2.0
INFO1151	Computer Fundamentals	4.5
INFO1217	Database Management	5.0
INFO1221	Introduction to MVS Environment	2.0
INFO1287	Operating Systems	3.0
INFO1314	Java	4.5
INFO1325	Internet Scripting	3.0
INFO1337	Introduction to the iSeries	3.5
INFO1414	Advanced Java	4.5
INFO1428	COBOL	8.0
INFO1431	Web Page Fundamentals	3.0
INFO1458	RPG IV	8.0
INFO2514	Java Server Programming	4.5
INFO2528	Advanced COBOL	7.5
INFO2548	Customer Information Control System Programming	8.0
INFO2558	System Analysis & Design	5.0
INFO2565	Visual Basic	4.5
INFO2620	Networking Concepts	3.0
INFO2638	Computer Programming Projects	5.0
INFO2664	Advanced Visual Basic	4.5
INFO2678	DB2 Database Applications & SQL	3.5
ACFS2020	Career Development	2.5
		104.5

Program overview

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

For more information contact:

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

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS

MATH1040 Business Math (or higher)

(Two classes from three areas below)

- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES

No two classes may be selected from the same area.

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

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



**Construction Electrician –
IBEW option**

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

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

For more information contact:**IBEW Option Administration:**

Earl Fosler, Electronic/Computer
Division Dean
402-761-8266, 800-933-7223 x8266
402-437-2639, 800-642-4075 x2639
efosler@southeast.edu

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

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

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

CONSTRUCTION ELECTRICIAN – IBEW OPTION

ASSOCIATE OF APPLIED SCIENCE DEGREE

**FOR MEMBERS OF THE
INTERNATIONAL
BROTHERHOOD OF
ELECTRICAL WORKERS
(IBEW - LOCAL 265)**



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

Credit Hours Required for Graduation:

Associate of Applied Science Degree: 117.5

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

COURSE#	COURSE TITLE	CREDIT HRS
ELET1714	DC Circuits and Blueprint Reading	14
ELET1719	AC Circuits and Wire Sizing	14
ELET1724	Electronic Devices and Electrical Grounding	14
ELET1729	Logic Circuits and Electrical Motors	14
ELET1734	Process Controllers and Special Electrical Circuits	14
		70.0

General Education Requirements:**22.5 hours**

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

(Three classes from five areas below)

- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

On the job or cooperative training:

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

ELET1715	Electrical Wiring Applications I	5
ELET1720	Electrical Wiring Applications II	5
ELET1725	Electrical Wiring Applications III	5
ELET1730	Electrical Wiring Applications IV	5
ELET1735	Electrical Wiring Applications V	5
		25.0

Criminal Justice

What type of job could I get?

Graduates of the Criminal Justice program will find employment in law enforcement in the state, county, or city level. Some job titles are ballistics expert, communications of ficer, crime lab technician, crime prevention specialist, K-9, animal control, railroad police, corrections of ficer, bailiff, investigator, and patrol officer. Positions are available in private, corporate, computer, and physical security.

Graduates of the Nebraska Law Enforcement focus will find employment in law enforcement at the state, county or city level.

This program will also provide advanced placement in a bachelor's degree program. Most federal programs require a bachelor's degree.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$12.65 per hour. These rates reflect the starting rates of graduates in all companies and facilities.

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

Program overview

This program provides a track for students who typically wish to work in fields of criminal justice and law enforcement.

For more information contact:

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

Tom Young, Instructor—Beatrice
402-228-8238, 800-233-5027 x1238
tyoung@southeast.edu

Don Jenkins, Instructor—Lincoln
402-437-2539, 800-642-4075 x2539
djenkins@southeast.edu

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

Nebraska Law Enforcement Training Center:

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



CRIMINAL JUSTICE

Lincoln and Beatrice Campuses ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students for careers
as an integral part of a law
enforcement team*



Credit Hours Required for Graduation:

Associate of Applied Science Degree:

- Criminal Justice Focus 90.0
- Nebraska Law Enforcement Focus 90.0

CRIMINAL JUSTICE CORE COURSES:

COURSE#	COURSE TITLE	CREDIT HRS
CRIM1010	Introduction to Criminal Justice	4.5
CRIM1030	Courts and the Judicial Process	4.5
CRIM1140	Reporting Techniques for Criminal Justice	4.5
CRIM2000	Criminal Law	4.5
CRIM2030	Police and Society	4.5
CRIM2100	Juvenile Justice	4.5
CRIM2150	Contemporary Issues in Criminal Justice	4.5
CRIM2200	Criminology	4.5
CRIM2260	Criminal Investigation	4.5
CRIM2310	Rules of Evidence	4.5
		45.0

CRIMINAL JUSTICE FOCUS:

COURSE#	COURSE TITLE	CREDIT HRS
CRIM1020	Introduction to Corrections	4.5
CRIM1050	Introduction to Forensic Science	4.5
CRIM2250	Ethics in Criminal Justice	4.5
CRIM2860	Criminal Justice Internship	4.5
	Adviser approved Electives	4.5
		22.5

(A foreign language is suggested.)

NEBRASKA LAW ENFORCEMENT FOCUS:

Course offerings and prerequisites will be determined by the program. A grade of "C+" or higher is required in all CRIM classes to progress through the program.

COURSE #	COURSE TITLE	CREDIT HRS
	Physical Education (aerobic & anaerobic)	6.0
	Adviser Approved Electives	4.5

INTERNSHIP AT LAW ENFORCEMENT TRAINING CENTER:

CRIM2940	Law Enforcement Internship (Nine Weeks)	12.0
		12.0



NLETC Admissions and Physical Training:

Students entering the Law Enforcement focus should be aware of the admission requirements for acceptance at the

Nebraska Law Enforcement Training Center for the twelve credit hour internship to complete requirements for the associate of applied science degree. Students must meet the 'NLETC Requirements' as part of the application process at the Training Center.

Special Program Requirement:

A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this background check.

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

A student must complete general education credit hours for this program. See page 73. (5 classes minimum)

(One class from each of the following areas)

- ORAL COMMUNICATIONS 4.5
- WRITTEN COMMUNICATIONS
- ENGL1010 COMPOSITION I (required) 4.5
- (Plus three classes from the five areas below) 13.5

- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

'NLETC REQUIREMENTS':

1. Take and pass the required Test of Adult Basic Education (TABE) before the processing of any paperwork can be done
2. Be a citizen of the United States
3. Be 21 years of age or older
4. Be a high school graduate or provide GED
5. Possess a valid motor vehicle operator's or chauffeur's license
6. Have 20/20 vision or correctable to 20/30
7. Have normal hearing or corrected to normal hearing
8. Submit 4 fingerprint cards for criminal record search
9. Possess good character as determined by a thorough background check conducted by the Training Center
10. Have not used illegal drugs or narcotics in the past two years
11. Have not been convicted of DUI in the two years immediately preceding admission to the Training Center
12. Submit to a physical exam within one year prior to admission and provide medical history
13. Provide current photograph
14. Provide driving record (obtain from NE Department of Motor Vehicles)
15. Pay \$100 non-refundable processing fee
16. Plan to submit application to the Training Center six months prior to attending
17. Plan to interview at the Training Center as part of the admission process
18. Have CPR & First Aid Certification



Deere Construction & Forestry Equipment Tech

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

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

What type of job could I get?

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$11.80 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

For more information contact:

William A. August, Program Chair
402-761-8281, 800-933-7223 x8281
baugust@southeast.edu

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



DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in Deere Construction & Forestry Equipment dealerships



Credit Hours Required for Graduation:

Associate of Applied Science Degree:
138.5-140.0

The program prepares students to be entry-level service technicians with Deere Construction & Forestry dealerships. Graduates typically continue employment with their sponsoring dealership. Each student spends four quarters on campus and three quarters working in a sponsoring Deere Construction & Forestry dealership. John Deere University Levels 1 & 2 Construction & Forestry Equipment classes must be successfully completed to qualify for graduation. These classes are assigned during the student's seventh quarter of training.

DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH COURSES:

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

COURSE #	COURSE TITLE	CREDIT HRS
JDCE1130	Deere Orientation & Safety	5.5
JDCE1131	Deere Fundamentals	4.5
JDCE1132	Deere Welding I	1.5
JDCE1134	Deere Electrical/Electronics I	9.0
JDCE1340	Deere Theory of Engine Operation	4.5
JDCE1341	Deere Fuel Systems	3.5
JDCE1342	Deere Engine Repair	8.5
JDCE1344	Deere Engine Performance	2.0
JDCE1470	Dealer Cooperative Education	12.0
JDCE1343	Deere Electrical/Electronics II	7.0
JDCE1133	Deere HVAC	5.5
JDCE1441	Deere Advanced Fuel Systems & Engine Diagnostics	6.0
JDCE2550	Deere Mechanical Power Trains	7.0
JDCE2551	Deere Hydraulics	6.0
JDCE2552	Deere Hydrostatic Drives	6.0
JDCE2553	Deere Welding II	1.0
JDCE2670	Dealer Cooperative Education	12.0
JDCE2760	Deere Back Hoes/ Landscape Loaders	3.5
JDCE2761	Deere Excavators	3.5
JDCE2762	Deere Crawler Dozers/Loaders	3.5
JDCE2763	Deere Motor Graders	3.0
JDCE2764	Deere Four Wheel Drive Loaders	3.5
JDCE2765	Deere Forklifts, Skid Steer Loaders	1.0
JDCE2766	Deere Scrapers/Articulated Truck	3.5
		116.0

GENERAL EDUCATION REQUIREMENTS:

22.5-24.0 HOURS

A student must complete general education credit hours for this program. See page 73.

(5 classes minimum)

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

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

- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

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



Dental Assisting

What type of job could I get?

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

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

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$12.45 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

The program is available only at the Lincoln campus.

For more information contact:

Susan Asher, Program Chair
402-437-2740, 800-642-4075 x2740
sasher@southeast.edu

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

DENTAL ASSISTING

Lincoln Campus

DIPLOMA

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



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

Credit Hours Required for Graduation:

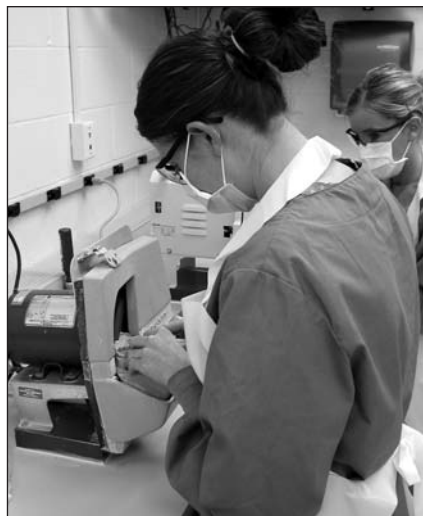
- **Diploma:** **75.5**

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

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

DENTAL ASSISTING COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
*DENT1103	Oral Sciences I	3.0
*DENT1110	Preclinical Concepts	6.5
*DENT1210	Oral Sciences II	4.0
*DENT1211	Dental Assisting Foundations I	4.5
*DENT1212	Oral Hygiene	2.0
*DENT1214	Clinical Concepts	3.5
*DENT1311	Dental Assisting Foundations II	4.5
*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
FSDT1350	Basic Nutrition	4.5
MEDA1101	Medical Terminology I	2.0
		66.5



GENERAL EDUCATION REQUIREMENTS:

PSYC1250	Interpersonal Relations	or	4.5
PSYC1810	Introduction to Psychology		4.5

SPCH1110	Public Speaking	or	4.5
SPCH1090	Fundamentals of Human Communication	or	4.5
SPCH2810	Business & Professional Communication		4.5
			9.0

*Clinical track courses

SPECIAL PROGRAM REQUIREMENTS:

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

NOTE: This program is offered online annually, starting in the fall quarter.

Special Program Requirement:

A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this background check.



Diesel Technology - Farm

What type of job could I get?

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$12.55 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

For more information contact:

William A. August, Program Chair
402-761-8281, 800-933-7223 x8281
baugust@southeast.edu

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

DIESEL TECHNOLOGY-FARM

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

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



Credit Hours Required for Graduation:

Associate of Applied Science Degree:
122.0-123.5

The Diesel Technology-Farm program provides students with skills to become entry-level technicians in the farm equipment industry. Training is provided on a variety of farm equipment makes and models.

DIESEL TECHNOLOGY - FARM COURSES:

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

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	3.0
DESL1228	Valve Trains	3.0
DESL1230	Diesel Engine Overhaul & Inspection	4.0
DESL1235	Diesel & LPG Fuel Systems I	5.5
DESL1331	Basic Cab Air Conditioning	2.5
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 & Spraying Equipment	3.0
		98.5

GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 HOURS

A student must complete general education credit hours for this program. See page 73. (five classes minimum)

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

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

- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

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



Diesel Technology-Truck

What type of job could I get?

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$13.40 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

For more information contact:

William A. August, Program Chair
402-761-8281, 800-933-7223 x8281
baugust@southeast.edu

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



DIESEL TECHNOLOGY-TRUCK

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in diesel truck service



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

Credit Hours Required for Graduation:

Associate of Applied Science Degree:
123.5-125.0

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

DIESEL TECHNOLOGY - TRUCK COURSES:

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

COURSE #	COURSE TITLE	CREDIT HRS
DESL1201	Electrical Systems I	2.5
DESL1211	Batteries & Cranking Motors	2.5
DESL1221	Electronic Ignition & Charging Systems	3.0
DESL1231	Power Trains I	3.5
DESL1241	Diesel Welding	1.5
DESL1261	Hand & Precision Measuring Tools	3.5
DESL2251	Theory of Engine Operation	3.0
DESL2271	Theory of Fuel System Operations	3.0
DESL2281	Valve Trains	3.0
DESL2301	Engine Overhaul & Inspection	3.5
DESL2321	Diesel and Gas Fuel Injection	4.0
DESL2351	Electrical/Electronic Systems I	4.0
DESL3451	Conventional Transmissions and Clutches	6.5
DESL3471	Truck Final Drives	4.0
DESL3481	Preventative Maintenance and Inspection	5.5
DESL4341	Air Brakes	4.5
DESL4351	Steering & Suspensions	5.0
DESL4361	Hydraulic Brakes	3.0
DESL4381	Basic Hydraulics	2.5
DESL4541	Heating & Air Conditioning I	3.5
DESL6302	Heating & Air Conditioning II	2.5
DESL6432	Automatic Truck Transmissions	3.5
DESL6452	Electrical Systems III	6.0
DESL6482	Electronic Diesel Engine Diagnosis & Tune-Up	5.5
DESL5412	Post-Cooperative Education Seminar	2.0
DESL5582	Cooperative Education	<u>10.0</u>
		101.0

GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 HOURS

A student must complete general education credit hours for this program. See page 73. (five classes minimum)

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

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

- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

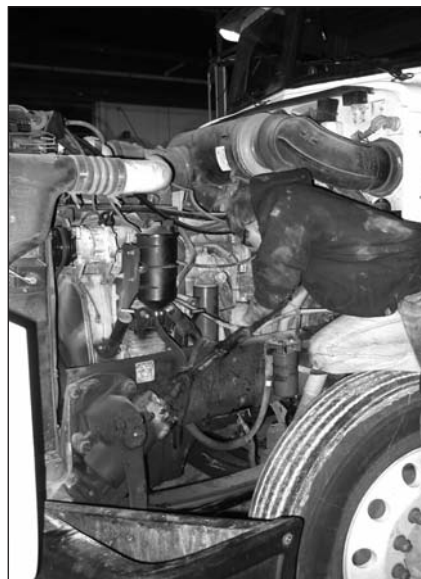
No two classes may be selected from the same area.

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

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



This SCC Program is Affiliated with ASE



Early Childhood Education**What type of job could I get?**

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

Program graduates are working in various early care and education positions throughout Nebraska and in other states. Graduates can continue their education at four-year colleges and universities. See also our Academic Transfer program with an early childhood education focus.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$9.40 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

For more information contact:

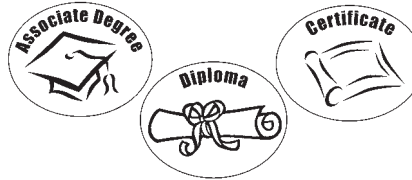
Bethanie Grass
402-437-2455, 800-642-4075 x2455
or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075 x2600

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. 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. Upon enrolling in ECED1220 Pre-Practicum, students will be required to complete an "Authorization and Disclosure Form" and "Abuse Registry Form." A non-refundable fee of \$45 for the criminal background check will be added to the cost of the course. If the criminal background check indicates a criminal history, students may be prohibited from taking the course and/or continuing in the program. 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.

EARLY CHILDHOOD EDUCATION**Lincoln Campus****>ASSOCIATE OF APPLIED SCIENCE DEGREE
>DIPLOMA >CERTIFICATE**

Prepares students for careers in child care

**Credit Hours Required for Graduation:****CERTIFICATE:**

- In-Home Child Care 36.0

DIPLOMA:

- Child Care Professional Focus: 83.0

DEGREE:

- Associate of Applied Science Degree: 119.5

CERTIFICATE-IN-HOME CHILD CARE:

COURSE #	COURSE TITLE	CREDIT HRS
ECED1110	Infant and Toddler Development	4.5
ECED1120	Preschool Child Development	3.0
ECED1230	School Age Child Development	3.0
ECED1060	Observation, Assessment & Guidance	4.5
ECED1260	Early Childhood Health, Safety & Nutrition	4.5
ECED1270	Integrated Curriculum; ages 3-8	6.0
ECED1475	Professional In-Home Care	4.5
ECED1560	Comprehensive Family Child Care Practicum	1.5
OR		
ECED1570	Comprehensive Professional Nanny Practicum	1.5
		31.5

GENERAL EDUCATION REQUIREMENTS:**4.5****(ONE CLASS FROM THE FOLLOWING AREAS)**

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SOCIAL SCIENCE

ECED REQUIRED CORE COURSES:

(for diploma and associate of applied science degree)

COURSE #	COURSE TITLE	CREDIT HRS
ECED1050	Expressive Arts	4.5
ECED1060	Observation, Assessment and Guidance	4.5
ECED1110	Infant and Toddler Development	4.5
ECED1120	Preschool Child Development	3.0
ECED1150	Introduction to Early Childhood Education	4.5
ECED1160	Early Language & Literature	4.5
ECED1220	Pre-Practicum Seminar	1.5
ECED1221	Infant and Toddler Practicum	3.0
ECED1224	Preschool Math, Science and Social Studies Curriculum	3.0
ECED1230	School Age Child Development	3.0
ECED1240	Preschool/School Age Practicum	3.0
ECED1260	Early Childhood Health, Safety and Nutrition	4.5
ECED2050	Children with Exceptionalities	4.5
ECED2070	Family & Community Relations	4.5
ECED2800	Early Childhood Graduation Seminar	3.0
		55.5

DIPLOMA-CHILD CARE PROFESSIONAL FOCUS:

(ECED Required Core Courses	55.5)
ECED2060 Early Childhood Education Curriculum Planning	4.5
ECED1340 How Children Learn	3.0
ECED1565 Child Care Head Teacher Practicum or	
ECED1665 Child Care Head Teacher Co-op Elective Credit*	8.0 3.0 18.5

GENERAL EDUCATION REQUIREMENTS:**9.0****(ONE CLASS FROM EACH OF THE FOLLOWING AREAS)**

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

A.A.S. DEGREE COURSES:

(ECED Required Core Courses	55.5)
ECED2060 Early Childhood Education Curriculum Planning	4.5
ECED1340 How Children Learn	3.0
ECED2450 Administration of Early Childhood Programs	4.5
ECED1565 Child Care Head Teacher / Practicum	8.0
ECED2501 Early Childhood Education Professional Lab	7.0
ECED2575 Advanced Practicum or	
ECED2675 Advanced Co-op	7.0 34.0

GENERAL EDUCATION REQUIREMENTS:**22.5 HOURS**

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

(Three classes from five areas below)

- MATHEMATICS
- SOCIAL SCIENCE
- SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

*Students will also have to complete an additional 7.5 elective credit hours. Any ECED course not required for specialization diploma or AAS degree OR any elective approved at the discretion of the academic adviser. See ECED listings for possible elective options.



Electrical & Electromechanical Technology

ELECTRICAL SYSTEMS FOCUS

What type of Job can I get?

This focus prepares the student to be successful in the residential, commercial and industrial construction environments. Also, the student is prepared for designing, installing, maintaining and upgrading advanced electrical control circuits.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$15.75 per hour. These rates reflect the starting salaries of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

ELECTROMECHANICAL SYSTEMS FOCUS

What type of job could I get?

This program focuses in the area of design, installation, maintenance and upgrade of industrial automated systems. This includes disciplines in the machining, welding, fabrication, wiring and installation of new and existing production equipment.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$17.35 per hour. These rates reflect the starting salaries of graduates in all companies and facilities. The hourly rates will vary by employer and location.

Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

For more information contact:

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

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

ELECTRICAL & ELECTROMECHANICAL TECHNOLOGY

Milford Campus

>DIPLOMA

>ASSOCIATE OF APPLIED SCIENCE DEGREE

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



Credit Hours Required for Graduation:

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

CONSTRUCTION ELECTRICIAN DIPLOMA REQUIRED COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
ELEC1131	DC Principles	13.0
ELEC1217	AC Principles	13.0
ELEC1336	CAD & Electrical Estimating	3.0
ELEC1344	Motor Controls	3.0
ELEC1365	Residential & Commercial Wiring	18.0
ELEC1464	Transformer Three Phase Systems	7.0
ELEC1474	Predictive Maintenance Principles	4.0
ELEC1495	Industrial Wiring	13.0

COMPUTER COURSE REQUIREMENTS

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

Suggested courses:

INFO1117	Microcomputer Applications	2.0
or		
INFO1121	Microsoft Word & PowerPoint	1.5
INFO1131	Microsoft Excel	1.5

Or if considering transfer to another institution:

INFO1010	Computer Literacy	4.5
BSAD1010	Microsoft Applications I	4.5
		76.0

GENERAL EDUCATION REQUIREMENTS: 9.0

(Diploma students must take MATH1050 and one other General Education core course.)

ELECTRICAL SYSTEMS FOCUS

AAS DEGREE COURSES:

(Diploma courses (76.0) credits plus the following)

ELEC2534	Programmable Logic Controllers I	5.5
ELEC2546	Electrical Machine Controls	3.0
ELEC2555	Industrial Communications & Alarm Systems	3.0
ELEC2564	Industrial Electronics	9.0
ELEC2614	Industrial Control Systems	12.0
ELEC2624	Programmable Logic Controllers II	13.0
ACFS2020	Career Development	2.5
BSAD1730	Principles of Quality Management	2.5
		50.5

ELECTROMECHANICAL SYSTEMS FOCUS

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	7.0
ELEC1376	Welding	3.0
ELEC1436	Power Transmission & Lubricants	5.0
ELEC1446	Industrial Machines & Mechanical Systems	7.0
ELEC1464	Transformer Three Phase Systems	7.0
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
MACH1121	Manufacturing Processes	5.0
MFGT1456	Manufacturing Processes II	4.5
ACFS2020	Career Development	2.5
BSAD1730	Principles of Quality Management	2.5

COMPUTER COURSE REQUIREMENTS

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

Suggested courses:

INFO1117	Microcomputer Applications	2.0
or		
INFO1121	Microsoft Word & PowerPoint	1.5
INFO1131	Microsoft Excel	1.5

Or if considering transfer to another institution:

INFO1010	Computer Literacy	4.5
BSAD1010	Microsoft Applications I	4.5
		127.0

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- MATH1050 or higher
- SCIENCE
- PHYS1017 or PHYS1150 or PHYS1410

(One class from the areas below)

- SOCIAL SCIENCE
- HUMANITIES

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



Electronic Systems Technology**What type of job could I get?****Electronic Systems Technician focus**

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

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

Electronic Systems Military Focus

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

Computers, Automation, and Networking Systems Focus

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

Classroom and laboratory activities also prepare technicians to install, configure and repair industrial control systems which include such devices as programmable logic controllers (PLC's), robotics, and vision systems. Typical jobs obtainable by graduates include field service technician, robotics technician, industrial automation technician, engineering assistant, electronic systems designer, telemetry technician, technical manager and more.

How much can I earn?

Entry level wage rates average \$17.40 per hour. Hourly rates will vary depending on the employer and location.

Program overview

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

For more information contact:

John Fiedler, Program Chair/Lincoln
402-437-2659, 800-642-4075 x2659
jfiedler@southeast.edu

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

Military Electronics Focus
Earl Fosler, Electronic/Computer
Division Dean
402-437-2639, 800-642-4075 x2639 Lincoln
402-761-8266, 800-933-7223 x8266 Milford
efosler@southeast.edu

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

**ELECTRONIC
SYSTEMS
TECHNOLOGY****Lincoln and Milford Campuses****ASSOCIATE OF APPLIED
SCIENCE DEGREE**

*Prepares students for
careers in consumer and
industrial electronics*

**Credit Hours Required for Graduation:**

- Electronic Systems Technician Focus . . . 123.5
- Electronic Systems Military Focus 107.0
- Computers, Automation, and Networking
Systems Focus. 161.5

**ELECTRONIC SYSTEMS
TECHNICIAN FOCUS**

COURSE #	COURSE TITLE	CREDIT HRS
ELEC1129	DC Electronics	8.0
ELEC1219	AC Electronics	8.0
ELEC1227	Digital Circuits	5.0
ELEC1317	Active Devices	8.0
ELEC1362	Electronic Drafting	1.0
ELEC1422	Analog Circuits	8.0
ELEC1432	Power Supply Systems	3.0
ELEC1482	Advanced Digital Circuits	5.0
ELEC2519	Communication Systems	6.0
ELEC2640	Advanced Communication Systems	4.5
ELEC2560	WiFi & Transmission Systems	3.5
ELEC2570	Systems Troubleshooting	6.0
ELEC2750	Advanced Systems Troubleshooting	4.5
ELEC2753	PC Operating Systems	7.0
ELEC2760	Networking Infrastructure (CCNA 1)	4.5
ELEC2761	Router Implementation (CCNA 2)	4.0
ELEC2530	Microprocessor Applications	6.0
ELEC2735	Advanced Microprocessor Applications	4.5
ACFS2020	Career Development	2.5
		99.0

COMPUTER COURSE REQUIREMENTS

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

Suggested courses:

INFO1117	Microcomputer Applications	2.0
INFO1121	Microsoft Word & PowerPoint	1.5
INFO1131	Microsoft Excel	1.5

**Or if considering transfer to another
institution:**

INFO1010	Computer Literacy	4.5
BSAD1010	Microsoft Applications I	4.5
		101.0

**ELECTRONIC SYSTEMS MILITARY
FOCUS:**

COURSE #	COURSE TITLE	CREDIT HRS
ELEC2099	Military Service Electronics Training	30.0-60.0*
	Technical Electives	22.5-52.5*
	General Education Requirements	22.5
	Computer Requirement	2.0
		107.0

*Depends on Military Training Transcript.

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

**COMPUTERS, AUTOMATION, AND
NETWORKING SYSTEMS FOCUS**

(Electronic Systems Technician classes)	101.0
(General Education requirements)	22.5
INFO2564 Visual Basic	4.5
INFO2664 Advanced Visual Basic	4.5
INFO2823 Network Operating Systems & Administration	9.0
INFO2860 LAN Switching (CCNA 3)	4.0
INFO2861 WAN (CCNA 4)	4.0
INFO2853 Hydraulics and Pneumatics	2.5
INFO2863 PLCs and Automation	6.5
INFO2883 Robotics and Vision Systems	3.0
38.0	

**GENERAL EDUCATION REQUIREMENTS:
22.5 HOURS**

A student must complete general education credit hours for this program. See page 73.

**(One class from each of the following
areas)**

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- MATH1050 or higher
- SCIENCE

PHYS1017 or PHYS1150 or PHYS1410

(One class from the areas below)

- SOCIAL SCIENCE
- HUMANITIES

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



Emergency Medical Services/ Paramedic

What type of job could I get?

Paramedics provide medical care and their goal is to prevent and reduce mortality and morbidity due to illness and injury. Paramedics primarily provide care to emergency patients in an out-of-hospital setting. The paramedic possesses the knowledge, skills and attitudes consistent with the expectations of the public and the profession.

As an advocate for patients, paramedics seek to be proactive in affecting long-term health care by working in conjunction with other provider agencies, networks, and organizations. The emerging roles and responsibilities of the Paramedic include public education, health promotion, and participation in injury and illness prevention programs.

Program Overview:

The EMS/Paramedic program is a two-year program offered at the Lincoln Campus of SCC. Students will gain the knowledge, skills and attitudes consistent with the expectations of the public and the profession. The EMS/Paramedic students will complete the coursework in classrooms and laboratories and they will gain hands-on training while working in hospitals and working with ambulance services.

Graduates of the Emergency Medical Services/Paramedic Program receive an associate of applied science degree (A.A.S.) and may take the National Registry certifying examination.

How Much Can I Earn?

Earnings of EMTs and paramedics depend on the employment setting and geographic location as well as the individual's training and experience. The U.S. Department of Labor, Occupational Outlook Handbook for 2006-2007 reports median annual earnings of EMTs and paramedics were \$25,310.

For more information contact:

Tami Meyers, Emergency Medical Services/
Paramedic Program,
Continuing Education Division
402-437-2506, 800-828-0072, x2506
tmeyers@southeast.edu

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



EMERGENCY MEDICAL SERVICES / PARAMEDIC

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students to provide advanced level pre-hospital care for ambulance services and in-hospital emergency departments and function as competent, entry-level paramedics



Credit Hours Required for Graduation:

Associate of Applied Science Degree: 123.5

EMERGENCY MEDICAL SERVICES/ PARAMEDIC CORE COURSES:

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

COURSE #	COURSE TITLE	CREDIT HRS
EMTL1301	EMT Basic I*	5.0
EMTL1302	EMT Basic II*	5.0
EMTL1321	Introduction to Paramedicine	8.0
EMTL1322	Advanced Pharmacology for the Paramedic	4.5
EMTL1323	Patient Assessment and Emergency Cardiac Care for the Paramedic	10.5
EMTL1324	Paramedic Practicum I	4.0
EMTL1325	Medical Emergencies for the Paramedic	10.0
EMTL1326	Paramedic Practicum II	4.0
EMTL1327	Traumatic Emergencies for the Paramedic	6.5
EMTL1328	Paramedic Practicum III	4.0
EMTL1329	Special Consideration and Operations	4.5
EMTL1330	Paramedic Practicum IV	7.0
EMTL1331	Paramedic Special Certification Courses	4.0
EMTL1332	Paramedic Field Practicum	10.0
BIOS1140	Human Anatomy with Lab*	6.0
BIOS2130	Human Physiology with Lab*	6.0
MEDA1101	Medical Terminology I*	2.0
		101.0

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



GENERAL EDUCATION REQUIREMENTS: 22.5 hours

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- **Oral Communications**
(SPCH1110 Public Speaking recommended.)
- **Written Communications**
(ENGL1010 English Composition I recommended.)
- **Mathematics**
MATH1100 Intermediate Algebra (or higher)
- **Social Science**
(PSYC 1810 Introduction to Psychology or (SOC11010 Introduction to Sociology recommended.)
- **Humanities**
(PHIL1060 Applied Ethics, SPAN1010 Elementary Spanish I, SIGN1010 American Sign Language are recommended.)

General Education Requirements may be completed prior to enrolling in the Associate Degree Emergency Medical Services/Paramedic core courses.

SPECIAL PROGRAM REQUIREMENTS:

- 1) A current Healthcare Provider CPR card **or** Professional Rescuer CPR card **and** current immunizations are required prior to admission to the Emergency Medical Services/Paramedic Program.
- 2) All EMTL courses, unless otherwise specified on the class syllabus, must be passed with a C+ (75-79%) in order to progress through the program
- 3) Must have passed EMT Basic I and EMT Basic II and must hold a current EMT license in the State of Nebraska before **starting** EMTL1321 (Introduction to Paramedicine)
- 4) Misdemeanor or felony convictions may prevent a graduate from acquiring National Registry certification or a state license. Contact the National Registry of Emergency Medical Technicians and the State of Nebraska EMS Program with questions.
- 5) **Complete the EMS Pre-Entrance Agreement and the Student Health Form** which shows immunizations and laboratory results. If you do not have any records of immunizations, contact your physician for blood draw to test for immunity.



Fire Protection Technology

What type of job could I get?

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

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

What skills will I use on the job?

SCC's Fire Protection Technology program graduates are eligible to be certified as Nationally Registered Emergency Medical Technician Basic, Nebraska State Firefighter I & II, Nebraska State Fire Instructor I, Nebraska Hazardous Materials First Responder Operations and Iowa State as Firefighter II.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$15.70 per hour. (Note that career fire departments generally work a 56 or 72 hour work week depending on the platoon system they are operating under). These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

For more information contact:

Greg Burroughs, Program Chair
402-437-2654, 800-642-4075 x2654
gburroughs@southeast.edu

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



FIRE PROTECTION TECHNOLOGY

Lincoln Campus

ASSOCIATE OF APPLIED
SCIENCE DEGREE

*Prepares students for
careers in fire science*



Credit Hours Required for Graduation:

Associate of Applied Science Degree: 100.0

The Fire Protection Technology program offers comprehensive instruction in building construction as related to the fire protection field, fire department management, hazardous materials, fire prevention fundamentals, investigation, public education, Firefighter 1 and other areas.

REQUIRED AAS DEGREE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
FIRE1100	Principles of Emergency Services	4.5
FIRE1113	Instructor I	4.5
FIRE1120	Building Construction	4.5
FIRE1123	Public Fire Education	4.5
FIRE1131	Fire Protection Hydraulics	7.0
FIRE1241	Introduction to Fire Investigation	4.0
FIRE1245	Fire Inspector I	4.5
FIRE1247	Firefighter I	8.0
FIRE1249	Firefighter II	6.0
FIRE2251	Hazardous Materials	6.0
FIRE2252	Fire Detection & Suppression Systems	4.5
FIRE2262	Firefighting Operations	4.5
EMTL1301	EMT-Basic I	5.0
EMTL1302	EMT-Basic II	5.0
		72.5

FIRE PROTECTION ELECTIVES

FIRE1111	Fire Administration I	4.5
FIRE1116	Fire Officer IA	3.0
FIRE1117	Fire Officer I	6.0
FIRE1118	Fire Officer IB	3.0
FIRE1119	Fire Officer II	4.0
FIRE1135	Fire Apparatus Driver Operator	4.5
FIRE1171	Independent Study	3.0
FIRE2263	Firefighter Safety and Survival	4.0
FIRE2265	Firefighting Tactics and Strategy	4.5

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



GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SOCIAL SCIENCE
- SCIENCE **or**
- HUMANITIES

No two classes may be selected from the same area.

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

ELECTIVES:

Electives* may include but are not limited to:		5.0
ACFS2020	Career Development	2.5
BSAD1050	Introduction to Business Administration	4.5
SIGN1010	American Sign Language I	3.0
FIRE1111	Fire Administration I	4.5
FIRE 1116	Fire Officer IA	3.0
FIRE1117	Fire Officer I	6.0
FIRE1118	Fire Officer IB	3.0
FIRE1119	Fire Officer II	4.0
FIRE1135	Fire Apparatus Driver Operator	4.5
FIRE1171	Independent Study	3.0
FIRE2263	Firefighter Safety and Survival	4.0
FIRE2265	Firefighting Tactics and Strategy	4.5
FSDT1360	Lifetime Fitness	2.0
SPAN1010	Elementary Spanish I	7.5

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



Food Service/Hospitality
What type of job could I get?

Culinary Arts graduates usually are employed cooking in clubs, hotels, retirement centers, finer dining restaurants or catering services.

Food Service Management graduates work in a variety of food services including institution, family restaurants, fast food, health care and hotels performing supervision or entry level management.

Dietetic Technician graduates usually work in health care or long-term care facilities doing either clinical or management duties under the supervision of a dietitian.

Lodging graduates may be employed in hotels and motels as well as banquet type businesses.

Graduates of the Food Service Training Certificate courses usually work in many types of institutional food services and may be currently employed and updating their skills.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$9.65 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program Entry and Awards

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

Special program requirements

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

Dietetic Technology students are required to complete a physical examination and earn a Cardiopulmonary Resuscitation (CPR) card prior to entering the second quarter of the program. You will be required to purchase a professional uniform and appropriate shoes and provide your own transportation to off-campus practicum and co-op learning sites.

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

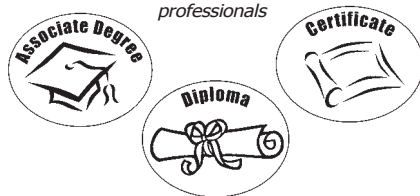
For more information contact:

Jo Taylor, Program Chair
402-437-2465, 800-642-4075 x2465
jtaylor@southeast.edu

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

**FOOD SERVICE/
HOSPITALITY**
Lincoln Campus
>ASSOCIATE OF APPLIED SCIENCE DEGREE
>DIPLOMA >CERTIFICATE

Prepares students for careers in food service management, culinary arts, dietetic technology, and provides updates for current food service professionals


Credit Hours Required for Graduation:

Associate of Applied Science Degree:	113.0
Diploma:	72.0
Certificate	44.5

A.A.S. DEGREE REQUIREMENTS:

To receive an associate of applied science degree in the Food Service/Hospitality Program, students must complete the following requirements:

- Food Service/Hospitality **Core Classes** 48.0 hours
- **General Education Requirements** 24.0 hours
- AAS degree **Focus area** 41.0 hours

**FOOD SERVICE/HOSPITALITY
CORE CLASSES:**

COURSE #	COURSE TITLE	CREDIT HRS
FSDT1100	Introduction to the Food Service/Hospitality Industry	1.5
+FSDT1102	Sanitation & Safety	4.5
+FSDT1104	Quantity Food Preparation I	2.0
+FSDT1105	Quantity Food Preparation I Lab	2.0
+FSDT1108	Food Service Concepts	1.5
+FSDT1110	Quantity Food Preparation II	2.0
+FSDT1111	Quantity Food Preparation II Lab	2.0
+FSDT1114	Meal Service I	1.5
+FSDT1115	Meal Service I Lab	0.5
+FSDT1118	Food Purchasing	4.0
+FSDT1119	Food Purchasing Practices	1.5
+FSDT1126	Food Production I	3.0
+FSDT1127	Food Production I Lab	2.0
+FSDT1130	Food Service Strategies	3.0
+FSDT1131	Food Service Strategies Lab	1.5
+FSDT1138	Food Cost Control	4.0
FSDT1350	Basic Nutrition	4.5
FSDT1360	Lifetime Fitness	2.0
FSDT2140	Food Production II	5.0
	48.0	


**FOOD SERVICE MANAGEMENT
FOCUS:**

COURSE #	COURSE TITLE	CREDIT HRS
FSDT1122	Beverage Selection and Management	2.0
FSDT1150	Selection of Meat Products	3.0
FSDT2142	Meal Service II	2.0
FSDT2154	Food Service Hospitality Seminar I	1.0
FSDT2160	Co-op Education or Practicum	5.5
FSDT1208	Advanced Food Prep I	2.0
FSDT1209	Advanced Food Prep I Lab	1.0
OFFT1310	Office Accounting I	4.5
FSDT2146	Equipment & Layout	3
FSDT2240	Industry Proficiency	1.0

Suggested Business Electives 9.0

BSAD1090	Business Law I	4.5
BSAD2270	Professional Selling	4.5
BSAD2370	Human Resource Management	4.5
BSAD2520	Principles of Marketing	4.5
BSAD2430	Marketing Communications	3.0
ECON2110	Macroeconomics	4.5
ENTR1050	Intro. To Entrepreneurship	4.5
ENTR1060	Entrepreneurship Opp Analysis	4.5
ENTR2070	Entrepreneurship and Financial Topics	4.5
ENTR2090	Entrepreneurship Business Plan	4.5
	Additional Electives	7.0
	41.0	

CULINARY ARTS FOCUS:

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

COURSE #	COURSE TITLE	CREDIT HRS
FSDT1122	Beverage Selection and Management	2.0
FSDT1150	Selection of Meat Products	3.0
FSDT2142	Meal Service II	2.0
FSDT2154	Food Service Hospitality Seminar I	1.0
FSDT2160	Food Service Co-op or Hospitality Co-op or 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	2.0
FSDT2146	Equipment and Layout	3.0
FSDT2240	Industry Proficiency	1.0
	41.0	

DIETETIC TECHNICIAN FOCUS:

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

COURSE #	COURSE TITLE	CREDIT HRS
++FSDT1304	Diet Therapy I	1.5
++FSDT1305	Diet Therapy I Practicum	.5
+FSDT1308	Nutrition II	3.0
+FSDT1309	Nutrition II Practicum	1.0
FSDT1312	Diet Therapy II	2.0
FSDT1313	Diet Therapy II Practicum	1.0
FSDT2318	Diet Therapy III	2.0
FSDT2319	Diet Therapy III Practicum	1.0
FSDT2324	Dietetic Technician Practicum	5.5
FSDT2326	Dietetic Technician Seminar	2.0
FSDT2330	Nutrition III	3.0
FSDT2146	Equipment and Layout	3.0
BIOS2130	Human Physiology or	
BIOS1000	Structure & Function of the	
	Human Body	6.0
MEDA1101	Medical Terminology I	2.0
	Additional Electives	7.5
		41.0

LODGING FOCUS:

FSDT1404	Lodging and Hospitality	3.0
FSDT1406	Tourism and Hospitality	3.0
FSDT2154	Food Service/Hospitality Seminar I	1.0
FSDT2160	Coop Education or	
FSDT2180	Practicum	5.5
FSDT2402	Fundamentals of Event Planning	4.5
FSDT2240	Industry Proficiency	1.0
ACCT1200	Principles of Accounting	4.5
BSAD2540	Principles of Management	4.5

Suggested Food Service/Hospitality Electives 4.0

FSDT1122	Beverage Selection	2.0
FSDT2142	Meal Service II	2.0
FSDT2146	Equipment and Layout	3.0

Suggested Business Electives 9.0

BSAD1090	Business Law I	4.5
BSAD2270	Professional Selling	4.5
BSAD2370	Human Resource Management	4.5
BSAD2520	Principles of Marketing	4.5
BSAD2430	Marketing Communications	4.5
ECON2110	Macroeconomics	4.5
ENTR1050	Intro. To Entrepreneurship	4.5
ENTR1060	Entrepreneurship Opp Analysis	4.5
ENTR2070	Entrepreneurship and	

Financial Topics 4.5

ENTR2090	Entrepreneurship Business Plan	4.5
		41.0

**General Education Requirements:****18.0 hours**

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SOCIAL SCIENCE
- SCIENCE

FSDT1350 Basic Nutrition

(program requirement fulfills this area)

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

BSAD1050	Introduction to Business	4.5
INFO1121	Microsoft Word & PowerPoint	1.5
	(or other appropriate course)	

FOOD SERVICE/HOSPITALITY CERTIFICATE:

Dietetic Technician Certificate:	40.0 hours
Culinary Arts Certificate:	40.0 hours
Lodging Focus Certificate:	40.0 hours
Food Service Management Certificate:	40.0 hours

- Required certificate courses-Food Service/Hospitality Core Courses plus one General Education class.

FOOD SERVICE/HOSPITALITY DIPLOMA:**72.0 credit hours**

+ Required diploma courses-Food Service/Hospitality Core Courses
Plus two General Education classes and additional FSDT classes to equal 72.0 hours.

**FOOD SERVICE TRAINING CERTIFICATE:**

Food Service Training Certificate classes are offered online through the SCC Continuing Education Division.



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

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

In addition, students will complete one general education course to fulfill program requirements. Recommended classes are:

SPCH1090	Fundamental of Human Communication or	
SPCH2810	Business & Professional Communication or	
PSYC1250	Interpersonal Relations or	
PSYC2960	Life-Span Human Development	4.5
		18.5

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

For more information contact:

Nancy Holman, Continuing Education
402-437-2712, 800-828-0072 x2712
nholman@southeast.edu



Ford ASSET - Automotive Student Service Educational Training Program

The Automotive Student Service Educational Training Program (ASSET) is offered jointly by Ford Motor Company and SCC in cooperation with Ford or Lincoln-Mercury or Mazda dealers.

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

What type of Job could I get?

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$11.05 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

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

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

Special Program Requirements

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

For more information contact:

Rick Morphew, Program Chair
402-761-8317, 800-933-7223 x8317
rmorphe@secc.edu

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

FORD (ASSET) AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING PROGRAM

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers as service technicians in Ford or Lincoln-Mercury or Mazda dealerships



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

Credit Hours Required for Graduation:

**Associate of Applied Science Degree:
145.0-146.5**

ASSET - AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING A.A.S. DEGREE:

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

<u>COURSE #</u>	<u>COURSE TITLE</u>	<u>CREDIT HRS</u>
ASST1110	Ford Shop Orientation	1.5
ASST1170	Ford Shop Safety & Repair	1.5
ASST1171	Ford Welding	1.0
ASST1173	Ford Fundamentals	2.0
ASST1175	Ford Electrical & Electronic Principles	12.0
ASST1178	Ford Brake Systems	4.0
ASST1268	Dealer Cooperative Experience	12.0
ASST1360	Engine Performance Theory & Operation	10.0
ASST1362	Ford Climate Control	5.5
ASST1363	Ford Engine Repair	7.5
ASST1468	Dealer Cooperative Experience	12.0
ASST2529	Ford Manual Transmission, Transaxles, Clutches, and Transfer Cases	7.0
ASST2531	Ford Diesel Fuel & Emission Systems	4.0
ASST2537	Ford Rear Axle & Driveline	2.0
ASST2538	Engine Performance Diagnosis & Testing	7.0
ASST2668	Dealer Cooperative Experience	12.0
ASST2728	Ford Steering & Suspension Systems	6.0
ASST2747	Ford Body Electrical & Electronics	5.5
ASST2748	Ford Automatic Transmissions & Transaxles	8.0
ASST2749	Ford New Product Update	2.0
		122.5



GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 HOURS

A student must complete general education credit hours for this program. See page 73. (5 classes minimum)

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

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

- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

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



**This SCC Program is
Affiliated with ASE**



General Motors ASEP -**Automotive Service Educational Program**

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

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

What type of Job could I get?

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$12.30 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

Students spend four quarters as a full-time student on the Milford campus and the remaining three quarters working in a General Motors dealership.

Through a carefully constructed program of classroom and experience-based education, students gain knowledge of engine fundamentals, electrical and electronic principles, fuel systems, brakes, steering and suspension systems, body computer systems, transmissions, heating and air conditioning systems. Students have access to new products and equipment necessary for proper and accurate diagnosis of current GM systems. They also receive regular updates on all new GM products to stay current with industry progress.

Special Program Requirements

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

For more information contact:

Rick Morpew, Program Chair
402-761-8317, 800-933-7223 x8317
rmorpew@southeast.edu

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

**GENERAL MOTORS
(ASEP)****AUTOMOTIVE SERVICE
EDUCATIONAL PROGRAM
Milford Campus****ASSOCIATE OF APPLIED SCIENCE DEGREE**

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



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

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

Credit Hours Required for Graduation:

**Associate of Applied Science Degree:
143.0-144.5**

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

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

COURSE #	COURSE TITLE	CREDIT HRS
ASEP1170	GM Shop Orientation & Safety	2.0
ASEP1171	GM Welding	1.0
ASEP1173	GM Fundamentals	3.0
ASEP1175	GM Electrical and Electronic Principles	12.0
ASEP1177	GM Brake Systems	4.0
ASEP1268	Dealer Cooperative Experience	12.0
ASEP1360	GM Powertrain Electronic Systems	6.5
ASEP1363	GM Engine Repair	9.5
ASEP1379	GM Heating & Air Conditioning	5.0
ASEP1468	Dealer Cooperative Experience	12.0
ASEP2528	GM Steering and Suspension Systems	4.5
ASEP2529	GM Manual Transmission, Transaxles, Clutch & Transfer Case	7.0
ASEP2537	GM Rear Axle Service	2.0
ASEP2538	GM Advanced Powertrain Electronic Systems	3.5
ASEP2561	GM Diesel Fuel & Emission Control System	2.0
ASEP2668	Dealer Cooperative Experience	12.0
ASEP2743	GM Powertrain Electronic Systems & Driveability Diagnostics	5.5
ASEP2747	GM Body Electrical & Electronics	6.0
ASEP2748	GM Automatic Transmission & Transaxles	9.0
ASEP2749	GM New Product Update	2.0
		120.5

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

**GENERAL EDUCATION REQUIREMENTS:
22.5-24.0 HOURS**

A student must complete general education credit hours for this program. See page 73. (5 classes minimum)

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

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

- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

*This SCC Program is
Affiliated with ASE*



Graphic Design

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

What kind of job could I get?

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$13.20 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Special program requirements

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

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

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

Graphic design classes will begin in January of 2010 and July of 2011.

For more information contact:

Merrill Peterson, Program Chair
402-761-8282, 800-933-7223 x8282
mpeterso@southeast.edu

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

GRAPHIC DESIGN

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students
for careers in
graphic design*



Credit Hours Required for Graduation:

Associate of Applied Science Degree: 139.0

GRAPHIC DESIGN AAS DEGREE COURSES:

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	Environmental & Package Design	6.0
EIGT1465	Corporate Identity 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
EIGT2799	Directed Independent Study in Graphic Design	1.0-5.0
EIGT2800	Graphic Design Internship	2.0
BSAD2520	Principles of Marketing	4.5
		117.5



GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

(Three classes from five areas below)

- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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



Health Information Management Systems (Medical Coding)

HIMS professionals collect, maintain, and analyze the data doctors, nurses, and other healthcare decision makers rely on to deliver quality healthcare. You are an expert in managing patient health information and medical records, administering computer information systems, and coding the diagnoses and procedures for healthcare services provided to patients. You also have a multitude of work settings from which to choose including hospitals, physician offices and clinics, long-term care facilities, insurance companies, government agencies, and home care providers.

What type of job could I get?

As an HIM professional, you'll enjoy a broad selection of job opportunities and options for professional growth. Based on skills, education, and interests, some of the positions available to you include: HIM Systems Manager, Data Quality Manager, Privacy Officer, Information Security Officer, HIM College Instructor, Consultant, Health Data Analyst, Insurance Claims Analyst, Records Technician Specialist, Clinical Coding Specialist, Physician Practice Manager, and Patient Information Coordinator.

How Much Can I Earn?

Entry level wage rates average \$13.00 per hour. Hourly rates will vary depending on the employer and location.

Program overview:

The program is a collaborative effort between Southeast Community College Lincoln-Campus and Central Community College-Hastings Campus. Students would apply for admission at Central Community College. Students can take classroom-based courses at Southeast Community College-Lincoln and web-based courses from Central Community College.

Because of an agreement between Southeast Community College and Central Community College, courses listed in this brochure will automatically transfer to Central Community College toward completing the Diploma or Associates Degree.

For more information contact:

Linda Delgado, HIM Adviser/Instructor
402-437-2753, 800-642-4075, x2753
ldelgado@southeast.edu

Shawna Stump, Central Community College
HIM Program Director
877-222-0780 x2514
sstump@cccneb.edu

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

HEALTH INFORMATION MANAGEMENT SYSTEMS (MEDICAL CODING)

SCC LINCOLN - DIPLOMA
CCC HASTINGS - ASSOCIATE OF APPLIED SCIENCE DEGREE



The HIMS program at Central Community College is accredited by CAHIIM (Commission on Accreditation of Health Informatics and Information Management Education), in cooperation with the Council on Accreditation of the American Health Information Management Association.

Credit Hours Required for Graduation:

Diploma: (SCC-Lincoln) 47.0-Q (quarter)
(CCC-Hastings) 13.0-S (semester)

Associate Degree in Health Information Technology:

(SCC-Lincoln) 69.5-Q (quarter)
(CCC-Hastings) 32.0-S (semester)

Certification: Associate of applied science degree graduates are eligible to take the national qualifying examination required for certification as a registered health information technician. This credential is an important step for graduates to gain employment on a professional level in a variety of settings.

Upon admission to the program, the following courses will be accepted in transfer from Southeast Community College to Central Community College in the Health Information Management Services program:

DIPLOMA

The diploma gives graduates the entry-level skills needed for employment as clinical coders in a variety of health care settings.

COURSE #	COURSE TITLE	CREDIT HOURS
BIOS1000	Anatomy and Physiology	6.0-Q
ENGL1010	Composition I	4.5-Q
MEDA1101	Medical Terminology I	2.0-Q
	&	
MEDA1201	Medical Terminology II	3.0-Q
*HIMS 125.0	Introduction to Health Information Management	3.0-S
*HIMS 135.0	Health Care Delivery Systems	2.0-S
BSAD1010	Microsoft Applications I	4.5-Q
HIMS1102	CPT Coding	4.5-Q
HIMS1103	HIMS ICD-9 Coding	6.0-Q
*HIMS 259.0	Healthcare Reimbursement Methods	3.0-S
*MEDA 133.0	Pharmacology	3.0-S
*OFFT 265.0	Computerized Medical Management	2.0-S
OFFT2000	Employment Techniques	3.0-Q
HIMS1104	Clinical Education	4.5-Q
MEDA1401	Medical Diseases	4.5-Q

* Indicates CCC Web-based Course

ASSOCIATE OF APPLIED SCIENCE DEGREE

The associate of applied science degree gives health information technicians the entry-level competencies defined by the American Health Information Management Association. These are nationally accepted standards of practitioner roles and functions.

COURSE #	COURSE TITLE	CREDIT HOURS
MEDA1101	Medical Terminology I	2.0-Q
	&	
MEDA1201	Medical Terminology II	3.0-Q
OFFT2710	Microsoft Office Integration I	4.5-Q
OFFT2720	Microsoft Office Integration II	4.5-Q
OFFT2430	Administrative Office Management	4.5-Q
	or	
BSAD2370	Human Resources Management	4.5-Q
BIOS1000	Anatomy and Physiology	6.0-Q
ENGL1010	Composition I	4.5-Q
SPCH1090	Fundamentals of Human Communication	4.5-Q
	or	
SPCH1110	Public Speaking	4.5-Q
*HIMS 125.0	Introduction to Health Information Management	3.0-S
*HIMS 130.0	Legal Aspects of Health Information Management	2.0-S
*HIMS 135.0	Health Care Delivery Systems	2.0-S
*HIMS 225.0	Health Care Statistics	2.0-S
*HIMS 230.0	HIMS Applications I	3.0-S
*HIMS 235.0	HIMS Applications II	3.0-S
HIMS1102	CPT Coding	4.5-Q
HIMS1103	HIMS ICD-9 Coding	6.0-Q
*HIMS 259.0	Healthcare Reimbursement Methods	3.0-S
*HIMS 260.0	Quality Assessment	3.0-S
*HIMS 270.0	Professional Practice Experience I	3.0-S
*HIMS 275.0	Professional Practice Experience II	3.0-S
MEDA1401	Medical Diseases	4.5-Q
*OFFT 265.0	Computerized Medical Management	2.0-S
MATH1100	Intermediate Algebra	4.5-Q
OFFT2000	Employment Techniques	3.0-Q
*MEDA 133.0	Pharmacology	3.0-S
PSYC1810	Introduction to Psychology	4.5-Q
	or	
SOCI1010	Introduction to Sociology	4.5-Q

* Indicates CCC Web-based Course

Admission requirements:

- Completed CCC application
- High School Diploma or GED
- GPA of at least 2.0
- Minimum of a "C+" in all courses taken at SCC as required for this degree
- Minimum of "C" in all courses taken at CCC as required for this degree



Heating, Ventilation, Air Conditioning & Refrigeration Technology

What type of job could I get?

The HVAC/R industry designs, builds, installs, services, maintains, troubleshoots and repairs indoor comfort heating and cooling systems year-round.

Plumbers install and repair pipes that carry water, waste, drainage, and natural gas in buildings. They cut, bend, and join pipes; they install fixtures and appliances, such as bathtubs, toilets, dishwashers, and water heaters. They work from blueprints and drawings that illustrate where to run the pipes and place the fixtures. HVAC/R professionals can use their skills in nearly any location in the world.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$13.25 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

The program is available only at the Milford campus. Students may focus on the installation and maintenance of residential, commercial or industrial heating, ventilation, air conditioning and plumbing systems or refrigeration equipment.

For more information contact:

Glenn Pasho, Program Chair
402-761-8261, 800-933-7223 x8261
gpasho@southeast.edu

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

HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in design, installation and servicing temperature control systems



Credit Hours Required for Graduation:

Associate of Applied Science Degree: 132.0

HVAC/R REQUIRED COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
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	4.0
HVAC1363	Heat Pump Principles	5.0
HVAC1434	Refrigeration Lab II	3.0
HVAC1435	HVAC Welding Practices	1.5
HVAC1440	Mechanical Code	2.0
HVAC1447	Commercial HVAC Fundamental & Practices I	5.0
HVAC1450	EPA Refrigerant Certification	2.0
HVAC1452	Residential Install Lab	2.0
HVAC1461	Residential HVAC Systems & Controls II	5.0
HVAC2500	Cooperative Education	10.0
HVAC2510	Post Cooperative Education	2.0
HVAC2600	HVAC/R Lab	3.0
HVAC2610	Troubleshooting Techniques Lab	1.5
HVAC2649	Commercial HVAC Fundamental & Practices II	5.0
HVAC2650	Troubleshooting Techniques	4.0
INFO1000	Computer Essentials	1.0
		108.0

GENERAL EDUCATION REQUIREMENTS: 24.0 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- SCIENCE

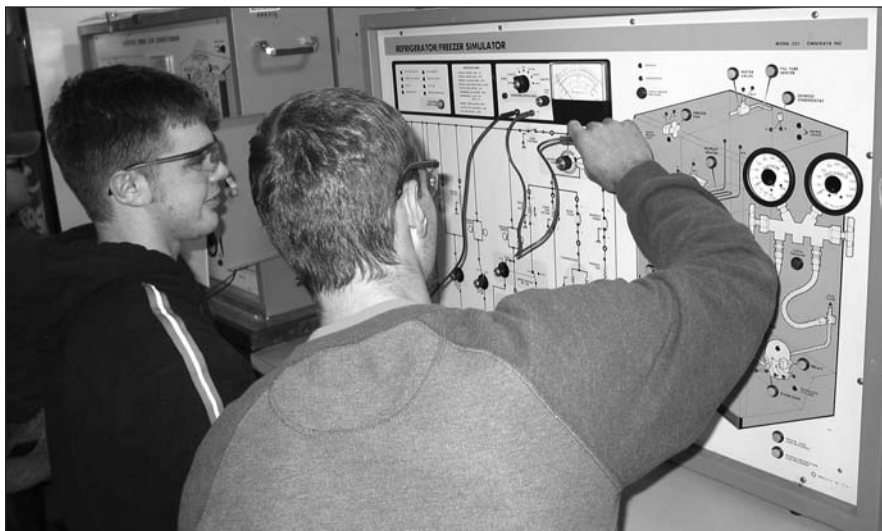
PHYS1150 DESCRIPTIVE PHYSICS

(Two classes from four areas below)

- MATHEMATICS
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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



Human Services

What type of job could I get?

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$11.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

For more information contact:

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

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

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

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

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

FOR STUDENTS INTERESTED IN PURSUING NURSING HOME ADMINISTRATION

Nursing Home Administration (NHA) and Assisted Living courses are also offered through the Business Administration program. Students would receive a degree in Business Administration with a focus in Nursing Home Administration. After earning an associate of applied science degree, students would need to pass and complete:

1. The five "Approved Nursing Home Administration licensure courses" in the Adviser Approved Electives listing
2. 640 hours of Administrator-in-Training (AIT) or another mentoring program (through and determined by the State of Nebraska.)
3. The NAB (National Association Boards of Examiners for Long Term Care Administration) exam.

Additional fees would be applicable for the NAB and the State of Nebraska.

For more information, please contact:
Theresa Parker, NHA Adviser
402-437-2750, 800-642-4075 x2750
tparker@southeast.edu

FOR STUDENTS INTERESTED IN PURSUING ALCOHOL & DRUG (A & D) COUNSELING:

+Advanced standing is available for those individuals seeking an educational program approved to offer training for State of Nebraska licensure as a provisional alcohol and drug counselor. Prospective students with degrees in related health and human services fields may apply for advanced standing. Students would be required to complete extra courses for Provisional A & D licensure.

1. A minimum of 300 clinical hours of clinical performance with a LADAC counselor. (At least 10 hours in each of the 12 core competencies/functions.
2. Hours supervised at 1:10 ratio by supervisor.
- 3-9. HMRS1102, HMRS1357, PSYC2960 (not online), HMRS1402, HMRS1403, HMRS2517, and HMRS2518.

For more information, please contact:
Rebecca Shacklett, Alcohol and Drug Adviser
402-437-2745, 800-642-4075 x2745
rshacklett@southeast.edu

HUMAN SERVICES

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

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



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

Credit Hours Required for Graduation:

Associate of Applied Science Degree: 127.5

HUMAN SERVICES CORE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
HMRS1101	Human Services Concepts	or
HMRS1404	Introduction to Social Work	4.5
HMRS1102	Counseling Theories and Techniques	4.5
HMRS1201	Health Foundations (CNA/EMT/Nurse may credit HMRS1201 by waiver)	4.5
HMRS1320	Multicultural Competency	4.5
+HMRS1357	Multicultural Counseling	4.5
+HMRS1403	Assessment, Case Planning/Management & Professional Ethics for A & D	or
HMRS1405	Case Management & Ethics for Human Services	4.5
PSYC2960	Lifespan Human Development	4.5
PSYC2980	Abnormal Psychology	4.5
		36.0

REQUIRED CLINICAL COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
+HMRS1109	Pre-Clinical Education 1	4.0
+HMRS1110	Clinical Education 1	4.0
+HMRS1210	Clinical Education 2	5.0
HMRS1310	Clinical Education 3	or
+HMRS1311	Clinical Education Alcohol/Drug Counseling 1	5.0
HMRS1410	Clinical Education 4	or
+HMRS1411	Clinical Education Alcohol/Drug Counseling 2	5.0
HMRS2510	Clinical Education 5	or
+HMRS2511	Clinical Education Alcohol/Drug Counseling 3	5.0
HMRS2610	Clinical Education 6	or
+HMRS2611	Clinical Education Alcohol/Drug Counseling 4	5.0
		33.0

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

+Advanced standing is available for those individuals seeking an educational program approved to offer training for State of Nebraska licensure as a provisional alcohol and drug counselor.

Special Program Requirement:

A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this background check.

HUMAN SERVICES FOCUS COURSES:

(select 27.0 credits (6 courses) from the following list)

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

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

COURSE #	COURSE TITLE	CREDIT HRS
•HMRS2541	Social Services-Long Term Care Facilities	4.5
•HMRS2542	Financial Management for Long Term Care	4.5
•HMRS2544	Patient Care & Services	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	Introduction to Assisted Living	4.5
• Approved Nursing Home Administration licensure courses		

ELECTIVES:

Any of the previous "HS Focus Courses" not used as part of the 27.0 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. Other courses offered through Human Services that can be used as electives include:

COURSE #	COURSE TITLE	CREDIT HRS
HMRS1355	Strategies for Relaxation	4.5
HMRS2361	Domestic Violence	4.5
HMRS2362	Child Abuse	4.5
HMRS2364	Adult Survivors of Childhood Sexual Abuse	4.5
HMRS2365	Mental Illness & Family Issues	4.5
HMRS2505	Non-aversive Intervention for Problem Behaviors	2.5
HMRS2710	Clinical Education 7	5.0
HMRS2711	Clinical Education for Alcohol/Drug Counseling 5	6.0
HMRS2811	Clinical Education for Alcohol/Drug Counseling 6	6.0
	Total Electives:	9.0

GENERAL EDUCATION REQUIREMENTS: 22.5 hours

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

• ORAL COMMUNICATIONS	4.5
• WRITTEN COMMUNICATIONS	4.5
• SOCIAL SCIENCE	
PSYC1810 Introduction to Psychology	4.5
(Two classes from the areas below)	9.0
• MATHEMATICS	
• SCIENCE	
• HUMANITIES	
• COMPUTER TECHNOLOGY	

No two classes may be selected from the same area.

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

John Deere Tech

The John Deere Tech program is offered jointly by John Deere and Southeast Community College in cooperation with John Deere dealers. This model program was the first of its kind in the United States.

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

What type of job could I get?

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

How much can I earn?

During your training you will work for two quarters in your sponsoring dealership.

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$10.40 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

For more information contact:

William A. August, Program Chair
402-761-8281, 800-933-7223 x8281
baugust@southeast.edu

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

JOHN DEERE TECH

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

*Prepares students for careers
in John Deere dealerships*



Credit Hours Required for Graduation:

Associate of Applied Science Degree:
157.5-159.0

JOHN DEERE 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	4.5
JDAT1242	John Deere Engine Repair	8.5
JDAT1244	John Deere Fuel Systems	3.5
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	2.5
JDAT2742	John Deere Power Trains III	2.5
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	3.5
		134.0



GENERAL EDUCATION REQUIREMENTS: 22.5-24.0 HOURS

A student must complete general education credit hours for this program. See page 73. (5 classes minimum)

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

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

- MATHEMATICS
- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

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



Laboratory Science Technology

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

What type of job could I get?

Laboratory Technician graduates work in a variety of laboratories, including quality assurance, analytical chemistry, biochemistry, biotechnology, microbiology, water treatment, and wastewater treatment.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$13.30 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

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

For more information contact:

Don Mumm, Program Chair
402-437-2486, 800-642-4075 x2486
dmumm@southeast.edu

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



LABORATORY SCIENCE TECHNOLOGY

Lincoln Campus

>ASSOCIATE OF APPLIED SCIENCE DEGREE >DIPLOMA

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



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

Credit Hours Required for Graduation:

Diploma:	69.0
Associate of Applied Science Degree:	104.0

REQUIRED LBST COURSES:

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
*LBST1212	Analytical Chemistry for Technicians II	3.0
+LBST1214	Analytical Chemistry for Technicians III	3.0
*LBST1213	Analytical Chemistry II Laboratory	1.0
LBST1214	Analytical Chemistry III Laboratory	1.0
*LBST1216	Biochemistry I	3.0
+LBST1217	Biochemistry II	2.0
*LBST1218	Biochemistry I Laboratory	1.0
LBST1219	Biochemistry II Laboratory	1.5
+LBST1221	Sanitation	2.0
+LBST1225	Applied Microbiology	2.0
LBST1227	Applied Microbiology Laboratory	2.0
*LBST1232	Water and Wastewater Technology	3.0
+LBST1233	Water/Wastewater Analysis	2.0
LBST1234	Water/Wastewater Analysis Laboratory	1.5
+LBST1235	Hazardous Materials	3.0
*LBST1240	Laboratory Skills Competency	0.5
*LBST1246	Quality in the Analytical Laboratory	1.0
*LBST1247	Water and Wastewater Mathematics	1.0
*LBST1251	Practicum I	3.0
LBST1252	Practicum II	3.0
		69.0

LBST1252 Cooperative Education may be used as a substitution for LBST1251/1252 Practicum, please see program adviser.

GENERAL EDUCATION REQUIREMENTS: 24.0 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS

MATH1100 Intermediate Algebra or higher 4.5

- SCIENCE

PHYS1150 Descriptive Physics 6.0

- SOCIAL SCIENCE

No two classes may be selected from the same area.

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

ADDITIONAL REQUIREMENTS: 11.0 HOURS

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

Microcomputer Electives	5.0
Biology Elective	3.0
Adviser Approved Elective	3.0

*Core classes required for a diploma.

+Any four classes with this designation, including accompanying laboratory class if applicable, must be chosen to apply toward a diploma.

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



Land Surveying/ Civil Engineering Technology

What type of job could I get?

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

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$13.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

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

For more information contact:

Dale Mueller, Program Chair
402-761-8255, 800-933-7223 x8255
dmueller@southeast.edu

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

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



LAND SURVEYING/ CIVIL ENGINEERING TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for employment opportunities as land surveyors, civil drafters and construction material inspectors



Credit Hours Required for Graduation:

Associate of Applied Science Degree: 129.0

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
LSCE1110	Land Surveyors Math	5.0
LSCE1120	Plane Surveying	9.0
LSCE1126	Basic Civil CAD	7.0
LSCE1220	Engineering Surveying	6.0
LSCE1226	Civil CAD II	6.5
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 CAD III	8.0
LSCE1400	Cooperative Education	12.0
LSCE2520	Geodetic Surveying	11.0
LSCE2526	Principles of Land Development	3.0
LSCE2546	Civil CAD IV	6.0
LSCE2620	Boundary Control and Legal Principles	5.0
LSCE2626	Civil CAD V	3.0
LSCE2646	Advanced Land Development Desktop	5.0
LSCE2667	Land Surveying Systems	5.0
		106.5

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS

MATH1080 Applied Algebra & Trigonometry (or higher)

- COMPUTER TECHNOLOGY
- SOCIAL SCIENCE

No two classes may be selected from the same area.

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



Machine Tool Technology**What type of job could I get?**

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

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$14.50 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

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

For more information contact:

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

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

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

**MACHINE TOOL TECHNOLOGY****Lincoln and Milford Campuses****>DIPLOMA****>ASSOCIATE OF APPLIED SCIENCE DEGREE**

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

**Credit Hours Required for Graduation:**

Diploma: 80.5

Associate of Applied Science Degree: 122.0

- Die Maker Focus
- Mold Maker Focus
- Tool and Die Maker Focus

REQUIRED MACH DIPLOMA COURSES:

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
MACH1349	Basic CNC	7.5
MACH1370	Applied Trigonometry	4.5
MACH1428	Machine Tool Lab IV	5.5
MACH1451	Advanced CNC	4.5
MACH1453	CNC Lathe	3.5
MACH1454	CAM	4.0
		71.5

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
		28.0

MOLD MAKER FOCUS: (MILFORD)

MACH2535	Mold Theory	5.0
MACH2537	Injection Mold Design I	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
		28.0

TOOL AND DIE MAKER FOCUS: (LINCOLN)

WELD1174	Machine Tool Welding	1.5
MACH2245	Introduction to Molding	3.0
MACH2246	Jigs and Fixtures	6.0
MACH2256	Die Construction	7.0
MACH2258	Quality Control	3.0
MACH2266	Advanced Die Construction	7.5
		28.0

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS

(Two classes from four areas below)

- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

To complete the **diploma**, a total of nine (9.0) general education requirements must be fulfilled. This includes one math course plus one other general education course from Oral or Written Communications.)



Major Appliance Professional Technology

What type of job could I get?

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

How much can I earn?

According to the Nebraska Career Compass, the average hourly wage in 2004 was \$14.56 in Nebraska. In 2006 the College surveyed major appliance service businesses in Nebraska and six other Midwestern states. Over 95% of all respondents indicated interest in hiring individuals completing major appliance professional training at Southeast Community College.

Program overview

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

For more information contact:

Jerry Magorian
Continuing Education Director
402-437-2508, 800-828-0072 x2508
jmagoria@southeast.edu

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



MAJOR APPLIANCE PROFESSIONAL TECHNOLOGY

Milford Campus

DIPLOMA

Prepares students for the installation and servicing of major residential appliances.



Credit Hours Required for Graduation:

• Diploma: 56.0

Major Appliance Technology students will complete coursework in classrooms and laboratories with instruction provided by experienced major appliance professionals. Graduates of this program will be awarded a Diploma.

Qualified major appliance technicians have many opportunities for employment including working for retail businesses, repair shops and wholesalers. Some Major Appliance Technicians work for manufacturers, and others become self-employed business owners.

MAAP REQUIRED COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
MAAP1110	Basic Electricity for Home Appliances	7.0
MAAP1112	In-Home Service Customer Relations	3.0
MAAP1114	Electrical Dryer Technology	4.0
MAAP1118	Gas Dryer Technology	3.0
MAAP1120	Dishwasher Technology	3.0
MAAP1124	Washing Machine Technology	4.0
MAAP1128	Electric Range Technology	5.5
MAAP1132	Gas Range Technology	4.5
MAAP1136	Residential Refrigerator Technology	10.0
MAAP1150	Special Topics in Home Service	3.0
		47.0



GENERAL EDUCATION REQUIREMENTS: 9.0 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from the two areas below.) 4.5

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS

(One class from the two areas below.) 4.5

- COMPUTER TECHNOLOGY
- Adviser Approved Elective

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



Manufacturing Engineering Technology

What type of job could I get?

Graduates of the Manufacturing Engineering Technology program are qualified to work in a wide variety of areas including; product design, operations manager, engineering coordinator, product research and development, field engineer, direct manufacturing support, quality control and assurance, machine designer, lean manufacturing engineer, technical support engineer, CNC programmer and tooling design and development.

The school has a very active student chapter S218 of the Society of Manufacturing Engineers. This helps the students to make contacts with local industries and potential employers. Many of our graduates have continued their education once they are on the job and have achieved four year degrees and beyond.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$17.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

The Manufacturing Engineering Technology program trains students to become members of an engineering team. Manufacturing Engineering Technologists are people who like to make things, especially making them better, faster, and at a lower cost. They are "hands-on" people who also want to be part of the design process and they enjoy working with people as part of a team or as its leader. Typical job responsibilities include acting as a liaison between design engineering and the manufacturing operation or being deeply involved in manufacturing process development. Graduates from Southeast Community College's Manufacturing Engineering Technology program apply their skills in companies across the United States.

The Manufacturing Engineering Technology program is only available at the Milford campus.

For more information contact:

Mark W. Eilers, Program Chair
(402) 761-8244, 800-933-7223 x8244
meilers@southeast.edu

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

MANUFACTURING ENGINEERING TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for manufacturing and engineering careers in product design, operations management, lean manufacturing engineering, product research and development, quality control and assurance and tooling design and development.



Credit Hours Required for Graduation:

Associate of Applied Science Degree: 148.5

Students in the Manufacturing Engineering Technology program have the opportunity to take part in a wide variety of tours of manufacturing facilities along with taking part in Engineering Internships as they become available. Manufacturing Engineering Technology students use our Dimension three-dimensional rapid prototype printer to print a variety of design and proto-type projects. Students in the program are eligible in their fifth quarter to take the Certified Manufacturing Technologist exam offered by the Society of Manufacturing Engineers (www.sme.org)

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

MANUFACTURING ENGINEERING TECHNOLOGY AAS DEGREE REQUIREMENTS:

COURSE #	COURSE TITLE	CREDIT HRS
MFGT1125	Materials of Industry	5.0
MFGT1144	Industrial Drafting I	6.0
MACH1241	Machinery's Handbook	5.0
MFGT1250	Industrial Drafting II	3.5
MFGT1333	Applied Hydraulic & Pneumatics	7.0
MFGT1350	Basic Computer Aided Drafting	3.0
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
MFGT1450	Advanced Computer Aided Drafting	1.5
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
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	Autodesk Inventor	5.5
MFGT2672	Mechanisms	5.0
MFGT2680	Solid Works	1.5
		110.0



GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
SPCH1110 Public Speaking (recommended)
- WRITTEN COMMUNICATIONS
ENGL1000 Written Communications (recommended)
- MATHEMATICS
MATH1050 Thinking Mathematically (or higher)
(Prerequisite for MFGT1333, 1413, 2549, 2672, & MACH1370.)
- SCIENCE
PHYS1017 Technical Physics or
PHYS1150 Descriptive Physics
(Prerequisite for MFGT2566, 2668.)
- COMPUTER TECHNOLOGY
BSAD1010 Microsoft Applications I or
INFO1010 Computer Literacy
(Prerequisite for MFGT2670)

To complete the AAS degree, students are also required to take:

OFFT1110 Business Communications	4.5
ECON1200 Personal Finance	4.5
ACFS2020 Career Development	2.5
BSAD2540 Principles of Management	4.5
16.0	

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



Medical Assisting

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

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$10.65 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

This program is available on the Lincoln campus plus Web-based courses. Students are admitted to the program in the spring and fall quarters.

For more information contact:

Jeanette Goodwin, Program Chair
402-437-2756, 800-642-4075 x2756
jgoodwin@southeast.edu

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

Special Program Requirements:

1. A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this background check.
2. Students must complete a health statement before acceptance into the Medical Assisting program.
3. 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.
4. Students must pass all required courses for the program with a "C+" or better to continue through the program.
5. All students must have a Current CPR card - Module C, prior to enrolling in fourth quarter classes.

***PLEASE NOTE:** Immediately prior to enrollment in MEDA1401, students must pass the following block of classes together.

MEDA1301, MEDT1301, MEDT1161, MEDT1171, MEDT1181 & MEDT1191.

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

MEDICAL ASSISTING

Lincoln Campus

DIPLOMA

Prepares students for a career in medical assisting, including patient care, laboratory procedures, and medical office administration



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

Credit Hours Required for Graduation:

- Diploma: 79.0

To complete a diploma in the Medical Assisting program, courses are generally taken in the following order.

MEDICAL ASSISTING COURSES

COURSE #	COURSE TITLE	CREDIT HRS
BIOS1000	Structure and Function of the Human Body	6.0
MEDA1101	Medical Terminology I	2.0
MEDA1102	Administrative Medical Assisting	2.0
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
MEDA1205	Exam Room I	2.5
MEDA1406	Basic Pharmacology	2.0
MEDA1407	Medical Calculations	1.0
MEDA1301	Exam Room II	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
OFFT2440	Medical Office Procedures	4.5
OFFT2650	Computerized Medical Management	3.0
MEDA1401	*Clinical Education	8.0
MEDA1402	Senior Clinical Seminar	3.0
MEDA1404	Medical Diseases	4.5
MEDA1405	Insurance for the Medical Office	3.0
		70.0

PLEASE NOTE: Felony convictions may prevent a graduate from acquiring certification. Contact the American Association of Medical Assistants (AAMA) Certifying Board for more information.

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

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

GENERAL EDUCATION REQUIREMENTS: 9.0 HOURS

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

(One class from each of the following areas)

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

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

MEDICAL ASSISTING

Associate Degree: Southeast Community College, in cooperation with Central Community College, provides the opportunity for students to receive an associates degree in Medical Assisting.



HEALTH INFORMATION MANAGEMENT SYSTEMS

Southeast Community College, in cooperation with Central Community College, provides the opportunity for students to receive an associates degree in Health Information Technology or a diploma in Medical Coding.



If interested see the HIMS program, page 113, or contact Linda Delgado at 402-437-2753, ldelgado@southeast.edu or the Admissions Office on the Lincoln Campus.



Medical Laboratory Technology**What type of job could I get?**

The Medical Laboratory Technician performs general tests in all clinical laboratory areas: blood banking, chemistry, hematology, immunology and microbiology. A Medical Laboratory Technician performs tests that aid in the diagnosis and treatment of disease.

Program graduates attain employment in a variety of settings, such as hospitals, clinics, physician offices, private and public health institutions, pharmaceutical laboratories, and animal clinics. Graduates work in small and large facilities throughout Nebraska and neighboring states. Many continue their education and earn a bachelor's degree in Clinical Laboratory Science/Medical Technology.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$15.95 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, or a bonus structure, which are not included in these rates.

Program overview

The program is available at the Lincoln campus. The program includes principles and technical instruction in the areas of hematology, clinical chemistry, clinical microbiology, immunohematology (blood banking), immunology/serology, parasitology, urinalysis, and clinical microscopy. Students obtain additional laboratory experiences and learning opportunities within hospital and clinic laboratories.

Students are admitted into the program in the summer quarter. The program can be completed in eight full-time quarters. Students may also choose a three-year option in which to complete the program. A graduate of the program is eligible to take national certification examinations offered by the American Society for Clinical Pathology (ASCP) and/or National Credentialing Agency for Laboratory Personnel (NCA), and may also transfer these two years of credit to the University of Nebraska Medical Center Division of Clinical Laboratory Sciences.

For more information contact:
Janis Bible, Program Chair
402-437-2760, 800-642-4075 x2760
jbible@southeast.edu

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

MEDICAL LABORATORY TECHNOLOGY

Lincoln Campus**ASSOCIATE OF APPLIED SCIENCE DEGREE**

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



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

Credit Hours Required for Graduation:**Associate of Applied Science Degree: 125.0****MEDICAL LABORATORY TECHNOLOGY REQUIREMENTS:**

COURSE #	COURSE TITLE	CREDIT HRS
LBST1421	Survey of Chemistry	3.0
LBST1422	Survey of Chemistry Laboratory	1.5
LBST1205	Introductory Biology	3.0
LBST1215	Introductory Biology Laboratory	1.5
MEDT1101	Clinical Laboratory Procedures	2.5
LBST1221	Introduction to Microbiology	2.0
LBST1231	Introduction to Microbiology Lab	1.5
LBST1121	Analytical Chemistry for Technicians I	3.0
LBST1131	Analytical Chemistry for Technicians I Laboratory	1.5
MEDT1201	Medical Laboratory Measurements	2.0
MEDT1100	Procedures in Phlebotomy	2.5
MEDT1301	Clinical Microbiology I	2.0
MEDT1311	Clinical Microbiology I Laboratory	2.0
MEDT1321	Hematology I	2.0
MEDT1331	Hematology I Laboratory	2.0
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	1.0
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 Education Orientation I	2.0
MEDT2690	Clinical Education I	2.5
MEDT2701	Clinical Education II	11.0
MEDT2702	Clinical Seminar I	2.0
MEDT2703	Clinical Education Orientation II	2.0
MEDT2801	Clinical Education III	11.0
MEDT2802	Clinical Seminar II	2.0
	Computer Elective	1.5
		101.0

OPTIONAL:

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

GENERAL EDUCATION REQUIREMENTS: 24.0 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

• WRITTEN COMMUNICATIONS	4.5
*ENGL1010 Composition I	
• MATHEMATICS	4.5
MATH1150 College Algebra or higher	
• ORAL COMMUNICATIONS	4.5
*SPCH1090 Fundamentals of Human Communication or	
*SPCH1110 Public Speaking	
• SOCIAL SCIENCE	4.5
• SCIENCE	
BIOS2130 Human Physiology & Lab	6.0

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

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

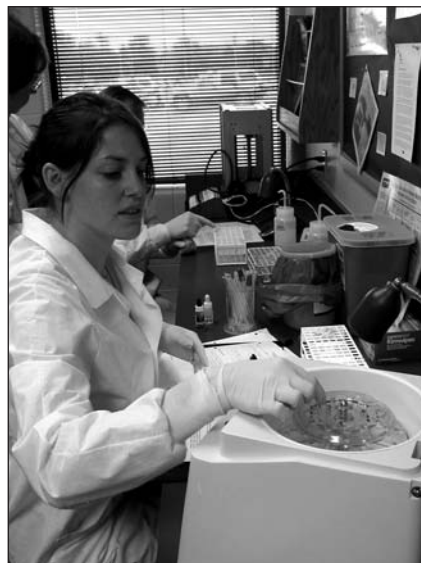
Special Program Requirements:

1. A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this background check.
2. A minimum grade of C is required in all courses. A health statement including a tuberculosis skin test and/or a chest x-ray, and immunizations, is required before acceptance into the program.
3. 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.
4. Students may be requested by clinical sites to submit to and pass drug testing and/or fingerprinting. The student is responsible for the cost associated with drug testing and/or fingerprinting.

Advanced Placement:

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

Please note: LBST1101/1111 and LBST1102/1112 may be substituted for LBST1421/1422.



Microcomputer Technology
What type of job could I get?

The **Network Manager focus** trains students to set up, maintain, and manage microcomputer networks. Graduates of this specialization often find positions providing network support under the supervision of a network administrator.

The **PC Support focus** offers training for technical support and help desk positions. Graduates of this specialization may work as the main computer resource technician in a company or may work as a member of a team providing help desk support.

The **Microcomputer Programmer focus** provides intensive training in microcomputer languages such as Java and Visual Basic which are predominant in business and industry.

The **Web Applications Programmer focus** offers training for those programming behind the scenes of a web site. Students learn programming languages along with web development technologies, such as Javascript and PHP.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$14.20 per hour. These rates reflect the starting rates of graduates in all companies and facilities.

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

Program overview

The Microcomputer Technology program is offered both day and evening on Lincoln Campus. Students in the Microcomputer Technology program can complete an associate of applied science degree. There are four areas of career emphasis: Network Manager, PC Support Specialist, Microcomputer Programmer and Web Applications Programmer. A certificate award is also available for anyone wishing to add basic computer training to already existing skills.

For more information contact:

Linda Bettinger, Program Co-chair
(402) 437-2490, 800-642-4075 x2490
lbetting@southeast.edu

Jo Schuster, Program Co-chair
(402) 437-2492, 800-642-4075 x2492
jschuste@southeast.edu

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

MICROCOMPUTER TECHNOLOGY

Lincoln Campus
**>ASSOCIATE OF APPLIED SCIENCE DEGREE
>CERTIFICATE**

Prepares students for careers in the microcomputer field


Credit Hours Required for Graduation:
Associate of Applied Science Degree: 120.0

- Network Manager
- PC Support Specialist
- Microcomputer Programmer
- Web Applications Programmer

Certificate: 32.0
CERTIFICATE REQUIREMENTS:

COURSE #	COURSE TITLE	CREDIT HRS
INFO1121	Microsoft Word & PowerPoint	1.5
INFO1131	Microsoft Excel	1.5
INFO1151	Computer Fundamentals	4.5
INFO1161	Windows Operating Systems	4.5
INFO1211	Microsoft Access	2.0
INFO1311	Database Concepts	3.0
INFO1371	Hardware Installation & Maintenance	3.0
INFO1381	Data Communications & Networking	4.5
INFO1431	Web Page Fundamentals	3.0
MATH1040	Business Math (or higher level MATH class)	4.5
		32.0

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 & PowerPoint	1.5
INFO1131	Microsoft Excel	1.5
INFO1151	Computer Fundamentals	4.5
INFO1161	Windows Operating Systems	4.5
INFO1211	Microsoft Access	2.0
INFO1214	Program Design & Problem Solving	4.5
INFO1311	Database Concepts	3.0
INFO1381	Data Communications & Networking	4.5
INFO1391	TCP/IP	3.0
INFO1431	Web Page Fundamentals	3.0
INFO1441	Advanced Windows XP Professional	3.0
INFO1491	Network Security Fundamentals	3.0
INFO2531	UNIX Operating System	2.0
INFO2543	Workplace Communication Skills	2.0
INFO2611	Microcomputer Practicum	3.0
OFFT2000	Employment Techniques	3.0
OFFT1110	Business Communications	4.5
		49.5

NETWORK MANAGER:

INFO1371	Hardware Installation & Maintenance	3.0
INFO1463	Advanced Hardware Troubleshooting	3.0
INFO1495	Novell Network Administration	4.5
INFO2585	Windows 2003 Server Administration	4.5
INFO2631	Linux Network Administration	4.5
INFO2695	Advanced Windows 2003 Server	3.0
ELEC2760	Networking Infrastructure	3.5
ELEC2761	Router Implementation	3.5
ELEC2860	Advanced Routing & Switching	3.0
ELEC2861	Wide Area Networking	3.0
		35.5

**BUSINESS SUPPORT ELECTIVE
CHOOSE FROM:**

BSAD1050	Introduction to Business	4.5
BSAD2540	Principles of Management	
BSAD2520	Principles of Marketing	
OFFT1310	Office Accounting	

TECHNICAL ELECTIVES
CHOOSE FROM: 8.0

INFO1314	Java (4.5)
INFO1325	Internet Scripting (3.0)
INFO1511	Advanced Database Concepts (3.0)
INFO1515	Database Administration (3.0)
INFO1525	Web Server Scripting (4.5)
INFO1541	Social & Ethical Issues in Information Technology (2.0)
INFO2513	Troubleshooting Techniques (3.0)
INFO2564	Visual Basic (4.5)
INFO2581	Network Security Systems (3.0)
INFO2591	Advanced Network Security (3.0)
INFO2670	Desktop Support (4.5)
INFO2800	Advanced Technologies (2.0)

PC SUPPORT SPECIALIST:

INFO1371	Hardware Installation & Maintenance	3.0
INFO1443	Help Desk Concepts	2.0
INFO1463	Advanced Hardware Troubleshooting	3.0
INFO1493	Advanced Microsoft Access	2.0
INFO1501	Integrated Applications	3.0
INFO1511	Advanced Database Concepts	3.0
INFO2513	Troubleshooting Techniques	3.0
INFO2585	Windows 2003 Server Administration	4.5
INFO2670	Desktop Support	4.5
		28.0

**BUSINESS SUPPORT ELECTIVE
CHOOSE FROM:**

BSAD1050	Introduction to Business	4.5
BSAD2520	Principles of Marketing	
BSAD2540	Principles of Management	
OFFT1310	Office Accounting	

TECHNICAL ELECTIVES
CHOOSE FROM: 15.5

ELEC2760	Networking Infrastructure (3.5)
ELEC2761	Router Implementation (3.5)
ELEC2860	Advanced Routing & Switching (3.0)
ELEC2861	Wide Area Networking (3.0)
INFO1325	Internet Scripting (3.0)
INFO1495	Novell Network Administration (4.5)
INFO1515	Database Administration (3.0)
INFO1521	Web Graphics (2.0)
INFO1522	Web Layout (2.0)
INFO1541	Social & Ethical Issues in Information Technology (2.0)
INFO2564	Visual Basic (4.5)
INFO2581	Network Security Systems (3.0)
INFO2591	Advanced Network Security (3.0)
INFO2631	Linux Network Administration (4.5)
INFO2695	Advanced Windows 2003 Server (3.0)
INFO2800	Advanced Technologies (2.0)

MICROCOMPUTER PROGRAMMER:

INFO1314	Java	4.5
INFO1414	Advanced Java	4.5
INFO1515	Database Administration	3.0
INFO2514	Java Server Programming	4.5
INFO2564	Visual Basic	4.5
INFO2594	Programming Project Design	1.5
INFO2664	Advanced Visual Basic	4.5
INFO2674	ASP.NET Using Visual Basic	4.5
INFO2694	Programming Project	3.0
INFO2698	Programmer Portfolio Development	1.0
		35.5

BUSINESS SUPPORT ELECTIVE

CHOOSE FROM:		4.5
BSAD1050	Introduction to Business	
BSAD2520	Principles of Marketing	
BSAD2540	Principles of Management	
OFFT1310	Office Accounting	

TECHNICAL ELECTIVES

CHOOSE FROM:		8.0
INFO1325	Internet Scripting (3.0)	
INFO1371	Hardware Installation & Maintenance (3.0)	
INFO1511	Advanced Database Concepts (3.0)	
INFO1521	Web Graphics (2.0)	
INFO1522	Web Layout (2.0)	
INFO1525	Web Server Scripting (4.5)	
INFO1541	Social & Ethical Issues in Information Technology (2.0)	
INFO2554	C++ (4.5)	
INFO2800	Advanced Technologies (2.0)	

WEB APPLICATIONS PROGRAMMER:

INFO1314	Java	4.5
INFO1414	Advanced Java or	
INFO2664	Advanced Visual Basic	4.5
INFO1325	Internet Scripting	3.0
INFO1511	Advanced Database Concepts	3.0
INFO1522	Web Layout	2.0
INFO1525	Web Server Scripting	4.5
INFO2514	Java Server Programming or	
INFO2674	ASP.NET Using Visual Basic	4.5
INFO2564	Visual Basic	4.5
INFO2692	Web Programming Project	4.5
INFO2698	Programmer Portfolio Development	1.0
BSAD2520	Principles of Marketing	4.5
		40.5

TECHNICAL ELECTIVES

CHOOSE FROM:		7.5
INFO1371	Hardware Installation & Maintenance (3.0)	
INFO1414	Advanced Java or	
INFO2664	Advanced Visual Basic (4.5)	
INFO1515	Database Administration (3.0)	
INFO1521	Web Graphics (2.0)	
INFO1541	Social & Ethical Issues in Information Technology (2.0)	
INFO2514	Java Server Programming or	
INFO2674	ASP.NET Using Visual Basic (4.5)	
INFO2554	C++ (4.5)	
INFO2585	Windows 2003 Server Administration (4.5)	
INFO2631	Linux Network Administration (4.5)	
INFO2800	Advanced Technologies (2.0)	

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

A student must complete general education credit hours for this program. See page 73.

• **ORAL COMMUNICATIONS**

(Choose ONE):

SPCH1090	Fundamentals of Human Communication
SPCH1110	Public Speaking
SPCH2810	Business & Professional Communication

• **WRITTEN COMMUNICATIONS**

(Choose ONE):

ENGL1010	Composition I
ENGL1015	Composition & Literature

• **MATHEMATICS**

MATH1040	Business Math (or higher level MATH class)
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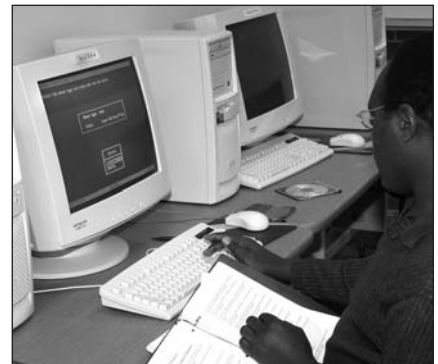
• **SOCIAL SCIENCE** (Choose ONE)

PSYC1250	Interpersonal Relations
PSYC1810	Introduction to Psychology
SOCI1010	Introduction to Sociology
SOCI1020	Diversity in Society
SOCI2150	Issues in Unity and Diversity

• **HUMANITIES**

Choose ONE from the General Education requirements listed in the SCC College Catalog.

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



Motorcycle, ATV, and Personal Watercraft Technology

What type of job could I get?

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

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$12.80 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

This program is available on the Lincoln campus with classes beginning in January and July. For information contact:

For more information contact:

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

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

MOTORCYCLE, ATV, AND PERSONAL WATERCRAFT TECHNOLOGY

Lincoln Campus

DIPLOMA

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



Credit Hours Required for Graduation:

Diploma: 89.0

REQUIRED DIPLOMA COURSES:

Course offerings and prerequisites will be determined by the program.

COURSE #	COURSE TITLE	CREDIT HRS
MSTT1000	Shop Procedures & Hand Tools	5.5
MSTT1112	Basic Engine Theory	5.5
MSTT1120	Wheels & Tires	3.0
MSTT1122	Frames, Suspensions, & Brakes	3.5
MSTT1125	Electrical Concepts	6.0
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	or
MSTT1147	Rideability and Electrical Update with Coop	6.0
WELD1178	Motorcycle Welding	4.0
		69.5

GENERAL EDUCATION REQUIREMENTS: 19.5 HOURS

To complete a diploma for this program, a student must complete additional credit hours in the following general education core areas. See page 73.

(4 classes total)

(One class from each of the following areas)

- ORAL COMMUNICATIONS 4.5
- WRITTEN COMMUNICATIONS 4.5
- SCIENCE

PHYS1150 Descriptive Physics 6.0

ADVISER Approved Elective 4.5

19.5

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

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



Nondestructive Testing Technology

What type of job could I get?

Types of positions that NDT personnel can obtain include technicians, local, state and federal inspectors, sales and marketing employees, engineers, research and development workers, as well as contractors and business owners.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$18.60 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

The Nondestructive Testing Technology program is located on the Milford campus and is one of approximately six such programs in the United States that offer an associate of applied science degree. Developed in cooperation with the many industries it serves, the program trains technicians who are in high demand in a wide variety of industries, including aircraft and aerospace, power generation and utilities, chemical and petrochemical, defense and military (civilian and enlisted), general manufacturing, and transportation.

For more information contact:

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

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

Special Program Requirement:

A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may or may not be granted un-escorted access to Radioactive material use and storage. If a CBC designates un-escorted access, the student will only be allowed escorted access for the remainder of the program. A non-refundable fee of \$45 will be assessed for this background check.



NONDESTRUCTIVE TESTING TECHNOLOGY

Milford Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for product testing, consulting and inspecting careers in engineering and quality assurance areas of industry



Credit Hours Required for Graduation:

Associate of Applied Science Degree: 146.0

The Nondestructive Testing Technology program trains students to examine products and materials for flaws without damaging the products. This program is one of the few nondestructive testing programs in the United States. Listed below are the courses necessary for a full-time student to complete an AAS degree in Nondestructive Testing Technology. A grade of "C" or better is required in all prerequisite courses.

REQUIRED NDTT COURSES:

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
NDTT2040	NDTT Mathematics	4.5
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
		114.5

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS

(Two classes from four areas below)

- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

In addition students must complete the following courses.

BSAD2540	Principles of Management	4.5
PHYS1017	Technical Physics	4.5

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



Associate of Occupational Studies

The Associate of Occupational Studies program is designed specifically for those individuals in industry who wish to combine industry training with selected college coursework to obtain an associate's degree. Each focus can be tailored to meet those needs. Southeast Community College recognizes the value of industry specific training.

If you are interested in pursuing the AOS degree in the John Deere focus, please contact

Fred Petsch, Director, John Deere Training
(402) 761-8344, 800-933-7223 x8344
fpetsch@southeast.edu

If you are interested in pursuing a focus other than John Deere, within the Transportation Occupations area, please contact

Glen Williams, Dean, Transportation Occupations
(402) 761-8280, 800-933-7223 x8280
fpetsch@southeast.edu

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



OCCUPATIONAL STUDIES

ASSOCIATE OF OCCUPATIONAL STUDIES, DIPLOMA, CERTIFICATE
Credit Hours Required for Graduation:

AOS	90.0
DIPLOMA	48.0
CERTIFICATE	21.0

The Occupational Studies Associate, Diploma, or Certificate awards are associated with a partnership between Southeast Community College and business and industry. These awards allow the College to recognize industry training along with college support courses.

JOHN DEERE FOCUS:

This focus provides John Deere Dealership personnel the opportunity to combine John Deere University course work with Southeast Community College course work to obtain a certificate, diploma or a two-year associate's degree for Service Technicians, and Service Managers.

JOHN DEERE UNIVERSITY COURSES:

Course offerings listed below are determined by John Deere Company based on current industry needs.

BUSINESS AND GENERAL EDUCATION COURSES:

These course offerings are determined by Southeast Community College, students may be eligible to articulate course work from another institution to fulfill these requirements.

SERVICE TECHNICIAN CERTIFICATE

	CREDIT HOURS
John Deere corporate core classes (As determined by JDU required credits for Service Tech-Advanced)	15.0
General education (A minimum of 1 written and 1 oral and 1 communication course selected from the approved general education listing)	4.5
TOTAL	19.5

SERVICE TECHNICIAN DIPLOMA

John Deere corporate core classes (As determined by JDU required for Service Technician Master)	22.5
General Education courses (A minimum of 5 classes selected from the General education core, with no more than 1 class per category. Required 1 oral and 1 written communication course)	22.5
Corporate Core On-The-Job Training (minimum of 1 year work experience)	3.0
TOTAL	48.0

SERVICE TECHNICIAN ASSOCIATE'S DEGREE

John Deere University corporate core classes (JDU Service Technician-Master standing)	22.5
General education classes	22.5
Corporate core On-The-Job Training (minimum of 3 years work experience)	9.0
Approved electives (see approved Electives for AOS-John Deere)	36.0
TOTAL	90.0

SERVICE MANAGER CERTIFICATE CREDIT HOURS

John Deere corporate core classes (As determined by JDU required credits for Service Tech-Advanced)	7.5
General education (A minimum of 1 written and 1 BSAD course selected from the approved general education listing)	13.5
TOTAL	21.0

SERVICE MANAGER DIPLOMA

John Deere corporate core classes (As determined by JDU required for Service Manager-Master)	15.0
General Education course (A minimum of 5 classes selected from the General education core, with no more than 1 class per category. Required 1 oral and 1 written communication course)	22.5
Corporate Core On-The-Job Training (minimum of 2 years work experience)	6.0
Approved electives (see approved Electives for AOS-John Deere)	4.5
TOTAL	48.0

SERVICE MANAGER ASSOCIATE DEGREE

John Deere University corporate core classes (JDU Service Technician-Master standing)	15.0
General education classes	22.5
Corporate core On-The-Job Training (minimum of 5 years work experience)	12.0
Approved electives (see approved Electives for AOS-John Deere)	40.5
TOTAL	90.0

APPROVED ELECTIVES FOR AOS-JOHN DEERE

BSAD1010 Microsoft Applications I	4.5
BSAD1020 Microsoft Applications II	4.5
BSAD1050 Intro to Business	4.5
BSAD1090 Business Law I	4.5
BSAD2270 Professional Selling	4.5
BSAD2310 Business Ethics	4.5
BSAD2370 Human Resources	4.5
BSAD2430 Marketing Communications	4.5
BSAD2520 Principals of Marketing	4.5
BSAD2540 Principals of Management	4.5
ECON2110 Macroeconomics	4.5
ECON2120 Microeconomics	4.5
ECON1200 Personal Finance	4.5
MATH1040 or higher	4.5

Note: Periodic changes in JDU requirements may require additional corporate core coursework.



Parts Marketing & Management

What type of job could I get?

You can work as a parts manager, warranty manager, service manager, service writer, or general manager. You can also own your business, or work as a factory representative, counter sales person, a merchandising or advertising representative, or managing and supervising business of fice employees. Some of y our activities ma y include inventory control, computerized businesses systems and electronic cataloging, purchasing products, sales and marketing. The paid internship offers the students opportunities to establish vital contacts with individuals in the field for full-time employment.

Parts Marketing & Management graduates are working in careers in sales and service to customers in automotive, agriculture, aviation, industrial, construction, warehousing, or any other business that sells products. Man y graduates continue their education in business, marketing, and supervision.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$14.70 per hour. These rates reflect the starting r ates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Man y employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

The program is a vailable only at the Milford campus. Students f ocus in automotive, agriculture implement, industrial, trucking, and retail business, and in district management.

For more information contact:

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

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



PARTS MARKETING & MANAGEMENT

Milford Campus

>ASSOCIATE OF APPLIED SCIENCE DEGREE >DIPLOMA

Prepares students for careers in sales and service to customers in automotive, agriculture, aviation,



construction, or any other business that sells products



Credit Hours Required for Graduation:

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

Admission to the Parts Marketing & Management Program begins in the fall and winter terms but students may enroll early and begin taking General Education or the other required non-PDSM classes before fall.

PARTS MARKETING AND MANAGEMENT REQUIREMENTS:

Course offerings and prerequisites will be determined by the program.

COURSE #	COURSE TITLE	CREDIT HRS
DIPLOMA CORE COURSES		
PDSM1120	Nomenclature I	12.0
PDSM1131	Aftermarket Cataloging & Obsolescence I	5.5
PDSM1221	Nomenclature II	4.0
PDSM1222	Dealership Cataloging & Obsolescence II	6.0
PDSM1223	Service Writer, Warranty Policies, and Tools	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	Agriculture/Construction Cataloging	6.0
PDSM1428	Cooperative Education	12.0

ADVISER APPROVED ELECTIVES

BSAD1010	Microcomputer Applications	4.5
BSAD2270	Professional Selling	4.5
BSAD2520	Principles of Marketing	4.5
OFFT1310	Office Accounting	4.5



DIPLOMA GENERAL EDUCATION REQUIREMENTS

A student must complete general education credit hours for this program. See page 73.

ENGL1000	Written Communications	4.5
SPCH1110	Public Speaking	4.5
		88.0

A.A.S. CORE CLASSES

		(Diploma classes 88.0)
BSAD2400	Principles of Retailing	4.5
BSAD2540	Principles of Management	4.5
PSYC1250	Interpersonal Relations	4.5

A.A.S. ADDITIONAL GENERAL EDUCATION CLASSES

MATH1040	Business Math	4.5
ECON1200	Personal Finance	4.5
		22.5

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

This SCC
Program is
Affiliated
with ASE



Pharmacy Technician

What type of job could I get?

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

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

Job outlook is "hot" according to the Workforce Development website.

How much can I earn?

Workforce Development data states that the average wage for a pharmacy technician in Nebraska is \$11.78. The Occupational Outlook Handbook for 2006-2007 reports earnings between \$7.96 and \$16.61 per hour, with 50% earning between \$9.40 and \$13.85 per hour. CC Benefits Occupational Information reports an average hourly wage for Nebraska at \$13.00 per hour. Many employers provide some type of fringe benefits and 24/7 flexibility for scheduling working hours.

Program overview

This program is only available on the Beatrice Campus, but will be offered online in the future. The program is 12 months, or four quarters in length.

For more information contact:

Karen Mouw, Program Chair
402-228-3468, 800-233-5027
kmouw@southeast.edu

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



PHARMACY TECHNICIAN

Beatrice Campus

DIPLOMA

Prepares students for careers in direct pharmacy services in any setting where pharmacists work.



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

Credit Hours Required for Graduation:

Diploma: 62.5

The Pharmacy Technician Program provides opportunities to learn skills to deliver direct pharmacy services to clients and to be introduced to the entire pharmacy industry. The program will provide hands on experience in the acute care, long term care, and retail pharmacy settings. Graduates of the program are eligible to take the national certification exam for pharmacy technicians through the Pharmacy Technician Certification Board.

Students must be admitted into the Pharmacy Technician program to be able to take any PHRM classes.

All Pharmacy Technician courses must be passed with a 75% (C+) or above to progress in the program. All General Education courses must be passed with 70% (C) or above.

PHARMACY TECHNICIAN COURSES

COURSE #	COURSE TITLE	CREDIT HRS
MEDA1101	Medical Terminology I	2.0
BIOS1000	Structure and Function of the Human Body	6.0
PHRM1101	Pharmacology/Pharmaceutical Products I	4.5
PHRM1121	Pharmacy I	4.5
PHRM1131	Pharmacy Operations I	3.0
PHRM1202	Pharmacology/Pharmaceutical Products II	4.5
PHRM1222	Pharmacy II	4.5
PHRM1232	Pharmacy Operations II	4.5
PHRM1240	Pharmacy Law & Ethics	3.0
PHRM1241	Professional Trends & Issues	4.5
PHRM1250	Pharmacy Clinical Education	8.0
		53.5



GENERAL EDUCATION REQUIREMENTS: 9.0 HOURS

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

- (One class from each of the following areas)**
- ORAL COMMUNICATIONS 4.5
SPCH1110 recommended
 - WRITTEN COMMUNICATIONS 4.5
ENGL1010 recommended

SPECIAL PROGRAM REQUIREMENTS:

Students must have computer skills, health statement, current CPR- healthcare provider, hepatitis immunization. A criminal background check and an Adult and Child abuse Check will be done on all students. The student is charged a student fee for these checks.

A **criminal background check** (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this background check.

Beginning September 1, 2007 the **Nebraska Department of Health & Human Services** implemented the following to **register as a pharmacy technician in the state of Nebraska**

To work in Nebraska a graduate must:

- Be at least 18 years of age;
- Be a high school graduate or be officially recognized by the State Department of Education as possessing the equivalent degree of education;
- **Have never been convicted of any non-alcohol, drug-related misdemeanor or felony;**
- File an application with the Department; and
- Pay the applicable fee of approximately \$75

Other states may have different laws. Consult state statutes.



Practical Nursing

What type of job could I get?

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) and become licensed practical nurses (LPNs) by successfully passing the exam. After licensure LPNs work in a variety of settings including hospitals, long-term care, clinics, and home health care.

The Associate Degree Nursing program at SCC permits advanced admission for LPN graduates.

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$13.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

This program is offered on the Beatrice and Lincoln campuses and teaches students the concepts, principles, skills, and attitudes needed to become practical nurses who can work with patients throughout the life-span. Students will gain knowledge in medical-surgical, maternal-child, and geriatric nursing. Faculty facilitate clinical experience in area health care agencies.

Part-time Track

This program is also offered in Beatrice, Falls City, Geneva and Lincoln Nebraska on a part-time basis. Total time to complete the program is 2 years.

Learning by doing - clinical experience

Students will have hands-on clinical experience in a variety of health care facilities. SCC instructors provide close supervision and guidance in the clinical settings.

Student clinical assignments will be based on facility availability. This requires some assignments to be performed at nearby towns AND some evening hours.

For more information contact:

Crystal Higgins, Program Chair-Beatrice
402-826-8264, 800-233-5027 x1264
chiggins@southeast.edu

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

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

PRACTICAL NURSING

Beatrice and Lincoln Campuses

DIPLOMA

Prepares students for a career as a licensed practical nurse



This program is accredited by the National League for Nursing Accrediting Commission, 61 Broadway Street, New York, NY 10006, 212-363-5555, www.nlnac.org

Credit Hours Required for Graduation:

Diploma **75.5**

PRACTICAL NURSING DIPLOMA COURSES:

All program nursing courses must be taken in sequence.

COURSE #	COURSE TITLE	CREDIT HRS
**BIOS1000	Structure and Function of the Human Body	6.0
LPNS1155	Transition to Practical Nursing	8.0
**LPNS1158	Growth and Development	3.0
LPNS1156	Foundations of Practical Nsg. I	6.0
LPNS1157	Foundations of Practical Nsg. II	4.5
*LPNS1176	Pharmacology	3.0
LPNS1178	PN Across the Life Span I	9.0
LPNS1179	PN Across the Life Span II	9.0
LPNS1180	PN Across the Life Span III	9.0
LPNS1181	PN Across the Life Span IV	9.0
		66.5

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

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



GENERAL EDUCATION REQUIREMENTS: 9.0 HOURS

To complete a diploma for this program, a student must complete additional credit hours in the following general education core areas. See page 73.

(One class from the following area)

- WRITTEN COMMUNICATIONS 4.5
- ENGL1000 Written Communications or
ENGL1010 Composition I

In addition the student must also take
FSDT1350 Nutrition **4.5**
9.0

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

OTHER COURSES TO IMPROVE SUCCESS IN THE PROGRAM:

Math, Medical Terminology, Computer Literacy, Human Relations, First Aid.

SPECIAL PROGRAM REQUIREMENTS:

1. Must have taken a basic nursing assistant course **and** be on the Nebraska Registry for nursing assistants
2. Specific immunizations **and** current CPR-Healthcare Provider level.
3. A "C+" must be achieved in all courses to progress in the program.
4. Anatomy and Physiology courses must be taken within 5 years of admission.
5. A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this background check.



Professional Truck Driver Training

What type of job could I get?

As a Professional Truck Driver you will be employed either as a long distance over the road driver or a local driver. Most of the companies who employ graduates of the program are long distance carriers. Some local positions are available, but tend to be seasonal.

Persons considering this occupation need to understand that long distance driving is a dramatic lifestyle change. You will sometimes be away from home for long periods of time.

Program graduates are working for trucking companies in Southeast Nebraska and throughout the United States.

How much can I earn?

Most long distance carriers pay their drivers by the mile. The range in entry-level salary rates, reported by recent graduates in the SCC Annual Graduate Placement Report, was \$30,000 to \$35,000 dollars based on mileage and range.

Drivers for local trucking companies are paid by the hour, with wages ranging between \$9.00 to \$14.00 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

This program is available only at the Lincoln Campus. On campus housing is not available. Graduates will obtain a Class A Commercial Drivers License.

Students perfect their driving skills on the private Southeast Community college backing range and perimeter road, before progressing to highway driving.

For more information contact:

Cliff Sawyer, Program Chair
(402) 437-2685, 800-642-4075 x2685
csawyer@southeast.edu

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

PROFESSIONAL TRUCK DRIVER TRAINING

Lincoln Campus

CERTIFICATE

Prepares students for careers in over-the-road truck driving in both intrastate and interstate commerce



Credit Hours Required for Graduation:

Certificate: 18.0

The Professional Truck Driver Training program prepares students for a career in over-the-road truck driving in both intrastate and interstate commerce.

This is a 10.5-week (one quarter) intensive truck driving course. Students learn to operate articulated vans and flat beds. Training includes driving on the city streets and rural roads, two-lane and interstate highways.

SCHEDULING:

First shift	7 a.m. to 1:30 p.m.
Second shift	15 days of: Classroom, 7 a.m. - 1:30 p.m.
	36 days of: Driving, 1:30 - 8 p.m.

Students are assigned to either first or second shift by the program.

Below is the guide for a student to complete an award in Professional Truck Driver Training.

COURSE #	COURSE TITLE	CREDIT HRS
TRUK1110	Professional Truck Driver Training I	7.0
TRUK1120	Professional Truck Driver Training II	11.0

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 three years from the Department of Motor Vehicles.
3. Physically qualified under Department of Transportation regulations. Physician to complete a D.O.T. form.
4. Minimum age of 18 years.*
5. Drug screen required.
6. Acceptance into the program may be contingent on the quality of the driving record, results of the drug screen, and results of the D.O.T. physical.

All reviews will be made by the program.

*Employment opportunities require the applicant to be at least 21 years old to work in Interstate Commerce, and at least 23 years old for insurance requirements with some commercial carriers.



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

Graduates attain employment in a variety of settings, such as hospitals, clinics, doctors' offices, and private/governmental institutions. Graduates are eligible to work in any state in the nation once they have earned their board certification and attained necessary state licensure.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$15.60 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

The Radiologic Technology program teaches the safe use of radiation to produce images of the human body for diagnostic purposes. Students will acquire the knowledge and skills required for critical thinking, problem solving, and effective communication in the Radiologic Technology field, and learn how to practice within the ethical, professional, and legal boundaries required.

Program graduates can earn an associate of applied science degree after eight quarters of full time study, become eligible to take the national examination of the American Registry of Radiologic Technologists (ARRT), and apply for state licensure. Individuals who have been convicted of, or plead guilty to, a felony or misdemeanor may not be eligible to sit for the ARRT exam and work as a Medical Radiographer. The student may file a pre-application with the ARRT in order to obtain a ruling on the impact of their eligibility for examination.

The Radiologic Technology program offers Lincoln classroom instruction and web-based courses. The clinical courses are supervised and held at pre-approved accredited medical centers. Students are responsible for their own transportation and will rotate between rural and metropolitan hospitals, long-term care facilities, and various clinics.

For more information contact:

Kelly Findley, Program Coordinator Co-Chair
kfindley@southeast.edu
402-437-2777 or 800-642-4075, x2777

Bev Harvey, Distance Learning Coordinator / Co-Chair
bharvey@southeast.edu
402-437-2759 or 800-642-4075, x2759

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

RADIOLOGIC TECHNOLOGY**Lincoln Campus****ASSOCIATE OF APPLIED SCIENCE DEGREE**

Prepares students for careers in performing diagnostic imaging procedures



This program is accredited by the Joint Review Committee on Education in Radiologic Technology, 20 North Wacker Drive, Suite 2850, Chicago, IL 60606, 312-704-5300, www.jrcert.org

Credit Hours Required for Graduation:

Associate of Applied Science Degree: 116.0

PROGRAM PREREQUISITES:

Program prerequisites and General Education requirements must be completed prior to entering the program (unless student meets Advanced Standing requirements – see section on Advanced Standing). Students must be accepted into the program before any RADT classes are taken.

The RADT program courses begin in the summer and winter quarters. All required Program Prerequisite courses must be completed with a minimum grade of C+ (75%) PRIOR to entry into the Program. All Radiography Program courses must also be completed with a minimum grade of C+ (75%). If a student receives less than a C+ in any Radiography Program course, the student is dismissed and may recycle into the program, within one year, if there is an opening in the program that term.

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

PREREQUISITE COURSES: 46.0 HRS

- Human Anatomy and Human Physiology with a lab (two terms required)*
- Concept-based or technical physics with a lab
- Intermediate or College Algebra*
- Medical Terminology
- Concept-based or Technical Chemistry with lab
- Basic Pharmacology
- Computer Literacy*
- Composition I*
- Job Shadow
- Oral Communications*
- Web site verification

*Meets the General Education Requirement.

**RADIOLOGIC TECHNOLOGY COURSES:**

Student must complete RADT courses in the following order:

COURSE #	COURSE TITLE	CREDIT HRS
RADT1100	Introduction to Diagnostic Imaging	2.0
RADT1111	Diagnostic Imaging Concepts	5.0
RADT1112	Radiographic Procedures I	4.5
RADT1119	Clinical Education I	5.0
RADT1123	Radiographic Procedures II	5.0
RADT1124	Diagnostic Imaging Theory	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	Diagnostic Imaging Applications	5.5
RADT2279	Clinical Education VII	7.5
RADT2288	Senior Seminar	4.5
RADT2289	Clinical Education VIII	7.5
		116.0

SPECIAL PROGRAM REQUIREMENTS:

1. CPR for Health Care Providers (or Professional Rescuer) certification is required prior to entrance into the program.
2. Health statement with required immunizations prior to entrance into the Program:
 - a. Tetanus
 - b. MMR (measles, mumps, rubella)
 - c. Hepatitis B (Hepatitis B) Series of 3.
 - d. Negative Tuberculosis Skin test (in the event a student has a positive TB skin test a negative TB chest x-ray is required).
3. A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this background check.

ADVANCED STANDING

Advanced standing students may be one of the following:

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

Advanced standing students may have the Program prerequisites waived but are required to complete all general education courses according to college policy. These courses may be transferred from another accredited institution or they may be taken at SCC during the program; they must be completed by graduation from the Program. Note: Contact Bev Harvey for further clarification.

Renewable Energy Technology

What type of job could I get?

The Ethanol training focus prepares students for employment in an Ethanol plant as a plant operator, lab technician and combined with other training as a plant maintenance person.

How much can I earn?

According to the Nebraska Workforce Development - Office of Workforce Security - Labor Market Information Center, Nebraska Department of Labor, an entry level worker can expect to earn approximately \$15.70 per hour.

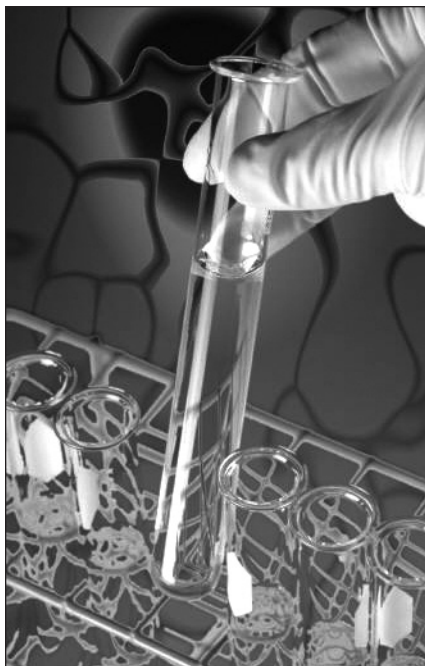
Program overview

The Ethanol curriculum is a statewide offering by Nebraska Community Colleges. Some courses will be provided by Southeast Community College and others will be provided by other Nebraska Community Colleges. Courses for this certificate could be delivered in an onsite, online or hybrid combination because of the laboratory experience requirements.

For more information contact:

Earl Fosler, Division Dean
402-761-8266, 800-933-7223 x8266
efosler@southeast.edu

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



RENEWABLE ENERGY TECHNOLOGY

Milford Campus

CERTIFICATE

Prepares students for careers in the renewable energy industry.



Credit Hours Required for Graduation:

Certificate:
- Ethanol **35.5**

CERTIFICATE CORE COURSES:

The following core courses must be completed to meet the requirements for any focus area.

COURSE #	COURSE TITLE	CREDIT HRS
RNEW1100	Process Dynamics	4.5
RNEW1115	Mechanical Fundamentals	3.0
RNEW1125	P&ID, PFD Symbols	1.5
RNEW1160	Instrumentation & Control	4.5
HVAC1109	Fundamentals of Electricity	4.0
		17.5

ETHANOL FOCUS:

RNEW1101	Ethanol Process Fundamentals	3.0
RNEW1135	Distillation & Evaporation	6.0
RNEW1170	Microbial Ecology	4.5
LBST1205	Introductory Biology	3.0
LBST1215	Introductory Biology Lab	1.5
		18.0



Respiratory Care

What type of job could I get?

Job opportunities are projected to be very good, especially for respiratory therapists with cardiopulmonary care skills or experience working with infants. Employment of respiratory therapists is expected to increase faster than the average for all occupations through the year 2012 because of substantial growth in middle-aged and elderly population—a development that will heighten the incidence of cardiopulmonary disease.

Although hospitals will continue to employ the vast majority of therapists, a growing number can expect to work outside of hospitals in home healthcare services, offices of physicians, outpatient centers, skilled nursing facilities and patients' homes.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$16.40 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

Students complete a comprehensive curriculum in assessment, treatment, management, diagnostic evaluation and care of patients with lung and heart problems. Supervised clinical practice at local hospitals and health centers gives students experience in common procedures, such as administering medical gases, aerosols and inhaled medications, applying ventilatory support, and testing techniques used in diagnosis, monitoring, and treatment. Clinical practice for the program is provided in cooperation with a variety of healthcare facilities throughout the region.

Upon completion of the program, students receive an associate of applied science degree at which time they are eligible to take the National Board for Respiratory Care exams and apply for state licensure.

The Respiratory Care program offers Lincoln classroom instruction and web-based courses.

For more information contact:

Charlotte L. Pasco, Program Chair
cpasco@southeast.edu
402-437-2781 or 800-643-4075, x2781

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

RESPIRATORY CARE

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for a career as a respiratory care practitioner in a variety of health care settings



The Respiratory Care program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) www.caahep.org upon the recommendation of the Committee on Accreditation for Respiratory Therapy (CoARC), 1248 Harwood Road, Bedford, TX 76021-4244, (817) 283-2835, www.coarc.com

Credit Hours Required for Graduation:

Associate of Applied Science Degree: 118.5

PROGRAM PREREQUISITES:

(May be transferred or earned at SCC. These courses must be completed before entry to the program. Contact a program adviser for specific courses.)

- Human Anatomy & Physiology with Lab
- Microbiology with lab
- Physics & Lab
- Chemistry & Lab
- Medical Terminology I

A program prerequisite may fulfill general education requirements.

NOTE: Students must maintain a GPA of 2.75 in the Program Prerequisites and a GPA of 2.5 in the General Education classes.

RESPIRATORY CARE COURSES:

Student must complete the following RESP courses.

COURSE #	COURSE TITLE	CREDIT HRS
RESP1111	Respiratory Physiology	4.5
RESP1112	Respiratory Care Procedures I	5.5
RESP1113	Respiratory Pharmacology	3.0
RESP1114	Patient Care Principles	4.5
RESP1121	Cardiopulmonary Pathology	4.5
RESP1122	Respiratory Care Procedures II	6.5
RESP1126	Respiratory Care Professions I	2.0
RESP1129	Clinical Education II	1.0
RESP1131	Cardiopulmonary Diagnostics	4.0
RESP1132	Mechanical Ventilation	6.5
RESP1139	Clinical Education III	5.0
RESP1143	Neonatal & Pediatric Respiratory Care	5.0
RESP1144	Rehab/Home Care	3.0
RESP1148	Critical Care Management & Lab	4.5
RESP1149	Clinical Education IV	5.0
RESP2251	Cardiovascular Physiology	4.5
RESP2255	Respiratory Care Professions II	2.0
RESP2257	Cardiopulmonary Procedures Lab	1.5
RESP2259	Clinical Education V	8.0
RESP2263	Patient Education	2.0
RESP2267	Clinical Simulations Lab	1.5
RESP2268	Seminar Review	4.0
RESP2269	Clinical Education VI	8.0
		96.0



GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS
- WRITTEN COMMUNICATIONS
- MATHEMATICS
- SOCIAL SCIENCE

(One class from one of the areas below)

- SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

SPECIAL PROGRAM REQUIREMENTS:

1. All Program Prerequisites and General Education requirements must be completed prior to entering the program.
2. CPR for Health Care Providers Certification is required prior to entrance into the program.
3. Misdemeanor or felony convictions may prevent a graduate from acquiring a state license. Contact the State Licensing Board if there are questions.
4. Completed Health Statement
5. All RESP courses must be passed with a minimum grade of 75% (C+) to progress through the program. If a 75% is not achieved, the student will be dropped from the program. The student may reapply to the program the following year if space is available.
6. A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this background check.

POLYSOMNOGRAPHIC TECHNICIAN CERTIFICATION

Credit Hours Required for Graduation:

Certificate:

18.0

Graduates of an accredited **Advanced Respiratory Care** program or an accredited **Associate Degree Nursing** program or higher degree, may apply to become certified as a Polysomnographic Technician.



Technicians generally work in sleep labs where sleep studies are performed or may do portable studies in a variety of locations.

COURSE #	COURSE TITLE	CREDIT HRS
PSGT1000	Polysomnography I	4.5
PSGT1001	Polysomnography Lab	2.5
PSGT1002	Polysomnography Fundamentals	2.0
PSGT2000	Polysomnography II	2.0
PSGT2001	Polysomnography II Lab	1.0
PSGT2002	Seminar Review	1.0
PSGT2003	Clinical Education	5.0

For more information contact:
Charlotte Pasco, Program Chair,
cpasco@southeast.edu
402-437-2781 or 800-643-4075, x2781
Or the College Admissions Office
Lincoln 402-437-2600, 800-642-4075, x2600

Surgical Technology

What Type of Job could I get?

Surgical Technologists are highly skilled and uniquely prepared in their role as a valuable and integral part of the surgical team. Surgical Technologists perform a wide variety of tasks in the operating room. Surgical Technologists anticipate the needs of the surgical team, hand instruments and assist the surgeon by holding retractors, cutting sutures, suctioning the wound, adjusting lights, and applying dressings. Additional responsibilities are to operate the sterilizer, set up the room in preparation for the procedure, care and handling of instruments after the procedure, and to gather supplies, instrument sets, and equipment for the next day's procedures.

Program graduates work in large and small hospitals, outpatient surgery facilities, and doctors' offices throughout Nebraska and surrounding states.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$13.80 per hour. These rates reflect the starting rates of graduates in all companies and facilities. Areas that mandate certification will dictate higher wages. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

The program is available at the Lincoln Campus and is also offered via web-based delivery. Online students can work in conjunction with the local community college in their area to complete the General Education courses and program requirements.

New program students enter every third quarter. Contact the college Admissions department for entry dates.

National Certification Examination will be administered before graduation. Upon verification of graduation from the Program Chair, each student passing the National Certification Examination will receive the official certification certificate from the NBSTS A (National Board of Surgical Technologists and Surgical Assistants). The exam is administered through AMP (Applied Measurement Professionals Inc. and proctored by Sylvan Learning Center.

For more information contact:

Kathleen Uribe, Program Chair
(402) 437-2785, 800-642-4075 x2785
kuribe@southeast.edu

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

SURGICAL TECHNOLOGY

Lincoln Campus

ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students to function as a professional surgical technologist on a surgical team



This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) www.caahep.org ARC-ST, 6 West Dry Creek Circle, Suite 210, Littleton, CO 80120-8031, 303-694-9262

Credit Hours Required for Graduation:

Associate of Applied Science Degree: 103.5

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

GENERAL EDUCATION REQUIREMENTS:

39.0 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- ORAL COMMUNICATIONS 4.5
- WRITTEN COMMUNICATIONS 4.5
- MATHEMATICS 4.5
- SOCIAL SCIENCE 4.5

REQUIRED COURSES:

BIOS1140	Human Anatomy with Lab	or	
BIOS1210	Human Anatomy & Physiology with Lab		6.0
BIOS2130	Human Physiology with Lab	or	
BIOS1220	Human Anatomy & Physiology II with Lab		6.0
BIOS1110	Biology of Microorganisms with Lab		6.0

ADDITIONAL REQUIRED COURSES:

MEDA1101	Medical Terminology	2.0
MEDA1407	Medical Calculations	1.0

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

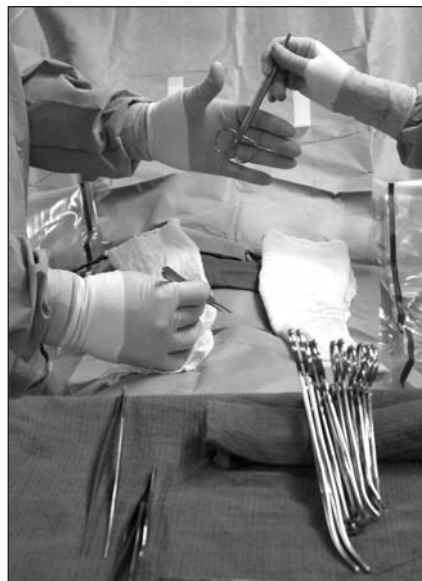


SURGICAL TECHNOLOGY CORE COURSES:

COURSE #	COURSE TITLE	CREDIT HRS
SURT1600	Orientation to Surgical Technology	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
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
		65.0

SPECIAL PROGRAM REQUIREMENTS:

1. A current CPR card and TB test are required prior to entering the clinical portion of the program and required to remain current throughout the program.
2. All SURT courses, unless otherwise specified on the class syllabus, must be passed with a C+ (75%).
3. A criminal background check (CBC) will be required of each student in this program. Based on the outcome of the background check, a student may be prevented from taking certain courses, accessing certain laboratory experiences, or completing the program. A non-refundable fee of \$45 will be assessed for this background check.



Visual Publications

What type of Job could I get?

As a Visual Publicist you will create illustrations, designs and layouts with specialized computer software. You will learn how to design projects for print and for the Web. Projects include posters, brochures, booklets, and Web sites.

Graduates work in marketing and promotions departments designing projects for the printing industry and the Internet. Jobs include graphic creation, web construction, digital preflight, digital video production and printing press operation.

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

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$14.10 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

The Visual Publications program emphasizes skills in digital layout, digital media manipulation and creation, Web construction and digital pre-flight.

The program is available only at the Lincoln campus. Certificates are available in Digital Publishing or Offset Printing.

For more information contact:

Mike Keating, Program Chair
(402) 437-2675, 800-642-4075 x2675
mkeating@southeast.edu

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

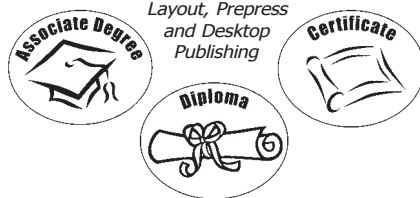


VISUAL PUBLICATIONS

Lincoln Campus

>ASSOCIATE OF APPLIED SCIENCE DEGREE >DIPLOMA >CERTIFICATE

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



Credit Hours Required for Graduation:

Associate of Applied Science Degree: 116.0

Diploma:

- Digital Publishing Focus: 48.0

Certificate:

- Digital Publishing Focus: 31.5

- Offset Printing Focus: 28.0

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	Digital Video Production	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
BSAD1020	Microsoft Applications I	4.5
OFFT2000	Employment Techniques	3.0
		93.5

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

GENERAL EDUCATION REQUIREMENTS: 22.5 HOURS

A student must complete general education credit hours for this program. See page 73.
(One class from each of the following areas)

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

BSAD1010 Microsoft Applications I

No two classes may be selected from the same area.

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

DIGITAL PUBLISHING DIPLOMA:

VPUB1110	Publishing Concepts	4.5
VPUB1111	Platform Manipulation	4.5
VPUB1112	Elements of Design	4.5
VPUB1121	PhotoShop I	4.5
VPUB1122	Page Layout I	4.5
VPUB1132	Page Layout II	4.5
VPUB1134	Web Design I	4.5
VPUB2242	Computer Illustration I	4.5
OFFT2000	Employment Techniques	3.0
		39.0

GENERAL EDUCATION REQUIREMENTS:

WRITTEN COMMUNICATIONS	4.5
(choose one class from one of the areas below)	
MATHEMATICS	
SOCIAL SCIENCE	4.5
	9.0

CERTIFICATE:

DIGITAL PUBLISHING FOCUS:

VPUB1110	Publishing Concepts	4.5
VPUB1111	Platform Manipulation	4.5
VPUB1121	PhotoShop I	4.5
VPUB1122	Page Layout I	4.5
VPUB1132	Page Layout II	4.5
VPUB1134	Web Design I	4.5
		27.0

GENERAL EDUCATION REQUIREMENTS:

WRITTEN COMMUNICATIONS	4.5
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CERTIFICATE:

OFFSET PRINTING FOCUS:

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
OFFT2000	Employment Techniques	3.0
		23.5

GENERAL EDUCATION REQUIREMENTS:

MATHEMATICS	4.5
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Welding Technology

What type of job could I get?

Graduates work in a wide variety of positions that include welding technicians, welding specialists, production welders, welding fitters, supervisors, inspectors, welding machine operators and sales representatives. Some of the welding and cutting processes utilized include shielded metal arc, gas metal arc, gas tungsten arc, flux cored arc, submerged arc, plasma arc and oxy-fuel. Blueprint reading, layout, inspection and quality control skills are also widely utilized.

How much can I earn?

SCC graduates reported in the most recent Placement Report that entry level wage rates averaged \$17.90 per hour. These rates reflect the starting rates of graduates in all companies and facilities. The hourly rates will vary by employer and location. Many employers provide some type of fringe benefits, along with a commission or a bonus structure, which are not included in these rates.

Program overview

The program is available on the Lincoln and Milford campuses and includes classroom instruction and extensive hands-on training. The program meets AWS, API and ASME standards. The curriculum focuses on current welding practices and procedures, metallurgy, destructive and nondestructive testing, inspection and principles of fabrication and design.

For more information contact:

Duane Parrish, Program Chair-Lincoln
(402) 437-2690, 800-642-4075 x2690
dparrish@southeast.edu

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

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

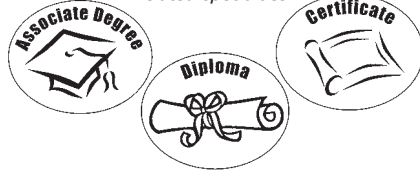


WELDING TECHNOLOGY

Lincoln and Milford Campuses

>CERTIFICATE >DIPLOMA
>ASSOCIATE OF APPLIED SCIENCE DEGREE

Prepares students for careers in welding and related specialties



Credit Hours Required for Graduation:

- Certificate: 36.0
- Diploma: 68.0
- Associate of Applied Science: 121.0

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

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	4.0
WELD2254	Welding Codes & Standards	2.5
WELD2256	Welder Pre-Qualification	6.0
WELD2258	Welder Qualification/Certification	4.0
WELD2262	Welding Fabrication & Repair	4.0
WELD2264	Quality Control & NDT Methods	6.0
		86.5



WELD TECHNICAL ELECTIVES:	12.0
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:

22.5 HOURS

A student must complete general education credit hours for this program. See page 73.

(One class from each of the following areas)

- Oral Communications
- WRITTEN COMMUNICATIONS
- MATHEMATICS

(Two classes from four areas below)

- SCIENCE
- SOCIAL SCIENCE
- HUMANITIES
- COMPUTER TECHNOLOGY

No two classes may be selected from the same area.

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

CERTIFICATE:

Requires 36.0 credit hours of weld core courses, see program adviser.

DIPLOMA:

Requires 68.0 credit hours of weld core courses, and two General Education courses, see program adviser.

AAS DEGREE:

Requires 86.5 credit hours of weld core courses, 12.0 credit hours of weld technical electives, and five General Education courses, see program adviser.



Chapter 8

COURSE DESCRIPTIONS

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

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

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

COURSE # COURSE TITLE		LOCATION OFFERED	CLASS HOURS	LAB HOURS	CREDIT HOURS
<div>ENGL</div> <div>COURSE PREFIX</div>	2100 Introduction to Literature	B/L	45	-	4.5
COURSE # COURSE TITLE		OFFERED AT THIS CAMPUS LOCATION	CLASS HOURS	LAB HOURS	CREDIT HOURS
<p>Prerequisite: ENGL1010 or permission of instructor.</p> <p>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.</p> <p>*Please note that those courses with a zero (0) as the first digit of the course number are designated as developmental and may not be used to fulfill degree requirements. Example ENGL 0810.</p>					

SCC CREDIT COURSE PREFIXES

AACS	Area Community Services	INFO	Computer Programming Technology, Microcomputer Technology
ACCT	Accounting		
ACFS	Academic Foundation		
AGRI	Agriculture Business & Management	JDAT	John Deere Tech
ANTH	Anthropology	JDCE	Deere Construction & Forestry Equipment Tech
ARCH	Architectural-Engineering Technology	JOUR	Journalism
ARTS	Art		
ASEP	General Motors ASEP - Automotive Service Educational Program	LBST	Laboratory Science Technology
ASST	Ford ASSET - Automotive Student Service Educational Training Program	LIBR	Library Science
AUTB	Auto Collision Repair Technology	LPNS	Practical Nursing
AUTT	Automotive Technology	LSCE	Land Surveying/Civil Engineering Technology
BIOS	Bioscience	MACH	Machine Tool Technology
BRDC	Broadcasting	MAAP	Major Appliance Professional Technology
BSAD	Business Administration	MATH	Math
		MEDA	Medical Assisting
CAPP	Chrysler CAP College Automotive Program	MEDT	Medical Laboratory Technology
CHEM	Chemistry	MFGT	Manufacturing Engineering Technology
CNST	Building Construction Technology	MSTT	Motorcycle, ATV, & Personal Watercraft Technology
CRIM	Criminal Justice	MUSC	Music
DENT	Dental Assisting	NDTT	Nondestructive Testing Technology
DESL	Diesel Technology	NURA	Nursing Assistant
DRAF	Computer Aided Design Drafting	NURS	Associate Degree Nursing
ECED	Early Childhood Education	OFFT	Business Information Technology
ECON	Economics		
EDUC	Education	PDSM	Parts Marketing & Management
EIGT	Graphic Design	PHED	Physical Education
ELEC	Electrical & Electromechanical Technology	PHIL	Philosophy
	Electronic Systems Technology	PHOT	Photography
ELET	Construction Electrician-IBEW Option	PHRM	Pharmacy Technician
EMTL	Emergency Medical Services/Paramedic	PHYS	Physical Sciences
ENGL	English	POLS	Political Science
ENGR	Engineering	PSGT	Polysomnographic Technician
ENTR	Entrepreneurship	PSYC	Psychology
ESLX	English as a Second Language		
FIRE	Fire Protection Technology	RADT	Radiologic Technology
FSDT	Food Service/Hospitality	RELS	Religious Studies
		RESP	Respiratory Care
		RNEW	Renewable Energy
GEOG	Geography	SIGN	Sign Language
GEOL	Geology	SOCI	Sociology
GERM	German	SPAN	Spanish
GLOS	Global Studies	SPCH	Speech
		SURT	Surgical Technology
HIMS	Health Information Medical Services (Medical Coding)	THEA	Theatre
HIST	History	TRUK	Professional Truck Driver Training
HLTH	Health		
HMRS	Human Services	VPUB	Visual Publications
HORT	Horticulture	WELD	Welding Technology
HUMS	Humanities		
HVAC	Heating, Ventilation, Air Conditioning, & Refrigeration Technology		

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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• Special and Individualized Courses

Special topics courses (numbered 2799) are one-time class offerings. Approval of the program chair and the campus administrator must be secured before the course is offered. If the course is to be offered more than once, it must be submitted through the normal channels and assigned its own course number. No course will be offered by independent study unless prior permission has been given by the program chair and the campus administrator as well as the instructor.

AACS • Area Community Services

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.

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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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ACCT • Accounting

ACCT1200 Principles of Accounting I

B/L/M 45 - 4.5

Prerequisite: Accounting Competency recommended.
This course is designed to provide introductory knowledge of accounting principles, concepts, and practices. Included topics are the balance sheet, the income statement, the statement of owners equity, the statement of cash flows, worksheets, journals, ledgers, accruals, adjusting and closing entries, internal controls, inventories, fixed and intangible assets, liabilities, equity, and financial statement analysis. This course provides a foundation for more advanced work in the fields of accounting and business.

ACCT1210 Principles of Accounting II

B/L/M 45 - 4.5

Prerequisite: ACCT1200.

This course is a continuation of ACCT1200. Principles of Accounting II includes accounting for businesses organized as corporations, cash flow statements, accounting for manufacturing businesses, preparing and using accounting data for management decision making, and analyzing and interpreting financial statements.

ACCT2050 Payroll Accounting

B/L/M 30 - 3

Prerequisite: ACCT1200.

Comprehensive course in payroll accounting principles and practices. Includes the evolution of payroll laws and regulations, computation of wages and salaries and related withholdings as well as the filings of payroll reports. From the financial accounting perspective it will cover the analysis and journalizing of various payroll transactions.

ACCT2090 Cost Accounting

B/L/M 45 - 4.5

Prerequisite: ACCT1210.

Overview of the basic concepts and objectives of cost accounting for merchandising and manufacturing companies. Elements of the job order system are presented in-depth with emphasis on controlling materials, labor, and factory overhead.

ACCT2100 Individual Income Tax Procedures

B/L/M 45 - 4.5

Through the Individual Income tax class students will complete the Form 1040 which includes the various forms and schedules used. In addition to preparation of forms and schedules students will be introduced to the Internal Revenue Code in relation to form 1040.

ACCT2110 Business Income Tax Procedures

L 30 - 3

Prerequisite: ACCT2100.

Business income tax course explains difference between cash vs. accrual accounting for tax, computation of self-employment taxes, computation of quarterly payments for self-employed individuals, depreciation and dispositions of business property, net operating loss carry-back computation, partnerships, and finishing with corporations.

ACCT2130 Intermediate Accounting I

B/L/M 45 - 4.5

Prerequisite: ACCT1210.

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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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ACCT2140 Intermediate Accounting II

B/L 45 - 4.5

Prerequisite: ACCT1210.

Operational assets, intangibles, stockholders' equity, and long-term debt sections of the balance sheet. Current and controversial topics such as pension plans, leases, stock options and deferred taxes.

ACCT2230 Computerized Accounting

B/L/M 45 - 4.5

Prerequisites: ACCT1200 and BSAD1010.

Accounting software integrates accounts payable, accounts receivable, payroll, inventory activities and general ledger activities. The accounting cycle is completed using accounting software. Spreadsheets are also used to create financial statements. Instruction on 10-key will also be provided.

ACCT2700 ACAT Preparatory Course

L 45 - 4.5

Prerequisites: ACCT1210, ACCT2130, and BSAD1090.

NSA (National Society of Accountants) preparatory course for Accreditation Council for Accountancy and Taxation (ACAT). This review course is designed to provide the student with a comprehensive review of accounting principles, intermediate accounting, managerial accounting, taxation and business law. It is also designed as a review course for the prospective examinee of the ACAT Comprehensive Examination for Accreditation in Accountancy.

ACCT2800 Applied Accounting Capstone

B 45 - 4.5

Prerequisites: ACCT1210 and ACCT2230.

This course is designed as a capstone experience before entering the workplace. Students will practice and enhance their communication, analytical and computer skills; manage and/or develop accounting projects using problem solving and decision making skills; and display leadership, initiative, and positive interpersonal skills.

ACFS • Academic Foundations

ACFS0840 Collegiate Study Skills

B/L/M - 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

B/L 15 - 1.5

Self-paced and individually programmed approach to learning and applying strategies needed to succeed in college. Designed for students who need help in improving skills such as time management, note-taking, test-taking, memory-building, and studying/reading textbooks.

ACFS1010 Academic & Career Development

L 15 - 1.5

Recommended to be taken during the first term of the Academic Transfer program-Lincoln Campus)

Insight into career satisfaction and selection, understanding of self, full scope of career exploration, development and professional relationships, overview of the A.A. and A.S. degrees, and development of an academic plan to help achieve career goals. Designed to foster a positive adjustment to college and work environments.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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**ACFS1020 Academic and Career Skills
for Success**
L 45 - 4.5

This course is designed to assist students in making decisions about academic and career goals based on their personality, interests, skills, and values. The course will also focus on an array of skills the college student needs to be successful.

ACFS2020 Career Development
L/M 25 - 2.5

Overview of career development with emphasis on the skills necessary for a job search, interpersonal skills, and communication.

AGRI • Agriculture Business & Management

AGRI1116 Electric & Gas Welding
B 15 30 2

Introduction to all types of welding, basic to advanced, for use in maintenance and repair of machinery. Electric and gas welders including stick, MIG, TIG, hard-facing, brazing, aluminum and stainless steel.

AGRI1123 Agribusiness Careers
B 45 3 4.5

Overviews of occupations in the field of agribusiness. In-depth exploration of several broad occupational areas and personal interview of at least two agribusiness management level employers.

AGRI1124 Basic Ag Leadership
B 40 10 4.5

This course will help students become more successful in life and the workplace through learning and enhancing personal development and communication skills; attaining desired leadership positions both in their careers and community.

AGRI1131 Crop & Food Science
B 45 3 4.5

Principles and practices of production of the major agronomic crops of the high plains.

AGRI1135 Basic Fertilizer Management
B 28 20 3

Methods of evaluating soil fertility, prescribing and formulating fertilizer blends, and calibration and operation of application equipment. Forms of fertilizer, uses, storage and plant processes and operations.

**AGRI1141 Livestock Management
& Selection**
B 42 54 6

Management of livestock production. Work with the school's sow herd in farrowing and nursery, and with sheep during lambing. Basic production systems and methods for beef, sheep and swine.

**AGRI1143 Introduction to Equine
Management**
B 44 4 4.5

An introduction to the fundamental aspects of horse management.

**AGRI1145 Agricultural Electricity &
Welding**
B 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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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AGRI1153 Soils & Plant Nutrition
B 42 54 6

Study of the physical and chemical properties of soil as they apply to agriculture production, land evaluation and land use planning. Practical application to farming in relation to the characteristics of the soil, conservation of soil, water and conservation tillage.

AGRI1171 Ag Technology
B 21 27 3

Introduction to electronic spreadsheets for solving agricultural problems with emphasis on logical and systematic decision making. Preparation for computer use in subsequent courses.

AGRI1177 Companion Animals
B 45 3 4.5

Principles and practices for the life cycle and care of companion animals which may include nutrient regimen, breed identification, various infections and non-infectious disease diagnostics and treatment, anatomy, physiology, parasitic life cycles and internal and external identification, medication requirements for certain problems and the importance of companion animals in contemporary society.

**AGRI1195 Advanced Electric and Gas
Welding**
B 15 30 2

Prerequisite: AGRI1116 or instructor permission.

Advanced instruction in all types of welding, for use in maintenance and repair of machinery and project construction. Electric and gas welders such as Stick, MIG, TIG, hard-facing, brazing and stainless steel welding.

AGRI1205 Enterprise Analysis
B 45 3 4.5

Study of record keeping techniques and processes for horticulture, crop, and livestock production units. Manual and computerized record keeping techniques for production operations used to determine alternatives, effective and efficient cash flow operations and cost accounting with the least amount of additional training.

AGRI1211 Agriculture Marketing
B 45 3 4.5

Introduction to utilization of marketing alternatives in pricing agricultural products. Emphasis on sources of fundamental and technical information, charting, developing local basis estimates and computing hedges.

AGRI1216 Agribusiness Management
B 45 3 4.5

Introduction to management principles in agribusiness. Management simulation and computer systems illustrate the decision-making process.

AGRI1218 Basic Farm Engines
B 30 45 4.5

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
B 60 36 6

Prerequisite: AGRI1141 or instructor permission.

Introduction to animal nutrition and foodstuffs. Feed formulation, feed processing, handling, sales and service.

AGRI1251 Individualized Laboratory
B - 90 3

Selected topics in agribusiness arranged on individual contract basis.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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**AGRI1257 Live Animal Selection
& Carcass Evaluation**
B 45 3 4.5

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.

AGRI1258 Introduction to Meats
B 45 3 4.5

Prerequisite: AGRI1141 & AGRI1257.

Identification and grading of retail and wholesale cuts of meat of swine, beef and sheep, with emphasis on economic and nutritional value. Carcass grading and processing is covered.

**AGRI1272 Intermediate Live Animal
Selection**
B 8 22 1.5

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
B 51 45 6

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
B 45 3 4.5

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
B 6 90 3

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.

AGRI2219 Pesticide Certification
B 28 20 3

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 Ag Chemicals & Equipment
Application**
B 23 73 4.5

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 Agriculture Analysis
B 21 27 3

Prerequisite: AGRI1153 or AGRI2223.

Practical course in equipment use, testing procedures and analysis interpretation. Testing in areas of soil, forages, feed stuffs and water.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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AGRI2223	Principles of Livestock Feeding	B	23	25	3
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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.

AGRI2225	Advanced Leadership Skills	B	30	-	3
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Prerequisite: AGRI1124 or permission.

The intent of this course is the help the student attain professional and personal success through advanced leadership development.

AGRI2231	Animal Breeding	B	66	30	7.5
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Prerequisites: AGRI1141 or permission.

Anatomy and physiology of breeding animals. Breeding management, pre- and post-natal development of farm animals. Includes principles of artificial insemination and embryo transfer.

AGRI2232	Harvesting Equipment	B	42	54	6
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Prerequisite: AGRI1131.

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	Planting & Tillage Equipment	B	42	54	6
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Prerequisite: AGRI1131 or co-enrolled.

Study of tillage and planting equipment used in agriculture crop production. Operation, uses, maintenance and field adjustment of equipment.

AGRI2240	Range & Forage Management	B	42	54	6
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Prerequisites: AGRI1131, AGRI1141.

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	Animal Health	B	42	54	6
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Prerequisite: AGRI1141.

Study of management of animal health products. Review of common animal health problems and proper use of animal health products and equipment.

AGRI2253	Grain Management	B	25	23	3
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Prerequisite: AGRI1131.

Methods of cereal grain crop storage. Maintenance of grain quality in farm and agribusiness storage facilities. Operation and adjustment of grain drying and handling equipment.

AGRI2254	Advanced Swine Production	B	45	3	4.5
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Prerequisite: AGRI1141.

Study of profitable swine production. Consolidates swine production, marketing, meat processing and sales to consumers of pork products.

AGRI2255	Advanced Sheep Production	B	44	4	4.5
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Prerequisite: AGRI1141.

Study of profitable sheep production. Issues facing sheep producers and lamb feeders as a national industry working toward common goals.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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AGRI2256	Advanced Beef Cattle Production	B	45	3	4.5
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Prerequisite: AGRI2231.

Study of beef cattle and the interrelationship in the beef production chain.

AGRI2258	Livestock Ultrasound Technology	B	25	23	3
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Prerequisites: AGRI2231 and AGRI1257.

Principles and technology of the use of ultrasound and supporting computer analysis software as it pertains to livestock.

AGRI2265	Irrigation & Water Management	B	42	54	6
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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	Advanced Marketing	B	45	3	4.5
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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.

AGRI2272	Advanced Live Animal & Carcass Selection	B	8	22	1.5
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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	Individual Marketing / Management Laboratory	B	-	45	1.5
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Firsthand experience in identifying a management or marketing problem, gathering resources, and developing alternative solutions. Use of computer technology and other management tools.

AGRI2279	Advanced Ag Technology	B	45	3	4.5
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Prerequisite: 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	Advanced Crops	B	45	3	4.5
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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	Agribusiness Cooperative Internship	B	-	420	10.5
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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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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AGRI2285	Agribusiness Cooperative Internship Seminar II	B	15	-	1.5
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Prerequisites: Must register for AGRI2281 and have completed eight (8) weeks of the internship, or instructor permission.

Evaluation of the cooperative experience. Preparation for employment.

AGRI2291	Agribusiness Sales	B	45	3	4.5
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Prerequisite: Completed 60 credit hours or permission.

Exploration of agribusiness sales. Functions and role of sales representatives. Productive relationships between consumers and sales representatives.

ANTH • Anthropology

ANTH1120	General Anthropology	B/L	45	-	4.5
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A survey of the study of the races, their characteristics, customs, social relationships and work; the cultural and linguistic diversity of living people.

ANTH2320	Introduction to Archaeology	B/L	45	-	4.5
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Integrated overview of archaeology, including methods used by archaeologists to study the past as well as what has been learned about human prehistory through archaeology. Topics include but not limited to, the history of archaeology and anthropology, cultural and public resources management, dating methods, Geographical Information Systems, remote sensing, human ecology, signs and symbols, the rise and fall of civilizations, religion, and ideology.

ARCH • Architectural-Engineering Technology

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

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

ARCH1115	Light Construction Principles	M	50	-	5
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Co-requisite: ARCH1158.

Methods of light construction on wood frame and masonry structures. Theory of architectural drafting with emphasis on lettering, line work and the procedures related to producing architectural working drawings.

ARCH1150	Computer Aided Drafting I (CAD)	M	20	-	2
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Co-requisite: ARCH1115.

Fundamentals of Computer Aided Drafting using the current AutoCAD program. Instruction on computer operating system. AutoCAD menus, AutoCAD settings and drawing set up. Draw and Edit commands, AutoCAD coordinate systems.

ARCH1158	Basic Architectural Drafting	M	-	100	3
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Co-requisite: 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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ARCH1208	Heating & Air Conditioning Systems II	M	50	-	5
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Prerequisites: ARCH1107, ARCH1158 and MATH1080.
Co-requisite: ARCH1226.

Methods of sizing residential duct work systems according to ACCA Manual D. Equipment selection is also covered.

ARCH1210	Elementary Structural Design	M	45	-	4.5
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Prerequisite: MATH1080.

Basic structural design. Study of mathematics and trigonometry used in determining strength of materials. Wood, concrete, and steel reactions to varying loads.

ARCH1224	Plumbing Systems Drafting	M	-	80	2.5
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Prerequisites: ARCH1158 and MATH1080.

Co-requisite: ARCH1225.

Production of drawings of waste, vent and water piping systems that are acceptable to industry standards.

ARCH1225	Plumbing Systems	M	50	-	5
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Prerequisites: ARCH1158 and MATH1080.

Co-requisite: ARCH1224.

Methods of design, layout and sizing of waste, vent, and water piping systems as required on commercial building projects.

ARCH1226	Heating & Air Conditioning Systems Drafting	M	-	70	2.5
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Prerequisites: ARCH1107, ARCH1158 and MATH1080.
Co-requisite: ARCH1208.

Methods of drawing duct work systems for residences using calculations from course ARCH1208 as a guide.

ARCH1240	Computer Aided Drafting II (CAD)	M	25	25	3
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Prerequisites: ARCH1115, ARCH1150, ARCH1158, MATH1080.

Continuation of ARCH1150, Computer Aided Drafting I. Exercises in drawings, including drawing setup, layer setup, dimensioning setup, sheet setup, dimensioning, plotting setup and plotting.

ARCH1311	Basic Estimating	M	50	-	5
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Prerequisites: ARCH1103, ARCH1115, ARCH1158, and ARCH1210.

Methods of performing a quantity survey of a residential building project. Residential construction techniques.

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

ARCH1328	Structural Building Systems I	M	50	-	5
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Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. *Co-requisite:* ARCH1330.

Concepts of heavy structural systems. Structural steel and detailing.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ARCH1329	Structural Building Systems II	M	50	-	5
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Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. *Co-requisites:* ARCH1332.

Concepts of heavy structural systems. Reinforced concrete, commercial and industrial wood applications.

ARCH1330	Structural Detailing & Design I	M	-	50	1.5
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Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. *Co-requisite:* ARCH1328.

Methods of graphically representing structures. Drafting and detailing steel structural systems.

ARCH1332	Structural Detailing & Design II	M	-	50	1.5
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Prerequisites: ARCH1103, ARCH1115, ARCH1210, ARCH1240. *Co-requisite:* ARCH1329.

Methods of graphically representing structures. Drafting, detailing concrete and wood structural systems.

ARCH1340	Computer Aided Drafting III (CAD)	M	15	10	1.5
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Prerequisite: ARCH1240.

Exercises in drawing the Floor Plan, Elevations, Section, Details, using the current drafting software.

ARCH1434	Fundamentals of Commercial Architecture	M	34	-	3
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Prerequisites: ARCH1329, ARCH1328, ARCH1330, and ARCH1332. *Co-requisite:* ARCH1436.

Study of construction methods for commercial buildings. Techniques of industry in developing working drawings and written specifications for a commercial building.

ARCH1436	Commercial Architectural Drafting	M	-	172	5.5
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Prerequisites: ARCH1320, ARCH1328, ARCH1329, ARCH1330, ARCH1332 and ARCH1340.
Co-requisite: ARCH1434.

Project: Production of architectural and structural working drawings for a small commercial building.

ARCH1438	Residential Design & Drafting	M	20	78	4.5
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Prerequisites: ARCH1320, ARCH1328, ARCH1329, ARCH1330, ARCH1332 and ARCH1340.

Advanced study of residential architectural drafting. Drafting a complete set of plans from an original design of a new residence including site, floor, and framing plans; door, window, and room finishing schedules; building, wall, and stairway sections; construction details and exterior and interior elevations.

ARCH2531	Electrical Systems Theory	M	50	-	5
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Prerequisites: BSAD1010 and MATH1080.
Co-requisite: ARCH2542.

Techniques for calculating lighting levels, lighting requirements and circuiting loads required for the building trades.

ARCH2533	Advanced Mechanical Systems Theory	M	50	-	5
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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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ARCH2542	Electrical Systems Drafting	M	-	75	2.5
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Prerequisite: ARCH1340. *Co-requisite:* ARCH2531.

Practice in drafting power and lighting systems for commercial buildings using ARCH2531 as a guide.

ARCH2544	Advanced Mechanical Systems Drafting	M	-	75	2.5
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Prerequisites: ARCH1226 and ARCH1340. *Co-requisite:* ARCH2533. *Co-requisite:* ARCH2533.

Practice in design of duct work systems required in building using information from ARCH2533 as a guide for the required duct work.

ARCH2546	Site Planning & Surveying	M	25	25	3
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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, earthwork excavation quantities, and contours prepare the student for the site plan for the sixth quarter project.

ARCH2637	Comprehensive Project Design	M	30	-	3
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Prerequisites: All courses ARCH1103 through ARCH2546. *Co-requisite:* 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. Minimum of "C" grade for graduation.

ARCH2639	Construction Estimating	M	35	-	3.5
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Prerequisite: ARCH1311. *Co-requisite:* 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	M	31	-	3
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The basics of building design utilizing the International Building Codes (IBC). Occupancy classifications means and sizing of egress components and features of fire protection are covered. Minimum of "C" grade for graduation.

ARCH2648	Comprehensive Project Drafting	M	28	177	8
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Prerequisites: ARCH1434, ARCH1436, and ARCH2546. *Co-requisite:* ARCH2637 and ARCH2639.

Preparation of a full set of working drawings from information accumulated from ARCH2546 and ARCH2637. Speed is an important factor as the student applies the accumulated knowledge of the five previous quarters. Minimum of "C" grade for graduation.

ARCH2710	Construction Law	M	45	-	4.5
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Introductory legal overview of the major aspects of contemporary construction law applicable to architects, contractors, and/or subcontractor. Legal, financial and accounting problems experienced within the day-to-day work environment. Minimum of "C" grade for graduation.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ARTS - Art

ARTS1010 Introduction to the Visual Arts (Art Appreciation)
B/L/M 45 - 4.5

An appreciation of the visual arts from a historical perspective. Includes an overview of the creative process, the evolution of art, and art as it relates to society.

ARTS1050 Introduction to Art History and Criticism I
B/L 45 - 4.5

A survey of major works of art in all media from Prehistory through the end of the Middle Ages. Artistic styles will be discussed in relation to contemporary history, society and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context.

ARTS1060 Introduction to Art History and Criticism II
B/L 45 - 4.5

A survey of major works of art in all media from the Renaissance to the present. Artistic styles will be discussed in relation to contemporary history, society and culture. Individual works of art will be explored as well as the role of art and architecture in a cultural context.

ARTS1110 Beginning Drawing I
B/L 15 60 4.5

Introduction to drawing. Emphasis on basic techniques and composition. Subjects: still life, figure, landscape. Materials: charcoal, graphite, ink wash.

ARTS1120 Beginning Drawing II
B/L 15 60 4.5

Prerequisite: ARTS1110.

Continuation of Beginning Drawing I with an emphasis on advanced studio problems, techniques, materials, and creative solutions.

ARTS1210 Design & Composition
B 15 60 4.5

Introduction to the principles of design and composition. Skills, techniques and basic ideas necessary to artistic planning. Development of sensitivity and creativity.

ARTS1330 Beginning Ceramics I
B 15 60 4.5

Introduction to the construction of pottery and sculptural clay forms. Hand building, wheel-throwing, and glaze application.

ARTS1340 Beginning Ceramics II
B 15 60 4.5

Prerequisite: ARTS1330.

Continuation of Beginning Ceramics I with an emphasis on advanced studio problems, techniques, materials and creative solutions.

ARTS2210 Beginning Graphic Design
B 15 60 4.5

Prerequisite: ARTS1110 and ARTS1120 or permission.

Introduction to graphic art and the foundations of visual communication. History, principles of design and layout, methods, materials and applications.

ARTS2510 Beginning Painting I
B 15 60 4.5

Introduction to painting. Emphasis on basic techniques and composition. Subjects: still life, landscape. Materials: alkyds or acrylics.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ARTS2520 Beginning Painting II
B 15 60 4.5

Prerequisite: ARTS2510.

Continuation of ARTS2510. Emphasis on advanced studio problems, materials, techniques, and creative solutions.

ARTS2650 Introduction to Native American Art
B/L 45 - 4.5

Survey of Native American art of North America from prehistory to the present, emphasizing the art of indigenous peoples as a fine art form. History, cultural environment, special issues, art methods and materials.

ARTS2750 Women In Art
B/L 45 - 4.5

Survey of the lives and achievements of women artists from prehistory to the present in Europe and America. History, cultural environment, and special issues.

ASEP - General Motors Automotive Service Educational Program (ASEP)

ASEP1170 GM Shop Orientation & Safety
M 20 12 2

Introduction to automotive shop procedures, shop safety. Proper use service manuals and service information. Thread repair, tube flaring and fasteners.

ASEP1171 GM Welding
M 10 8 1

Theory and practice of "GMA W" welding, brazing welding, and oxyacetylene cutting. Equipment setup, safety, and operation is stressed.

ASEP1173 GM Fundamentals
M 30 10 3

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

ASEP1175 GM Electrical & Electronic Principles
M 110 40 12

Specialized Electronics Training Part 1. Principles and concepts of GM electrical systems. Study of operation and testing of batteries, charging and starting systems, ignition systems principles, body wiring and components for power windows, seats and door-locks, windshield wipers, cruise control and theft deterrent systems.

ASEP1177 GM Brake Systems
M 30 30 4

Theory, diagnosis, and repair procedures of disc and drum brake systems on current General Motors vehicles.

ASEP1268 Dealer Cooperative Experience
M - 480 12

Prerequisites: ASEP1170, 1171, 1173, 1175, 1177 and 1179.

Dealer coordinated work experience for the student in accordance with the program schedule. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ASEP1360 GM Powertrain Electronic Systems
M 55 35 6.5

Prerequisite: ASEP1268.

Specialized Electronics Training, Part 2. Operation of solid state automotive electrical components. Study of operation of basic computer operation, input and output devices. Also GM ignition systems, fuel delivery systems, emission control systems and diagnostic routines.

ASEP1363 GM Engine Repair
M 80 50 9.5

Prerequisite: ASEP1268.

Operation and construction of General Motors gas and diesel engines. Techniques and skills for testing and diagnosis of engine mechanical condition, cylinder head reconditioning, complete disassembly, inspection, measurement and reassembly of GM gas and diesel engines. Accuracy of measurements, repair decisions and procedures in involving correct and safe engine removal and installation.

ASEP1379 GM Heating & Air Conditioning
M 40 40 5

Prerequisite: ASEP1268.

Study of theory, operation, diagnosis and repair of late model GM air conditioning, heating and ventilation systems. Includes manual and automatic systems. Refrigerant recovery and recycling procedures.

ASEP1468 Dealer Cooperative Experience
M - 480 12

Prerequisites: ASEP1360 and ASEP1363, ASEP1379.

Dealer coordinated work experience. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.

ASEP2528 GM Steering & Suspension Systems
M 30 50 4.5

Prerequisite: ASEP1468.

Principles of operations, disassembly procedures, and repair of General Motors steering and suspension systems. Power and manually controlled Integral and Rack and Pinion steering gears. Conventional and McPherson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, both on and off the vehicle.

ASEP2529 GM Manual Transmission, Transaxles, Clutch & Transfer Case
M 60 30 7

Prerequisite: ASEP1468.

Operating principles and service of General Motors manual transmissions and related drive train components. Diagnosis and repair procedures.

ASEP2537 GM Rear Axle Service
M 20 10 2

Prerequisite: ASEP1468.

Operation, diagnosis, and repair of drive shafts, universal joint axles, axle bearings, seals, and differentials used on late model General Motors vehicles.

ASEP2538 GM Advanced Powertrain Electronic Systems
M 20 50 3.5

Prerequisite: ASEP1468.

Advanced study of GM ignition systems, fuel delivery systems, emission control systems and diagnostic routines.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ASEP2561	GM Diesel Fuel & Emission Control System	M	20	10	2
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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.

ASEP2668	Dealer Cooperative Experience	M	-	480	12
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Prerequisites: ASEP2528, 2529, 2537, 2538 and 2561.

Dealer coordinated work experience. Supervised by the Southeast Community College - Milford Campus and ASEP coordinator at the dealership.

ASEP2743	GM Powertrain Electronic Systems & Drivability Diagnosis	M	40	40	5.5
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Prerequisite: ASEP2668.

Diagnosis, adjustments and repair procedures using electrical meters, oscilloscopes and GM approved diagnostic test equipment.

ASEP2747	GM Body Electrical & Electronics	M	50	30	6
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Prerequisite: ASEP2668.

Advanced electrical course covering operation, testing, diagnosis and repair of GM computerized body electrical and electronic systems.

ASEP2748	GM Automatic Transmission & Transaxles	M	80	40	9
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Prerequisite: ASEP2668.

Operation, diagnosis, adjustment, and repair of the automatic transmissions used in rear-wheel and front-wheel drive General Motors cars. Removal and installation procedures and safety.

ASEP2749	GM New Product Update	M	20	-	2
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Overview of new product features for current model year. Includes available General Motors New Product information.

ASST • Ford (ASSET) Automotive Student Service Educational Training Program

ASST1110	Ford Shop Orientation	M	15	6	1.5
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Introduction to automotive shop procedures and repair. Proper use of hand and power tools. This course deals with many basic elements of automotive repair.

ASST1170	Ford Shop Safety & Repair	M	15	6	1.5
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This course deals with shop safety, OSHA hazard communication standards/hazard chemical right-to-know. Thread repair, tube flaring, fasteners, micrometers and other equipment used by the professional automotive technician.

ASST1171	Ford Welding	M	10	8	1
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Theory and practice of "GMA W" welding, brazing, welding, and oxyacetylene cutting. Equipment setup, safety and operation is stressed.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ASST1173	Ford Fundamentals	M	20	10	2
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Introduction and use of Ford service manuals, warranty flat rate manuals, daily time tickets and repair order completion. Overview of service manual groups with emphasis on theory of operation of systems and components, Pre-delivery Inspection and Master Tech Training.

ASST1175	Ford Electrical & Electronic Principles	M	110	40	12
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Study of Electronics Training building from electrical principles and concepts through automotive semiconductors to microprocessors. Batteries, charging systems, starting systems and ignition system principles, operation and testing.

ASST1178	Ford Brake Systems	M	30	30	4
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Study of operation, diagnosis, and service of disc, drum, and electronic brake systems on late model Ford vehicles.

ASST1268	Dealer Cooperative Experience	M	-	480	12
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Coordinated work experience from Ford dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

ASST1360	Ford Engine Performance Theory & Operation	M	85	55	10
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Study of engine tune-up, oscilloscope use and Ford computer system; basic computer operation, sensor operation and actuator operation. Theory and principles of operation of Ford fuel systems: fuel pumps, fuel tanks, filters and emission control systems. Ford fuel injection systems.

ASST1362	Ford Climate Control	M	45	35	5.5
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Study of operation, diagnosis, and service of air conditioning, heating and ventilation systems on late model Ford vehicles.

ASST1363	Ford Engine Repair	M	65	35	7.5
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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	M	-	480	12
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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	M	60	30	7
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Operating principles and service of Ford manual transmissions and related drive train components. Diagnosis and repair procedures.

ASST2531	Ford Diesel Fuel & Emission Systems	M	35	25	4
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Study of operation, diagnosis, and service of diesel electronic and emission systems on late model Ford vehicles.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ASST2537	Ford Rear Axle & Driveline	M	20	10	2
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Operation, diagnosis and repair of drive shafts, universal joint axles, axle bearings, seals and differentials on late model Ford vehicles.

ASST2538	Ford Engine Performance Diagnosis & Testing	M	60	40	7
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Intermediate and advanced electronic engine control diagnosis and testing of ignition, fuel, computer, emission, and EVAP systems. Analysis of OBD II monitors, intermittent problems, I/M testing, and gas emissions using the latest in diagnostic equipment including scopes and scanners.

ASST2668	Dealer Cooperative Experience	M	-	480	12
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Coordinated work experience from dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and ASSET coordinator.

ASST2728	Ford Steering & Suspension Systems	M	50	50	6
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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 McPherson Strut suspensions. Techniques and procedures for four wheel alignment and computer wheel balancing, on and off of vehicle.

ASST2747	Ford Body Electrical & Electronics	M	50	15	5.5
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Advanced auto electricity covering theory, testing, diagnosis and repair of body electrical accessories: windows, power seats, windshield wipers, cruise controls and computer controlled body electronics.

ASST2748	Ford Automatic Transmissions & Transaxles	M	70	40	8
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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	M	20	-	2
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Overview of new product features for current model year. Includes available Ford New Product information.

AUTB • Auto Collision Repair Technology

AUTB1150	Tools and Equipment	M	20	-	2
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Proper identification, selection, usage, maintenance, and cost of tools and equipment used in the collision repair and maintenance program.

AUTB1155	Collision Repair Theory	M	75	-	7.5
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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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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AUTB1160 Welding Theory

M 20 - 2

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

AUTB1165 Collision Repair Lab

M - 105 3.5

Prerequisites: AUTB1155.

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

AUTB1170 Welding Lab

M - 30 1

Prerequisites: AUTB1160.

Practical experience in oxyacetylene welding, brazing, MIG welding, aluminum welding, gas and plasma cutting techniques used in collision repair following I-CAR (Inter-Industry Conference on Auto Collision Repair) welding certification standards.

AUTB1175 Paint Finishes Theory

M 20 - 2

Study of the sequence of surface preparation operations needed to acquire a durable, high quality, long lasting topcoat. Paint gun care, troubleshooting and proper usage in applying primer surfaces.

AUTB1250 Collision Repair Theory II

M 45 - 4.5

Prerequisites: 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.

AUTB1255 Collision Repair Lab II

M - 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.

AUTB1260 Electrical Repair I

M 15 - 1.5

Prerequisites: AUTB1150.

Theory of the automobile electrical storage and wiring system. Wiring troubleshooting processes and automobile lighting.

AUTB1350 Paint Finishes Theory II

M 30 - 3

Prerequisites: AUTB1175.

The study of equipment, preparation, materials, topcoat selection, and application to an overall painting operation will be emphasized. Techniques of spot painting repairs to include color matching and application.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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AUTB1355 Estimating Theory

M 15 - 1.5

Estimating principles and procedures of cost accounting. Emphasis is based on present day business practices and operations of the automobile collision repair field.

AUTB1360 Electrical Repair II

M 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.

AUTB1365 Refinishing Lab I

M - 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.

AUTB1370 Collision Repair Lab III

M - 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.

AUTB1450 Structural Repair Theory

M 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.

AUTB1455 Safety Restraint Systems

M 15 - 1.5

Prerequisites: AUTB1260, AUTB1360.

Introduction to active and passive restraint systems, operation and basic troubleshooting of restraint systems including air bag supplemental restraint systems.

AUTB1460 Collision Repair Lab IV

M - 105 3.5

Prerequisites: AUTB1370.

Assigned training projects will include following repair estimates being evaluated by the quality of work and the time taken to complete assigned training projects.

AUTB1465 Refinishing Lab II

M - 120 4

Prerequisites: AUTB1350, AUTB1365.

Advanced practical experiences in spot painting with the concentration on correct color matching and problem solving.

AUTB2550 Suspension & Alignment Theory

M 20 - 2

Prerequisites: AUTB1450.

Evolution and theory of front and rear suspension design. Transaxle and four wheel alignment and its relationship to collision damaged vehicles.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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AUTB2555 Automotive Heating & Air Conditioning

M 10 - 1

Operation of the automotive cooling system and theory of air conditioning systems, and the repair of damaged components after a collision. Refrigerant recovery and recycling is covered.

AUTB2560 Brake Systems

M 15 - 1.5

Introduction to drum, disc, manual, power-assisted braking systems, theory and operation of the anti-lock brake systems.

AUTB2565 Collision Repair Lab V

M - 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.

AUTB2650 Collision Repair Lab VI

M 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.

AUTT - Automotive Technology

AUTT1000 Shop Procedures

L/M 20 - 2

Introduction to automotive shop procedures and repair. This course deals with the many basic elements of automotive repair and the proper use of hand and power tools.

AUTT1010 Welding

L/M 10 20 1.5

Theory and practical applications of welding procedures as applied to the automotive field.

AUTT1100 Shop Safety and Repair

L/M 20 20 2.5

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

AUTT1103 Drive Trains

L/M 25 30 3.5

Theory and principle of power train operation from the engine to the drive wheels on automotive systems.

AUTT1105 Automotive Brake Systems

L/M 50 60 7

Theory, application and principles of operation of hydraulic disc and drum automotive brakes. This will include anti-lock brake systems with laboratory exercises in brake diagnosis and repair.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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AUTT1106 Electrical Concepts

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

AUTT1107 HVAC I

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

AUTT1108 Automotive Fuel and Control Systems

L/M 70 50 8.5
Theory, design and operation of the automotive fuel system are covered. This includes fuel gauges, tanks, pumps and fuel injection components. A study of fuel manufacturing, testing, and fuel reaction as it applies to emission systems is covered. The use of service equipment to diagnose, evaluate and repair components of the fuel system are covered.

AUTT1203 Manual Transmission/Transaxle Theory

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

AUTT1204 Steering and Suspension II

L/M 40 70 6
Theory, principles and practical experience of steering gears, wheels and tires, balancing, steering components, and 2- and 4-wheel alignment.

AUTT1206 Automotive Electricity

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

AUTT1207 HVAC II

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

AUTT1221 Engine Theory

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

AUTT1222 Engine II

L/M 70 130 11
Advanced automotive engine coursework on removal, disassembly, and machining operations for complete major engine overhaul.

AUTT1306 Automotive Ignition Systems

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

AUTT1406 Automotive Electronics I

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

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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AUTT1408 Advanced Engine Performance

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

AUTT1506 Automotive Electronics II

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

AUTT2102 Automatic Transmission / Transaxle

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

AUTT2303 Manual Transmission / Transaxle Lab

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

BIOS • Bioscience

BIOS1000 Structure and Function of Human Body

B/L 60 - 6
Overview of the normal structure and function of the human body systems and their interrelationships.

BIOS1010 General Biology

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

BIOS1090 General Botany

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

BIOS1110 Biology of Microorganisms

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

BIOS1120 Introduction to Zoology

B 45 30 6
Prerequisite: BIOS1010 or equivalent.
Survey of the phyla of the animal kingdom. Emphasis on morphology, physiology, developmental cell biology and diversity of animal life. Laboratory includes observation and dissection of selected specimens.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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BIOS1140 Human Anatomy & Lab

L 45 30 6
Study and identification of anatomical structures of the human body. Includes a detailed study of tissues that make up the various body systems, integument, skeletal structures, joints, muscles (origin, insertion, action), peripheral and cranial nerves, brain structures, major blood vessels, heart structures, respiratory, digestive, reproductive, endocrine, and urinary systems. Lab complements the material presented in lecture. Utilize the knowledge in a laboratory setting by studying with a "hands-on" approach using models, dissected tissues, and pictures. Lecture concurrent with lab.

BIOS1210 Human Anatomy & Physiology I

B 45 30 6
Introduction to anatomy and physiology for students in biological medical and health related programs. Relationships between structure and function. Chemical, cellular and tissue levels of organization. Introduction to principal systems of the human body. Structure and function of the integumentary, skeletal, muscular and nervous systems of the body. Important physiology experiments and structural identification experiments.

BIOS1220 Human Anatomy & Physiology II

B 45 30 6
Continuation of the study of BIOS1210. Relationships between structure and function. Detailed study of the major systems of the human body including cardio vascular, 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

L 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

B 60 - 6
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

BRDC1860 Radio Workshop

B 15 90 4.5
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

B 15 90 4.5
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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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BRDC2780 Public Relations, Strategies & Techniques
B 45 - 4.5

Study of strategies, problems, and procedures in public relations. Practice in solving public relations problems. Preparation of public relations material.

BRDC2830 Communication Law & Ethics
B 45 - 4.5

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
B 15 90 4.5

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
B 15 120 4.5

Prerequisite: By permission only.

This course is open only to those pursuing an A.A.S. degree. Students will be placed in a job situation to gain firsthand knowledge and experience in the field of radio. Placement may be in any field of radio: advertising sales, announcing, continuity or production.

**Note:
Business Information
Technology — see OFFT**

**BSAD · Business
Administration**

BSAD1010 Microsoft Applications I
B/L/M 45 - 4.5

Prerequisite: Keyboarding skills and prior computer experience recommended.

Use of Windows operating system to learn about My Computer and Windows Explorer to manage folders and files. Use of a popular Internet browser to explore the World Wide Web and work with electronic mail. Use of Microsoft Office software suite to learn basic features and integration of the word processing application MS Word and the spreadsheet application MS Excel.

BSAD1020 Microsoft Applications II
B/L/M 45 - 4.5

Prerequisite: BSAD1010.

Continues efficient use of Windows Explorer. 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.

BSAD1050 Introduction to Business
B/L/M 45 - 4.5

An introductory study and overview of the role of business in society as well as a discussion of the various disciplines of business including an overview of business organization, management, marketing, human resource management, and finance. Also, a study and discussion of various strategies for success of specific public and private firms as well as small business. Business vocabulary used to understand and interpret business news and information.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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BSAD1090 Business Law I
B/L/M 45 - 4.5

Introduction to the history and origin of the legal system. All facets of the course are related to business including ethics and business crimes, contract law relative to dispute settlements, torts, sales contracts under the U.C.C. and agency.

BSAD1100 Business Law II
B/L/M 45 - 4.5

Prerequisite: BSAD1090.

Continuation of Business Law 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
B/L 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, store design planning and field experience.

BSAD1730 Quality Management
M 25 - 2.5

Introductory course covering the rationale for a continuous improvement process, the use of analytical and statistical data to make decisions, and the eight basic TQM tools used to gather and report data.

**BSAD2030 Co-op Supervised
Employment**
B/L/M - 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.

BSAD2270 Professional Selling
B/L/M 45 - 4.5

Development of selling principles and concepts used in a wide variety of selling situations including specialty, wholesale and retail. Necessary personality traits, ethics, and negotiation techniques required for successful selling are stressed and applied through the use of sales presentations and demonstrations.

BSAD2310 Business Ethics
B/L/M 30 - 3

Prerequisite: Writing/English Competency recommended.

Study of different perspectives of ethics and impact on organizations and individuals. Current ethical issues as they relate to business.

BSAD2365 Leadership Practicum
L - 200 5

This course provides students with hands-on experience in leadership, managerial decision-making, and professional communication including project management, team building, training and development, cultural competencies and social responsibility. Students will learn to plan, forecast, organize events and resources, lead, delegate, and motivate others. It is an interactive course that integrates all aspects of formal business education and training through service learning in collaboration with the international student organization, Students in Free Enterprise (SIFE). Students will be required to take a significant leadership role in SIFE and contribute to the annual written report and visual presentation for SIFE competition as part of this upper division credit class.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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**BSAD2370 Human Resources
Management**
B/L/M 45 - 4.5

Study of the functions of personnel: recruiting, selection, assessment, remuneration, training, and union relations. Emphasis on negotiations, communications, ADA, EEOC leadership, and the legalities of hiring and firing.

BSAD2390 Small Business Management
B/L/M 45 - 4.5

Prerequisites: ACCT1210.

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
B/L/M 45 - 4.5

Introduction to retailing principles in major retail areas. Policies and practices, marketing and business systems of small and large retailers are studied.

BSAD2430 Marketing Communications
B/L/M 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 and equity, coordinating all aspects to achieve the same goals.

**BSAD2460 Electronic Commerce
Marketing**
B/L/M 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
B/L/M 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**
B/L 45 - 4.5

Develop skills based on concepts and theories that are unique to the Sports Marketing arena. Examine basic principles of marketing in the sports environment. Structure provided on the unpredictability of the sports industry and comparisons of the elements of sports and marketing. Research conducted in sports marketing, study the elements of change in all sports and sports globalization.

BSAD2520 Principles of Marketing
B/L/M 45 - 4.5

A study of the development of an effective marketing program including consumer behavior, product, pricing, distribution, and promotional strategies.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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BSAD2540 Principles of Management
B/L/M 45 - 4.5

Introduction to management theory and practice for supervisors of employees or managers of organizations. Functions of planning, organizing, directing, controlling and supervising. New and rapidly developing areas of management.

BSAD2993 Special Projects
- - 1-3

Must have permission of instructor, program chair, and division dean.

Credit hours will vary.

CAPP • Chrysler (CAP) College Automotive Program

CAPP1110 Chrysler Shop Orientation
M 15 6 1.5

Introduction to automotive shop procedures and repair. Proper use of hand and power tools. This course deals with the many basic elements of automotive repair.

CAPP1170 Chrysler Shop Safety and Repair
M 15 6 1.5

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

CAPP1171 Chrysler Welding
M 10 8 1

Theory and practice of "GMA W" welding, brazing welding, and oxyacetylene cutting. Equipment setup, safety and operation is stressed.

CAPP1173 Chrysler Fundamentals
M 20 10 2

Introduction and use of Chrysler 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 Chrysler Electrical & Electronic Principles
M 110 40 12

Study of Electronics Training building from electrical principles and concepts through automotive semiconductors to microprocessors. Batteries, charging systems, starting systems and ignition system principles, operation and testing.

CAPP1177 Chrysler Brake System
M 40 20 4

Theory, diagnosis, and repair procedures of disc, drum and Antilock brake system on current Chrysler vehicles.

CAPP1268 Dealer Cooperative Experience
M - 480 12

Coordinated work experience from Chrysler dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

CAPP1360 Chrysler Electronic Fuel Systems
M 70 60 9.0

The study of Chrysler computer systems. Basic computer operation, input and output devices, computer system diagnosis. Theory of operation of fuel pumps, fuel tanks, filters, fuel injection systems, and emission control systems.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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CAPP1362 Chrysler Body Electrical and Electronics
M 50 30 6

Advanced automotive 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.

CAPP1364 Chrysler Advanced Drivability Diagnosis
M 60 40 7

Advanced electrical and fuel systems including OBD II, throttle body, multiple port injection systems, sequential fuel injection, turbochargers, electronic and computer controlled ignition systems, charging systems and cranking systems. Diagnosis, adjustments and repair procedures, using electrical meters, scopes and Chrysler Diagnostic equipment.

CAPP1468 Dealer Cooperative Experience
M - 480 12

Coordinated work experience from dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

CAPP2528 Chrysler Steering & Suspension Systems
M 30 50 4.5

Study of the principles of operations, disassembly procedures and repair of Chrysler 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.

CAPP2530 Chrysler HVAC Systems
M 50 30 5.5

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 Chrysler is using.

CAPP2531 Chrysler Engine Repair
M 65 65 8.5

Operation and construction of Chrysler 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 Chrysler gas and diesel engines. Accuracy of measurements, repair decisions and procedures involving correct and safe engine removal and installation.

CAPP2668 Dealer Cooperative Experience
M - 480 12

Coordinated work experience from dealer in accordance with program schedule. Work experience supervised by Southeast Community College-Milford and CAP coordinator.

CAPP2740 Chrysler Manual Transmission, Transaxles, Clutch and Transfer Case
M 55 40 7

Operating principles and service of Chrysler manual transmissions and related drive train components. Diagnosis and repair procedures.

CAPP2741 Chrysler Rear Axle Service
M 15 15 2

Operation, diagnosis, and repair of drive shafts, universal joint axles, axle bearings, seals and differentials used on late model Chrysler vehicles.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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CAPP2742 Chrysler Diesel Fuel and Emission System
M 15 15 2

This course provides the theory and operation of Chrysler diesel fuel injection systems, including pump repair, operation, repair of nozzles, and diagnosis and service of diesel electrical and emission control systems.

CAPP2748 Chrysler Automatic Transmissions & Transaxles
M 80 40 9

Operation, diagnosis, adjustment and repair of automatic transmissions in rear-wheel and front-wheel drive Chrysler vehicles. Removal and installation procedures and safety.

CAPP2749 Chrysler New Product Update
M 20 - 2

Overview of new product features for current model year. Includes a available Chrysler New Product Information.

CHEM • Chemistry

CHEM0950 Pre-chemistry
B 45 - 4.5

Summer session. Designed for student who does not have background necessary for success in college chemistry. Formula writing, naming compounds, balancing equations, chemical computations. Graded pass/no pass. Does not fulfill science requirement for A.A. or A.S. degree.

CHEM1050 Chemistry and the Citizen
L 45 30 6

Prerequisite: MATH1100.

Designed for the non-science major. Survey of principles of chemistry, stressing concepts and qualitative understanding rather than problem solving and technical skills.

CHEM1090 General Chemistry I
B/L 45 30 6

Prerequisite: MATH1100.

Introduction to the principles of chemistry. States of matter, atomic and molecular structures and bonding, Periodic Law, gas laws, and kinetic molecular theory, solutions and their properties.

CHEM1100 General Chemistry II
B/L 45 30 6

Prerequisite: CHEM1090 with a grade of "C" or 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
B 45 60 6

Prerequisite: CHEM1100.

The chemistry of compounds of carbon, hydrogen, oxygen and other elements. Alkanes; alkenes, petroleum products; alcohol; ethers; acids, fats, and oils; aldehydes and ketones; amino acids and proteins; carbohydrates; and applications to biochemistry.

CHEM2520 Organic Chemistry II
B 45 60 6

Prerequisite: CHEM2510.

Continuation of CHEM2510. Benzene and related compounds, nitro compounds, sulfuric acids, amines, diazonium compounds, phenols, alcohol, acids, dyes, stains and indicators, heterocyclic compounds and applications to biochemistry.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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CHEM2610	Biochemistry			
	B	45	30	6

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 Design Drafting
—see DRAFTING

**Computer Programming &
Microcomputer Technology**
—see INFO

CNST · Building Construction Technology

CNST1121	Concrete & Masonry Tools & Material			
	M	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			
	M	-	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			
	M	20	30	3

Prerequisite: MATH1040.

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 International 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			
	M	-	175	5.5

Prerequisite: MATH1040.

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.

CNST1225	Tools & Materials			
	M	75	-	7.5

Prerequisite: MATH1040 and CNST1223.

Introduction to care, use and maintenance of hand tools, portable power and stationary lab equipment. New construction methods, materials and concepts. Origin, manufacturing processes, and characteristics and application of materials used in residential and light commercial construction today.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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CNST1326	Residential Construction Drafting Laboratory			
	M	-	84	2.5

Prerequisite: CNST1223.

Laboratory which applies concepts acquired in CNST1327. Purposes of residential working drawings. Making door and window schedules, and drawing a floor plan, a basement/foundation plan, and construction details. Emphasis on methods of construction.

CNST1327	Residential Construction Drafting Theory			
	M	50	-	5

Prerequisite: CNST1223.

Architectural drafting for beginners including drafting and detailing techniques and methods, lettering, standard symbols and drafting equipment. Concepts for door and window schedules. Floor plans, basement/foundation plan, stair calculations and construction details.

CNST1328	Residential Construction Estimating Laboratory			
	M	-	84	2.5

Prerequisite: CNST1223 and BSAD1010.

Application of skills acquired in CNST1329. Using standardized forms and information, student develops lists of construction materials and prices for residential construction. Emphasis on accuracy, organization, and completeness.

CNST1329	Residential Construction Estimating Theory			
	M	50	-	5

Prerequisite: CNST1223.

Concepts of estimating quantities of residential construction materials. Interpretation of residential construction drawings and an introduction to quantity survey techniques and formulas. Decision making and materials estimate organization.

CNST1331	Drafting Aids & Trends			
	M	32	-	3

Prerequisite: CNST1223.

Fundamentals of commercial blueprint reading, introduction to the metric system, Lettering, plus Green Build basics.

CNST1430	Cabinetry & Carpentry Laboratory			
	M	-	200	6.5

Prerequisites: CNST1223, CNST1224 and CNST1225.
Companion course to CNST1433.

Application of classroom instruction to job situations through the use of mock-up training aids, cabinets and other projects.

CNST1433	Carpentry Theory			
	M	100	-	10

Prerequisite: CNST1225. *Co-requisite:* CNST1430.

Fundamentals of carpentry, emphasizing the process of home building through the study of blueprints and construction texts and references. Site layout, foundations, framing, roofing, exterior trim, interior trim and cabinet making. Prerequisite to house project in the fifth quarter.

CNST2532	Residential Construction Applications			
	M	-	280	9

Prerequisites: CNST1430 and CNST1433. *CPR and First Aid Certification training required.*

Application of theory and technical courses to practical situations including residential framing, exterior finish, interior trim, cabinet making, and roofing. 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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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CNST2537	Residential Construction Principles			
	M	20	-	2

Prerequisites: CNST1430 and CNST1433.

Acceptable methods of home construction as established by federal, state and local building codes. Work procedures and practices for home construction. Includes daily briefing for the house construction.

CNST2627	Building Construction Welding			
	M	6	30	1.5

Theory and practice of shield metal arc welding and oxy acetylene torch cutting. Emphasis on safety, equipment setup and operation as it applies to the construction industry.

CNST2634	Commercial Construction Drafting Laboratory			
	M	-	69	2

Prerequisite: CNST1326.

Laboratory for drawing and representation of commercial structures. Preliminary information provided by instructor, but student bears more responsibility for planning design than in earlier drafting courses. Use of the International Residential Code for floor plan design and the Interrelationship of drawings and information for a set of construction drawings is included. Fundamentals of computer-aided drafting using SoftPlan. Draw, edit and print a house plan.

CNST2636	Commercial Construction Estimating Laboratory			
	M	-	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.

CNST2639	Commercial Construction Drafting Theory			
	M	37	-	3.5

Prerequisite: CNST1327 and ENGL1000 or higher.

Study of light commercial structures and methods of construction. Requirements of the International Residential Code for commercial construction. Construction materials and methods. Methods of graphic representation for each drawing.

CNST2641	Commercial Construction Estimating Theory			
	M	50	-	5

Prerequisite: CNST1329.

Procedures and methods of estimating commercial structures as defined by the R.S. Means estimating system. Quantity survey and cost analysis forms and procedures.

CNST2643	Fundamentals of Structural Steel			
	M	32	-	3

Prerequisites: CNST1327 and CNST1331.

Introduction to iron and steel making, structural shapes, design and sizing of steel structural systems, joists, beams and columns.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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CRIM - Criminal Justice

CRIM1010 Introduction to Criminal Justice

B/L 45 - 4.5

Provides an overview of the history, development, and philosophies of crime control within a democratic society. Examines the criminal justice system with emphasis on the police, the prosecution and defense, the courts, and the correctional agencies.

CRIM1020 Introduction to Corrections

B/L 45 - 4.5

Outlines corrections in a systematic process showing the evolving changes within institutional and community based corrections. Topics include, but are not limited to, the history of corrections, the influence of social thought and philosophy on the development of corrections, the rights of the incarcerated inmate, and the duties of the correctional officer.

CRIM1030 Courts & the Judicial Process

B/L 45 - 4.5

Prerequisite: CRIM1010 or 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.

CRIM1050 Introduction to Forensic Science

B/L 45 30 6

This course will provide an overview of several different disciplines that constitute forensic science. The topics covered will include safety, basic chemical principles, photography and the collection of evidence.

CRIM1140 Reporting Techniques for Criminal Justice

B/L 45 - 4.5

Prerequisite: ENGL1010 or ENGL1015 or equivalent.

The student learns to observe and document the behavior of crime victims, witnesses and suspects. The student also learns to accurately describe and record conditions and activities of crime scenes for courtroom presentations. In accordance with the legal guidelines of confidentiality, each student maintains a log of classroom and field experiences.

CRIM2000 Criminal Law

B/L 45 - 4.5

Outlines the purpose and function of criminal law. Topics include, but are not limited to the rights and duties of citizens and police in relation to local, state, and federal law (i.e. arrest, search and seizure, confessions); the development, application, and enforcement of laws; constitutional issues; and sentencing.

CRIM2030 Police and Society

B/L 45 - 4.5

Examines the role of the police in relationship to law enforcement and American society. Topics include, but are not limited to the role and function of police, the nature of police organizations and police work, and the patterns of police-community relations.

CRIM2100 Juvenile Justice

B/L 45 - 4.5

Examines the origins, philosophy, and objectives of the juvenile justice system. Topics include, but are not limited to causation of crime (i.e. race/gender, socioeconomic relevance, victimization), the juvenile court system, the law enforcement approach, corrections, and prevention.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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CRIM2150 Social Issues in Criminal Justice

B/L 45 - 4.5

Examines the relationships between law enforcement agencies and such complex social issues as, but not limited to, domestic violence, child abuse, elder abuse, gangs, and drugs.

CRIM2200 Criminology

B/L 45 - 4.5

Examines crime and criminology from a broad social perspective. Emphasizes the nature and causes of crimes, investigation and prosecution, and treatment and prevention.

CRIM2250 Ethics in Criminal Justice

B/L 45 - 4.5

Examines contemporary and historical theories that enhance today's ethical practices and dilemmas. Provides an introduction to the language, concepts, and traditions of ethics as they relate to the functional areas of criminal justice.

CRIM2260 Criminal Investigation

B/L 45 - 4.5

Introduces criminal investigation procedures. Reviews the historical development and investigative processes related to law enforcement functions. Topics include, but are not limited to the proper collection, organization, and preservation of evidence using basic investigative tools; examining the primary sources of information; analyzing the importance of writing skills; and reviewing the constitutional (legal) limitations of the investigation.

CRIM2310 Rules of Evidence

B/L 45 - 4.5

Emphasizes the concept of evidence and the rules governing its admissibility. Includes theoretical and pragmatic consideration of constitutional requirements affecting evidence and procedure.

CRIM2860 Criminal Justice Internship

B/L - 180 4.5

Prerequisite: Successful completion of previous CRIM courses.

This course entails a series of planned and supervised activities in actual work situations. The employment must be directly related to the student's program of study. A total of 180 contact hours are required for this course.

CRIM2940 Law Enforcement Internship

B/L - 480 12

Provides instruction in basic law enforcement techniques at the Nebraska Law Enforcement Training Center. Instruction includes, but is not limited to: courtroom performance, traffic enforcement, civil process, techniques of arrest, firearms training, and criminal investigation applications.

Please Note - Deere Construction & Forestry Equipment Tech - See JDCE

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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DENT - Dental Assisting

Please note: Students must be admitted into Dental program before taking any DENT courses. Program Advisers must authorize registration forms prior to registering for the first DENT course. Each course builds on previous course content and must be passed with a minimum "C+" grade before continuing in the program.

DENT1103 Oral Sciences I

L 30 - 3

Prerequisite: Declared DENT students only.

Survey course dealing with the basic overview of normal structure and functioning of the cellular, skeletal, cardiovascular, circulatory, neurological, respiratory, and immunological body systems and their interrelationships as related to dental structures.

DENT1110 Preclinical Concepts

L 40 75 6.5

Screening course for Dental Assisting Foundations I course DENT1211. Introduction to the history of the profession of dental assisting, the professional and ethical responsibilities of the dental assistant in the practice of dental assisting, professional terminology, state and national regulations governing dentistry, education of the dental team, and the process of national certification (CDA). Basic skills in dental health care worker protocol, patient care, communication with diverse population, equipment and instrument identification, high velocity evacuation, four-handed instrument exchange, manipulation of temporary cement, and occupational exposure protocol techniques.

DENT1210 Oral Sciences II

L 30 30 4

Thorough study of anatomical concepts pertaining to the structures of the face and oral cavity including histology, embryology, and oral morphology.

DENT1211 Dental Assisting Foundations I

L 30 45 4.5

Continuation of basic skills, manipulation of specific types of dental materials, rubber dam placement, assembly of matrix retainers, basic treatment setups, techniques for control of disease-producing blood-borne pathogens, personal protection, standard precautions, and hazard protection as required by OSHA guidelines for health care providers. Laboratory experiences occur at the UNMC College of Dentistry and at SCC Lincoln Campus.

DENT1212 Oral Hygiene

L 15 15 2

Acquire methods and learn aids for control of dental disease and maintenance of optimum dental health. Thorough study of prevention of dental caries, special patient care techniques, patient education, dental calculus and dental prophylaxis.

DENT1214 Clinical Concepts

L 30 20 3.5

Recognition and management of medical and dental emergencies in the dental office, assisting with dental examination data gathering, or al pathology and overview of pharmacology and pain control.

DENT1311 Dental Assisting Foundations II

L 30 45 4.5

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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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DENT1312	Dental Materials I	L	15	45	3
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Introduction to physical properties; principles of manipulation and storage of materials; manipulation of specific types of dental materials; laboratory projects pertaining to diagnostic impressions; and casts on a manikin and human patient.

DENT1313	Oral Radiography I	L	35	30	4
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Extensive study in oral radiography pertaining to the oral cavity. Laboratory emphasis on DXTR manikin.

DENT1314	Clinical Education I	L	15	150	6.5
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Clinical education is scheduled throughout quarters two, three and four. Under supervision, students will care for patients applying specialized technical skills and principles previously learned in the classroom and laboratory settings.

DENT1410	Practice Management Skills	L	20	30	3
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Principles of dental office procedures, resume writing, letter of application, and inventory control. The integration of a current dental software program is utilized throughout the entire course.

DENT1411	Dental Assisting Foundations III	L	35	15	4
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Principles and techniques associated with the specialties in dentistry.

DENT1412	Dental Materials II	L	15	45	3
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Continuation of Dental Materials I course with laboratory emphasis on human patient diagnostic impressions, casts and other specific laboratory projects.

DENT1413	Oral Radiography II	L	10	30	2
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Laboratory projects including intra-oral exposures utilizing both traditional and digital radiographic methods. There will also be emphasis on quality control, infection control practices and patient registration.

DENT1414	Clinical Education II	L	15	150	6.5
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Adaptation to a variety of new clinical environments, with further development in highly specialized technical skills.

DESL • Diesel Technology FARM

DESL1120	Basic Electrical-Farm	M	20	20	2.5
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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	M	28	30	3.5
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Prerequisite: DESL1120.

Principles, operation and testing of battery ignition systems, motor vehicle cranking motors, switches and drives.

DESL1122	Charging Systems-Farm	M	20	32	3
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Prerequisite: DESL1120.

Principles of operation, and procedures for testing and repair of AC and DC type generator charging systems.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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DESL1123	Power Trains I-Farm	M	30	22	3.5
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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	M	21	37	3
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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	M	10	30	2
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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	M	26	22	3
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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	M	25	15	3
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Operational theory, construction, testing, and repair methods for spark ignition engine fuel system components. LPG and gasoline fuel systems, as well as air induction and exhaust systems, and the relationship of valve timing, ignition and injection timing to normal combustion. Physical and chemical properties of distillate fuels used in Diesel, LPG and gasoline powered engines. Normal and abnormal combustion theory related to fuel production, testing, storage, handling and engine design methods.

DESL1228	Valve Trains-Farm	M	22	33	3
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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	M	34	42	4
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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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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DESL1235	Diesel & LPG Fuel Systems I-Farm	M	45	36	5.5
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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 turbochargers.

DESL1331	Basic Cab Air Conditioning-Farm	M	26	14	2.5
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Prerequisites: DESL1120 through DESL1235.

Study of the theory of operation and repair of air conditioning, heating, and ventilation systems used on today's farm equipment.

DESL1349	Diesel Fuel Injection Systems II-Farm	M	54	-	5
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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	M	60	88	8.5
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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	M	-	70	2
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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	M	20	-	2
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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	M	-	400	10
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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	M	11	35	2
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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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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DESL2564	Farm Equipment Electricity-Farm	M	56	93	8.5
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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	M	23	54	3.5
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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.

DESL2567	Advanced Air Conditioning-Farm	M	6	22	1
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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	M	50	77	7.5
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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	M	50	70	7
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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 & Spraying Equipment-Farm	M	21	32	3
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Prerequisites: DESL1120 through DESL1362.

Theory, design, principles of operation, set up, and adjustment, troubleshooting, and repair of tillage equipment. Spraying equipment theory, design, principles of operation, adjustment, troubleshooting and repair is included.

DESL • Diesel Technology TRUCK

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

DESL1211	Batteries & Cranking Motors-Truck	M	24	29	2.5
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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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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DESL1221	Electronic Ignition & Charging Systems-Truck	M	22	34	3
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Prerequisite: DESL1201.

Theory, operation, and testing of electronic ignition systems. Theory of AC type charging systems and their application to modern vehicles. Lab work in charging system diagnosis, proper disassembly procedures, alternator component testing, reassembly, and complete system testing with results compared to specifications.

DESL1231	Power Trains I-Truck	M	30	26	3.5
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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	M	10	18	1.5
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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	M	20	46	3.5
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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	M	25	15	3
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Prerequisites: DESL1201, DESL1211, DESL1221, and DESL1261.

Basic physical operation and construction of two and four stroke cycle, single, and multiple cylinder engines. Ignition timing of four stroke cycle engines to factory specifications balance, compression, and cylinder leakage tests; type of internal combustion engine cooling systems, components and coolants.

DESL2271	Theory of Fuel System Operation-Truck	M	30	10	3
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Prerequisites: DESL1201, DESL1211, DESL1221, and DESL1261.

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	M	21	34	3
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Prerequisites: DESL1201, DESL1211, DESL1221, 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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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DESL2301	Engine Overhaul & Inspection-Truck	M	30	25	3.5
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Prerequisites: DESL1201, DESL1211, DESL1221, DESL1261 and DESL2251.

Design, construction, operation, and servicing of the following engine components; crankshaft, pistons, piston rings, connecting rods, and bearings. It also covers lubricants, lubrication systems, and filtration systems. Activities include disassembly, inspection, measurements, reassembly, and adjustments. Performance exhibited by assembly and adjustments of engine.

DESL2321	Diesel & Gas Fuel Injection-Truck	M	35	20	4
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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	M	35	18	4
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Prerequisites: DESL1201, DESL1211, DESL1221, DESL1261, and DESL2321.

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	M	40	85	6.5
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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	M	30	40	4
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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	M	30	75	5.5
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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	M	30	45	4.5
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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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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DESL4351	Steering and Suspension- Truck	M	30	60	5
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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	M	20	30	3
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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	M	20	15	2.5
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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	M	30	20	3.5
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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	M	20	-	2
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Prerequisites: DESL1201 through DESL4541 and DESL6302, DESL6432, DESL6452, and DESL6482 + DESL5582.

Evaluation of the on-the-job training to share experiences, ideas, and preparation for full-time employment upon graduation.

DESL5582	Cooperative Education-Truck	M	-	400	10
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Prerequisites: DESL1201 through DESL4541 and DESL6302, DESL6432, DESL6452, & DESL6482.

On-the-job experience in a diesel repair shop. Practice of skills and knowledge acquired in previous quarters.

DESL6302	Heating & Air Conditioning II-Truck	M	15	35	2.5
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Prerequisites: DESL1201 through DESL4541.

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.

DESL6432	Automatic Truck Transmissions-Truck	M	25	35	3.5
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Prerequisites: DESL1201 through DESL4541.

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	M	40	60	6.0
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Prerequisites: DESL1201 through DESL4541.

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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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DESL6482	Electronic Diesel Engine Diagnostics & Tune-Up-Truck	M	40	50	5.5
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Prerequisites: DESL1201 through DESL4541.

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 Design Drafting

DRAF1110	Design Drafting Concepts	L	30	-	3
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A study of the application of communication and documentation of basic design skills using industry accepted standards and practices.

DRAF1120	Basic Computer Aided Drafting	L	45	15	5
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Prerequisite: Students must take an entry evaluation test and pass with a B+ or better; or apply Tech Prep credit from their high school; or take the Basic Computer Aided Design Drafting course (DRAF1120) before taking 3-D Solid Modeling (DRAF1220).

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.

DRAF1220	3-D Solid Modeling	L	45	15	5
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Prerequisite: DRAF1110 and DRAF1120.

Use of solid primitives, surfaces, objects. Application of attributes and data base information within drawings. 3-D design as used in Architectural, Electrical/Electronic Mechanical Structural, Product Design.

DRAF1310	3-D Visualization	L	15	45	3
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Prerequisite: DRAF1330 and DRAF1220.

Using computer aided design for the creation of illustrations for display and/or print incorporating color, texture, and spatial organization of ideas.

DRAF1330	Solid Works	L	45	15	5
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Prerequisite: DRAF1110 and DRAF1220.

Using Solid Works software students create designs to produce parts, assemblies and drawings of 3D and 2D products. Design of products follows typical designs from local companies.

DRAF1340	Strength of Materials	L	44	-	4
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Prerequisite: DRAF1110 and MATH1080 or higher.

Theories of forces acting on bodies. Moments of forces, formulas for stresses in materials and structural members.

DRAF1400	Architectural Design with Revit	L	45	15	5
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Prerequisites: DRAF1220, DRAF2100.

Using Revit Building software to create Building Information Models and using tools for parametric building design and documentation.

DRAF2100	Principles & Materials of Construction	L	45	-	4.5
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Prerequisite: DRAF1110 and ENGL1000 or 1010.

Commonly used materials and accepted methods of small commercial construction.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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DRAF2110	Architectural Planning	L	15	45	3
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Prerequisite: DRAF1400 and DRAF2120.

Interior/exterior planning. Design concepts for styles, shapes, materials, zoning, traffic patterns, site conditions, preparation of electronic files for floor plans, foundation plans, site plans, elevations, and wall sections.

DRAF2120	Building Structures	L	30	-	3
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Prerequisite: DRAF2100, and MATH1080 or higher.

Materials, methods & concepts used in design and detailing of foundations and basements & structural drawings.

DRAF2130	Industrial Plastics	L	30	-	3
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Prerequisite: DRAF1110.

Identification of thermoplastics and thermosetting plastics, their properties, uses and applications. Study of the manufacturing processes associated with the use of plastics products.

DRAF2140	Building Systems	L	15	45	3
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Prerequisite: DRAF2110.

Electrical, plumbing, mechanical systems, code requirements, calculation methods, related design techniques, preparation of working drawings to include: plans, legends, symbolization & equipment schedules.

DRAF2150	Structural Steel Design with SDS/2	L	45	15	5
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Prerequisites: DRAF1220, DRAF2100.

Use of SDS/2 software to teach design and detailing of structural steel in a 3-D environment.

DRAF2160	Commercial Construction	L	15	45	3
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Prerequisite: DRAF2140.

Planning, design, and layout for a commercial building with attention to structural components, commercial building materials, and building code requirements.

DRAF2180	Professional Practice- Architectural	L	15	45	4
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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	L	15	45	3
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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	L	30	-	3
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Prerequisite: DRAF1110 and DRAF1220.

Study of the language of geometric dimensioning and tolerancing using ASME Y14.5M-1994. Application of the rules and symbols for G.D.T. (Required course for DRAF2210.)

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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DRAF2210	Engineering Processes	L	15	45	3
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Prerequisite: DRAF1220 and DRAF2200 and DRAF2130.

Application of engineering responsibility to the manufacturing, quality assurance, and marketing of consumer products. Building 3-D functional piece parts using a 3-D rapid prototyping plotter.

DRAF2215	Plastics Part Design	L	15	45	3
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Prerequisite: DRAF1330, DRAF2200, DRAF2130.

Application of concurrent engineering to solve plastics part design problems from the "Need Recognition" stage through product implementation.

DRAF2220	Flat Pattern Layout	L	15	45	3
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Prerequisites: DRAF1330 and DRAF2200.

Study of flat pattern developments used for consumer products, product packaging, and sheet metal design applications.

DRAF2230	Design Concepts	L	30	-	3
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Prerequisite: DRAF2210.

A study of the Design process requires resolution of constraints arising from technical, aesthetic, human and business concerns where the designer uses creativity, imagination and technical knowledge to satisfy these requirements and create products to satisfy human needs

DRAF2240	Consumer Products-Design	L	15	45	3
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Prerequisite: DRAF2210.

Application of the steps used in the design process. Developing designs to solve typical consumer product design problems. Research current product history and cost related to the manufacture of products.

DRAF2260	Jig & Fixture-Design	L	15	45	3
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Prerequisite: DRAF2210.

Study of the design and economics of work holding devices. Design layout for product relationship to fixture use.

DRAF2440	Topographic/Civil Drafting	L	15	45	3
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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	L	15	45	3
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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 and panel layouts.

DRAF2600	Special Projects	L	15	45	3
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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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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DRAF2620	Co-op Education I-Drafting	L	-	200	3
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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	L	-	200	3
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Prerequisite: Permission of Program Chair and DRAF2620.

A continuation of the DRAF2620 course giving students an extended opportunity to experience a work situation.

ECED - Early Childhood Education

ECED1050	Expressive Arts	L	45	-	4.5
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This course focuses on the selection, construction and use of materials, activities and experiences that encourage the young child's creativity and aesthetic appreciation through the visual arts, music, body movement, and dramatic play. Curriculum designed for 3-8 year olds. Grade of "C" or better required for ECED1565.

ECED1060	Observation, Assessment and Guidance	L	45	-	4.5
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This course introduces a variety of observation, assessment and guidance techniques used in an early childhood education setting birth through age 8. Grade of "C" or better required for ECED1565 and ECED1240.

ECED1110	Infant and Toddler Development	L	45	-	4.5
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This course focuses on typical/atypical development of children in the prenatal period of development through age two. Planning curriculum in the domains of physical growth and motor skills, cognition and language, and social/emotional development are examined. Grade of "C" or better required for ECED1565.

ECED1112	Advanced Infant and Toddler Concepts	L	30	-	3
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Pre-requisite: ECED1110.

A continued and in-depth study and application of typical growth and development of the child from birth through age two. Infusion of exceptionalities into course work to prepare the student to work with children with disabilities. Developmentally appropriate practices and curriculum are examined. Emphasis on supporting partnership with the family as a crucial factor in the child's development and learning. Required class for Coop students working in an Infant/Toddler setting.

ECED1120	Preschool Child Development	L	30	-	3
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This course focuses on typical/atypical development of the child ages 3 through 5 years, in the domains of physical growth and motor skills, cognition and language, and social/emotional development. Grade of "C" or better required for ECED1565.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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ECED1150	Introduction to Early Childhood Education	L	45	-	4.5
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An overview of early childhood education, history, trends and the philosophies of various programs, diversity, inclusion, licensing standards, current legislation, professionalism and advocacy are examined.

ECED1160	Early Language and Literacy	L	45	-	4.5
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This course focuses on the development of literacy and language skills for children from birth through age 8. Students will plan and prepare developmentally appropriate literacy and language activities. Grade of "C" or better required for ECED1565.

ECED1220	Pre-Practicum	L	15	-	1.5
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This class is a pre or co-requisite for first ECED practicum.

This course is designed to provide an orientation to practicum experiences in the early childhood education program. Students will understand practicum expectations and responsibilities, methods of evaluation, and the importance of professionalism in the work place. Students will review the process for setting up a practicum, forms used during the practicum, understand child care licensing requirements for their state, obtain a current health report and will be assessed a \$45 fee for a required criminal background check. A grade of "C" or better is required to pass.

ECED1221	Infant / Toddler Practicum	L	-	90	3
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Pre/Co-requisite: ECED1110. Co-enrolled in ECED1220 if this is the first practicum.

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

ECED1224	Preschool Math, Science and Social Studies Curriculum	L	30	-	3
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Planning and implementing developmentally appropriate activities for children. Grade of "C" or better required for ECED1565.

ECED1230	School Age Child Development	L	30	-	3
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This course focuses on typical/atypical development of the child ages 5-12 years in the domains of physical growth and motor skills, cognition and language, and social/emotional development. Grade of "C" or better required for ECED1565.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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ECED1240	Preschool/School Age Practicum	L	-	90	3
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Pre/Co-requisites: ECED1120, 1230, 1060.

Co-enrolled in ECED1220 if this is the first practicum.

This course is designed to provide an understanding of the developmental stages of children from three to eight years of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for children 3-8 years of age are also presented. Students are required to complete a minimum of 90 clock hours of practical work experience. Attendance at discussion / orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student. Grade of "C" or better required for all ECED majors.

ECED1260	Early Childhood Health, Safety and Nutrition	L	45	-	4.5
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Defines interrelationship of safety, nutritional planning & health and how environmental factors affect young lives. Grade of "C" or better required for ECED1565.

ECED1270	Integrated Curriculum; Ages 3-8 years	L	30	90	6
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Prerequisite: ECED1110, ECED1120, ECED1230, ECED1060, ECED1260.

This course will combine the learning domains of language and literacy, math/science/social studies and expressive arts along with the fundamental elements of curriculum design to provide an application based learning experience of children's learning experiences and instructor curriculum design. Grade of "C" or better required for ECED majors.

ECED1340	How Children Learn	L	30	-	3
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Theory, methods, and planning techniques for teaching the young child in relation to thinking patterns and learning styles.

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

ECED1402	Effective Technology in the Early Childhood Classroom	L	5	-	.5
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Introducing students to skills and techniques of incorporating computers and other forms of technology into the classroom.

ECED1403	Developing a Professional Portfolio for the Early Childhood Educator	L	5	-	.5
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Focuses on assisting the early childhood educator begin the process of developing and assembling a personal / professional portfolio to be used throughout their professional career.

ECED1404	Understanding Diversity in the Early Childhood Classroom	L	5	-	.5
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Focuses on developing a culture and ethnic awareness for early childhood educators as they respond sensitively to diversity in the classroom.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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ECED1405	Portfolio Assessment in the Early Childhood Classroom	L	5	-	.5
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Focuses on helping the early childhood educator understand the importance of this alternative method of assessment and ways to incorporate it into the classroom curriculum and environment.

ECED1406	Effective Transitions in the Early Childhood Classroom	L	5	-	.5
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Fun and effective ways to make transitions work in an early childhood setting.

ECED1407	Creative Group Times in the Early Childhood Classroom	L	5	-	.5
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This course focuses on the awareness of using creative techniques during group times in early childhood settings infant through age eight.

ECED1408	Effective Home Visits for the Early Childhood Educator	L	5	-	.5
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Focuses on how to establish a stronger relationship with parents by planning and conducting positive, successful home visits.

ECED1409	PPST Preparation	L	10	-	1
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This course is designed to help you prepare for the Pre-Professional Skills Test. It will include an overview of the Praxis format, various test taking strategies, test myths and facts, and a pre/post test analysis.

ECED1475	Professional In-home Care	L	45	-	4.5
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Skills and requirements specifically for the person working in a home setting as a professional nanny or a family child care provider. Discussion of business plans, development of a parent handbook, selection of employment agencies, contract negotiations and interviewing of prospective clients and employers. Activity planning and scheduling for children of diverse ages and abilities. A grade of "B" or better is required for the In-home Child Care Professional Focus.

ECED1520	Preschool Practicum	L	-	45	1.5
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Pre/Co-requisites: ECED 1120, 1060. Co-enrolled in ECED 1220 if this is the first practicum.

This course is designed to provide an understanding of the developmental stages of children from three to five years of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for children 3-5 years of age are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student. Grade of "C" or better required for all ECED majors.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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ECED1521	Infant Practicum	L	-	45	1.5
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Pre/Co-requisites: ECED 1110. Co-enrolled in ECED 1220 if this is the first practicum.

This course is designed to provide an understanding of the developmental stages of children from six weeks through eighteen months of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for infants are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student. Grade of "C" or better required for all ECED majors.

ECED1522	Toddler Practicum	L	-	45	1.5
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Pre/Co-requisites: ECED 1110. Co-enrolled in ECED 1220 if this is the first practicum.

This course is designed to provide an understanding of the developmental stages of children from eighteen months through thirty-six months of age by participating in hands-on learning experiences in selected child care settings. Students will develop an awareness of appropriate adult/child interactions while developing positive employee skills. Basic skills in planning and implementing a daily routine and curriculum activities for toddlers are also presented. Students are required to complete a minimum of 45 clock hours of practical work experience in a two day per week format. Attendance at orientation sessions is required. A nominal fee will be assessed for liability insurance coverage on each student. Grade of "C" or better required for all ECED majors.

ECED1545	School Age Practicum	L	-	45	1.5
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Pre/Co-requisites: ECED 1230, 1060. Co-enrolled in ECED 1220 if this is the first practicum.

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

ECED1560	Comprehensive Family Child Care Practicum	L	-	45	1.5
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Open only to declared ECED students.

Prerequisites: Program permission required and an overall GPA of 2.5 or above. Current First Aid/CPR certification. ECED1110, 1120, 1230, 1060, 1260, 1270. Pre- OR Co-requisite: ECED1475.

Supervised experience as an in-home provider using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences. Grade of "B" or better to meet graduation requirements.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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ECED1570	Comprehensive Professional Nanny Practicum	L	-	45	1.5
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Open only to declared ECED students.

Prerequisites: Program permission required and an overall GPA of 2.5 or above. Current First Aid/CPR certification. ECED1110, 1120, 1230, 1060, 1260, 1270. Pre- OR Co- requisite: ECED1475.

Supervised experience as a professional nanny using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences. Grade of "B" or better to meet graduation requirements.

ECED1565	Child Care Head Teacher Practicum	L	30	150	8
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Open only to declared ECED students.

Prerequisites: Program Permission. Overall GPA of 2.5 or above. Current first aid/CPR certification. ECED1050, 1060, 1110, 1120, 1160, 1220, 1221, 1224, 1230, 1240, 1260, 2060 with a grade of "C" or above. Student must pass a comprehensive competency exam with a 75% or better before enrolling. A grade of "B" or better to meet graduation requirements.

Experience as a teacher in a cooperating childcare facility using advanced skills and techniques. Presentation and discussion of child development topics and practicum experiences. 3 hours per week of seminar/lecture hours will be scheduled.

ECED1575	In-Home Child Care Professional Practicum	L	10	150	6
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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 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	L	30	200	8
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Pre-requisite: Program permission required to register. 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, 1230, 1160, 1224, 1050, 2060, 1221 and 1240 with a grade of C or above. A grade of B or better to meet graduation requirements.

Practical work experience as a teacher in a licensed site. Site must meet certain guidelines set by the program. Presentation and discussion of child development topics and work related experiences. 30 seminar / lecture hours will be arranged with the instructor / supervisor.

ECED1675	In-Home Child Care Professional Coop	L	10	200	6
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Pre-requisite: Program Permission required to register. Must have taken or be taking ECED1475. Open only to declared students graduating with the In-home Child Care Professional diploma. *Pre-requisites:* ECED1221, 1240, 1050, 1160, 1224, and 1260 with a grade of "B" 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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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ECED1700	Independent Study	L	15	-	.5
Allows students to attend approved workshops and/or seminars and work with a faculty adviser to develop an individualized plan of study.					

ECED1705	Independent Study	L	15	-	.5
1710	L	30	-	1	
1720	L	60	-	2	
1730	L	90	-	3	

Prerequisite: program permission

Selected educational experiences that provide intensive study and research on a topic beyond those included in the regular curriculum. Completed under the direction of a faculty member.

ECED2050	Children with Exceptionalities	L	40	15	4.5
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This course focuses on the awareness of the theory, development and philosophy of early childhood education programs serving children with exceptionalities. Topics include working with families, legislation, role of the interventionist, interdisciplinary teams, and inclusion of children with special needs in natural environments. 9-15 additional clock hours observing children in an inclusive setting are required.

ECED2055	Inclusion in the Early Childhood Classroom	L	45	-	4.5
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This course focuses on the practical application of including children with special needs in natural environments. Topics include: inclusion, high incidence disabilities, appropriate adaptations, communicating with parents, and resources available for children with disabilities.

ECED2060	Early Childhood Education Curriculum Planning	L	45	-	4.5
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This course prepares students to plan a developmentally appropriate curriculum and environments for children ages 3-8 years of age. Topics include environment design, writing goals and objectives, lesson plans, daily schedules, working with parents, and inclusionary practices. Prior knowledge of preschool development and planning and completion of a minimum of three of the following classes (ECED 1050, 1160, 1224, 1260) is recommended. Grade of "C" or better required for ECED 1565.

ECED2070	Family and Community Relationships	L	45	-	4.5
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This course focuses on the development of skills, techniques, and attitudes needed to form successful collaboration with diverse family systems and communities. Ten hours of volunteer service learning required.

ECED2450	Administration of Early Childhood Programs	L	45	-	4.5
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Prerequisites: ECED1221, 1240, 2050, 1260, 2060 and ENGL1010 or ENGL1015. It is strongly recommended that students have completed ECED1565 and their core Behavioral Science and Speech requirements before enrolling in this class. Special program permission to enroll may be given to non-degree seeking administrators with prior administration experience.

Analysis of supervisory and administrative procedures for the application of management theory in early childhood programs. A grade of "C" or better required for graduation.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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ECED2457	Advanced Child Care Administration Concepts	L	30	-	3
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Pre-requisite: ECED2450.

A continuation of more in-depth administrative principles designed for students pursuing a management / supervisory position. This class will focus on the application and practice of the administrative duties and skills presented at an awareness level in ECED2450.

ECED2501	Early Childhood Education Professional Lab	L	20	150	7
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Prerequisite: Program permission required to register. ECED1565 with grade of B or better. Must be taking or have taken ECED2450.

An intensive, inclusive lab experience in a variety of settings. Application of all skills needed for working in a comprehensive child care setting. Discussion and presentation of child development topics and student's lab experiences. A grade of "C" or better is required. 20 seminar / lecture hours scheduled.

ECED2575	Advanced Practicum	L	10	180	7
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Prerequisite: Program Permission required to register. *Prerequisites:* ECED2501 with a "B" or better, ECED2070 and four of the five General Ed. core classes. Overall GPA of 2.5 or above. Current first aid/CPR certification. A grade of B or better required to meet graduation requirements.

Advanced practicum experiences as an intern in a variety of child care settings. Presentation and discussion of child development topics and student's practicum experiences. 10 seminar/lecture hours arranged with instructor/supervisor.

ECED2607	Individualized Practicum	L	15	-	.5
2617	L	30	-	1	
2627	L	60	-	2	

Pre-requisite: Program permission

Practicum experiences designed to meet individual and program needs. A grade of B or better is required.

ECED2675	Advanced Coop	L	10	240	7
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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	L	30	-	3
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Pre-requisite: Program Permission. Open only to students graduating at the end of the current quarter.

Designed for graduating Early Childhood Education students to complete and present their final project and professional portfolio in preparation for the workplace. Students will develop their personal philosophy of education and research current issues in education. A grade of B or better is required.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ECON • Economics

ECON1200	Personal Finance			
	B/L/M	45	-	4.5

Prerequisite: Math competency recommended.

Survey of principles and methods of managing personal finance resources. Topics include: economic concepts and functions impact personal financial decisions. Topics include: economic concepts, banking, saving and investment, credit, major purchases (home/auto), risk management (home, life, health, auto), tax strategies, retirement and estate planning.

ECON2110	Macroeconomics			
	B/L/M	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			
	B/L/M	45	-	4.5

It is strongly recommended to complete Macroeconomics ECON2110, and have a strong college level math and accounting background before taking this class.

A study of basic economic principles such as elasticity of demand, consumer choice, profit maximization, types of competition and asymmetric markets. A microeconomic focus on the behaviors on individual households and firms.

EDUC • Education

EDUC1080	Professional Practicum Experience I			
	B/L	15	30	2.5

Prerequisite/Concurrent enrollment: EDUC1310.

Guided participation and observation in the schools. Trends in teaching, certification, the professional role of the teacher and other issues in teacher education. Includes on-campus class 1.5 hours each week and 3 hours per week in a school classroom. Graded pass/no pass.

EDUC1310	Introduction to Education			
	B/L	45	-	4.5

Overview of the field of education. Encourages critical thought regarding the role of education in society, the role of the teacher and educational practices in schools.

EDUC2160	Children's Literature			
	B/L	45	-	4.5

(Cross-listed as ENGL2160)

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.

Survey of the various genres of children's literature with an emphasis on methods of critically evaluating, analyzing, and sharing both traditional and recent selections.

EDUC2165	Adolescent Literature			
	B/L	45	-	4.5

(Cross-listed as ENGL2165)

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.

Survey of the various genres of adolescent literature. Emphasis on methods of evaluating both traditional and recent selections and the interdisciplinary uses of young adult literature.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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EDUC2300	Introduction to Special Education			
	B/L	45	-	4.5

Prerequisite: EDUC1310.

Introduction to the history, legislation, litigation, instruction, and evaluation of exceptional learners. Overview of the development and characteristics of exceptional learners, cultural issues, and collaboration found in K-12 classrooms.

EDUC2350	Introduction to English Language Learners			
	B/L	45	-	4.5

Prerequisite: EDUC1310.

Introduction to the history, legislation, methods and procedures of instruction and assessment of English language learners. Overview of language acquisition, development and structure. Exploration of cultural influences, diversity and perspectives in the K-12 classroom.

EDUC2500	Fundamentals of Child Development for Education			
	B/L	45	-	4.5

Fundamental concepts and principles of human development with reference to cognitive and social/emotional development from infancy to early adolescence. Biosocial forces which affect behavior and development in children in relation to educational practice.

EDUC2510	Fundamentals of Adolescent Development for Education			
	B/L	45	-	4.5

Fundamental concepts and principles of human development with reference to cognitive and social/emotional development from late childhood to early adulthood. Biosocial forces which affect behavior and development in adolescents as they relate to educational practice.

EDUC2590	Instructional Technology			
	B/L	45	-	4.5

Prerequisite: EDUC1310

Introduction to the approaches, methods, and procedures for meaningful incorporation of computers, media, and other technologies into teaching and learning in the K-12 classroom.

EDUC2610	Educational Psychology			
	B/L	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 II			
	B/L	15	30	2.5

Prerequisites: EDUC1080 and EDUC1310.

Guided participation and/or observation in schools and/or agencies of fielding programs for children and/or youth. Includes seminar component.

EDUC2971	Professional Practicum Experiences III			
	B/L	15	30	2.5

Prerequisites: EDUC1210, EDUC1310, EDUC2970.

Guided participation and/or observation in schools and/or agencies of fielding programs for children and/or youth. Includes seminar component.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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EIGT • Graphic Design

EIGT1120	Drawing/Illustration I			
	M	40	60	6

Prerequisite: Program Permission.

This course provides a foundation in basic perceptual, expressive and compositional aspects of drawing with an emphasis on perception and realistic rendering (learning to see with accuracy). A wide range of black and white media will be explored.

EIGT1122	Introduction to Graphic Design			
	M	40	10	4.5

Prerequisite: Program Permission.

This course is concerned with the basic principles of graphic design. Emphasis is placed on basic design processes and communication principles. Development of creative ideas, evaluation of diverse methods used to produce simple and functional graphic translations will be explored. An introduction to basic technical procedures will also be studied.

EIGT1126	Typography I			
	M	40	10	4.5

Prerequisite: Program Permission.

This course provides a comprehensive introduction to effective type usage. The course builds upon the extensive language and practice of typography and its application. Typographic principles are combined with a general history, both aesthetic and technical. The impact of legibility and readability will be investigated in relation to a student's choice of selecting and applying type and related design elements.

EIGT1136	Computer Graphics I			
	M	40	60	6

Prerequisite: Program Permission.

Computer Graphics I begins with an introduction to the Macintosh computer and operating system, then moves on to the basics of working with QuarkXPress and Adobe Photoshop. This course teaches page layout, methods of formatting and controlling type, working with images, plus methods for efficient file management and production.

EIGT1230	Typography II			
	M	40	10	4.5

Prerequisite: Program Permission.

This course examines typographic issues which emphasize the basic typographic areas of: historical, technical, and formal. Students study letterform and typographic usage as well as research and writing about typographic design. Project content includes typographic history, letterform development, and changing technology. This course provides students with a fundamental working knowledge of typographic methodology.

EIGT1234	Computer Graphics II			
	M	40	60	6

Prerequisite: Program Permission.

Computer Graphics II focuses on digital illustration and image manipulation. Students work with Adobe Photoshop and Illustrator learning methods for handling raster-based and vector-based images. Projects include photo retouch, photo correction, compositing, illustration, logo creation, informational graphics and charts. Students continue to build skills with QuarkXPress.

EIGT1238	Drawing/Illustration II			
	M	40	60	6

Prerequisite: Program Permission.

This course provides an exploration of drawing the human figure with an emphasis on anatomy, proportion and form. A variety of media will be explored including pencil, ink, gouache, and an introduction to color. Projects will include working with the human form in the context of illustration applications and creating spatial compositions.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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EIGT1240	Publication Design	M	40	15	4.5
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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 communication 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	M	40	60	6
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Prerequisite: Program Permission.

Computer Graphics III introduces Adobe InDesign, along with continuing study into Photoshop and Illustrator. Layering, masking, and collage techniques are explored. Projects progressively build skills and teach how to integrate software for a professional-quality finished product.

EIGT1354	Color Theory	M	40	60	6
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Prerequisite: Program Permission.

This course is a study of color beginning with the color theories of Munsell, Albers, and others. Exercises to develop a sensitivity to color phenomena and color characteristics are studied. Mixing and matching of pigmented color as well as other sources of color are explored. Emphasis is placed on color as a tool for use in RGB and CMYK color applications for the graphic designer.

EIGT1356	Photography & Digital Imaging	M	40	60	6
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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/recording and digital scanning will be emphasized. In addition to learning technical skills, the focus of the course will be devoted to the wide variety of creative image making strategies employed by photographers over the past 180 years using digital methods. A portion of this course will include the use of Photoshop as an image manipulation tool.

EIGT1460	Environmental & Package Design	M	40	60	6
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Prerequisite: Program Permission.

In this course students will use the environmental sign to explore the aesthetics of sign and symbol. Students will explore and create applications in 2D and 3D environmental and exhibition design with an emphasis on effective communication. Package design will begin with an analysis of contemporary packaging and address the functional and aesthetic requirement of 3D package design. Production / technical requirements are also examined. Students will explore the creative potential for application of a diverse range of mediums and materials. An emphasis will be placed on function and craft (execution).

EIGT1465	Corporate Identity Design	M	40	60	6
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Prerequisite: Program Permission.

In this course students will examine and analyze existing identity and explore the history of corporate identity. Branding strategy will be studied as it relates to identity. Students will create identity revision/updates and create new identity systems based on specific branding requirements. Students will examine current identity requirements and will write a graphic standards and application manual for identity designs they create. An emphasis will be placed on use of appropriate typographic qualities, shape/form, color and integration of these elements.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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EIGT1485	Web Design I	M	40	60	6
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Prerequisite: Program Permission.

Beginning web skills include site planning fundamentals, content organization, and visual evaluation of web design. Students will research and explore the unique qualities that make a web site efficient, functional and visually appealing. Students are introduced to basic animation skills with Flash.

EIGT2567	Web Design II	M	40	60	6
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Prerequisite: Program Permission.

Web Design II introduces the development of actual web sites. Fundamental skills include project planning and management, content organization, visual design approach and navigation. Emphasis is placed on using functional methods that meet clear and concise application and technical requirements.

EIGT2575	Graphic Design Portfolio I	M	40	105	7.5
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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	M	40	15	4.5
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Prerequisite: Program Permission.

In this course students learn the fundamental processes and standard technical requirements used in the graphic arts industry. Beginning with 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	M	40	60	6
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Prerequisite: Program Permission.

Students will focus attention on producing a visually compelling and skillfully created portfolio website for presenting themselves, and their work, to prospective employers. 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	M	40	120	8
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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	M	-	-	1-5
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Must have permission of instructor and division dean.

Credit hours vary.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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EIGT2800	Graphic Design Internship	M	-	80	2
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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 & Electromechanical Technology **and Electronic Systems Technology**

ELEC1129	DC Electronics	L/M	60	60	8
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Prerequisite: MATH0950.

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.

ELEC1131	DC Principles	M	100	100	13
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Prerequisite: MATH0950.

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	M	100	100	13
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Prerequisites: ELEC1131 and MATH1050.

AC circuits containing resistors, inductors, and capacitors in series and parallel combinations, including resonant and nonresonant circuits. Single phase transformers, rectification and filtering. Uses of oscilloscope and familiarization with function generator, frequency counter, and DMM.

ELEC1219	AC Electronics	L/M	60	60	8
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Prerequisite(s): ELEC1129 and MATH1050.

AC circuits containing resistors, inductors, and capacitors in series and parallel combinations, including resonant and non-resonant circuits; single phase transformers, rectification and filtering. Uses of oscilloscope and familiarization with function generator, frequency counter, and DMM.

ELEC1227	Digital Circuits	L/M	40	40	5
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Prerequisite: ELEC1129 or 1131.

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	L/M	60	60	8
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Prerequisite: ELEC1219.

Introduction to diodes, transistors, FETs, SCRs and TRIACs which make up complete electronic circuits. Device analysis, basic circuit design, and common troubleshooting practice for these devices.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ELEC1336 CAD & Electrical Estimating
M 20 30 3

Corequisite: ELEC1365.

Introduction to computer based drafting systems for electrical applications followed by the design of electrical distribution system and computerized cost estimating.

ELEC1337 Sketching & CAD
M 20 30 3

Electromechanical students will learn the fundamentals of freehand sketching and computer based drafting for maintenance purposes.

ELEC1344 Motor Controls
M 20 30 3

Prerequisite: ELEC1217.

Practices in the operation, application, wiring, and troubleshooting of AC electrical control systems.

ELEC1356 Fluid Power
M 60 40 7

Prerequisite: MATH1050.

Study of fluid power (hydraulic and pneumatic) systems. Circuitry and various components, their design, operation, application, and maintenance.

ELEC1362 Electronic Drafting
L/M 5 20 1

Prerequisite: ELEC1317.

Introduction to computer based drafting, circuit simulation, and PCB layout software for electronics applications. The software will include Capture, Multisim, and Visio.

ELEC1365 Residential & Commercial Wiring
M 150 100 18

Prerequisite: ELEC1217.

Practical experience in the construction of residential wiring systems. Design, layout and estimating of a residential electrical system based on the National Electrical Code (NEC).

ELEC1376 Welding
M 20 30 3

Fundamentals of oxyacetylene equipment, O.A cutting, brazing, and silver soldering. Arc welding theory and lab practice with emphasis on maintenance welding. Safe operation of equipment and application emphasized.

ELEC1422 Analog Circuits
L/M 60 60 8

Prerequisite: ELEC1317.

Theory and lab experience in design, testing, troubleshooting, and repair of multistage, small signal and power amplifiers using discrete and integrated circuitry for linear amplifier and oscillator applications. Principles of audio, IF and RF amplifiers are addressed.

ELEC1432 Power Supply Systems
L/M 25 25 3

Prerequisite: ELEC1317.

Operational theory of voltage regulating supplies and related system components. Troubleshooting techniques and test specifications will be covered and reinforced through lab applications.

ELEC1436 Power Transmission & Lubricants
M 50 - 5

Prerequisites: MACH1121 and MFGT1456.

Fundamentals of power transmission equipment including belt drives, chain drives, couplings, bearings, lubrication, and open and enclosed gearing.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ELEC1446 Industrial Machines & Mechanical Systems
M 60 40 7

Prerequisites: ELEC1356, ELEC1376, ELEC1337, MACH1121, and MFGT1456.

Troubleshooting and repair of mechanical equipment. Bending, installing conduits, and repair of clutches and brakes.

ELEC1464 Transformers, Three-Phase System
M 60 40 7

Prerequisite: ELEC1217.

Study of transformers including three-phase use with balanced and unbalanced loads. Wiring techniques and performance characteristics of one-phase motors.

ELEC1474 Predictive Maintenance Principles
M 40 10 4

Prerequisite: ELEC1217.

Orientation, planning, and practical application of setting up a predictive maintenance program for inspection, testing, cleaning, fabricating, and adjusting of equipment.

ELEC1482 Advanced Digital Circuits
L/M 40 40 5

Prerequisite: ELEC1227.

Digital registers, counters, multiplexers, demultiplexers, encoders, decoders, arithmetic logic circuits, AD and DA conversion, and memory. Lab work includes circuit construction and measurement.

ELEC1495 Industrial Wiring
M 100 100 13

Prerequisite: ELEC1365.

Study of the construction of electrical systems used in the industrial and commercial areas. Circuitry required in lighting, controller systems, power distribution (overhead), and service entrance for electrical systems of public and commercial buildings. Study of the National Electrical Code for industrial wiring.

ELEC2099 Military Service Electronics Training
- - 30-60

Composite Electronics Technician training and experience received at US Government Armed Forces military training centers and deployment sites. SCC does not offer this course at their facilities. Credit depends on transcript.

ELEC2519 Communications Systems
L/M 50 30 6

Prerequisites: ELEC1422, ELEC1432, ELEC1482.

Introduction to voice communication principles in electronics. Public and private telephone systems are described including local loops, PBX and long distance techniques. Telephone transmission, switching and signaling systems are covered. T1, T3, FDM, TDM, ISDN, DSL explained. Students are introduced to AM modulation techniques. Super heterodyne receiver principles are introduced.

ELEC2530 Microprocessor Applications
L/M 50 30 6

Prerequisite: ELEC1482.

Introductory course covering instruction set, bus structures, memory and I/O techniques for microprocessor and microcontroller based systems. Assembly language programming techniques and concepts will be applied using an Integrated Development Environment.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ELEC2534 Programmable Logic Controllers I
M 50 25 5.5

Prerequisite: ELEC1344. Corequisite: ELEC2564.

An introduction to Logic functions and the Programmable Logic Controller (PLC).

ELEC2546 Electrical Machine Controls
M 25 25 3

Prerequisite: ELEC1344.

Continuation of Industrial Machines & Mechanical Systems with more emphasis on design, troubleshooting and repair of electrical circuits.

ELEC2555 Industrial Communications & Alarm Systems
M 25 25 3

Installation and maintenance of data communications systems, security/fire alarm systems, and telephone systems.

ELEC2560 Wi-Fi and RF Transmission Systems
L/M 30 20 3.5

Prerequisite: ELEC1219.

Physical and electrical characteristics of antennas and transmission lines. Antennas of various types including Wi-Fi, directional, non-directional and isotropic are described. Marconi and Hertz antennas described in detail. Electromagnetic wave propagation explained. Transmission lines described include copper, fiber optic and waveguides. Radio frequencies from 30KHz through microwave are discussed.

ELEC2564 Industrial Electronics
M 75 50 9

Prerequisite: ELEC1217. Corequisite: ELEC2534.

Study of solid state components such as transistors, triacs, diacs, and SCR's.

ELEC2570 Systems Troubleshooting
L/M 50 30 6

Prerequisite: ELEC2519.

Introduction to the operational theory of audio systems and components. Test specifications, troubleshooting techniques will be covered and reinforced with lab applications. Systems-approach to troubleshooting plus component-level repairs will be covered in detail. Basic troubleshooting techniques will be developed with lab projects.

ELEC2614 Industrial Control Systems
M 100 50 12

Prerequisites: ELEC2534, 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.

ELEC2624 Programmable Logic Controllers II
M 100 100 13

Prerequisites: ELEC2534 and ELEC2564.

Programming, wiring, and troubleshooting of Programmable Logic Controller (PLC).

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ELEC2640	Advanced Communications Systems			
	L/M	30	50	4.5

Prerequisite: ELEC2519.

Study of SSB, FM, spread-spectrum modulation systems used in broadcast and two-way radios. Cellular telephone systems are explained. Home entertainment as well as broadcast systems used as examples of theory. Microwave communications are introduced. PLL (Phase-Locked Loops) circuits are included. Radio testing and alignment are performed in lab projects.

ELEC2735	Advanced Microprocessor Applications			
	L/M	30	50	4.5

Prerequisite: ELEC2530.

Advanced design, circuit construction, and troubleshooting of digital systems such as those encountered in computers, digital communications circuits, and other industrial control applications. Assembly language programming and hardware interfacing techniques will be covered for both microprocessor and microcontroller based systems.

ELEC2750	Advanced Systems Troubleshooting			
	L/M	30	50	4.5

Prerequisite: ELEC2570.

Security systems covered include video surveillance, access control and alarm systems. The analog and digital television broadcast systems will be explained and compared. NTSC, ATSC, DTV, DVD, Blu-ray, HD-DVD topics are included. Home entertainment equipment covered includes stereos, televisions and video recording equipment (analog, digital, DVR). Advanced troubleshooting techniques will be explored and practiced with lab projects.

ELEC2753	PC Operating Systems & Hardware			
	M	60	40	7

Prerequisite: ELEC2530.

Current operating systems will be discussed and compared. An emphasis will be placed on their application and their interaction with hardware.

ELEC2760	Networking Infrastructure			
	L/M	35	35	4.5

Introductory course on networking infrastructure which includes switches, hubs, and routers. CCNA Exploration—Network Fundamentals course materials are utilized.

ELEC2761	Router Implementation			
	L/M	30	40	4

Prerequisite: ELEC2760.

Introductory course on networking infrastructure which includes switches, hubs, and routers. CCNA Exploration—Routing Protocols and Concepts course materials are utilized.

ELEC2823	Network Operating Systems & Administration			
	M	70	60	9

Prerequisites: ELEC2753, ELEC2760.

Study of current network operating systems and applications installation, configuration and management, including Linux, Windows platforms and Novell Netware. Windows 2000 Server architecture will be studied in detail.

ELEC2853	Hydraulics & Pneumatics			
	M	25	-	2.5

Prerequisite: ELEC1219.

Study of fluid power (hydraulic and pneumatic) systems and devices. Circuitry and various components, their design, operation, and application.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ELEC2860	LAN Switching and Wireless			
	L/M	30	40	4

Prerequisite: ELEC2760.

This course focuses on the application and configuration of switches, VLANs, STP, VTP and Wireless networking access points and NIC. CCNA Exploration – LAN Switching and Wireless course materials are utilized.

ELEC2861	Wide Area Networking			
	L/M	30	40	4

Prerequisites: ELEC2761 and ELEC2860.

This course focuses on the application and configuration of advanced network address management, Wide Area Network technologies and terminologies, and network management. CCNA Exploration—Accessing the WAN course materials are utilized.

ELEC2863	PLCs in Automation Systems			
	M	40	85	6.5

Prerequisite: ELEC2672 or ELEC2735.

Lecture and lab projects featuring an in-depth study of industrial process control technologies, practices, and procedures.

ELEC2883	Robotics and Automation Systems			
	M	20	30	3

Prerequisites: ELEC2672 or ELEC2735, and INFO2564.

Lecture and lab projects featuring an in-depth study of industrial robotic systems and Smart Image Sensor technology. 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. *Co-requisite:* ELET1715.

A first course in electricity and electronics. Covers physical and electrical safety principles, DC electrical circuits, magnetism and blueprint reading. Includes the interpretation and application selected articles of the National Electrical Code (NEC).

ELET1715	Electrical Wiring Applications I			
		-	200	5

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. *Co-requisite:* 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			
		-	200	5

Co-requisite ELET1719.

On the Job Training (OJT) to apply construction electrician principles covered in ELET1719.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ELET1724	Electronic Devices and Electrical Grounding			
		120	60	14

Prerequisite: ELET1719. *Co-requisite* 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			
		-	200	5

Co-requisite 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. *Co-requisite* 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			
		-	200	5

Co-requisite: 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. *Co-requisite* ELET1735.

Logic circuit input, output, timing and sequencing are studied. Programmable logic controllers (PLCs) 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			
		-	200	5

Co-requisite ELET1734.

On the Job Training (OJT) to apply construction electrician principles covered in ELET1734.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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EMTL • Emergency Medical Services

EMTL1242	First Responder Transition to EMT Basic	L	64	48	8
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Prerequisite: First Responder Certification, current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card.

This curriculum covers the material that is necessary for a student to progress from the level of Nebraska First Responder to Emergency Medical Technician Basic. This course is unique to Nebraska. It is adapted from the Department of Transportation EMT-B course and therefore uses Department of Transportation objectives.

EMTL1265	First Responder	L	38	19	4
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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 first personnel and persons needing advance fire aid skills.

EMTL1301	EMT-Basic Part I	L	40	35	5
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Prerequisites: 18 years of age or older, or require special permission; have a current AHA Healthcare Provider CPR or ARC Professional Rescuer CPR card; Proof of current immunizations; and appropriate placement score or minimum passing grade of "P" in ENGL0850

This course is part one of the required course for any person seeking to become a Nebraska state-certified Emergency Medical Technician-Basic (EMT-B). The course is based on the Department of Transportation's (DOT) 1994 EMT-Basic curriculum. This course has been developed for individuals who desire to perform emergency medical care. The DOT EMT-Basic Curriculum is divided into seven modules. The material covered in this course includes the first 4 modules of the EMT-Basic Curriculum and also two of the State of Nebraska Optional Modules.

- Module 1 – Preparatory
- Module 2 – Airway Management
- Module 3 – Patient Assessment
- Module 4 – Medical Emergencies
- Pulse Oximetry
- Glucometer

EMTL1302	EMT-Basic Part II	L	35	50	5
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Prerequisite: EMT-Basic I, EMTL1301

This course is part two of the required course for any person seeking to become a Nebraska state-certified Emergency Medical Technician-Basic (EMT-B). The course is based on the Department of Transportation's (DOT) 1994 EMT-Basic curriculum. This course has been developed for individuals who desire to perform emergency medical care. The DOT EMT-Basic Curriculum is divided into seven modules. The material covered in this course includes the last 3 modules of the EMT-Basic Curriculum.

- Module 5 – Trauma Emergencies
- Module 6 – Infants and Children
- Module 7 – Operations

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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EMTL1321	Introduction to Paramedicine	L	70	30	8
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Prerequisites: EMTL1301 (EMT-Basic I) & EMTL1302 (EMT-Basic II), BIOS1140 & BIOS1140L (Human Anatomy & Lab), BIOS2130 & BIOS 2130L (Human Physiology and Lab), and MEDA1101 (Medical Terminology I) or Equivalent courses: Appropriate placement score or minimum passing grade of "P" in ENGL0850, ENGL0950, and MATH0950

This course will present the foundations of paramedic practice as well as an introduction to pathophysiology, pharmacology, medication administration, and airway management and ventilation.

EMTL1322	Advanced Pharmacology for the Paramedic	L	38	24	4.5
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Prerequisites: EMTL1321

This course will provide the student with a review of basic pharmacology and medication administration and a complete guide to the most common medications, their uses and dosages, used in prehospital emergency care.

EMTL1323	Patient Assessment and Emergency Cardiac Care for the Paramedic	L	86	58	10.5
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Prerequisites: EMTL1322

This course will provide students with the cognitive and psychomotor skills of patient assessment, communications, documentation, and emergency cardiac care. Students will learn the appropriate assessment and management of patients suffering from cardiovascular emergencies.

EMTL1324	Paramedic Practicum I	L	-	126	4
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Prerequisites: EMTL1322

This course includes 60 hours in the Emergency Department, 16 hours in the Operating Room and 50 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field preceptor. This course is Part 1 of a 5 part series of clinical experiences that support the didactic elements of the paramedic courses.

EMTL1325	Medical Emergencies for the Paramedic	L	83	53	10
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Prerequisites: EMTL1323

This course will introduce the students to the appropriate assessment and management of medical emergencies involving the following: pulmonology, neurology, endocrinology, allergies and anaphylaxis, gastroenterology, urology and nephrology, and toxicology and substance abuse, hematology, environmental emergencies, infectious diseases, psychiatric and behavioral disorders, gynecology, and obstetrics. The students will also learn how to manage neonatal and pediatric emergencies.

EMTL1326	Paramedic Practicum II	L	-	126	4
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Prerequisites: EMTL1324

This course includes 60 hours in the Emergency Department, 16 hours in the Critical Care Unit (CCU), and 50 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field preceptor. This course is Part 2 of a 5 part series of clinical experiences that support the didactic elements of the paramedic courses.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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EMTL1327	Traumatic Emergencies for the Paramedic	L	57	31	6.5
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Prerequisites: EMTL1325

This course will discuss trauma and trauma systems and introduce the students to the appropriate assessment and management of patients suffering from various traumatic emergencies.

EMTL1328	Paramedic Practicum III	L	-	124	4
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Prerequisites: EMTL1326

This course includes 16 hours in Labor & Delivery, 4 hours in the Pediatric Intensive Care Unit (PICU), 16 hours in the Children's Emergency Department/Urgent Care, 8 hours in a psychiatric/behavioral unit, and 80 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field preceptor. This course is Part 3 of a 5 part series of clinical experiences that support the didactic elements of the paramedic courses.

EMTL1329	Special Considerations and Operations	L	38	26	4.5
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Prerequisites: EMTL1327

The students will also learn how to manage the following special situations: geriatric patients, abuse and assault, and the challenged patient. It will also discuss acute interventions for the chronic care patient. It will discuss special situations including hazardous materials incidents, medical incident command, and crime scene awareness. The course will also address how to recognize and respond to terrorist acts.

EMTL1330	Paramedic Practicum IV	L	-	214	7
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Prerequisites: EMTL1328

This course includes 60 hours in the Emergency Department, 4 hours in the Burn Unit, and 150 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field preceptor. This course is Part 4 of a 5 part series of clinical experiences that support the didactic elements of the paramedic courses.

EMTL1331	Paramedic Special Certification Courses	L	32	32	4
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Prerequisites: EMTL1329

This course will include Advanced Cardiac Life Support (ACLS), Pediatric Advanced Life Support (PALS) or Pediatric Education for Prehospital Professionals (PEPP), Prehospital Trauma Life Support (PHTLS), and Advanced Medical Life Support (AMLS) as a review and in preparation for the National Registry examination.

EMTL1332	Paramedic Field Practicum	L	-	300	10
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Prerequisites: EMTL1330

This course includes 300 hours in the field setting with various fire departments and ambulance services under the direct supervision of an approved field preceptor. It will require the student to act as a Team Leader for each emergency call. This course is Part 5 of a 5 part series of clinical experiences that support the didactic elements of the paramedic courses and is an integral part in the final evaluation process in the completion of the Paramedic Program.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ENGL - English

Placement in English courses will be determined by a placement examination. Your adviser will register you for the appropriate English course.

ENGL0250 Spelling Improvement

B/L 15 - 1.5

Self-paced and individually programmed approach to improving the ability to spell. Students learn to analyze their particular difficulties with spelling and practice various methods to improve spelling and writing vocabulary. Graded pass/no pass.

(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0350 Vocabulary Foundations

L 30 - 3

This class is designed to help students build the essential vocabulary they will need for college-level classes and/or preparation for ENGL0850 Reading Strategies. This class uses programmed and individualized instruction. Graded pass/no pass.

(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0810 Grammar Review

B/L 15 - 1.5

Condensed course review of English grammar and usage. Parts of speech, management of the sentence in its various patterns, current usage, punctuation, capitalization, spelling, numbers, etc. ENGL0810 does not fulfill the composition requirement in any program. Graded pass/no pass.

(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0830 Reading Skills Tune-up

B 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.

(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0840 Language Skills Tune-up

B/L/M 5 30 1.5

A developmental course to upgrade students' language and writing skills to be successful in college courses. Includes computer aided instruction and personal tutoring. Instructional time is arranged to accommodate students' class and work schedules. Graded pass/no pass.

(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0850 Reading Strategies I

B/L/M 45 15 4.5

All students required to take reading classes, based on placement scores, will register for Reading Strategies I.

This class will develop the basic reading and study skills necessary for success in academic and vocational classes through traditional classroom activities as well as individualized, self-paced, computer-based instruction. Students will work toward the benchmark level of reading skill established by the College. Students who do not reach this benchmark by the end of the term, or students who wish to continue improving their reading skills beyond the benchmark, will register for Reading Strategies II the following term. Graded pass/no pass.

(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ENGL0880 Reading Strategies II

B/L/M 45 15 4.5

Prerequisite: Grade of "P" in ENGL0850.

This class is designed for students previously enrolled in Reading Strategies I who need to continue to work toward the reading benchmark established by the College, or who wish to continue to improve their reading skills beyond the benchmark. This class will further develop college-level reading and study skills necessary for success in academic and vocational classes through traditional classroom activities as well as individualized, self-paced, computer-based instruction. Graded pass/no pass.

(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0885 Advanced Reading Strategies

B/L/M 45 15 4.5

Prerequisite: Grade of "P" in ENGL0880 or instructor permission.

This class is designed for students previously enrolled in Reading Strategies II who need to continue to work toward the reading benchmark established by the College, OR any students who wish to improve their reading skills. This class will further develop the reading skills necessary for success in academic and vocational classes through traditional classroom activities as well as individualized, self-paced, computer-based instruction. Graded pass/no pass.

(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0890 Speed Reading

B/L 15 - 1.5

Individualized approach to learning speed reading strategies needed to succeed in college. Designed for students who need help improving reading speed and comprehension. Graded pass/no pass.

(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0950 Writing Skills

B/L/M 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. Graded pass/no pass.

(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0980 Basic Writing

B/L 45 - 4.5

Prerequisite: ENGL0950 or appropriate placement score.

A developmental English course which prepares students to succeed in college composition. ENGL0980 does not fulfill the composition requirement in any program. Graded pass / no pass.

(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

ENGL0990 Writing Supplement

L 15 - 1.5

Prerequisite: ENGL0980 or appropriate placement score.

Offers students structured, individualized assistance with their writing. Instructional time is arranged to accommodate students' class and work schedules. Those who have completed developmental coursework or anyone who is currently enrolled in ENGL1010 Composition I and would like extra assistance may opt to take this course. Graded pass/no pass. This course does not fulfill any degree or transfer requirements.

(NOTE: Credit is institutional credit and does not apply toward graduation or for transfer.)

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ENGL1000 Written Communications

B/L/M 45 - 4.5

Prerequisite: ENGL0980 or appropriate placement score.

Study and practice of college composition with special emphasis on the professional world as a source of shared experience, of topics, and of models for expository writing.

ENGL1010 Composition I

B/L/M 45 - 4.5

Prerequisite: Appropriate placement score OR minimum grade of "P" in ENGL0980.

ENGL1010 is designed to develop writing skills. Students write short papers and essays based upon their personal experience and/or assigned readings. The course emphasizes the clear written expression of ideas and importance of organization, word choice, logic, and sentence construction. The process of planning, writing, revising, and editing essays for a particular audience is also emphasized.

ENGL1015 Composition and Literature

B/L/M 45 - 4.5

Prerequisite: Appropriate placement score OR minimum grade of "P" in ENGL0980.

ENGL1015 focuses on the study and practice of college composition with special emphasis on literature as a source of shared experience, topics, and models for expository writing.

ENGL1020 Composition II

B/L 45 - 4.5

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or equivalent.

Continuation of ENGL1010 with emphasis on the study of argumentation and literary research techniques and their application.

ENGL1510 Introduction to Creative Writing

B/L 45 - 4.5

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.

Study and practice of the techniques of creative writing of both fiction and poetry.

ENGL2050 Modern Fiction

B/L 45 - 4.5

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.

Exploration of short fiction and novels from 1900 to the present. Consideration of major literary critical theories and trends through the study of both American and international authors.

ENGL2100 Introduction to Literature

B/L 45 - 4.5

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.

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

ENGL2140 Introduction to Shakespeare

B/L 45 - 4.5

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.

This course provides an introduction to the times and art of William Shakespeare through the study of a selection of major plays. Focus is placed on context of his time and society, themes that speak to a modern audience, and making Shakespeare's language accessible.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ENGL2150 Introduction to Women's Literature
B/L 45 - 4.5

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.

Introduction to various writing forms in English by women of diverse cultural, political, historical, and economic backgrounds from the 19th century to present.

ENGL2160 Children's Literature
B/L 45 - 4.5

(Cross-listed as EDUC2160)

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.

Survey of the various genres of children's literature with an emphasis on methods of critically evaluating, analyzing, and sharing both traditional and recent selections.

ENGL2165 Adolescent Literature
B/L 45 - 4.5

(Cross-listed as EDUC2165)

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.

Survey of the various genres of adolescent literature. Emphasis on methods of evaluating both traditional and recent selections and the inter/cross-disciplinary uses of young adult literature.

ENGL2440 African American Literature
B/L 45 - 4.5

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.

This course provides an introduction to African American poetry, short fiction, essays and autobiographical writings. With an emphasis on historical and social contexts, the course focuses on literature as a means for reseeing the past and, consequently, understanding the present.

ENGL2450 Native American Literature
B/L 45 - 4.5

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.

Introduction to the study of Native American prose, poetry, literature, oral-tradition, and culture through reading, discussions, journals, writing.

ENGL2460 Latino/a & Latin American Literature
B/L 45 - 4.5

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.

A study of the relationships and parallel aspects 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.

ENGL2470 Asian American Literature
B/L 45 - 4.5

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.

Introduction to literature by major Asian American authors studied in its historical and cultural context.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ENGL2520 Fiction Writing
B/L 45 - 4.5

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.

Designed to teach the fundamentals of writing fiction, both theory and application.

ENGL2530 Poetry Writing
B/L 45 - 4.5

Prerequisite: A grade of "C" or better in ENGL1010 or ENGL1015 or permission of instructor.

Designed to teach the fundamentals of writing poetry, both theory and application.

ENGL2560 Technical Writing
B/L 45 - 4.5

Prerequisite: A grade of "C" or better in ENGL1010, or ENGL1015, equivalent, or permission of instructor.

Methods of scientific and technical writing. Abstracts, manuals, reports, proposals, letters, memos and presentations.

ENGR • Engineering

ENGR1010 Freshman Multidisciplinary Design
B/L 45 - 4.5

This course is a 4.5 quarter hour, (three semester credit hour) multidisciplinary freshman design course that will introduce students to the engineering problems solving process in the context of several disciplines and develop teamwork and communication skills.

ENGR1020 MATLAB Programming and Problem Solving
B/L 45 - 4.5

This course is a 4.5 quarter hour, (three semester credit hour) computer programming course that teaches structured programming and problem solving using computers. The course consists of a sequence of programming assignments requiring students to write MATLAB problems to solve engineering problems.

ENGR2010 Introduction to Circuits and Electronics
B/L 45 - 4.5

This course is a 4.5 quarter hour course, (three semester credit hour) course in the basic analysis of passive and electronic circuits.

ENGR2020 Engineering Statics
B/L 45 - 4.5

This course is a 4.5 quarter hour course, (three semester credit hour) in basic engineering statics and is based on the existing UNL course ENGM 233 Engineering Statics.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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ENTR • Entrepreneurship

ENTR1050 Introduction to Entrepreneurship
B/L/M 45 - 4.5

The student will evaluate the business skills and commitment necessary to successfully operate an entrepreneurial venture and review the challenges and rewards of entrepreneurship. The student will understand the role of entrepreneurial businesses in the United States and the impact on our national and global economy.

ENTR1060 Entrepreneurship Opportunity Analysis
B/L/M 45 - 4.5

The student will assess the current economic, social, and political climate for the small business. The student will explain how demographic, technological and social changes create business opportunities. Students will assess their business ideas based on their strengths and skills, and personal, professional and financial goals. Students will test and analyze their concept through basic market research.

ENTR2050 Marketing for the Entrepreneur
B/L/M 45 - 4.5

The student will gain insights essential for marketing their entrepreneurial venture utilizing innovative and financially responsible marketing strategies. The student will analyze marketing philosophies implemented by key successful entrepreneurs. The student will prepare a marketing plan to launch the entrepreneurial venture and implement the first two years of business operation.

ENTR2060 Entrepreneurship Legal Issues
B/L/M 45 - 4.5

The student will explore state and local legal issues related to business entities including sole proprietorship, general partnerships, limited partnerships and corporations. Students will review real property (including landlord tenant), secured transactions, bankruptcy, articles of incorporation and the filing process, employment law (including FEPA, ADA, FMLA), personnel policies and procedures, the hiring process, job descriptions and disciplinary actions.

ENTR2070 Entrepreneurship Taxes and Financial Topics
B/L/M 45 - 4.5

The student will explore federal and state tax situations for businesses. Course content will include: income tax, sales and use tax, payroll tax, and unemployment tax, Insurance, employee benefits, retirement planning, budgeting, interpretation of financial statements, and learning how to work with an accounting professional.

ENTR2090 Entrepreneurship Business Plan
B/L/M 45 - 4.5

Prerequisites: ENTR1050 & ENTR1060.

The student will evaluate a business concept and write a sound business plan. Students will assess the strengths and weaknesses of a business concept; collect, analyze and organize market research data into a marketing plan; and prepare the financial projections for their business concept. Students will identify and evaluate various resources available for funding small businesses.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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ESLX • English as a Second Language

ESLX0810	Introduction to College Writing	L	60	-	6
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Prerequisite: Successful completion of ESL Level 8, ESLX1443 or ESL Advanced Placement test, MTELP.

A developmental ESL course which helps students build on their foundation of grammar structures, sentence patterns and vocabulary while developing basic writing skills.

ESLX0830	Introduction to College Writing II	L	60	-	6
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Prerequisites: ESLX0810 or ESL Advanced Placement test, MTELP.

A developmental ESL course which helps students develop more complex sentence structures and vocabulary. Further develops basic writing skills.

FIRE • Fire Protection Technology

FIRE1100	Principles of Emergency Services	L	45	-	4.5
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Provides an overview to fire protection; career opportunities in fire protection and related fields; philosophy and history of fire protection/service; fire loss analysis; organization and function of public and private fire protection services; fire departments as part of local government; laws and regulations affecting the fire service; fire service nomenclature; specific fire protection functions; basic fire chemistry and physics; introduction to fire strategy and tactics.

FIRE1111	Fire Administration I	L	4.5	-	4.5
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Prerequisite: FIRE1249 or Firefighter II certificate

Introduces the student to the organization and management of a fire department and the relationship of government agencies to the fire service. Emphasis on fire service leadership from the perspective of the company officer.

FIRE1113	Instructor I	L	45	-	4.5
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Prerequisite: FIRE1249 or Firefighter II certificate

Principles, procedures and techniques for teaching. Formulating objectives, making lesson plans and conducting a class. Students who pass this class will be eligible to take the Nebraska Firefighter Instructor I Certification test. This class prepares the student to meet the requirements of Fire Service Instructor I per NFPA 1041 Standard for Fire Service Instructor Professional Qualifications.

FIRE1116	Fire Officer IA	L	30	-	3
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Prerequisite: FIRE1113 or FIRE1115, and FIRE1249 or permission.

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. Some sections available to members of the Lincoln Fire Department only. This class prepares the student to meet the requirements of Fire Officer I per NFP A 1021 Standard for Fire Officer Professional Qualifications. FIRE1116 and FIRE1118 are required to meet NFPA1021.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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FIRE1117	Fire Officer I	L	60	-	6
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Prerequisite: FIRE1113 or FIRE1115, and FIRE1249 or permission.

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. Some sections available to members of the Lincoln Fire Department only. This class prepares the student to meet the requirements of Fire Officer I per NFP A 1021 Standard for Fire Officer Professional Qualifications.

FIRE1118	Fire Officer IB	L	30	-	3
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Prerequisite: FIRE1116

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. Some sections available to members of the Lincoln Fire Department only. This class prepares the student to meet the requirements of Fire Officer I per NFP A 1021 Standard for Fire Officer Professional Qualifications. FIRE1116 and FIRE1118 are required to meet NFPA1021.

FIRE1119	Fire Officer II	L	40	-	4
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Prerequisite: FIRE1117, FIRE1118, or Fire Officer I Certification.

Administrative and operational aspects associated with the daily routine of a mid-level company officer/supervisor. Addresses many of the highly specialized and complex/technical issues confronted by a first-line to mid-level supervisor during a normal tour of duty. Provides an awareness / exposure to the inner workings and dynamics of a typical fire service organization. Some sections available to members of the Lincoln Fire Department only. This class prepares the student to meet the requirements of Fire Officer II per NFP A 1021 Standard for Fire Officer Professional Qualifications.

FIRE1120	Building Construction	L	45	-	4.5
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Prerequisite: FIRE1247 or Firefighter I

Study of building construction and design, and their relationship to fire protection. Expectations of specific type of building construction is involved in a fire.

FIRE1123	Public Fire and Life Safety Educator	L	45	-	4.5
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Introduction to the coordination and delivery of public fire and life safety education presentations. Prepares students to meet the requirements of Public Fire and Life Safety Educator I per NFPA 1035 Standard for Professional Qualifications for Public Fire and Life Safety Educator.

FIRE1131	Fire Protection Hydraulics	L	72	8	7
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Prerequisite: FIRE1247 or Firefighter I certificate

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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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FIRE1135	Fire Apparatus Driver Operator	L	30	45	4.5
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Prerequisite: FIRE1249 or Firefighter II certificate; and FIRE 1131

Information and skills for the technical, practical apparatus pumping, and driving requirements for fire emergency vehicles. Driving topics include state code requirements for emergency vehicles, fire apparatus specifications and design, construction features, performance factors, basic inspection and maintenance of fire apparatus, and driving and placement exercises of pumpers. Pumping topics include fire apparatus pumping specifications, testing, design and construction features, performance factors, and field hydraulics.

FIRE1171	Independent Study	L	10	60	3
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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	L	40	-	4
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Prerequisite: FIRE1247 or Firefighter I certificate

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	Fire Inspector I	L	45	-	4.5
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Introduction to NFPA 1 Uniform Fire Code and NFPA 101 Life Safety Code. Covers the history of codes, the need for codes and how to use the code book. This class prepares the student to meet the requirements of Inspector I per NFP A 1031 Standard for Professional Qualifications for Fire Inspection.

FIRE1247	Firefighter I	L	60	60	8
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Prerequisites: Completion ENGL0980 or equivalent placement score; Completion of FIRE1100 or equivalent; and completion of MATH0950 or equivalent placement score.

Information and skills to perform basic fire fighting functions on the fire ground. Upon completion, students are eligible to take the Nebraska State Firefighter I Certification Test. This class prepares the student to meet the requirements of Firefighter I per NFP A 1001 Standard for Fire Fighter Professional Qualifications and Hazardous Materials Awareness per NFPA 472 Standard for Responders to Hazardous Materials Incidents.

FIRE1249	Firefighter II	L	40	60	6
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Prerequisite: FIRE1247 or Firefighter I Certification.

Course builds on Firefighter I information including techniques and methods of essential and advanced fire ground tasks. This class prepares the student to meet the requirements of Firefighter II per NFP A 1001 Standard for Fire Fighter Professional Qualifications and Hazardous Materials Operations per NFPA 472 Standard for Responders to Hazardous Materials Incidents.

FIRE2251	Hazardous Materials Technician	L	50	30	6
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Prerequisite: FIRE1249 or Hazardous Materials Operations certification

Prepares students to meet the requirements of Hazardous Materials Technician per NFP A 472, standard for Responders to Hazardous Materials Incidents and the United States Department of Occupational Safety and Health Administration.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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FIRE2252 Fire Detection & Suppression Systems

L 45 - 4.5
Provides information relating to the features of design and operation of building fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection and portable fire extinguishers. Addresses requirements of automatic sprinkler systems, standpipe systems and fire pumps.

FIRE2262 Firefighting Operations

L 25 60 4.5
Prerequisite: FIRE1249 or Firefighter II certificate
Applies Firefighter I and II skills to fireground company operations. Includes flammable gas fire fighting, vehicle fire fighting, interior and exterior structural fire fighting, flat roof ventilation, pitched roof ventilation, hose lays, search and rescue operations, and self-rescue techniques.

FIRE2263 Firefighter Safety and Survival

L 40 - 4
Prerequisite: FIRE1247 or Firefighter I certificate
Course that provides awareness of firefighter survival needs along with the hands-on training to conduct self-rescue and work as a member of a rapid intervention team.

FIRE2265 Firefighting Strategy and Tactics

L 45 - 4.5
Prerequisite: FIRE1249 or Firefighter II certificate
Provides an in-depth analysis of the principles of fire control through utilization of personnel, equipment, and extinguishing agents on the fire ground. Addresses decision making and actions necessary to achieve life safety, incident stabilization and property conservation goals in a safe and effective manner.

FSDT • Food Service/Hospitality

FSDT1100 Introduction to the Food Service/Hospitality Industry

L 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

L 30 45 4.5
Lecture will focus on sanitation as it relates to the food service industry. Covers microbiology of foodborne illnesses, their causes and preventative measure; personal hygiene in food service; establishing a food safety system, such as HACCP; creating a clean and sanitary facility; safety practices; and overall sanitation management. Students will complete projects/assignments relating to foodborne illnesses, HACCP, cleanliness, sanitation of equipment, and developing an inservice of a sanitation topic.

FSDT1104 Quantity Food Preparation I

L 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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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FSDT1105 Quantity Food Preparation I Lab

L - 60 2
Prerequisites: FSDT1102 and FSDT1104 simultaneously or with special permission.
Learning basic cooking skills and techniques, stocks, soups, sauces, meat, poultry and fish cooking, making food for basic food preparation techniques and prepare products in quantity to sell as take-home products to customers.

FSDT1106 Nutrition I

L 30 - 3
The study of nutrients, digestion, absorption, metabolism, fitness, consumer concerns, and nutrition throughout the life-cycle including cultural influences in food selection.

FSDT1108 Food Service Concepts

L 15 - 1.5
Introduction to types of food service operations and employment opportunities. Field trips and guest speakers.

FSDT1110 Quantity Food Preparation II

L 20 - 2
Prerequisite: FSDT1102.
Science of foods: baking techniques, garnishing, starches, quick breads, pastry, cakes, cookies, yeast breads, garnishing, and starches.

FSDT1111 Quantity Food Preparation II Lab

L - 60 2
Prerequisites: FSDT1102, FSDT1104 and FSDT1105 taken simultaneously with FSDT1110 or with special permission.
Quantity production for all bakery items, made in quantity, sold in the cafeteria or as take-home items. Continuation of principles learned in FSDT1105 with increased application of work improvement techniques.

FSDT1114 Meal Service I

L 15 - 1.5
Study of techniques in American, French and Russian style of meal-service, buffet, banquet-service, cafeteria-service and tray-line service.

FSDT1115 Meal Service I Lab

L - 15 .5
Serving dinners/luncheons for Food Production II, catering events, and utilizing public relation skills.

FSDT1118 Food Purchasing

L 40 - 4
Prerequisites: FSDT1104, FSDT1110 or related work experience. Taken simultaneously with FSDT1119.
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

L 15 - 1.5
Prerequisites: FSDT1104, FSDT1110 or related work experience. Taken simultaneously with FSDT1118.
Practices in quantity food purchasing including field trips to various purveyors and speakers.

FSDT1122 Beverage Selection & Management

L 20 - 2
Study of selection of imported and domestic wines, proper wine service, selection and preparation, and service of beer and spirits for commercial food service. Management, cost control, and laws covering alcohol service.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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FSDT1126 Food Production I

L 30 - 3
Prerequisites: FSDT1104, FSDT1105, FSDT1110, FSDT1111, FSDT1118 and FSDT1119.
Course work in menu planning, menu DESCRIPTIONS, recipe writing, waste studies, portion and production controls, forecasting, and pricing. Preparation for Food Production II.

FSDT1127 Food Production I Lab

L - 60 2
Prerequisites: FSDT1102, FSDT1104, FSDT1105, FSDT1110, FSDT1111, FSDT1118 and FSDT1119: Taken simultaneously with FSDT1126.
Applying principles of management function, including menu planning, inventory, purchasing, forecasting, pricing, marketing, cashing, and food sales for the cafeteria production.

FSDT1130 Food Service Strategies

L 30 - 3
Application of management principles to food service operations, regulations governing the operation of a food service establishment and role and function of a leader in food service.

FSDT1131 Food Service Strategies Lab

L - 45 1.5
Co-requisite: FSDT1130.

Application of management techniques including orientation, job DESCRIPTIONS and schedules, evaluations, marketing techniques and other management related principles.

FSDT1138 Food Cost Control

L 40 - 4
Application of accounting and record keeping. Teaches the necessity of controlling costs in all facets of an operation. Overview of food, beverage and labor control. Detailed look at food costs, controlling operation and sales. Operation costs and sales, discussion of labor cost control.

FSDT1150 Selection of Meat Products

L 30 - 3
Coursework in identification, selection and cooking techniques of primal and retail cuts of meat, poultry and fish.

FSDT1204 Artistry for Baker

L 10 20 1.5
Cake decorating using basic techniques, buttercream frosting and royal icing.

FSDT1208 Advanced Food Preparation I

L 20 - 2
Prerequisite: FSDT1104 or FSDT1110.
Knife skills, sharpening, techniques, French terminology, herb and spice identification, garnish, fabrication of poultry, game, seafood, cheese classification, and origins, mother sauces, soups, ice sculpting, tableside cooking.

FSDT1209 Advanced Food Preparation I Lab

L - 30 1
Prerequisite: FSDT1104 or FSDT1110. Taken simultaneously with FSDT1208.
Practice in preparation of specialty food products.

FSDT1214 Advanced Food Preparation II

L 20 - 2
Prerequisites: FSDT1104, FSDT1110, and FSDT1208 or related work experience.
Beef identification, moist/dry heat and combination cooking. Derivative sauces, pan sauces, vegetables, starch and grains, liquors origins and flavors, egg and breakfast cookery, braising and stewing, mystery baskets.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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FSDT1215	Advanced Food Preparation II Lab	L	-	30 1
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Prerequisites: FSDT1104, FSDT1110, and FSDT1208. Taken simultaneously with FSDT1214.

Advanced practicum preparation of specialty food products.

FSDT1304	Diet Therapy I	L	15	- 1.5
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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	L	-	15 .5
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Introduction of basic principles of diet therapy, nutrition screening, community-based food and nutrition, menu modification skills, developing and modifying menus.

FSDT1308	Nutrition II	L	30	- 3
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Prerequisite: FSDT1350.

Study of the chemistry of carbohydrate, protein, fat, vitamins and minerals, their digestion and absorption, and the relationship of food to development and maintenance of health; nutrition in pregnancy, infancy, preschool age, adolescence, and school lunch.

FSDT1309	Nutrition II Practicum	L	-	30 1
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Prerequisite: FSDT1350 taken simultaneously with FSDT1308 or special permission.

Application of nutrition to normal, healthy individuals of various age groups. Conduct screening of nutritional status of community groups and become aware of community services. Hands-on practicum at local school food service sites, including elementary and secondary schools.

FSDT1312	Diet Therapy II	L	20	- 2
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Prerequisites: FSDT1350, FSDT1304, FSDT1308.

Continuation of Diet Therapy I emphasizing therapeutic nutrition, techniques of the patient interview and diet history, nutrition assessment, enteral and parenteral nutrition, and dietary concerns related to obesity, diabetes, surgery, and trauma and burns.

FSDT1313	Diet Therapy II Practicum	L	-	30 1
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Prerequisite: FSDT1304. Co-requisite: FSDT1312.

Patient interview, diet history, nutrition screening, meal-intake recording, medical records interpretation, team approach to medical nutrition therapy, enteral and parenteral feedings. Emphasis on long-term care facilities.

FSDT1350	Basic Nutrition	B/L	45	- 4.5
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The study of nutrients, digestion, absorption, metabolism, fitness, consumer concerns, nutrition throughout the life cycle, including cultural influences on food selection. The relation of nutrition in relation to disease is explored.

FSDT1360	Lifetime Fitness	L	20	- 2
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Study of exercise physiology relating to fitness components, nutrition, physical conditioning, stress management and behavior modification. Pre-assessment to determine entrance level of student.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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FSDT1404	Lodging and the Hospitality Industry	L	30	- 3
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Principles and fundamentals of the lodging industry: characteristics and management of hotel / motel / resort properties.

FSDT1406	Tourism and the Hospitality Industry	L	30	- 3
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The components, costs, analysis of economic and social influences on the local, regional and national level in the tourism industry. Special consideration is given to the relationship of tourism and the supportive restaurant and lodging industries.

FSDT1870	Sanitation & Safety	L	15	- 1.5
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Sanitation in the food industry. Microbiology, sanitary food handling and storage, personal health and hygiene, housekeeping, pest control, HACCP food safety program, and safety procedures. Prerequisite for all labs.

FSDT1872	Food Preparation Techniques	L	12	- 1
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Describes effect of cooking on fruits and vegetables, portion costs, meat cooking, bakery processes, convenience foods, production forecasting, and standardized recipes. Prerequisite for all labs.

FSDT1876	Introduction to Food Service	L	12	- 1
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Overview of types of food service operations and jobs; advantages of employment in the food service profession; and national and state agencies and laws governing food service operations.

FSDT1879	Protein & Starch Cookery Lab	L	6	6 .5
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Includes course work and laboratory experience in selection and preparation of high protein foods.

FSDT1881	Yeast Breads & Quick Breads Lab	L	5	4 .5
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Includes course work and laboratory experience in quality preparation of bread products.

FSDT1883	Fruits, Vegetables & Salads Lab	L	4	3 .5
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Includes course work and laboratory experience in preparation techniques for retaining quality and nutritional value of fruits, vegetables and salads.

FSDT1885	Desserts Lab	L	5	4 .5
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Includes course work and laboratory experience in quantity preparation of desserts.

FSDT1886	Basic Nutrition & Menu Planning	L	21	- 2
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Covers food nutrients, their functions, food sources and their relationship to the maintenance of health through the life cycle. The factors affecting menu planning and a systematic method for planning nutritious and appealing meals.

FSDT1887	School Food Service	L	10	- 1
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Describes the planning of meals to meet the requirements of USDA school meal patterns, and the involvement of food service personnel in nutritional education.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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FSDT1888	Principles of Diet Therapy & Nutritional Assessment	L	21	- 2
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Focus on the study of modified diets to meet special health needs, and the understanding of nutritional assessment methods.

FSDT1896	Management Skills I	L	15	- 1.5
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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.

FSDT1898	Management Skills II	L	21	- 2
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Topics related to employee communication and human relations: quality assurance, leadership styles, organizational charts, job descriptions, employee recruitment, effective communication, employee orientation, training programs, performance evaluations, motivation and scheduling.

FSDT2140	Food Production II	L	15	105 5
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Prerequisites: FSDT1126 and FSDT1127.

This class is a culmination of all classes the students have had until now. Menu research and development, planning a menu systematically, in correct menu form, descriptive copy. The student uses managerial skills they have learned to produce and manage the kitchen and dining room staff for a fine dining experience that is open to the public. Other production areas include positions as Sous Chef, Patisserie Chef, Garde Manger and working the dishroom.

FSDT2142	Meal Service II	L	20	- 2
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Merchandising, customer relations, menu planning, menu mechanics and a profile of the industry. Development of a restaurant menu.

FSDT2146	Equipment & Layout	L	30	- 3
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Covers planning a food service operation from ground up. An overview of the planning and design process, along with layout principles and facility and equipment maintenance. Students design a food-service kitchen for a given situation.

FSDT2154	Food Service Hospitality Seminar I	L	10	- 1
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Prerequisite: Taken simultaneously with FSDT2160 or FSDT2180 or special permission.

Presentation and discussion of current food industry topics, goals, job seeking skills and discussion of student's practicum and cooperative work experience.

FSDT2156	Food Service Seminar II	L	10	- 1
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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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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FSDT2160	Cooperative Education			
	L	-	220	5.5
2162		-	80	2
2163		-	120	3
2164		-	160	4
2166		-	240	6
2172		-	480	12

Prerequisite: Special permission of program supervisor.
Students are assigned to a food service facility at a pay scale agreed to by both student and food service facility. Experience in planning, organizing, preparing, and managing the production and service of quality food in quantity. Individual objectives are established for each student.

FSDT2180	Food Service Practicum			
	L	-	165	5.5
2184		-	135	4.5

Prerequisite: Special permission of program supervisor.
Students are assigned to work 16 hours per week at a food service facility providing experience in planning, organizing and managing the production and service of quality food in quantity. Individual objectives are established for each student.

FSDT2191	Special Project			
	L	-	30	1
2192		-	60	2
2193		-	90	3
2194		-	120	4
2195		-	15	.5

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.

FSDT2218	Professional Baking			
	L	10	30	2

Prerequisites: FSDT1104, FSDT1110, FSDT1208, and FSDT1214.
American, European and Artesian Breads, laminate doughs, quick breads, yeast and cake doughnuts, pies, cake making and assembling, fancy cookies.

FSDT2220	Buffet Decorating & Catering			
	L	10	-	1

Prerequisites: FSDT1208 and FSDT1214.
Students will research, plan, prepare, and evaluate recipes, menus, and foods made in class for a buffet which is open to the public. Students will prepare rolled-fondant, Austrian-lace techniques, and bread-dough art sculptures.

FSDT2221	Buffet Decorating & Catering Lab			
	L	-	30	1

Prerequisite: Taken simultaneously with FSDT2220.
Preparation of foods in buffet decorating and catering.

FSDT2222	International Cuisine			
	L	20	30	3

Prerequisites: FSDT1104 and FSDT1105
Exploration of foods from countries and regions world wide. History and makeup of these foods and their origins.

FSDT2224	Restaurant Fundamentals			
	L	20	30	3

Prerequisite: FSDT1208.
Running a restaurant. Work in all capacities in a working restaurant. Job DESCRIPTIONS include kitchen manager, dining room manager, host/hostess, wait staff, cook, garde manger, pastry chef, dishwasher, cashier.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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FSDT2226	Culinary Nutrition			
	L	20	-	2

Prerequisites: FSDT1350 and FSDT1110.
The marriage of gourmet cooking and nutrition. Adopting recipes to meet nutritional modifications.

FSDT2228	Garde Manger			
	L	10	30	2

Prerequisite: FSDT1208 and FSDT1214.
Students will make cheese, sausages, smoked meats, force meats, galantines, terrines, pate and paten croute, chocolate tempering, banquet platters.

FSDT2230	Advanced Pastries			
	L	10	30	2

Prerequisites: FSDT1208, FSDT1214.
Students will prepare poached-fruits, vacherins, pavlova, ice cream, parfaits, iced-soufflés, baked-custards, brulee, Bavarians, sorbets, granites, ganache, custard-creams, choux pastry, tules, tarts, dessert sauces, and pulled-sugar.

FSDT2240	Industry Proficiency			
	L	.5	.5	1

Comprehensive written and hands on exam designed to reflect industry standards to prove our students are skilled and prepared to enter the work force.

FSDT2318	Diet Therapy III			
	L	20	-	2

Prerequisites: FSDT1304, FSDT1350, FSDT1208, FSDT1214, 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.

FSDT2319	Diet Therapy III Practicum			
	L	-	30	1

Prerequisites: FSDT1304, FSDT1350, FSDT1308 and FSDT1312. Co-requisite: FSDT2318.
Develop skills in counseling patients, continuation of chart interpretation, nutrition screening, case study completion, emphasis on hospital settings.

FSDT2324	Dietetic Technician Practicum			
	L	-	165	5.5

Prerequisites: FSDT2318 and FSDT2319.
Gaining additional clinical experience as a member of a health care team, patient counseling, enteral and parenteral feedings, charting of patient progress, dietary records and procedures, ordering, scheduling, supervision, and special diet preparation.

FSDT2326	Dietetic Technician Seminar			
	L	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			
	L	30	-	3

Prerequisites: FSDT1350, 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.

FSDT2402	Fundamentals of Event Planning			
	L	30	45	4.5

Principles of event management (event design, planning coordination, promotion, budgeting, and evaluation) which support client needs and event success. Hands-on experience with event planning.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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GEOG • Geography

GEOG1400	Introduction to Human Geography			
	B/L	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			
	B/L	45	-	4.5

Study of the major regions of the world. Landforms; climate; economic, cultural and political systems.

GEOG1500	Physical Geography			
	B/L	45	-	4.5

Systematic examination of the basic elements of the physical environment. Study of the atmosphere, including the processes of 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			
	B/L	45	30	6

Introductory course in geology with lab. Introduction to minerals, rocks and ores; surface features and internal character of the earth and the forces that are constantly changing. Maps and aerial photographs for local interpretation.

GEOL1060	Environmental Geology			
	L	45	-	4.5

The processes of physical geology have a direct bearing on the environmental conditions that exist on Earth. In this course we will examine how geologic events impact the natural environment, and how anthropogenic events impact both the processes of geology and the world wide environment. Topics to be considered include an introduction to the geologic structure and processes of the Earth, soil, air, and water pollution and remediation, and global climate change.

GERM • German

GERM1010	Elementary German I			
	L	75	30	7.5

Prerequisite: German Placement test and interview with instructor.
Study of grammar, punctuation, dictation, reading and writing of German.

GERM1020	Beginning German II			
	L	75	30	7.5

Prerequisite: GERM1010 or equivalent as demonstrated by German placement test and interview with instructor.
Continuation of GERM1010. Readings on contemporary cultural and social issues in German.

GERM2010	Second Year German I			
	L	45	-	4.5

Prerequisite: GERM1020 or equivalent as demonstrated by German placement test and interview with instructor.
Intensive and extensive reading of moderately difficult German prose, review of grammar and conversation.

GERM2020	Second Year German II			
	L	45	-	4.5

Prerequisite: GERM2010 or equivalent as demonstrated by German placement test and interview with instructor.
Reading of more difficult texts. Class discussion and reports on supplementary reading.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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GLST • Global Studies

GLST2980	Global Studies	L	45	-	4.5
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This Study-Abroad course will consist of interdisciplinary lecture topics designed to address areas of cultural, historical, and major political concepts and controversies that have developed in the target country (ies). The course is under the guidance of the global studies coordinator. Students will read literature, and original documents from the target country and will visit actual sites of historical and cultural significance. Students will be exposed to national, comparative, and international culture and politics.

HIMS • Health Information Management Services (Medical Coding)

HIMS1102	CPT Coding	L	45	-	4.5
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Prerequisites: BIOS1000 or BIOS1140 or BIOS1220 and, MEDA1101 or MEDA1404. MEDA1201 or permission.

Study and application of coding systems and their uses in various reimbursement schemes. Practical application of coding principles provided throughout by use of exercises and patient records.

HIMS1103	HIMS ICD-9 Coding	L	60	-	6
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Prerequisites: MEDA1101 and MEDA1401. BIOS1000 or BIOS1140 or BIOS1220 or permission.

Student will study and apply more advanced and specialized coding principles. Overview of the prospective payment system and the coder's role in that system included. Practical experience provided through the use of exercises and patient records.

HIMS1104	Clinical Education	L	-	120	4.5
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Prerequisites: HIMS1101 and HIMS1103 or concurrent. Practical experience under supervision in hospital setting, physician's office, or clinic.

HIST • History

HIST1000	Western Tradition I	B/L	45	-	4.5
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Development of Western civilizations from the origins of the human race to the Renaissance, and the discovery of America, including examination of the political, social, economic, cultural, and religious components.

HIST1010	Western Tradition II	B/L	45	-	4.5
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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	B/L	45	-	4.5
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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	B/L	45	-	4.5
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Survey of Asian history. Political, social, cultural and economic development of China, Japan and Southeast Asia from ancient to modern times.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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HIST2010	American History I Early America	B/L	45	-	4.5
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Survey of American history from the age of discovery through the Civil War. Emphasis on political, economic, and social problems in the growth of the American nation.

HIST2020	American History II Late America	B/L	45	-	4.5
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Survey of major political, social, cultural and economic developments since 1877. Industrialization and urbanization, the rise of the United States as a world power, the New Deal and World War II, the postwar years, civil rights struggles, the Vietnam era and contemporary America.

HIST2100	Survey of World History to 1500	B/L	45	-	4.5
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Survey of the major political, social, cultural and economic developments of the Ancient world. Emphasis on European, Middle Eastern development. Includes major civilizations of Asia and Sub-Saharan Africa.

HIST2110	Survey of World History – 1500 to Present	B/L	45	-	4.5
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Survey of the major political, social, cultural and economic developments during the Middle Ages and the Early-Modern era. Emphasis on European expansion, the Reformation, absolutism and the Enlightenment. Major Asian civilizations and the struggles in Africa and the Americas to resist European influence.

HIST2960	Survey of African American History	L	45	-	4.5
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Overview of the major political, social, cultural, and economic themes in the African American experience from the origins of the Atlantic Slave Trade into the late twentieth century.

HIST2980	Special Topics in History	B/L	45	-	4.5
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Topics vary each term. The purpose of this class is to explore a specific topic or period in history in greater detail, to provide students with a deeper understanding and appreciation of historical events.

HLTH • Health

HLTH1010	Introduction to Health	B	45	-	4.5
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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	L	45	-	4.5
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Introduction to the Human Services field including definitions, team planning, community resources, worker roles, and social role valorization.

HMRS1102	Counseling Theories & Techniques	L	35	30	4.5
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Study of functional theories, principles, and techniques of counseling: active listening and problem-solving. Practice in techniques and theories.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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HMRS1109	Pre-Clinical Education 1	L	20	60	4
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Prerequisite: HMRS1102. Screening course for entry into clinical education.

Methods of approaching clients, basic communication, and employee values and skills. First Aid and CPR required before progressing into clinical.

HMRS1110	Clinical Education 1	L	-	120	4
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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 2	L	20	60	4
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Screening course for re-entry into clinical education. Methods of approaching clients, basic communication, employee values, and skills.

HMRS1201	Health Foundations	L	45	-	4.5
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Health concerns of the Human Services profession. Body systems, functional aids, activities of daily living, seizure management and medications.

HMRS1202	Behavior Therapy	L	45	-	4.5
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Behavioral techniques in the Human Services field. Skills needed for developing, implementing, and monitoring behavioral programs.

HMRS1210	Clinical Education 2	L	-	150	5
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Prerequisites: HMRS1110 and permission.

For course description, refer to HMRS1110 Clinical Education I.

HMRS1302	Crisis Intervention	L	45	-	4.5
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Prerequisite: HMRS1102.

Models for understanding people and their problems including crisis counseling.

HMRS1310	Clinical Education 3	L	-	150	5
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Prerequisites: HMRS1110 and permission.

For course description, refer to HMRS1110 Clinical Education I.

HMRS1311	Clinical Education for Alcohol/Drug Counseling 1	L	-	150	5
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Prerequisites: HMRS1110 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	L	45	-	4.5
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Understanding of self in viewing culture, including dominant and non-dominant culture, power, and privilege. Overview of various culture and groups.

HMRS1355	Strategies for Relaxation	L	45	-	4.5
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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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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HMRS1357 Multicultural Counseling
L 35 30 4.5

Prerequisites: HMRS1102 and 1320.

Understanding of cultural sameness and differences, and effect on human experience. Historical, political, social, and economic influences. Special counseling techniques applicable to minority groups and variations from traditional counseling.

HMRS1402 Group Theory & Process
L 45 - 4.5

Prerequisite: HMRS1102 or basic counseling skills.

Small group process dynamics and theory in an effort to better understand the workings of small groups.

HMRS1403 Assessment, Case Planning / Management & Professional Ethics for A & D
L 45 - 4.5

Prerequisite: HMRS1102 or permission.

Case work skills of assessment, interview techniques, treatment decisions, case presentation, and referral and follow-up for those in alcohol and drug fields. Use of computers in record keeping. Professional ethics and issues.

HMRS1404 Introduction to Social Work
L 45 - 4.5

Introduction to field of professional social work including roles, philosophy, ethics, values and competencies. Career expectations and diversity issues.

HMRS1405 Case Management & Ethics for Human Services
L 45 - 4.5

Prerequisite: HMRS1102 or permission.

Case work skills of assessment, interviewing, case presentation, referral, and follow-up. Use of computers in record keeping. Professional ethics and issues. For general Human Services field.

HMRS1410 Clinical Education 4
L - 150 5

Prerequisites: HMRS1110 and permission.

For course description refer to HMRS1110 Clinical Education I.

HMRS1411 Clinical Education for Alcohol/Drug Counseling 2
L - 150 5

Prerequisites: HMRS1110 and permission.

For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

HMRS2360 Women's Issues in Human Services
L 45 - 4.5

Needs and expectations of women as clients and service providers in Human Services agencies. Philosophy, socialization, self image, equity, child care, alcohol and drug, and other addictive disorders, minority women, and health and legal issues.

HMRS2361 Domestic Abuse
L 45 - 4.5

Recognition of signs of domestic abuse (physical, emotional or sexual), the cycle of violence, and community interventions.

HMRS2362 Child Abuse
L 45 - 4.5

Definitions of child maltreatment (emotional, physical, sexual), cultural factors, recognition of abuse/neglect, family dynamics, reporting obligations, treatment interventions and community resources.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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HMRS2363 Death, Dying, Grieving & Loss
L 45 - 4.5

Process of loss and grief from the perspective of the Human Service provider/client relationship. Recognizing loss, stages of grieving, support groups, and letting go and going on.

HMRS2364 Adult Survivors of Childhood Sexual Abuse
L 45 - 4.5

Working effectively with adult survivors of childhood abuse. Issues of sexuality and intimacy. Counselor roles in diagnosis and treatment.

HMRS2365 Mental Illness & Family Issues
L 45 - 4.5

Scope and magnitude of mental illness, specifically schizophrenia, major depressive disorder, and bipolar disorder. Historical review of mental illness, cultural issues, stigma, and discrimination. Specific focus on the symptoms, interventions and treatment as well as effects on the sense of self and the family.

HMRS2501 Developmental Disabilities
L 45 - 4.5

Nature, causes, and factors which influence the delivery of services for a select group of developmental disabilities (cerebral palsy, autism and learning disabilities). Nature, causes, and factors which influence the delivery of services for a select group of developmental disabilities: attention deficit hyperactive disorder, cerebral palsy, autism, learning disabilities, oppositional defiant disorder, conduct disorder, and Tourette's Syndrome.

HMRS2502 Activities & Recreation in Human Services
L 45 - 4.5

Selecting and developing recreational and educational activities with clients. Includes computer use.

HMRS2504 Intellectual Disabilities
L 45 - 4.5

Study of the nature, causes, and factors which influence the delivery of services to people who have intellectual disabilities (mental retardation).

HMRS2505 Non-aversive Intervention for Problem Behaviors
L 25 - 2.5

Overview of non-aversive responses to behaviors typically not acceptable to society. Ethical issues. Optional approaches of intervention.

HMRS2510 Clinical Education 5
L - 150 5

Prerequisites: HMRS1110 and permission.

For course description, refer to HMRS1110 Clinical Education I.

HMRS2511 Clinical Education for Alcohol/Drug Counseling 3
L - 150 5

Prerequisites: HMRS1110 and permission.

For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

HMRS2516 Co-Dependency & Dysfunctional Families
L 45 - 4.5

Co-dependency and dysfunctional family systems. Evaluation and assessment, treatment, and self-help groups will be discussed.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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HMRS2517 Medical & Psychosocial Aspects of Alcohol/Drug Use, Abuse & Addiction
L 45 - 4.5

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.

HMRS2518 Clinical Treatment Issues in Chemical Dependency
L 45 - 4.5

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.

HMRS2521 Applied Behavior Analysis
L 45 - 4.5

Review of Behavior Therapy application includes exposure therapy, modeling and skills training, cognitive restructuring, behavioral medicine, and psychological disorders.

HMRS2523 Human Sexuality
L 45 - 4.5

Introduction to human sexuality and sexual function/dysfunction. Attitudes and values about sexuality.

HMRS2524 Advanced Counseling
L 45 - 4.5

Prerequisite: HMRS1102.

Integration of theories and techniques which will help students develop a personal style of counseling. Course will provide an overview of some of the major approaches to counseling. A practical application of the material will be presented.

HMRS2541 Social Services-Long Term Care Facility
L 45 - 4.5

Study of people in the final life cycle, pre-retirement to death. Psychological, social, and economic needs. Feelings, attitudes, and theories of the elderly will be examined.

HMRS2542 Financial Management for Long Term Care
L 45 - 4.5

Designed to provide knowledge of accounting principles for long term care facilities including payroll, accounts payable, accounts receivable, budgeting, resident trust funds, operation planning, financial planning, and related regulations.

HMRS2544 Patient Care & Services
L 45 - 4.5

Physical, psychological, and social aspects of disability; motor and sensory losses; and diseases of the aged.

HMRS2547 Administration for Long Term Care Facilities
L 45 - 4.5

Study of the functions of a nursing home. Understanding organizational management, governing body, marketing and public relations, financial management, environmental management, personnel, and human resources. Current issues in gerontology and nursing home administration.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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HMRS2549 Rules, Regulations, & Standards Relating to the Operation of a Health Care Facility
L 45 - 4.5

Overview of the history of Long Term Care, Legislation Process, Medicaid, Medicare, Long Term Care Survey and Enforcement Process, Title 172, Chapter 5 & 106, Title 175, Chapter 12 and HIP AA Regulations.

HMRS2550 Introduction to Assisted Living
L 45 - 4.5

This course is an introduction to the profession of assisted living provider. It includes an overview of the role of assisted living in long-term care, services provided, social service needs, financial management, administration requirements, gerontology, and the rules, regulations and standards of practice. It is intended to meet the basic education regulatory requirement for Assisted Living Administrators in Nebraska.

HMRS2610 Clinical Education 6
L - 150 5

Prerequisites: HMRS1110 and permission.

For course description refer to HMRS1110 Clinical Education I.

HMRS2611 Clinical Education for Alcohol/Drug Counseling 4
L - 150 5

Prerequisites: HMRS1110 and permission.

For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

HMRS2710 Clinical Education 7
L - 150 5

Prerequisites: HMRS1110 and permission.

For course description refer to HMRS1110, Clinical Education I. May be used as an Elective for additional clinical experience.

HMRS2711 Clinical Education for Alcohol/Drug Counseling 5
L - 180 6

Prerequisite: HMRS1110 and permission.

For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

HMRS2811 Clinical Education for Alcohol/Drug Counseling 6
L - 180 6

Prerequisite: HMRS1110 and permission.

For course description refer to HMRS1311, Clinical Education, Alcohol/Drug Counseling I.

HORT • Horticulture

HORT1130 Introduction to Horticulture
B 45 3 4.5

Introductory course designed to feature basic aspects and techniques of the horticulture industry. Emphasis will be placed on making the student aware of the different fields with the industry and the proper growing environment for indoor and outdoor horticulture crops.

HORT1132 Horticulture Plant Identification & Selection
B 45 3 4.5

Study and identification of a variety of horticulture plants used in landscape design, greenhouses, and nurseries in the Midwest.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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HORT1136 Plant Propagation
B 21 27 3

Introductory study of plant propagation and reproduction. Areas of focus include vegetative reproduction, cross pollination and grafting procedures.

HORT1154 Greenhouse Management
B 21 27 3

Study of greenhouse operations including ventilation, lighting, and temperature control. Focuses on economic considerations of operating and maintaining a greenhouse.

HORT1155 Basic Landscaping
B 45 3 4.5

Prerequisite: HORT1132.

Introduction to landscape design and construction using techniques that combine color, plant species, and symmetrical and asymmetrical balance.

HORT1190 Management of Turfgrass Pests
B 45 3 4.5

Study of chemical, biological, and cultural methods of managing weeds, diseases, and insect pests of turfgrass plants.

HORT1239 Arboriculture
B 21 27 3

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.

HORT1242 Turfgrass Management
B 45 3 4.5

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.

HORT2214 Horticulture Equipment Maintenance
B 6 90 3

Basic study of proper maintenance and repair of horticultural equipment including blade sharpening, small engine repair, and scheduled maintenance.

HORT2286 Advanced Landscaping
B 45 3 4.5

Prerequisite: HORT1155.

Detailed study of advanced techniques including retaining walls, constructed structures and various color schemes.

HORT2288 Golf Course Management
B 44 52 6

Prerequisite: HORT1242, AGRI2219;

Co-requisite: 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.

HORT2292 Landscape Maintenance
B 21 27 3

General understanding of procedures for reviving and maintaining existing landscapes, using annual and perennial plant species.

HORT2295 Advanced Golf Course Management
B 20 180 8

Detailed and hands on study of golf course management practices as they pertain to course renovation and maintenance. Including irrigation scheduling, facility maintenance, and reclaimed water usage.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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HUMS • Humanities

HUMS1100 Introduction to the Humanities
B/L 45 - 4.5

Prerequisite: Reading/writing at Comp. I level or instructor's approval.

Survey course focusing on art, music, theatre, film, dance, architecture, and philosophy which examines the unfolding of the humanistic traditions of the West through the landmarks of Western cultural traditions in order to reawaken our sense of wonder and curiosity about the meaning of life. Criteria to evaluate our own times and situation and in addition enriches our historical perspectives. Shows how the various arts intersect, influence and are influenced by their times.

HUMS1200 20th-Century Arts & Ideas
B/L 45 - 4.5

Prerequisite: Read/write at Composition I level or instructor approval.

Global and multicultural survey of the fine arts of architecture, drama, music, painting, and sculpture in the 20th century. Emphasis on the effect of revolutionary artistic styles on society. Includes attendance at live performances and art galleries.

HVAC • Heating, Ventilation, Air Conditioning & Refrigeration Technology

HVAC1109 Electrical Fundamentals
M 42 8 4

Study of basic electricity for use in the HVAC/R trades, including DC fundamentals, focusing on AC electrical theory, understanding AC electrical circuits, interpreting AC electrical wiring schematics, and usage of test instruments.

HVAC1131 Refrigeration Theory I
M 50 - 5

Basic refrigeration fundamentals with emphasis on heat energy, heat transfer, temperature, pressure, refrigerants, refrigerant oils, stratospheric ozone, greenhouse effect, and EPA guidelines.

HVAC1132 Piping Practices
M - 100 3

Study of materials and methods used in the installation and service of refrigeration, air conditioning and plumbing equipment. Piping, soldering, welding, tube bending and installation procedures performed by student. Industrial safety, hazard communications standards, and material safety data sheets are studied.

HVAC1133 Plumbing Theory/Print Reading
M 50 - 5

Introduction to blueprint reading, plumbing tools, materials, and practices for residential applications.

HVAC1226 Refrigeration Laboratory I
M 40 60 6

Prerequisite: HVAC1109, HVAC1131 AND HVAC1132.

Basic refrigeration service fundamentals with emphasis on physically constructing, leak checking, evacuating, electrical wiring, start up and performing system checks on a basic refrigeration system. Assembly of an electrical lab trainer also offered.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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HVAC1230 Electrical Principles & Practices

M 10 40 2

Study of controls and their application. This includes series and parallel circuits, electrical symbols and electrical schematics, ohms law, Kirchoff's voltage & current laws, control transformers and motor starter circuits as applied to residential and light commercial air conditioning.

HVAC1234 Plumbing Code

M 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.

HVAC1237 Refrigeration Theory II

M 50 - 5

Prerequisites: HVAC1109 and HVAC1131.

Study of basic mechanical components used in the operation of basic refrigeration systems.

HVAC1251 Hydronic Theory

M 35 15 4

Study of the classifications and descriptions of hydronics systems and the component parts which make up a hydronic heating system including a description of each part, its function and how it is rated.

HVAC1330 Residential HVAC Systems & Controls I

M 40 10 4

Prerequisite: 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.

HVAC1331 Manual J/Manual D

M 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.

HVAC1336 Sheet Metal Lab

M - 100 3

Introduction to pattern development and fabrication of fittings used in the heating/air conditioning industry. Layout techniques include radial line development and triangulation.

HVAC1343 Refrigeration Theory III

M 35 15 4

Prerequisites: HVAC1226, 1230, & 1237.

Continuation of HVAC1237 with emphasis on basic refrigeration controls, electrical wiring schematic, theory application of different refrigeration systems, methods of defrost, basic operation of cuber and Flaker ice machines.

HVAC1363 Heat Pump Principles

M 50 - 5

Prerequisite: HVAC1230.

The study of components, controls, system design, installation, troubleshooting, start-up, standard service procedures, wiring diagrams and annual operating costs.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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HVAC1434 Refrigeration Laboratory II

M - 100 3

Prerequisite: HVAC1343.

Laboratory application of basic refrigeration theory. Exposure to the electrical and mechanical operation of refrigeration systems associated with walk-in coolers and freezers, open freezer case, ice machines, reach-in freezers and coolers, computer diagnostic programs, and electrical wiring panels.

HVAC1435 HVAC Welding Practices

M 10 20 1.5

Study of theory and practice of welding, cutting fundamentals including safety, oxy-fuel, flame cutting, and MIG/ARC welding.

HVAC1440 Mechanical Code

M 20 - 2

Study of the Uniform Mechanical Code and its application to the installation and maintenance of heating, air conditioning and ventilation systems.

HVAC1447 Commercial HVAC Fundamentals & Practices I

M 50 - 5

Prerequisite: HVAC1330.

The study of basic commercial/industrial air conditioning control applications. Electrical-mechanical, electronic-mechanical, and pneumatic (air) actuated control components. Building operation supervisory systems are briefly discussed.

HVAC1450 EPA Refrigerant Certification

M 20 - 2

Study of the EPA HVAC/R requirements and procedures for Type I, II, III, and Universal Certification. Upon completion, each student will be required to pass to Type I and Type II of an EPA approved test. Type III is optional.

HVAC1452 Residential Install Lab

M - 70 2

Prerequisites: HVAC1234 and 1336.

Application of theory and technical courses to practical situations including installation of plumbing, heating and air conditioning equipment. Primary project is a residence constructed on the College campus.

HVAC1461 Residential HVAC Systems & Controls II

M 50 - 5

Prerequisite: HVAC1330.

Study of high efficiency, condensing gas fired furnaces. Includes special control applications and different mechanical devices such as humidifiers, electronic air cleaners, and programmable thermostats. Firing rates, efficiency measuring, venting and installation procedures studied. Solid state controls discussed to the extent practical.

HVAC2500 Cooperative Education

M - 400 10

Prerequisites: 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.

HVAC2510 Post-cooperative Education

M 20 - 2

Evaluation of the on-the-job training. Preparation for full-time employment. Classroom oral presentation and written report of co-op experience.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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HVAC2600 HVAC/R Lab

M - 100 3

Prerequisite: HVAC1461.

Lab setting employing the use of residential and light commercial equipment, training panels and interactive computer programs to acquire experience with wiring, function, operation and troubleshooting of heating, ventilation, air conditioning and refrigeration equipment.

HVAC2610 Troubleshooting Techniques Lab

M - 50 1.5

Prerequisite: HVAC1461.

Application of servicing and troubleshooting residential and light commercial HVAC/R equipment, both mechanically and electrically. Emphasis is placed on the "hands-on" use of service instruments from the Carrier Corporation Manual, HVAC Servicing Procedures. Additionally, creating electrical ladder (schematics) and wiring training panels and troubleshooting fault simulators will be emphasized. Troubleshooting actual units brought into the shop and service calls of campus will be included as practical.

HVAC2649 Commercial HVAC Fundamentals & Practices II

M 50 - 5

Prerequisite: HVAC1447.

Theory and practices of commercial air conditioning system operation. An in-depth study of human comfort, psychometrics and the engineering principles that apply to heating, ventilating and air conditioning (HVAC). The eight basic processes of HVAC are studied via the psychrometric chart.

HVAC2650 Troubleshooting Techniques

M 35 15 4

Prerequisite: HVAC1461.

Theory and application of servicing and troubleshooting as specifically applied to air conditioning and refrigeration systems, both mechanically and electrically.

INFO · Computer Programming and Microcomputer Technology

INFO1000 Computer Essentials

M 10 - 1

Students will learn how to login to the computer labs and use Windows. Features of Microsoft Windows and the Microsoft Word - processing program are the main focus. Students will learn the basics of the personal computer. Students will learn to create, edit, and print documents in Microsoft Word.

INFO1005 Microsoft Office Applications

L - 60 2

No prerequisite. Basic skills in Microsoft Word, Excel, Access, and PowerPoint designed for transfer to UNL College of Business Administration. Class does not count for SCC General Education requirements or for the Microcomputer Technology program. Pass/No Pass only.

INFO1010 Computer Literacy

L 40 15 4.5

No prerequisite. Introduces computer hardware concepts related to system unit, input/output, storage, and communications devices. Additional topics include the Windows Operating System for desktop and file management, use of productivity software, and use of a web browser for research and e-mail. Course does not count toward Microcomputer Technology program course requirements.

SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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INFO1111 Logic and Design
M 50 - 5

An introduction to programming logic and structured program design using object-oriented principles.

INFO1117 Microcomputer Applications
M 5 45 2

Self-paced, hands-on lab format used to introduce students to Windows, word processing software, presentation software, spreadsheet software, and database software.

INFO1121 Microsoft Word & PowerPoint
L/M 10 15 1.5

Prerequisite: Prior computer coursework or experience.

Introduction to Word and PowerPoint. Basic word processing skills to create, edit, format, and print documents. Create, organize, and view presentations with text and graphics.

INFO1131 Microsoft Excel
L/M 10 15 1.5

Prerequisite: Prior computer coursework or experience.

Practical experience using Excel spreadsheet. Learn basic and intermediate commands to create and format spreadsheet data.

INFO1151 Computer Fundamentals
L/M 45 - 4.5

Prerequisite: Declared Microcomputer Technology or Computer Programming program students only. Prior computer coursework or experience.

Fundamentals of microcomputer concepts and terminology. Topics include hardware components, software overview, business and social aspects of computers, and computer Internet researching.

INFO1161 Windows Operating Systems
L 40 15 4.5

Prerequisite: Prior computer coursework or experience.

Introduction to features and capabilities of Microsoft Windows, including disk organization, file management, accessory applications, system customization, and maintenance. MS-DOS commands for file management and batch file creation.

INFO1211 Microsoft Access
L 15 15 2

Prerequisite: Prior computer coursework or experience.

Introduction to database creation and manipulation using Microsoft Access. Topics include tables, relationships, forms, reports, and queries.

INFO1214 Program Design and Problem Solving
L 40 15 4.5

Prerequisites: INFO1151, INFO1161, and MATH1040-Lincoln.

Fundamental concepts of structured programming techniques. Topics include top-down design, hierarchy charts, flow charts, pseudocode.

INFO1217 Database Management
M 50 - 5

Introduction to database management systems. Basics of database design and manipulation covered. Topics include relationships, database normalization, integrity constraints, and Microsoft Access DBMS software.

INFO1221 Introduction to the MVS Environment
M 20 10 2

Prerequisite: INFO1111 or INFO1214.

This course will address the MVS mainframe environment to include the TSO/ISPF facilities for program development, basic JCL statements, IDCAMS and sort utility programs.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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INFO1287 Operating Systems
M 25 25 3

Prerequisite: INFO1151.

Introduction to the concepts of various operating systems, their usage, history of development, and particular characteristics. Terminology and case studies in various operating systems covered.

INFO1311 Database Concepts
L 30 - 3

Prerequisites: INFO1151, INFO1161 and INFO1211.

Introduction to database management concepts. Topics include database terminology, manipulation, organization, and relationships.

INFO1314 Java
L/M 30 45 4.5

Prerequisite: INFO1111 or INFO1214.

Introduction to programming using Java.

INFO1325 Internet Scripting
L/M 20 30 3

Prerequisites: INFO1214 or INFO1111, and INFO1431.

Introduction to the use of JavaScript in web page development.

INFO1337 Introduction to the iSeries
M 30 20 3.5

Prerequisite: INFO1111 or INFO1214.

Introduction to the iSeries operating system and Control Language commands. Physical and logical files are illustrated, using SEU, PDM, and DFU. CLP and SDA are also discussed.

INFO1371 Hardware Installation & Maintenance
L 20 30 3

Prerequisites: INFO1151, INFO1161, and MATH1040—Microcomputer: INFO1161 and ELEC1317—Electronics.

Overview of computer system components. Fundamental concepts of installation, interfacing, and preventive maintenance.

INFO1381 Data Communications & Networking
L 40 15 4.5

Prerequisites: INFO1121, INFO1151, and INFO1161.

Introduction to data communications and network terminology. Concepts related to network services, data transmission, and protocols.

INFO1391 TCP/IP
L 30 - 3

Prerequisite: INFO1381.

An in-depth coverage of all the salient models, protocols, services, and standards that govern TCP/IP.

INFO1414 Advanced Java
L/M 30 45 4.5

Prerequisite: INFO1314.

Object-oriented programming covering advanced Java topics.

INFO1428 COBOL
M 50 100 8

Prerequisites: INFO1221.

An in-depth study of the American National Standard COBOL language, ANS COBOL '85 and structured standards. Practice in coding basic business applications and business reporting functions in the related lab assignments.

INFO1431 Web Page Fundamentals
L/M 20 30 3

Prerequisites: INFO1151 and INFO1161 - Lincoln. INFO1117- Milford.

Overview of basic web page design. Create and edit web pages including text, images, hyperlinks, tables, forms, cascading style sheets.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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INFO1441 Advanced Windows XP Professional
L 20 30 3

Prerequisite: INFO1381 or ELEC2760.

Implement and use Windows XP Professional advanced features to connect, manage, and troubleshoot Windows XP systems in a workgroup and domain environment.

INFO1443 Help Desk Concepts
L 20 - 2

Prerequisites: ENGL1010 or ENGL1015, and INFO1121, INFO1211, INFO1151, and INFO1161.

Terminology, structure, and tools related to help desk operations.

INFO1458 RPG IV
M 50 100 8

Prerequisite: INFO1337.

Programming of the iSeries computer using RPG IV (Report Program Generator) language. Applications used in RPG IV illustrate basic input/output, calculations, comparisons, control breaks, tables, arrays, and data base file I/O - using DB2/400. Subfile processing is used for on-line applications.

INFO1463 Advanced Hardware Troubleshooting
L 20 30 3

Prerequisite: INFO1371.

Diagnose and correct microcomputer hardware problems. Assemble a microcomputer system unit.

INFO1491 Network Security Fundamentals
L 30 - 3

Prerequisites: INFO1391 and INFO1441.

Examination of information security basics focusing on the threats, trends, and ramifications related to the security practices and procedures on an Enterprise network.

INFO1493 Advanced Microsoft Access
L - 60 2

Prerequisite: INFO1211.

Advanced database techniques using Access.

INFO1495 Novell Network Administration
L 40 15 4.5

Prerequisites: INFO1371, INFO1391, and INFO1441.

Administration of Novell Network. Design and setup of NDS tree, containers, and leaf objects. Managing users, groups, NDS security, and file system security. Setting up print services.

INFO1501 Integrated Applications
L - 90 3

Prerequisites: INFO1121, INFO1131, and INFO1211.

Project based course covering advanced topics and integration of word processing, spreadsheet, database, and presentation software.

INFO1511 Advanced Database Concepts
L 20 30 3

Prerequisite: INFO1311.

Advanced topics in database management. Topics include database relationships, SQL, and additional work with DBMS software.

INFO1515 Database Administration
L 20 30 3

Prerequisite: INFO1311.

Introduction to the database administration concepts using Microsoft SQL Server. Topics include creating and managing databases, tables, indexes, views, stored procedures, triggers, and user-defined functions. Additional topics include installation issues and management tools.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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INFO1521	Web Graphics			
	L	15	15	2

Prerequisite: INFO1431.

Techniques for adding graphical information onto a web page using Photoshop and ImageReady.

INFO1522	Web Layout			
	L	-	60	2

Prerequisite: INFO1431.

Introduction to Dreamweaver for web page development.

INFO1525	Web Server Scripting			
	L	30	45	4.5

Prerequisites: INFO1314, INFO1325, INFO1511, INFO2531, and INFO2564.

Server-side scripting techniques for web database access.

INFO1541	Social & Ethical Issues in Information Technology			
	L	20	-	2

Prerequisites: ENGL1010 or ENGL1015 and the following: INFO1121, INFO1151.

Study of ethical and social implications of computer technology.

INFO2513	Troubleshooting Techniques			
	L	20	30	3

Prerequisites: INFO1441 and INFO2543.

Instructor supervised simulation requiring students to troubleshoot computer-related problems.

INFO2514	Java Server Programming			
	L/M	30	45	4.5

Prerequisites: INFO1414 and INFO1431.

Skills needed to develop and implement web-based database applications using Java servlets, Java server pages, and JDBC database techniques.

INFO2528	Advanced COBOL			
	M	50	75	7.5

Prerequisites: INFO1428 and 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.

INFO2531	UNIX Operating System			
	L	15	15	2

Prerequisites: INFO1151 and INFO1161.

Fundamental concepts and use of the UNIX operating system.

INFO2543	Workplace Communication Skills			
	L	15	15	2

Prerequisites: ENGL1010 or ENGL1015, and INFO1214, 1311, 1431, 1381, 2531.

Skills and techniques necessary in an IT work environment including communications, teaming, customer service, and conflict management.

INFO2548	Customer Information Control System Programming			
	M	50	100	8

Prerequisites: INFO1414, INFO1428, INFO2678.

Study of primary Command Level CICS concepts and applications programming instructions. Lab experience will allow student to write a common business on-line application using CICS, VSAM & DB2/SQL.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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INFO2554	C++			
	L	30	45	4.5

Prerequisite: INFO1314.

Introduction to object-oriented programming using C++.

INFO2558	Systems Analysis & Design			
	M	50	-	5

Prerequisite: INFO1428.

System concepts and terms, program definition, interviewing techniques, and specific requirements for a computer system. Project groups will design systems for the INFO2638 Computer Programming Projects course.

INFO2564	Visual Basic			
	L/M	30	45	4.5

Prerequisite: INFO1214 or ELEC2527 or ELEC2530.

Program coding in Visual Basic.NET using a graphical interface.

INFO2565	Visual Basic			
	M	30	45	4.5

Co-requisites: INFO1111, INFO1117, & INFO1217.

Program coding in Visual Basic.NET using a graphical interface.

INFO2581	Network Security Systems			
	L	20	30	3

Prerequisite: INFO1491 and INFO2585.

Provides an in-depth exploration of various methods for attacking and defending a network.

INFO2585	Windows 2003 Server Administration			
	L	40	15	4.5

Prerequisites: INFO1371, INFO1391, and INFO1441.

Skills needed for managing a Windows 2003 network including configuring, administering, and troubleshooting user accounts, groups, and network security. Students create, configure, and manage network printing and file and web services in an Active Directory environment.

INFO2591	Advanced Network Security			
	L	20	30	3

Prerequisite: INFO2581.

Emphasis on intrusion detection and essential practices, such as developing and implementing a security policy.

INFO2594	Programming Project Design			
	L	10	15	1.5

Prerequisite: INFO1414 and INFO2664.

Use proper techniques to develop and document the design of a complete system project.

INFO2611	Microcomputer Practicum			
	L	-	90	3

Prerequisite: Permission of program chair.

Students spend 90 hours at a work site applying microcomputer knowledge and skills in career interest area. Exact nature of work varies. Individual objectives established for each student.

INFO2620	Networking Concepts			
	M	25	25	3

Prerequisite: INFO1151.

Introduction to network concepts and terminology as it relates to the various types of networks, protocols, topologies and security issues.

INFO2631	Linux Network Administration			
	L	40	15	4.5

Prerequisites: INFO1371, INFO1391, and INFO2531.

Skills needed for managing a Linux based network, including installation, using resources, security and setting up users.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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INFO2638	Computer Programming Project			
	M	-	150	5

Prerequisites: INFO2528, INFO2548 and INFO2558.

Projects to apply programming languages and systems design in the creation of the total application of an Information System. Student groups work with industry and are responsible for file design, programming operations, documentation, and management output. Formal presentation of the completed system is required.

INFO2664	Advanced Visual Basic			
	L/M	30	45	4.5

Prerequisites: (INFO1311 or 1217) and (INFO2564 or 2565)

Advanced programming in Visual Basic.NET stressing object-oriented programming techniques.

INFO2670	Desktop Support			
	L	40	15	4.5

Prerequisite: INFO2513 and INFO2585.

Skills and knowledge to support end users in a Microsoft Windows environment.

INFO2674	ASP.NET Using Visual Basic			
	L	30	45	4.5

Prerequisite: INFO2664.

Object-oriented programming in Visual Basic.NET.

INFO2678	DB2 Database Application & SQL			
	M	30	20	3.5

Prerequisite: INFO1217. *Co-requisite:* INFO1428.

Introductory course of IBM's DB2 Database Management System accessed with SQL (Structured Query Language).

INFO2692	Web Programming Project			
	L	20	75	4.5

Prerequisites: INFO1391, INFO1522, and INFO1525.

Design, develop, and document web-based programming project which utilized HTML and client/server-side scripting techniques.

INFO2694	Programming Project			
	L	10	60	3

Prerequisite: INFO2594.

Develop projects applying system design and programming languages in the creation of a total microcomputer application.

INFO2695	Advanced Windows 2003 Server			
	L	20	30	3

Prerequisite: INFO2585.

In-depth coverage of planning, implementing, configuring, maintaining, and troubleshooting an Active Directory infrastructure using Windows 2003 Server.

INFO2698	Programmer Portfolio Development			
	L	-	30	1

Prerequisite: INFO1525 or INFO2594.

Using previous course training, students develop a capstone portfolio of programs to present to potential employers. Students will be expected to document and defend their portfolio content.

INFO2800	Advanced Technologies			
	L	-	60	2

Prerequisite: Permission of Program Chair.

Study of advanced technology topics in microcomputers.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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JDAT • John Deere Tech

JDAT1140	John Deere Fundamentals	M	45	30	5.5
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This course provides an introduction to the John Deere product line, manuals, time management, engine classifications, and serial numbers. Warranty, shop tickets, and John Deere service department policy and procedures are explained as well as an introduction to John Deere Service ADVISOR.

JDAT1142	John Deere Orientation & Safety	M	30	45	4.5
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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	M	10	20	1.5
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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	M	84	36	9
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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	M	40	20	4.5
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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	M	50	112	8.5
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Prerequisites: JDAT1140 through JDAT1146.

Course contains basic theory, construction, and operation of engine valve train and cylinder head. It includes valve timing and adjustments of actual John Deere engines. Basic procedures and operation of valve and seal reconditioning will be performed on actual cylinder heads. Design, construction, operation, and service methods for the following engine components: crankshafts, connecting rods, piston assemblies, cylinder liners, bearings, and related engine accessories. Activities include disassembly, inspection, measurements, reassembly, and adjustments performed on John Deere engines.

JDAT1244	John Deere Fuel Systems	M	30	18	3.5
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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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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JDAT1246	John Deere Tractor Performance	M	20	10	2
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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	M	-	480	12
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Prerequisites: JDAT1140 through JDAT1246.

On-the-job experience in a John Deere agricultural dealership. Application of skills and concepts learned in previous quarters. Supervised by Southeast Community College-Milford Campus John Deere Tech Instructors.

JDAT1440	John Deere Heating/ Air Conditioning	M	30	30	4
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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.

JDAT1442	John Deere Electrical/ Electronics II	M	60	30	7
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Prerequisites: JDAT1140 through JDAT1370.

Review of electrical fundamentals and safe operation of meters is included. An introduction to combine and tractor electrical systems are included as well as troubleshooting techniques for circuit diagnosis using electrical schematics. Testing electrical circuits with meters is part of the lab exercises. Basic CAN BUS and AMS components are included.

JDAT1446	John Deere Hydraulics I	M	60	15	6.5
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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	M	60	15	6.5
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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	M	130	20	13.5
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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	M	110	40	12
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Prerequisites: JDAT1140 through JDAT1448.

Theory of power transmission from engine to traction wheels. Complete disassembly, inspection, and reassembly of John Deere clutches, 2-speed planetary, differentials, final drives, mechanical front-wheel drive, power takeoffs, and transmissions as used in Waterloo built row-crop tractors. Syncro-range, quad-range, and powershift transmission, repair, adjustment, and diagnostics.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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JDAT2670	Dealer Cooperative Experience	M	-	480	12
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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 Tech Instructors.

JDAT2740	John Deere Hydraulics III	M	21	15	2.5
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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	M	21	15	2.5
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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, power-quad, and the 12 speed, 18 speed, and 19 speed powershifts.

JDAT2744	John Deere Tillage and Seeding Equipment	M	20	10	2
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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	M	60	30	7
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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	M	30	30	4
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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	M	30	18	3.5
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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, Accu-depth (tillage machines), and Crop Vefeyre (tracing crop from planting to harvest).

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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JDCE · Deere Construction & Forestry Equipment Tech

JDCE1130 Deere Orientation & Safety

M 30 45 5.5

The proper use and care of power and hand tools. Encompasses micrometers, dial indicators, torque wrenches, twist drills, taps, 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.

JDCE1131 Deere Fundamentals

M 45 30 4.5

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 and Parts Pro.

JDCE1132 Deere Welding I

M 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) on sheet metal.

JDCE1133 Deere HVAC

M 40 50 5.5

Theory, operation, and repair of Deere heating, ventilation, and air-conditioning systems. Includes proper operation of recovery/recycling equipment and leak detection equipment. Retrofit procedures for converting a system from R-12 to R-134A refrigerant. Operation and repair of Climate Control as used on Deere Construction and Forestry Equipment is included. Safety is stressed in this course.

JDCE1134 Deere Electrical/Electronics I

M 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. Safety is stressed in this course.

JDCE1340 Deere Theory of Engine Operation

M 40 20 4.5

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 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. Safety training is included.

JDCE1341 Deere Fuel Systems

M 30 18 3.5

Operation, theory, testing, and repair methods for spark ignition engine fuel systems along with normal and abnormal combustion theory. Fuel production, testing, storage, and handling are also covered. The theory of diesel fuel injection system includes the 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. Safety is stressed.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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JDCE1342 Deere Engine Repair

M 50 112 8.5

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. Crankshaft 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

M 50 60 7

Review of electrical fundamentals including cranking motors, alternators, and ignition systems. An introduction to basic electronics is part of this course along with procedures and use of a 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. Lab projects include the repair procedures and testing of cranking motors and alternators. Safety is stressed in this course.

JDCE1344 Deere Engine Performance

M 20 10 2

This course deals with the performance of Deere engines. Engine performance test equipment, procedures, results, and corrections will be covered. Safety is stressed.

JDCE1441 Deere Advanced Fuel Systems & Engine Diagnostics

M 40 60 6

Review of Deere fuel injection systems including the theory, operation, fuel flow, diagnostics, repair procedures and adjustments of the common rail fuel system. Correct procedures for the diagnosis of engine malfunctions are discussed in the classroom. Lab projects are utilized to allow the student to experience engine problems and make the necessary repairs and/or adjustments to correct these malfunctions. Safety training is included.

JDCE1470 Dealer Cooperative Education

M - 480 12

On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous terms. Supervised by Southeast Community College – Milford Campus Deere Construction Equipment instructor. Safety rules/procedures are included in this course.

JDCE2550 Deere Mechanical Power Trains

M 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 take offs, mechanical, and power shift transmissions. Safety training will be included.

JDCE2551 Deere Hydraulics

M 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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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JDCE2552 Deere Hydrostatic Drives

M 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

M 5 25 1

Principles and application of arc welding in the flat, horizontal, and vertical positions. Practice with Air Carbon, Arc cutting and the study of basic metals and metals properties as applied to Deere Construction and Forestry Equipment.

JDCE2670 Dealer Cooperative Education

M - 480 12

Prerequisites: JDCE1130 through JDCE2553.

On the job experience in a Deere construction equipment dealership. Application of skills and concepts learned in previous quarters. Supervised by the Southeast Community College-Milford Campus Deere Construction Equipment instructor.

JDCE2760 Deere Back Hoes/Landscape Loaders

M 30 16 3.5

Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Back Hoes/Landscape Loaders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety is stressed.

JDCE2761 Deere Excavators

M 30 16 3.5

Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere Excavators utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be included.

JDCE2762 Deere Crawler Dozers / Loaders

M 30 16 3.5

Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere crawler dozers/loaders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety is stressed.

JDCE2763 Deere Motor Graders

M 25 16 3

Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere motor graders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety is stressed.

JDCE2764 Deere Four Wheel Drive Loaders

M 30 16 3.5

Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere four wheel drive loaders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be included.

JDCE2765 Deere Forklifts, Skid Steer Loaders

M 10 5 1

Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere forklifts and skid steer loaders utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety is stressed.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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JDCE2766	Deere Scrapers/ Articulated Trucks			
	M	30	15	3.5

Theory, design, uses, principles of operation, adjustments, troubleshooting, and repair of Deere scrapers and articulated trucks utilizing Service ADVISOR. Students will experience actual operation of equipment as available. Safety training will be included.

JOUR • Journalism

JOUR1810	Introduction to Mass Communication			
	B	45	-	4.5

Survey of mass media, their roles, organization, personnel and procedures. Introduction to news writing style and technique. Writing assignments for campus newspaper.

JOUR1820	News Writing & Reporting			
	B	45	-	4.5

Prerequisite: Eligible for ENGL1010 or ENGL1015.

Study of basic techniques of news gathering and news writing. Writing assignments for campus and area newspapers.

JOUR1840, 1880, 2840, 2880	Publications Production			
	B	-	30	1.5

Prerequisite: Permission of the instructor.

Individualized Study. Assigned work in news writing, photography, and/or page design and makeup to be published in the campus newspaper and/or other publications as assigned. Emphasis is on publishable work. Assignments are based on student's knowledge of and experience in news writing, photography, and page design and makeup.

JOUR2970	Communication Internship			
	B	15	120	4.5

Prerequisites: JOUR1820 and PHOT1750 and by permission only.

Internship in mass communication field or location where mass communication knowledge and skills are the primary requirements. Guidance from professional staff in employment situation.

LBST • Laboratory Science Technology

LBST1100	Laboratory Science Orientation			
	L	10	-	1

Overview of Laboratory Science Technology for new or prospective students. Employment expectations, content of courses, curriculum chronology and other items of concern to new students. Tours of local employment facilities.

LBST1101	Applied Chemistry I			
	L	33	-	3

Introductory course in chemistry. Basic chemical concepts. Atomic structure, periodic table, chemical bonding, organic chemistry.

LBST1102	Applied Chemistry II			
	L	33	-	3

Prerequisite: LBST1101 and LBST1101 or equivalent.

Continuation of introductory chemistry. Measurement, stoichiometry, gas laws, solution preparation, chemical equilibrium and acid/base concepts.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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LBST1111	Applied Chemistry I Laboratory			
	L	-	33	1.5

Laboratory course to accompany LBST1101.

Emphasizes qualitative analysis.

LBST1112	Applied Chemistry II Laboratory			
	L	-	33	1.5

Laboratory course to accompany LBST1102.

Practice of concepts learned in LBST1102.

LBST1121	Analytical Chemistry for Technicians I			
	L	33	-	3

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			
	L	-	44	1.5

Laboratory course to accompany LBST1121.

Practice of concepts learned in LBST1121.

LBST1161	Organic Chemistry			
	L	33	-	3

Prerequisites: LBST1102 and LBST1112 or equivalent.

Organic chemistry emphasizing nomenclature, physical properties, reactions and structure including elementary infrared spectroscopy.

LBST1171	Organic Chemistry Laboratory			
	L	-	33	1

Laboratory course to accompany LBST1161.

Practice of concepts learned in LBST1161.

LBST1201	Structure & Function of Organisms			
	L	33	-	3

Introductory biology course stressing basic biological principles, taxonomy, anatomy, physiology and embryology. Fulfills biology Elective requirements.

LBST1205	Introductory Biology			
	L	33	-	3

Basic biology course emphasizing cellular and molecular biology. Cell structure and function, the nature of heredity and metabolism.

LBST1208	Ecology			
	L	33	-	3

Basic biology course concerned with the interrelationships among organisms and their environments. Emphasis on the roles of microorganisms. Fulfills biology Elective requirements.

LBST1211	Structure & Function of Organisms Laboratory			
	L	-	33	1.5

Laboratory course to accompany LBST1201.

Practice of concepts learned in LBST1201.

LBST1215	Introductory Biology Laboratory			
	L	-	33	1.5

Laboratory course to accompany LBST1205.

Practice of concepts learned LBST1205.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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LBST1221	Introduction to Microbiology			
	L	22	-	2

Prerequisites: LBST1205 and LBST1215 or equivalent.

Survey course introducing students to various types of microorganisms. Cell structure, history, and growth of microorganisms. Microscopic examination and handling of cultures.

LBST1231	Introduction to Microbiology Laboratory			
	L	-	44	1.5

Laboratory course to accompany LBST1221.

Practice of concepts learned in LBST1221.

LBST1301	Water Quality			
	L	33	-	3

Prerequisite: 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.

LBST1401	Introduction to Biotechnology			
	L	10	10	1.5

Prerequisite: Declared Agriculture Business & Management Technology or Laboratory Science Technology Students.

Explanation of biotechnology, introductory lab exercises and career information.

LBST1411	Survey of Biology and Microbiology			
	L	30	-	3

Prerequisite: LBST1401. Co-requisite: LBST1412.

A survey course in basic biology and microbiology. Includes and introduction to biomolecules, proteins, nucleic acids, lipids, and carbohydrates, cell structure and function, basic metabolism, and growth and reproduction of microorganisms.

LBST1412	Survey of Biology and Microbiology Laboratory			
	L	-	30	1.5

Prerequisite: LBST1401. Co-requisite: LBST1411.

Basic laboratory exercises in biology and microbiology including microscopy, handling bacterial cultures, and metabolic testing.

LBST1421	Survey of Chemistry			
	L	33	-	3.0

Co-requisite: LBST1422.

A survey of basic chemistry. Topics include properties and structure of matter, names and formulas of compounds, chemical bonding, moles and stoichiometry, solutions, acids and bases, organic compounds, and various aspects of analytical chemistry.

LBST1422	Survey of Chemistry Laboratory			
	L	-	33	1.5

Co-requisite: LBST1421. Laboratory course to accompany LBST1421.

Practice of concepts learned in LBST1421.

LBST1431	Biotechnology I			
	L	30	-	3

Prerequisites: LBST1401, 1411, 1412, 1421, 1422.

Co-requisite: LBST1432.

Overview of biotechnology with a focus on general biochemistry, the structure and function of biomolecules, and a review of applicable principles of organic chemistry.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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LBST1432 Biotechnology I Laboratory
L - 30 1.5

Prerequisites: LBST1401, 1411, 1412, 1421, 1422.
Co-requisite: LBST1431.

Laboratory exercises in biotechnology, protein analysis, and elementary nucleic acid analysis.

LBST1441 Water/Wastewater Chemistry and Microbiology
L 30 - 3

Co-requisite: LBST1442.

Survey class dealing with the chemistry, microbiology, and treatment of water and wastewater. Includes water quality parameters and the chemical processes involved in the treatment of water-to-drinking-water quality. Covers the biological and chemical treatment processes involved in wastewater discharged into public waterways. Water quality issues including standards, sampling, and analysis of water and wastewater.

LBST1442 Water/Wastewater Chemistry and Microbiology Laboratory
L - 30 1.5

Co-requisite: LBST1441.

Practice of concepts learned in LBST1441.

LBST2122 Analytical Chemistry for Technicians II
L 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
L 33 - 3

Prerequisites or Equivalents: LBST2122 and LBST2132.
Prerequisites: LBST1421 and LBST1422.

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
L 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
L - 33 1

Laboratory course to accompany LBST2122.

Practice of concepts learned in LBST2122.

LBST2134 Analytical Chemistry III Laboratory
L - 33 1

Laboratory course to accompany LBST2124.

Practice of concepts learned in LBST2124.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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LBST2135 Instrumental Analytical Chemistry Laboratory
L - 33 1

Laboratory course to accompany LBST2125.

Practice of concepts learned in LBST2125.

LBST2162 Biochemistry I
L 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
L 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
L - 33 1

Laboratory course to accompany LBST2162.

Practice of concepts learned in LBST2162.

LBST2173 Biochemistry II Laboratory
L - 44 1.5

Laboratory course to accompany LBST2163.

Practice of concepts learned in LBST2163.

LBST2261 Sanitation
L 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
L 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
L - 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
L 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
L 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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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LBST2313 Water-Wastewater Analysis Laboratory
L - 44 1.5

Laboratory course to accompany LBST2303.

Practice of concepts learned in LBST2303.

LBST2321 Hazardous Materials
L 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
L 10 - .5

Prerequisite: Must be in final quarter of enrollment.

Practical examinations by instructors in the Laboratory Science Technology program. Students tested individually on lab skills: solution preparation, pipetting, titrations, microbiological culture media preparation, sterile technique, instrumentation and safety.

LBST2406 Quality in the Analytical Laboratory
L 10 - 1

Pre- or Co-requisite: LBST2124.

Overview of quality assurance practices for laboratory technicians. Topics include elementary statistics, control charts, and good laboratory practices (GLP).

LBST2407 Water and Wastewater Mathematics
L 10 - 1

Prerequisite: LBST2302.

Introduction of the mathematics used for process control of water treatment, water delivery and wastewater treatment. To understand the application of this mathematics, student must take LBST2302 first.

LBST2431 Biotechnology II
L 20 - 2

Prerequisites: LBST1431, LBST1432.

Co-requisite: LBST2432.

Special emphasis on industrial-nucleic acid, chemistry, metabolism, and nutrition as it related to biotechnology.

LBST2432 Biotechnology II Laboratory
L - 30 1

Prerequisites: LBST1431, LBST1432.

Co-requisite: LBST2431.

Emphasizing nucleic acid chemistry and industrial laboratory techniques in biotechnology.

LBST2441 Chemistry of Environmental Toxins
L 20 - 2

Prerequisites: LBST1421, 1422, 1441, 1442, and 2321.
Co-requisite: LBST2442.

Detailed examination of toxins in soil and water, including pesticides and fertilizers, with special emphasis on methods of analysis.

LBST2442 Chemistry of Environmental Toxins Laboratory
L - 30 1

Co-requisite: LBST2441.

Laboratory techniques for extracting and analyzing environmental toxins.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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LBST2451	Bioanalysis L	20	-	2
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Prerequisite: LBST1421, 1422, 1431, 1432.
Co-requisite: LBST2452.

Instrumental analysis of a variety of biologically significant molecules. Laboratory instrumental techniques such as capillary electrophoresis, high performance liquid chromatography (HPLC), gas chromatography (GC), and atomic absorption spectroscopy (AA) will be covered.

LBST2452	Bioanalysis Laboratory L	-	30	1
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Prerequisite: LBST1421, 1422, 1431, 1432.
Co-requisite: LBST2451.

Emphasis on preparation of samples for instrumental analysis.

LBST2501/2502	Practicum Laboratory Methods I & II L	-	90	3
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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 L	-	200	5
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Prerequisite: Permission of the program chair.

Part-time employment experience in a laboratory or other appropriate setting. Clock hours, pay and exact nature of work are determined by the employer. Credits in this course can be substituted in full or in part for LBST2501/LBST2502.

LIBR • Library Science

LIBR1010	Introduction to Library and Information Services L	45	-	4.5
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Prerequisite: Reading assessment. College level reading skills recommended.

This course is designed to provide the student with a broad overview of the library profession. Content includes a history of libraries, and introduction to the various types of libraries, procedures and tools. Students will be introduced to the vocabulary, literature and professional associations of the field. The role of the Library Technician Assistant in library will be examined.

LIBR1210	Public Services in Library and Information Services L	45	-	4.5
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Pre/Corequisite: LIBR1010.

This course will provide students with an awareness of various aspects of public service in library and information environments including customer needs, legal aspects of policies and procedures, services for diverse populations, and the use of technology within public service activities.

LIBR1510	Reference Services in Library and Information Environments L	45	-	4.5
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Pre/Corequisite: LIBR1010.

This course will provide students with the knowledge and skills applicable to reference services in library and information environments. Topics include understanding the philosophy of reference/information services, evaluation of information resources, identifying current information resources, conducting an effective reference interview and demonstrating efficient and effective information search strategies.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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LIBR2200	Introduction to Library Collection Management L	45	-	4.5
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Pre/Corequisite: LIBR1010.

This course will provide students with an understanding of principles and best practices in collection management, including gathering and analyzing data relating to the community served, creating and evaluating collection management policies, collection assessment, materials acquisitions, and preservation.

LIBR2400	Introduction to Technical Services- Cataloging L	45	-	4.5
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Pre/Corequisite: LIBR1010.

This course will provide students with an introduction to library organization. Students will be introduced to the tasks performed by technical services departments and will learn cataloging and processing terminology; be introduced to cataloging reference tools and resources, such as AACR2, Sears & Library of Congress Subject Headings, Dewey Decimal and Library of Congress Classification systems, and online bibliographic utilities; will gain knowledge of U.S. MARC coding and learn to apply it to local cataloging practice; and will learn basic processing and preservation techniques.

LIBR2994	Library Science Capstone Practicum L	45	-	4.5
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Prerequisite: Practicum coursework should take place within the final 9 hours of a student's program.

This course will provide students with a supervised professional experience in a library or information center through which they will develop and demonstrate knowledge and skills gained in the library technical assistant program.

LPNS • Practical Nursing

LPNS1155	Transition to Practical Nursing B/L	60	60	8
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Prerequisites: Admission to the Practical Nursing program.

Introduction to the role of the Practical Nurse as a member of the healthcare team. The nursing process is used to provide safe health care according to legal, ethical, and holistic principles across the lifespan. Concepts of communication, medical asepsis, physical assessment, medical calculations and basic medication administration are introduced.

LPNS1156	Foundations of Practical Nursing I B/L	35	75	6
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The focus of this course is on basic principles and procedures within the scope of practice for practical nursing. Introductory concepts of geriatric care, death and dying, complications of bedrest, thermoregulation, and calculation and administration of parenteral medications are included.

LPNS1157	Foundations of Practical Nursing II B/L	25	60	4.5
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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, perioperative care, and basic concepts of fluid and electrolytes including IV therapy.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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LPNS1158	Growth and Development B/L	30	-	3
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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 B/L	30	-	3
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Prerequisite: BIOS1000 or BIOS1140 & BIOS2130 or BIOS210 & BIOS220.

Provides an introductory discussion of Pharmacology, drug and patient information, legal standards, drug development, drug actions and classifications across the lifespan.

LPNS1178	Practical Nursing Across the Lifespan I B/L	55	105	9
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The study of patient needs along the wellness/illness continuum incorporating concepts in maternal/child health and medical/surgical nursing within the scope of practice for the practical nurse. Principles of health prevention, promotion, and maintenance are emphasized.

LPNS1179	Practical Nursing Across the Lifespan II B/L	55	105	9
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A continuation of the study of patient needs along the wellness/illness continuum incorporating concepts in maternal child health, 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 B/L	55	105	9
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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.

LPNS1181	Practical Nursing Across the Lifespan IV B/L	55	105	9
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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

LSCE1110	Land Surveyors Math M	50	-	5
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This is a course to review basic mathematics and learn algebraic, geometric and trigonometric concepts as they apply in the land surveying field. Topics covered include: 1) geometric definitions and calculations of perimeter, area, and volumes of various basic and composite figures, 2) solving linear equations and systems of equations, 3) graphing linear and quadratic equations, 4) right triangle trigonometry and solving oblique triangles using Law of Sines and Cosines.

LSCE1120	Plane Surveying M	60	90	9
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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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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LSCE1126 Basic Civil CAD
M 60 40 7

This course introduces computer aided drafting (CAD) and examines the hardware that makes up a CAD workstation. It also covers the operating system (Microsoft Windows) that enables the equipment to function as a unit. The course shows how to use AutoCAD to set up drawings and construct lines, circles, arcs, other shapes, geometric constructions, and text. Students will use display and editing techniques as well to obtain information about their drawings and work with drawing files. This course also introduces recommended drafting standards for students to use for properly preparing drawings with AutoCAD.

LSCE1220 Engineering Surveying
M 40 60 6

Prerequisites: LSCE1120, BSAD1010 or INFO1010, and LSCE1110.

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 CAD II
M 50 50 6.5

Prerequisites: LSCE1126, BSAD1010 or INFO1010 & LSCE1110.

This course examines dimensioning, blocks, attributes, section views, external references, multiview layouts, command aliases, scripts, and object linking and embedding. Students will learn how to use AutoCAD to dimension drawings, create section lines and graphic patterns, design symbols and attributes for multiple use, and create sheet sets. Student drawings will be plotted or printed. This course also covers recommended drafting standards and practices for students to use for properly preparing drawings with AutoCAD. This course also introduces the students into the basic use of the Tripos Data System (TDS) COGO software.

LSCE1230 Earthwork Inspection
M 20 30 3

Prerequisite: LSCE1110, and BSAD1010 or INFO1010.

Study of properties of soils affecting the ability to support structures such as bridges, highways, and building sites. Inspector's duties are studied regarding his/her function to ensure that a quality foundation or embankment is constructed. Areas of study include compaction, soil types, basic geology, and density and moisture of soils used in construction. Continuation of study and application of surveying mathematics.

LSCE1232 Highway Plan Reading
M 20 30 3

Prerequisites: LSCE1110, and BSAD1010 or INFO1010.

Programmed study that teaches the fundamentals of reading and interpreting a complete set of highway plans. Continuation of study and application of surveying mathematics.

LSCE1320 Route & Construction Surveying
M 30 70 5

Prerequisites: LSCE1220, LSCE1232, and MATH1080 or higher.

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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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LSCE1324 Concrete Inspection
M 35 15 4

Prerequisite: LSCE1230 and MATH1080 or higher.

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 CAD III
M 50 100 8

Prerequisite: LSCE1226 and MATH1080 or higher.

This course introduces Land Desktop software. It provides the applications of design and layout of a basic plan set. Drawings of subdivision plats and computer aided drafting projects. Using Land Desktop surface information, design cross section templates and apply to road design and layout cut and fill projections. 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
M - 480 12

Prerequisites: LSCE1320, LSCE1324, LSCE1326, and ENGL1000/1010.

On-the-job experience doing surveying, drafting, or materials testing/inspection with employers. Application of skills and knowledge acquired in previous quarters.

LSCE2520 Geodetic Surveying
M 90 60 11

Prerequisites: LSCE1320.

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 Principles of Land Development
M 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.

LSCE2546 Civil CAD IV
M 40 60 6

Prerequisite: LSCE1326.

Study and application of AutoCAD Land Development Desktop engineering software including Civil Drafting Design, Land Desktop, Survey, and Map. Includes a full cycle of field surveying to finish drawing projects. Continuation of study and application of surveying mathematics.

LSCE2620 Boundary Control & Legal Principles
M 40 40 5

Prerequisite: LSCE2520 and SPCH1090, 1110 or 2810.

Study of the advanced methods and equipment for making surveying measurements. Using a property description, students conduct a record history search. Field search for locating survey points and field-to-field survey, processing data and drawing is completed.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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LSCE2626 Civil CAD V
M 20 30 3

Prerequisites: LSCE2546, LSCE2526, and SPCH1090, 1110 or 2810.

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 Land Development Desktop
M 25 75 5

Prerequisite: LSCE2546 and SPCH1090, 1110 or 2810.

Study of advanced computer aided design. Use of engineering software, Autodesk Land Desktop Civil Design, survey map, and Land Desktop workspace settings. Surveying field projects in electronic data collection are downloaded into the computer using LDT and Foresight DXM software.

LSCE2667 Land Survey Systems
M 40 30 5

Prerequisite: LSCE2520 and SPCH1090, 1110 or 2810.

Study of the Public Land system of division and the legal descriptions of plots of land, and methods for describing boundaries and locating property including easements and floodplain boundaries.

MACH - Machine Tool Technology

MACH1110 Orientation
L/M 5 - .5

Orientation to the College philosophy, goals, objectives and rules in the machine tool area.

MACH1121 Manufacturing Processes
L/M 50 - 5

Theory and safe operation of machine and hand tools. Covers metrology, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.

MACH1156 Blueprint Reading & Drawing
L/M 20 30 3

Basic theory and laboratory work in blueprint reading, drafting, equipment utilization, lettering, and geometric constructions. Shape and size description, section views and freehand sketching.

MACH1172 Machine Tool Lab I
L/M 25 120 6.5

Prerequisite: MACH1110.

Basic operation of the lathe, milling machine, and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.

MACH1222 Machine Tool Lab II
L/M 10 190 7

Prerequisites: MACH1110, MACH1121 and MACH1172.

Practice using machine tools. Drill press, lathe, milling machine, surface grinder and cylindrical grinder.

MACH1225 Materials of Industry
L/M 50 - 5

Introduction to materials (steel, irons, etc.) used in industry. Properties, uses, specifications, availability, heat treatment and tool steel.

MACH1241 Machinery's Handbook
L/M 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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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MACH1250 Computer Aided Drafting (CAD)
L/M 20 30 3

Fundamentals of Computer Aided Drafting using AutoCAD computer operating system, AutoCAD menus, AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting.

MACH1324 Machine Tool Lab III
L/M 10 190 7

Prerequisite: MACH1222.

Practice using machine tools. Lathe, milling machine, surface grinder, cylindrical, and cut ter grinder. Projects for lab work. Introduction to die and mold construction.

MACH1349 Basic CNC
L/M 65 35 7.5

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
L/M 45 - 4.5

Prerequisite: MATH1050 or MATH1040.

Use of trigonometry for design and shop problems. Electronic calculator is used for most assigned problems.

MACH1428 Machine Tool Lab IV
L/M 10 140 5.5

Prerequisite: MACH1324.

Advanced projects to improve proficiency on machine tools.

MACH1451 Advanced CNC
L/M 40 20 4.5

Prerequisites: MACH1250, MACH1349, and MACH1370.

Advanced programming, operation, and setup of CNC machines.

MACH1453 CNC Lathe
L/M 30 15 3.5

Prerequisites: MACH1250, MACH1349, and MACH1370.

Fundamentals of manual and conversational programming, operation, and maintenance of the CNC Lathe.

MACH1454 CAM
L/M 40 10 4

Prerequisite: MACH1250.

Introduction to the fundamentals of Computer Aided Manufacturing. Various functions and methods of 3D AND 2D CAM programming will be covered.

MACH1800 Basic Milling Machine I
L 10 20 1.5

Prerequisite: MACH1110.

Basic milling machine course. Practice in using and identifying the many different kinds of milling machines used today. Selection of proper milling cutters, spindle speeds and table feeds, and work-holding devices. Practice in alignment, location of part edge finding and proper use of various milling processes.

MACH1801 Basic Milling Machine II
L 10 20 1.5

Prerequisite: MACH1800.

Continuation of Basic Milling Machine I. See course description for MACH1800.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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MACH1810 Basic Engine Lathe I
L 10 20 1.5

Prerequisite: MACH1110.

Basic engine lathe use. Identification of types of engine lathes in use today. Exercises in turning, facing, drilling, boring, taper turning and external threads. Proper speeds and feeds, proper tool bit geometry, and correct setup procedures.

MACH1811 Basic Engine Lathe II
L 10 20 1.5

Prerequisite: MACH1810.

Continuation of Basic Engine Lathe I. See course description for MACH1810.

MACH2245 Introduction to Molding
L 30 - 3

Prerequisites: MACH2256.

Basic construction components and operation of plastic molds to include injection molds, transfer molds compression molds. Die casting and molds for rubber are also included.

MACH2246 Jigs and Fixtures
L 30 90 6

Prerequisite: MACH1110 through MACH1454.

Introduction to design and construction principles and requirements for manufacturing. Clamping, loading, unloading, location, and materials to be used along with commercially available components. Construction of a jig or fixture.

MACH2256 Die Construction
L 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. A progressive die will be constructed using blueprint provided.

MACH2258 Quality Control
L 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
L 20 175 7.5

Prerequisite: MACH2256.

Continuation of MACH2256. Utilizing laboratory equipment to design and make a progressive die and produce 100 pieces to specifications.

MACH2530 Die Design I
L/M 10 40 2

Prerequisites: MACH1110 through MACH1454.

Study of the design of piercing and blanking dies. Laboratory work in developing and preparing working drawings for a die which the student will construct during the fifth quarter.

MACH2532 Die Making Lab I
M 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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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MACH2535 Mold Theory
M 50 - 5

Prerequisites: MACH1110 through MACH1454.

Fundamental processes and basic construction of plastic molds (compression, transfer, and injection), molds for die casting (pressure molding of nonferrous alloys) and rubber molds.

MACH2537 Injection Mold Design I
M 10 40 2

Prerequisites: MACH1110 through MACH1454.

Basic principles and design of injection molds, gating methods, and runner systems. Study of mold making materials and standard mold bases and components. Use of basic principles and designs in developing plans for a single cavity mold that will be constructed as a laboratory project.

MACH2538 Mold Making Lab I
M 10 190 7

Prerequisites: MACH1110 through MACH1454.

Construction of plastic injection molds, one from the student's prints designed in the injection mold design class. Construction of two other molds to pre-designed specifications. Construction of some components using CNC lathe and mills.

MACH2547 Die Theory
M 50 - 5

Prerequisites: MACH1110 through MACH1454.

Study of the design and construction of shearing, blanking, piercing, cutoff, bending, and forming. Punch presses and die sets.

MACH2634 Die Design II
M 10 40 2

Prerequisites: MACH1110 through MACH1454.

Laboratory experience in basic designs and preparing working drawings for a compound die which the student will construct during the sixth quarter.

MACH2636 Die Making Lab II
M 10 190 7

Prerequisites: MACH1110 through MACH1454.

Practical experience in construction of two dies. Construction of one die following blueprints developed in Die Design II. Electrical discharge machine EDM die construction methods. Electrode is made on CNC mill.

MACH2640 Injection Mold Design II
M 10 40 2

Prerequisites: MACH1110 through MACH1454.

Design of a single cavity injection mold. Laboratory work in developing and preparing working drawings for a mold to be constructed during the sixth quarter.

MACH2642 Mold Making Lab II
M 10 190 7

Prerequisites: MACH1110 through MACH1454.

Practical experience in constructing two molds. Construction of one injection mold from blueprints developed in the Injection Mold Design II class. Use of wire feed and ram type electrical discharge machining and engraving. Completed projects are set up and run to evaluate the quality of the finished molds.

MACH2900 Special Machining Applications
L/M 10 60 3

Prerequisite: Program Chair Permission

Course requirements and objectives arranged by the program chair.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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MAAP • Major Appliance Professional Technology

MAAP1110 Basic Electricity for Home Appliances

M 50 60 7

Overview of magnetism, electricity and electronic fundamentals for the appliance technician including the application of Ohm's Law in both DC and AC electrical circuits. Interpretation of electrical symbols found in home appliance diagrams, and the use of digital and analog multimeters in troubleshooting problems in series and parallel electrical circuits.

MAAP1112 In Home Service Customer Relations

M 30 - 3

Understanding the concepts of in-home customer service from both the customer's viewpoint as well as the service company's viewpoint including standards for the treatment of customers, appliances, the area surrounding the appliance and equipment in the home. Interpersonal skills with regard to customers and co-workers are practiced.

MAAP1114 Electrical Dryer Technology

M 30 30 4

The theory and operating principles involved with different brands of residential electric dryers. Advanced troubleshooting technologies of both electrical and mechanical systems will be practiced.

MAAP1118 Gas Dryer Technology

M 20 30 3

The theory and operating principles involved with different brands of residential gas dryers. Advanced troubleshooting technologies of electrical, mechanical and gas burner systems will be practiced.

MAAP1120 Dishwasher Technology

M 20 30 3

Theory and operating principles of the electrical, mechanical, soap and water systems involved with different brands of dishwashers, disposers & compactors. Diagnosis and repair of residential dishwashers.

MAAP1124 Washing Machine Technology

M 30 30 4

Washability, soaps, water temperatures, types of clothing, washer designs and water systems. Effective diagnosis and repair of electrical, mechanical and water systems on both top and front loading machines.

MAAP1124 Electric Range Technology

M 40 45 5.5

Basics of heat cycles, their effect on food items and microwave theory and applications. Diagnosis and repair of conventional residential electric ranges and microwaves.

MAAP1132 Gas Range Technology

M 30 45 4.5

Operation and servicing of gas ovens and cooktops including both LP and natural gas systems. Venting and ventilation and the measurement of carbon monoxide. Burners, control valves and flame ignition systems.

MAAP1136 Residential Refrigerator Technology

M 70 90 10

Refrigeration theory, proper methods of evacuating/charging residential refrigerators, refrigeration cycles, temperature/pressure relationships, compressors, metering devices, evaporators, condensers and methods of controlling frost in residential refrigerators, window air conditioners and portable dehumidifiers. EPA refrigerant certification test is part of this course.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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MAAP1150 Special Topics in Home Service

M 30 - 3

Study of a special area in major appliance repair or completion of a special project related to the major appliance service field which may include activities such as the completion of classroom or on-line service training provided by major appliance manufacturers and service vendor a-longs with experienced technicians.

MATH • Mathematics

MATH0860 Math Review & Tune-up

B/M 15 - 1.5

A developmental course to upgrade students math skills and prepare for MATH1050 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 Math Fundamentals

B/L/M 45 - 4.5

Covers basic computational skills for review or initial mastery. Topics include fractions and decimals; ratios, proportion, and percent; operations with numbers; problem solving and estimation; basic study skills for mathematics. Graded pass/no pass.

MATH0950 Beginning Algebra

B/L/M 45 - 4.5

Prerequisite: Completion of MATH0900 or and appropriate score on the math placement test.

Study of elementary concepts of algebra. Emphasis on developing functional competency. Practical applications. Graded pass/no pass.

MATH0980 Geometry

B/L 45 - 4.5

Prerequisite: MATH0950 or equivalent.

Development of spatial awareness and critical thinking skills. Through use of construction, labs and proofs, discovery of properties of lines, angles, polygons, circles. With the use of Cartesian, coordination of the relationship between algebra and geometry. Graded pass/no pass.

MATH1040 Business Math

B/L/M 45 - 4.5

Prerequisite: Grade of "P" in MATH0950 or appropriate score on the math placement test.

This course is for the student who needs specific math skills to address business problems and/or applications. Students will learn mathematics as it relates to retail, payroll, financial analysis, interest earned, and money management. Students may use a calculator and computer to solve a variety of applications.

MATH1050 Thinking Mathematically

B/L/M 45 - 4.5

Prerequisite: MATH0950 (Beginning Algebra) or appropriate score on math placement test

This course is designed to help student think mathematically. It will cover various topics including critical thinking, measurement, geometry, advanced algebra skills, basic trigonometry, statistics and other contemporary topics.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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MATH1080 Algebra & Trigonometry

L/M 45 - 4.5

Prerequisite: MATH0950 or equivalent and math placement test.

This course will cover a variety of algebra and trigonometry skills. Topics will include: order of operations; powers, exponents, engineering and scientific notation, polynomials, metric prefixes, and logarithms; factoring, quadratic equation; solving absolute value equations, solving two equations/two unknowns; transposing formulas; solving complex fractional equations; word problems involving direct and inverse variation; and formulas from geometry involving perimeter, area, volume, Pythagorean Theorem, and right triangle trigonometry including special triangles; oblique triangle formulas and graphing equations of lines. Various relevant applications will be discussed.

MATH1100 Intermediate Algebra

B/L 45 - 4.5

Prerequisite: MATH0950 or appropriate score on the math placement test.

Review of topics in a second year high school algebra course taught at the college level. Topics include: real numbers, 1st and 2nd degree equations and inequalities, linear systems, polynomials and rational functions, exponents and radicals, functions and relations, exponential and logarithms. May not fulfill the math requirement for the associate of arts or associate of science degrees—check with the transfer institution.

MATH1150 College Algebra

B/L 45 - 4.5

Prerequisites: A grade of "C" or better in MATH1100 or appropriate score on the math placement test.

Study of college algebra. Emphasis on 1) equations and inequalities, 2) functions and graphs, 3) polynomial and rational functions, 4) exponential and logarithmic functions, 5) systems of equations and inequalities, and 6) analytic geometry. A graphing calculator may be required.

MATH1180 Elementary Statistics

B/L/M 45 - 4.5

Prerequisites: "C" or better in MATH1100 or appropriate score on the math placement test.

Study of descriptive statistics, collection of data, correlation and regression, probability and probability distributions and statistical control. Topics from inferential statistics such as estimates, sampling, hypothesis testing and inferences. Contingency tables. Use of some statistical software packages.

MATH1200 Trigonometry

B/L 45 - 4.5

Prerequisite: "C" or better in MATH1150 or appropriate score on the math placement test.

Study of trigonometry. Definitions of trigonometric functions, relations between the functions, identities, use of tables, graphs of the functions, solution of equations and triangles, inverse trigonometric functions, complex numbers and polar coordinates.


MATH1300 Precalculus

B/L 75 - 7.5


Prerequisites: "C" or better in MATH1100 or appropriate placement exam score and one year high school geometry; and two years high school algebra.

Intensive review of college algebra and trigonometry. Study of the concept of a function and its graph. Study of certain specific functions: polynomial, rational, exponential, logarithmic and trigonometric functions. Covers analytic trigonometry, some applications of trigonometry, conic sections, and systems of equations. Most study uses three points of view: algebraic, graphical, and numerical. Graphical and numerical approaches using a graphing calculator. A graphing calculator is required for the course.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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MATH1400 Applied Calculus
 **B/L 45 - 4.5**

Prerequisite: "C" or better in MATH1150 or appropriate score on the math placement test.
 Fundamentals of differential and integral calculus with emphasis on applications from business, economics and the life sciences. Not open to pre-engineering or pre-architectural majors.

MATH1600 Calculus & Analytic Geometry I
 **B/L 75 - 7.5**

Prerequisites: A grade of "C" or better in MATH1150 and MATH1200 or equivalent, or appropriate score on the math placement test.

Review of functions, introduction to limits, differentiation of algebraic and trigonometric functions, applications, anti-differentiation and the definite integral. A graphing calculator is required.

MATH1700 Calculus & Analytic Geometry II
 **B/L 75 - 7.5**


Prerequisite: A grade of "C" or better in MATH1600 or equivalent.

Continuation of MATH1600. Study of antiderivatives, methods of integration; numerical methods, coordinates and conics, differential equations, Taylor and Fourier approximation.

MATH2030 Contemporary Mathematics
 **B/L 45 - 4.5**

Prerequisites: A grade of "C" or better in MATH1100 and one year of geometry and appropriate score on math placement test.

Applications of quantitative reasoning and methods to problems and decision making in the areas of management, statistics and social choice. Topics include networks, critical paths, linear programming, sampling, central tendency, inference, voting methods, power index, game theory, and fair division problems.

MATH2080 Calculus & Analytical Geometry III
 **B/L 60 - 6**

Prerequisite: MATH1700.

Study of calculus and analytic geometry for functions of two or more variables. Coordinates, three-dimensional vectors, three-dimensional analytic geometry, differentiation and integration of functions of many variables. Use of some mathematical software.

MATH2200 Differential Equations
 **B/L 45 - 4.5**

Prerequisite: MATH2080.

Introduction to the theory and applications of differential equations. Linear differential equations, elementary existence theorems, power series methods of solution, boundary value problems and linear systems.

MEDA • Medical Assisting

MEDA1101 Medical Terminology I
 **L 20 - 2**

Introduction to medical terms. System for building a basic structure of medical terms. Pronouncing, spelling, defining terms and common medical abbreviations included.

MEDA1102 Administrative Medical Assisting
 **L 20 - 2**

Prerequisites: Admission to Medical Assisting program and appropriate assessment score.

Introduction to medical assisting. Provides general knowledge needed for administrative duties. Required for first quarter students who are accepted into Medical Assisting program.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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MEDA1201 Medical Terminology II
 **L 30 - 3**

Prerequisite: MEDA1101.

Continuation of MEDA1101. Terminology relating to body systems and disorders. Intended to increase medical vocabulary. Continuing system for building a medical vocabulary with emphasis on anatomy, physiology and diseases. Divided into "Basic Understanding and Greater Comprehension."

MEDA1202 Communication in Allied Health
 **L 45 - 4.5**

Prerequisites: For Medical Assisting students and Pharmacy Technician students.

MEDA1102 or permission.

For the students in healthcare to learn basic principles of human behavior and apply a personalized approach to patient care and effective relationships with co-workers.

MEDA1203 Medical Law, Ethics & Bioethics for the Medical Office Employee
 **L 30 - 3**

Prerequisite: ENGL1010. Acceptance into Medical Assisting program or Office Technology program, or permission.

Study of medical law, ethics and bioethics for the medical office employee. Business management and general liability for the medical office included.

MEDA1204 First Aid
 **L 20 - 2**

First aid and emergency care developed by the American College of Emergency Physicians (ACEP).

MEDA1205 Exam Room I
 **L 20 15 2.5**

Prerequisites: MEDA1101, MEDA1102, BIOS1000 or BIOS1140 or BIOS1220.

Introduction to the procedures performed at clinical sites. Includes specimen collecting, point-of-care testing, and lab acronyms.

MEDA1301 Exam Room II
 **L 55 60 7.5**

Prerequisites: MEDA1102, MEDA1201, MEDA1202, MEDA1203, MEDA1204, MEDA1205, MEDA1406, MEDA1407 and OFFT1710.

Concurrent with MEDT1171, MEDT1161, MEDT1181, and MEDT1191.

Provides the knowledge and skills for assisting the physician in the office. Skills included are Vital signs, EKG, injection, and handling of instruments for minor surgery. Introduction to physical therapy and radiology.

MEDA1401 Clinical Education
 **L - 240 8**

Prerequisites: BSAD1010, ENGL1010, MEDA1301, MEDT1181, MEDT1171, MEDT1161, MEDT1191, OFFT 2650 AND OFFT2440.

Practical experience under supervision in physician's office or clinic.

MEDA1402 Senior Clinical Seminar
 **L 30 - 3**

Prerequisite: Concurrent with MEDA1401.

Informal class for reviewing and critiquing clinical procedures with correlation of classroom theory. Expansion of special procedures and pharmacology. Résumé preparation.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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MEDA1404 Medical Diseases
 **L 45 - 4.5**

Prerequisites: MEDA1101 and BIOS1000, or BIOS1140, or BIOS1220 or instructor approval.

Introduction to etiology, signs and symptoms, diagnosis and treatments of disease as related to the body system. Includes introduction to immunity, infectious diseases, neoplasm, heredity and nutrition as they relate to the disease process.

MEDA1405 Insurance for the Medical Office
 **L 30 - 3**

Prerequisites: MEDA1101 and BIOS1000, or BIOS1140, or BIOS1220/BIOS1210 or BIOS21030 or instructor approval.

Introduction to procedural and diagnostic coding methods. Provides knowledge of third party carriers to give a working knowledge of preparing medical insurance claims.

MEDA1406 Basic Pharmacology
 **L 20 - 2**

Prerequisite: BIOS1000 or, BIOS1210, or BIOS1140.

Introduction to legal aspects and government regulations, medication resource material, types of medication, route of administration, actions and effects of drugs and drugs used on various systems.

MEDA1407 Medical Calculations
 **L 10 - 1**

Prerequisites: ACT score of 18 or higher, appropriate math assessment, and adviser approval.

Medical dosage calculations with metric, apothecary and household systems, conversions between systems and dosage preparation.

MEDT • Medical Laboratory Technology

MEDT1100 Procedures in Phlebotomy
 **L 20 15 2.5**

Introduction to the principles and skills needed to safely perform venipuncture and capillary blood collection techniques and special collection procedures. Quality assurance procedures pertaining to collection and transport of specimens, laboratory safety, ethical and legal issues pertaining to phlebotomy, and anatomy and physiology of cardiovascular system included. Supervised instruction and experience in collection techniques in lab.

MEDT1101 Clinical Laboratory Procedures
 **L 15 30 2.5**

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
 **L 10 - 1**

Prerequisite: Concurrent with MEDA1301.

Study of routine medical office procedures: urine and throat cultures, wet preps, and complete UA with microscopic and serology tests. Specimen collection, handling, quality control methods, and laboratory safety.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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MEDT1171 Basic Urinalysis & Microbiology Laboratory	L	-	30	1
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Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1161.

Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT1181 Basic Hematology for the Office Laboratory	L	10	-	1
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Prerequisite: Concurrent with MEDA1301.

Study of hematology tests required in medical offices: automated cell counts, hematocrit, hemoglobin, PT/INR, ESR, and basic chemistry tests. Theoretical background for procedures. Blood collection techniques, specimen collection and handling, quality control, and laboratory safety.

MEDT1191 Basic Hematology Laboratory	L	-	30	1
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Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1181.

Demonstration and practice of basic skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT1201 Medical Laboratory Measurements	L	20	-	2
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Prerequisite: MATH1150 and MEDT1101.

Mathematical applications used in the medical laboratory. Use of the Metric system and S.I. units. Laboratory calculations and use of statistical data.

MEDT1301 Clinical Microbiology I	L	20	-	2
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Prerequisites: LBST1221, LBST1231, MEDT1101. Concurrent with MEDT1321 and MEDT1311.

Study of routine procedures in clinical microbiology emphasizing the isolation and identification of common pathogenic bacteria.

MEDT1311 Clinical Microbiology I Laboratory	L	-	60	2
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Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1301.

Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT1321 Hematology I	L	20	-	2
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Prerequisites: MEDT1101 or permission. Concurrent with MEDT1301 and MEDT1331.

Study of routine laboratory procedures of the hematology laboratory. Identification of normal cellular constituents of the blood.

MEDT1331 Hematology I Laboratory	L	-	60	2
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Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1321.

Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT1401 Clinical Microbiology II	L	20	-	2
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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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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MEDT1411 Clinical Microbiology II Laboratory	L	-	60	2
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Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1401.

Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT1421 Hematology II	L	20	-	2
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Prerequisites: MEDT1321 and MEDT1331.

Study of advanced hematology procedures, disease states, and the identification of abnormal cellular constituents of the blood.

MEDT1431 Hematology II Laboratory	L	-	60	2
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Must be taken concurrently with the lecture. Laboratory which accompanies MEDT1421.

Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT2501 Urinalysis	L	10	-	1
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Prerequisites: MEDT1421 and MEDT1431.

Study of normal and abnormal chemical and cellular constituents of urine.

MEDT2511 Urinalysis Laboratory	L	-	30	1
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Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2501.

Skills and laboratory techniques corresponding to the theoretical information presented in the lecture listed above.

MEDT2521 Immunohematology I	L	10	-	1
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Prerequisites: MEDT1421 and MEDT1431.

Study of the theories and procedures of routine blood bank testing. Blood grouping and antibody detection and identification, the genetics of the clinically important blood groups, and functions of the immune system.

MEDT2531 Immunohematology I Laboratory	L	-	30	1
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Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2521.

Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT2541 Clinical Chemistry I	L	25	-	2.5
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Prerequisites: LBST2125, LBST2135, 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	L	-	60	2
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Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2541.

Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT2561 Immunology	L	20	-	2
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Prerequisites: MEDT1401 and MEDT1411 or program permission.

Introduction to Immunology. Immune system, antigens, antibodies, complement, and reactions of antigens and antibodies. Relationships to diseases that are immunologically involved.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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MEDT2571 Immunology/Serology Laboratory	L	10	30	2
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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	L	10	-	1
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Prerequisites: MEDT1421 and MEDT1431.

Principles of blood coagulation and basic coagulation procedures.

MEDT2591 Hemostasis Laboratory	L	-	30	1
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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	L	10	-	1
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Prerequisites: MEDT2561 and MEDT2571.

Procedures for proper specimen collection and preparation. Identification of common human parasites and their life cycles.

MEDT2611 Parasitology Laboratory	L	-	30	1
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Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2601.

Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT2621 Immunohematology II	L	10	-	1
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Prerequisites: MEDT2521 and MEDT2531.

Continuation of immunohematology, including theory and application of blood banking practices and procedures. Compatibility testing, transfusion reactions, and special testing procedures.

MEDT2631 Immunohematology II Laboratory	L	-	30	1
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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	L	25	-	2.5
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Prerequisites: MEDT2541 and MEDT2551.

Advanced study in the theory and application of clinical chemistry procedures. Manual and automated testing, disease states and quality control.

MEDT2651 Clinical Chemistry II Laboratory	L	-	60	2
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Must be taken concurrently with the lecture. Laboratory which accompanies MEDT2641.

Skills and laboratory techniques corresponding to theoretical information presented in the lecture.

MEDT2681 Clinical Education Orientation I	L	20	-	2
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Prerequisite: 6th quarter standing.

Introduction to the hospital and clinic laboratories where the students might receive their clinical experiences. Professional ethics, patient confidentiality, laboratory safety, and phlebotomy skills reviewed.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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MEDT2690	Clinical Education I	L	-	75	2.5
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Co-requisite: MEDT2681.

Phlebotomy experience and additional learning opportunities within a clinic and/or hospital laboratory. Application of theory and skills acquired in classroom and laboratory courses. Experience with LIS (Laboratory Information Systems).

MEDT2701	Clinical Education II	L	-	330	11
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Prerequisite: MEDT2690.

Continuation of laboratory experience and training opportunities within a hospital and clinic laboratory. Rotation throughout departments of the clinical laboratory. Application of theory and skills acquired in classroom and laboratory courses.

MEDT2702	Clinical Seminar I	L	20	-	2
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Must be taken concurrently with MEDT2701.

Group interaction, participation, and presentation relating to various aspects of the clinical laboratory.

MEDT2703	Clinical Education Orientation II	L	20	-	2
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Concurrent with MEDT2701.

Review of clinical laboratory theory and technical skills for Clinical Education II and III. Requirements and clinical rotation schedules are presented.

MEDT2710	Clinical Project I (optional)	L	30-90	-	1-3
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Special papers or projects as suggested by the college or clinical sites.

MEDT2801	Clinical Education III	L	-	330	11
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Prerequisite: MEDT2701.

Continuation of laboratory experience and training opportunities within a hospital and clinic laboratory. Rotation throughout clinical laboratory. Application of theory and skills acquired in classroom and laboratory courses.

MEDT2802	Clinical Seminar II	L	20	-	2
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Must be taken concurrently with MEDT2801.

Group interaction, participation, and presentation relating to various aspects of the clinical laboratory.

MEDT2810	Clinical Project II (optional)	L	30-90	-	1-3
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Special papers or projects as suggested by the College or clinical sites.

MFGT • Manufacturing Engineering Technology

MFGT1125	Materials of Industry	M	50	-	5
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Introduction to materials (steel, irons, etc.) used in industry. Properties, uses, specifications, availability, and heat treatment. Special attention given to tool steel.

MFGT1144	Industrial Drafting I	M	20	130	6
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Basic industrial drafting; Drawing instruments, lettering, geometric construction, orthographic projections, dimensioning and sectioning, auxiliary views, detail and assembly drawings.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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MFGT1250	Industrial Drafting II	M	20	55	3.5
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Prerequisite: MFGT1144, MFGT1350

Continuation of MFGT1144 covering precision dimensioning, an introduction to geometric dimensioning and tolerancing, pictorial drafting, sheet metal layout, threads and fastening devices, welding symbols and drawings, and a team approach to product design.

MFGT1333	Applied Hydraulics & Pneumatics	M	60	40	7
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Prerequisite: MATH1050, MFGT1250, MFGT1450.

Introduction to fluid power (hydraulic and pneumatic) systems, circuitry and various components, their design, operation, and application. Practical manufacturing-related systems. Use of standard ANSI symbols.

MFGT1350	Basic Computer Aided Drafting	M	20	30	3
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Fundamentals of Computer Aided Drafting using AutoCAD on IBM compatible microcomputers; AutoCAD menus, AutoCAD settings and drawing setup, draw and edit commands, AutoCAD coordinate system, practice drawings, symbols, prototype drawings and plotting.

MFGT1354	Elementary Tool Design	M	50	50	6.5
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Prerequisites: MFGT1250, MFGT1450.

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.

MFGT1362	Plant Layout & Materials Handling	M	30	20	3.5
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Prerequisites: MFGT1250, MFGT1450.

Study of manufacturing flow, material handling, J.I.T., use of available facilities and equipment, packaging, shipping, receiving, and employee protective equipment.

MFGT1413	Electrical Fundamentals	M	50	-	5
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Prerequisite: MATH1050.

Fundamental concepts of electricity. Energy, basic electrical fundamentals, and circuits and devices. Application of Ohm's Law, power and efficiency formulas to problems involving basic circuits. Sources and effects of electric current, magnetism, electromagnetism, generators, and motors.

MFGT1421	Manufacturing Processes I	M	50	-	5
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The theory and safe operation of machine and hand tools. Covers metrology, five basic machining techniques (drilling, turning, boring, milling, and grinding), tool geometry, speeds, feeds, and cutting fluids.

MFGT1429	CNC Machines	M	30	20	3.5
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Prerequisites: MFGT1250, MFGT1450.

Basic programming of Computer Numerical Control Machines is studied. Manual programming and programming with Mastercam X are covered.

MFGT1450	Advanced Computer Aided Drafting	M	10	15	1.5
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Course devoted to the needs of the intermediate AutoCAD user. AutoCAD Mechanical software power tools are unveiled to the AutoCAD users. Attention is given to the use of dynamic three-dimensional construction, solid modeling, paper space, model space, and customizing of the AutoCAD environment.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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MFGT1456	Manufacturing Processes II	M	20	80	4.5
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Basic operation of the lathe, milling machine and grinder. Laboratory experience with hand tools, metrology, metal sawing, drilling and tapping.

MFGT1458	Electrical Drafting	M	10	40	2
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Prerequisites: MFGT1250, MFGT1450.

Study of graphical methods of describing industrial electrical controls and control circuits. Elementary or schematic diagrams, connection and block diagrams, and printed circuit drawings using computer aided drafting techniques. Use of American Standard Association and National Electrical Component Association Standards.

MFGT2549	Quality Assurance & SPC	M	50	-	5
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Prerequisite: MATH1050.

Study of statistical techniques used in the control of the quality requirements of manufactured articles. Sampling, inspection techniques, S.P.C., and the use of inspection tools and instruments.

MFGT2551	Time & Motion Study	M	50	-	5
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Study of systematic, practical, and scientifically correct treatment of present-day motion and time study along with application of economics and productivity as applicable to the manufacturing field.

MFGT2559	Advanced Geometric Dimensioning & Tolerancing	M	50	-	5
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Prerequisite: MFGT1250.

Study and application of current methods, symbols, and principles of geometric dimensioning and tolerancing as per ASME 14.5M-1994.

MFGT2566	Tool & Product Design	M	10	90	4
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Prerequisites: PHYS1017 or PHYS1150, MACH1370, MFGT1250, MFGT1450.

Design and development steps of one or more of the following using computer aided drafting techniques: various dies, plastic and metal molds, patterns, drill jigs, welding fixtures, machining fixtures, and the piece part products of these various tools.

MFGT2635	Plastics: Design & Engineering	M	50	-	5
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Study of the physical, chemical, and mechanical properties of plastics. Study of molding techniques and processes. Product design considerations and guidelines.

MFGT2643	Strength of Materials	M	50	-	5
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Prerequisites: PHYS1017 or PHYS1150, MACH1370.

The study of resultant and equilibrium of forces, moments, simple stresses, properties of materials, bolted, riveted and welded joints, centroids, and moment of inertia.

MFGT2668	Design & Production Problems	M	5	95	3.5
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Prerequisites: PHYS1017 or PHYS1150, MFGT1250, MFGT1450, 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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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MFGT2670 Autodesk® Inventor

M 35 65 5.5
Prerequisite: BSAD1010, MFGT1250, MFGT1450.
 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. Students will become familiar with creating parametric detail and assembly drawings with parts lists, simulating assembly motion for analysis, using Finite Element Analysis to solve stress analysis and using Inventor Studio for photo realistic images.

MFGT2672 Mechanisms

M 50 - 5
Prerequisites: MATH1050, MFGT1250, MFGT1450, MACH1370.
 Theory and application of cams and gears, analysis of mechanisms and determination of positions, displacements, velocities, and accelerations of parts. Use of graphical solutions. Mechanisms such as couplings, universal joints, clutches, drive trains, four bar, slider crank, quick return, toggle, straight line, parallel, and intermittent motion devices.

MFGT2680 Solid Works

M 10 15 1.5
Prerequisite: MFGT2670.
 This course introduces the advanced user to SolidWorks® software. SolidWorks® software is used extensively for the creation of adaptive parametric solid model parts, assemblies, and drawings to industrial standards.

MSTT • Motorcycle, ATV, and Personal Watercraft Technology

MSTT1000 Shop Procedures & Hand Tools

L 45 30 5.5
 Effective use of parts and service information resources. Proper use and care of hand and power tools. Safety practices and procedures. Use of precision measuring instruments.

MSTT1112 Basic Engine Theory

L 35 65 5.5
Prerequisite: 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

L 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

L 25 35 3
Prerequisite: MSTT1000.
 Theory and maintenance of stamped steel, spoke and magnesium wheels. Inspection, service, repair and balance of various tire designs.

MSTT1122 Frames, Suspensions, & Brakes

L 15 60 3.5
Prerequisite: MSTT1000.
 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 ATVs. Theory and operation and proper service procedures of drum and disk brakes.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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MSTT1125 Electrical Concepts

L 55 15 6
 Basic electrical and electronic principles, Ohm's law, magnetism and electromagnetism as applied to the motorcycle, ATV, and personal watercraft are covered. The proper and effective use of analog and digital meters.

MSTT1131 Electrical Circuits

L 90 30 10
Prerequisite: MSTT1125.
 Theory of electrical circuits and ignition systems for motorcycles, ATVs and personal watercraft. Troubleshooting and repair of electrical circuits.

MSTT1132 Fuel & Ignition Systems

L 40 30 5
Prerequisite: MSTT1125.
 Introduction to carburetion and fuel injection systems used on motorcycles, ATVs, and personal watercraft.

MSTT1133 Tune up & Rideability

L 40 110 7.5
Prerequisite: MSTT1125.
 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

L 22 18 3
Prerequisite: MSTT1125.
 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

L 30 20 3.5
Prerequisite: MSTT1112.
 Theory of clutches, gear ratios, drive trains for constant mesh and automatic transmissions as used on motorcycles and ATVs.

MSTT1141 Engine Rebuild and Overhaul

L 20 60 4
Prerequisite: MSTT1112.
 Disassembly and reassemble procedures of two-cycle and four-cycle motorcycle, ATV, and personal watercraft engines.

MSTT1145 Engine Machine Operations

L 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

L 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

L 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 repair facility.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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MUSC • Music

MUSC1010 Introduction to Music

B/L 45 - 4.5
 An introduction of musical forms, styles, and composers within a historical perspective. Includes an introduction to music elements as well as a range of music literature.

MUSC1015/1020, 2010/2020, 2030/2040 Individual Instruction in Voice

B - 15 1.5

MUSC1220/1230, 2200/2210, 2220/2230 Individual Instruction in Brass

B - 15 1.5

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

B - 15 1.5

MUSC1260 Class Piano I

B - 30 1.5
 Beginning fundamentals of piano performance. Scales, fingering, sight-reading and transposing included. Assumes no prior knowledge of music.

MUSC1261 Guitar I

B - 30 1.5
 Beginning fundamentals of guitar playing. Playing solo and ensemble, harmonizing, scales, tablature, picking and strumming patterns, and comping included. Music of classical and popular style. Assumes no prior knowledge of music.

MUSC1270 Class Piano II

B - 30 1.5
Prerequisite: MUSC1260 or permission of instructor.
 Continuation of MUSC1260 Class Piano I. Increasing technical facility and functional skills, playing by ear, and adding improvisation and harmonization skills.

MUSC1310/1320, 2310/2320, 2610/2620 Individual Instruction in Strings

B - 30 1.5
 Study and performance of standard choral literature for mixed voices. Public appearance both on and off campus required.

MUSC1410/1420, 2390/2400, 2410/2420 College Chorus

B - 30 1.5
 Study and performance of standard choral literature for mixed voices. Public appearance both on and off campus required.

MUSC1430, 1440, 2430, 2440 Vocal Ensemble: Showcase Singers

B - 60 3

Participation by audition only and permission of instructor.

Select group of singers with performance emphasis on jazz repertoire. Includes several off-campus performances.

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

B - 30 1.5
 Performance of standard band music. Appearances at designated functions both on and off campus are required.

MUSC1610 Music Theory I

B/L 45 30 6
 Introduction to the fundamentals of music, notation, rhythm, meter, scales, keys, intervals, triads, seventh chords, in version and figured bass. Sight singing, dictation and keyboard.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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MUSC1620 Music Theory II
B/L 45 30 6

Prerequisite: MUSC1610 or permission of instructor.

Study of basic harmonic techniques of the baroque, classical, and romantic periods including chord progressions, cadences, harmonization, completion and composition. Elements of form, such as phrase, period and phrase group. Continued work in sight singing, dictation and keyboarding.

MUSC1630 Music Theory III
B/L 45 30 6

Prerequisite: MUSC1620 or permission of instructor.

Subjects covered will be modulation; secondary dominants; diminished sevenths; neapolitan and augmented sixths; and chords of the ninth, eleventh, and thirteenth. Continued work with sight singing and dictation.

MUSC1640 Music Theory IV
B/L 45 30 6

Prerequisite: MUSC1630 or permission of instructor.

Theoretical thinking and aural comprehension covering chromatic harmony and voice leading. Increased chromaticism developed in 19th- and 20th-century popular music. Continued work with sight singing and dictation.

MUSC2260 Class Piano III
B - 30 1.5

Prerequisite: MUSC1270 or permission of instructor.

Preparation of repertoire for performance. Continue working on piano fundamentals, and playing by ear. Additional chords and scales presented.

MUSC2270 Class Piano IV
B - 30 1.5

Prerequisite: MUSC2260 or permission of instructor.

Preparation of solo repertoire as well as accompaniments from vocal/instrumental literature. Improvisation, harmonizing, sight-reading and transposition stressed. Review of scales and chords.

MUSC2520/2530, 2540/2550, 2580/2590
Individual Instruction in
Piano
B - 15 1.5

Prerequisite: MUSC2270 or instructor permission.

MUSC2720 Music History & Literature I
B/L 45 - 4.5

Tracing the historical development of music from Middle Ages through end of Baroque. Comprehensive survey with emphasis on styles and characteristics of Gregorian Chant, early polyphony, and music of the Renaissance and Baroque periods.

MUSC2730 Music History & Literature II
B/L 45 - 4.5

Tracing the historical development of music from Classical period to present day. Survey presentation with emphasis on styles and characteristics of the classical, romantic, impressionistic and modern schools.

MUSC2750 Introduction to
American Music
B/L 45 - 4.5

Survey of the various types of American music including jazz, popular, folk and musical theatre. Discussion centers on the relationship between the music and its historical and cultural context. Includes music of Americans of European, African, Asian, Hispanic and American Indian descent.

**Note: Nebraska Law
Enforcement - See CRIM**

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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**NDTT - Nondestructive
Testing Technology**
NDTT1121 Visual Inspection Method
M 30 45 4.5

Concepts and applications of visual inspection as it relates to other NDT methods. Use of optical devices, precision measurement tools and gauges. Use of various tools in laboratory and field situations.

NDTT1133 Manufacturing Processes
M 100 - 10

Study of metal forming casting and forging processes, metals production, plastic, and other material types. Materials joining processes and nontraditional machining methods along with allied cutting processes.

NDTT1138 Welding Processes
M 20 30 3

Introduction to the theory and practice of oxy-acetylene hand torch cutting. SMAW practice includes study of variables and parameters of equipment and operation. Safety of welding and cutting equipment and lab work emphasized.

NDTT1164 Blueprint Reading & CAD
M 40 35 5

Study of industrial graphics language for shape description, size description, instrument drawing, blueprint reading, pictorial drawing (isometric and oblique drawing) and CAD.

**NDTT1236 Electrical & Electronic
Fundamentals**
M 50 - 5

Prerequisite: MATH1050.

Introduction to electrical and electronic fundamentals. Sources and effects of electric current, magnetism, and electromagnetism. Formulas for problem solving in basic circuitry. Instrumentation used in NDT. System concepts and basic troubleshooting.

NDTT1255 NDT Methods
M 75 75 10

Prerequisites: MATH1050, NDTT1121, NDTT1133 and NDTT1138.

Introduction to the UT, RT, PT, MT, and ET methods of nondestructive testing. Fundamental operating principles and traditional applications. Laboratory work on instrument and equipment familiarization, instrument calibration, inspection, procedures, and reporting of inspection results.

NDTT1263 Metallurgy
M 50 50 6.5

Prerequisites: MATH1050, NDTT1133 and NDTT1138.

Study of the nature of metals, methods of metallurgical examination, mechanical testing, chemistry, and production of metals.

NDTT1356 Liquid Penetrant
M 20 30 3

Prerequisites: NDTT1121 and 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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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NDTT1360 Ultrasonics I
M 40 110 7.5

Prerequisites: MATH1050 and NDTT1255.

Applications and ultrasonic inspection techniques. Technique requirements specified in selected codes, standards, and job specifications. Examination and reporting consistency. Introduction to ultrasonic system configuration and computers.

NDTT1450 Eddy Current I
M 20 20 2.5

Prerequisites: 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
M 30 30 4

Prerequisites: NDTT1236 and NDTT1255.

Study of proper MT testing techniques and applications. Control of inspection variables in all forms of magnetic particle inspection. Study of codes, standards, inspection procedures, and job specifications as they relate to magnetic particle inspection.

NDTT1464 Radiography I
M 60 90 9

Prerequisite: NDTT1255.

Applications and radiographic inspection techniques. Technique requirements specified in selected codes, standards, and job specifications. Examination and reporting consistency. Methods for developing RT techniques in situations where limited information is available about a test object or where codes and standards do not exist.

**NDTT1470 Radiation Safety &
Administration**
M 50 - 5

Prerequisite: NDTT1255.

Study of operational and functional radiation safety programs. Exercise of personal responsibilities related to safety in industrial radiography. Practical aspects of x-ray and radioisotope operations. Program administrative responsibilities and radiation physics.

NDTT2040 NDT Mathematics
M 45 - 4.5

Introduction to advanced math skills. Common and natural logarithms, industrial application, angles and triangles. Angular measurement, right triangle and oblique triangle trigonometry and vectors. Polar and rectangular coordinates. Capabilities, functions and use of scientific calculators.

**NDTT2569 Radiography II & Film
Interpretation**
M 50 100 8

Prerequisites: NDTT1464 and NDTT1470.

Study of industrial radiography with major emphasis on developing skills in technique and procedure development. Code requirements, film interpretation, control of film processing, film reviews and audits, radiation safety administration, and special radiographic techniques. Including lab projects related to interpreting and evaluating radiography of welds, castings, forgings, electrical components and composite materials.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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NDTT2570	Eddy Current II	M	75	75	10
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Prerequisite: NDDT1450.

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	M	50	100	8
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Prerequisite: NDDT1360.

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	M	30	45	4.5
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Prerequisites: BSAD1010 and NDDT1360.

Study of computer assisted NDT. Motion control and data acquisition techniques. Assigned projects for practical adaptation of a computer to an inspection situation.

NDTT2679	Code Interpretation & Procedure Development	M	35	40	4.5
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Development of technical skills for writing qualifiable test procedures. Audit and surveillance procedures and implementation. Quality assurance functions.

NURA • Nursing Assistant

NURA1401	Basic Nursing Assistant	50	50	6.5
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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.

NURS • Associate Degree Nursing

All **prerequisite** courses and **NURS** courses must be passed with a "C+" or better.

NURS1206	Introduction to Professional Nursing	L	20	-	2
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Prerequisites: BIOS1140, BIOS1110, SOCI1010, BIOS2130, MATH1150, 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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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NURS1304	Transition to Associate Degree Nursing	L	10	-	1
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Prerequisites: BIOS1110, BIOS1140, BIOS2130, CHEM1050, ENGL1010 or ENGL1015, FSDT1350, MEDA1407, MATH1150, 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	L	30	90	6
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Prerequisites: NURS1206, MEDA1406/1407, PSYC2960, ENGL1010 or ENGL1015, 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	L	45	-	4.5
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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	L	5	75	3
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Prerequisite/co-requisite: NURS1305 and NURS1306 or NURS1308.

Students are introduced to the principles and skills needed to care for individual clients with common disease conditions along the health/illness continuum. Pathophysiology, diet therapy, diagnostic tests and pharmacology are correlated with the nursing process when identifying common health problems and planning care. Clinical experiences are correlated with theory in a variety of health care settings.

NURS1308	Pathophysiology through the Lifespan	L	60	-	6
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Prerequisites: BIOS1140, BIOS2130, CHEM1050, BIOS1110.

This course is designed for students pursuing a career in nursing or other health related fields. Students are introduced to concepts related to mechanisms of the disease process. Foundational concepts of inflammation, immunity, infection and neoplastic alterations are applied to each body system. The relationship of signs and symptoms to specific diseases are discussed. Students will become familiar with terminology directly associated with disease process, i.e. etiology, diagnosis, prognosis, etc. Disease concepts will include specific applications throughout the lifespan, including developmental and genetic alterations. Effects of aging are explained. Students will identify common diagnostic and treatment modalities.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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NURS2400	Nursing Assessment	L	30	45	4.5
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Prerequisite: NURS1304 or NURS1305.

Co-requisites: 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 and multicultural diversity.

NURS2403	Gerontological Nursing Concepts	L	20	45	3.5
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Prerequisite: NURS1305. *Co-requisite:* NURS2400.

Focuses on the nursing process as a problem solving tool in assisting older clients' adaptation to stress related to chronic and terminal illness. Gerontological principles and rehabilitative aspects of nursing are examined. Pathophysiological concepts, therapeutic nutrition and pharmacology are integrated.

NURS2404	Nursing Concepts III	L	30	90	6
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Prerequisite: NURS1305/1306/1307.

Co-requisites: NURS2400/2403.

Focus on the nursing process applied to clients' adaptive responses to stressors, including hospitalization and the disease process. Perioperative nursing principles are included. Related 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	L	30	90	6
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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	L	30	90	6
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Prerequisite: NURS2404.

The course utilizes the nursing process based on the knowledge of childhood variations to specific pediatric problems while reinforcing normal growth and developmental processes. Concepts of nutrition, pharmacology and pathophysiology are integrated in the course. The student gains insight within the secondary care setting by helping the pediatric client/child rearing family cope with the stress of illness and by promoting family health.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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NURS2602	Mental Health Nursing Concepts			
	L	30	90	6

Prerequisite: NURS2501 or NURS2502.
Co-requisite: NURS2603.

A study of behavioral reactions to social, physical and emotional stress as seen in clients receiving psychotherapeutic care is studied. Introduces nursing interventions in dysfunctional behavior in secondary care settings. Further development of the nurse-client relationship, techniques and therapeutic communication skills are emphasized. Overview of the modes of therapy (including psychopharmacology) and intervention in recurring maturational and situational crises. Pathophysiology and diet therapy are integrated. Clinical experiences are provided in a variety of health care settings.

NURS2603	Nursing Concepts IV			
	L	30	105	6.5

Prerequisite: NURS2501/2502.
Co-requisite: NURS2602.

Introduction to more complex cognitive and psychomotor skills needed to care for individuals with more complex disease conditions along the wellness/illness continuum. The clinical course emphasizes setting priorities of needs with emphasis on the distinction between normal and abnormal adaptation to multiple stressors affecting the client systems. Crisis theory interventions are introduced. Pathophysiology, diet therapy and pharmacology are integrated. 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.

OFFT • Business Information Technology

All **prerequisite** courses must be passed with a "C" or better.

OFFT1010	Beginning Keyboarding I			
	B/L	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			
	B/L	20	-	2

Prerequisite: OFFT1010 or equivalent, 20 GWAM minimum.

Reinforces keyboarding techniques using the touch method; uses practice drills and strategies to develop excellent rhythmic keyboarding skills. A minimum of 30 gross words a minute (GWAM) with three or fewer errors on three-minute timings must be achieved to pass. Graded pass/no pass.

OFFT1110	Business Communications			
	B/L/M	45	-	4.5

Prerequisite: Eligible for ENGL1010 or ENGL1015.
Recommend BSAD1010 or INFO1121.

Study of principles and techniques of writing business letters, electronic and written messages, and reports. Principles of grammar, punctuation, and correct word usage that have practical application in writing for business purposes.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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OFFT1120	Medical Terminology B	45	-	4.5
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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			
	B/L	45	-	4.5

Prerequisite: OFFT1020 or equivalent, 30 GWAM minimum.

Uses a comprehensive diagnostic approach to build speed while maintaining a high degree of accuracy. A speed of 40 GWAM is a C, and 50 GWAM is an A on five-minute timings with five or fewer errors. Introduction to the electronic calculator and proficiency development in operating the 10-key pad by touch. Uses appropriate practice exercises and timed writings to produce a minimum speed of 100 key strokes per minute with at least 95% accuracy.

OFFT1170	Keyboarding IV			
	B/L	30	-	3

Prerequisite: OFFT1160 or equivalent, 40 GWAM minimum.

Uses lessons designed to develop both speed and accuracy while encouraging students to reach high goals on an individual basis. A speed of 50 GWAM is a C, and 60 GWAM is an A on five-minute timings with five or fewer errors. Introduction to the electronic calculator and proficiency development in operating the 10-key pad by touch. Uses appropriate practice exercises and timed writings to produce a minimum speed of 100 key strokes per minute with at least 95% accuracy.

OFFT1310	Office Accounting			
	B/L	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.

OFFT1680	Web Page Support			
	B/L	45	-	4.5

Prerequisite: BSAD1010

Design and preparation of Web pages, documents, and communication for electronic delivery. E-forms, e-mail etiquette, pdf file creation, online publishing, and file transfer included.

OFFT1710	Word Applications I			
	B/L	45	-	4.5

Prerequisites: BSAD1010 and OFFT1020.

Create, format, and edit basic business office documents such as letters, memos, reports, and tables using Microsoft Word. Emphasis on usable/mailable copy.

OFFT1720	Word Applications II			
	B/L	45	-	4.5

Prerequisite: OFFT1710.

Create, format, and edit advanced office documents such as tables, letters with special parts, two-page memos, long reports, and merge using Microsoft Word. Emphasis on usable/mailable copy.

OFFT1740	Desktop Publishing Applications			
	B/L	45	-	4.5

Prerequisite: OFFT1710

Apply basic layout and design concepts in newsletters and other office documents using Microsoft Office applications: Word and Publisher. Emphasize importance of usable/mailable copy.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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OFFT1760	Project Management Applications			
	B/L	45	-	4.5

Prerequisite: BSAD1020.

Use critical thinking and teamwork skills to manage the tasks and resources required to complete a project. Utilize Microsoft Project software to plan and track project progress. Use Microsoft Outlook and PDAs to communicate effectively with team members. Prepare appropriate documents and presentation materials as necessary throughout the project process.

OFFT2000	Employment Techniques			
	B/L	30	-	3

Prerequisites: Declared students only.

OFFT1110, HIMS1103, or VPUB2244. This class should be taken immediately before Co-op Supervised Employment and graduation for associate degree or diploma students.

Development of techniques and skills necessary for students to be successful in seeking or retaining employment within career area.

OFFT2020	Co-op Supervised Employment			
	B/L	-	200	5

Prerequisite: OFFT2000.

Under the guidance of a cooperative education coordinator, practical work experience for development of marketable skills in an office position. Open to Business Information Technology students only with a minimum GPA of 2.0.

OFFT2060	Voice Recognition/ Transcription			
	B/L	45	-	4.5

Prerequisites: OFFT1710 and eligible for ENGL1010.

Utilizes current technology tools to effectively transcribe and produce business documents. Includes application of proper grammar and punctuation rules while both composing and editing business documents, use of speech recognition software, and use of machine transcription equipment.

OFFT2130	Medical Machine Transcription			
	B/L	45	-	4.5

Prerequisites: MEDA1201 or OFFT1120 and OFFT2060.

Practice using medical abbreviations, terminology, and phrases; transcription of basic hospital cases from recorded dictation using Microsoft Word.

OFFT2210	Legal Processes I			
	L	45	-	4.5

Prerequisite: OFFT1710. OFFT2060 and OFFT1200 may be concurrent.

Provides students with the basic knowledge and skills needed to work in a variety of law-related settings, such as private law firms, government agencies, corporations, and banks. Study of legal terminology and its application in various areas of the law. Preparation of legal documents, pleadings, and correspondence using WordPerfect and Word. Topics covered include ethics, confidentiality, calendaring, billing, client relations, and specific duties for the legal office.

OFFT2220	Legal Processes II			
	L	45	-	4.5

Prerequisite: OFFT2210.

Continuation of Legal Processes I. Further study of the knowledge and skills needed to work in a variety of law-related settings, such as private law firms, government agencies, corporations, and banks. Study of legal terminology and its application in various areas of the law. Preparation of legal documents, pleadings, and correspondence using WordPerfect and Word. Topics covered include ethics, confidentiality, calendaring, billing, client relations, and specific duties for the legal office. An introduction to basic legal research and citation rules is provided.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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OFFT2310	Financial Computer Applications				
	B/L	45	-	4.5	


Prerequisites: ACCT1200 and BSAD1020.

Excel spreadsheet projects from a financial perspective, accounts receivable and accounts payable with subsidiary ledgers, payroll concepts, and computerized accounting software.

OFFT2340	Records and Information Management				
	B/L	45	-	4.5	

Prerequisite: BSAD1020.

Introduction to records management. Rules of alphabetic, geographic, numeric, subject, and chronological methods of filing according to the Association of Records Managers and Administrators (ARMA) rules. Utilize Microsoft Access to complete database projects and integration activities.

OFFT2410	Administrative Procedures I				
	B/L	45	-	4.5	

Prerequisite: OFFT1710.

Comprehensive coverage of relevant skills and procedures in the performance of office duties including the role of the administrative assistant, communication skills, and reference sources. Provides the student with the opportunity to apply relevant skills for today's automated work environment.

OFFT2420	Administrative Procedures II				
	B/L	45	-	4.5	

Prerequisite: 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.

OFFT2430	Administrative Office Management				
	L	45	-	4.5	

Prerequisite: OFFT1710.

Designed to acquaint the administrative assistant with the various theories of management and related concepts relevant to their office duties and responsibilities.

OFFT2440	Medical Office Procedures				
	B/L	45	-	4.5	

Prerequisites: MEDA1101 or OFFT1120, and OFFT1710 or by permission; OFFT2060 recommended. Integration of relevant medical office skills and procedures in the performance of modern medical office duties. Simulations included.

OFFT2460	Office Simulation				
	B/L	45	-	4.5	

Prerequisites: ACCT1200 or OFFT1310, MATH1040, OFFT1110, OFFT2340, OFFT2410, and PSYC1250 or by permission. *Corequisite:* OFFT2420.

Uses previously learned office, procedures, and soft skills in an interactive work-flow environment. Students run a simulated business and work as managers, human resource specialists, accountants, order analysts, inventory specialists, and service representatives.

OFFT2650	Computerized Medical Management				
	L	30	-	3	

Prerequisites: OFFT2440 or by permission.

Computerized application of scheduling, records management, insurance forms, patient database, and financial reports.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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OFFT2720	Microsoft Office Integration				
	B/L	45	-	4.5	

Prerequisites: BSAD1020, OFFT2310, and OFFT2340.

Create documents integrating Microsoft Office applications. Project-based class requires advanced technology and critical-thinking skills. Ability to work independently and in teams will be necessary as students apply skills and knowledge acquired in previous courses to initiate and complete Microsoft integration projects.

OFFT3010	Special Projects				
	B/L	10	-	1	

Prerequisites: Completion of at least 55 credit hours; a minimum 2.5 GPA; and permission of adviser and program chair.

Study of a particular area in the office technology field, arranged with the student's adviser and approved by the program chair.

OFFT3020	Special Projects				
	B/L	20	-	2	

Prerequisites: Completion of at least 55 credit hours; a minimum 2.5 GPA; and permission of adviser and program chair.

Study of a particular area in the office technology field, arranged with the student's adviser and approved by the program chair.

OFFT3030	Special Projects				
	B/L	30	-	3	

Prerequisites: Completion of at least 55 credit hours; a minimum 2.5 GPA; and permission of adviser and program chair.

Study of a particular area in the office technology field, arranged with the student's adviser and approved by the program chair.

PDSM - Parts Marketing & Management

PDSM1120	Nomenclature I				
	M	110	30	12	

Function, composition, life expectancy, and nomenclature of the commonly requested parts. Identification of those parts most often in demand. Also, the principles of diesel and gas engines, electrical system components, fuel systems. Students will disassemble and reassemble these components.

PDSM1131	Aftermarket Catalogs & Obsolescence I				
	M	30	80	5.5	

Introduction to jobber parts catalog indexing and use. Location of parts on shelves, charging out items on counter tickets and first level return of parts, use of price sheets and classifications. The course includes the computerized parts systems.

PDSM1221	Nomenclature II				
	M	35	15	4	

Continuation of commonly requested parts, their function, composition, life expectancy, and nomenclature. Also the principles of transmissions, differentials, steering, suspension, brakes, and air conditioning.

PDSM1222	Dealership Cataloging, & Obsolescence II				
	M	40	60	6	

Study and use of General Motors, Ford, and Chrysler parts cataloging and the various levels of pricing retail, wholesale, and dealer goods. There will be a continued learning of nomenclature by using these references.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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PDSM1223	Service Writing, Warranty Policies, & Tools				
	M	20	30	3	

Knowledge and experience needed to become a service writer in today's dealerships. Study of warranties and how parts under warranty are returned to the supplier, time limits which apply, and what is acceptable under warranty. Basic tools and equipment used in and sold from a parts department including proper use and care.

PDSM1226	Counter Sales & Operations				
	M	10	40	2	

Introduction to inventory control, computerized systems, and other functions performed in the typical parts store, i.e., shipping and receiving inventory, counter sales, posting invoices, telephone skills, purchasing warehouse inventory, and customer relations are performed in the college parts store.

PDSM1321	Parts Management & Advanced Counter Operations				
	M	20	30	3	

Prerequisites: PDSM1221 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 and be forklift certified.

PDSM1325	Merchandising & Advertising				
	M	40	10	4	

Prerequisites: PDSM1221 through PDSM1226.

Basic merchandising, product grouping, and special merchandising. Draw plan-o-grams of the merchandising areas with different types of merchandising techniques. Signs and special displays developed to enhance merchandising. Suggestive selling by doing merchandising. Skills used in advertising.

PDSM1327	Customer Sales & Relations				
	M	30	20	3.5	

Prerequisites: PDSM1221 through PDSM1226.

Guidelines for the parts person regarding customer relations, telephone manners, development of advanced selling skills used in selling a complete line of products, grooming, good sales objectives, and courtesy. Material Safety Data sheets on hazardous materials.

PDSM1339	Agriculture/Construction Cataloging				
	M	40	60	6	

Prerequisites: PDSM1221 through PDSM1226.

In-depth training of the various parts' systems including John Deere, Agco, Case New Holland, and Caterpillar. Emphasis on basic machine systems and principles of how the systems work, parts identification and function, wear features, commonly replaced parts, and related parts sales as well as individual training in the chosen cooperative training field.

PDSM1428	Cooperative Education				
	M	-	480	12	

Prerequisites: PDSM1221 through PDSM1339.

Cooperative training with a business for on-the-job experience. Application of acquired skills and principles for growth and advancement. Expectations of employees in a working environment. Work experience is supervised by the Southeast Community College Coordinator.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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PHED • Physical Education

PHED1000 Lifetime Fitness

L 45 15 4.5
Theoretical and practical information on the relationship of life-style habits to productivity, quality of life and one's potential. Topics include life-style related risks, nutrition, physical fitness, and stress management encompassing the mind-body health perspective of wellness.

PHED1010 Golf

B - 30 1.5
Basic skills and fundamentals of golf. Scoring, selection and care of equipment for the beginning golfer.

PHED1030/2030/2035/2040 Physical Fitness Activities

B/L - 30 1.5
Study of and participation in chosen activities, such as weight training, cardiovascular conditioning, flexibility, basketball, volleyball and weight control. Planning and participating in an individualized program for development.

PHED1050/2050 Recreational Sports

B - 30 1.5
Participation in recreational sports for the student with a disability who is unable to participate in a regularly scheduled required program. Credit can be earned by nonathletic participation in the intercollegiate athletic program such as keeping statistics, videotaping, care and handling of equipment, and game site management. Other options include managerial involvement in school's intramural or physical education programs.

PHED1060 Fitness Throughout Life

B 15 30 3
Study and application of theories which promote wellness throughout the life cycle. Emphasis on cardiovascular conditioning, flexibility, muscular strength, endurance, body composition, and nutrition maintenance programs.

PHED1610 Standard First Aid

B 45 - 4.5
Principles and techniques for administration of first aid. Legal aspects of emergency care, cardiorespiratory emergencies, hemorrhage control, wound maintenance, shock control, poisoning, heat and cold injuries.

PHED1750 Introduction to Physical Education

B 45 - 4.5
For the prospective physical education major or minor at the secondary school level. Survey of physical education, history, principles, objectives. Review of activities offered in the P.E. curriculum.

PHED1600 Introduction to Recreation

B 45 - 4.5
Principles, history and philosophy of recreation and leisure. Introduces recreation as a profession. Explores recreation and leisure studies throughout the life cycle.

PHED1800 Physical Education in the Elementary School

B 45 - 4.5
For the prospective elementary teacher and the physical education major. Study of curriculum and methods of teaching of physical education at the elementary level. Needs and characteristics of elementary school-age child by grade level.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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PHED2010/2020 Officiating Sports

B 30 - 3
Study and application of rules, techniques and interpretations for becoming officials or coaches in football, volleyball, soccer, basketball, softball or baseball.

INTERCOLLEGIATE ATHLETICS

The following courses will allow student athletes to earn credit through participation in intercollegiate athletics. Regular attendance and participation in all squad activities required.

PHED1300/2300, 1310/2310 Intercollegiate Golf

B - - 1.5

PHED1320/2320, 1330/2330 (men) Intercollegiate Basketball

B - - 1.5

PHED1340/2340, 1350/2350 (women) Intercollegiate Basketball

B - - 1.5

PHED1360/2360, 1370/2370 Intercollegiate Volleyball

B - - 1.5

PHED1380/2380, 1390/2390 Intercollegiate Baseball

B - - 1.5

PHED1385/2385, 1395/2395 Intercollegiate Softball

B - - 1.5

PHIL • Philosophy

PHIL1010 Introduction to Philosophy

B/L 45 - 4.5
Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015.

Introduction to the components of philosophy through readings from the history of philosophy (ancient, modern, and contemporary) combined with the examination of topics such as metaphysics, logic, ethics, epistemology, aesthetics, philosophy of religion, freedom, and self-identity. Exposure to a range of ideas and readings representing a variety of cultural and ethnic backgrounds.

PHIL1060 Applied Ethics

B/L 45 - 4.5
Introduction to different approaches to moral decision-making and how to tell the difference between good and bad reasoning in applied ethics. Includes some of most recent philosophical writings on a variety of issues.

PHIL1150 Critical and Creative Thinking

B/L 45 - 4.5
Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015.

Designed to increase critical (convergent thinking) and creative (divergent thinking) thinking skills. Explores the use of logic and perception to analyze ideas, construct and evaluate arguments, and draw logical conclusions. Raise level of problem identification, idea-generation, solution finding and implementation. Exposure to a range of ideas and readings representing a variety of cultural and ethnic backgrounds.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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PHIL2110 Introduction to Modern Logic

B/L 45 - 4.5
Introduction to deductive logic, emphasizing symbolic logic. Arguments, language and meaning, informal fallacies, traditional logic, sentence logic and predicate logic. May be used as math credit.

PHIL2130 Bioethics

B/L 45 - 4.5

Prerequisite: ENGL1010 or ENGL1015 or equivalent.

Philosophical study of moral problems in the health care industry. Exploration of issues that include the allocation of scarce medical resources, patients' rights, biomedical research and transplants, abortion, maternal-fetal conflict, death and dying, socialized medicine, and the right to health care.

PHIL2610 Comparative Religions

B/L 45 - 4.5

Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015.

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.

PHOT • Photography

PHOT1750 Beginning Photography

B 30 30 4.5
Introduction to the fundamentals of black and white photography, composition and lighting. Lecture, text and laboratory with emphasis on use of 35mm camera and developing, enlarging, and printing 35mm negatives.

PHOT1760 Creative Photography

B 30 30 4.5

Prerequisite: PHOT1750 or instructor permission.

Study of techniques for creative expression through black and white photography using 35mm camera, darkroom manipulation, and computer manipulation with Photoshop software.

PHOT1780 Color Photography

B 30 30 4.5

Prerequisite: PHOT1750 or instructor permission.

Study of color theory, color vision, color printing and photographic composition. Lecture, text and laboratory with emphasis on theory, composition and printing.

PHOT2750 Photojournalism

B 30 30 4.5

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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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PHRM • Pharmacy Technician

Pharmacy course must be taken in sequence.

PHRM1101 Pharmacology/ Pharmaceutical Products I B 45 - 4.5

Prerequisites: BIOS1000, MEDA1101 and 1202, and ENGL1010

The focus of this course is the study of therapeutic agents, their classification, properties, actions and effects on the human body and their role in the management of disease.

PHRM1121 Pharmacy I B 45 - 4.5

Prerequisites: PHRM1101

Examination of the qualifications, operational guidelines and job duties of a pharmacy technician.

PHRM1131 Pharmacy Operations I B 10 60 3

Prerequisites: PHRM1121

The focus of this course is to orient the student to the general and specific tasks, as well as responsibilities involved in the practice of pharmacy in an institution as well as community setting.

PHRM1220 Pharmacology/ Pharmaceutical Products II B 45 - 4.5

Prerequisite: PHRM1131

The focus of this course is the study of therapeutic agents, their classification, properties, actions and effects on the human body and their role in the management of disease.

PHRM1222 Pharmacy II B 20 75 4.5

Prerequisite: PHRM1220

Students will study appropriate policies and procedures for recording of and preparation of bulk, unit dose, special doses of drugs. Students will gain knowledge of durable medical equipment. Patient instruction and communication will be covered.

PHRM1232 Pharmacy Operations II B 20 75 4.5

Prerequisite: PHRM1222

This course will continue study of pharmacy functions such as packaging and/or repackaging of pharmaceuticals, stock rotation/expiration, disposal, records and all the rules and regulations for overall pharmacy operations.

PHRM1240 Pharmacy Law & Ethics B 45 - 4.5

Prerequisite: PHRM1232 or permission.

This course will focus on the ethical issues within the pharmacy industry and those that arise with individual patient situations. The students will focus on laws affecting pharmacy technician's functioning according to the legal limits of delegation by the pharmacist. Students will learn the basic principles of ethical decision making and study cases/scenarios in order to apply those principles to real situations.

PHRM1241 Professional Trends & Issues B 45 - 4.5

Review and critique experiential learning with correlation of classroom theory. Students will have the opportunity to participate in discussions on topics of current interest in pharmacy practice, related to their clinical experience.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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PHRM1250 Pharmacy Clinical Education B - 240 8

Prerequisites: PHRM1232 and 1240

This course emphasizes the basics of pharmacy practice and exposes the student to the practical aspects of dispensing, compounding and inventory control at an "on the job" training site in an institutional, retail or alternative pharmacy practice setting.

PHYS • Physical Science

PHYS1017 Technical Physics M 40 10 4.5

Prerequisite: MATH1050 or MATH1080 or equivalent.

Study of physics applied to technical trades. Measurement, mechanics, and heat. Metric system, conversion of units, material properties, forces, vectors, equilibrium, friction, straight line motion, trajectories, rotational motion, simple harmonic motion, simple machines, waves and sound, thermal expansion, and heat transfer.

PHYS1030 Astronomy L 45 30 6

Prerequisite: MATH0950 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 B 45 30 6

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 B/L/M 45 30 6

Prerequisite(s) and/or Co-requisite(s): MATH0950 or equivalent.

Conceptual survey of physics for the non-science major. Topics covered include motion, fluids, heat, electricity, magnetism, waves, and optics. Emphasis will be placed on using concepts to analyze physical problems.

PHYS1410 General Physics I B/L 60 30 7.5

Prerequisite: High school trigonometry with "B-" or better, or MATH1200 or equivalent.

Detailed algebra and trigonometry based study of one and two dimensional motion, including kinematics, Newton's Laws, energy, and momentum. Additional topics from the areas of rotational motion, oscillations, waves, fluids, and heat will also be covered. Emphasis will be placed on both concepts and mathematical problem solving.

PHYS1420 General Physics II B/L 60 30 7.5

Prerequisite: PHYS1410 or equivalent.

Continuation of PHYS1410. Topics covered include electricity, magnetism, waves, optics, and modern physics. Emphasis will be placed on both concepts and mathematical problem solving.

PHYS2010 College Physics I B/L 60 30 7.5

Prerequisites: High school physics or PHYS1150, or by permission, and concurrent with MATH1600.

Detailed calculus based study of one and two dimensional motion, including kinematics, Newton's Laws, energy, and momentum. Additional topics from the areas of rotational motion, oscillations, waves, fluids, and heat will also be covered. Emphasis will be placed on both concepts and mathematical problem solving.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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PHYS2020 College Physics II B/L 60 30 5

Prerequisites: MATH1700 preceding or concurrent; PHYS2010 or equivalent.

Continuation of PHYS2010. Topics covered include electricity, magnetism, waves, and optics. Emphasis will be placed on both concepts and mathematical problem solving.

POLS • Political Science

POLS1000 American Government B/L 45 - 4.5

Study of the functioning of the political system through an analysis and application of its underlying theories.

POLS1040 Comparative Politics L 45 - 4.5

Focus on the description and analysis of modern political systems and their respective ideologies. First half of course focuses on broad structural features of government. Second half of course looks at several individual nation states. Final part of course analyses problems facing modern political systems.

POLS1080 Introduction to Political Science L 45 - 4.5

Introduction to Political Science will address major political concepts and controversies that have developed in the world: liberty, equality, democracy, human nature, among others. The course will provide students with an overview of basic principles, approaches and methods of the discipline representing the social scientific mode of inquiry. Students will be exposed to national, comparative, and international politics as well as political thought.

POLS1600 Introduction to International Relations L 45 - 4.5

Introductory survey of the actors, institutions, processes, and theories of international relations - including a study of contemporary global issues.

POLS2020 State & Local Government B/L 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 L 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.

POLS 2799 Internship Experience L 45 - 4.5

Students will acquire the skills necessary to understand the interaction of legislators, political parties, interest groups, and media. Students will learn practical application of political concepts while observing a real world arena in which this interaction occurs.

Note: Practical Nursing — See LPNS


Note: Professional Truck Driver Training — See TRUK

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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PSGT - Polysomnographic Technician

Please note: Students must be a graduate from the Advanced-Level Respiratory Care Program or a graduate from an associate degree or higher nursing school to enter this program of study.


PSGT1000 Polysomnography I

 **L 45 - 4.5**
This course provides entry-level didactic and laboratory training in polysomnography. Topics will include patient preparation, instrument setup and calibration, recording and monitoring techniques, pressure and oxygen therapy applications and patient to technologist interactions. Upon completion the student should be able to demonstrate competence in concepts and procedures through written evaluations.

PSGT1010 Polysomnography Lab

 **L - 75 2.5**
This course provides the hands-on application of patient preparation, instrument setup and calibration, recording and monitoring techniques, pressure and oxygen therapy applications and patient to technologist interactions. Upon completion the student should be able to demonstrate competence in concepts and procedures through laboratory evaluations.

PSGT1020 Polysomnography Fundamentals

 **L 20 - 2.0**
This course introduces the student to sleep medicine. Topics will include the history of sleep medicine, patient evaluation, Epworth sleepiness scores, diagnosis and treatment of various sleep disorders, insurance reimbursement, patient education, and the role of the technologist as a sleep advocate. Upon completion, students should be able to demonstrate competence in concepts through written evaluation.

PSGT2000 Polysomnography II

 **L 20 - 2.0**
Prerequisites: PSGT1000


This course provides advanced-level didactic training in polysomnography. Emphasis placed on the knowledge and skills necessary to obtain and evaluate high quality sleep recording including MST, MT, pediatric and infant procedures. Upon completion students should be able to demonstrate competence in concepts and procedures through testing procedures.

PSGT2010 Polysomnography II Lab


 **L - 30 1.0**
Prerequisites: PSGT1001

This course provides an advanced hands-on training in polysomnography. Emphasis is on advanced equipment set-up, calibration, assessment, monitoring or sleep disorders. Upon completion students should be able to demonstrate competence in concepts through testing procedures.

PSGT2020 Seminar Review

 **L 10 - 1.0**
This course provides an opportunity to review and prepare for the polysomnography credentialing exam. Emphasis is placed on case management and review for the Registered Polysomnographic Technologist Exam. Upon completion, students should be able to successfully complete practice exams.


PSGT2030 Clinical Education

 **L - 150 5.0**
This course provides practical application of theories covered in previous PSGT courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation.


Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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PSYC - Psychology


PSYC1250 Interpersonal Relations

 **B/L/M 45 - 4.5**
Personal development and adjustment, self-esteem building, values clarification and decision-making, interpersonal communication skills, appreciation of diversity, development of healthy personal and professional relationships.


PSYC1810 Introduction to Psychology

 **B/L/M 45 - 4.5**
Introduction to the science of psychology including the study of learning theory, memory, personality, growth and development, neurological aspects, abnormal behavior therapies, intelligence, motivation, emotion, sensation, perception and theoretical perspectives.


PSYC2870 Psychology of the Personality

 **B/L 45 - 4.5**
Prerequisite: PSYC1810 or permission of the instructor.
Systematic study of personality theories, the factors influencing personality development and the dynamics of personal adjustment.


PSYC2880 Social Psychology

 **B/L 45 - 4.5**
Prerequisite: PSYC1810 or 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

 **B/L 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

 **B/L 45 - 4.5**
Prerequisite: PSYC1810 or permission of the instructor.
Study of developmental approach to normal adolescence from puberty to young adulthood. Impact of social factors on psychological behavior development.

PSYC2950 Introduction to Counseling


 **B/L 45 - 4.5**
Prerequisite: PSYC1810 or permission of instructor.
Overview of major counseling theories and intervention strategies. Skills involved in providing feedback to clients, crisis intervention and other methods of short-term counseling. Cross-cultural approaches to counseling.

PSYC2960 Life-span Human Development


 **B/L 45 - 4.5**
Prerequisites: PSYC1810 or SOC11010.
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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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PSYC2970 Introduction to Psychological Research

 **B 45 - 4.5**
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

 **B/L 45 - 4.5**
Prerequisite: PSYC1810 or permission of instructor.
Course covers etiology, treatment and prevention of abnormal behavior, use of DSM IV as diagnostic tool, effects of labeling.


RADT - Radiologic Technology

Please note: Students must be admitted into the program and have completed all prerequisites with a minimum grade of C+ before taking any RADT courses. Each RADT course builds on previous course content and must be completed with a minimum grade of C+ before continuing.


RADT1100 Introduction to Diagnostic Imaging

 **L 20 - 2**
Introduction to the Radiologic Technology Program. Orientation to the hospital and clinic settings; patient care and transfers; overview of radiology equipment and imaging procedures; radiation safety.


RADT1111 Diagnostic Imaging Concepts

 **L 45 15 5**
Essentials of radiographic exposure formulation. Elements contributing to radiographic quality in the areas of density, contrast, recorded detail and distortion. Basic concepts of digital imaging and patient dose.


RADT1112 Radiographic Procedures I

 **L 45 10 4.5**
Anatomy and positioning of the chest and abdomen. Image evaluation and critique of these procedures. Application of procedural terminology and clinical data. Application of infection control, ethics, and pharmacology in the radiography practice.


RADT1119 Clinical Education I

 **L - 150 5**
Adaptation to the hospital environment with supervision. Correlation of classroom theory with performance of basic radiographic procedures. Active participation in radiology departments, radiographic and fluoroscopic rooms with radiation safety practices. Competency evaluation of routine chest and KUB exams.

RADT1123 Radiographic Procedures II

 **L 45 15 5**
Radiographic anatomy and positioning of the abdominal contents with contrast media, upper extremity, and shoulder girdle. Image evaluation / critique of these procedures.

RADT1124 Diagnostic Imaging Theory

 **L 45 - 4.5**
Continuation of the study of fundamental physical principles from mechanics to electromagnetism. Application of these principles to the construction and operation of fundamental x-ray equipment. Analysis of basic x-ray circuit. Construction and operation of tomographic, mobile and fluoroscopic equipment. Comparison of computed and direct radiology.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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RADT1129 Clinical Education II
 L - 225 7.5

Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of difficult chest and abdomen exams; and distal upper extremity.

RADT1133 Radiographic Procedures III
 L 45 15 5

Anatomy and positioning of lower extremity, pelvic girdle and the vertebral column. Image evaluation/critique of these procedures.

RADT1134 Radiation Biology
 L 30 - 3

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
 L - 225 7.5

Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of contrast media exams and proximal upper extremity.

RADT1143 Radiographic Procedures IV
 L 45 16 5

Anatomy and positioning of the bony thorax, cranium, facial bones, sinuses, and other skull exams. Image evaluation/critique of these procedures. Critical thinking and imaging of trauma patients and various advanced radiographic procedures.

RADT1147 Specialized Imaging
 L 45 - 4.5

Overview of equipment, procedures, techniques, anatomy, and imaging protocol of specialty areas including sonography, MRI, nuclear medicine, radiation therapy, cardiovascular/interventional, and mammography.

RADT1149 Clinical Education IV
 L - 225 7.5

Supervised clinical practice. Rotating shifts and assignments. Competency evaluations of the lower extremity.

RADT2253 Radiographic Procedures V
 L 45 - 4.5

Critical thinking and imaging of the pediatric patient. Psychological, social, and economic needs of the elderly. Overview of various culture groups. Study of computed tomography with emphasis on equipment, procedures, techniques, anatomy, and imaging protocol.

RADT2259 Clinical Education V
 L - 225 7.5

Clinical practice with less assistance to foster increased proficiency and responsible decision-making in a variety of situations. Competency evaluation of the pelvic girdle, bony thorax, spine, and mobile orthopedic.

RADT2265 Pathophysiology
 L 55 - 5.5

Review of human anatomy and physiology. Pathologies and congenital abnormalities of all systems. Application of critical thinking and technical factors.

RADT2269 Clinical Education VI
 L - 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, surgical, and pediatric exams.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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RADT2276 Diagnostic Imaging Applications
 L 55 - 5.5

Exploration of advanced concepts of radiographic production, radiographic processing, conservative use of equipment and quality assurance techniques. Application of critical thinking.

RADT2279 Clinical Education VII
 L - 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 in surgery, trauma, pediatrics, and advanced contrast.

RADT2288 Senior Seminar
 L 45 - 4.5

Review of course materials to prepare for National Board exam.

RADT2289 Clinical Education VIII
 L - 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.

RELS • Religious Studies

RELS2610 Comparative Religions
 B/L 45 - 4.5

Prerequisite: Reading/writing skills at ENGL1010 or ENGL1015.

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.

RNEW • Renewable Energy

RNEW1100 Process Dynamics
 M 45 - 4.5

Prerequisite: MATH0950

Introduces concepts which deal with physical forces and their relationship to energy through temperature and pressure and are frequently encountered in an operating plant environment. An explanation and understanding of a plant system is crucial to this course. The scientific principles of flow, temperature, pressure, heat, gases, liquids, solids, fluid systems, process dynamics and heat transfer are covered in detail. The curriculum of this course encompasses basic physics and science.

RNEW1101 Ethanol Process Fundamentals
 M 30 - 3

Prerequisite: Permission

Covers the history, rational, and overall fundamental process of ethanol production. A Process Flow Diagram (PFD) of a typical ethanol plant will be used to examine the sequence of operation including residence time, pressures, and temperatures seen in various stages of production. This course will explain the rationale for feedstock and additives used in ethanol processing as well as product and co-product production and use.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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RNEW1115 Mechanical Fundamentals
 M 30 - 3.0

This course will give the student a basic understanding of pumps, valves, compressors, and heat exchangers. It will explain the proper procedure on how to start, operate and shutdown pumps. Troubleshooting common operating problems of centrifugal pumps will be discussed. Functions & characteristics of reboilers, cooling tower, and condensers will be covered in detail.

RNEW1125 P&ID and PFD Symbols
 M 15 - 1.5

This course will cover the symbols and diagrams commonly used on piping and instrumentation diagrams (P&ID) and Process Flow Diagrams (PFD). Focus will be on identifying the types of diagrams, identifying instrument symbols and line symbols used on P&ID's, understanding the types of information typically found on a legend, using a P&ID to locate the components of a system, and reading a PFD to trace the flow paths of a system.

RNEW1135 Distillation and Evaporation
 M 60 - 6

Prerequisite: RNEW1100, RNEW1115 and RNEW1125

Understand the theory behind distillation and evaporation. Know the operating parts in a distillation system and how to interpret normal operating conditions. Know how to troubleshoot common operational problems. Be familiar with safety procedures in starting, cleaning, operating and shutting down a distillation system. Be familiar with the evaporative process and its role in processing plants. A distillation simulator will be available for laboratory use.

RNEW1160 Instrumentation and Control
 M 30 45 4.5

Prerequisite: RNEW1100, RNEW1115 and HVAC1109

Building on Mechanical Fundamentals and Process Dynamics, this course will cover the essential elements of a process control system. It will cover common types of electrical and pneumatic signals used for data collection while exploring devices used to measure flow rate, pressure, temperature, level and analytical control. This course will compare fundamental control concepts such as on/off and PID. It will explain how control concepts are used in the various control loops of feedback, cascade, ratio, and feedforward.

RNEW1170 Microbial Ecology
 M 30 45 4.5

Prerequisite: General Biology

Introduces students to structure, classification, and ecology of microorganisms, especially as it relates to an industrial processing plant. With experience in microbiological laboratory practices and techniques as well as study the enzymes supporting microbial ecology in ethanol processing facilities.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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RESP - Respiratory Care

Please note: Students must be admitted into the program **AND** have completed all program prerequisites with a GPA of 2.75; general education courses with a GPA of 2.5. Each RESP course builds on previous course content and must be completed with a minimum grade of C+ (75%) before continuing in the Respiratory Care program.

RESP1111 Respiratory Physiology

L 45 - 4.5
An in-depth study of the cardiopulmonary system including ventilation, diffusion of pulmonary gases, hemodynamic measurements, ventilation/perfusion relationships, oxygen and carbon dioxide transport, acid-base balance with an emphasis on clinical application.

RESP1112 Respiratory Care Procedures I and Lab

L 45 30 5.5
Theory and practice of respiratory care procedures to include airway adjuncts for BLS, medical gas, humidity/aerosol administration, equipment and patient application. Lab is concurrent with lecture. Lab complements the material presented in RESP1111, RESP1112 and RESP1114.

RESP1113 Respiratory Pharmacology

L 30 - 3
Study of drugs affecting the cardiorespiratory and autonomic nervous systems. Includes drug dosage calculation, administration, and clinical side effects.

RESP1114 Patient Care Principles

L 45 - 4.5
Theory of patient care principles to include asepsis, isolation techniques and controlling the spread of infections, assessment skills in regards to patient history, physical exam, laboratory findings with an emphasis on proper charting of assessment.

RESP1121 Cardiopulmonary Pathology

L 45 - 4.5
Study of concepts and theory of basic cardiopulmonary diseases to include etiology, pathology, diagnosis, clinical manifestations, radiological and laboratory findings; prevention, prognosis and treatment.

RESP1122 Respiratory Care Procedures II and Lab

L 45 60 6.5
Theory and practice of the fundamentals of hyperinflation therapy, bronchial pulmonary hygiene techniques, advanced airway management and aerosol drug therapy. Lab is concurrent with lecture. Lab complements the material presented in lecture.

RESP1126 Respiratory Care Profession I

L 20 - 2
Study of moral responsibilities of health care as well as an overview of the Respiratory Care profession expectations. Role playing, case studies and critical thinking are used to address patient interaction, decision making and professionalism.

RESP1129 Clinical Education II

L - 30 1
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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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RESP1131 Cardiopulmonary Diagnostics and Lab

L 30 30 4
Theory, application and equipment for diagnosing cardiopulmonary pathologies through the diagnostic concepts used in respiratory care. Including techniques utilized for basic pulmonary function testing, sleep studies, arterial blood gas monitoring, ECG monitoring and recording. Lab is concurrent with lecture. Lab complements the material presented in lecture.

RESP1132 Mechanical Ventilation & Lab

L 45 60 6.5
Study of adult mechanical ventilators, ventilation techniques with critical care monitoring and management. Lab complements the material presented in lecture. Utilizing the knowledge in a laboratory setting by practicing the set-up, application, monitoring of various adult ventilators used in the hospital setting. Lab is concurrent with lecture.

RESP1139 Clinical Education III

L - 150 5
Practice of basic respiratory care procedures to include medical gas, aerosol/humidity therapy, aerosolized drug therapy, resuscitation, advanced airway management, hyperinflation therapy, and bronchial pulmonary hygiene therapy. Students will present a patient related case study.

RESP1143 Neonatal & Pediatric Respiratory Care

L 50 - 5
Study of neonatal and pediatric physiology, pathology, clinical situation management, infant and pediatric mechanical ventilation. Includes simulated practice with procedures and equipment.

RESP1144 Respiratory Rehab & Home Care

L 30 - 3
Overview of pulmonary rehabilitation, subacute care, and home care principles and practices.

RESP1148 Critical Care Management & Lab

L 35 30 4.5
Study of respiratory management of patients in critical care settings with emphasis on critical thinking skills in patient assessment and monitoring, and recommending alternative therapies. Extended lab study of advanced mechanical ventilation including patient assessment, advanced modes and ventilators. Extensive use of case studies, patient scenarios, and interaction.

RESP1149 Clinical Education IV

L - 150 5
Practice in adult critical care, basic pulmonary function testing, arterial blood gases, EKGs, mechanical ventilation, and emergency airway management. Includes student case study presentation.

RESP2251 Cardiovascular Physiology

L 45 - 4.5
Study of the cardiovascular system with emphasis on hemodynamic monitoring of the critically ill and pharmacologic control of cardiac output.

RESP2255 Respiratory Care Profession II

L 20 - 2
Study of the professional aspects of Respiratory Care. Includes an overview of the process of finding a job, obtaining licensure as well as the requirements for board exams.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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RESP2257 Cardiopulmonary Procedures Lab

L - 45 1.5
Includes detailed examination of cardiovascular anatomy, non-invasive and invasive hemodynamic monitoring, interpretation and analysis and selected topics in advanced cardiac care.

RESP2259 Clinical Education V

L - 240 8
Includes rotations in neonatal and adult critical care, subacute and home care, cardiac and pulmonary rehabilitation, physician rounds, inpatient and non-invasive lab. Students will also present a case study.

RESP2263 Patient Education

L 20 - 2
Study of a wide variety of physical, psychological and social factors that impact the development of and recovery from disease. Includes awareness development of a number of patient education programs in health care agencies and the community.

RESP2267 Clinical Simulations Lab

L - 45 1.5
Practice in information gathering and decision making in a variety of selected respiratory care scenarios.

RESP2268 Seminar Review

L 40 - 4
Preparatory course for the NBRC exam. Self-assessment exams for the CRT and RRT will be utilized.

RESP2269 Clinical Education VI

L - 240 8
A continuation of Clinical Education V.

SIGN - Sign Language

SIGN1010 Beginning American Sign Language I

L 60 20 6
Beginning course in American Sign Language (ASL). Development of vocabulary and grammatical structures of ASL. Receptive and expressive skill development. Basic ASL video literature.

SIGN1020 Beginning American Sign Language II

L 60 20 6
Prerequisite: SIGN1010 or equivalent knowledge as demonstrated with ASL placement interview with qualified instructor.
Continuation of beginning course in American Sign Language (ASL). Development of vocabulary and grammatical structures of ASL. Receptive and expressive skill development. Basic ASL video literature.

SIGN2010 Second Year American Sign Language I (ASL)

L 60 20 6
Prerequisite: SIGN1020 or equivalent knowledge as demonstrated with ASL placement interview with qualified instructor.
Conversational American Sign Language (ASL). Idiomatic uses of ASL for creative expression. Extensive viewing and discussion of videotaped ASL conversation and literature.

SIGN2020 Second Year American Sign Language II (ASL)

L 60 20 6
Prerequisite: SIGN2010 or equivalent knowledge as demonstrated with ASL placement interview with qualified instructor.
Conversational American Sign Language (ASL). Idiomatic uses of ASL for creative expression. Extensive viewing and discussion of videotaped ASL conversations and literature.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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SOCI • Sociology

SOCI1010 Introduction to Sociology B/L/M 45 - 4.5

Introduction to the basic principles of sociology including the study of culture, socialization, social structure, social institutions, in vestigative behavior, deviance, inequalities, and theoretical perspectives.

SOCI1020 Diversity in Society B/L 45 - 4.5

An overview of minority groups and majority-minority relations in the United States. Topics include awareness of similarities and differences, prejudice, discrimination, and the benefits of a diverse society.

SOCI2000 Women in Contemporary Society B/L 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 B/L 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 B/L 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 B/L 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 B/L 45 - 4.5

Prerequisite: PSYC2960 or permission of instructor.

This course will introduce the student to effective parenting skills and strategies for solving family problems. Emphasis is placed on parent-child relationships, developmental milestones of infants through adolescence, family communication, family composition and issues related to abuse and neglect. Parenting challenges such as single-parenthood, divorce, custody issues, stepfamily systems and conflict management will be explored.

SPAN • Spanish

SPAN1010 Elementary Spanish I B/L 75 30 7.5

Prerequisites: Spanish placement test.

First of a beginning four level language sequence focusing on the essentials of Spanish. Covers fundamental mechanical and grammatical concepts which are built upon progressively. Emphasizes using Spanish from the onset and developing basic proficiency in the four linguistic skills: listening, speaking, reading and writing. (Laboratory required.)

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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SPAN1020 Elementary Spanish II B/L 75 30 7.5

Prerequisites: SPAN1010 (Spanish I) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor; and eligible for ENGL1010 or ENGL1015.

Second of the four level language sequence focusing on the essentials of Spanish. Further develops basic proficiency in the four linguistic skills and expands upon mechanical and grammatical concepts from SPAN1010. (Laboratory required.)

SPAN2010 Second-year Spanish B/L 45 - 4.5

Prerequisites: SPAN1020 (Spanish II) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor; and eligible for ENGL1010 or ENGL1015.

Third of the four level language sequence. Includes: intensive and extensive reading of moderately difficult Spanish texts, thorough review of minimum essentials of Spanish grammar; conversational practice supplemented by in-class discussions and work in laboratory. Conducted primarily in Spanish. (Laboratory may be required.)

SPAN2020 Second-year Spanish II B/L 45 - 4.5

Prerequisite: SPAN2010 (Spanish II) or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor; and eligible for ENGL1010 or ENGL1015.

Last course of the four level language sequence. Provides ample opportunities to develop vocabulary, strengthen the four linguistic skills, and increase awareness and appreciation of contemporary Hispanic literature. Conducted primarily in Spanish. (Laboratory may be required.)

SPAN2030 Intensive Conversation B/L 45 15 4.5

Prerequisite: SPAN2020, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor.

Focuses on the development of oral proficiency so that students may be able to express and discuss their ideas and experiences in clear, direct Spanish. The primary goals are fluency and cultural comprehension - reinforced through reading, writing and listening activities.

SPAN2040 Intensive Writing B/L 45 15 4.5

Prerequisite: SPAN2020, or 2100 or equivalent knowledge as demonstrated with Spanish placement test and interview with instructor.

Focuses on the achievement of oral and written communication proficiency so the students learn to express their own ideas and experiences in a coherent manner. Special emphasis on thematic content, organizational skills and self-editing.

SPAN2100 Accelerated Second-year Spanish B/L 90 - 9

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)

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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SPCH • Speech

SPCH1090 Fundamentals of Human Communication B/L/M 45 - 4.5

Prerequisite: Eligible for ENGL1000.

Provides a theoretical basis and practical experience in basic communication skills. Topics include the communication process, language, self-concept, verbal and non verbal communication, perception, listening, interpersonal and group communication, interviewing, audience analysis and public speaking.

SPCH1110 Public Speaking B/L/M 45 - 4.5

Prerequisite: Eligible for ENGL1000.

Provides both theoretical basis and practical instruction for speaking effectively in public. Emphasis on training in basic speech skills, development of voice, topic selection, audience analysis, speech preparation and organization, researching, strategic and creative language use, effective listening and delivery skills, and common types of public speeches, acknowledging the influence of various cultural and ethnic backgrounds.

SPCH2050 Oral Performance of Literature B/L 45 - 4.5

Prerequisite: Eligible for ENGL1010.

Introductory course in the art, theory, analysis and appreciation of a work of literary art. Methods and skills of communicating literature orally to an audience.

SPCH2110 Intercultural Communication B/L 45 - 4.5

Prerequisite: Eligible for ENGL1010.

Introduction to current theories and scholarship in intercultural communication. Critical thinking skills directly applicable to cultural interactions and communication styles. Patterns of interaction and expectations based on cultural differences. Assignments and examinations for practical experience and application of intercultural concepts.

SPCH2810 Business and Professional Communication B/L/M 45 - 4.5

Prerequisite: Eligible for ENGL1000.

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.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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SURT · Surgical Technology

SURT1600 Orientation to Surgical Technology

 L 20 - 2

Prerequisite: Admission to the Surgical Technology Program. Completion of all first and second quarter courses.

Introduction to the surgical technology program, the health care system, effective communication, multicultural diversity, legal/ethical issues, infection control, and basic skills necessary to effectively function as a health care team member.

SURT1601 Techniques in Surgical Asepsis

 L 20 20 2.5

Introduction to preparation, packaging, sterilization, and/or disinfection of supplies, instruments and equipment. Principles of aseptic technique are applied in laboratory setting related to the sterile and unsterile roles of the Surgical Technologist.

SURT1603 Fundamentals of Surgical Technology

 L 50 - 5

Study of instruments, supplies, and equipment used in the perioperative process of surgery.

SURT1604 Concepts of Surgical Procedures

 L 20 - 2

Study of the resection concept, abdominal incisions, commonly used instruments, sutures and needles required for basic surgical procedures.

SURT1701 Clinical Orientation

 L 30 45 4.5

Introduction to the specific duties of the surgical team including lab practice in prepping, draping, positioning, catheterizing, back table set-up and organization. Main course focus is aseptic techniques and critical thinking skills practiced to prepare the student for clinical rotation.

SURT1704 Surgical Procedures & Techniques I

 L 60 - 6

The introduction of surgical procedures to include; concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to basic general surgery, gastrointestinal, biliary, rectal, gynecologic and orthopedic systems.

SURT1705 Principles of Surgical Technology

 L 40 - 4

Introduction to the perioperative care of the surgical patient and the patient with special needs, perioperative pharmacology, anesthesia, special patient monitoring, hemostasis, blood loss and replacement, and surgical robotics.

SURT1804 Surgical Procedures & Techniques II

 L 50 - 5

Prerequisite: SURT1704.

The advanced surgical procedures to include; concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to otolaryngology, genitourinary, ophthalmology and plastic reconstruction systems.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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SURT1810 Clinical Education I

 L - 210 7

Clinical practice with application of the student's basic skills, aseptic technique, and instrument knowledge to operative procedures in the hospital.

SURT2904 Surgical Procedures & Techniques III

 L 50 - 5

Prerequisite: SURT1804.

The continued study of specialized surgical procedures to include; concepts, techniques, anatomy, procedural sequence, definitions, purpose, etiology, supplies and equipment relating to thoracic, neurological, vascular and transplant surgery.

SURT2907 Senior Seminar

 L 20 - 2

Preparation for employment, exposure to professional organizations, the study of ethical and legal aspects of the surgical environment, and leadership skills and concepts.

SURT2909 Correlated Patient Study

 L 12 15 2.5

The study of obstetrics and post anesthesia care incorporating patient centered clinical experiences and all aspects of the perioperative care to the surgical patient. This is accomplished through clinical follow-through case studies. Students will also prepare and take the National Certification Exam by recitation and mock exams.

SURT2910 Clinical Education II

 L - 240 8

Prerequisites: SURT1810.

Adapting to a new hospital environment with further development in skill efficiency and consistency.

SURT2920 Individualized Clinical Instruction

 L 30 60 5

Study of expanded roles and further development in skills relating to advanced surgical specialties.

SURT2930 Clinical Education III

 L - 140 4.5

Prerequisites: SURT2910.

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 Introduction to Theatre

 B/L 45 - 4.5

An introduction to the forms and functions of the dramatic arts within an historical perspective. Includes an introduction to basic theatre skills as well as an introduction to a range of dramatic literature.

THEA1140 Basic Acting

B 45 - 4.5

Introduction to the techniques and history of acting through individual and group exercises, study and discussion of text and professional example. Develops the students appreciation of the theatre and the craft of acting. Allows students to build connections between life and acting through lecture, discussion, observation, improvisation and scene work. Familiarizes student with the history and development of acting theories using selected examples of its various cultural contexts.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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THEA1850, 1860, 2850, 2860, 2880 Theatre Production

B 30-60-90 - 1.5-4.5

Prerequisite: By permission of play director.

Introduction to theory and principles of theatre production. Concentration on all phases of theatre production. Public performance produced.

TRUK · Professional Truck Driver Training

TRUK1110 Professional Truck Driver Training I

L 40 96 7

Prerequisites: Student must meet minimum entrance requirements.

Intensive training course for tractor/trailer drivers. Vehicle inspection and preventative maintenance; hands-on defensive driving; skills development in coupling and uncoupling, backing, and shifting; and city and highway driving.

TRUK1120 Professional Truck Driver Training II


L 60 164 11

Prerequisites: Student must successfully complete TRUK1110 (Professional Truck Driver Training I)

Intensive training course for tractor/trailer drivers. Accident procedures, daily driver's log, trip planning, hazard perception speed management, extreme driving conditions, hands-on defensive driving, skills development in shifting, and city and highway driving.

VPUB · Visual Publications


VPUB1110 Publishing Concepts

 L 30 45 4.5

This course is a prerequisite to all other VPUB courses.

This course provides students with a broad perspective on the development of visual communication and the print industry. Students will acquire hands-on experience working with various methods of visual communication.

VPUB1111 Platform Manipulation

 L 30 45 4.5

This course 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 the Adobe Design Suite.

VPUB1112 Elements of Design

 L 45 - 4.5

This course is a prerequisite to all other VPUB courses.

Students will explore the fundamentals of visual perception, proportion, lighting, dimension, and color theory. They will have experience in 2 and 3 dimensional designs.

VPUB1120 Design to Production

L 30 60 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.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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VPUB1121 PhotoShop I
L 40 15 4.5

Prerequisites: VPUB1110, VPUB1111, & VPUB1112 or permission of program chair.

This course will address the fundamentals of the software to include scanning and editing, master menu, tool bar. While introducing the concepts of photo manipulation including file formats, layer techniques, filters, picture taking and PDF creation.

VPUB1122 Page Layout I
L 40 15 4.5

Prerequisites: VPUB1110, VPUB1111, & VPUB1112.

This course will explore the fundamentals of Page layout software and the options for the production of the finished page. Using class projects, each student will become skilled in the basics of page layout and document construction using Adobe InDesign.

VPUB1125 Digital Typography
L 20 - 2

Prerequisites: VPUB1110, VPUB1111, & VPUB1112.

Introduction to typography. This course will introduce typographic terminology, the basics of type layout and page design. Digital type management, legibility, readability, and type for multi-media will be discussed.

VPUB1130 Pre Production Techniques
L 30 45 4.5

Prerequisites: VPUB1132.

Students learn to recognize problems in files prepared for printing. This course explores the many facets of electronic prepress focusing on preflight, fonts, text, and graphic requirements. Providing useful applications that will assist them in creating quality and efficient files. PDF file creation will be emphasized.

VPUB1131 PhotoShop II
L 45 - 4.5

Prerequisite: VPUB1121.

The second level of PhotoShop will expand on techniques used in PhotoShop I. Web graphics will be covered as well as color correction tools, and interaction with other software, using Photoshop in conjunction with ImageReady.

VPUB1132 Page Layout II
L 45 - 4.5

Prerequisite: 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
L 20 - 2

Prerequisites: VPUB1110, VPUB1111, & VPUB1112.

Demonstrate creative troubleshooting strategies and problem solving skills as it relates to the printing and publishing field.

VPUB1134 Web Design I
L 25 60 4.5

Prerequisites: VPUB1121 and VPUB1122 or permission of program chair.

Introduction to basic Internet functions. How to design an effective and efficient Web page. Students learn a beginning web page layout and tools using Dreamweaver.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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VPUB2241 PhotoShop III
L 25 60 4.5

Prerequisite: VPUB1131.

The third level continues to expand on techniques in the dynamic program. Students will use PhotoShop as a creative tool. 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
L 35 30 4.5

Prerequisites: VPUB1121.

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 Adobe Illustrator.

VPUB2244 Web Design II
L 35 30 4.5

Prerequisites: VPUB1132, VPUB1134.

Students will build upon the foundation learned in Web Design I and expand knowledge in web page layout program. Students will save and incorporate graphics, text, and animation using Adobe Flash in conjunction with Dreamweaver.

VPUB2245 Digital Video Production
L 10 30 2

Prerequisites: VPUB1134.

Students will learn the art and techniques of digital video production including shooting, editing and distribution to VHS, CD, Web and Podcasting. The course concentrates on the creation of video for Podcasting and the Web.

VPUB2252 Computer Illustration II
L 35 30 4.5

Prerequisite: VPUB1121.

This course builds on the foundation achieved in Computer Illustration I. Emphasis is placed on expansion of techniques and interaction with other software programs using Adobe Illustrator.

VPUB2254 Web Design III
L 30 45 4.5

Prerequisite: VPUB2244.

Advanced techniques and software skills are applied to create animation, graphics, page layout, ftp, and site control. Web pages will be used to exhibit student's ability and creativity.

VPUB2255 Portfolio Development
L 30 - 3

Prerequisites: VPUB2244, & VPUB2245.

The student will develop from previous course work a complete portfolio to include Web and CD formats. Class and industry presentations will prepare the student for the future job market. Students will be expected to defend their portfolio choices and explore individual design philosophy.

VPUB2260 Design Fieldwork
L - 135 4.5

Prerequisites: VPUB2255 or adviser 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
L 30 45 4.5

Prerequisites: VPUB2241, VPUB2242, & VPUB2252.

Introduces the student to computer 3D design fundamentals. Exploring tools, textures, forms, light and shadow along with perceptual development using Maxon's Cinema 4DXL.

Course #	Course Title	Location offered	Class Hours	Lab Hours	Credit Hours
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WELD - Welding

WELD1100 Welding Orientation
L/M 10 - 1

Orientation to the college philosophy, goals, objectives within the welding program area.

WELD1110 SMAW Theory
L/M 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.

WELD1112 SMAW Lab I
L/M 20 60 4

Prerequisite: WELD1110.

Beginning welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.

WELD1113 SMAW Lab II
L/M 20 60 4

Prerequisite: WELD1112.

Intermediate welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.

WELD1115 Equipment & Tools
L/M 15 - 1.5

Prerequisite: WELD1100.

Explanation of safe operation and the proper use of equipment, power tools, and hand tools.

WELD1117 Oxyacetylene Theory
L/M 20 - 2

Prerequisite: WELD1100.

Study of the theory, safety, equipment and applications of the Oxyacetylene Welding process.

WELD1119 OA Welding & Cutting
L/M 10 60 3

Prerequisite: WELD1117.

Laboratory exercises with the Oxyacetylene Welding, Braze Welding, Oxyacetylene Cutting and related processes.

WELD1120 SMAW Lab III
L 25 75 5

Prerequisite: WELD1113.

Advanced welding of carbon steel with the Shielded Metal Arc Welding process on various joint configurations and with various electrodes.

WELD1122 GMAW Theory
L/M 30 - 3

Prerequisite: WELD1100.

Study of Gas Metal Arc Welding theory, safety, applications, manipulative skills, welding principles, and procedures. Study and use of various filler wires and shielding gases and welding power source set-up.

WELD1124 GMAW Lab I
L/M 10 60 3

Prerequisite: WELD1122.

Beginning welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.

WELD1126 GMAW Lab II
L/M 10 60 3

Prerequisite: WELD1124.

Advanced welding of carbon steel with the Gas Metal Arc Welding process on various joint configurations.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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WELD1128 Blueprint Reading & Weld Symbols
L/M 50 - 5

Prerequisite: WELD1100.

Introduction to blueprint reading and drawing procedures. Interpretation and drawing of isometric, oblique, and orthographic views, welding symbols, and bill of materials.

WELD1129 Computer Aided Drafting
L/M 20 15 2.5

Prerequisite: WELD1128.

Fundamentals of computer aided drafting using AutoCAD®. Study of the AutoCAD® menus, settings and drawing setup, draw and edit commands, AutoCAD® coordinate system, symbols, practice drawings and plotting.

WELD1130 Metallurgy I
L/M 40 - 4

Prerequisite: WELD1100.

Study of the production of metals, methods of identification, properties of metals, methods of metallurgical examination, mechanical testing and chemistry of welding.

WELD1135 Advanced OA & Plasma Cutting
L/M 10 30 2

Prerequisite: WELD1119.

Theory of the Plasma Arc Cutting process and advanced laboratory exercises to include the use of automated equipment.

WELD1139 Welding Measurement & Layout
L/M 30 30 4

Prerequisite: WELD1100.

Explanation of layout procedures used in the welding and fabrication industry.

WELD1140 Metallurgy II
L/M 30 - 3

Prerequisite: WELD1130.

Study of the structure of metals, heat treatment and welding, and the control of stresses in welding.

WELD1143 Pipe Welding & Cutting
L/M 30 30 4

Prerequisites: WELD1113, WELD1119, WELD1139.

Study and practical applications in pipe welding and cutting. Includes pattern making, layout, cutting, fitting, and welding.

WELD1144 GTAW Theory
L/M 20 - 2

Prerequisite: WELD1100.

Study of Gas Tungsten Arc Welding theory, safety, principles, applications, procedures, and welding practices. Study and use of tungsten electrodes, filler wires, shielding gases, and power source selection and set-up.

WELD1148 GTAW (Mild Steel)
L/M 15 75 4

Prerequisite: WELD1144.

Welding of carbon steel with the Gas Tungsten Arc Welding process in all positions and on various joint configurations.

WELD1149 GTAW (SS & AL)
L/M 10 60 3

Prerequisite: WELD1144.

Welding of stainless steel and aluminum with the Gas Tungsten Arc Welding process in all positions and on various joint configurations.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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WELD1174 Machine Tool Welding
L 10 23 1.5

Basic welding and practice in joining metals together. Preparation for MACH1225 Materials of Industry.

WELD1178 Motorcycle Welding
L 20 60 4

Theory and practical application of arc and oxyacetylene welding as applied to the motorcycle field.

WELD1252 GMAW (SS & AL)
L 20 60 4

Prerequisite: WELD1122.

Theory and practical exercises using the Gas Metal Arc Welding process in the welding of stainless steel and aluminum.

WELD1271 Special Welding Applications
L 5 15 1

Course requirements and objectives arranged with program chair.

WELD1272 Special Welding Applications
L 10 30 2

Course requirements and objectives arranged with program chair.

WELD1273 Special Welding Applications
L 10 60 3

Course requirements and objectives arranged with program chair.

WELD1274 Special Welding Applications
L 10 90 4

Course requirements and objectives arranged with program chair.

WELD1275 Special Welding Applications
L 10 120 5

Course requirements and objectives arranged with program chair.

WELD2250 FCAW
L/M 15 75 4

Prerequisite: WELD1122.

Study of the Flux Cored Arc Welding process theory and laboratory exercises using the process in all positions and on various joint configurations.

WELD2254 Welding Codes & Standards
L/M 25 - 2.5

Prerequisites: WELD1110, WELD1117, WELD1122, WELD1128, WELD1144.

Study of welding codes and standards required for or the qualification and certification of welding personnel.

WELD2256 Welder Pre-Qualification
L/M 25 105 6

Prerequisite: WELD2254.

Practice of techniques and procedures within established codes and standards in preparation for taking a qualification test.

WELD2258 Welder Qualification / Certification
L/M 20 60 4

Prerequisite: WELD2256.

Student qualification/certification tests in structural and/or pipe welding in compliance with the code and/or standards of American Welding Society, American Society of Mechanical Engineers or recognized codes and standards of industry.

Course #	Course Title Location offered	Class Hours	Lab Hours	Credit Hours
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WELD2262 Welding Fabrication & Repair
L/M 10 90 4

Prerequisite: WELD1113, WELD1126, WELD1128, WELD1135, WELD1139, WELD1140, WELD1148, WELD1149.

Design and fabrication of various projects to include the basic design and use of jigs and fixtures. Repair and maintenance of projects employing the major welding processes.

WELD2264 Quality Control & NDT Methods
L/M 60 - 6

Prerequisite: WELD1100.

Theory of nondestructive testing methods, welding discontinuities, weld inspection and quality assurance.

WELD2550 Post-Cooperative Education
L/M 20 - 2

Prerequisite: 5th Quarter Standing. *Co-requisite:* WELD2551.

Evaluation of the on-the-job training experience. Preparation for full-time employment.

WELD2551 Cooperative Education
L/M - 400 10

Prerequisite: 5th Quarter Standing. *Co-requisite:* WELD2550.

On-the-job experience within an industrial welding/metallurgy related company. Practice of skills and knowledge acquired through previous quarters.

Chapter 9

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 11-member Board of Governors, 10 of whom are elected by district to staggered four-year terms. One member is elected at large from the entire 15-county district for a four-year term.

Advisory committees are chosen from the business and industrial areas to advise SCC in the planning, implementing and maintaining of our educational programs.

- Board of Governors
- SCC Faculty and Staff
- Advisory Committees
- Index

SCC BOARD OF GOVERNORS

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Garver, James J., At Large
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Griffin, Helen E. - District 5
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Merryman, Doug - District 1
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Seim, Nancy A., Chair - District 4
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SCC Lincoln Campus • Lincoln, NE 68520

ADMINISTRATIVE / PROFESSIONAL

Robert J. Aguilar, Superintendent, Physical Plant Diploma, Northeast High School, Lincoln, NE 1960 Master Plumber 1972

Justin Allman, John Deere Trainer Level I AAS, Illinois Central College, East Peoria, IL 2002 BS, Pittsburg State University, Pittsburg, KS 2004

Bill E. Backes, Student Activities Coordinator BS, Kearney State College, Kearney, NE 1966

Lori Balke, Admissions Representative BS, University of Nebraska, Lincoln, NE 1985

Catherine A. Barringer, Director, Learning Resource Center BA, Mount Marty, Yankton, SD 1971 MA, University of South Dakota, Vermillion, SD 1975

Mary Bartels, Academic Adviser BA, University of Nebraska, Lincoln, NE 1971

Kaye Bartels-Eiland, Admissions Representative BA, Doane College, Crete, NE 1998

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Mark Bayliss, Testing Center Coordinator BA, Siena Heights, Adrian, MI 1992 MA, Siena Heights, Adrian, MI 1996

Jeff Brei, Food Service Assistant Manager AAS, Northeast Community College, Norfolk, NE 2003 AAS, Southeast Community College, Lincoln, NE 2005

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Donald L. Byrnes, Vice President for Human Resources and Staff Development BS, University of Nebraska, Lincoln, NE 1964 MA, Kearney State College, Kearney, NE 1969 Six-year Educational Administration Specialist, University of Nebraska-Lincoln 1973

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Melissa Decker, TRIO/Upward Bound Education Specialist AAS, Southeast Community College, Beatrice, NE 1990 BS, Peru State College, Peru, NE 1992

Babette Dickinson, Director, Adult Basic Education BA, University of Nebraska, Lincoln, NE 1971

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Stephen Dietz, Student Retention Specialist BA, Doane College, Crete, NE 2006

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Jack J. Huck, President BA, Nebraska Wesleyan University, Lincoln, NE 1969 MEd, University of Nebraska, Lincoln, NE 1971 EdD, University of Nebraska, Lincoln, NE 1975

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Rosemary J. Machacek, Director of Development and Alumni Relations BS, Doane College, Crete, NE, 1969 MA, Southern Illinois University, Carbondale, IL 1970 MA, University of Nebraska, Lincoln, NE 1973

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Susan Noler, Dean, Health Occupations BSN, Creighton University, Omaha, NE 1968 MSN, University of Washington, Seattle, WA 1974

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PhD, University of Missouri, Columbia, MO 1995

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AA, Southeast Community College, Lincoln, NE 1983
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BS, University of Nebraska, Lincoln, NE 1971
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AAS, National College of Business, Rapid City, SD 1972
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AA, Worthington Community College, Worthington,
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LPN, Southeast Community College, Lincoln, NE 1994
BSN, Union College, Lincoln, NE 2000

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BS, University of Nebraska, Lincoln, NE 1968
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BA, Santafé de Bogotá-Colombia, South America 1983
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HVAC/R Degree, Redwing Area Vocational
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BSC, University of Poona-India 1983
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AAS, Southeast Community College, Lincoln, NE 1999

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BSN, University of NE Medical Center, Omaha, NE 2004

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BS, Peru State College, Peru, NE 1986

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AS, Northern Montana College, Havre, MT 1984

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Professional Truck Driver Training
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1999

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BA, George Washington University, Washington, DC
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1993
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 Brooke Robbins, Secretary I – Entrepreneurship Center
 Denise Roth, Secretary II – Transportation Occupations
 Duane Roth, Lead Programmer/Analyst – Information Services
 Lora Roth, Account Clerk II – Purchasing
 Jennifer Rupprecht, Secretary I – Student Services
 Scott Sanders, Maintenance Worker I – Physical Plant
 James Sassman, Custodian II – Physical Plant
 Dennis D. Schmidt, Information Systems Technician – Information Services
 Ross Schmidt, Information Systems Technician – Information Services
 Kelly Schubauer, Secretary I, Admissions – Student Services
 Doretta J. Schweitzer, Data Entry Clerk – Information Services
 Bruce A. Schwisow, Maintenance Worker II – Physical Plant
 Janet Simmons, Secretary I – Public Information and Marketing
 Leo P. Sougey II, Custodian I – Physical Plant
 John Spellman, Maintenance Worker II – Physical Plant
 Bruce Spitzer, Parts Store Manager – Transportation Occupations
 John Stabenow, Maintenance Worker II – Physical Plant
 Joy Steckly, Account Clerk III – Business Office
 Jason Steele, Custodian I – Physical Plant
 Carrie Stollar, Child Development Group Supervisor – Child Development Center
 Sandra L. Studnicka, Custodian II – Physical Plant
 Gordon Stutzman, Maintenance Worker I – Physical Plant
 Jolene Stutzman, Payroll Specialist – Business Office
 Judith Stutzman, Custodian I – Physical Plant
 Michelle M. Tafoya, Call Center Technician – Information Services

Richard L. Tetherow, Custodian II – Physical Plant
 Bang Tran, Media Services Specialist – LRC
 Nancy Travis, Secretary I – Business Occupations
 Melissa Troyer, Financial Aid Technician – Financial Aid
 Paul Tvrdy, Maintenance Worker II – Physical Plant
 Eric Unrau, Child Development Group Supervisor – Child Development Center
 Daniel Vajgrt, Assistant Bookstore Manager – Student Services
 Marcia VanAndel, Secretary I – Placement
 Julie A. Vasey, Secretary II – Physical Plant
 Larry Mark Vasey, Custodian II – Physical Plant
 Janet Vaughn, Child Development Group Supervisor – Child Development Center
 Amina Vidusic, Custodian I – Physical Plant
 Judy Vitosh, Secretary I – Campus Director's Office
 William R. Vlasnik, Custodian II – Physical Plant
 Patricia A. Wagner, Secretary II – LRC
 Gilbert Wallman, Custodian I – Physical Plant
 Carolyn "Susie" Watson, Assistant Bookstore Manager – Student Services
 Cheryl Watson, Accounting Clerk I – Campus Services
 Richard Watson, Residential Services Manager – Student Services
 Carol Wells, Secretary II – Student Services
 Connie S. Wergin, Admissions Technician – Admissions
 Sheri L. Wiemann, Child Development Group Supervisor – Child Development Center
 Arlene J. Williams, Custodian I – Physical Plant
 Randy Williams, Network Systems Technician – Information Services
 Sally D. Wobig, Secretary II, Electronics & Computer Occupations
 Patsy L. Wohlgemuth, Account Clerk III – Continuing Education
 Michael Wood, Maintenance Worker I – Physical Plant
 Beth H. Woofter, LRC Specialist – LRC
 Cynthia Zimmerman, Custodian I – Physical Plant
 Sharon Zuhlke, Food Service Coordinator – Cafeteria/Snack Bar

ADVISORY COMMITTEES

CONTINUING EDUCATION

ADULT BASIC EDUCATION-BEATRICE

Peggy AdamGage County Probation Office
Sonja ChavezBlue Valley Community Action
Marian DeBuhrHealth and Human Services
Jody EasterNebraska Workforce Development
Carla MeyerBeatrice High School
Kelly MorganSoutheast Community College
Tracy PostBeatrice High School
Laureen RiedeselBeatrice Public Library
Cheryl SeveranceHead Start
Karen SmithGage County Even Start
Matthew StarkeyNebraska Army National Guard
Pat TimmOne Stop Community Resource Center

ADULT BASIC EDUCATION-LINCOLN

Mike BaltersStanley Senior Technologies
Vicki BauerEx Officio
Dwight BrownHUB
Steve BurbachLincoln Northeast High School
Andrea ChandlerNebraska Workforce Development
Lisa ChandlerLAP
Sherri CotterCity County Jail
Diane DunningLincoln East High School
Michael FlinnYWCA
Dr. Christy HornUniversity of Nebraska Lincoln
Dayna KrannawitterCarol Yoakum Family Resource
Center
Rosanne LiesveldGallop Corporation
Dave MaslikoWork USA
Modesta PutlaAsian Community Center
Carmela Sanchez De JimenezHispanic Community
Center
Sean StoryEiseley Branch Library
Susan TatumLincoln Housing Authority
Barbara TestDivision of Rehabilitation
Sue WhiteIMSCORP

ENTREPRENEURSHIP CENTER

Chuck CliffordState Farm Insurance
Matt FerrisFerris Financial Group
David HefleyMeridian Consulting
Jim KriegerGallup, Inc.
Brian LarringtonZNRG
Larry MortenMorten Law Office
Sue ShamblinDiet Center
Kathy ThorntonUniversity of NE Center for
Entrepreneurship
Lori WarnerBeatrice Area Chamber of Commerce
& Tourism
Sue WeishahnTierOne Bank
Joseph YoungDept of Economic Development

ACADEMIC TRANSFER

Jan BelohlavyMeridian School
Jason BoitnotWaverly High School
D'Vee BussUNL College of Business Administration
Cindy CammackUniversity of Nebraska
Beth DunkerTri County High School
Kevin FieldsMilford High School
Corrine ForbesRaymond Central High School
George GibsonUnion College
David GoswickNebraska City High School
Dave GreathouseSeward High School
Janice HadfieldDoane College
Anne KoperaUNL - College of Arts & Sciences
Brenda LeggiadroLincoln East High School
Dave LondonLincoln High School
DiAnna LoyPeru State College
Jan McChesneyNebraska Wesleyan University
Carla MeyerBeatrice High School
JoAnn MosemanUniversity of Nebraska
Jennifer NelsonUniversity of Nebraska
Jean PadrnosUniversity of Nebraska at Omaha

Kelcy SassLincoln Southeast High School
Jack SchinstockUNL College of Agricultural Sciences
& Natural Resources
Jeanne StecCrete High School
Marilyn VeomettLincoln Southwest High School
Bill WrightsmanLincoln Northeast High School

AGRICULTURE BUSINESS & MANAGEMENT TECHNOLOGY

Steve ErmerYork Equipment, Inc.
Brian FlemingWinfield Solutions, LLC
Mark FreeseFarm Credit Services of America
Marlene GakleGakle Consulting
Larry GermerUNL Extension
Tom HermanceFarmers Cooperative
John ImminkGolden Link, Inc.
Peter KruseServi-Tech
Dale KumpfBuffalo Equipment
Bill McClurePioneer Hi-Bred International, Inc.
Lynn SteuerCommunity Member
Dean ThernesBattle Creek Farmers Cooperative
Buzz VanceNE Department of Agriculture
Stan WirthPinnacle Bank
Kevin WittlerFarmers Cooperative

ARCHITECTURAL-ENGINEERING TECHNOLOGY

Todd AerniCity of Papillion
Stacie BardellFreedom Fire Protection
Cyndi BoucSampson Construction
Terrence BrownBlack & Veatch
Gary CooperAlvine & Associates
Leah CornettNucor Detailing Center
John DuensingLeo A. Daly Co.
Doug EltingVisions in Architecture
Jeff HankelBlack & Veatch
Richard HoreisHDR, Inc.
Aaron KenningNIFCO Mechanical Systems
Dennis KlawonnBerggren Architects
Luke KostOlsson Associates
Bob KozaThe Clark Enersen Partners
Clarence LindHDR, Inc.
Dennis LyonDennis J. Lyon, Architects
Brett McCarthyAlvine & Associates
Sean ShermanCRB Consulting Engineers
Cody SiebrandtShanahan Mechanical & Electrical
Mel SmeallSchnackel Engineers
Jere SmithStructural Components Systems
Terry StohsFarris Engineering
Dan WurthMissouri Valley Steel

ASSOCIATE DEGREE NURSING & PRACTICAL NURSING

SuAnn SaathoffBeatrice Community Hospital
& Health Center
Nancy ConnotSaint Elizabeth Regional
Medical Center
Carmen Draper, R.N.ADN Alumni
Emily A. Firestone, LPNBryanLGH Medical Center
Michelle Hunter, RNTabitha Health Care Services
Laura LeaThe Hearthstone
Judy McGeeJefferson Community Health Center
Pat Meierhenry, R.N.Tabitha Health Care Services
Pat Morin, R.N., Ph.D.College of Saint Mary
Marian PriceCommunity Member
Catherine VapenikBryanLGH Medical Center
Iris WinkelhakeCommunity Member
Cinda Zimmer, MSN RNMadonna Rehabilitation
Hospital

AUTO COLLISION REPAIR TECHNOLOGY

Glen BeemanBeeman Automotive
Shane DebaetsAllied Insurance
Lowell HiebnerHiebner Body Shop
Brian JohnsonRedshaw Paint Supply
Doug KellerEustis Body Shop
Tom MenzeIn-Line Collision Repair
Gail D. NielsenNielsen Body Shop
Denny ParrSid Dillon
Greg PetersenCarstar
Darin PostonAuto Body Supply
Steve RexrothMiracle Workers Auto Collision Center
Tim SchoonveldState Farm Insurance
Bob SiedhoffSiedhoff Body Shop
Tom Tracy, Jr.Tracy's Body Shop
Steve TurnerAnderson Ford of Omaha
Tom WortmannIntertech Collision Center

AUTOMOTIVE TECHNOLOGY

Dick AgeeAgee's Automotive Repair
Randy BaldwinBaldwin's Automotive
Dave ColemanBlum's Auto Repair Service
John FechDuteau Chevrolet Subaru
Roger J. HansenWilliamson Honda
Jeff HillisHillis 66 Service
Craig KinbergSouthside Auto Tech
Jerry MillerWoodhouse Ford
Burnell MussmanHonda Cars of Bellevue
Rex RasmussenRasmussen Auto Supply, Inc.
Craig SparksCustom Automotive Care, Inc.
Sherri StockRusswood Chrysler Plymouth
Roy StonerDuTeau Chevrolet Subaru
Dennis ZouchaAtchley Ford

BUILDING CONSTRUCTION TECHNOLOGY

Jim AndelAndel Building Corp
Mark BalesAdvantage Remodeling
Mark BenjaminBD Construction
Don BresterBrester Construction Co.
Tom BusboomCrete Ready Mix
Jim ChristoChristo Design Build
Nadine CondelloHome Builders Association of Lincoln
Dennis EinspahrEinspahr Construction
Beki FergusonStephens & Smith Construction
Steve FultonFulton Construction
Rex KeelerPrairie Homes
Jerry KesslerJerry Kessler Construction
Pete KeyesBD Construction-Kearney
Royce MaynardDicon General Contractor
Wes OestreichCheever Construction Co.
Jean PetschAGC-Nebraska Builder Chapter
Roger ReynoldsReynolds Design & Remodeling
Randy RinkStephens & Smith Construction
Dick RobisonRobison Design Build
Gary SherwoodEarl Carter Lumber Company
Greg ShinautAquila
Carson "Kit" SmithReady Mixed Concrete Company
Dale StertzCity of Lincoln

BUSINESS ADMINISTRATION

Nichole AllenExmark Manufacturing Co., Inc.
Carol AndringaLincoln Public Schools
Doreen BusboomMosaic
Elsie CaspersCaspers Construction
Lee ChapinSandhills Publishing
Chuck CliffordState Farm Insurance
Kathy DiekmanKnowledge Marketing
Joyce GettmanUniversity of Nebraska Press
Michael JohnsonSmith Hayes
Financial Services Corp.
Jim KremerJones National Bank & Trust
Jan LehmkuhlNebraska Department of
Correctional Services
Ken MaddoxKenexa Corporation
Erin Magnussen, CGRResse Construction Inc.
Gary McCormickHy-Vee
Darcy MoranMeyer & Associates
Larry MortenMorten Law Office
Stephanie PerkinsValentino's
Carol RingenbergThe Ringenberg Group
Stephanie SchultzUnion Bank & Trust

June Seitz A.G. Edwards
 Bonnie Sibert Nebraska Department of Education
 Steve Sloup West Gate Bank
 Danni Stark Diode Communications
 Kathleen Thornton University of Nebraska-Lincoln

**BUSINESS INFORMATION
TECHNOLOGY**

Carol Andringa Lincoln Public Schools
 Susan Barnard Goossen Construction, Inc.
 Brenda Batterman TierOne Bank
 Kara Burwell Olsson Associates
 Barbara Culbertson, PLS Wolfe, Snowden, Hurd,
 Luers & Ahl, LLP
 Liz Daubendiek Exmark Manufacturing
 Christine Etheridge Associated Anesthesiologists, PC
 Connie Henderson Beatrice Community Hospital
 April Isaacs, SPHR Saint Elizabeth Regional
 Medical Center
 Lou Maxson Beatrice State Development Center
 Katie Mayfield Union Bank & Trust
 Wendy Menke Meyer & Associates PC
 Karen Morten Alegent NPG Health Link
 Beverly Newton Nebraska Department of Education
 Lora Sygal Nebraska Department of Education
 Stephanie Wallman Beatrice Police Dept.

**COMPUTER AIDED DESIGN
DRAFTING**

Carol Andringa Lincoln Public Schools
 Troy Bernadt Rentech Boiler Systems
 Todd Blacksher Tridaq, Inc.
 Bob Brubacher American Meter Co.
 Lora Buck Schoenleber, Shriner & Hittle
 Brian Craig Black & Veatch Corporation
 Tom Frech Design & Drafting Consultant
 Denise Haake Landscapes Unlimited
 Darin Hanigan Barr Vermeer Haecker
 Jennifer Heap University of Nebraska-Lincoln
 Facilities Management & Planning
 Dan Hemsath Davis Design
 Dale Korbelik Pegler/Sysco
 Brad Lyon Vulcraft
 Dennis Lyon Dennis J. Lyon, Architects
 Anthony Meints Lincoln Public Schools
 Dave Merchant SignCo
 Chris Navrkal Bosch Communications Systems,
 Telex Comm. Inc.
 Doug Nelson New Ventures
 Larry Pester Valmont Industries, Inc.
 Mike Petersen Lincoln Electric System
 Duane Smid Lincoln Public Schools-CMF Bldg.
 Kendall Stege Nebraska Department of Roads
 Lana Tolbert Building & Safety, City/Lincoln
 Ryan Vanek Design Data

**COMPUTER PROGRAMMING
TECHNOLOGY**

Scott Chelton DST Systems
 Ron Edwards Crete Carriers
 Mike Flanagan Lincoln Public Schools
 Thomas Giltner Information Technology
 David Hattan State of Nebraska
 Jennifer Heck Ameritas Life Insurance
 JoAnn Hilgenkamp Mid America Computer Corp
 Mark Howard Kawasaki Motors Mfg Corp
 Sue Lobsiger First National Bank
 Terry Lowe City of Lincoln
 Vicki Pflughaupt Alltel
 Scott Preister Information Technology
 Steven Sloggett Assurity Life Insurance Company
 Bill Wiebelhaus Allstate Financial

**CRIMINAL JUSTICE/NEBRASKA LAW
ENFORCEMENT**

Chief Alan Baldwin City of Seward
 Sheriff W.C. Bruggemann Cass County
 Chief Thomas K. Casady City of Lincoln
 Vanessa Clover University of Nebraska
 Sheriff Millard Gustafson Gage County
 Joel Diers Program Graduate
 Eric Dlouhy Program Graduate
 Jeffrey Ebeling Program Graduate
 Christopher Folkerts Program Graduate
 Joshua Fullerton Program Graduate
 Randi Hieb Program Graduate
 Chief Donald Klug City of York
 Gary Lacy Lancaster County Attorney
 Chief Bruce E. Lang City of Beatrice
 Renee Myers Program Graduate
 Chief Brian Paulsen City of Plattsmouth
 Sheriff Dale E. Raddiff York County
 Chief Forrest K. Siebken City of Milford
 Corey Steel Lancaster County
 Mike Thurber Lancaster County Corrections
 Sheriff Terry T. Wagner Lancaster County
 Chief Owen Yardley University of Nebraska
 Jeremiah Yurka Program Graduate

**CHRYSLER (CAP) COLLEGE
AUTOMOTIVE PROGRAM**

Don Black Black Motor Co.
 Dave Borg Rhoden Auto Center
 Mike Cameron Jim Earp Chrysler
 James Campbell Gene Steffy Chrysler
 Greg Canning Russwood Chrysler Plymouth
 Randy Christensen Gib Walter Motors
 Joe Coleman Coleman Motors
 Robert Crumbliss Herpolzheimer's Inc
 J C Diehl Chrysler Corporation
 Bill Dittmar Jerry Spady Jeep Eagle
 Garry Doty Roy's Grand Dodge
 Steve Ernst Great Plains Chrysler
 Dave Eskra Twin Rivers Chrysler Jeep Dodge
 Jamie Hejna Broadway Chrysler
 Rod Hill Performance Dodge
 Rod Hoppe Subway Motors
 Kurt Johnson Midway Chrysler Jeep Dodge
 Jim Kobza Kobza Motor
 Brad Koehler West Point Auto Plaza
 Michael Kratochvil Ernst Jeep
 Mark Krenzler Tinchler Chrysler
 Darren Lindemann Lithia Chrysler
 Chris Micheels Stan Olsen Auto Center
 Larry Ortregon Performance Chrysler
 Gary Perryman Olsen Dodge
 Randy Pickenpaugh Cornhusker Auto Center
 Kim Schmidt Schmidt Motors
 Steve Schwarting Jonny Dodge
 Ron Schwartz Armbruster Motor Co.
 John Seitz Billion Automotive
 Doug Souther Woodhouse Auto Group
 Phil Spady Phil Spady Chrysler
 Todd Webster Baxter Chrysler Plymouth
 Mike Wiles Hansen Motors

**DEERE CONSTRUCTION &
FORESTRY EQUIPMENT TECH**

Bill Bardshar Murphy Tractor & Equipment
 Bob Beckham Murphy Tractor & Equipment
 Chuck Brandt Murphy Tractor & Equipment
 Dean Davis Erb Equipment Company
 Deven Detloff John Deere Const Equip Co
 Scott Dickey Murphy Tractor & Equipment
 Terry Dueser Murphy Tractor & Equipment
 Paul "Jesse" Evans Murphy Tractor & Equipment
 Richard Fawson John Deere Company
 Rolland Hammond Murphy Tractor & Equipment
 Troy Herman Murphy Tractor & Equipment
 Mike Jury Murphy Tractor & Equipment
 Mike Karst Murphy Tractor & Equipment
 Kurt Kruse Murphy Tractor & Equipment
 Harold Larsen Murphy Tractor & Equipment
 Mark Lynch Murphy Tractor & Equipment
 Larry Mueller Erb Equipment Company

Harry Pegram Murphy Tractor & Equipment
 Ken Rice Murphy Tractor & Equipment
 Tom Sakers Murphy Tractor & Equipment
 Gary Strehle Murphy Tractor & Equipment
 Tom Udland Murphy Tractor & Equipment
 Skip Welte Murphy Tractor & Equipment
 Terry Wichern Erb Equipment Company

DENTAL ASSISTING

Doug Barrett Dental Designs
 Dr. Alan Beck Exofficio Member
 Dr. Rick Brunmeier Private Practice
 Dan Byers Patterson Dental Supply Co.
 Mary Drahota Dr. Jack Schneider
 Dr. Lon Flagtwet Private Practice
 Dr. James Ganser Private Practice
 Jodi Genthe Dr. Monte Zysset
 Jenny Hageman Private Practice
 Dr. Rebecca Hohl Private Practice
 Dr. Steven Kerns Private Practice and
 Dental Assisting Program
 Dr. Curt Kuster UNMC College of Dentistry
 Deb Meyerhoff, RDH City/County Dental Clinic
 Jill Lothson Dr. James Ganser
 Breanna Plouzek Dr. Rebecca Hohl
 Susan Smith Dr. Terri Wheeler
 Dr. Fariba Vakilzadian Private Practice
 Dr. Monte Zysset Private Practice

DIESEL TECHNOLOGY - FARM

Randy Auer Stubbendick Implement
 Larry Blauhorn Toners, Inc.
 David Brennan Case New Holland
 Cary Deboer Fairbanks International
 John Evans Nebraska Machinery Company
 Mike Haack Plains Power & Equipment
 Glen Hochstein Plains Power & Equipment
 Gerald Humlicek Virgl Implement Company
 David Janes, Sr. Nebraska Equipment, Inc.
 Mike Kastanek Kastanek Enterprises
 Arnold Rief Midwest Diesel
 Deric Riessland Nebraska Machinery Company
 Ron Scholl Roehr's Machinery
 Lavern Shaw Agco Product Reliability Group
 Marvin Siefert Nebraska Machinery Company
 Ryan Simpson Ord Equipment
 Rex Varilek Precision Diesel Fuel Injection
 Mike Vogt Pankonin's, Inc.

DIESEL TECHNOLOGY - TRUCK

Chris Blaha Thomas Built Buses
 Alan Broeker Seward Motor Freight
 Gary Donnar Cummins Great Plains
 Dave Freeman Wick's Sterling Trucks
 Aaron Hummel Lincoln Truck Center
 Joel Kroft Cornhusker International Trucks
 Rich Leuty Nebraska Machinery Company
 Todd Miles Fremont Contract Carriers
 Dave Mumm Crane Sales & Service
 T. J. Novak Nebraska Truck & Equipment
 Dale Piening Nebraska Department of Roads
 Randy Polak Crete Carrier
 Arnold Rief Midwest Diesel
 Gary Stepanek Salem Truck Service
 Harry Swenson Cornhusker International Trucks
 Scott Vanderheiden Peterbilt of Council Bluffs
 Jim Wolta J & J Diesel Service

EARLY CHILDHOOD EDUCATION

JoAnn Bartek Lincoln High School
 Jo Beil Westminster Preschool
 Carolyn Edwards University of Nebraska
 Renee Foley North East Family Center
 Chris Hudson Ivy League Child Development Center
 Anita Jaros Auburn Public Schools
 Sharon Kimmons BryanLGH Child Development Center
 Kristin Kudrna Auburn Public Schools
 Brandee Lengel T.E.A.C.H. Early Childhood Nebraska
 Linda Meyers State Dept. of Education
 Cyndi Miller Knowledge Beginnings
 Sheree Moser Lincoln Public Schools
 Amy Pair CEDARS Youth Services

SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

Terry RohrenNE Dept of Education-
Early Childhood Training Center
Julie RoseDimensions Early Education Programs
Pat SchmidtLincoln Public Schools
Deanna TurnerTrinity Infant/Child Care
Holly UnrauHolly's Childcare Home

ELECTRICAL TECHNOLOGY

Ed BergstraesserCity of Lincoln
Steve BraseBrase Electrical Contracting
Ray BruegmanMiller Electric Company
Robert ByrnNebraska Public Power District
Jim EssmanHomestead Electric
John FuchsHarold K Scholz Company
Shannon HeissHeiss Electric
Christopher HostetlerBlack & Veatch
Dave JungWillmar Electric Service
Ed KarnishOmaha Joint Electrical Apprenticeship
Training Center
Mike KlockengaProgressive Electric
Roy Lamb, IILincoln Electrical JATC
Brendel MaierDutton Lainson
Randy Parde3M Company
Donald PetriShanahan Mechanical & Electrical
Bob RyanMidAmerican Energy Company
Matt SchafersBison Electric
Ross ScholzHarold K Scholz Company
Mark SedlacekBrase Electrical
Clay ThompsonSecurity Equipment

ELECTROMECHANICAL TECHNOLOGY

John AdenAden Engineering
Terry AndrePfizer Global Manufacturing
Doug BadjeMolex, Inc.
Mark BeacomLozier Corporation
Al BenesSquare D Company
Kevin CampbellNebraska Public Power District
Craig DaharshSpirit Aerosystems
Branch DeVriesNebraska Public Power District
Allen FangmeyerHamilton Sundstrand
Chris GeisPower/Mation
Billy GistLincoln Industries
Robert HainKawasaki Motors Mfg Corp
Jerry HardnockNovartis Consumer Health
Geoffrey HorejsMetro Community College
Gregg Poe3M Company
Pat ProchaskaBD Medical
Chuck RabstejnekNGPL/Kinder Morgan
Scott RaglandRagland Electric & Automation
Ivan Rivera3M Company
Dave ScheeleNeapco
Bob ShipmanMolex, Inc.
Thomas WortmanVishay/Dale Electronics

ELECTRONIC SYSTEMS TECHNOLOGY

John AdenAden Engineering
Dewain AutenAksarben TV Service Co.
Roger BeschSperry TV Service
Will CobbSquare D Co
Mary HalseyFederal Aviation Administration
Steve HazeltonZenith Electronics
Becky HimichWoodward Governor
Vern KillionKRVN Radio
Eric KnollLincoln Public Schools
Ron LehmsNebraska State Patrol
Richard MaineNebraska Public Power District
Paul MarxhausenUniversity of Nebraska
Daryl MichlTelevision Service Company
Kevin MiesbachDuncan Aviation
Pat MilkeNovartis Consumer Health
Curt NelsonWindstream Communications
Corey OdvodyAmericom Communications
Mark OlivaOliva Audio-Visual Repair
Tim RenkerNestle Purina Pet Care
Joseph RuzickaSeward Electronics
Dale ScherbringKPTM - Pappas Telecasting
Matt SchnellNebraska Public Power District
Mike SeltingSenior Technologies
Rick SharpHillyard Technical Center
Don SheetsBryanLGH Medical Center
Hermann SieglNebraska Educational Television

David SueperAvaya Inc
Clay ThompsonSecurity Equipment Inc.
Dan ThroenerElectronic Contracting Company
Phil WeberGallup, Inc.
Rory ZinkLincoln Benefit Life
Jim ZvolanekKinder Morgan

EMERGENCY MEDICAL SERVICES/PARAMEDIC

Gene BradleyCommunity Medical Center
Bill BowesPapillion Fire Department
Chief Brian DaakeBeatrice Fire Dept.
Dean DelaneyLincoln Fire and Rescue
Brienne DixFormer Student
Doug FullerHealth and Human Services
Carol GuptonOmaha Fire Training Division
Daryl HartleyLincoln Fire and Rescue
Dr. Theresa HatcherMedical Director
Jeff HaysBeatrice Fire Dept.
Robert KentnerFormer Student
Capt. Earl RudolphFremont Fire Dept.
Debbie Von SeggernUniversity of Nebraska Medical
Center, Center for Continuing Education
Garry SteeleHealth and Human Services
Chief Kevin StuhrYork Fire Dept.
Joe UridilMidwest Medical Transport Co.

FIRE PROTECTION TECHNOLOGY

Rebecca BartlettBeatrice Rural Fire Department
Brian DaakeBeatrice Fire Department
Darrell EastinPierce Manufacturing
John FalgioneState of Nebraska
Niles FordLincoln Fire and Rescue
John HuffGrand Island Fire Department
Wylie Jones, Jr.Omaha Fire Department
Kim McKayLincoln Fire & Rescue
Bruce NeemannState of Nebraska
Bill PfeiferState Fire Marshall Training Division
Eric RasmussenSoutheast Rural Fire Department
Curt RohlingGrand Island Fire Dept.
Roseanne ScurtoIndependent Forensic
Investigations, Inc.
Justin StaabKearney Volunteer Fire Department
George J Teixeira IINebraska Forest Service
Shane WeidnerNorfolk Fire Department
Dan WrightLincoln Fire & Rescue

FOOD SERVICE/HOSPITALITY

Jared BeckmannOlive Garden Restaurant
Brian ChesnutCASH-WA Foods
Rob EppsSweeter Side Bakery
Brian EvermanLincoln Poultry
John GoffCommunity Member
Beth HaasNebraska Restaurant Assoc
Fayrene Hamouz, Phd. RDUNL-Lincoln
Jim HengB&R Stores
Peggy Johnson, RDBeatrice Public Schools
Nick KavanSunrise Country Manor
Carrie MarquisHospitality Management
Charliss MarshallSunrise Country Manor
Mike MillerThe Landing @ Williamsburg
Sheree MoserLincoln Public Schools
Lynn Robisch HayChez Hay Catering
Shirley Smith, RD, LMNTTabitha Health Care Services
Ruth & Larry StollAtwood House Bed & Breakfast
Laverne UmlandVenue
Jan WadellSaint Elizabeth Regional Medical Center
Heather WythersChez Hay Catering

FOOD SERVICE TRAINING

Mary Ann Brennan, R.D.Nutrition Services
Jill Cammack, R.D.Blue Rivers Area Agency on Aging
Kathy Retzlaff, R.D.Blue Valley Nursing Home
Melody Teten, R.D.Consulting Dietitian & Caterer
Edith Zumwalt, M.S., R.D., SNSLincoln Public Schools
Cheryl SlamaCrete Manor
Debra TimmermanWaverly Care Center

FORD (ASSET) AUTOMOTIVE STUDENT SERVICE EDUCATIONAL TRAINING PROGRAM

Steve AllenAnderson Bros Ford
Scott BernerDiers Ford
Craig BinderPrairie Hills Ford
Chad BollingMoody Motors
Chris BristolWoodhouse South Lincoln Mercury
Bev BurgessTincher Ford Mercury
Tim CarltonMoses Motor Company
Menno ClassenWortman Motor Company
Jim DavidsonHullman's Ford
Mac DeHartImperial Country Ford
Tyson DentenBig John's Ford
Mike DeSantiagoScottsbluff Ford/Toyota
Lee DodgeWagner Ford Mercury
Garrett EngleLee Sapp Ford Mercury
Randy FieldField Ford Mercury
Manford FosterLarson Motors
Chuck GollTekamah Motors
Kurt GroskopsBill Summers Ford
Chuck HigginsonJack Keef Ford
Adam HoltzKastens Ford
James JaeschkeEricson Ford
Dan JanssenJanssen & Sons Ford
Kevin JohnsonC & O Ford Mercury
Jim JonesLaird Motors
Rick KassebaumKass Ford Sales
Brenda LinnRanchland Ford
Jerry MillerWoodhouse Auto Family
Randall ParrKenesaw Motor Company
Paul PassauerMeginnis Ford
Kurt PattonLithia Ford of Omaha
Randy PetersonCrossroads Ford
Reg PischelAinsworth Motors
Dave PolacekTrowbridge Motor Company
Jeffery ReineckeReinecke Motor Co.
Larry ReusinkBrooks Ford
Chad RiegeWoodhouse Auto Family
Tim RunyanJeff Schrier Ford
Grover SchaffnerTSM Ford Customer Service
Ron ScheinostAnderson Ford
Randy SchnackKeast Ford Lincoln Mercury
Gary SchultzPlatte Valley Auto Mart
Bob SimonMcMullen Ford
Steve VoborilSwanson Ford
Jeff VogelJacobs Ford
Bob WheelerFord Motor Company
Rod WieseHarold Knoles
Frank WilliamsonBurnham Motors
Dennis ZouchaAtchley Ford

GENERAL MOTORS (ASEP) AUTOMOTIVE SERVICE EDUCATIONAL PROGRAM

Jerry BaderKillion Motors
Andrew BangstonGregg Young Chevrolet
Dave BorgRhoden Auto Center
Don BoukalCopple Chevrolet
Darrell CallahanH & H Chevrolet
Mike CarberryRhoden Auto Center
Marv DuryeeTom Disdale Chevrolet
Dennis FisherPlaza Pontiac
Ken KruseJohn Kohl Auto Center
Ryan LunzmannMeyer-Earp
Josh MeltonMelton Motor Company
Mike MorganMidway Chevrolet
Kory NelsonErnst Auto Center
Orwin OlsonSid Dillon Motors
Keith PenroseKerr Chevrolet
Tom PieperSid Dillon Motors
Irwin RossGeneral Motors Corporation
Dwayne SaathoffTom Disdale Chevrolet
Kelvin ShearerMidway Chevrolet
Sam SilacciKnoepfler Chevrolet
Clark StubbdeckLarson Motor Company
Joe TisthammerReagan Buick
James WaltkeTrade Center Automotive
Joey WhistlerTincher Chevrolet

PAGE 213

MICROCOMPUTER TECHNOLOGY

Mark BartlesGallup, Inc.
Dennis BrydlWindstream Communications
Dan DelzellFoundation for Educational Funding
Russ GenzmerAmeritas Life Insurance Corporation
Ed GilmoreDuncan Aviation
Dave GraffInformation Technology, Inc.
Dale HermesenState of NE, Information Management Services
Cohen HoppesTime Warner Cable
Ed JondleSandhills Publishing
Kirk LangerLincoln Public Schools
David MannerlingLincoln Electric System
Larry McClellanPerot Systems
Rob NickolausFirespring
Kathy TimminsSoftware Technology, Inc.
Jeremy WhitePerot Systems

MOTORCYCLE, ATV, & PERSONAL WATERCRAFT TECHNOLOGY

Bill BrandlBrandl Cycle
Nathan DeckingerLincoln Cycle & ATV
Ken FraleyAvenue Cycle
Gene GardBreeze Cycle
Lance GenungFrontier Harley-Davidson/Buell
Gary GibbsLeMans Corp. Parts Unlimited, Drag Specialties
Brian GoninanStar City Motor Sports
Mark HadeenTim O'Neill Motor Sports
Rod HanquistHanquist Service
Wayne KrumpusRod's Powersports
Matt MackieDillon Bros Harley Davidson
Richard MatsonBMW Motorcycles of Omaha
Cory MausbachTim O'Neill Motor Sports
Todd McMeekinLincoln Cycle & ATV
Trevor NebesniakStar City Motor Sports
Mark RobertsonRobertson Cycle
Eric TurnerLincoln Cycle & ATV
Sam WittstruckLincoln Cycle & ATV
John ZahllerJZ Motorcycle Repair

NONDESTRUCTIVE TESTING TECHNOLOGY

Jerry BeasleyOmaha Public Power District
Neil BreslowRadiatronics NDT, Inc.
Nick BrinkhoffNorth Star Imaging, Inc.
Matt ConawayCessna Aircraft Company
Tony FiorenzaG E Energy
Jim HalbergHawker Beechcraft
Jeff HilfikerTerracon
Don HorzewskiLadish Company, Inc.
Donald KislingUS Army Defense Ammunition
Nathan MaruthamuthuEPRI
Jeri MatzaMPM Products
Dennis McMullinAcuren
Joseph MichelHamilton Sundstrand
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*Thank you, to all of the Advisory Committee Members, for your time and expertise.
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A

AACS • AREA COMMUNITY SERVICES	141
ACADEMIC ADVISING	51
ACADEMIC BANKRUPTCY	31
ACADEMIC COMPETITIVENESS GRANT (ACG)	20
ACADEMIC HONORS	30
ACADEMIC INTEGRITY	38
ACADEMIC PROBATION	31
ACADEMIC PROBATION AND SUSPENSION	31
ACADEMIC STANDING	31
ACADEMIC SUSPENSION	31
ACADEMIC TRANSFER	75
ACADEMIC TRANSFER EDUCATION	3
ACADEMIC WARNING	31
ACCIDENT	47
ACCOUNTING	89
ACCREDITATION	3
ACCT • ACCOUNTING	141
ACFS • ACADEMIC FOUNDATIONS	141
ADDRESS CHANGE	28
ADMINISTRATIVE / PROFESSIONAL	202
ADMINISTRATIVE FOCUS	93
ADMINISTRATIVE OFFICE	92
ADMISSION REQUIREMENTS	12
ADN	85
ADULT BASIC EDUCATION	62
ADVANCED STANDING	15, 29
ADVISORY COMMITTEES	210
AFFIRMATIVE ACTION	36
AGRI • AGRICULTURE BUSINESS & MANAGEMENT	142
AGRI BUSINESS	55, 82
AGRICULTURE	62
AGRICULTURE BUSINESS & MANAGEMENT	
TECHNOLOGY	82
AGRICULTURE CLUB	55
AGRONOMY	55
ALCOHOL	40
ALCOHOL AND DRUG ADVISER	115
ALUMNI	51
AMBASSADORS	58
AMERICAN SOCIETY FOR NONDESTRUCTIVE	
TESTING	56
AMERICAN WELDING SOCIETY	56
ANIMALS AT SCC	36
ANNOUNCEMENTS	52
ANTH • ANTHROPOLOGY	143
APPEARANCE	46
APPLICATION FOR ADMISSION	13
ARCH • ARCHITECTURAL-ENGINEERING	
TECHNOLOGY	143
ARCHITECTURAL-ENGINEERING TECHNOLOGY	84
ARRANGED CLASSES	15
ARTS • ART	145
ASEP • GENERAL MOTORS AUTOMOTIVE SERVICE	
EDUCATIONAL PROGRAM	145
ASSESSMENT OF STUDENT LEARNING AND	
PROGRAM REVIEW	50
ASSESSMENT/PLACEMENT TESTING	14
ASSISTED LIVING	90
ASSISTED LIVING ADVISER	115
ASSOCIATE DEGREE NURSING	85
ASSOCIATE OF APPLIED SCIENCE DEGREE (A.A.S.)	28
ASSOCIATE OF ARTS DEGREE (A.A.)	28, 75
ASSOCIATE OF OCCUPATIONAL STUDIES DEGREE	
(A.O.S.)	28, 128
ASSOCIATE OF SCIENCE DEGREE (A.S.)	28, 75
ASSOCIATED GENERAL CONTRACTORS	56
ASSOCIATE-TO-BACHELOR DEGREE	79
ASSOCIATION OF INFORMATION TECHNOLOGY	
PROFESSIONALS (AITP)	57
ASST • FORD (ASSET)	146
ATHLETICS	53
ATTENDANCE POLICY	28
AUTB • AUTO COLLISION REPAIR TECHNOLOGY	146
AUTOMOTIVE COLLISION REPAIR TECHNOLOGY	86
AUTOMOTIVE TECHNOLOGY	87
AUTT • AUTOMOTIVE TECHNOLOGY	147
AWARDS	3, 68

B

BAND	55
BANKRUPTCY	31, 33
BEATRICE CAMPUS	5
BIOS • BIOSCIENCE	148
BOARD OF GOVERNORS	2, 201
BOOKSTORE	53
BRDC • BROADCASTING	148
BSAD • BUSINESS ADMINISTRATION	149
BUILDING CONSTRUCTION TECHNOLOGY	88
BUS SERVICE	53
BUSINESS	62
BUSINESS ADMINISTRATION	89
BUSINESS INFORMATION TECHNOLOGY	92

C

CAFETERIA	54
CALENDAR	3, 16, 54
CAMP	54
CAMPUS CRUSADE FOR CHRIST	56, 57
CAMPUS/ STUDENT LIFE	52
CANCELLATIONS	52
CAPP • CHRYSLER (CAP) COLLEGE AUTOMOTIVE	
PROGRAM	150
CAREER ADVISING CENTER/SERVICES	51
CAREER EARNINGS	4
CBC	16
CCAMPIS GRANT	54
CELL PHONES	38
CERTIFICATE	28
CHEATING	38
CHEM • CHEMISTRY	150
CHEWING TOBACCO	41

CHILD CARE	54
CHILD CARE PROFESSIONAL	103
CHILD DEVELOPMENT CENTER	54
CHILDREN	46
CHORUS	55
CHRYSLER (CAP)	94
CITIZENSHIP	62
CLUBS	54
CNST • BUILDING CONSTRUCTION	
TECHNOLOGY	151
COLLEGE ADMINISTRATION	2
COLLEGE COLORS	57
COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)	29
COMMONS AREAS	57
COMPUTER AIDED DESIGN DRAFTING	95
COMPUTER HELPDESK	40
COMPUTER PROGRAMMING TECHNOLOGY	96
COMPUTER TECHNOLOGY	73
COMPUTER TRAINING	62
COMPUTER USAGE	39
COMPUTER USE VIOLATIONS	40
COMPUTERS, AUTOMATION, AND NETWORKING	
SYSTEMS	105
CONDUCT EXPECTATIONS	38
CONSTRUCTION ELECTRICIAN – IBEW OPTION	97
CONSTRUCTION ELECTRICIAN	104
CONTINUING EDUCATION	3, 61
CONTINUING EDUCATION CENTER	9
CONTROLLED SUBSTANCES	40
COPYRIGHT LAW	40
CORE CLASSES	73
COUNSELING	51
COURSE DESCRIPTIONS	139
COURSE PREFIXES	140
COURSE REPEAT PROCEDURE	18
CREDIT BY EXAMINATION	29
CREDIT BY WAIVER	29
CREDIT CLASS REFUNDS	23
CREDIT TRANSCRIPT	32
CREDIT TRANSCRIPT KEY	33
CREDIT TYPES	32
CRIM • CRIMINAL JUSTICE	152
CRIMINAL BACKGROUND CHECKS	12, 16
CRIMINAL JUSTICE	98
CROPS	83
CULINARY ARTS	108
CUSTOMIZED TRAINING SERVICES	64

D

DATA PROCESSING MANAGEMENT ASSOCIATION	57
DEADLINE DATES	16, 21
DEADLINE FOR DROPPING CLASS	18
DEAN'S LIST	30
DEBTS	25, 40
DECLARACIÓN DE POLÍTICA SOBRE	
EQUIDAD/ANTIDISCRIMINACIÓN	2
DEERE CONSTRUCTION & FORESTRY EQUIPMENT	
TECH	99
DENT • DENTAL ASSISTING	152
DENTAL ASSISTING	100
DESL • DIESEL TECHNOLOGY FARM	153
DESL • DIESEL TECHNOLOGY TRUCK	154
DIE MAKER	119
DIESEL TECHNOLOGY - FARM	101
DIESEL TECHNOLOGY-TRUCK	102
DIETETIC TECHNICIAN	108
DIPLOMA	28
DISABILITY SERVICES	36, 51
DISCIPLINARY ACTIONS	40
DISCIPLINARY HEARING	42
DISCIPLINARY PROCEDURES	42
DISCRIMINATION	36, 40
DISEASE	46
DISTANCE EDUCATION	4
DISTANCE LEARNING	66
DIVERSIFIED AGRICULTURE	83
DIVERSITY	36
DORMS	26
DRAF • COMPUTER AIDED DESIGN DRAFTING	155
DRAMA	55
DRILLS	47
DRIVER EDUCATION & SAFETY	62
DRIVING	48
DROP	17
DROP CLASSES	16
DROP/ADD/WITHDRAWAL	16
DRUGS	40

E

EARLY CHILDHOOD EDUCATION	66, 103
ECED • EARLY CHILDHOOD EDUCATION	156
ECON • ECONOMICS	159
ECONOMIC DEVELOPMENT	64
ED2GO	62
EDUC • EDUCATION	159
EIGT • GRAPHIC DESIGN	159
ELEC • ELECTRICAL & ELECTROMECHANICAL	
TECHNOLOGY AND ELECTRONIC SYSTEMS	
TECHNOLOGY	160
ELECTRICAL SYSTEMS FOCUS	104
ELECTRICAL TECHNOLOGY	104
ELECTRICIAN	104
ELECTROMECHANICAL SYSTEMS FOCUS	104
ELECTRONIC SYSTEMS TECHNOLOGY	105
ELECTRONIC DEVICES	40
ELECTRONIC SYSTEMS MILITARY	105
ELECTRONIC SYSTEMS TECHNICIAN	105
ELET • CONSTRUCTION ELECTRICIAN –	
IBEW OPTION	162
EMERGENCY MEDICAL SERVICE/PARAMEDIC	62, 106
EMERGENCY PROCEDURES	47
EMPLOYMENT	51, 57
EMTL • EMERGENCY MEDICAL SERVICES	163
ENERGY SQUARE LOCATION	8

ENGL • ENGLISH	164
ENGLISH AS A SECOND LANGUAGE	62
ENGR • ENGINEERING	165
ENROLLMENT	3
ENTR • ENTREPRENEURSHIP	165
ENTREPRENEURSHIP	89, 90
ENTREPRENEURSHIP CENTER	9
EQUAL OPPORTUNITY	2, 36
EQUITY	36
ESL	62
ESLX • ENGLISH AS A SECOND LANGUAGE	166
ESQ	8
ESQ PARKING	49
ETHANOL TRAINING	134
EVACUATION	47
EYEWEAR	47

F

FACILITIES USE	57
FACTS MONTHLY PAYMENT PLAN	25
FACULTY	203
FAFSA	22
FAMILY & CONSUMER SCIENCE	63
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT	
(FERPA)	15, 30
FARM BUSINESS MANAGEMENT PROGRAM	62
FAX	57
FEDERAL LAWS	36
FEDERAL PARENT LOAN (PLUS)	20
FEDERAL SEOG	20
FEDERAL STAFFORD LOAN	20
FEDERAL WORK-STUDY	22
FEDERAL WORK-STUDY PROGRAM (FWS)	20
FEES	26, 57
FERPA	15, 30
FIBER OPTICS	66
FINANCIAL AID	20, 22
FINANCIAL AID AWARDS	21
FINANCIAL AID OFFICES	20
FINES	48
FIRE • FIRE PROTECTION TECHNOLOGY	166
FIRE PROTECTION TECHNOLOGY	107
FIREARMS	46
FIRST AID	58
FITNESS	57
FOOD AND DRINKS	58
FOOD SERVICE	54
FOOD SERVICE MANAGEMENT	108
FOOD SERVICE TRAINING	63
FOOD SERVICE TRAINING CERTIFICATE	109
FOOD SERVICE/ HOSPITALITY	108
FORD (ASSET)	110
FSDT • FOOD SERVICE/HOSPITALITY	167

G

GED	62
GENERAL BUSINESS	90
GENERAL EDUCATION REQUIREMENTS	73
GENERAL EDUCATIONAL DEVELOPMENT	62
GENERAL MOTORS (ASEP)	111
GENERAL OFFICE	93
GEOG • GEOGRAPHY	169
GEOL • GEOLOGY	169
GERM • GERMAN	169
GLST • GLOBAL STUDIES	170
GOLF TURFGRASS MANAGEMENT FOCUS	83
GOOD ACADEMIC STANDING	31
GOVERNMENT	58
GPA	31
GRADE CHANGES	31
GRADE DISPUTES	30, 31
GRADE POINT AVERAGE	31
GRADE REPORTS	30
GRADES	30
GRADES MIDTERM	30
GRADUATION	28
GRADUATION AWARDS / HONORS	28
GRADUATION FEE	26
GRADUATION RATES	28
GRADUATION REQUIREMENTS	28
GRADUATION WITH DISTINCTION	30
GRADUATION WITH HIGH DISTINCTION	30
GRANTS	20
GRAPHIC DESIGN	112
GRIEVANCES	43

H

HANDICAPPED PARKING	48
HARASSMENT	36
HEALTH	46
HEALTH	63
HEALTH INFORMATION MANAGEMENT	
SYSTEMS	66, 113
HEARING PROCEDURES	43
HEATING, VENTILATION, AIR CONDITIONING &	
REFRIGERATION TECHNOLOGY	114
HIMS • HEALTH INFORMATION MANAGEMENT	
SERVICES (MEDICAL CODING)	170
HIST • HISTORY	170
HLTH • HEALTH	170
HIMS • HUMAN SERVICES	170
HOME IMPROVEMENT	63
HOME-SCHOOLED STUDENTS	31
HORT • HORTICULTURE	172
HORTICULTURE	55, 82
HOUSING	4, 26, 58
HUMAN SERVICES	115
HUMANITIES	55, 73
HUMS • HUMANITIES	172
HVAC • HEATING, VENTILATION, AIR CONDITIONING	
& REFRIGERATION TECHNOLOGY	172

SOUTHEAST COMMUNITY COLLEGE—NEBRASKA

I

I.D. CARDS	.58
IBEW	.97
ILLNESS	.47
INDEPENDENT STUDY	.15
INDUSTRIAL, TECHNICAL, & VOCATIONAL TRADES	63
INFO • COMPUTER PROGRAMMING AND MICROCOMPUTER TECHNOLOGY	.173
INFORMATION SYSTEMS	.89
INFORMATION SYSTEMS FOCUS	.91
INJURY	.47
INSURANCE	.46
INTERCOLLEGIATE ATHLETICS	.53, 192
INTERNATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS (IAAP)	.55, 56
INTERNATIONAL STUDENTS	.15
INTRAMURAL ATHLETICS	.53
ISIR	.22
ITUNES U	.60

J

JDAT • JOHN DEERE TECH	.176
JDCE • DEERE CONSTRUCTION & FORESTRY EQUIPMENT TECH	.177
JOHN DEERE FOCUS	.128
JOHN DEERE TECH	.116
JOUR • JOURNALISM	.178

K

KALEIDOSCOPE ALLIANCE	.56
KAPPA BETA DELTA	.56

L

LABORATORY SCIENCE TECHNOLOGY	.117
LAND SURVEYING/ CIVIL ENGINEERING TECHNOLOGY	.118
LAW ENFORCEMENT	.59
LBST • LABORATORY SCIENCE TECHNOLOGY	.178
LEARNING RESOURCE CENTER	.59
LEGAL FOCUS	.93
LEGAL OFFICE	.92
LIBR • LIBRARY SCIENCE	.180
LIBRARY	.59
LIBRARY TECHNICAL ASSISTANT	.66
LICENSED PRACTICAL NURSES ASSOCIATION OF NEBRASKA (LPNAN)—LPNAN	.55, 56
LICENSURE REQUIREMENTS	.16
LIMITATIONS OF CATALOG INFORMATION	.2
LINCOLN CAMPUS	.7
LINUX USER GROUP	.56
LIVESTOCK	.83
LIVESTOCK JUDGING	.55
LOAN	.20
LOCATIONS	.3
LOGGING	.108
LOST AND FOUND	.59
LPNS • PRACTICAL NURSING	.180
LRC	.59
LSCE • LAND SURVEYING/CIVIL ENGINEERING	.180

M

MAAP • MAJOR APPLIANCE PROFESSIONAL TECHNOLOGY	.183
MACH • MACHINE TOOL TECHNOLOGY	.181
MACHINE TOOL TECHNOLOGY	.119
MAIL	.59
MAJOR APPLIANCE PROFESSIONAL TECHNOLOGY	.63, 120
MAKEUP TESTING	.59
MANUFACTURING ENGINEERING TECHNOLOGY	.121
MARKETING	.89, 90
MATH • MATHEMATICS	.183
MATHEMATICS	.73
MEDA • MEDICAL ASSISTING	.184
MEDIA SERVICES	.59
MEDICAL ASSISTING	.122
MEDICAL CODING	.66, 113
MEDICAL FOCUS	.93
MEDICAL LABORATORY TECHNOLOGY	.123
MEDICAL OFFICE	.92
MEDICAL TRANSCRIPTION	.92, 93
MEDT • MEDICAL LABORATORY TECHNOLOGY	.184
MESSAGES	.59
MGFT • MANUFACTURING ENGINEERING TECHNOLOGY	.186
MICROCOMPUTER PROGRAMMER	.125
MICROCOMPUTER TECHNOLOGY	.124
MICROSOFT OFFICE	.93
MIDTERM GRADES	.30
MILFORD CAMPUS	.6
MILITARY	.105
MISCONDUCT	.38
MOLD MAKER	.119
MOTORCYCLE, ATV, AND PERSONAL WATERCRAFT TECHNOLOGY	.126
MSTT • MOTORCYCLE, ATV, AND PERSONAL WATERCRAFT TECHNOLOGY	.187
MULTI ETHNIC STUDENT ORGANIZATION (MESO)	.55, 56, 57
MUSC • MUSIC	.187

N

NANNY	.103
NATIONAL ASSOCIATION OF HOME BUILDERS	.57
NATIONAL SKILLSUSA-VICA	.56
NATIONAL STUDENT NURSES' ASSOCIATION (NSNA)	.56

NDTT • NONDESTRUCTIVE TESTING TECHNOLOGY	.188
NEBRASKA ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC)	.56
NEBRASKA CENTER FOR EXCELLENCE IN ELECTRONICS	.8
NEBRASKA LAW ENFORCEMENT	.98
NEBRASKA LAWS AND POLICIES	.37
NEBRASKA RESIDENCY REQUIREMENTS	.14
NEBRASKA SOCIETY FOR CLINICAL LABORATORY SCIENCE (NSCLS)	.56
NEBRASKA STATE GRANT (NSG)	.20
NETWORK MANAGER	.124
NEWSPAPERS	.60
"NO SHOW" STUDENTS	.16
NONCREDIT TRANSCRIPT	.33
NONDESTRUCTIVE TESTING TECHNOLOGY	.127
NONDISCRIMINATION POLICY	.36
NON-TRADITIONAL STUDENTS	.51
NOTARY	.60
NURA • NURSING ASSISTANT	.189
NURS • ASSOCIATE DEGREE NURSING	.189
NURSING	.85, 131
NURSING HOME ADMINISTRATION	.89, 90, 115

O

OCCUPATIONAL STUDIES	.128
OFF CAMPUS COURSES	.66
OFFICIAL WITHDRAWALS	.24
OFFT • BUSINESS INFORMATION TECHNOLOGY	.190
ONLINE CLASSES	.66
ORAL COMMUNICATION	.73
ORGANIZATIONS/ GUIDELINES	.54
OUT-OF-STATE TUITION	.26

P

PARAMEDIC	.106
PARENTS OF ALL AGES	.58
PARKING	.48
PARKING PERMITS	.49
PARTS MARKETING & MANAGEMENT	.129
PAYMENT PLAN	.25
PAYMENT POLICY	.25
PC SUPPORT SPECIALIST	.124
PDSM • PARTS MARKETING & MANAGEMENT	.191
PELL GRANT	.20
PERFORMING ARTS—BEATRICE	.55
PERMANENT RECORD	.30
PERSONAL COUNSELING	.51
PERSONAL ENRICHMENT	.63
PERSONNEL	.201
PHARMACY TECHNICIAN	.130
PHED • PHYSICAL EDUCATION	.192
PHI BETA LAMBDA	.55
PHI THETA KAPPA (PTK)—ALPHA PI LAMBDA CHAPTER	.56
PHI THETA KAPPA-ETA ALPHA CHAPTER	.55
PHIL • PHILOSOPHY	.192
PHOT • PHOTOGRAPHY	.192
PHOTOCOPY	.60
PHRM • PHARMACY TECHNICIAN	.193
PHYS • PHYSICAL SCIENCE	.193
PLACEMENT	.4
PLACEMENT SERVICES	.51
PLACEMENT/ASSESSMENT TESTING	.14
POLS • POLITICAL SCIENCE	.193
POLYSOMNOGRAPHIC TECHNICIAN CERTIFICATION	.135
PORNOGRAPHY	.39
PRACTICAL NURSING	.131
PRE-ADMISSION	.12
PREFIXES	.140
PREREQUISITES	.15
PRESCHOOL PROGRAM	.54
PRIORITY FILING DEADLINE DATES	.20
PROFESSIONAL DEVELOPMENT—CUSTOMIZED TRAINING SERVICES	.64
PROFESSIONAL TRUCK DRIVER TRAINING	.132
PROGRAM CHART	.68, 69
PROGRAMS OF STUDY	.67
PROHIBITED INTERNET USAGE	.39
PSGT • POLOSOMNOGRAPHIC TECHNICIAN	.194
PSYC • PSYCHOLOGY	.194
PUBLISHING	.137

Q

QUALITY ASSURANCE	.50
-------------------	-----

R

RACIAL/ETHNIC HARASSMENT	.37
RADIOLOGIC TECHNOLOGY	.66, 133
RADT • RADIOLOGIC TECHNOLOGY	.194
RE-ADMISSION STEPS	.12
RECORDS	.30
REFUNDS	.17, 23, 24
REGISTRATION	.17
REGISTRATION PROCEDURES	.15
RELS • RELIGIOUS STUDIES	.195
RENEWABLE ENERGY TECHNOLOGY	.134
RESERVE AND GUARD TRAINING	.28
RESIDENCE HALL	.26
RESIDENCE HALL ASSISTANTS	.58
RESIDENCE HALL ASSOCIATION	.57
RESP • RESPIRATORY CARE	.196
RESPIRATORY CARE	.66, 135
RETENTION OF STUDENT RECORDS	.10
RETESTING	.14
RNEW • RENEWABLE ENERGY	.195
RODEO / HORSE SHOW	.55
ROTARACT	.56

S

SAFETY	.46
SAFETY PROCEDURES	.47
SATISFACTORY ACADEMIC PROGRESS (SAP)	.22
SCC EDUCATIONAL FOUNDATION	.21
SCHOLARSHIPS	.21
SCIENCE	.73
SCORE	.62
SECURITY	.46
SEMIESTER-HOUR TO QUARTER-HOUR CONVERSION CHART	.33
SENATE	.58
SERVICES	.4
SEX OFFENDER REGISTRY	.46
SEXUAL HARASSMENT	.37
SIGN • SIGN LANGUAGE	.196
SINGING	.55
SKILLSUSA-VICA	.56, 57
SMOKING	.41
SOCI • SOCIOLOGY	.197
SOCIAL SCIENCE	.73
SOCIAL SECURITY NUMBER	.15
SOCIETY OF MANUFACTURING ENGINEERS S218	.57
SPAN • SPANISH	.197
SPCH • SPEECH	.197
STAFFORD STUDENT LOAN	.22
STATUS	.15
STEPS FOR ADMISSION INTO A PROGRAM OF STUDY	.13
STUDENT ACTIVITIES	.4
STUDENT AID REPORT (SAR)	.22
STUDENT CENTERS	.57
STUDENT CONDUCT	.38
STUDENT DIVERSITY	.4
STUDENT EVALUATION OF FACULTY	.50
STUDENT GRIEVANCES	.43
STUDENT HOUSING DATA NETWORK ACCEPTABLE USE POLICY	.39
STUDENT ORGANIZATIONS	.54
STUDENT POPULATION	.4
STUDENT RECORDS	.30
STUDENT REPRESENTATIVE ON THE BOARD OF GOVERNORS	.50, 58
STUDENT RIGHTS & RESPONSIBILITIES	.42
STUDENT SERVICES	.51
STUDENTS IN FREE ENTERPRISE (SIFE)	.56
SUPPORT STAFF	.208
SURGICAL TECH STUDENT ASSOCIATION	.56
SURGICAL TECHNOLOGY	.66, 136
SURT • SURGICAL TECHNOLOGY	.198

T

TDD	.51
TECH PREP ADVANCED PLACEMENT	.29
TECHNICAL & CAREER EDUCATION	.3
TELEPHONES	.60
TEST PROCTORING	.51
TESTING AND ASSESSMENT	.51
TESTING/ASSESSMENT CENTER	.13
THE SCC MISSION	.2
THEA • THEATRE	.198
THEATRE	.55
TITLE IV CODE	.22
TITLE IV REFUND	.23
TOEFL (TEST OF ENGLISH AS A FOREIGN LANGUAGE)	.15
TOOL AND DIE MAKER	.119
TOOLS	.60
TORNADOES	.47
TRANSCRIPTS	.13, 30, 32
TRANSFER AGREEMENTS	.32
TRANSFER CREDIT	.13, 29
TRANSFER INITIATIVE	.74
TRANSFERRING YOUR CREDITS	.74
TRIO	.52
TRUCK DRIVER TRAINING	.132
TRUK • PROFESSIONAL TRUCK DRIVER TRAINING	.198
TUITION GRANT	.21
TUITION, FEES AND HOUSING CHART	.26
TUTORING	.51

U

UNDECLARED STUDENTS	.15
UNOFFICIAL WITHDRAWALS	.24

V









VETERANS' BENEFITS	.21
VISUAL PUBLICATIONS	.137
V PUB • VISUAL PUBLICATIONS	.198

W


WEAPONS	.46
WEATHER	.53
WEB	.60
WEB APPLICATIONS PROGRAMMER	.125
WEBADVISOR	.30
WELD • WELDING	.199
WELDING TECHNOLOGY	.138
WELLNESS	.57
WITHDRAWALS	.16, 18, 24
WORKFORCE DEVELOPMENT	.64
WORKKEYS	.64
WRITTEN COMMUNICATION	.73

Z

ZETA THETA TAU	.56
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2008—2009	SCC Degree, Diploma and Certificate Programs	Length of Program*	Location Offered	Awards Offered	Starting Terms
> ACADEMIC EDUCATION					
Academic Transfer	18-24 months	Beatrice/Lincoln	AA/AS	All terms	
Criminal Justice	18-24	Beatrice/Lincoln	AAS	All terms	
> AGRICULTURE/LABORATORY SCIENCE					
Agriculture Business & Management Technology	24	Beatrice	AAS	All terms	
Laboratory Science Technology	18	Lincoln	AAS/Dip	All terms	
> BUSINESS					
Business Administration 	18	Beatrice/Lincoln/Milford	AAS/Dip/Cert	All terms	
Business Information Technology 	18	Beatrice/Lincoln	AAS/Dip/Cert	All terms	
> CONSTRUCTION					
Architectural-Engineering Technology	18	Milford	AAS	Winter, Summer	
Building Construction Technology	18	Milford	AAS	Spring, Fall	
Computer Aided Design Drafting	24	Lincoln	AAS	All terms	
Fire Protection Technology	18-24	Lincoln	AAS	Call Admissions	
Heating, Ventilation, Air Conditioning & Refrigeration Technology	18	Milford	AAS	Winter, Summer	
Land Surveying/Civil Engineering Technology	18	Milford	AAS	Call Admissions	
> CONTINUING EDUCATION					
Emergency Medical Services/Paramedic	24	Lincoln	AAS	Call Admissions	
Major Appliance Professional Technology	9	Milford	Dip	Summer	
> ELECTRONIC/COMPUTER					
Computer Programming Technology	18	Milford	AAS	Winter, Summer	
Construction Electrician - IBEW Option			AAS	Call Admissions	
Electrical & Electromechanical Technology	18	Milford	AAS/Dip	Winter, Summer	
Electronic Systems Technology	18-24	Lincoln/Milford	AAS	L-All; M-Win, Sum	
Microcomputer Technology 	18-24	Lincoln	AAS/Cert	All terms	
Renewable Energy Technology	6-9	Milford	Cert	Call Admissions	
> FAMILY & CONSUMER SCIENCE					
Early Childhood Education	18-24	Lincoln	AAS/Dip/Cert	All terms	
Food Service/Hospitality	18	Lincoln	AAS/Dip	All terms	
> HEALTH					
Associate Degree Nursing	21	Lincoln	AAS	Winter, Summer	
Dental Assisting 	12	Lincoln	Dip	Spring, Fall	
Health Information Management Systems (Medical Coding)			Dip	Call Admissions	
Human Services	24	Lincoln	AAS	All terms	
Medical Assisting	12	Lincoln	Dip	Spring, Fall	
Medical Laboratory Technology	24	Lincoln	AAS	Summer	
Pharmacy Technician	12	Beatrice	Dip	Summer	
Polysomnographic Technician	6	Lincoln	Cert	Call Admissions	
Practical Nursing 	12	Beatrice/Lincoln	Dip	Call Admissions	
Radiologic Technology 	24	Lincoln	AAS	Winter, Summer	
Respiratory Care 	24	Lincoln	AAS	Summer	
Surgical Technology 	18	Lincoln	AAS	Call Admissions	
> MANUFACTURING					
Machine Tool Technology	18	Lincoln/Milford	AAS/Dip	L-All; M-Sum,Win	
Manufacturing Engineering Technology	18	Milford	AAS	Winter, Summer	
Nondestructive Testing Technology	18	Milford	AAS	Winter, Summer	
Welding Technology	18	Lincoln/Milford	AAS/Dip/Cert	All terms	
> MASS MEDIA/COMMUNICATION					
Graphic Design	18	Milford	AAS	Call Admissions	
Visual Publications	18	Lincoln	AAS/Dip/Cert	Call Admissions	
> TRANSPORTATION					
Auto Collision Repair Technology	18	Milford	AAS	Winter, Summer	
Automotive Technology	18	Lincoln/Milford	AAS	L-Win, Sum; M-All	
Chrysler (CAP) College Automotive Program	21	Milford	AAS	Call Admissions	
Deere Construction & Forestry Equipment Tech	21	Milford	AAS	Call Admissions	
Diesel Technology-Farm	18	Milford	AAS	Winter, Summer	
Diesel Technology-Truck	18	Milford	AAS	Winter, Summer	
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	
John Deere Tech	21	Milford	AAS	Call Admissions	
Motorcycle, ATV, & Personal Watercraft Technology	12	Lincoln	Dip	Winter, Summer	
Occupational Studies (John Deere Focus)			AOS/Dip/Cert	Call Admissions	
Parts Marketing & Management	15	Milford	AAS/Dip	Fall	
Professional Truck Driver Training	3	Lincoln	Cert	All terms	

Awards: **AA**=Associate of Arts, **AS**=Associate of Science, **AAS**=Associate of Applied Science, **AOS**=Associate of Occupational Studies, **Dip**=Diploma, **Cert**=Certificate

*For a student attending full-time, average length of time - in months - f or graduation/completion.  = Program also offered On-line.

Beatrice Campus FAX: 402-228-2218 Phone: 402-228-3468 • 1-800-233-5027 Admissions: ext. 1214	Lincoln Campus FAX: 402-437-2404 • Deaf TDD: 402-437-2702 Phone: 402-471-3333 • 1-800-642-4075 Admissions: ext. 2600	Milford Campus FAX: 402-761-2324 Phone: 402-761-2131 • 1-800-933-7223 Admissions: ext. 8243
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**BEATRICE CAMPUS**

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**Entrepreneurship Center
(ENT)**
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